

# **Constitution of the Student Activities Board**

At Texas Tech University

*March 29, 2020*

## **Article 1 – Name, Purpose, Vision, & Values**

### Section 1. Name

- A. The name of this organization shall be the Student Activities Board at Texas Tech University. Hereinafter also referred to as SAB.
- B. The Student Activities Board is a student-run programming board operating under and supported by Student Union & Activities at Texas Tech University.

### Section 2. Purpose

- A. Mission: The Student Activities Board, SAB, is committed to hosting FREE STUDENT EVENTS that contribute to each student's individual experience at Texas Tech University.
- B. Vision: The Student Activities Board strives to be responsive to student interest, with a goal of encouraging campus community and unity at Texas Tech through exciting, relevant, engaging, and entertaining events.

The Student Activities Board looks to bring the best local, college, national entertainment and educational programs to Texas Tech University. SAB offers students, faculty, staff, and community members diverse programming in support of the educational missions of the University. SAB also provides students with leadership training and hands-on learning through membership and leadership opportunities on the board. It will always be the priority of SAB to offer programs at a free or reduced cost to Texas Tech University students.

- C. Values: The Student Activities Board at Texas Tech values:
  - a. Collaboration: Working together to provide the best events
  - b. Accountability: Taking responsibility for our actions, results, and commitments
  - c. Excellence: Striving for quality results
  - d. Education: Academic integrity, in and outside of the classroom
  - e. Talents and Gifts: Valuing all members of SAB
  - f. Leadership Development: Lead and enhance individual skills
  - g. Diversity: Embrace the ideas and diversity of all members of the Texas Tech community

## **Article II – Membership**

### Section 1. Membership Requirements

- A. Membership is open to all current, full-time students at Texas Tech University that are in good standing with the university.

- B. A full-time student status is deemed by that specific students College or program that he/she is in.
- C. SAB members must abide by membership requirements outlined in Article II, Section 1 of the Constitution
- D. All Members must have and maintain a 2.25 cumulative GPA as well as maintain a 2.0 current semester GPA.
  - a. Summer Semester GPA will be reviewed with Spring Semester GPA to form a Spring/Summer GPA. Spring/Summer GPA must be a 2.0 or higher.
- E. Any individual not maintaining the required GPA will be required to be in consultation with their advisor regarding their membership.
- F. Individual Student Committee Members must attend a mandatory training after the beginning of the fall semester and spring semester.
- G. Executive Committee must attend a mandatory training after the beginning of the fall semester and spring semester.
- H. All other voting student members of the Board must be an active member as defined in the Article I of the By-Laws.
- I. Should the President, Vice President, Coordinators, or Member be placed on academic probation by the University, or fail to meet any or all eligibility standards, this results in immediate forfeit of SAB responsibilities and dismissal from SAB membership.
- J. Student Activities Board does not deny membership based on race, color, religion, gender, sexual orientation, age, field of study, national origin, citizenship, veteran status, gender identity, gender expression, and physical or mental ability.
- K. Must be able to attend weekly meetings held on Tuesdays.

## Section 2. Membership Selection

- A. All prospective members are required to complete a SAB membership application on TechConnect and go through a selection process as outlined in Article I of the Bylaws.

## **Article III – Officers**

### Section 1. Executive Team

- A. The Executive Team of the Student Activities Board will consist of:
  - a. Leadership Committee
    - i. President
    - ii. Vice President
  - b. Coordinators
    - i. Daytime
    - ii. Night Life
    - iii. Off-Campus
    - iv. Outreach
    - v. Spirit & Traditions
- B. In addition to the membership requirements defined in Article II of the constitution, all officers will be held to a set of expectations as it pertains to their position as detailed in the individual job descriptions. Descriptions of each position can be found in Article II of the Bylaws.
- C. The term of the Executive Team will last one (1) year starting with an installation in May.
- D. Spirit & Traditions Elect will start in October
- E. Officer selection processes are defined and outlined in Article II of the Bylaws.

## **Article IV – Meetings**

### Section 1. General Board Meetings

- A. The Student Activities Board shall hold regular weekly meetings as outlined in Article VI of the bylaws
- B. Student Committee Members are required to attend meetings as outlined in Article VI of the bylaws.
- C. All regular weekly meetings of the Board shall be open to the public.

### Section 2. Executive Team Meetings

- A. The Executive Team shall hold regular weekly meetings as outlined in Article VI of the Bylaws.
- B. The Executive Team is required to attend all meetings as outlined in Article VI of the Bylaws. If an Executive Team member cannot attend a meeting they must notify their advisor and the president with a 48-hour notice. Exceptions may be applied in certain approved circumstances by the advisor or the associate director.

### Section 3. Quorum

- A. Two-thirds (2/3) of the voting members shall constitute a quorum.

## **Article V – Relationships with Other Organizations**

### Section 1. Affiliations

- A. The Student Activities Board is supported by and affiliated with the office of Student Activities in the department of Student Union & Activities at Texas Tech University.

## **Article VI – Committees**

### Section 1. Committee Structure

- A. There will be 5 committees that make up the Student Activities Board
  - a. Daytime
  - b. Night Life
  - c. Off-Campus
  - d. Outreach
  - e. Spirit & Traditions
- B. The corresponding coordinator will chair each.
- C. Each SAB member will be required to serve on a committee.
- D. Members will be able to give their preference of committee to serve on and the Vice President and the President will determine the final assignments based on committee and organizational needs.
- E. Additional Committees or sub-committees may be formed, if needed, by the President at their discretion and can be disassembled at any time.

## **Article VII – Advisors**

### Section 1. Advisor(s)

- A. SAB must have at least one (1) advisor.
- B. The Advisor(s) shall be appointed by the Director or Associate Director of Student Union & Activities, must work in Student Union & Activities at Texas Tech University, and be a full-time employee or Graduate Assistant.
- C. The Advisor(s) of SAB serve as a non-voting resource person(s) for the organization and assists in coordination of meetings, soliciting agenda items, and establishing an agenda.

## **Article VIII – Contact Information**

### Section 1. Contact Information

- A. Physical Location: The Student Activities Board will have physical office space in the Student Activities office, Student Union 020 of Texas Tech University in Lubbock, TX. The physical address is 2625 15th St., Student Union 020, Lubbock, TX 79409 and the campus mailing address is Student Activities Board, Box 42031.
- B. Phone & Fax Number: SAB will have a phone number, (806) 742-4708, and fax machine, (806) 742-4714 for correspondence with students, faculty, staff, community members, and external agencies (i.e. agents, performers, and professional organizations).
- C. Email Address: SAB will have an e-mail, [sab@ttu.edu](mailto:sab@ttu.edu), for correspondence with students, faculty, staff, community members, and external agencies (i.e. agents, performers, professional organizations).
- D. Digital Presence: SAB will have a website, <http://www.sab.ttu.edu>, and other forms of current social media to provide information to students, faculty, staff, community members, and external agencies (i.e. agents, performers, professional organizations) and to advertise upcoming programs and events.

## **Article IX – Legal Agreement**

### Section 1. Legal Agreement

- A. The Student Activities Board agrees to abide by all federal, state, and local laws; and by Texas Tech University Policies & Procedures.

## **Article X – Amendments**

### Section 1. Constitutional Amendments

- A. A petition for amendment must be presented to the President of SAB. It shall originate from within the Board. Such petitions shall be considered a priority motion by the Board and shall be discussed at the first Board meeting following presentation to the President. The proposed amendment must be approved by a majority vote of the Executive Board.
- B. Adoption of this constitution shall be by a majority vote of the Board.

- C. The amendment shall be held and controlled by the Board in accordance with rules of procedure set up by the Board, subject to the existing policies and procedures of Student Union & Activities.
- D. All active and eligible members of the Board in good University standing shall be eligible to vote as defined in Article 1, Section 2 of the Constitution.
- E. In case there be an amendment to the SAB Constitution and By-Laws that causes a discrepancy in writing pertaining to the Board, such conflicting amendments and changes must be approved by the Managing Director of Student Union & Activities.

## **Article XI – Governance**

### Section 1. Governance

- A. The governance of SAB shall be set forth in the Constitution and By-Laws and entrusted to the members of the Executive Board.

# **Bylaws of the Student Activities Board**

At Texas Tech University

*Revised September 5, 2017*

## **Article I - Membership**

### Section 1. Selection Procedures

- A. Applications for General Board Member positions will be available on TechConnect on the first day of classes and the due date for applications will be set by the President and Vice President.
- B. Interviews and selection for Member positions will begin the following week after the application deadline and positions will be announced before that semester's retreat.
- C. If a Texas Tech student misses the application deadline or wants to apply earlier, an information sheet will be available online at all times and a member of the executive team will contact that individual within two (2) weeks.
- D. The selection committee will be made up of:
  - a. President
  - b. Vice President
  - c. Coordinators
  - d. Associate Director of Student Union & Activities or his/her designee (optional)
  - e. Staff/Faculty Representative (optional)
  - f. Board Advisor

### Section 2. Applications

- A. SAB shall provide a standard application form requesting such information as it deems pertinent, concerning qualifications for members of Board. The Chairperson of the Selection Process shall make these applications available to the Leadership Team and the Executive Board. The Vice President shall make applications available to all persons interested in qualifying for the Board. These applications forms will be available to students online on the SAB website and TechConnect.

### Section 3. Re-applications

- A. SAB shall provide a standard application form requesting such information as it deems pertinent, concerning qualifications for members of the Board. The Vice President shall make applications available to all persons interested in reapplying for the Board. Applications will be available no later than three weeks prior to the last day of school of the Spring semester.
- B. Re-applications must be resubmitted at the end of each semester.
- C. A Student Activities Board Member can take an Inactive semester via written communication with their Coordinator, the VP, President, and their Coordinator's Advisor and/or selects Inactive in the TechConnect re-application form.

#### Section 4. Resignations

- A. A Student Activities Board Member can resign at any time via written communication with their Coordinator, the VP, President, and their Coordinator's Advisor.

#### Section 5. Member Accountability and removal

- A. Possible reasons for membership review or removal shall be defined as:
  - a. Failure to comply with Article III, Section 1 and 2 of the By-Laws.
  - b. Failure to adhere to established Board and University guidelines.
  - c. Failure to fulfill member responsibilities.
  - d. Conduct that does not adhere to the mission and vision of SAB.
- B. Any Member not adhering to any of the above requirements may be required to attend a review meeting with the SAB President and/or their committee advisor to discuss their membership status.
- C. Members found to not be adhering to the above requirements may be asked to take an inactive semester from the board where they retain their membership status but are not active in board activities. Members are allowed one inactive semester per their membership term. Should they need to take a second inactive semester at any point, they will need to go through the application process again
- D. Any Student Committee Member may be removed from their position by a simple majority vote within the review meeting, or by discretion of an Advisor.
- E. **\*\*\*Please note\*\*\*** Removal on the grounds of misconduct is at the discretion of the Associate Director and/or Director of Student Union and Activities and may occur at **any** point depending on the severity of the incident.
- F. Should the President, Vice President, Coordinators, or Member be placed on academic probation by the University, or fail to meet any or all eligibility standards, this results in immediate forfeit of SAB responsibilities and dismissal from SAB membership as being placed on academic probation means they no longer meet the requirements needed to qualify to take an inactive semester if one were available.

#### Section 6. Member Duties & Expectations

- A. Student Committee Members must adhere and strongly believe in the SAB Constitution, By- Laws, and the program philosophy of the Board as outlined in Appendices A-P.
- B. Student Committee Members are required to work at least fifteen (15) hours each semester.
- C. A member's hours will come from a predetermined list of available hours. These hours will be available for all members to sign up for on a first come, first serve basis. The addition of available hours must come before an event has taken place.
- D. The Student Committee Members are required to work at least one (1) event per month in order to fulfill the fifteen (15) hours required each semester.
- E. Student Committee Members are required to complete one (1) aspect of marketing per event of their own committee.
- F. Each member is required to work two (2) shifts of RaiderGate, if a member can't fulfill this requirement that member will need to notify their coordinator, the coordinators advisor, the President, and Vice President. If approved the member will need to work alternate events to make up those hours.
- G. Student Committee Members must maintain one (1) set office hour in the SAB office each week between the designated open office hours.

- H. They must also attend all committee meetings, help with both standard and non-standard forms of publicity, serve as a proxy representative for student Coordinators when deemed necessary, and perform any other duties as assigned by the President and/or Vice President on Tuesdays.
- I. Student Committee Members shall work to uphold the values of a student/staff partnership and shall be entrusted with the ethical standards, responsibility and powers of authority subject in serving the needs and constituents of the University.
- J. Student Committee Members are required to attend 3 socials per semester in order to remain in good standing with the Student Activities Board.

Section 7. Dues

- A. There will be no dues collected or required to be a member of the Student Activities Board.

**Article II - Duties of Officers**

Section 1. President

- A. The President shall convene and preside over the meetings of the Student Activities Board (SAB).
- B. The President shall serve as the official University representative for the Board and serve as the organization's SORC rep.
- C. The President must maintain at least eighteen (18) office hours each week between the designated open office hours and work, and two (2) meeting hours, in an official capacity, at least one (1) event sponsored per program committee per semester.
- D. The President will work at least four (4) Late Night Movie per a semester or as needed to fulfill the Late-Night Movie program.
- E. The President shall attend all socials hosted by the Student Activities Board, excused absences will come on a case by case basis and shall be approved by the Associate Director of Student Union & Activities.
- F. The President shall schedule and lead all Executive Team meetings and any subsequent meetings consisting of the Vice President and Coordinators.
- G. The President shall have the power of calling for and disbanding ad-hoc committees of the Board.
- H. The President shall have the power to speak for the Board in an official capacity.
- I. The President shall serve as the representative on the Student Union Advisory Board or his/her designee.
- J. The President shall have the option to serve as an ex-officio member of any committee of Student Union & Activities.
- K. The President shall be responsible for activities and communication pertaining to SAB alumni and community relations.
- L. The President shall serve as the chief financial officer of the Board and, as such, monitor all expenditures and transact all financial business with assistance from the Advisor(s).
- M. The President must enforce the number of program offerings and deadlines as outlined in the SAB Master Calendar in Appendix K.
- N. The President shall be responsible for the organization of the annual year end banquet and any other ceremonial functions determined by the Board.
- O. The President shall maintain attendance records and office hour logs.



- P. The President shall also be held responsible for the fulfillment of duties of him/herself and the entire Board as stated in Article I of the By-Laws.
- Q. The President will have a weekly meeting with the Advisor(s) to keep them up to date on activities.
- R. In the case of a tie in any Executive Team meeting, program proposal, or election, the President will break the tie with his/her vote.

## Section 2. Vice President

- A. The Vice President shall assume the duties and responsibilities of the President in the event of his/her absence.
- B. The Vice President must maintain at least eighteen (18) office hours each week between the designated open office hours and work, in official capacity, at least one (1) event sponsored per program committee per semester.
- C. The Vice President will work at least four (4) Late Night Movie per a semester or as needed to fulfill the Late-Night Movie program.
- D. The Vice President shall attend all socials hosted by the Student Activities Board, excused absences will come on a case by case basis and shall be approved by the Associate Director of Student Union & Activities.
- E. The Vice President shall meet, weekly, with the President
- F. The Vice President shall also be responsible for the marketing functions of the overall Board, not individual programs, and the regular evaluation of the Board's programming to ensure consistency with its mission statement and the needs of the student body.
- G. The Vice President shall be responsible for keeping minutes at all Executive Team meetings and give updates at each meeting. The Minutes will be stored in an agreed upon location and made available to board.
- H. The Vice President is responsible for making sure the Board website, student organization networking group, social networking sites, and calendars are up-to-date.
- I. The Vice President shall be responsible for evaluating the marketing efforts of each programming committee and shall report this assessment to the President on a regular basis.
- J. The Vice President shall be responsible for the coordination of the SAB calendar in November for the following spring semester and in April for the following fall semester and meet the deadlines as outlined in the SAB Master Calendar in Appendix K.
- K. The Vice President shall be responsible for the organization of recruitment socials.
- L. The Vice President shall plan social and morale building activities for the Board to recognize special occasions (i.e. birthdays, holidays, awards recognition, etc.).
- M. The Vice President shall also be held responsible for the fulfillment of duties of him/herself and the entire Board as stated in Article I of the By-Laws.
- N. The Vice President will be reported to the Center for Campus Life as the organization's 'Treasurer' but will have no treasurer-like duties unless determined by the Associate Director of Student Activities.

### Section 3. Coordinators

- A. Student Coordinators must adhere and strongly believe in the SAB Constitution, By-Laws, and the program philosophy of the Board as outlined in Appendices A-P.
- B. The student Coordinators must maintain eighteen (18) set office hours each week between the designated open office hours and work at least four (4) Late Night Movie showings per semester.
- C. Student Coordinators shall attend one social more than general members that are hosted by the Student Activities Board, excused absences will come on a case by case basis and shall be approved by the Associate Director of Student Union & Activities. Ex. If General members have to attend 3 socials, student coordinators must attend at least 4.
- D. Coordinators are responsible for submitting program proposal information to the Board, exercising all or part of the contract and riders associated with events, and advertising their own programs through both standard and non-standard forms of publicity as outlined in Appendix N.
- E. The Coordinator shall preside over the weekly meetings of their specific committee.
- F. The Coordinator will also provide feedback from this committee meeting at Board meetings.
- G. The coordinator is responsible for training committee members on proper procedures, working closely with their project leader to see all tasks are completed and that other members are being delegated tasks to complete.
- H. Coordinators are responsible for documenting each event.
- I. Coordinators must meet the number of program offerings and deadlines for programming as outlined in the SAB Master Calendar in Appendix K.
- J. Coordinators shall work to uphold the values of a student/staff partnership and shall be entrusted with the ethical standards, responsibility and powers of authority subject in serving the needs and constituents of the University.
- K. Coordinators shall also be responsible for the marketing functions of the individual committee, all marketing will be approved by the Vice President or the VP's Advisor. A Coordinator shall delegate all marketing tasks to committees as needed.
- L. Additional duties and mandatory dates will be provided to the coordinator before the fall semester and they must be met, the duties and mandatory dates may change as deemed necessary.

### **Article III - Selection and Replacement of Officers**

#### Section 1. Officer Eligibility

- A. Any member of SAB can run for Coordinator.
- B. In order to run for President or Vice President, the member must have previously served as a Coordinator.
- C. SAB members must abide by membership requirements outlined in Article II, Section 1 of the Constitution.
- D. Must be a current student at Texas Tech University, in good standing.
- E. Individuals on the Executive Team must have and maintain a 2.25 cumulative GPA.
- F. Individuals on the Executive Team must attend a mandatory training before the beginning of the fall semester and spring semester.
- G. Individuals on the Executive Team must be able to attend the program times required for their specific Coordinator role.

- H. Any individual not maintaining the required GPA will be required to be in consultation with their advisor regarding their membership.

## Section 2. President and Vice President Applicants

- A. SAB shall conduct an application process in accordance with the By-Laws and SAB Master Calendar each year.
- B. Applications for President will be submitted the first week of March with selections taking place on the second week.
- C. Applications for Vice President will be submitted the second week of March with selections taking place on the following academic week.
- D. Applicants for positions must have previously served as a Coordinator.
- E. In the event there are no applicants or eligible candidates, the previous service to SAB criteria will be stricken and any student with one (1) full semester of service to SAB will be eligible.
- F. In the event there are no applicants or eligible candidates, the one (1) full semester of service to SAB criteria will be stricken and any new Member will be eligible.
- G. The applicants must go through an interview process. Section 3. Student Coordinator Applicants
  - A. Applications for Coordinator positions will be available no later than the second week following the selection of the leadership team.
  - B. If less than five (5) candidates apply for selection process, the selection will still be held.
  - C. Interviews and selection for Coordinator positions will begin on the first day in April and last one (1) week with Coordinators being announced on the final day of the process.
  - D. After the Board takes office, they shall fill any remaining positions through the interim process as stated in the By-Laws.

## Section 4. Selection Process

- A. An Advisor(s) shall oversee the President and Vice President of the Selection Process and be responsible for organizing the annual Board Selection Process made up of the current Board
- B. The Chairperson shall call a meeting of the Selection Committee two (2) weeks before the application deadline to select seven (7) students meeting the Board qualifications for the Executive Team. Among these applicants, the Selection Committee will also choose three (3) students for the positions of Summer Board Coordinator, one of which will be the Spirit & Traditions Coordinator-Elect as outlined in the By-Laws. The committee must have a quorum of two-thirds (2/3) of its members present before selections may be made.
- C. The Selection Committee will be comprised of the following:
  - a. For the Leadership Team Interviews:
    - i. Outgoing President
    - ii. Outgoing Vice President
    - iii. Incoming President (for Incoming Vice President)
    - iv. Non-returning Coordinators
    - v. Associate Director of Student Union & Activities or his/her designee
    - vi. Staff/Faculty Representative (optional)
    - vii. Board Advisor
  - b. For the Executive Board:

- i. Outgoing President
- ii. Outgoing Vice President
- iii. Incoming President
- iv. Incoming Vice President
- v. Non-returning Coordinators
- vi. Associate Director of Student Union & Activities or his/her designee
- vii. Staff/Faculty Representative (optional)
- viii. Board Advisor

Section 5. Filling Vacancies

- A. President and Vice President
  - a. In the event of any vacancy of the President, the Vice President shall fulfill the duties of President as outlined in Article I, Section 1 of the By-Laws.
  - b. In the event of any vacancy of the Vice President, the President or his/her designee shall fulfill the duties of the Vice President as outlined in Article I, Section 2 of the By-Laws until a new Vice President is elected according to the selection process outlined in Article IV, Section 1 of the Constitution.
- B. Student Coordinators
  - a. In the event of any vacancy of a student Coordinator, the Board shall determine, by a majority vote, whether the vacancy shall be filled. Vacancies shall be filled by an application and interview process as referred to in Article III, Section 2 of the By-Laws, subject to a majority vote of approval by the Executive Team.

Section 6. Apprenticeship of Newly Selected Executive Team Members

- A. Any new member of the Executive Team shall be required to attend at least one (1) Executive Team meeting prior to his/her induction and shall have the privilege of speaking on matters before the Board, but will not have the power to vote until installed as the President, Vice President, or one of the Coordinators. If an absence is required, it is up to the discretion of the Advisor(s) to approve such absence.

Section 7. Officer Removal process

- A. Possible reasons for Coordinator removal shall be defined as:
  - a. Failure to comply with Article III, Section 1 and 2 of the By-Laws.
  - b. Failure to adhere to established Board and University guidelines.
  - c. Failure to fulfill coordinator responsibilities.
  - d. Conduct that does not adhere to the mission and vision of SAB.
- B. If any of the above criteria is not being met, the coordinator will be required to meet with their committee advisor/Associate Director.
- C. Coordinator removal will be up to the discretion of the Associate Director and/or Director of Student Union and Activities.
- D. **\*\*\*Please note\*\*\*** Removal on the grounds of misconduct is at the discretion of the Associate Director and/or Director of Student Union and Activities and may occur at **any** point depending on the severity of the incident.

## Article IV - Officer(s)-Elect

### Section 1. Spirit & Traditions- Coordinator Elect

- A. The Spirit and Traditions-Coordinator Elect shall understudy the Spirit and Traditions Coordinator in conducting committee meetings and preparation in the initial stages of planning Homecoming (beginning in October).
- B. He/she shall assume the duties if the Spirit and Traditions Coordinator is absent.
- C. The next consecutive year, he/she shall serve as Spirit and Traditions Coordinator and will begin the role as the Spirit and Traditions Coordinator after being sworn in at the end of the Spring semester.
- D. The Spirit and Traditions - Coordinator Elect shall adhere and strongly believe in the SAB Constitution, By-Laws, and the program philosophy of the Board as outlined in Appendices A-P.
- E. The Spirit and Traditions -Elect must maintain three (3) set office hours in the Board office each week between the designated open office hours and work all of the events pertaining to Homecoming as well as three (3) events other than Homecoming.
- F. The Spirit and Traditions- Coordinator Elect duties include, but are not limited to, working with the Spirit and Traditions Coordinator to determine workday schedules, working with the Advisors and Spirit and Traditions Coordinator to place the committee members into their positions at the beginning of the planning process for the upcoming year, be present at all workdays, and planning the upcoming Homecoming events.
- G. The Spirit and Traditions- Coordinator Elect shall attend the first Executive Board Meeting of each month between October and the time in which they shall begin the role as Homecoming Coordinator.
- H. The Spirit and Traditions – will be interviewed after being elected as a voting member

### Section 2. Selection process

- A. Week after Homecoming (the beginning planning stages of the next Homecoming), the Spirit and Traditions -Elect Coordinator will be chosen.
- B. The applications shall be available no later than two (2) weeks after Homecoming
- C. Interviews and selection for Spirit and Traditions- Coordinator Elect will begin within the first week in November with the Spirit and Traditions-Elect Coordinator being announced by the end of the fall semester.

### Section 3. Spirit & Traditions-Elect Coordinator Duties

- A. Specific Job Duties will be determined by the following training schedule:
  - a. January and February: Shadow current Spirit and Traditions coordinator
  - b. March: Work with current Spirit and Traditions coordinator to ensure there aren't any questions
  - c. April/May: Take over the Spirit and Traditions coordinator's tasks so that someone is around if questions arise
- B. Specific Job Duties (With assistance from the current Spirit and Traditions Coordinator and in respect to the training schedule outlined above) not limited to:
  - a. Planning workday schedule(s)
  - b. To Do list for each committee member for the upcoming Homecoming
  - c. Main contact for updates (CC Spirit and Traditions Coordinator)

- d. Attend a weekly one on one meeting with the full-time staff advisor weekly
- e. Attend a weekly one on one meeting with the Advisor and the current Spirit and Traditions Coordinator weekly
- f. Agendas for the Committee Meetings on Tuesdays
- g. Attend any meetings that pertain to Homecoming aside from the normal planning process
- h. Work with Spirit and Traditions Coordinator and Advisor(s) in making firm deadlines for the committee

## **Article V - Committees**

### Section 1. Leadership Committee

- A. The Leadership Committee is comprised of the President and Vice President. As such, this team supports the entire Board functions and enforces the Student Activities Board Constitution and By-Laws. The ethical and high standard of leadership of this committee and its individual members is paramount to creating a conducive, quality learning experience for all Board members.

### Section 2. Committees Explained

- A. Coordinators are responsible for one (1) of the five (5) program areas.
- B. Each Coordinator shall develop and maintain his/her designated program committee during the duration of his/her term.
- C. Program committees, in an effort to meet the changing needs of the campus community, may be changed in title, definition and scope with a majority vote of the Board prior to the applications process in February.
- D. Program proposals and financial summaries must be presented, by the Coordinator, at an Executive Team meeting prior to proposals being brought before SAB.
- E. In accordance with Board By-Laws, Article II, Sections 1-2, the program board committees are the "life blood" of the Board and are the sole method to meeting the vast programming needs and expectations of the campus community.
- F. These committee offerings must have on-going, comprehensive evaluation to determine and prove quality as well as to ensure that the Board is fulfilling its Constitution and By-Laws. Five (5) student Coordinators are to be chosen through the designated selection processes to fulfill these committees.
- G. The Selection Committee may also choose, with the incoming President, to appoint Coordinators for a one year limited ad hoc committee responsibility. Such committees may also be determined by the President, as outlined in the Board By-Laws, Article I, Section 1.
- H. Such flexibility is designed to try new ideas and approaches when necessary. The committees should be reviewed prior to the completion of the fiscal budget for the following year in February for changes in title, definition, and scope.

### Section 3. Student Activities Board Committees

- I. Daytime
  - a. This committee is responsible for planning and implementing a series of home-grown activities, live performances, or novelties during the hours of 8 a.m. to 5 p.m. on the Texas Tech campus.

- b. The main focus of this committee is to plan a wide range of activities that vary in size and budget, but ultimately work to build community on campus.
  - c. Responsibilities include but are not limited to contacting businesses/University departments to set up events, obtaining necessary supplies and materials, arranging venues, and publicity, as well as working the events.
- II. Night Life
- a. This committee is responsible for planning and implementing various live entertainment acts and speaker engagements after the hours of 5 p.m. and located on the Texas Tech campus.
  - b. The acts include acoustic performances, magicians, comedians, hypnotists, mentalists, poetry slams, lecturers, debates, concerts, etc.
  - c. This committee provides social and educational events for the ever-changing needs of the student population.
  - d. Responsibilities include but are not limited to finding artists or lectures to perform; overseeing all technical requirements, arranging venue, hotel, travel, and publicity; as well as working the events.
- III. Off-Campus
- a. This committee is responsible for planning and implementing all events not located on the Texas Tech Campus such as Corn Maize, Mr. Gatti's, Escape Rooms, etc. Reaching as many students as possible, this committee works hard to host events not on campus, as well as expose students to offerings throughout the community.
- IV. Outreach
- a. This committee is responsible for planning and implementing community outreach programs.
  - b. Responsibilities include but are not limited to organizing community service events; providing volunteer opportunities for Texas Tech Students; collaborating with the greater Lubbock Community; arranging venue and publicity; as well as working the events.
  - c. The focus of this committee is to form partnerships and create connections on campus and in the Lubbock community.
- V. Spirit and Traditions
- a. This committee is responsible for planning and implementing various events such as Kick-Off, Student Organization Sing, Homecoming Happenings, Court, Pep Rally, Bonfire, Parade, and any other programs related to Homecoming. Responsibilities include, but are not limited to, contacting businesses/University departments to set up events, obtaining necessary supplies and materials, arranging venues, and publicity, as well as working the events.
  - b. This committee is responsible for programming at least one event for every day of the Homecoming Week.
  - c. The Spirit and Traditions committee is also responsible for RaiderGate: A Student Tailgate Tradition. The coordinator will work with Leadership and the other coordinators on RaiderGate. The Spirit and Traditions Coordinators sole purpose for RaiderGate is to purpose the dates of each RaiderGate and ensure that the Exec board has signed up for their RaiderGates that they will host. There will be mandatory RaiderGates that all of Exec will have to work those dates will be given out when the Master Calendar has been finalized.
  - d. Homecoming Week is determined by the University and the Athletics Department.

## Section 2. Qualifications for Serving on a Committee

- A. Contingent upon adequate interest, each committee should have at least five (5) Student Committee Members, to be selected by the Board outline in Article IV, Section 1, Letters E and F of the Constitution.
- B. Any member of SAB as defined in the Constitution, Article II, Section 1, is eligible for service on a committee.

## **Article VI – Meetings & Absences**

### Section 1. Weekly Board Meetings

- A. SAB shall meet once a week on Tuesdays at 6 p.m. during the fall and spring semesters and at such special meetings as the President may call.
- B. The Vice President shall keep and distribute minutes of the meetings to the President of the Board, Vice President, Coordinators, Advisors, and the Associate Director of Student Union & Activities.

### Section 2. Executive Team Meetings

- A. The Executive Team shall meet every week at 5:00 p.m. on Tuesdays or as determined by Leadership or Associate Director of Student Union & Activities
- B. The President and Vice President will meet every week on a date and time as determined by Leadership

### Section 3. Absences

- A. President, Vice President, and Coordinators
  - a. The President, Vice Presidents, and Coordinators are required to attend all Board meetings, Executive Team meetings, and specific programs related to their area. One (1) unexcused absence will not be tolerated and will result in immediate dismissal from SAB excluding extreme illness and family emergencies with verification.
  - b. The President, Vice President, and Coordinators are allowed two (2) excused absences from SAB meetings per semester. The absences must be requested forty-eight (48) hours in advance and be approved by the President and/or Advisor. Instances of emergency or absences requested less than forty-eight (48) hours in advance will be considered unexcused until they are reviewed by the Absence Review Board. While the absence is being reviewed, the President, Vice President, or Coordinator will be placed on probationary status and will be allowed to function in their applicable role until a decision is made by the Absence Review Board. If during this probationary status, another absence occurs, the President, Vice President, or Coordinator is automatically dismissed without review.
- B. Student Committee Members
  - a. Student Committee Members are allowed three (3) total absences per semester. On the fourth (4th) absence, the Student Committee Member will go before the Absence Review Board at the discretion of the President and the Student Committee Member's Coordinator. If any absences are being disputed, the Absence Review Board will determine validity of those absences on a case-by-case basis. While the absences are being reviewed, the Student Committee



Member will be placed on probationary status and will be allowed to function in their applicable role until a decision is made by the Absence Review Board. The Student Committee Member's continued participation in SAB is dependent on the decision of the Absence Review Board.

- C. Absences are defined as missing an event, missing an office hour, missing a tabling hour, missing a meeting, or being tardy longer than fifteen (15) minutes to a meeting or event. Two (2) tardies equal 1 absence.
- D. Student Committee Members must notify the specific Coordinator and the Vice President via email and submit a reason for absence on Org Sync the day of the absence or before. The Coordinator will report any absences within their committee to their Advisor. Student Committee Members will have one week to make up a missed office hour to avoid having it counted as an absence.
- E. Student Committee Members are required to work at least fifteen (15) hours each semester.
- F. The Student Committee Members are required to work at least one (1) event per month in order to fulfill the fifteen (15) hours required each semester.
- G. The Absence form must be filled out on TechConnect for any absence prior to being absent, all absence forms that are submitted will be reviewed by the President and their advisor. Leadership will create a TechConnect document that will allow for correct documentation of absences, such as uploads of syllabi or testing schedule.

#### Section 4. Tardiness

- A. SAB meetings start promptly at 6:00 p.m. every Tuesday. A tardy mark will be recorded for anyone walking in after the President has called the meeting to order. After fifteen (15) minutes, the tardy will be considered an absence for a meeting; tardiness will be recorded at all meetings and events and approved by the President and their Advisor. Two (2) tardy marks equal one (1) absence.

#### Section 5. Office Hours and Tabling

- A. All SAB members sign up for office hours at the beginning of the semester. Designated office hours must take place between 8:00 a.m. and 5:00 p.m. Any changes to office hours must be approved by either the President or Vice President. SAB members must sign in with the Student Union & Activities Office Manager. Any absence will count toward your total allowance.
- B. Tabling is used to promote some SAB events. All SAB members must arrive on time and complete their entire shift. Any tardy mark or absence will count toward your total allowance. SAB members are not allowed to table during their scheduled office hour(s), unless approved by an Advisor.

#### Section 6. Proxy

- A. If a Coordinator cannot attend a SAB meeting, then that Coordinator may designate one (1) Student Committee Member to serve as a proxy.

#### Section 7. Extended Absences or "Inactive" Status

- A. The President, Vice President, and Coordinators are not allowed to go inactive for any time throughout the year without forfeiting all responsibility and rights assumed under their specific position.
- B. In the instance that a Coordinator must step down, the position is open to all Student Committee Members. After nominations by the Board and an interview process determined by the President, the Executive Team will select a new Coordinator at the following Executive Team meeting.
- C. Student Committee Members will be allowed to go inactive for a period of one (1) semester. If a Student Committee Member is inactive longer than one (1) semester, they will be required to reapply for active status in the organization according to Article IV, Section 1 of the Constitution. Inactive status can only happen for one (1) semester during a SAB tenure. The decision to go inactive must be in written form and sent to the President, Vice President and copied to the Advisor.

## **Article VII – Review Boards**

### Section 1. Absence Review Board

- A. The Absence Review Board, a committee used to hold all members accountable, will handle issues such as exceeding the absence limit.
- B. The President shall meet weekly to review Absence Review Boards and attendance records with his or her advisor.
- C. The Absence Review Board will consist of the Coordinator of the member in question, the Coordinator's Advisor, the President, and the Presidents Advisor or his/her designee.
- D. The Absence Review Board is responsible for hearing all materials of fact from the student with allegations of absences. The President will present any information to the Board regarding absences while the Advisor will simply serve the purpose of listening to all testimony presented to the Absence Review Board. After hearing the testimony and reviewing all materials, the Absence Review Board will deliberate and decide upon a recommendation to be presented to the President and the Advisor. At that time, the President and the Advisor will review the recommendation from the Absence Review Board and a final decision will be made based on the recommended action.

### Section 2. Marketing Review Board

- A. The Marketing Review Board, a committee used to hold all members accountable, will handle issues such as missing the deadline or failing to complete marketing more than once.
- B. The Marketing Review Board will consist of the Coordinator of the member in question, the Coordinator's Advisor, the Vice President, and VP's Advisor.
- C. The Marketing Review Board is responsible for hearing all materials related to allegations of missed marketing. The Vice President will present any information to the Board regarding marketing while the VP's Advisor will simply serve the purpose of listening to all testimony presented to the Marketing Review Board. After hearing the testimony and reviewing all materials, the Marketing Review Board will serve a final warning to the accused member. If the member misses the deadline or fails to

complete marketing after the Marketing Review Board the member will be removed from the Student Activities Board.

### **Article VIII – Finances**

#### Section 1. Fund Allocation & Approval

- A. The Associate Director of Student Activities will allocate and approve any use of the organization's funds.

### **Article IX - Parliamentary Authority**

#### Section 1. Parliamentary Authority

- A. Student Activities Board will adopt Robert Rules of Order, New Revised Version as the Parliamentary authority for the organization.
- B. The President will operate as the Parliamentarian

### **Article X – Amendments**

#### Section 1. Amendments & Adoption of Bylaws and Appendices

- A. Amendments of these Board By-Laws and all subsequent appendices shall be by a majority vote of the Board. The proposed amendments shall be received at the schedule meeting prior to the meeting when amendments are to be voted upon.
- B. Adoption of these By-Laws shall be by a majority vote of the Board. These By-Laws, university policies and rules as well as appendices set forth shall govern this Board in all cases where applicable and consistent with the Robert's Rules of Order.
- C. A set of Appendices A-P shall follow these By-Laws. Appendices may be amended with a majority vote of the Board or at the sole discretion of the Board Advisor.

We, the students of Texas Tech University establish this constitution and its bylaws so that the Student Activities board will continue to implement its mission and vision to keep pace with emergent opportunities.

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Signature & Printed Name

Position

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Signature & Printed Name

Position

## **Appendix A**

### **Performance Doctrine**

(A guide for advancing the philosophy and mission of the Student Activities Board at Texas Tech University).

Campus organizations, like the very institutions of which they are a part, can have their own performance standards (doctrine), which underlie their programs and activities, and contribute to the organization's special existence and distinctiveness in institutional life.

The following are eight dimensions representing a full range of human ideals, which are viewed with importance by the Student Activities Board advancing the Board's position as a significant campus organization.

#### **Humane**

Student Activities Board has a special commitment to contribute to a humane campus environment and strives through all its programs and activities to promote a capacity among all campus groups for thoughtfulness, compassion, tolerance and empathy.

#### **Intellectual**

Student Activities Board has a strong commitment to advance intellectual excellence as an important part of the University's mission by it being an important element of Board programs and activities.

## **Personal Development**

Student Activities Board is dedicated to providing program opportunities and activities required for developing the full mental, aesthetic, emotional and physical resources of campus members so they may grow in all aspects of life.

## **Socio-Political**

Student Activities Board has a socio-political responsibility to encourage campus members through the Board's programs and activities to be concerned with and to understand the major issues of contemporary society, the democratic process, and the academic profession.

## **Moral**

Student Activities Board is devoted through its programs and activities to help campus members to be concerned with identifying the ethical dimensions and values most required in academic, professional and social settings.

## **Spiritual**

Student Activities Board has a concern for the wholeness and transcendental nature of knowledge and strives through its programs and activities to provide opportunity for the development and clarification of one's philosophy and worldview.

## **Egalitarian**

Student Activities Board has an important egalitarian commitment to draw people from different backgrounds into the full life of the campus, and also through its programs and activities to honor and respect all multiculturalism and diversity.

## **Tradition**

Student Activities Board is an important custodian of the University's heritage of which the Board itself is a significant part and is dedicated to preserving and transmitting this heritage and to advancing the importance of a shared sense of community for all campus groups.

## **Appendix B**

### **Program Philosophy**

The Student Activities Board (SAB) fulfills an important part of its mission by providing programs for the campus community. Committed to education, SAB develops programs, which meet the intellectual, cultural and social needs of the students, faculty, staff, alumni, and guests of Texas Tech University. SAB enhances classroom education by serving as a laboratory where students assume responsibility and develop leadership skills in active, meaningful and productive ways.

The purpose of programming is two-fold: to fulfill a need on campus and to provide opportunities for self-directed activity. The program unit, composed of staff and students, fulfills its mission by planning activities that cultivate the development and growth of students.

Programming holds potential rewards for both the student involved and the people attending. Students and staff who place an emphasis on program quality and not quantity will best achieve programming's two-fold purpose.

To maintain program standards, a staff trained in student development and leadership development is essential. Professional development in these areas is accomplished through exposure to new ideas, innovations, and experiences of others in the union field. Students may maintain program standards by striving to be better leaders, incorporating more involvement from students, and working to enhance the creativity and development of program planning. They also can benefit from exposure to new ideas through conferences, classes, and other opportunities. When these concepts are followed and respected by students and staff through the student/staff partnership, program standards will excel.

## **Student - Staff Partnership Philosophy**

The guiding principle by which the students and the staff of the SAB work on a daily basis is the *student- staff partnership* philosophy. It serves as an underpinning to the decisions we make, the way we interact, and the quality of the programs and services we produce. At its core is the value upon which the college union ideal was initially founded – community – a coming together of students and staff to create the very best in activities, events, and services for Texas Tech University.

A student-staff partnership recognizes that students and staff working together is more productive and rewarding. An adversarial relationship, where staff are seen as “the administration” (and therefore something to maneuver around) and student leaders are seen as “transient” (and therefore something to endure for the short term) leads to lower quality programs, a stressful work environment, and fails to build loyalty to the overall Board for the long term. Therefore, the students and staff of the Student Activities Board have adopted the following tenets over time to foster a healthy working relationship for the betterment of not only ourselves, but also the campus we serve.

- Students and staff both have the wisdom of their life experiences to contribute to the program planning process. Each are equally valued and acknowledged as necessary to the creation of high quality programs.
- Creativity, insight, and new ideas are not in the exclusive domain of any one person. All of us have the potential to breathe new life into the programs we offer.
- Coordinators should be especially recognized for their ability to have their finger on the pulse of our primary constituents – students.
- Advisors should be seen as the first step in removing roadblocks for students, thereby increasing their chance for success.
- Student Coordinators alongside the Advising Staff ultimately make the final decisions with respect to the programs, policy, and membership of the Board.

Not all programming organizations, or student organizations, use a student-staff partnership philosophy. However, it is our belief that this philosophy is the best suited for an organization such as ours whose primary mission is to bring the campus together. We are more likely to accomplish that goal if we ourselves, as students and staff, model the “community” we are entrusted to create.

## **The Role of the Student Union**

The Student Union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

Student Union & Activities is an integral part of the educational mission of the college.

As the center of the college community life, Student Union & Activities complements the academic experience through an extensive variety of cultural, educational and social programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

Student Union & Activities is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees, and student employment, Student Union & Activities offers firsthand experience in citizenship and educates students in leadership, social responsibility, and values.

In all its processes, Student Union & Activities encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

Student Union & Activities' goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's college union is the gathering place of the college. Student Union & Activities provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

Student Union & Activities serves as a unifying force that honors each individual and values diversity.

Student Union & Activities fosters a sense of community that cultivates enduring loyalty to the college.

Adopted by the Association of College Unions International (ACUI) general membership in 1996, this statement is based on *The Role of the College Union* statement, 1956.

### **Guidelines for Planning the Student Union Program**

1. *Programs should have diversity and balance.*  
Programs should be planned with a variety of offerings. Such programs should not be limited to the large traditional or glamorous activities, but should ideally include a diverse range of activities from small intimate programs to the large ones that would receive more publicity.
2. *Programs should be offered at the best time for the participants.*  
The term "best" may be difficult to define, but certainly the college union program staff needs to offer these programs at times which will maximize attendance. It may mean that in a complex university setting programs are offered at various times.
3. *Planning should involve cooperation with other campus agencies.*  
These certainly are not limited to, but would include such organizations as: residence halls, cultural centers, student organizations, academic departments and community agencies. Cooperative programming can curtail hard feelings and territorialism between campus organizations.
4. *The college union programs should relate to the individual needs of the participants.*  
If these needs are not known and not responded to by the union, then the program will be less than effective. Rather than have a total smorgasbord of unrelated activities, it is desirable, when possible, to have the programs interrelated with one another.
5. *The programs should provide equal access for all members of the university community.*  
Regardless of age, race, sex, religion, social economic class, physical or mental handicap, or sexual orientation, it goes without saying that the college union program



seeks to serve the entire campus community and therefore, should provide equal access to all members of the community.

6. *Programs should take into account institutional concerns and welfare.*

Certain college union programs are controversial. The vast majority of colleges and universities have operated on the basis of free speech. However, if the economic support and general welfare of the institution is threatened, these considerations should be carefully considered during the planning stages. To continue to ignore them is not in the best interest of the institution. If the college union program continues to alienate those who support the institution it may lose effectiveness in its institutional setting. However, this does not mean that in all instances programs should be denied because of sensitivity to external public relations or support.

7. *The health and safety of the participants should be considered.*

In outdoor events, as well as indoor events involving large numbers of people, safety should merit priority consideration.

8. *The programs must incorporate evaluation.*

This should be considered an essential part of program planning. Evaluation should occur throughout the program planning process and at the conclusion of the program.

9. *The programs should make the best use of the available resources and facilities.*

In the event that programs compete for space, it is necessary that the most productive and best use of these facilities be an important factor in the planning process.

10. *The programs should have adequate financial support.*

Low cost or no cost programs can be planned effectively and contribute to the overall program. Where resources are needed, they should provide an adequate basis for conducting the activities and programs.

11. *The programs should be fun.*

There is constant pressure within an academic community to press for academic-related activities. Although these activities are an important part of the total co-curricular offerings, the union program should not try to duplicate the academic program nor should activity fund money be used to provide activities that should be funded out of the academic operating budget.

12. *The program should seek to expand the interest of participants.*

A good college union program will "stretch" its participants. Participants are limited by their past experiences and a good program should be planned in such a way as to broaden the horizons, skills and appreciation of those people it serves.

13. *The program should be concerned with carry-over values and skills.*

Just as the formal curriculum of an institution is involved in preparing students for life after graduation, so should these skills be of concern to those with responsibility for the co-curriculum. Appreciation for the opera; the thrill of seeing a beautiful painting; learning how to canoe; working on a committee in a volunteer capacity - all represent types of carry-over values which institutions hope students will carry into their leadership positions as college graduates.

14. *The program should be flexible.*

College union programming is a changing phenomenon. Change is the only constant factor. While popular activities should not be thrown out in the name of change, the program and the planning process need to remain flexible as the interests and desires of the campus community vary from year to year.

*15. The program should be planned with the participants and not for them.*

The whole basis of program planning in the college union involves students planning for other students. Continuous evaluative devices are needed to solicit honest feedback. Programs will be more successful if the participants sense they have a hand in the program planning.

Adapted from *The Administration of College Union and Campus Activities* by William Edwin Brattain (Yeast Printing, 1981).

## **Appendix C**

### **Program Standards**

Programs and activities should be planned with students and not just for them. The whole basis of programming in a college union involves students and staff planning events alongside other students. Therefore, the Student Activities Board should play an integral role in helping to meet the standards outlined below.

#### **Pre-Event**

- Conduct Needs Assessment
- Set Goals and Objectives for the Event
- Set a Budget
- Set the Date and Time (no less than one month from initial planning)
  - Consider Holidays, University Events, and Personal Conflicts
  - Variety of Dates and Times (don't always program on the same day)
- Secure the Venue
  - Appropriate Size
  - Appropriate Location
  - Reservation made through the Student Union & Activities
  - Process separate contracts
- Secure the "Talent"
  - Seek board approval
  - Negotiate Price/Honorarium
  - Contracts are type-written

- University Contract is attached
- Process Payment
- Transportation and Lodging
  - Air Travel Arrangements
  - Map and Directions Given to Driver
  - Limousine Reserved
  - Motor Pool
  - Hotel Reservations
  - Special Accommodations (Non-smoking, vegetarian, etc...)
  - Develop an Itinerary
- Seek Co-Sponsorships
  - Complete Co-Sponsorship Form
  - Seek approval by the Board
- Tickets
  - Ticket arrangements set
  - Self-operation in place
    - Design and print ticket
    - Secure cash box
    - Deposit procedures in place
- Media
  - Advertising / Public Relations Form
    - Print Advertising
    - Radio/TV
    - Press Release
    - Web Page
    - Information Monitors
    - Slide Projector
    - Display Cases/Dry Erase Boards
    - Posters/Flyers/Handbills
    - Unconventional advertising
  - Press Conferences (Arranged two weeks or more prior to event)
  - Media Coverage of the Actual Event
    - Press passes prepared
    - Reserve seating arranged
    - Tech support arranged
- Amenities
  - Promotional Items
  - Programs
    - Prepared two weeks out
    - Include co-sponsors and upcoming events
    - Proofed twice
  - Decorations
  - Costumes
  - Reception/Dinner
    - Scheduled two weeks prior to event
    - Numbers guaranteed three days prior to event
    - Consider special dietary needs
  - Flowers/Fruit Basket
  - Gift

- Entertainment
- Production
  - Sound and Lights
    - If necessary, coordinate through Allen Theatre crew
  - Stagehands
  - Set-Ups
    - Ordered two weeks prior to event
  - Security
    - Texas Tech Police Department
    - Emergency Medical Team
    - Building Managers
    - Student Activities Board VIPs
  - Invitations
    - Sent two weeks prior to event
  - Special Seating Arranged
  - Arrangements for the Disabled
    - Sign Language Interpreter
    - Wheel Chair Space
  - Committee Member Involvement
    - Delegate Responsibilities for the Above
    - Follow-Up

### Day of Event

- Event Sign In Sheets
- Evaluation Forms
- Name Tag Sign In
- Clicker
- ID Swiper
- Transportation Coordinated and Executed
- Coordinator's/Committee Member's Schedule is Clearly Marked
- Appropriate Attire for Event Worker
- Itinerary Prepared and Distributed
- Payment in Hand
- Gifts Purchased and Wrapped
- Check Set-ups
  - Chairs, tables, Podium, Microphone, etc.
  - Room Temperature, Cleanliness, "Feel"
- Check Technical Support
  - Sound and Light Check
  - Stagehands in Place
- Amenities in Place
  - Refreshments/Dinner
  - Programs
  - Decorations
  - Logo Presence
- Doors Open Only When Room is Ready
- Introductory Remarks Prepared

- Welcome from SAB at the Door and from the Podium
- Mention Co-Sponsors
- Promote Other Events
- Review Evening's Schedule
- Introduce the Event
- Actively Attend Event and Respond to the "Situation"
- Event Wrap-Up
  - Thank You Remarks
  - Evaluation Cards
  - Attend Reception if Appropriate
  - Bring Closure with Guests/Talent
  - Clean Up

## **Post-Event**

- Travel Arrangements the Next Day
- Return Borrowed Equipment, Supplies, Vehicles, etc.
- Payment/Invoices
  - Mail check to agency
  - Stagehands
  - Miscellaneous production expenses
- Thank You Notes and Recognitions
  - Co-Sponsors
  - Staff and/or Crew
  - The Talent
  - VIPs
  - Committee Members
- Evaluation
  - Evaluation Cards
  - One-on-One Meeting with Advisor
  - Discussion at Committee Meeting and Board Meeting
  - Review Goals and Objectives
- Create Permanent File

## **Appendix D**

### **Committee Member Development**

Committee members are the lifeblood of the Student Activities Board. Their enthusiasm, ideas, and interest are what make the board programs a success. Any program that does not involve committee members fails to fulfill the educational mission of the Board. As a Coordinator, it is imperative that you do whatever you can to welcome, support and challenge your committee's membership.

What follows is a brief description of some techniques for helping to engage Student Committee Members:

#### **Welcoming Committee Members**

- Make committee members feel welcome...
- Take an interest—learn committee members' names and how to pronounce them clearly.
- Inquire what motivated them to join SAB.
- Show committee members around the office, introducing them to others.
- Explain your committee's function.
- Describe the benefits of SAB membership.

#### **Motivating Committee Members**

- **Involvement** - People support what they help create.
- **Prestige** - People have a need to feel important.
- **Security** - People have the need to belong and to be accepted.
- **Enjoyment** - People want to have fun.
- **Delegate** - People like to have responsibility.
- **Succeed** - There is no motivator for success like success.
- **Reward** - People like to be recognized when they succeed.
- **Listen** - People want to be heard and cared for.

**Organize** - People appreciate good planning which avoids wasting their time.

**Be Enthusiastic** - High energy and a positive attitude are contagious.

### **Delegating to Committee Members**

Effective delegation takes place when you strike a balance between letting go and guiding to completion. Hanging on too tightly can smother motivation and slow progress...while giving up all control could lead to disaster. These nine tactics will help you to decide the best way to delegate.

I. Zero in on your goals.

Avoid sending others on a wild goose hunt when you do not know what you are doing.

Nail down exactly what you want accomplished.

Make sure the goals are measurable and specific.

II. Delegate to someone you are sure is capable.

Consider each person's interests when you make assignments.

Make sure the time commitment of the job fits the candidate's time schedule.

III. Prepare the person for the job.

Decide what training the individual needs to complete the job.

IV. Establish checkpoints.

Decide how much communication is necessary.

Establish set meeting times with the individual from the onset.

Between checkpoints avoid hounding the person—have faith.

V. Be available as a resource.

If someone asks for help or wants more frequent checkpoints, never turn them down.

VI. Delegate the whole thing.

Give ownership—it's a great motivator.

If a project is too large for one person, break it up and give ownership of each part to someone.

VII. Share responsibility and power.

Let the person have the authority to acquire resources on his/her own.

VIII. Delegate democratically.

Try to delegate different things to different people.

Try to address everyone's interest in serving.

Encourage new volunteers to step up.

IX. Keep your cool when mistakes happen.

Keep the person involved and correct the mistake together—this can be an invaluable learning experience for both of you.

Adapted from: Kirby, Tess (May 1990) Delegating: How to let go and keep control. *Working Women*, P. 32 –34.

## Appendix E

### Committee Meetings

#### Agenda

Committee meeting agendas are a crucial ingredient to any successful meeting. In addition to providing members space for notes, agendas lend structure to a meeting and can communicate important dates and times after the meeting has ended.

When assembling an agenda...

- Consider what items merit discussion in advance.
- Make agendas fun.
- Identify date and time of meeting.
- List all appropriate deadlines.
- Outline what you plan to cover during the meeting.
- List upcoming SAB events.
- Describe other SAB involvement opportunities.
- Describe SAB conference opportunities.
- Why have them?
  - So Committee Members have something to write on
  - So Committee Members can see what they are missing if they have to leave early
  - So Committee Members can take them home and still remember upcoming Board events



## Agenda Template for First Committee Meeting

### Student Activities Board Committee Day of Week, Month Day, Year

#### Introductions

- Collect Names, addresses, phone #'s, emails of new members
- Take attendance

#### Ice Breaker

#### What is SAB?

#### What is (your committee area)?

- Brainstorming session?
- What opportunities are available?
- Where do you need help?

#### Upcoming SAB event

### Student Activities Board Committee Meeting Evaluation

#### Tonight's meeting was...

Wonderful	1	2	3	4	5	Lousy
Organized	1	2	3	4	5	Disorganized
Energetic	1	2	3	4	5	Lethargic
Worthwhile	1	2	3	4	5	Waste of Time

#### Participation was...

Shared by all	1	2	3	4	5	One-sided
Encouraged	1	2	3	4	5	Avoided
Structured	1	2	3	4	5	Chaotic

#### Meetings could be improved by...

#### Other Comments:

## Student Activities Board Committee Meeting Evaluation

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Structured	1	2	3	4	5	Chaotic

Meetings could be improved by...

Other Comments:

## Appendix F

### Board Meetings and Parliamentary Procedure

#### Five Basic Principles of Parliamentary Procedure

1. Only one subject may claim attention of the group at a time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has equal rights to every other member.
4. Will of majority must be carried out, and the rights of the minority must be preserved.
5. Personality and desires of each member should be merged into the larger cohesiveness of the organization.

#### Board Meeting

#### Sample Agenda

##### I. Call to Order

Each meeting of SAB will be called to order by the President:  
"I would like to call the \_\_\_\_\_ meeting of the Student Activities Board Exec Board to order."

## **II. Opening Roll Call and Introductions**

The President will call Vice President, Coordinators, and Members in alphabetical order to obtain the number of persons present. There must be a quorum to conduct business before the Board. Introductions of visitors and special guests may also be made during this time.

## **III. Calendar Review**

At this time, any changes or alterations to the calendar may be made concerning particular programming areas.

## **IV. Approval of Minutes**

The Vice President and Coordinators should read over the minutes of the last board meeting prior to the next board meeting. The President will ask for any additions or corrections to the minutes of the last meeting:

“Are there any corrections or additions to the minutes?”

“There being no further corrections or additions, the minutes will stand approved as submitted.”

If there are corrections or additions, a Coordinator raises his/her hand to be recognized by the President. The Coordinator will then state the correction or addition to the minutes. No second is needed for this motion. If no objections are heard, the correction or amendment is made by general consent of the Board. If there is an objection to the stated correction or amendment, objection procedure is followed. When there are no further changes or objections, the minutes will be accepted. A vote is not required to accept the minutes.

## **V. Approval of the Agenda**

Each Vice President and Coordinator should read over the agenda of the Board meeting. The President will ask for any corrections or additions to the agenda:

“Are there any corrections or additions to the agenda?”

“There being no corrections or additions, the agenda will stand approved as submitted.”

If there are corrections or additions, motions will be made to accept changes. When there are no further changes or objections, the agenda will be accepted. A vote is not required to accept the agenda.

## **VI. Old Business**

The President will entertain any old business before the Board:

“The old business before the Board is...” or

“Is there any unfinished business before the Board?”

## **VII. New Business**

The President will entertain any new business before the Board:

“The new business before the Board tonight is...” or

“Is there any new business to come before the Board?”

## **VIII. Officer, Committee, and Ex Officio Reports**

The officers such as the President, Vice President – Recruitment & Retention, and Vice President – Communications & Marketing deliver their reports. Then the President calls on a Coordinator to deliver his/her committee report. Reports then proceed around the table.

## **IX. Staff Reports**

The Board staff and Advisors deliver their reports and any other remarks.

## **X. Open Discussion**

“Is there any open discussion?”

The President then calls upon those wishing to present information, solicit opinions/perspectives and, or ask questions of Vice Presidents, Coordinators, or others present.

## **XI Board Recognitions**

The Vice President or Coordinators raise their hands if they wish to recognize an individual for service or assistance to their program areas. The President will call on each Coordinator who has raised his/her hand.

## **XII. Announcements**

The President will ask for any announcements:

“Are there any other announcements?”

## **XIII. Adjournment**

The Vice President or Coordinator may move for adjournment. The motion must be seconded. This motion cannot be discussed. Action depends on majority vote.

## **Making a Motion Procedure**

1. Member proposes motion to the group.

Board Member: “I move that...”

2. Another member seconds the motion.

Board Member: "I second the motion." or "Second"

3. The President restates the motion to the Board.

President: "It has been moved and seconded to...."

4. Board discusses the motion. Only one person at a time may speak. Each person must be recognized by the President. Remember that discussion must be pertinent to the motion not the programming idea. A speakers list will be maintained by President to keep track of whose turn it is to speak to the motion.

President: "Is there any discussion?"

5. If the President is slow in calling for the vote, they may be requested to do so by a member calling the question.

Board Member: "I call the question."

President: "The question has been called. Are there any objections to calling the question?"

6. The vote is then taken by the President.

President: "Those in favor, please raise your hands" Votes counted.

President: "Those against, please raise your hands" Votes counted.

President: "Are there any abstentions?" Abstentions counted.

7. President announces the results of the vote.

President: "The motion passes." Or "The motion fails."

8. The floor is now open for the next order of business.

### **Objection Procedure (for calling the question)**

If a Coordinator does not agree with a motion, they can object to that motion. The objection procedure is as follows:

1. A Coordinator simply states "**I object to calling the question.**" The President will then state that an objection to calling the question has been made by a Coordinator. The President will then ask the Coordinator objecting to state their objection.

2. The Coordinator will then state why they object to calling the question.

3. The Board then moves into an immediate vote on the objection. No discussion is allowed on the objection.
4. A 2/3 vote is required to overrule an objection. If a 2/3 vote is attained then the Board will proceed with the original motion.
5. If a 2/3 vote is not attained then the objection stands and the Board will move back into discussion of the original motion.

## **Voting Procedures**

There are several ways to vote in a Board meeting. When the question has been called, the Board can vote by one of four ways. Usually, the President chooses the voting procedure; however, any President may ask for a particular vote with no objections of the Board or with the majority approval of the Board.

### **Roll Call Vote**

The President reads each Coordinator's name in alphabetical order and waits for his/her response. Coordinators may respond in one of three ways.

**Yes** - A Coordinator agrees with the item or motion presently on the SAB le.

**No** - A Coordinator does not agree with the item or motion.

**Abstain** - A Coordinator does not feel adequate to vote on an item due to lack of knowledge or conflict of interest. In the event of a tie vote, the President will vote to break the discrepancy.

### **Hand Vote**

A Coordinator may ask that a vote be taken by a show of hands. The Coordinator should state reason for the show of hands and if there are no objections the Board can vote in this manner.

### **Voice Vote**

This vote can be used on an issue in which the President deems it to be necessary. The President will ask that Coordinators who are in favor of a motion signify by saying "AYE". The President will then ask for the same response of Coordinators opposing the motion by saying "NAY". If there are any questions to the outcome of the voice vote, the President or Coordinators should ask for a hand or roll call vote.

### **Unanimous Consent**

This is where the Board favorably consents as a whole on an item. To vote by unanimous consent, a Coordinator will move to suspend the rules and vote by unanimous consent. A Coordinator can state this motion without being recognized after a second has been heard on a question being called. If no objections are raised by Coordinators, then the item passes by unanimous consent. If an objection is raised, then

unanimous consent is no longer considered and the President continues with a hand vote or roll call vote.

## **Appendix G**

### **Co-Sponsorship Programs**

#### **Co-Sponsorship Programs**

Student Activities Board offers a wide range of programs to the campus community which exposes and involves students and faculty, staff and alumni in social, educational, recreational and cultural opportunities complimentary to the academic mission of the University.

In fulfilling its purpose, the Student Activities Board recognizes the importance of co-sponsored programs between organizations within the University community. These programs can provide the campus community with unique opportunities, which can contribute to the education and enjoyment of students, faculty and staff. *Co-sponsorship Proposals* will be reviewed first by the Coordinator. By recommendation of the Coordinator, the proposal will be reviewed by the Board for final approval. It must be accompanied by a *Program & Financial Summary*. The purpose of the proposal is to provide the Board with information about the program, which will assist the Board in determining whether or not to engage in the co- sponsorship.

If the proposal is accepted by the Student Activities Board (this process usually takes two weeks), the designated Coordinator will contact the organization to negotiate the final contractual agreement.

## **Appendix H**

### **Corporate Support of Programs**

#### **Corporate Support of Programs**

The Student Activities Board offers a wide range of programs to the community, which involve students, faculty, staff and alumni in social, educational, recreational and cultural opportunities complementary to the academic mission of the University.

In fulfilling its purpose, the Board recognizes the potential importance of corporate supported programs. These programs may provide the campus community with unique opportunities that can contribute to the education and enjoyment of students, faculty and staff. For our purposes, "corporate" refers to any off campus commercial vendor.

A proposal will be reviewed first by the appropriate Coordinator. The Coordinator may then present it to his/her Advisor. Once discussed, the proposal will then be reviewed by the entire Board for final approval. The proposal must be accompanied at the Board meeting with a Program & Financial Summary in order to be approved by the Board. The purpose of the proposal is to provide the Board with information about the program which will assist the Board in determining whether or not to engage in corporate support of the program.

If the proposal is accepted by Board (this process usually takes two weeks) the Coordinator will work with the Advisor who will contact the organization to negotiate the final contractual agreement.



### **Guidelines for Corporate Support of SAB Programs:**

- SAB shall uphold all University policies and regulations and shall not allow the university or itself to act as an agent that promotes the products or services of the corporation.
- Neither SAB nor the University shall endorse the aims, policies, products or opinions of the corporate organization or its members.
- Corporate support should be based on the Board's ability or inability to produce the program in question.
- All corporate support plans shall be brought in writing to Board and shall include samples of promotional materials when available. Contracts shall be reviewed and any agreement shall be dependent on meeting the requirements of said contract.
- Each corporate support program shall be discussed on its own merit and not compared to previous or pending events.
- Once the Advisor has investigated with the Coordinator the corporate assistance plan, it must be brought to the Board for its approval.
- SAB will not allow corporate support from companies that manufacture tobacco, firearms, or alcohol products.

### **Advertising Procedures for Corporate Co-Sponsorships:**

- The Board must be listed as the presenter of the program and its name and logo must appear as the dominant sponsor.
- The program or event must be the primary focus of advertising.
- The name or logo of the underwriting corporation may be used, not to exceed 50% of the size of Student Activities Board logo, but neither the name nor the picture of a specific product of the company may be used, unless they are one and the same.
- The name of the corporation on the promotional or advertising material shall not be the primary visual or auditory focus.

## **Appendix I**

### **Co-Sponsorship Policy and Proposal**

The Student Activities Board is the largest programming organization on the Texas Tech University campus and serves students, faculty, staff, alumni, and community members with a vast array of programs. Through these programs we aim to involve participants and aid in the learning process, whether the program be educational, cultural, social, or recreational.

#### **How is SAB funded?**

SAB is funded through auxiliary service fee allocations from Student Union & Activities, which means that all students help to pay for programs that the Board provides. We affirm that all students are members of SAB and we therefore are committed to co-sponsorship of programs with student organizations and other groups that have a mission of service similar to the SAB and Texas Tech University.

#### **Why does SAB co-sponsor?**

SAB is aware of the benefits gained by cosponsoring programs – benefits to the sponsoring organization, benefits to our organization, and benefits to those who participate in the program. We are committed to the idea of *cooperative programming*; that is, a co-sponsorship in which both the Board and other parties develop a solid working relationship, involve a diverse range of people and resources, and work collectively to achieve a successful program that will serve the needs of the Texas Tech University community.

## How is the SAB organized?

SAB is structured into programming committees. In each programming area one Coordinator oversees a committee of student volunteers and is responsible for carrying out programs with those volunteers. The Board structure is elastic and allows for a wide range of programs to fit under any given programming area.

## How does the SAB funding work?

The budget under which SAB works covers the fiscal year September 1 to August 31. The Board compiles its budget in the early spring for the entire year. Therefore, the best time to approach the Board about a co- sponsorship is during budget planning time. We recognize, however, that not all organizations make plans so far in advance and also that many quality programming opportunities arise after this budgeting process is completed. For this reason, the Board encourages student organizations to approach various Coordinators as early as feasible.

In the pages following is information vital to understanding how SAB operates and the procedures involved in co-sponsoring an event with SAB.

## Procedures for Co-Sponsorship with SAB

It is best to approach SAB at least ten (10) weeks in advance of when you would like to co-sponsor a program. Any Board President or staff member can direct you to the most appropriate programming area under which your proposed program would fall.

First, you should talk informally to the student(s) with whom you would be working about the ideas and details of the program.

### Pre-Program Planning Details to consider at this time may include:

- Program Goals
- Target Audience (who is the program designed to serve)
- Date and Time (consider conflicts and check major event calendars)
- Location
- Availability of Resources (rooms, talent, volunteers, etc.)

On the following pages are a questionnaire and detailed list of general programming items and costs. When you and the Coordinator have determined that this program is something with which SAB can help, **you and the Coordinator should work together to complete both parts of the Co-sponsorship Proposal.** This process may help organize details of the program and identify ways in which both organizations will be involved. (You can also note where other organization or departments fit in.)

When the co-sponsorship proposal is complete and the Coordinator feels that enough information has been provided for the Board to consider the program, the Coordinator will discuss with Advisor first and then make a *Program & Financial Summary* proposal (that includes the co-sponsorship information) to the Board. After discussion, SAB will vote on the proposal.

The Board may choose to table a proposal if more information is needed. The proposal will come before that body again when the requisite information can be provided. If tabled, the Board members consider the proposal. **Members of your organization are welcome and encouraged to attend this meeting.** The responsible Coordinator will discuss its findings during their meeting and then all Board members will be encouraged to ask questions. (You may ask questions at any point, as well.) When Board members are satisfied that they have the information needed to make a decision, the Board will vote on the proposal.

A Co-Sponsorship Agreement form can be furnished upon request.



**Co-Sponsorship Agreement Form**

The Student Activities Board and \_\_\_\_\_ will co-sponsor \_\_\_\_\_  
(Name of Company/Organization) (Name of Event)

This event shall take place on \_\_\_\_\_ at \_\_\_\_\_  
(Date of Event) (Location of Event)

Student Activities Board will be responsible for/provide:

- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_

The co-sponsoring organization will be responsible for/provide:

- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_
- ( ) \_\_\_\_\_

By signing this form, I agree to fulfill the requirements of my company/organization to ensure the successful completion of this event.

\_\_\_\_\_  
(Company/Organization Representative Signature) (Date)

\_\_\_\_\_  
(Student Activities Board Representative Signature) (Date)

**Appendix J**

**Exemplary Distinctions and Honors**

Various honors are bestowed upon Student Activities Board Presidents, Vice President, Coordinators, and Student Committee Members to acknowledge their individual academic and leadership achievements as well as to signify the importance of their role in providing a vibrant, challenging cultural, social and intellectual campus climate. Other specific programming awards and honors that do not duplicate these specific acknowledgments may be selected each year at the discretion of the President. Here is a list of the Student Activities Board Distinctions and Honors, as follows:

**Jerry V. Fox Award for Outstanding Coordinator** – Jerry served with distinction as the chairperson of the Ideas & Issues (1987-88) and Film (1989) committees. This award is presented in his name and goes to the SAB member that has striven to improve his/her committee and the organization as a whole through superior service and dedication.

**James G. Allen Award** – The James G. Allen Award is presented to a general member who exemplifies Dean Allen's long-standing interest in the Student Union and has given devoted, enthusiastic service and participation in Student Activities events. It is the highest honor given to a general member. James was Texas Tech's first Dean of Student Life. He believed, "Perhaps the one thing that would go farthest toward improving social affairs, on the campus, would be a student union." This award is presented to a general member who exemplifies Dean Allen's long-standing interest in the Student Union and has given devoted, enthusiastic service and participation in the Union events. It is the highest honor given to a general member.

**Outstanding New General Member Award** – This award is presented to a new general member who has given devoted, enthusiastic service and participation in Student Activities events.

**Student Activities Board Achievement Award** – This award is chosen by the Executive Committee and goes to a campus or community partner who has not only collaborated with SAB but has continued to support and promote SAB and its programs and services to the community.

**Advisor's Choice Excellence Award** – This award is given to a member of the Executive Committee who has shown outstanding dedication and leadership in his/her area of programming.

**W. B. Rushing Award for Outstanding Contribution to Campus Programs** – W.B. Rushing was a graduate of Texas Tech University and one of Lubbock's earliest real estate developers. This award is presented to the person who has made an outstanding contribution to campus programs during his/her career within the SAB organization.

## Appendix K

### Master Calendar Process

The Master Calendar Process ensures that the Student Activities Board meets program standards, procedures outlined in the Constitution, By-Laws & Appendices as well as receives the necessary space to fulfill its purpose. To this end, the following must be adhered to in accordance with the Master Calendar Process.

### **Master Calendar Approval**

Every year before the second weekly Board meeting in January, the Board must approve the *Master Calendar Date Request* for the following Summer, Fall, Spring terms. The *Master Calendar Date Request* must include the weekly board meeting, officer training/transition offerings, annual retreat, annual banquet, mass membership meetings, deadlines for budget approval, deadlines for nomination/selection process, application deadline for selection process, deadlines for nomination/selection process for distinctions, honors and awards, deadlines for passing events for following terms, installation of new board Coordinators and any other terms outlined in the Constitution, By-Laws and Appendices. Once approved by the Board in January, the President, with support of Student Union & Activities, must complete the necessary paperwork and procedures to request dates for space reservations and any other needs. If for an emergency or rare instance, the President, in consultation and agreement with the Advisor, may change minor elements of the Master Calendar as long as it does not conflict with the terms of the Student Activities Board Constitution, By-Laws and Appendices. In order to better serve the Board, the Advisor has approval for changes due to facility availability and, or other contracting issues that may arise.

### **Deadlines for Planning of Events**

The *Master Calendar Date Requests* are partly meant to secure space reservations for the Board events throughout the year. As a result, the Board will have space to plan events the following Summer, Fall and Spring terms. In order to be effective in planning events, the following deadlines must be adhered to by all Board members:

All summer and fall events for the following term must be passed by the board prior or on the third weekly Board meeting of April the preceding semester.

All spring events for the following term must be passed by the board prior or on the third weekly Board meeting of November the preceding semester.

## **Appendix L**

### **Funding**

## **Source of Student Activities Board Funds**

Student Activities Board receives a determined allocation of monies every fiscal year (September 1 – August 31). This amount is determined by the Managing Director of Student Union & Activities based on a formal request process. The money allocated comes from the auxiliary fees the Student Union collects from the Barnes & Noble Bookstore.

## **Fiscal Responsibility**

Part of the Student Activities Board experience is developing and practicing fiscal responsibility. You should learn how to get the most out of our financial resources while serving the greatest number of needs. Board members are agents of students. You are entrusted to spend student fees wisely. You must assess needs, set goals, plan budgets, and monitor on-going expenses and revenues. You make decisions about how and on what Board funds are spent.

Board finances are the responsibility of all Coordinators, staff and support staff. Every expenditure is approved by the Board and is a part of the total budget. Board records are public policy and always open to the public. The budget is a guideline, approved in advance to provide a prudent plan of action for the organization. Changes to the budget are possible by Board vote.

By following policies and procedures outlined in this section, the organization achieves its mission on campus while ensuring they are good stewards of student funds.

## **Expense Process**

Once the Student Activities Board budget has been established, the Coordinators may not expend additional funds which are not indicated in their budgets. Any change in the bottom line of a budget must go before the Board, this includes revenue figures. For example, if a Coordinator does not make the revenue for a program that he/she projected, the Board and President must be informed, and it must be accounted for somewhere else in the budget. If a Coordinator makes more revenue than projected, the Board and President must be informed so that it can be accounted for properly.

A Coordinator may transfer money within his/her committee with Board approval. Moving money from committees to another committee must be approved by the Board.

Each Coordinator's budget has an effect on every other Coordinator's budget - this is an important axiom of the organization.

## **Methods to Spend and Collect Funds**

All methods require the signatures of the particular Coordinator, the President, the Advisor, and the Student Union & Activities representative.

## **Reimbursement**

Do not assume you will be reimbursed for anything. The University has policies that govern the use of student activity fee monies. On occasion, a Coordinator, with prior approval by the



Advisor, may spend his/her money to be reimbursed at a later point. However, a receipt for the transaction under \$50 must be available. Such instances should be rare and for emergencies only.

### **Purchase Orders and Procurement Cards**

Purchase orders and procurement cards must be used for all purchases. Each event, the Coordinator works well in advance with the Advisor to review and establish what purchase orders and procurement card purchases will be necessary for the event. Each order specifically states what we may order from the vendor. This paperwork is time consuming and should be a top priority for planning an event.

### **Inter-University Payments or Collections**

When making arrangements with departments or student organizations to invoice or pay them, send the Advisor an email telling him/her whom to pay with the University Account Number or from whom to confirm that the money has been received.

### **Estimates, Invoices, and Receipts**

Keep your estimates, invoices and receipts for everything! After an event is completed, you must complete a financial summary and report this to the President and Advisor.

### **Cash Drawers**

If the need arises for a cash drawer to be available for a program, it can be arranged through the Student Union & Activities. The Advisor will help you make these arrangements. Follow the deposit instructions below immediately after you have collected money so that you do not assume responsibility for the money longer than necessary.

### **Depositing Funds**

Deposits must be made daily. No money is to remain in the office for any period of time. Deposits should be given to the accounting department.

### **Tips for Spending University Funds**

- Think ahead and anticipate expenses as accurately as possible.
- Do not spend your own money and expect to be reimbursed.
- Keep accurate, detailed records of all expenses.

## P-Card Request Form

This document must be completed in its entirety and submitted to Jon Merik before P-Card will be issued.

1. Name of Event Items are being purchased for:

2. Today's Date:  3. Store:

4. Name of person going to store:  5. Advisor's Name:

6. Has the P-Card been requested in advance? .....No  Yes

Will food be purchased? .....No  Yes

Was receipt submitted to Kristin? .....No  Yes

Was food form submitted to Kristin? .....No  Yes

7. Estimated Cost:

Please list items to be purchased below:

8. Description of event and reason for purchase:

9. Committee (for proper budgeting):

**AGREEMENT:**

I agree that I will follow up with my student coordinator and Kristin after the purchase has been completed to ensure that all receipts and food forms were correctly submitted.

Signature of Advisor:

Signature of Jon Merik (email):

\*The purchase described above is not approved without Jon Merik's signature

Rev. 12/18/2006

## **Appendix M**

### **Contracting**

Contracting entails obligating the university. A student cannot legally obligate the university. The Advisor is the only university authority who can request a contract from the agent. It is necessary to work closely with your Advisor to help yourself and your committee members ensure that University Policies and Board Policies are followed.

Coordinators have the responsibility to explore or investigate performers, lecturers, or entertainers for Board programs. Coordinators, however, are not authorized nor protected by the University in making verbal or written agreements with individuals, agencies or companies. Once the Coordinator of a program area completes the preliminary negotiations and information gathering, your Advisor will request the contract, review the contract and secure the proper signatures to finalize the agreement.

Contract riders usually accompany contracts. Both documents outline the expectations of both University and the performer. First, the contract is issued by either the Board or the agency. It is then reviewed by the other party and corrections are made directly to the contract. Riders can outline additional expectations of the performer or University as well. This is often done for live bands and comedy events.

#### **Process Basics**

- Negotiate preliminary, tentative agreement
- Pass program by Board
- Advisor calls for contract
- Work with advisor to write contracts and/or riders
- Work with Office Manager to attach completed Program & Financial Summary to the top of all paperwork—keep a copy for yourself
- It will then be routed to the appropriate Staff
- All papers submitted to Office Manager for signatures

It is important to communicate any special needs to the Advisor. He/she will be better able to help you if you share the necessary information with him/her. There are sample contracts available in the past event folders.

## **Appendix N**

### **Promotions**

#### **“It’s Everybody’s Business”**

The promotion of the Student Activities Board and its’ events is crucial to successful programming. Promotions are the responsibility of the Executive team and the members. Until every member of the Texas Tech University community knows about our organization and the programs offered we have not finished our job. If each of us takes this responsibility seriously, every person on the Texas Tech campus can know about SAB.

It is all of the little things that we do that will make the difference. Advertisements and posters are an essential part of the promotional mix. We rely on these methods, as well as word-of-mouth, to promote SAB and its programs. It is the additional promotional efforts and gimmicks that will increase awareness of SAB and its programs.

Target groups, populations, and academic departments who might be particularly interested in a program you are planning. Often co-sponsorship of a program by a group is one of the most effective ways to promote a program to a targeted group. At the very minimum, extend an invitation to attend the event.

#### **Marketing Requirements**

SAB has a standard, which must be upheld. This is implied in its Constitution and By-Laws, and practiced through the offerings of programs and opportunities for student development. As a part of that standard, SAB has outlined some minimum requirements for marketing programs at Texas Tech University, which require the approval of Leadership. SAB logo, Student Union & Activities logo, and all sponsor logos must appear on publicity.

#### **Standard (Phase I)**

- TechAnnounce
- Posters
- Social Media
  - Instagram
  - Twitter
  - Facebook
  - Snapchat

#### **Standard (Phase II)**

- Press Releases
- Handbills and Postcards
- Daily Toreador Ads

#### **Standard (Phase III)**

- T-shirts

### **No Cost Advertising:**

- Hand-made posters
- Send Press Releases to radio stations and publications (2 weeks in advance)
- Write on chalkboards in classrooms
- Public Service Announcement for publications or media
- Speak to residence halls and Greek organizations at dinner meeting time (set up a table outside of the dining halls/residence halls, pass out flyers)
- Organizational/Departmental newsletters
- Display cases outside SAB office and outside of the SUB
- E-Mail announcements

### **Paid:**

- Professional duplicated posters
- *The Daily Toreador, Lubbock Avalanche-Journal, etc.*
- Flyers from Copy/Mail
- Radio, television, and Internet ads
- Table tents for Residence Halls, Hospitality Services, etc.

### **Creative Publicity:**

- Door knob hangers
- Messages in fortune cookies
- Noon time program -- lunch bag with information on it
- Buttons with "Ask me why?" written on them--people will ask
- Small flyers attached to pizza delivery boxes
- Banners
- Bus signs
- Show/display cases
- Classroom skits
- Bumper stickers
- Balloons
- T-shirts
- Table tents
- Word of mouth
- Teaser Flyers
- Jigsaw puzzle sign (add one piece each day)
- Up-side-down signs
- Hand out invitations
- Napkins/paper plates
- Sandwich boards
- Postcards
- Bookmarks
- Pens/pencils
- Classroom blackboards
- Inserts in bookstore bags
- Tape recorder or video tape

- Scoreboards at athletic games
- PA system at other events  
Pass out information to people standing in lines
- Mail box stuffers

## Appendix O

### Office Procedures

#### Use of the Student Activities Board Space

The Student Activities Board office space is open from 8 a.m. to 5 p.m., Monday through Friday. Office hours can be completed between 8 a.m. to 5 p.m. Monday through Friday.

#### Use of Student Union

Under no circumstances may students remain in the building past open hours. The Student Union is generally open from 7 a.m. to 11 p.m., Monday through Saturday and from noon until 11 p.m. on Sundays.

#### Securing the Space

Always check to see if you are the last one out. If you are the last one out, turn off the computer and clean the space.

If you are the last person out at night:

- Turn off all lights and other electrical equipment.
- Pick up trash and clean the area.

Please make every effort to follow these procedures.

#### Telephone Usage

Answering the telephone and greeting visitors are the responsibility of all Board Presidents and staff. The phone should be answered in the following manner:

“Good Morning. Student Activities Board . This is \_\_\_\_\_ .” or  
“Good Afternoon. Student Activities Board . This is \_\_\_\_\_ .” or  
“Good Evening. Student Activities Board . This is \_\_\_\_\_ .”

All SAB members are required to attend an office orientation session. This session will include general phone etiquette and procedures.

The planning and implementation of programs requires long distance calls and there are certain university and SAB regulations governing phone usage:

- Long distance calls are to be limited to official Board business only.
- At no time should Board members use the long distance system for personal use even if they expect to reimburse the Board for the call.
- Board members should not use the phones for personal local or long distance calls.

Please use good judgment in using the telephones in the office. Please do not remain on the phone for extended periods of time. Ask an agency or the party that you are calling for a toll free number or to call you back at a specific hour when you know you will be in the office.

- The telephone is a very costly privilege. Appropriate use of it will ensure that the availability of this privilege will be continued.

### **Fax Machine**

All telephone policies apply to the fax machine as well.

### **Use of Computers**

There are workstations located in the office for student use during business hours. They are for official Board business on a first come, first served basis.

Every time you use a computer you must login using the "SUB Programming" account. If someone before you forgot to logout, then log that person out first. Of course, always log out when you are finished or away from your work for any extended period.

This computer is for office use only. If you save personal items on the desktop, they will be deleted. No eating or drinking around the computers.

Access and use of the computers in these offices is considered a privilege that carries responsibilities, not a right. Violation of any part of these computer policies including the any University computer usage policies may result in the elimination of your account.

If you have any questions regarding the computers, their policies, and any software program, or receiving further training then please feel free to contact Information Technology.



## **Appendix P**

### **Summer Board**

The Summer Board consists of two (2) student program members chosen by the Selection Process outlined in the SAB Constitution, Article IV, Section 1-5. The term of office of the Summer Board program Presidents begins with the installation of the new SAB Executive Team in April. The Summer Board Coordinators differ from a typical board member in that they are supervised by the Advisor, not advised by the Advisor. The dynamic of the Summer Board is more closely related to an employment position rather than a volunteer position due to the compensation associated with the Summer Board position. At any time, the SAB Advisor may terminate a Summer Board Coordinator for not fulfilling the expectations of his/her summer board responsibilities and, or for not meeting the procedures and standards of the Student Activities Board Constitution, By-Laws and Appendices. With the remaining compensation of the Summer Board, the Advisor may substitute an individual to fulfill the responsibilities outlined for the Summer Board.

#### **Responsibilities of Summer Board Coordinators**

Summer Board Coordinators must adhere and believe strongly in the SAB Constitution and By-Laws and the program philosophy of the Board as outlined in Appendices A-P. The Summer Board Coordinators must maintain twenty (20) office hours in the Board office each week between the designated open office hours. The Summer Board Coordinators receive direction from the Advisor to fulfill the responsibilities of summer events and preparing for any activities of SAB the following year. The Summer Board Coordinator will be responsible for marketing of SAB to all new students and will attend New Student Orientation sessions. The Summer Board Coordinator will be responsible for all summer events planned by SAB that may occur during the summer. Special emphasis for summer programs shall be placed on homegrown program opportunities and to coordinate with summer groups on campus. The Summer Board Coordinator will implement, support and evaluate all summer board events for the following year. The Summer Board Coordinator will be in charge of fulfilling any and all elements of planning for Raider Welcome. The Summer Board Coordinator will help prepare the manuals and information for the mandatory fall training. The Summer Board Coordinator will be responsible for soliciting corporate sponsorship for SAB with direction and advice from the Advisor. The Summer Board Coordinator will fulfill any duties of office operations with direction from the SAB Advisor. Summer Board Coordinators must meet the number of program offerings and deadlines for programming as outlined in the Master Calendar in Appendix K. Student Board Coordinators shall work to uphold the values of SAB and shall be entrusted with the ethical standards, responsibility and powers of authority subject in serving the needs and constituents of the University.