

Regent University's Student Activities Board

Preamble:

Regent University is a Christ-centered community with a goal to educate and promote Christian leaders who will change the world. The members of the Student Activities Board recognize the importance of a holistic experience for students and wishes to help provide fun, entertaining, and educational activities for their fellow students. The Board coordinates with other student organizations, offices, faculty, and staff to provide excellent, Christ-centered events that foster holistic relational and communicative fellowship that benefits the community of Regent University to help foster unity within the Student Body and Regent University as a whole.

Mission Statement:

The Regent University Student Activities Board is an organization that seeks to provide entertainment, activities, cultural, and educational experiences for the campus while providing opportunities for its members to cultivate Professional Christian leadership, organizational and communication skills while serving the student body in a selfless and humbled Christ-centered holistic approach. The Board exists to maintain traditions and to serve the campus in a Christ-like manner by enriching the community of Regent University through Christ-centered relationship building and fellowship through its members that provide a holistic collegiate experience through the implementation of fun Christ-filled activities all while offering assistance to other Regent organizations to foster, implement, and grow continued Biblical organizational, relational, communication, and leadership goals and values.

All authority expressed by the Student Activities Board shall be subject to the approval of the Administration of Regent University.

Membership:

1. Interview Process:

Students seeking membership must apply and be interviewed by the President, Vice President, and Committee heads of the committees the interviewee has expressed interest in. Any Executive member that cannot attend the interview can be substituted by any other Executive member who will then take the absent Executive member's place. After the interview, the students' approval of membership will be voted on by the current Executive Board present in that interview and needs a favorable $\frac{3}{4}$ vote in order to become a member. Each member voting "nay" should give reasons for doing so before the final votes.

Any "nay" reason that falls under the category of discrimination or harassment, will immediately be disqualified and will be followed by a report of the Executive member's comment to the Director of the Office of Student Activities and Leadership by the President. The President and the Director will then discuss the possibility of expulsion and removal of the

Executive Board member's position and possible dismissal from the organization as a whole. Regent University has zero tolerance for any comments that discriminate or harass another individual. For more information, please look under the Removal section.

For applicants that failed to be approved, the President must seek absentee Executive Board member votes before final consensus. Interested students who fail both the initial interview vote and the absentee Executive Board vote to meet the approval status of admission of membership to the Student Activities Board may be reconsidered for readmission after attending the next semester's interest meeting during the Fall or Spring semester.

2. Member Responsibilities

Applicants and members, Undergraduate or Graduate, must have and maintain an overall minimum cumulative GPA of 2.0 and be currently enrolled in the University.

Applicants must have good academic, financial, and student conduct standing with the University.

Non-Regent students may not be a member of the Board. The Student Activities Board is by its nature a Regent University organization, and cannot accept any applicant wishing to join who is not registered as a known student of Regent University.

All members have one vote, and each vote shall be counted equally. Failure to comply with the voting equality standards by any means will result in the offender requiring to attend a mandatory conduct meeting with the President and Director of OSAL. See the Conduct & Dispute Section for more information.

Members are expected to attend weekly meetings with their assigned committee(s) as well as monthly general assembly meetings. To miss a general assembly or committee meeting, proper notification to the committee head and/or secretary must be given. Failing to give proper absence notification to their respective committee head and/or secretary for more than two meetings will result in a warning conduct meeting between the President and the Committee Head in charge of the Member. A third missed meeting without proper notification will result in a conduct meeting between the President and the Director of OSAL. Four or more missed meetings without proper notification are grounds for the nomination of removal from the organization. Please see the Conduct & Dispute and the Removal sections for more information.

Positions:

The Board shall consist of five Executive officers with the following titles: President, Vice-President, Secretary, Treasurer, Administration Oversight, and five Committee Chairmen with the following titles: (2) Marketing Chair(s) (Graphic Design & Communications, Video & Media), Entertainment Chair, Traditions Chair, and International Culture & Education Chair. Any student is eligible to become a committee member after approval. See the Voting Section for more information.

All members of the Executive Board must have Christ-like conduct & character, be well versed and have proficient skills in Microsoft Office (Word, PowerPoint, Excel, OneNote, OneDrive, Outlook, Teams), Google Workspace (Docs, Slides, Sheets, Forms, Calendar, Drive, Photos, Gmail), Zoom, Signup Genius, Slack, & Adobe Acrobat, have exceptional organizational & interpersonal communication and leadership skills, and have completed all L.E.A.D and organizational training.

In order to apply, you must shadow the executive member's role for 1 week to understand the commitments.

The President shall:

- Be a student worker appointed by the Office of Student Activities & Leadership (must be a rising Sophomore, Junior, or Senior)
- Be the liaison between the Board and the Office of Student Activities & Leadership, other Organizations, Regent University Administration, and the Student Body
- Lead the Board in the ideation, planning, and execution of its events and initiatives
- Be the head of the executive officers
- Assist in training new members
- Have a comprehensive understanding of Regent University's events and procedures.
- Conduct and lead weekly Executive Board meetings
- Have weekly meetings with the Director of the Office of Student Activities & Leadership
- Have the final say in the decision-making process not involved with OSAL (Except Budget)
- Oversee and lead conduct, dispute, and removal meetings
- Oversee approval for all Marketing Graphic, Video, and Media content
- Oversee and approve all Event Requests & Amazon purchase details
- Be the sole representative holder of the Regent University Credit Card unless changed by the Director of the Office of Student Activities & Leadership
- Go and oversee all in-store and amazon purchases unless changed by the Director of the Office of Student Activities & Leadership
- Lead and facilitate all voting processes and procedures

The Vice-President shall:

- Be appointed by the Office of Student Activities & Leadership (strongly encouraged to be a rising Sophomore and Junior)
- If President cannot be at event, Vice President must be present at events. If both cannot make it, Director OSAL will step in.
- Inherit the responsibilities of the President in the event of his/her absence
- Inherit the responsibilities of the Secretary in the event of his/her absence
- Oversee the meeting of the committees to ensure proper procedures are followed
- Assist the President with planning and leadership of the Board
- Assist the President in creating a Google Event & Marketing Calendar
- Assist the President in training new members
- Shadow the President in any roles or tasks needed to be accomplished

- Fill out all Event Request Applications

The Administration Oversight shall:

- Directly assist the President in the absence of the Vice-President
- Inherit the responsibilities of the Marketing Chairs in the event of both chairs' absence
- Assist the President with all communication tasks
- Assist the Vice-President in overseeing the meeting of the committees to ensure proper procedures are followed
- Assist the Committee Heads as Co-Chair in any ideation, planning, and implementation of events and be the spokesperson in place of the Chairman's absence
- Write, Produce, and be the spokesperson for What RU Doing (WRUD) Video Series
- Create, plan, and implement Committee, Executive Board, and Organizational bonding events
- Keep the Cafe Moka Chalk Board up to date with all current and upcoming SAB events
- Be in charge of creating and managing all SAB Spotify playlists

The Secretary shall:

- Inherit the responsibilities of the Administration Oversight in the event of his/her absence
- Record notes from board meetings and share with Executive Members and Faculty Advisor
- Be responsible for the internal communication within the Board
- Keep accurate up to date attendance of Student Activities Board members at general assembly meetings, committee meetings, and executive board meetings.
- Present new applicants to the Board and email applicants about acceptance/rejection, as well as assist in any interview or voting processes or procedures
- Be in charge of the tidiness, oversight, and management of organizing all SAB closet items, and properties
- Manage and direct committees to put things back in the correct spot in the closet
- Assist all Committee Chairmen in the creation of event sign-ups

The Treasurer shall:

- Inherit the responsibilities of the Secretary in the event of his/her absence and the absence of the Vice President
- Oversee and administer the budget of the Board
- Process and present proposed budgets to the Board
- Coordinate with the Chairman to manage the funds
- Create and manage a system to input all receipts and transactions
- Coordinate and update the Director of OSAL of SAB's purchases
- Coordinate all communication, procedure, and processes in T-shirt Ordering
- Work with President in ordering Executive Board Items
- Have the final say in any budget or financial disputes

The Graphic Design & Communications Marketing Chairman shall:

- Be the Head Marketing Chair in leading the marketing committee
- Be responsible for the creation and production of advertisements
- Coordinate and lead the marketing committee to publish social media updates
- Develop methods of graphic design marketing for the Board and its events
- Be responsible for all Instagram posts and stories
- Manage and update Linktree
- Be knowledgeable and proficient in Adobe Suites (Photoshop, Illustrator, InDesign, Lightroom, Animate) and Canva
- Be responsible for weekly emails to the RUN, RUN LIVE Coordinator, Unchapel Coordinator, OSAL Online Representative, RES Life Director, RDs, Director of CM, & Copy Services and CC'ed to the OSAL Director and President
- Assist the Video & Marketing Chair in all event photography and video.

The Video & Media Marketing Chairman shall:

- Inherit the responsibilities of the Graphic Design & Communications Marketing Chair in the event of his/her absence
- Be knowledgeable and proficient in Adobe Suites (Character Animate, Animate, Photoshop, Lightroom, After Effects, Audition, Premiere Pro, & Media Encoder) and Canva
- Coordinate with the Administration Oversight Chair in the production and editing of WRUD
- Assist the Graphic Design & Communications Chair with all poster and Instagram creation
- Produce and be responsible for all video and media marketing
- Be present at all events taking photos and videos for social media
- Create and edit recap videos of all events
- Assist in all SAB video needs
- Develop methods of video & media marketing for the Board and its events

The Committee Chairman shall:

- Be responsible for meeting and leading his/her separate committee on a weekly basis.
- Be responsible for proposing, discussing, planning, and implementing events with the committee.
- Be responsible for giving the president all of the information necessary to complete the event application form, and online & in-person shopping, and put the event on the university calendar.
- Attend Executive Board meetings on a weekly basis.
- Be responsible for the attendance of committee members and keeping them accountable
- Be a liaison between the General SAB Body and the President
- Be present in any interview or conduct meetings requested by the President
- Be responsible for conveying all event information to Marketing Chairs for Graphic Design and Video advertising

Voting:

The Student Activities Board shall select executive board members through a nomination process.

The President shall determine which meeting the Board will vote with two weeks notice.

There will be two meetings as part of the voting process:

- Nomination Meeting
- Voting Meeting

During the nomination phase, members of the Board will nominate candidates for executive board positions. A candidate who desires to run for a position must express their desire to do so and be nominated by another Board member and seconded by a second member of the Board. Current executive members can be nominated for re-election. An executive member can only serve two one-year terms on the board in the same position before they are officially unavailable to be re-nominated for the executive board. It will be nullified if there is no opposition to the role.

The Positions of President and Vice President cannot be nominated, and will be hand-picked by the Director of OSAL. CGLs and RAs cannot be considered for presidential positions due to the extensive responsibilities in serving the spiritual, emotional, mental, and physical care, formation, conduct, and safety of the Student Body.

After the nomination phase, chosen candidates are then interviewed by the Faculty Adviser, President, and a senior member (one that is not a current candidate) from the Board. The interview committee seeks during this process to review candidates, not on the basis of eligibility on candidacy, but to ensure that eligible candidates are those that can accurately represent Regent University's mission, are passionate and dedicated to the values of SAB, and can tangibly display competence to achieve and excel in all requirements of an Executive Board Member.

The ballots for the voting will be made before the nomination phase and the set criteria that will be questioned on will be made available.

The examples of the criteria (but not restricted to) are:

- 1 semester in the Student Activities Board with 75% attendance rating in general assembly meetings or high participation in committees.
- Presidential responsibilities in other clubs or organizations (will this position be a priority or would other clubs come first?).
- Exigent circumstances that disqualify the candidate from the trust of Regent University.

The interview board will evaluate candidates on the criteria that is published on the nomination phase, but it is not restricted to it. Exceptions may be made on the interview's board approval.

The Board should feel free to nominate candidates they believe are most fit for the job.

In order to complete the preliminary screening, you must shadow the executive member's role for 1 week to understand the commitments.

After the Interview committee approves nominated candidates who pass the preliminary screening process, another meeting will be called where all present members vote on the nominees. The nominee with the highest votes will be selected. Current executive members are not allowed to participate in the voting process.

All eligible candidates will be voted on during the next meeting. Each member present must give their vote on a signed (non-anonymous) ballot. The purpose of this signed ballot is to prevent voter fraud with the absentee ballots.

All absent members may submit an absentee ballot up to 24 hours after the main vote.

Results will then be announced up to 72 hours after the ballot results are in.

All voting procedures must be completed by no later than April 1!

Committees:

Each committee shall decide on activities and events and seek approval from the Treasurer and the President. The President or Vice President will take care of the paperwork involved.

Each event committee must have a minimum of three events per semester.

Some examples of events include the following:

International Education & Culture – Black History Month, Night of Biblical Manhood & Womanhood, Culture on Campus, International Bonfire, etc.

Campus Traditions – Harvest Fest, Christmas Ball, De-stress Fest, Escape Rooms, Sadie Hawkins etc.

Entertainment – Game Nights, Theme Party, Paint Nights, Open Mic Nights, Regent Celebrates Christmas, Regent's Got Talent, etc.

Meetings:

The Student Activities Board as a whole shall meet once a month at a predetermined time. The Board shall decide on a meeting time at the beginning of each semester.

The Executive Board will meet once a week at a set time and place determined at the beginning

of the semester.

Each committee should also meet at a set time weekly outside of full Student Activities Board meeting time and plan their events.

The President and Vice-President shall have the authority to call or cancel meetings.

Authority/ Chain of Command:

Authority and chain of command in the Student Activities Board is as such:

Committee Chairman have authority in their committee and during events run by the committee. Members should follow the decisions made by each committee chairman in their respective roles.

The Treasurer has the authority over the budgeting of events and any funding from all committees. The budget for an event may be increased, decreased, or rejected on the authority of the Treasurer. Committee heads are obligated to stay within the bounds the budget of their event. To exceed the budget for an event must be approved by the Treasurer and President.

The Secretary has the authority over all committees concerning attendance policy and properties owned by the Student Activities Board. Committee heads are obligated to keep the Secretary informed about any members not meeting the attendance requirements as well as keeping the Secretary informed about all SAB storage closet affairs for events.

The Administration Oversight has the authority over all Committee Heads, Treasurer, and Secretary affairs. The Administration Oversight does not have authority to make changes to the budget, nor can he/she override decisions by the Treasurer, but to strictly advise. The Administration Oversight has the responsibility to advise any Executive member on implementation of decisions made by the Vice President or President as well as inform the Vice President and/or President of any issues.

The Vice President has the authority over Committee heads, Treasurer, Secretary, Administration Oversight, and any other issues concerning the Student Activities Board. The Vice President does not have authority to make changes to the budget, nor can he/she override decisions by the Treasurer. The Vice President should report major decisions concerning the Student Activities Board to the President and work with the Administration Oversight on how to implement any decision made by the President.

The President is the chief executive of the Student Activities Board concerning all matters related to the Student Activities Board. The President can override decisions made by the Vice President, Treasurer, Secretary, Administration Oversight, and Committee Chairmen. The President should do his/her best to make decisions after weighing committee opinions and gathering consensus. Additionally, the President should attempt to make decisions with respect

to the wishes of members in their respective roles.

The Faculty Advisor is responsible for overseeing all operations in the Student Activities Board and will actively advise the President on matters concerning the Student Activities Board and how the Student Activities Board can better meet the needs, desires, interests, and goals of the Office of Student Activities & Leadership.

If a member has an issue with a decision of an Executive Board member, they should bring it to the attention of the President with the said Executive Board member. If a member has an issue with the decision of the President or is not cooperating with the mediation with the President, they should bring it to the attention of the Faculty Advisor. The Faculty Advisor will then hold a vetoing process during a meeting. The President should explain his/her actions and the decision he/she made. The opposing member(s) have the right to explain their actions and decision to not cooperate with decision(s) made by an Executive Board Member or the President before a decision is made by the Faculty Advisor to accept or veto the President's decision. The Faculty Advisor must follow all guidelines and procedures of Regent University and will make decisions according to those standards. The Faculty Advisor will try to come to a consensus that is the best for all members in the situation and his/her decision is final. If the Faculty Advisor advises that the conflict be put to a Board vote, all members will be asked to vote on the said issue. All actual votes will be the ones counted and members can submit absentee ballots up to 24 hours after the voting has been held. In order to vote, a person must be a current member of the Student Activities Board.

The Office of Student Activities and Leadership has the final say in all matters concerning the Student Activities Board.

Conduct & Disputes:

Conduct:

If any member of the Student Activities Board is seen or caught in breaking any conduct rules and obligations that go against any Student Activities Board policies or policies of Regent University, the member will immediately be reported to the Faculty Advisor. The Faculty Advisor will then decide what is the next appropriate course of action. Any of his/her decisions will be final and cannot be appealed or contested. The President is responsible for reporting all matters and acts as a witness of testimony, as well as any other members who are affected by the decisions made by the member reported. Those other members are responsible to write any testimony in written form to the President. Only the President and Faculty Advisor may be present in conduct meetings unless specifically stated otherwise by the President or Faculty Advisor.

Disputes:

Member vs. Member or Member vs. Executive Member

If any member has a dispute with another member, the Committee Head(s) shall report the dispute to the President, and a meeting concerning the disputed members as well as the Committee Head(s) responsible for the members will be held. The President will be obligated to hear all arguments from both disputed members, and require witness or testimony from the Committee Head(s). The President will come to the best resolution possible that meets the needs of all disputed members. If the President cannot come to a conclusion to the dispute, the President will notify the Faculty Advisor and require all participants to make their case to the Faculty Advisor, unless specified otherwise by the Faculty Advisor. The Faculty Advisor's mediation, and decisions are final and cannot be appealed or contested.

Executive Member vs. Executive Member

If a dispute arises between two or more Executive Members, the President shall mediate the arguments made and come to the best course of action. The President will be obligated to hear all arguments from both disputed Executive Members. Witness and/or testimony may be called upon by other Executive Members by the President to help mediate the situation. The President will come to the best resolution possible that meets the needs of all disputed Executive Members. If the President cannot come to a conclusion to the dispute, the President will notify the Faculty Advisor and require all participants to make their case to the Faculty Advisor, unless specified otherwise by the Faculty Advisor. The Faculty Advisor's mediation, and decisions are final and cannot be appealed or contested.

President vs. Executive Member or President vs. Member

If a member or an Executive Member has a dispute on any decisions made by the President, an anonymous vote by the Executive Board will be taken on whether the contested person's claims are valid or not. This vote will be conducted by the Vice President. The President and the contested member or Executive member may not be present at the vote. The Executive Board must vote in an unbiased manner. Any bias is unacceptable and will be dealt with by the Faculty Advisor. After a consensus is reached by the Executive Board, the case will drop if the Executive Board votes to reject the allegations of the contested person. If the Executive Board feels the allegations are reasonable, the case will be taken to the Faculty Advisor. The President and contested members have the right to present their testimony and case and present any written testimony from other members. The Faculty Advisor will then decide what is the next appropriate course of action. Any of his/her decisions will be final and cannot be appealed or contested.

Removal:

Anyone subject to removal from the Student Activities Board must be nominated by either a member of the executive board or three members from the Student Activities Board. The Voters of Removal will then have to present their case to the President. The President will then meet with the subject who is on grounds of removal and explain the situation and hear their

testimony. If the person feels uncomfortable or misheard, he/she may request the presence of the Faculty Advisor. Once both sides are presented, the Faculty Advisor and President will discuss the course of removal from the Student Activities Board. The President and/or Faculty Advisor have the right to do an out-right removal or put the removal to a vote. Any general member may be removed by two-thirds vote from the executive board or by the authority of the Director or Assistant Director of Student Activities and Leadership.

Any executive member on grounds of removal must be removed after a trial conducted by the President, Faculty Advisor, and the Vice President deem it appropriate for the executive member's removal (Same process applies as in the nomination process).

Amendments:

In order to amend the Constitution, it must be passed by three-fourths vote in General Assembly meetings. All votes considered will be those voted at present meeting or received 24 hours afterwards. Any tie or conflict in Constitutional Amendments will be brought up to the Faculty Advisor. The Faculty Advisor will then decide what is the next appropriate course of action. Any of his/her decisions will be final and cannot be appealed or contested.