Xavier University Student Activities Council By-Laws

MISSION STATEMENT
As the main programming body, the Student Activities Council, hereinafter SAC, shall strive to provide meaningful and enjoyable social, cultural and educational programs that appeal to the widest group of students possible and are accessible to all students.

CHAPTER ONE: ORDER OF BUSINESS

Section One: Call to Order
The President of SAC (hereinafter the presiding officer) shall call the meeting to order. Everyone shall take seats.

Section Two: Roll Call
The Administrative Vice President of SAC shall take a roll call by calling each member's name for attendance. Any tardy member forfeits their right to vote in the current meeting unless extenuating circumstances, to be determined by the President of SAC permit voting.

Section Three: Reflection
A volunteer shall give a short reflection to start the meeting. The presiding officer shall then ask for a volunteer to give the reflection for the next meeting.

Section Four: Current Events
A volunteer shall announce important local, national, and international news stories with the intention of keeping the board updated on news that is relevant to the Xavier community. Every week, a SAC member shall address current news and upcoming local, national, and international events. After the volunteer has finished their comments, there shall be a period for questions. At this time, council members may ask any question that they find relevant. The presiding officer shall then ask for a volunteer to address the current events for the next meeting. The speaker will be given three (3) minutes for this announcement and discussion.

Section Five: Public Forum
The presiding officer shall ask if any member of the Xavier Community wishes to address SAC on any issue. Three minutes per person allowed. After an addresser has finished their comments, there shall be a period for questions. At this time, any council member may ask any question that they find relevant.

Section Six: Opinion Entries
The presiding officer shall ask if any council member wishes to present a prepared statement on any topic related to SAC. Any member has an equal opportunity to address the council about any relevant issue. Three minutes are allowed per SAC member. After a statement has been given, if the addresser allows it, there can be a period for questions; any council member may ask any question that they find relevant. Opinion Entries should be typed up and e-mailed to the Administrative Vice President of SAC within 24 hours of the conclusion of the SAC meeting.
Section Seven: Proposals
Motions, amendments to the SAC By-Laws or other proposals may be made at this time and must follow the voting procedure outlined in Chapter Nine.

Section Eight: Report of the President of SAC
The President of SAC shall report on their activities pertaining to SAC. Five minutes allowed. After the President of SAC finishes their report, there shall be a period for questions. At this time, any council member may ask any question that they find relevant. In the event of the president’s absence, the Report of the President may be omitted or presented by an informed council member.

Section Nine: Report of the Vice Presidents of SAC
Each Vice President shall report separately on their activities pertaining to SAC. Five minutes allowed for each. Following each Vice President’s report, there shall be a period for questions. At this time, any council member may ask any question that they find relevant.

Section Ten: Report of the Advisor of SAC
The Advisor of SAC shall report on their activities pertaining to SAC. Five minutes allowed. After the advisor finishes their report, there shall be a period for questions. At this time, any council member may ask any question that they find relevant. In the event of the advisor’s absence, the Report of the Advisor may be omitted or presented by an informed council member. Reports should be typed up and e-mailed to the Administrative Vice President within 24 hours of the conclusion of the SAC meeting.

Section Eleven: Committee Reports
The chairs of any and all committees shall report on their committee’s business and propose courses of action arising from it. Committee reports must include details and/or a summary of events that have occurred in the past week and those that will occur in the following week. The presiding officer shall choose which order the chairs will report. After each report has been given, there shall be a brief period for questions. Any council member may ask any question that they find relevant at this time. In the event of a committee chair’s absence, any informed member of their particular committee may present the committee’s report.

Section Twelve: Closing Sentiments
Each council member shall have the opportunity to say at least one word.
CHAPTER TWO: APPOINTMENT PROCEDURE

Section One:
To be eligible to be a voting member of SAC, students must be able to fulfill the expectations outlined in Chapter Eight. Interested student must fill out an application and interview through the SAC Selection Committee in accordance with these By-Laws.

Section Two:
There shall be two (2) scheduled selection processes, open to all current Xavier students, one in the fall and one in the spring. For the fall selection process, a minimum number of positions will be made available for applicants. At a minimum, the number of reserved positions will be equal to the number of general committees of SAC (i.e. if there are currently five (5) general committees of SAC, there must be at least five (5) positions available in the fall selection process). During fall selection process the SAC Selection Committee will highly take into consideration the first year and transfer applicants and the importance of their role on SAC. The SAC Selection Committee will also highly take into consideration the experience of SAC members who are reapplying during both selection processes. SAC Applications shall be made available by the SAC President. SAC Applications should be available for the fall and spring selection processes for at least three (3) weeks before the deadline.

Section Three:
The SAC Selection Committee shall consist of the Advisor and a minimum of four (4) SAC members and maximum number of the positions of the current Leadership Team. These four (4) positions on the Selection Committee will first be filled by the SAC Leadership Team that is the President, Vice Presidents, and Committee chairs of non-special or ad-hoc committees. The ability of each Leadership Team member to make decisions for the betterment of SAC will be determined by a confidence vote by all SAC voting members after the closing of applications. Each Leadership Team member must achieve a confidence vote of 75% +1 votes. In the case of a Leadership Team member reapplying to SAC, achieving a confidence vote of 75%+1 will automatically accept them as a member for the upcoming SAC term. If the Leadership Team member does not attain a confidence vote of 75%+1 votes they may not serve as member of the Selection Committee and must continue through the application process if they have reapplied.

If the minimum of four (4) available positions on the Selection Committee are not filled first by the SAC Leadership Team, the Selection Committee will be comprised of non-returning members of SAC who have served at least two (2) full semesters on the board. Each non-returning member interested in serving on the Selection Committee must be approved by SAC through a 75% + 1 confidence vote to determine their ability to make decisions for the betterment of SAC.

If the Selection Committee is not able to meet the minimum required number of members following the confidence votes of the Leadership Team and non-returning members, then the board may nominate any current or past members of SAC as a candidate for the Selection Committee as they see fit for a vote of confidence. After nominations from the floor, the candidate must accept the nomination and must garner a vote of a 75% + 1 confidence votes from current voting members to serve on the Selection Committee. Members who have reapplied
for the next term and have been voted confident in their ability to make decisions for the betterment of SAC by 75% + 1 votes then will automatically be reappointed.

Together the Selection Committee will determine the time, date, and location of interviews as well as a timeline for the appointment and interview process. They may, but are not required to, select one member of the committee to serve as Selection Committee Chair who would take charge of sending signups, communicating with applicants, and a variety of other logistical details. Each Member of the Selection Committee must vote for or against all participating applicants in which they interview including the advisor whose primary role in the appointment process is to ensure the Selection Committee is making decisions for the betterment of SAC. Only if a Selection Committee Member is absent during an interview of one of the applicants, they will not vote.

Section Four:
The President of SAC shall be responsible for creating the SAC application. The application must be approved by the Advisor of SAC prior to being made available to applicants and must include a description of all time commitments involved as detailed in Chapter Eight as well as criteria for reappointment of current SAC members such as, but not restricted to, completion of required hours, presence at events, growth over time, spirit/attitude during past terms, embodiment of SAC teamwork, etc. In the event that the President of SAC is an applicant, the Advisor of SAC will be responsible for creating the application.

Section Five:
The Promotional Vice President of SAC shall be responsible for thoroughly advertising each selection process to the entire campus. All promotional materials must be up no later than two weeks prior to the application deadline.

Section Six:
All interested students must fill out an application and interview with the SAC Selection Committee, unless the returning applicant has been voted confident by 75% + 1 to be on the SAC Selection Committee. All Selection Committee Members shall review the applications and have a vote for all applicants interviewed. The interview shall last for about fifteen (15) minutes allowing the Selection Committee time to ask the applicant about their application and interest in SAC. After all applicants are interviewed, the Selection Committee shall appoint the selected members to SAC.

Section Seven:
The number of available positions for the spring selection process shall be the sum of 30 voting members apart from those set aside for fall selection (See Section 2). SAC Members appointed in the spring selection process shall take office at the last SAC meeting of the spring semester. Selection of the remaining SAC Members will be in the fall. At the end of this process, SAC shall consist of no more than thirty (30) voting members.
During SAC selection, alternates will be selected at the discretion of the SAC Selection Committee. During SAC selection, the committee does not have to declare alternates, however the option is available. Alternates will have the option to accept or decline the position; however, their title of alternate will only last until the next application process, for which they must reapply if they seek consideration for a board position.

Section Eight:
If a Voting Member of SAC resigns or is removed, the President of SAC may initiate a new, unscheduled selection process to fill the vacancy.

Section Nine:
If a Member of SAC participates in a credit earning study abroad program during their term that impedes them from fulfilling their obligations as outlined in Chapter Eight, they will forfeit their membership.

Section Ten:
Any eligible and interested student will be allowed to apply while studying abroad, in absentia, if necessary. That student must make all necessary arrangements with the Chair of the SAC Selection Committee at least one week prior to the due date of the application.
CHAPTER THREE: THE PRESIDENT OF SAC

Section One:
SAC shall choose a President from among its members immediately following the Spring Semester selections after open nominations from the floor. The candidate must win 50% + 1 votes or a run-off election of the top two candidates.

Section Two:
Candidates for the President of SAC must have served two (2) full semesters, on the board.

Section Three:
In the event that the President of SAC resigns or is no longer able to hold office, they will be replaced by both SAC Vice Presidents as an interim President until the election process occurs within two general body meetings. Candidates must have served two (2) full semesters, on the board. The candidate must win 50% + 1 votes.

Section Four:
The President of SAC shall:
1. Preside over SAC meetings as a non-voting member, including creating the meeting PowerPoint.
2. Oversee all SAC committee chairs
3. Send follow-up reminders to members of SAC about upcoming deadlines.
4. Hold six consistent and advertised office hours per week.
5. Facilitate SAC Leadership Team meetings
6. Organize and plan SAC developmental and planning workshops.
7. Act as the voice of SAC to Xavier University administration.

Section Five:
In the event that the President of SAC is unable to attend or preside over the meeting, either SAC Vice President will preside over the meeting.

Section Six:
The President of SAC is not able to serve as either Vice President of SAC, a Committee Chair, or a Graphic Designer while serving as President of SAC.
CHAPTER FOUR: THE VICE PRESIDENT OF SAC

Section One:
SAC shall choose two Vice Presidents, the Promotional Vice President and the Administrative Vice President, from among its members immediately following the SAC president elections after open nominations from the floor. The election for each position will be done separately and the order will be chosen at a random draw. Each candidate must win $50\% + 1$ votes or a run-off election of the top two candidates.

Section Two:
Candidates for each Vice President of SAC must have served no less than two (2) semesters, on the board.

Section Three:
In the event that either Vice President of SAC resigns, is no longer able to hold office, or replaces the President of SAC, there will be an election open to any eligible member of SAC. Open nominations will be accepted from the floor. The candidate must win $50\% + 1$ votes or a run-off election of the top two candidates.

Section Four:
Both Vice Presidents of SAC shall:
1. Act as a voting member for all SAC proposals
2. Hold three office hours per week
3. Hold six promotional hours per semester
4. Attend one on one weekly meeting with advisor
5. Attend one on one weekly meeting with advisor and president
6. Attend one on one weekly meeting with other Vice President. (may count towards one office hour)
7. Attend all Leadership Team meetings
8. Organize the representation of SAC at necessary events both on and off-campus.
9. Manage the recruitment of SAC
   a. PVP will manage promotions
   b. AVP will manage logistics

The Promotional Vice President of SAC shall:
1. Order and manage all promotional materials
2. Serve as Promotions Committee Chair
3. Run and oversee SAC social media accounts
4. Consult with SAC advisor in hiring the Graphic Designers
5. Manage the Graphic Designers hired by SAC
6. Manage the SAC brand including, but not limited to, apparel for SAC members

The Administrative Vice President SAC shall:
1. Take roll call and track member attendance
2. Take meeting minutes at Board meeting and Leadership Team meetings
3. Track member Office and Promotional hours
4. Review By-Laws at beginning of each semester, update changes made to By-Laws, serve as chair of By-Law revision committee if one is established
5. Update and maintain SAC website.

Section Five:
In the event that the Administrative Vice President of SAC is unable to attend the meeting, the Promotional Vice President will be responsible for taking meeting minutes.

Section Six:
Neither Vice President of SAC is able to serve as the President of SAC, a Committee Chair (with the exception of Promotions Committee and By-Law Committee), or a Graphic Designer while serving as Vice President of SAC.
CHAPTER FIVE: COMMITTEE CHAIRS

Section One:
The SAC shall elect a Committee Chair for each of the committees outlined in Chapter Seven from among its members following the SAC President and Vice Presidents’ elections. Open nominations will be accepted from the floor. The candidate must win by 50% + 1 votes or a runoff election of the top candidates.

Section Two:
Candidates for the Committee Chairs of SAC must have served no less than one (1) full semester, on the board.

Section Three:
SAC shall elect a Bands and Logistics Chair for XavierFest among its members in the Fall Semester. Open nominations will be accepted from the floor. The candidate must win by 50% + 1 votes or a runoff election of the top candidates. Candidates must have served no less than one (1) full semester on the board.

Section Four:
The Committee Chairs of SAC shall:
1. Hold committee meetings on a weekly basis or as needed.
2. Evaluate their own performance with their committee once per semester.
3. Report to the SAC President on the progress of their committee.
4. Communicate with respective Event Chairs.
5. Ensure that the committee is motivated and productive, and is fulfilling the committee’s description as outlined in Chapter Seven.
6. Check and respond to all committee correspondence on a regular basis.
7. Collaborate with the SAC Leadership Team in selecting committee members.
8. Be responsible for maintaining committee records and evaluations.
9. Report to SAC at each meeting as to the progress of their committee.
10. Ensure the support of all SAC Members in the implementation of each event as needed.
11. Serve a term of one year beginning at the end of spring semester.
12. Be a Voting Member of SAC
13. Attend all workshops.
14. Serve generally as an administrative leader of the specified committee and are subject to the same rules and conditions of a general SAC member
15. Manage the budget of their own respective committee.
16. Attend weekly SAC Leadership Team meetings (with the exception of the XavierFest Bands and Logistics Chairs).
   If the chair cannot attend, they must send a delegate from their committee.
17. SAC Committee Chairs should lead an effort to meet and cooperate with leaders of other student organizations on campus. Each committee should try to collaborate with other student organizations at least twice per semester.
Section Five:
Committee Chairs are not able to serve as the President, Vice President, or Graphic Designer while serving as a Committee Chair. Additionally, a Committee Chair is limited to chairing only one SAC committee with the exclusion of XavierFest Bands and Logistics Chairs.
CHAPTER SIX: ADVISOR OF SAC

Section One:
Expectations of the Advisor of SAC include, but are not limited to:
1. Clear and direct communication with all board members
2. Facilitate communication between administration and board members
3. Professionalism both in and out of the office
4. Confidentiality between the advisor and all board members
5. Support for decisions made by the SAC Members and SAC as a whole
6. Dependable and clearly posted office hours
7. Organization and timely response in regards to contracts and other paperwork
8. Positive reinforcement towards all board members
9. Help hold all board members accountable for member expectations, as well as, event
development and execution
10. Have detailed knowledge of all SAC events
11. Be reasonably accessible via phone prior to and during all events, especially in his/her
absence.
12. Contact event chair on the day of the event to check-in if the advisor will not be in
attendance.
13. Responsible for providing alternative trip chaperones with all information required to
facilitate the event.
14. Responsible for scheduling and holding event evaluations within 2 weeks following the
event.
15. Responsible for scheduling and holding pre-event meetings no later than 2 weeks before
the event.
16. Responsible for adding events passed by SAC onto the official University Online
Calendar.
17. Attend all events that require a signed waiver or elect an alternate chaperone.
18. Work with the President of SAC on Spring, Summer and Winter Workshops.
19. Support the Promotional Vice President of SAC in managing the Graphic Designers.
CHAPTER SEVEN: COMMITTEES

Section One:
There will be five standing committees of the SAC: Excursions, Intersections, Late Night, Live Entertainment, and University Spirit. Each of these committees will be comprised of one elected Committee Chair, and at least three voting SAC members.

Section Two:
The Excursions Committee will be responsible for coordinating events that explore the Cincinnati area and beyond. These events should be focused on engaging students in our surrounding communities and regions through trips to different destinations.

Section Three:
The Intersections Committee will be responsible for coordinating events that create educational intersections for students to engage and learn from one another through programs and campus speakers. These events often serve to support or raise awareness around marginalized populations and to engage students in learning about their own identities, differences and the space in between.

Section Four:
The Late Night Committee will be responsible for coordinating events that take place after 8pm and often on weekends as alternative activities for students. Their goal is to engage the campus community in activities outside of normal daytime hours and to provide a vibrant offering of things to do at night. Events can include, but are not limited to Muskies After Dark and Late Night Snack.

Section Five:
Live Entertainment Committee will be responsible for coordinating events that include live performances. These events can be trips to off-campus venues, or on-campus performances by bands and musicians as well as other live artists. These live artists are often booked through NACA Block Booking and may feature magicians, illusionists, comedians, hypnotists and more. Additionally, this committee will be responsible for coordinating events that showcase campus talent.

Section Six:
The University Spirit Committee will be responsible for coordinating events that are focused on school spirit. These events should try to engage large groups of students in the excitement that is Xavier University. University Spirit events could be planned in coordination with large, University-wide events.

Section Seven:
The Promotions Committee will be responsible for additional creative promotions. This committee will be composed of at least four members in addition to the Promotional Vice President, who will act as the committee chair. Members of this committee will be appointed for eight weeks. No budget will be given to Promotions Committee but instead funded on a per event basis.
Section Eight:
Committee assignments will be based on the completion of Committee Preference Surveys filled out by the members of SAC, and the input of the SAC Leadership Team. Committee assignments will take place once in the spring and once in the fall. SAC members are not allowed to serve one the same committee for both semesters of a term on SAC. Committee Chairs will serve on the same committee for the duration of their term.

Section Nine:
The President of SAC may establish special committees that they see fit, such as the XavierFest Planning Committee. The XavierFest Planning Committee chooses its members from the board. Not every SAC member has a specific role on the committee, but exiting, current, and new SAC members at the time of XavierFest will have a role the day of the event.
CHAPTER EIGHT: SAC VOTING MEMBERS

Section One:
SAC shall meet at 3:00 p.m. on Wednesday afternoon unless the University Calendar dictates otherwise. It is required that all SAC Voting Members keep their schedules open for the meeting until 5:00 p.m. If the SAC Member has a conflict at 5 p.m., then the excuse must be approved by the Chair. The President of SAC may waive this requirement for the first semester of membership for SAC Members added during the fall selection process as well as any alternates that join the board. If a SAC Member must miss a meeting, they must notify the Administrative Vice President of SAC 24 hours in advance except in cases of valid emergency. If a SAC member must be tardy to a meeting, they must notify the Administrative Vice President, ASAP.

Section Two:
Expectations of SAC Voting Members:
1. Attend all SAC meetings and all meetings of committees in which they are a member. If unable to attend the entirety of the SAC meetings, they are not eligible to maintain full membership. See Chapter Thirteen for associate membership.
2. Support all decisions of SAC once finalized
3. Attend all workshops
4. Maintain one (1) office hour per week between the hours of 8:30 a.m. and 7 p.m
5. Maintain six (6) Promotion hours per semester. Recommended to complete 2 hours per month.
   a. Promo hours are defined as time used to make creative promotions, hang promo up around campus, and table for events. Time spent on activities that do not specifically fit into these categories will be approved or not as Promotion hours by the President or Administrative Vice President.
6. Attend all planning days as advertised by the President of SAC
7. Any missed meetings or workshops must be approved by the President of SAC prior to the absence
8. Shall not be under the influence of drugs or alcohol while under a volunteer capacity. Failure to follow this guideline is subject for removal. See Chapter Twelve (12) for removal process

Section Three:
SAC Members shall remain in Good Standing with the University, both through conduct and academics. SAC Members must maintain a 2.25 cumulative G.P.A. and hold the status of a current undergraduate or graduate student to serve as a Member of SAC per the Student Handbook. In addition, members of SAC must maintain a good conduct standing defined as the absence of a probation sanction, either university or residence life, and that all previously assigned conduct sanctions have been completed on time. The Office of Student Involvement is permitted to verify this information per semester in accordance with the Terms of Agreement submitted with the SAC Application. SAC Members unable to meet this requirement are not eligible to hold membership in SAC.
**Section Four:**
SAC Voting Members shall serve a term expiring immediately before the last SAC meeting of the spring semester.

**Section Five:**
Current members of SAC shall not be eligible to win prizes at SAC events.

**Section Six:**
At the end of each semester, Members of SAC will have feedback and review sessions with either the President or Vice Presidents of SAC.
CHAPTER NINE: PROPOSALS AND VOTING PROCEDURE

Section One:
A proposal is any motion dealing with the expenditure or transfer of money in the planning of an event. To begin debate and discussion of a proposal, the proposal must obtain a secondary motion.

Section Two:
Debate and discussion of a proposal on the floor is ended with a motion to end debate and discussion. The motion requires a second and is immediately put to a Hand Vote.

Section Three:
To vote on a proposal, quorum within the meeting must be present. Quorum is defined as two-thirds (2/3) of voting members of SAC. For example, if there are 30 voting members on the board, you must have twenty voting members present. In the event that two-thirds of SAC is not present, a proposal cannot be voted on and must be tabled until quorum is met.

Section Four:
A vote of 50% + 1 of quorum is needed to pass all proposals. Proposals are put to a Hand Vote, unless a voting member motions for a Voice Vote or a Roll Call Vote. Motions for a Voice Vote or a Roll Call Vote may interrupt the Presiding Officer, do not require a second, are neither debatable nor amendable and are automatic upon request.

Section Five:
In the case of a Voice Vote, any voting member may motion to question the decision of the Presiding Officer when the result is ambiguous. Motions to question the decision of the Presiding Officer must be made immediately after the decision has been declared, may interrupt the Presiding Officer, do not require a second, are neither debatable nor amendable, and are automatic upon request.

Section Six:
There shall be no proxy voting. In the case of an emergency, phone or email voting shall be permitted at the discretion of the President of SAC. All phone and e-mail votes shall be conducted by the President of SAC. In the case of an email vote, the proposal must include a deadline by which time a voting member's response must be received by the president to be valid. A quorum of voting members must approve or deny the phone or email vote. The president must attempt to contact all voting members.

Section Seven:
When a motion to amend the SAC By-Laws is made and seconded, the sponsor of the amendment shall give an opening statement describing and explaining the proposed changes and any council member shall have an opportunity to ask any question pertaining to clarification of such changes. Amendments to documents require a two-thirds vote to pass.
Section Eight:
All proposals should be made four weeks prior to the event and turned into the President of SAC three days prior to being proposed in order to be considered. If a proposal is turned in late, the board must vote on whether or not to vote on the proposal. The President of SAC will distribute the proposal to all members of the board to allow members a chance to review the proposal, formulate questions, and raise concerns. In the event that a proposal cannot be turned in three days prior, the President of SAC may waive this requirement.

Section Nine:
Every event proposed and passed must be classified as a Priority One, Two, or Three Event.
1. Priority One Event: any event below $500
   a. The criteria for this event includes banners, flyers, all forms of social media, and one other creative promotion
2. Priority Two Event: any event between $500-$2000
   a. The criteria for this event includes banners, flyers, all forms of social media, and one other creative promotion
   b. Promotions for a Priority Two event should be up three weeks before an event or ticket sale
3. Priority Three Event: any event above $2000
   a. The criteria for this event includes banners, flyers, all forms of social media, and one other creative promotion
   b. Promotions for a Priority Three event should be up three weeks before an event or ticket sale

Section Ten:
Any member of SAC including the President and the Advisor may move for an open or closed forum. The sponsor of the motion must specify between an open or closed forum session, and they must specify the purpose of the forum during the motion. In the event of a closed forum, the sponsor of the motion shall decide who may not remain in the meeting room, except voting members, and who shall chair the session. Those in attendance shall keep the proceedings of the forum in confidence. In the event of an open forum, everyone is allowed to remain in the room, non-members and members alike.

Section Eleven:
In order to resolve questions of interpretation arising in regards to these By-Laws, the President of SAC shall convene the Leadership Team to decide by voting on the interpretation with each committee chair having one vote. Decisions shall be made by simple majority and are final. In the case of a tie, the President of SAC shall have one vote.

Section Twelve:
All proposals must be approved, denied, or deferred by the President of SAC after the vote. The number of SAC Members for, against or abstaining from each proposal must be recorded.
CHAPTER TEN: TRIPS AND CONFERENCES INTENDED TO SUPPLEMENT PROGRAMMING OF SAC

This chapter applies to all trips and conferences that SAC or any of its members choose to attend, on behalf of SAC. SAC will only pay for trip expenses assuming the following requirements are met:

1. The trip or conference must be proposed to the board before registration of members or before any funding is committed.

2. The proposal for registration fees should be followed by a conference proposal. This should outline the guidelines established by the board regarding booking acts or events as well as the proposed budget for block booking.

3. In the event that NACA delegates wish to exceed the proposed block booking amount, SAC shall follow the voting procedures outlined in Chapter Nine, Section Five.

4. The member(s) and/or chaperone(s) in attendance are responsible for adhering to the guidelines passed by SAC.

5. An expense report should be presented to the board by the trip members(s) or chaperone(s) no later than 3 weeks following the trip or conference.

6. The President of SAC, Vice Presidents of SAC and Advisor of SAC are responsible for selecting delegates to attend NACA conferences.
CHAPTER ELEVEN: EVENT PROGRAMMING GUIDELINES

Section One: Expectations of Event Chair
The Event Chair(s) shall:
1. Propose to SAC all anticipated funds for the event four (4) weeks before the event.
2. Effectively communicate to SAC, Committee Chair, the President of SAC, and the Advisor of SAC throughout the entire planning process
3. Be responsible for strictly following the event budget passed by SAC
4. Be responsible for adding the event to both the OrgSync and the SAC calendar
5. See to the completion of all necessary financial and university paperwork
6. Promote the event to the appropriate audiences through printed & electronic promotions no less than three (3) weeks before the event
7. Complete event evaluation within 1 week after event has concluded through post-evaluation form or discussion during board meeting.

Section Two: Ticket Policy
1. The only Members of SAC guaranteed free tickets are the following: the Event Chairs, Committee Chair of the event, and if the event needs chaperones, they are to receive free tickets.
2. If the event needs more volunteers, the Event Chairs may request for volunteers from SAC. Event Chairs determine volunteer ticket price at their discretion and all volunteers must be on SAC duty throughout the entire event.
3. Event Chairs should use discretion when choosing how many priority tickets should be available to SAC. Factors to consider include, but are not limited to the amount of tickets for sale, the demand for the tickets, the price of the tickets, and the true need of volunteers to properly execute the event.
4. SAC Members who wish to attend the event, but are not volunteering at the event may have an alternative opportunity to volunteer at the ticket sale. The Event Chairs have the discretion of choosing the number of volunteers for ticket sale and the amount of tickets available for purchase following the same factors of consideration as the priority tickets.
5. SAC Members receiving or purchasing tickets prior to ticket sale may purchase one (1) or two (2) tickets depending on the discretion of the committee chair and event chair.
6. The number of tickets available per student at the date of the ticket sale is at the discretion of the Event Chair.
7. SAC members, under no circumstance, are permitted to sell priority tickets to any SAC event. Priority tickets must be for personal use only.
8. A ticketing guideline should be crafted by the Event Chairs following these by-laws as outlined by Chapter Eleven, Section Two, and discussed at the time of the proposal of the event.
9. In the event the line has greatly exceeded the limit of tickets prior to the start of the ticket sale, the Event Chairs may begin the ticket sale in advance
10. If a student is seen line jumping by a SAC Member working the ticket sale, SAC has the right to refuse the sale of a ticket to that student.

Section Three: Bus Policy
1. Attendees at any event where buses are provided must ride the bus to event.
2. All bus pickups must be noted on the promo material.
3. A bus schedule must be outlined and given to bus riders upon boarding the bus (either spoken or written). During any commuting for the event, a SAC Member must be on every bus. Prior to exiting that bus, the SAC member must announce when riders need to be back at the bus and when it will depart. Upon departing for event, SAC must hand out bussing and SAC member contact information to attendees in case further communication is needed.

Section Four: Cancellation Policy
In the case that an Event Chair does not meet all expectations outlined in Chapter Eleven, Section One, the Advisor of SAC, the President of SAC, or Committee Chair of that event’s committee may cancel the event after consultation with one of the aforementioned persons.
CHAPTER TWELVE: DISCIPLINARY ACTION

Section One: Removal Criteria
A member is subject to removal if they fail to fulfill their obligations as outlined in Chapter Eight, Section One, Two, and Three.

Section Two: Removal Process
1. If a member wishes to remove an individual from SAC, they must approach the President, Vice Presidents and Advisor of SAC and issue a verbal complaint. Following the complaint, the President, Vice Presidents and Advisor of SAC will investigate the validity of the claims. If the claim is found to be true, they will schedule a meeting with the accused to discuss the concerns.
   a. If the member under discussion is the President or Vice President of SAC, the Advisor of SAC shall chair the investigation.
2. If the meeting does not satisfy the claims, the complainant has the right to bring forth their complaints to the board.
3. With the agreement of three-fourths of the membership, the member may be removed from SAC.
CHAPTER THIRTEEN: ASSOCIATE SAC MEMBERS

Section One:
Any Xavier student who has been appointed to SAC, but is no longer serving as a Voting Member of SAC may petition to be appointed as an Associate SAC Member by the President of SAC. No student may apply to become an Associate SAC Member, who has not previously held the position of a SAC Voting Member. An Associate SAC Member can be a previous member of the board, who did not participate in the SAC Selection Process in the spring or a current SAC Voting Member that is no longer able to meet the requirement of attending the entirety of the SAC Meeting. All such appointments require the agreement of two-thirds of the voting membership to take effect. Discussion of an Associate SAC Member must be done in the absence of the petitioning member in a closed Executive Session. Discussion will occur after a three-week trial period of the past member.

Section Two:
An Associate SAC Member shall serve on one committee of their choice with the approval of the President of SAC and the Chair of the chosen committee.

Section Three:
Expectations of Associate SAC Members:
1. Attend all committee meetings
2. Attend all portions of the SAC meeting in which they are available. If a scheduled class interferes with a portion of the SAC meeting, they are expected to attend all portions of the meeting in which they are not in class
3. Support events planned by SAC
4. Attend all workshops
5. Maintain one office hour per week between the hours of 8 a.m. and 7 p.m.
6. Associate members are expected to maintain the same level of promotion hours as full members (6/semester).
7. Spend at least one additional hour per week on SAC related work which may include their standing committee meeting
8. Are not eligible to be the President, Vice President, Committee Chair or Graphic Designer.

Section Four:
Associate SAC Members are not Voting Members of SAC and Chapter Eight does not apply to them.

Section Five:
Any Member of SAC considering the role of an Associate SAC Member must resign from being a SAC Voting Member during Opinion Entries. However, the SAC Voting Member should still express interest in the position during Public Forum in the same meeting before resigning. Therefore, the trial period will begin immediately. If the SAC Voting Member is currently a member of the SAC Leadership Team, they must also resign from this position.
Section Six:
The trial period will begin once the no longer serving SAC Member expresses interest to SAC during Public Forum, or after resignation, if the member is still currently a Voting Member. The trial period will begin on a Wednesday and end three weeks following the start. During the trial period, the student must uphold the Expectations of Associate SAC Members, as outlined in Chapter Twelve, Section Three. If two or more of the expectations are unfulfilled during the three weeks, the previous member is at risk of being ineligible for the position of an Associate SAC Member. At the end of the trial period, the previous SAC Member will be discussed in a closed Executive Session in the absence of the student. During this time, the Committee Chair of the chosen committee for the potential Associate SAC Member should give SAC, their recommendation of the previous member, based on how they upheld the expectations during the trial period. A vote will occur and the agreement of two-thirds of the voting membership is required for the appointment to be made. All previous SAC Members interested in becoming an Associate SAC Member must partake in the trial period.

Section Seven:
All Associate SAC Member appointments shall expire at the end of the spring semester of the academic year in which they are made. Associate SAC Members appointed in the fall semester may not become SAC Voting Members in the spring unless a vacancy has occurred. In this case, the Associate SAC Member may apply to become a SAC Voting Member in the SAC Selection Process, as defined by a SAC Voting Member in the SAC Selection Process, as defined by Chapter Two, Section Eight.

Section Eight:
Any Associate SAC Member’s appointment may be revoked with the agreement of two-thirds of the voting membership.

Section Nine:
Associate SAC members shall not be eligible to win prizes from SAC events.
CHAPTER FOURTEEN: GRAPHIC DESIGNERS

Section One:
Each spring, SAC will hire Graphic Designers for the following year. The Graphic Designers will be selected by the Advisor and Promotional Vice President of SAC, based on an application and interview process, and a portfolio of their work.

Section Two:
Graphic Designers will be compensated at $10/hour. Their compensation will be handled by the Advisor of SAC, and their projects and deadlines will be handled by the Promotional Vice President of SAC.

Section Three:
Graphic Designers are not members of SAC. They do not attend SAC meetings, aside from those scheduled with the Advisor or Vice President related to their performance, workflow and projects.

Section Four:
Graphic Designers will be compensated for their work based on a pre-allotted amount of time per project, given to them by the Promotional Vice President of SAC. Category One events will be worth 1-2 hours of design time. Category Two events will be worth 2-3 hours of design time. Category Three events will be worth 3-10 hours of design time.
CHAPTER FIFTEEN: MATTERS CONCERNING SAC BY-LAWS

Section 1:
This is a living document and changes can be made by any member of SAC with two-thirds approval by SAC. It is strongly recommended that these changes are communicated with the President of SAC or the Advisor of SAC prior to the presentation of the motion to the rest of SAC.

This version of the By-Laws was approved on April, 25 2018. Facilitated by SAC Administrative Vice President Sierra Fields.