

CONSTITUTION OF THE SPENCER STUDENT ADVISORY BOARD OF THE UNIVERSITY OF KANSAS

ARTICLE I NAME

The name of this organization shall be Spencer Student Advisory Board. The organization is a student organization at the University of Kansas.

ARTICLE II PURPOSE

The objectives of this organization shall be to:

- Commit to establishing a community amongst Board members and developing our knowledge and appreciation of art.
- Create and foster a student voice in the Spencer Museum of Art by establishing relationships with Museum staff and volunteers.
- Raise awareness of the Museum and the arts in the University by establishing relationships and collaborating with other student organizations.
- Serve as liaison between the Spencer Museum of Art and the student body at the University.
- Engender an environment welcoming to all students seeking greater contact with the Spencer Museum of Art.

ARTICLE III MEMBERSHIP

SECTION 1 Membership in the organization is open to any student currently enrolled at the University of Kansas regardless of class level, major, or special interest.

SECTION 2 One becomes and remains an active member by attending three regularly scheduled meetings as well as participating—in some capacity—in at least one event hosted by SSAB per semester. If a member does not meet these requirements, their membership will be terminated after a one semester grace period.

SECTION 3 Membership in the organization will not be denied to anyone on the basis of race, religion, color, national origin, ancestry, sex, age, disability and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status and parental status.

SECTION 4 Members of SSAB function as ambassadors between the Spencer Museum of Art and the student body at the University.

ARTICLE IV OFFICERS

SECTION 1 The officers of this organization will be a President, a Vice-President, a Secretary, a Treasurer, and a Public Relations Officer. These shall compose the Executive Committee.

SECTION 2 All Officers serving the Spencer Student Advisory Board must meet the following qualifications:

- Have and maintain a cumulative GPA of 2.0 or higher.
- Cannot be on academic or citizenship probation.
- Have completed one semester at the University of Kansas.

SECTION 3 Term of Office shall be one calendar year beginning with the completion of the spring semester and continuing through the following spring semester.

SECTION 4 Any Officer vacancies that occur shall be filled by general election of the SSAB members. The general election to fill the vacancy will be announced during the meeting immediately following the vacancy and will be held at the meeting following the announcement.

SECTION 5 For each individual event, a member of the Executive Committee will be appointed to serve as Event Coordinator to intermediate discussion between the Event Committees and the Organization leadership.

ARTICLE V DUTIES OF OFFICERS

SECTION 1 The duties of the President shall be to:

- Chair the Executive Committee and be present at all of their meetings.
- Represent SSAB to Student Senate, Student Union Association, Student Involvement and Leadership, and any other University institutions with whom the Organization is involved.
- Appear before Student Senate, Coca Cola, M.E.F., and any other University financial institution to which the Organization is applying for funding.
- Coordinate collaboration with other student groups by keeping in contact with their leadership.
- Attend monthly SMA Friends of the Art Museum Board meetings.

SECTION 2 The duties of the Vice-President shall be to:

- Preside over all general meetings of the Board.
- Provide agendas for all members at each general meeting.
- Coordinate functions with other officers and plan activities for regularly scheduled meetings.
- Receive and respond to official correspondence.
- Send general meeting reminders to all members of the Organization.
- Assume the duties of the President in his/her absence.

SECTION 3 The duties of the Secretary shall be:

- Record minutes of each regularly scheduled meeting.
- Organize and manage files on the SSAB Blackboard page.
- Maintain accurate records of attendance and membership and report numbers to Education Department staff.
- Respond to new member requests and provide information to students interested in involvement in SSAB.

SECTION 4 The duties of the Treasurer shall be to:

- Assemble appropriate documents pertaining to funding applications.
- Submit funding request forms and purchase orders to Student Senate and Coca Cola.
- Assist Event Committees with budget preparation and planning.
- Maintain current and accurate records of the Organization's financial activities and submit them to the Secretary for filing at the end of each semester.

SECTION 5 The duties of the Public Relations Officer shall be to:

- Update information on social networking webpages, such as Facebook and Twitter.
- Coordinate event publicity through campus and community news outlets.
- Update and maintain SSAB website by working with SMA website developer to submit new photos, descriptions, and information about events.

SECTION 6 The duties of the Event Coordinator shall be to:

- Be present at all meetings of the Event Committees and assist their Chairpersons during the period of one's appointment.

- Report to the Executive Committee on all discussion and planning that occurs at Event Committee meetings.
- Coordinate budgets and purchases with the Treasurer as well as the Finance Subcommittee.

ARTICLE VI NOMINATIONS AND ELECTIONS

SECTION 1 Nominations for officers will begin two weeks prior to general election held at the first meeting in April. Any active member can email his or her nominations to smasab@ku.edu or, to remain anonymous, submit their nomination in an envelope to the SMA Staff Advisor. Nominations will be due at least one day prior to the first meeting in April.

SECTION 2 Elections will be held on the first meeting in April, and new officers will begin their terms on the last meeting of the academic year. In the interim, the current officers are responsible for training their successors and preparing for the transition.

SECTION 3 Officers will be elected by plurality with the successful candidate receiving more votes than anyone else.

ARTICLE VII SSAB ADVISORS

SECTION 1 The organization must have a University Advisor. This person must be employed as a faculty or staff member by the University of Kansas at the SMA. An Undergraduate or Graduate Assistant/Intern may assume an advisor role if approved by active members.

SECTION 2 The advisor shall be a non-voting member of the Organization.

SECTION 3 The duties of the Advisor shall be to:

- Assist the Organization in fulfilling their mission and purpose.
- Be knowledgeable of the Organization's Constitution and Bylaws and assist organization's members in interpreting them.
- Be knowledgeable of the policies and procedures of the University of Kansas and Spencer Museum of Art.
- Be aware of all the Organization's activities.
- Be aware of the Organization's financial standing and all financial transactions of the organization's funds.
- Attend all Organization meetings.

ARTICLE VIII MEETINGS

SECTION 1 Regular meetings will be held bi-weekly on Thursday evenings at 5:30pm. Event Committee meetings will be held at a frequency the Committee Chairperson deems necessary.

SECTION 2 Any Officer has the authority to call special meetings for all active members as well as meetings of the Executive Committee. 60% or more of the active membership has the authority to call special meetings.

SECTION 3 A quorum of at least half of all active members must be present at general meetings in order for business to be conducted.

ARTICLE IX COMMITTEES

SECTION 1 For each major event hosted by SSAB, an Event Committee shall be named to oversee planning and preparations.

SECTION 2 The Executive Committee and SSAB Advisors have the authority to name Event Committees.

ARTICLE X AMENDMENTS

SECTION 1 The amendment must be read at least one meeting preceding the vote or posted on Blackboard for at least two weeks for all to read.

SECTION 2 One-half of the votes of the total membership of the Organization is needed to adopt the amendment.

SECTION 3 Once adopted, the amendment becomes effective a week after the adoption date.

ARTICLE XI BYLAWS

SECTION 1 Membership fees and benefits:

- There are no dues or fees required to join this organization.
- Active membership in SSAB entitles the student to a free student membership to the Museum.
- Only active members are eligible to hold office, to chair committees, or to vote in SSAB elections.

SECTION 2 Election of Event Committee Chairs:

- Any active member—with the exception of elected officers—is welcome to act as an Event Committee Chairperson. One Chairperson will serve in that role until the terms of obligation are fulfilled.
- After the Executive Committee has named an Event Committee at a general meeting, nominations will commence for a Chairperson to that Committee. Nominations for Event Committee Chair will continue to be accepted until one day prior to the next general meeting when the election will take place.
- Active members can nominate a candidate for Committee Chair through email, sent to smasab@ku.edu or, to remain anonymous, by submitting their nomination in an envelope to the SMA Staff Advisor.
- Nominations for Chairpersons will be announced by the Vice-President in the meeting reminder before the election.
- Event Committee Chairpersons will be elected by a plurality of votes at a general meeting as the first step to forming the Event Committee.

SECTION 3 Duties of Event Committees Chairs:

- Schedule and preside over all meetings of that Committee.
- Fill out the Event Planning Worksheet (filed on the World server in the Student Advisory Board folder) and submit it to the Event Coordinator for review by the Executive Committee and SMA Staff Advisor.
- Accompany the President to Student Senate, Coca Cola, or other finance hearings which pertain to the event.
- Schedule time(s) for the Committee members to prepare and decorate for the Event.
- Coordinate clean-up following the Event.

SECTION 4 Permanent Committees

- All named officer positions shall comprise the Executive Committee.
- The duties of the Executive Committee shall be to formulate agendas for each general meeting, organize activities, name Event Committees, and oversee the election of Event Committee Chairs.
- Meetings of the Executive Committee will be held prior to each regularly scheduled meeting at a time and location agreed upon by the Committee members.
- A quorum of three officers must be present for the Executive Committee to conduct business.
- The President, Vice-President, and Treasurer, along with the SMA Staff Advisor, shall comprise a Finance Subcommittee.
 - The duties of the Finance Subcommittee shall be to oversee all budgeting of Event Committees, apply for Student Senate, Coca Cola, and funds from other institutions (i.e. M.E.F., etc.), and implement any other fundraising efforts deemed necessary by the Organization.

- If the President should not be able to, at least one member of the Finance Subcommittee must accompany the Event Committee Chair at all Student Senate, Coca Cola, or other relevant finance hearings.
- The Finance Subcommittee must remain in close contact with the SMA Staff Advisor as well as other SMA staff members with financial oversight.
- The Faculty Advisor and at least two members must be present at all meetings of the Finance Subcommittee and all members must be included in any e-mail or other correspondence regarding the finances of the Organization.