SOCIAL COMMITTEE CONSTITUTION

Statement of Purpose

The Social Committee, as a standing committee of the Student Association, shall be responsible for planning and coordinating social activities such as movies, concerts, dances, coffeehouses, and novelty acts for the benefit of the campus. The Social committee also aids in creating a community spirit among the student body through the wide variety of the events offered.

Committee Membership

The total membership of the committee shall be twenty-four (24) voting members and one (1) nonvoting advisor.

A. Voting members of the Social Committee shall include:

1. Chair, in the event of a tie
2. Director of Films and Special Events
3. Director of Music and Dance
4. Director of Publicity
5. Secretary/Treasurer
6. Off-Campus Representative
7. Senior Class Representative
8. Junior Class Representative
9. Sophomore Class Representative
10. Freshman Representative
11. Martin Hall Representative
12. Hardin Hall Representative
13. Couch Hall Representative
14. Veasey Hall Representative
15. Galloway Hall Representative
16. Raney Hall Representative
17. Houses Representative
18. Clifton Apartments Representative
19. Huntington Apartments Representative
20. Front Street Apartments Representative
21. Hendrix Corner Apartments Representative
22. Market Square North Representative
23. Market Square East Representative
24. Market Square South (Living/Learning Community) Representative

B. Non-voting members shall include:

1. Advisor

Selection of Membership

A. Executive Positions:

The Chair, Director of Films and Special Events, and Director of Music and Dance shall be appointed by the Senate on the recommendation of the Committee on Committees.

The Director of Publicity and Secretary/Treasurer shall be appointed by the Advisor and Senate-appointed Executive Committee members: the Chair, Director of Film and Special Events, and Director of Music and Dance. The process shall begin in the same Spring semester cycle of new Senate appointments.

B. Director of Publicity and Secretary/Treasurer Selection:

To ensure dedication to the Social Committee, Director of Publicity and Secretary/Treasurer shall be appointed through an individual written application and interview process to be held by all Executive Members and the Advisor. In addition to a complete application, obtaining an interview shall involve the applicant attending one minor and the first major Social Committee event. Proceeding with the interview should require presence of the Advisor and all three (3) Senate-appointed Executive Committee members. Selection of a member necessitates a majority (2/3) of votes from the Senate-appointed Executive Committee members.

C. General Committee Selection:

To ensure dedication to the Social Committee, Class Representatives, Hall Representatives, Hendrix Apartment Representatives, the Houses Representative, the Learning Community Representative and the Off-Campus Representative shall be appointed through an individual written application and interview process to be held by all five (5) Executive Committee members and the Advisor. In addition to a complete application, obtaining an interview shall involve the applicant attending one minor and the first major Social Committee event. Proceeding with the interview should require presence of the Advisor and four of the five (4/5) Executive Committee members. Selection of a member necessitates a majority (3/5) of votes from the Executive Committee.

After the application process is completed, any unfilled positions may be occupied by an “at large” membership as selected by the Chair and receiving a majority vote by the Executive Committee. These members shall be chosen from the original group of applicants, unless it is deemed necessary by the Executive Committee for application filing to be reopened. Two additional at-large members may be selected, should the need arise for more committee members, by the aforementioned process. This process shall begin during the early Fall (August-September) of the academic year.

C. Advisor

A non-voting advisor shall be appointed by the Chair, most commonly affiliated with Student Activities.

A. Duties of the Chair include:

1. Preside over all meetings of the Social Committee, including weekly Executive meetings.
2. Form all sub-committees of the Social Committee.
3. Serve as a non-voting member of the Senate.
4. Publish and maintain at least five designated office hours weekly.
5. Serve as the ultimate liaison for Social Committee with the entertainment agencies and external constituencies.
6. Be aware of and serve as a signatory representative for all Social Committee paperwork and make available all financial business to the Senate Treasurer.
7. Keep the Social Committee Advisor informed of all relevant issues and concerns and maintain a regular meeting schedule with the advisor.
8. Organize and facilitate the summer planning retreat, and other retreats, as necessary.
9. Prepare and present the Social Committee budget, with the assistance of the Secretary/Treasurer.
10. Attend and actively participate in all Social Committee events and promote interest in all social events through an enthusiastic attitude.
11. Maintain continuing membership in the National Association of Campus Activities (NACA).
12. Responsible for convening the Executive Committee to address neglect of Social Committee members’ responsibilities and for informing Senate when a Social Committee Executive member has neglected responsibilities.
13. Hold scheduled meetings with the Secretary/Treasurer.

B. The duties of the Director of Music and Dance shall include:

1. Maintain an up-to-date file of a variety of entertainers; present a cross-section to the Music and Dance subcommittee from which to choose events for the year.
2. Act as representative with entertainment agencies (negotiate contracts, obtain promotional materials, reserve hotel rooms, accommodate properly visiting performers.)
3. Plan and direct, with the assistance of the Music and Dance subcommittee members, all concerts, dances, student performances, and coffeehouses sponsored by the Social Committee. The Director of Music and Dance will be present throughout each event’s period.
4. Supervise members of the Social Committee working these events, and report any absences to the Secretary/Treasurer and Chair.
5. Hold regular Music and Dance Committee meetings,
6. Follow appropriate and timely procedures in submitting financial paperwork, including vouchers (check requests), purchase requisitions and orders, and receipts, to the Secretary/Treasurer with a copy to the Chair.
7. Ensure that all Social Committee files, business papers, catalogs, contracts, musical material, and promotional items remain in the Social Committee office.
8. Work closely with the Director of Logistics and Sound, and all other technical personnel for all relevant events.
9. Maintain at least two office hours weekly, and stop by the office once a day.
10. Attend all Social Committee meetings, including the weekly executive meeting.
11. Attend and actively participate in all Social Committee events and Promote interest in all social events through effective publicity and an enthusiastic attitude.
12. Attend the summer planning retreat.
13. Fulfill other duties as assigned by the Chair.

C. The duties of the Director of Films and Special Events shall include:

1. Act as representative with entertainment agencies (negotiate contracts, obtain promotional materials, reserve hotel rooms, accommodate properly visiting performers).
2. Plan and direct all special events.
3. Supervise members of the Films and Special Events subcommittee meetings.
4. Hold regular Films and Special Events subcommittee meetings.
5. Responsible for contracting appropriate technical personnel and the Director of Logistics and Sound for all relevant events.
6. Follow appropriate and timely procedures in submitting financial paperwork, including vouchers (check requests), purchase requisitions and orders, and receipts to the Secretary/Treasurer with a copy to the Chair.
7. Ensure that all Social Committee files, business papers, catalogs, contracts, and promotional items remain in the Social Committee office.
8. Maintain at least two designated office hours weekly and stop by the office once a day.
9. Attend all Social Committee meetings, including a weekly executive meeting.
10. Attend and actively participate in all Social Committee events and Promote interest in all social events through an enthusiastic attitude.
11. Attend the summer planning retreat, and other retreats as necessary.
12. Fulfill other duties as assigned by the Chair.

D. The duties of the Secretary/Treasurer shall include:

1. Take notes from the weekly Social Committee meetings; type, copy, and distribute notes in a timely manner.
2. Keep a record of the absences of all Social Committee members and inform the Chairperson of all members who have maximum unexcused absences.
3. Collect funds from sale of merchandise and deposit these funds with the Business Office.
4. Collect equipment revenue and deposit these funds with the Business Office.
5. Maintain all Social Committee business records in an up-to-date, orderly fashion.
6. Maintain at least two office hours weekly: stop by the office once a day.
7. Attend all Social Committee meetings, including the weekly executive meeting.
8. Attend and actively participate in all Social Committee events
9. Attend the summer planning retreat, and other retreats, as necessary.

10. Fulfill other duties as assigned by the Chair.

 11. Maintain regular meetings with Chair.

E. The duties of the Director of Publicity shall include:

 1. Responsible for publicizing each Social Committee event in a creative and effective way.

 2. Hold regular Publicity subcommittee meetings

 3. Responsible for preparing publicity to be displayed or distributed at least two weeks prior to event.

 4. Work closely with the Directors of Films/Special Events and Music/Dance to ensure adequate publicity

 5. Maintain an up-to-date file of all relevant publicity items.

 6. Follow appropriate and timely procedures in submitting all financial paperwork to the treasurer.

 7. Order publicity items to be in hand at least one week prior to distribution.

 8. Maintain at least two office hours weekly

 9. Attend all Social Committee meetings, including the weekly executive meeting.

 10. Attend and actively participate in all Social Committee events and promote interest in all social events through effective publicity and an enthusiastic attitude.

 11. Attend the summer planning retreat, and other retreats, as necessary.

 12. Type, copy, and distribute Toilet Tribunes to Social Committee members.

 13. Fulfill other duties as assigned by the Chair

F. The expectations of the Social Committee Representatives shall include:

1. Keep publicity current by consistently posting the Toilet Tribunes and other committee advertisements within 24 hours of receipt or notice.
2. Attend all Social Committee and relevant sub-committee meetings. If unable to attend any committee meeting, send an informed substitute and inform the Chair.
3. Know the residents of your hall and be available to hear their suggestions.
4. Encourage student participation and attendance at al Social Committee events.
5. Participate regularly in the staffing of Social Committee events.
6. Attend and actively participate in all Social Committee events and promote interest in all social events through effective publicity and an enthusiastic attitude.
7. Fulfill other duties as assigned by the Chair.
8. Adhere to the Social Committee attendance policy.

Functioning of the Committee

The Executive positions for the Committee shall be appointed by the Senate

B. In the event that a vacancy occurs, Social Committee 1) shall open filing again if an executive position is left vacant; 2) hold a vote within the Social Committee for all interested students with a non-executive vacancy. An officer can be removed on the recommendation of the Chair to the Senate by a majority vote of the Senate. Executive Committee positions on the Social Committee are paid positions.

C. The Social Committee shall be financially supported by the Student Activity Fund. The Senate allocates funds at the beginning of each academic year. The Committee spends this money on movies, novelty acts, bands, co-sponsorships, music equipment, off-campus events, dances, publicity, and operating expenses. All executive officers shall manage the money, but all expenses must be approved by the Chair, advisor, and all expenses shall be held accountable to the Senate Treasurer.

D. If a member becomes aware that he/she will not be able to attend a meeting, that person is responsible for finding a replacement (preferably a representative from their hall council) that will act as a non-voting member. An unexcused absence is counted if a member fails to send a replacement to that meeting or if a member is more that 15 minutes late

Each member shall be allowed three (3) unexcused absences from regularly scheduled Social Committee meetings per semester. In addition, each member shall be allowed one (1) unexcused absence from an annually sponsored major event as defined in the Social Committee description or three (3) absences per semester from scheduled activities not included as a major event. Further, members shall attend all Social Committee events and send a non-Social Committee replacement if absent from events.

Following the third unexcused absence from a semester meeting or event, the member shall receive a letter from the chair or secretary of the Social Committee. This letter shall be a statement requiring the member to appear before the Social Committee Executives. The Executive Committee shall determine appropriate action to be taken.

E. The Committee shall determine its own method of operation with the exception of those facets of its work, which is detailed in this Document.

F. In order to hold a vote, a quorum of two-thirds of the voting members of the Committee must be in attendance. The chair holds the deciding vote in event of a tie.

G. The Committee shall establish a regular meeting time. Special meetings may be called by the Chair or upon petition of a majority of the voting members of the Committee.

H. All regular and special meetings of the Committee shall be open to all students, staff, and faculty unless a majority of the Committee votes to close that meeting.

I. All acts, resolutions, and allocations passed by the Committee must be approved by a majority vote unless otherwise provided for in this Document. All votes must be cast in person.

J. All members of the Committee shall discharge any duties delegated to him or her by this Document or by the Committee.

Amendments to this Document

Amendments to this Document shall be initiated by a petition by any member of the Committee. Each petition for an amendment shall contain the full text of the proposed amendment and shall be signed by at least half of the members of the Committee. Petitions for amendments shall be filed with the Committee. All amendments are subject to approval by the Senate.

The Chair shall make provisions for a special vote by members of the Committee for any duly initiated amendments to the Document; provided that a vote shall be held no later than three weeks following the initiations of the amendment; provided further, that no such vote will be held in the final two weeks of a semester. An amendment shall become effective as part of this Document only if approved by a two-third vote of the voting members of he Committee cast on the amendment and approved by a majority vote of the voting members of her Senate.

A new document to replace this Document shall be initiated in the same manner that amendments to this Document are initiated and adopted.