

Student Events Board Constitution



Article I. Name

Section 1. The name of this organization will be the Siena College Student Events Board, known as SEB hereafter.

Article II. Purpose(s)

Section 1. To coordinate student entertainment, co-curricular, and cultural programs.

Section 2. To encourage the development of new areas of entertainment based upon student interest.

Section 3. To monitor sales and distribution of goods and services of the Student Senate's clubs and organizations.

Article III. Membership

Section 1. All Siena College undergraduate students are eligible for membership in the SEB.

Section 2. All SEB members must maintain an overall GPA of 2.25 per semester. Repercussions for not meeting this requirement can include, but are not limited to: removal from the board and/or suspension from the board pending increased GPA.

Section 3. Voting membership shall include all positions except: Chairperson, Parliamentarian, Student Senate Representative, Resident Hall Association Representative and SEB Advisor.

Section 4. The SEB Chairperson shall vote only in the case of a tie of the voting membership.

Section 5. Executive Board membership shall include but is not limited to: Chairperson, Vice Chairperson, Treasurer, Secretary, Parliamentarian, Public Relations Chair and Communications Director.

Article IV. Officers and Their Duties

Section 1. SEB Executive Board

1. The SEB Chairperson, Vice Chairperson, Secretary and Treasurer shall make appointments to the positions of Parliamentarian, Public Relations Chair, and

Communications Director. If the vote is not unanimous, then only the SEB Vice Chairperson, Secretary and Treasurer will take a vote.

2. The Executive Board will discuss and appoint all other positions of SEB, as well as positions to be created. If the vote is not unanimous, then only the SEB Vice Chairperson, Secretary and treasurer will take a vote.

Duties:

1. To act on behalf of the SEB in matters of expediency when a quorum of the SEB is not available.
2. To be responsible for supervising and coordinating all appointed positions and assuring the completion of all planned programming by these members.
3. Executive Board members must schedule and maintain weekly meeting with the SEB Advisor.
4. To keep at least three (3) office hours per week.
5. To attend as many SEB events as possible (schedule permitting).

The Executive Board Officers include:

A. SEB Chairperson

1. Is an elected position, by the students of Siena College according to by-law Seven (7) of the Student Body Constitution of Siena College.
2. To be eligible for election to this position, candidates must be a matriculated second-semester Sophomore or Junior at the beginning of their term as SEB Chairperson.
3. Preside over all meetings of the SEB.
4. Have the power to vote only in the event of a tie.
5. Promote communication between faculty, administration, and students concerning the activities of the SEB.
6. Assure personnel replacement in the case of resignation or removal of appointed positions.
7. Have the power to call weekly meetings (for both the entire board and/or just the executive-board).
8. Perform other duties as necessary for implementation of the purposes of the SEB.

B. Vice Chairperson

1. Be elected by the student body and report directly to the SEB Chairperson.
2. Assist the SEB Chairperson in the performance of his or her duties whenever necessary.
3. Be responsible for maintaining an office available to all SEB members, including but not limited to: keeping an accurate record of office hour attendance by members.

4. Be responsible for keeping an accurate record of all club fundraisers, approved and unapproved.
5. Be able to assume the duties of the Chairperson if for any reason the Chairperson is unable to fulfill the duties of the office.

C. Secretary

1. Be elected by the student body and report directly to the SEB Chairperson.
2. Keep accurate minutes of all SEB general and executive board meetings.
3. Distribute minutes to the members of the SEB and appropriate individuals of the college community.
4. Keep track of all members' attendance at said meetings.
5. Be responsible for keeping an accurate listing of members.
6. Be responsible for keeping an accurate attendance at all SEB events.

D. Treasurer

1. Be elected by the Student Body and report directly to the SEB Chairperson.
2. Keep accurate records of the expenditures of all areas of the SEB through the use of committee budget books.
3. Give monthly reports to SEB Executive Board members concerning the financial standing of all committees under the SEB.
4. Be a voting member of the Budget Allocation Committee (BAC).
5. Submit the recommended SEB budget to the appropriate financial body as prescribed by the Director of Campus Programs and Student Activities.
6. Assist all other SEB Committee Chairpersons with their specific budgets during the budget allocation review period.

E. Parliamentarian

1. Be appointed according to Article IV, Section 1, and report directly to the SEB Chairperson.
2. Direct SEB meetings following the latest edition of Robert's Rules of Order, with approval of the SEB Chairperson.
3. Act as an advisor on constitutional matters to the SEB.
4. Be responsible for planning and coordinating bonding and/or community service events within the SEB.
5. Assist the SEB Chairperson in the performance of his/her duties.

F. Public Relations Chair

1. Be appointed according to Article IV, Section 1, and report directly to the SEB Chairperson.

2. Be responsible for promoting SEB events and activities creatively and innovatively to the Siena College community, and when necessary, the general community.
3. Be responsible for promoting the SEB logo on campus through SEB events.

G. Communications Director

1. Be appointed according to Article IV, Section 1, and report directly to the SEB Chairperson.
2. Oversee, with conjunction of the SEB Public Relations representative, all electronic communications, including but not limited, to social networking media.
3. Be responsible for, in cooperation with the Secretary, updating and maintaining the SEB website (including but not limited to its calendar, minutes and roster).
4. Be responsible for checking and forwarding all email from the SEB account to the respective members.

Section 2. Other Elected Positions on the SEB

Duties:

1. To keep at least one (1) hour of office hours per week.
2. To be an active member of at least two (2) standing committees on the SEB.

A. Class Vice-Presidents

1. Issue a report at SEB meetings on the activities of their respective class.
2. Issue a report at class meetings on the activities of the SEB.
3. Act as a liaison between their respective class and the SEB.
4. Pass any necessary agenda items through SEB meetings regarding events and fundraising.

B. Commuter Council Vice President

1. Issue a report at SEB meetings on the activities of the Commuter Life Council.
2. Issue a report at Commuter Life Council meetings on the activities of the SEB.
3. Act as a liaison between the commuter population and the SEB.
4. Pass any necessary agenda items through SEB meetings regarding events and fundraising.

C. Students At Large

1. Two (2) Students at Large will be elected by the student body for a term running January-December.
2. Act as a liaison between the student body and the SEB.
3. Assist the SEB in planning/implementation/promotion of events.

4. Issue a report at SEB meetings detailing concerns of the student body.
5. To be responsible for organizing at least two informational sessions per term.

Section 3. Appointed Positions on the SEB

1. Supervise and be in charge of events and programs, which fall under their jurisdiction.
2. Act as chairperson(s) of any committee that is formed in order to implement a program falling under their jurisdiction.
3. Provide information and a detailed report of responsibilities to the incoming chairperson(s) of the said committee.
4. Maintain an accurate record of all expenditures and keep a budget book for their respective committee.
5. Maintain an accurate record of all attendance at events which fall under their jurisdiction.
6. Allow unbiased membership opportunities to all members of the Siena College Student Body.
7. Be an active member of and promote the interests of the Siena Community to the best of his or her ability.
8. Be an active member of at least two (2) other standing committees of the SEB.
9. Schedule and maintain a weekly meeting with the SEB Advisor.
10. To keep at least one (1) office hour per week.

A. Special Events Chairperson

1. Be responsible for planning, organizing, and producing student run events and activities for the Siena Community. Such events may include, but are not limited to: game shows, contests, off campus outings and any other creative events that would appeal to the student body.
2. Be responsible for organizing at least three (3) events per semester, budget permitting.
3. Will be appointed by the SEB Executive Board to a term running from January-December.

B. Concert Co-Chairpersons

1. Be responsible for selecting all major concert events in conjunction with concert committee and the SEB Advisor(s).
2. Be responsible for managing all aspects of coordinating a concert event, including but not limited to: ticket sales, promotion, contract riders, finances, and recruiting volunteers.
3. Be responsible for organizing at least one (1) concert per term, budget permitting.
4. Will be appointed by the SEB Executive Board to a term running from September-May.

C. Coffeehouse Co-Chairpersons

1. Be responsible for planning, organizing and hosting various forms of entertainment to Siena College, including but not limited to: bands, comedians, musicians, and performers.
2. Be responsible for organizing weekly events each semester, budget permitting.
3. Will be appointed by the SEB Executive Board to a term running from January-December.

D. Fine Arts Chairperson

1. Be responsible for coordinating various trips to fine arts and cultural events.
2. Be responsible for organizing various on campus fine arts and cultural opportunities for the Siena Community.
3. Be responsible for organizing at least three (3) events per semester, budget permitting.
4. Will be appointed by the SEB Executive Board to a term running from January-December.

E. Speakers Chairperson

1. Be responsible for bringing speakers intended to inform, educate, and entertain the Siena Community.
2. Be responsible for bringing at least one (1) speaker per semester to campus.
3. Be responsible for coordinating all aspects of the event, including but not limited to: ticket sales (when necessary), promotion, contract riders, and finances.
4. Will be appointed by the SEB Executive Board to a term running from January-December.

F. Movies Chairperson

1. Be responsible for the selection and scheduling of all weekly movies shown on campus.
2. Be responsible for confirmation, pick-ups, showing and return of all movie rentals to agency.
3. Be responsible for the coordination of at least one (1) special movie event per semester, budget permitting, including but not limited to: drive-in movies, dinner-and-a-movie, or movie related events.
4. Be responsible for training students who volunteer to show movies.
5. Will be appointed by the SEB Executive Board to a term running from January-December.

G. Charity Week Co-Chairpersons

1. Be responsible for providing one (1) week of events intended to raise money for a selected local charity.
2. Be responsible for collecting all donations raised during the week.
3. Be responsible for acquiring funds/donations from local, outside sources whenever possible.
4. Will be appointed by the SEB Executive Board to a term running from January-December.

H. Hump Week Co-Chairpersons

1. Be responsible for programming one (1) week of anxiety relieving and fun events each semester for the entire Siena Community.
2. Will be appointed by the SEB Executive Board to a term running from January-December.

I. Winter Weekend Co-Chairpersons

1. Be responsible for programming one (1) weekend of events (Friday, Saturday, and Sunday towards the end of the fall semester)
2. Be responsible for Winter Weekend Semi-Formal Dance, including, but not limited to, selecting a DJ, theme, decorations, and design and sale of tickets.
3. Will be appointed by the SEB Executive Board to a term running from January-December.

I. Siblings Weekend Co-Chairpersons

1. Be responsible for programming one (1) weekend of events intended for the siblings of Siena College students (Friday, Saturday, and Sunday).
2. Be responsible for on campus club involvement at the carnival, if necessary.
3. Will be appointed by the SEB Executive Board to a term running from September-May.

J. Sienafest Weekend Co-Chairpersons

1. Be responsible for programming one (1) weekend of events intended for the entire Siena community (Friday, Saturday, and Sunday towards the end of the spring semester).
2. Be responsible for any Saturday activities, including but not limited to: novelty acts, vendors, and an all-night party.
3. Be responsible for selecting and implementing a theme for the weekend.
4. Will be appointed by the SEB Executive Board to a term running from September-May.

K. Student Senate Representative

1. Be appointed by and maintain active membership in the Siena College Student Senate.
2. Act as a liaison between the two organizations: attend weekly Senate Meetings and report the activities/concerns of the Senate to the SEB, and vice versa.
3. Encourage the possibility of co-sponsored programs between the organizations.

L. Residence Hall Association Representative

1. Be appointed by both the SEB Chairperson and the Residence Hall Association Executive President, and maintain active membership in both organizations
2. Act as a liaison between the Residence Hall Association and the SEB.
3. Pass any necessary agenda items through SEB meetings regarding events and fundraising.
4. Encourage the possibility of co-sponsored programs between the organizations.

Article V. Meetings

Section 1. Time

1. The SEB shall meet once a week when regular classes are in session, within, two weeks of the new academic year.
2. SEB Members must attend weekly board meetings on a regular basis.
3. SEB Committee Chairpersons must also hold weekly committee meetings in order to plan their events.

Section 2. Legislation

1. A simple majority of voting members present shall be required for the passage of non-fiscal matters.
2. A 2/3 majority of voting members present shall be required for the passage of fiscal matters.

Article VI. SEB Advisor(s)

Section 1. Be responsible for advising and providing direction to all members of the board.

Section 2. Be responsible to attend all SEB weekly meetings.

Article VII. Vacancies

Section 1. A vacancy in the office of Chairperson. If the Vice Chairperson refuses or is unable to assume the position of Chairperson, it will result in the forfeit of his/her current SEB position. The remaining executive board will discuss and nominate a Chairperson to be voted on by a 2/3-majority of the SEB.

Section 2. A vacancy in the office of an elected position on the SEB Executive Board outside of the Chairperson. Upon a vacancy of an elected SEB Executive Board position, the executive board will refer to the appointment process and nominate a replacement to be voted on by a 2/3-majority of the SEB. The nominated member would have voting rights if the position they are filling has voting rights.

Section 3. A vacancy in the office of a non-elected (appointed) position on the SEB Executive Board outside of the Chairperson. Upon a vacancy of a non-elected (appointed) SEB Executive Board position, the executive board will refer to the appointment process and appoint a replacement. The nominated member would have voting rights if the position they are filling has voting rights.

Section 4. A vacancy in the office of a position in the SEB outside of the Chairperson and Executive Board. Upon a vacancy of an SEB position, the executive board will refer to the appointment process and appoint a new committee chair or co-chair to the vacant position. The nominated member would have voting rights if the position they are filling has voting rights.

Article VIII. Attendance, Absences, and Substitutions

Section 1. Attendance at all SEB events is highly encouraged to all SEB members. As such each member is required to attend at least five (5) events per semester (other than those planned by his or her respective committee).

Section 2. Any member absent can send a representative to the meeting. This representative will have no vote.

Section 3. Repercussions for excessive absences and non-attendance at board meeting, events, weekly meetings with SEB advisor and at committee meetings may include but are not limited to: suspension from the board and/or removal from the board.

Section 4. All elected and appointed positions, including the Executive Board may be removed from the board for not upholding their responsibilities by a 2/3-majority vote of the SEB.

Section 5. If any member of the board feels that another member is failing to complete their duties, they may verbally address the issue with the Executive Board at their weekly meeting. The Executive Board will then issue a verbal warning to the member in question.

Section 6. In the event that a member wishes to remove another member, a formal request must be written and submitted before the weekly executive board meeting. That person will have one week from the date of notification to prepare their case, which shall be presented one (1) week after notification. The vote shall not be cast until after the case is presented before the board.

Section 7. In the case of an elected executive board member being removed from the board, the case will be brought before the Student Conduct Review Board for a recommendation. The executive board member would be suspended until a decision is made and a student will be appointed to that position, by the remaining executive board members, in the interim period, excluding the Chairperson, in which case the Vice-Chair will assume all responsibilities under Article IV. Once the Student Conduct Review Board puts a recommendation forth, the recommendation will be

presented to the SEB for a final vote. A 2/3-majority vote is necessary for removal for any member of the board. Any vacancies will be filled under Article VII.

Article IX. Elections

Section 1. All elected members of the SEB shall be elected during the campus-wide elections.

Article X. Fees And Dues

Section 1. Fees or dues are subject to the discretion of the SEB Chairperson, and will be used only in emergency cases.

Article XI. Amendments

Section 1. 2/3-majority of the voting membership of the SEB must sign a petition for amendments and submit the petition to the Student Senate.

Article XII. Dissolution

Section 1. 2/3-majority of the voting membership of the SEB must sign a petition for dissolution and submit the petition to the Student Senate.

Section 2. If the SEB is inactive for 1 year, a new constitution must be drawn up and the normal approval procedure for an organization must be followed.

Article XIII. Ratification.

Section 1. Constitutions are effective when ratified by the Student Senate.

Section 2. Amendments are effective with the ratification of the Student Senate.