

## **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 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 provide fun, entertaining, and educational activities.

### **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. 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.

### **Insider Process:**

#### **1. Interview Process:**

Students seeking Insider-access must apply and be interviewed by the President, Vice President, and Committee heads of the committees the interviewee has expressed interest in. After the interview, the students' Insider approval will be deliberated upon further acceptance by the President, Vice President, and Committee head.

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 Student Engagement 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.

Interested students who are not initially accepted into the organization after the deliberation period can seek Insider-access to the Student Activities Board and be reconsidered for readmission after attending the next semester's interest meeting during the Fall or Spring semester.

## **2. Insider Responsibilities**

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

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

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

All accepted Insiders are required to vote in Executive Board elections. Failure to comply with the voting standards by any means will result in the offender being required to attend a mandatory conduct meeting with the President and Director of Student Engagement. See the Conduct & Dispute Section for more information.

Insiders 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 Student Engagement. 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.

## **3. What is an SAB Insider**

SAB Insiders are students who were accepted into Student Activities Board-Each SAB Insider is recognized as a part in the facilitation and brainstorming process of what Student Activities Board aims to achieve and accomplish. Insiders are given ample opportunity to be a resourceful and innovative brain within the organization-leading this organization to the mission of biblical hospitality and creating atmospheric community through events. SAB Insiders are encouraged and empowered to keep all of the creative imaginations and insights given within the Student Activities Board inside of SAB at all times (unless announced otherwise).

SAB Insiders are collectively recognized as Insiders regarding the General Body and Regent University, however, they are also specifically recognized as Insiders based on the committee in which they are a part of. SAB Insiders are encouraged to have good character and be good stewards of their role within the organization.

#### Becoming a Coordination Insider:

- Under the Guidance and Supervision of The Administrative Coordinator
- Main purpose is to serve as a lending/helping hand wherever needed within the organization
- Joins the Administrative Coordinator in the Coordination Committee
- Actively Participates and brainstorms in the *SAB Coordination*-Advanced Google Doc

#### Becoming a Marketing Insider:

- Under the Guidance and Supervision of The Graphics Chair and Video/Media Chair
- Main purpose is to create/brainstorm/polish/market the organization to the student body (in-person and through instagram)
- Joins the Graphics and Video/Media Chair in the Marketing Committee
- Actively Participates and brainstorms in the *SAB Marketing*-Advanced Google Doc

#### Becoming a Culture Insider:

- Under the Guidance and Supervision of The International Culture Chair
- Main purpose is to imagine/brainstorm/research/inspire innovative and profound cultural events
- Joins the International Culture Chair in the Culture Committee
- Actively Participates and brainstorms in the *SAB Culture*-Advanced Google Doc

#### Becoming an Entertainment Insider:

- Under the Guidance and Supervision of Both Small-Scale and Large-Scale Entertainment Chairs
- Main purpose is to imagine/brainstorm/research/inspire amusing and entertaining events
- Joins both Entertainment Chairs in the Entertainment Committee
- Main purpose is to imagine/brainstorm/research/inspire large-scale and regent-legacy events as well as small/innovative and festive events
- Actively Participates and brainstorms in the *SAB Entertainment*-Advanced Google Doc

#### **Positions:**

The Board shall consist of Executive officers with the following titles:

- President
- Vice-President
- Administrative Coordinator (Facilitator of Coordination Committee)
- Graphics Chair (Co-Facilitator of Marketing Committee)
- Video/Media Chair (Co-Facilitator of Marketing Committee)

- International Culture Chair (Facilitator of Culture Committee)
- Large-Scale Chair (Co-Facilitator of Entertainment Committee)
- Small-Scale Chair (Co-Facilitator of Entertainment Committee)

All members of the Executive Board must have Christ-like conduct & character, be well versed and have proficient skills in Google Workspace (Docs, Slides, Sheets, Forms, Calendar, Drive, Photos, Gmail), Discord, 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 and have read through the executive member's leadership synopsis.

#### The President:

- Student Worker Appointed by the Director of Student Engagement
- Liaison between Student Activities Board and Regent University as a Whole (Student Engagement, Administration and Student Body)
- Leads all executives
- Lead the Board in the ideation, planning, and execution of its events and initiatives
- Oversees All Executives and Insiders
- Primary Point of Contact
- Facilitator and Creator of *Student Activities Board*-Advanced Google Doc
- Watches over all Committee-Advanced Google Docs (*Coordination, Marketing, Culture and Entertainment*)
- Trains new insiders, and oversees acceptance/rejection, as well as assist in any interview or voting processes or procedures
- Have a comprehensive understanding of Regent University's events and procedures.
- Facilitates Executive Board meetings
- Have weekly meetings with the Director of Student Engagement
- Final Say of All Execution and Decisions within the Organization-Except anything overridden by The Director of Student Engagement
- Oversee conduct, dispute, and removal meetings along with the Director of Student Engagement
- Approves for all Marketing Graphic, Video, and Media content
- Oversees all Event Proposals from Event Executives.
- Primary representative holder of the Regent University Credit Card
- Lead and facilitate all voting processes and procedures
- Makes and Orders Executive and General Member apparel
- Sets semester with Director of Student Engagement
- Oversees Internal Communication of SAB
- Facilitates the SAB email and internal/external communications

#### The Vice-President:

- Scholared/Appointed by Director Student Engagement (strongly encouraged to be a rising Sophomore and Junior)
- Secondary Point of Contact
- Attends weekly meetings alongside President with Director of Student Engagement
- Completes Event Request Forms
- Manages Service Requests between Executives and Administrative Coordinator
- Assist the President in training new Insiders
- Shadow the President in any roles or tasks needed to be accomplished
- Manages the SAB email and internal/external communications
- Oversees in-store/amazon purchases unless changed by Director of Student Engagement
- Responsible for Managing *Student Activities Board*-Advanced Google Doc
- Secondary representative holder of the Regent University Credit Card
- Manages *Student Activities Board*-Advanced Google Doc
- Oversees administrative details of all events
- Approves all Event Request Forms & Amazon purchase details

#### The Administrative Coordinator:

- Scholared/Appointed by Student Engagement
- Facilitator of Coordination Committee
- Guides all Coordination Insiders in the serving-lending of hands where needed for SAB events and all preparation/clean up for it.
- Creator/Manager of SAB Playlist
- Present in Weekly Executive Meetings
- Responsible for leading the weekly meetings of The Coordination Committee
- Gives Analytics, Feedback and Insight from Student Body regarding all SAB Events (via *Student Activities Board*-Advanced Google Doc)
- Follows *Student Activities Board*-Advanced Google Doc Deadlines (submissions are required to be before/on the deadlines)
- Liaison between Coordination Insiders and President
- Oversees the Organization of the SAB Closet
- Responsible for delegation of Coordination Insiders on Every Service Request made by Executives
- Present in any interview or conduct meetings requested by the President
- Facilitates *SAB Coordination*-Advanced Google Doc

#### The Graphics Chair and Video/Media Chair:

- Both Scholared/Appointed by Student Engagement
- Co-Facilitators of The Marketing Committee
- Creates and Produces Content and Graphics Promoting/Recapping all SAB Events
- Guides All Marketing Insiders into ideation and execution of digital/in-person content
- Provides all Content/Graphics to President (via *Student Activities Board*-Advanced Google Doc)
- Facilitates *SAB Marketing*-Advanced Google Doc

- Follows *Student Activities Board*-Advanced Google Doc Deadlines (submissions are required to be before/on the deadlines)
- Manages/Facilitates the SAB Instagram, Linktree, Photography/Videography and Graphic Content, SAB Flyers, SAB Bulletin Board, etc.
- CC's President in all Emails to Regent Staff and Faculty on behalf of SAB graphic content, camera requests and printing.
- Liaisons between Marketing Insiders and President
- Cooperates and Interchanges roles with each other when/if necessary.
- Responsible for SAB Promo and Content for all Events
- Present in Weekly Executive Meetings
- Facilitates Weekly Meetings with The Marketing Committee
- Meets with the Director of Student Engagement Weekly

#### The International Culture Chair:

- Scholared/Appointed by Student Engagement
- Head of The Culture Committee
- Facilitates all events on behalf of International Culture
- Guides all Culture Insiders into the ideation and execution of cultural events (which are appropriate and accurate in correlation).
- Gives all Event Proposals to President (via *Student Activities Board*-Advanced Google Doc)
- Follows *Student Activities Board*-Advanced Google Doc Deadlines (submissions are required to be before/on the deadlines)
- Present in Weekly Executive Meetings
- Facilitates Cultural/Historical Research in ideation of events with Culture Insiders
- Facilitates weekly meetings with The Culture Committee
- Facilitates *SAB Culture*-Advanced Google Doc

#### The Small-Scale Chair and Large-Scale Chair:

- Both Scholared/Appointed by Student Engagement
- Co-Facilitators of the Entertainment Committee
- Facilitates all events on the behalf of Entertainment
- Guides all Entertainment Insiders into the ideation and execution of entertainment-based events
- Gives all Event Proposals to President (via *Student Activities Board*-Advanced Google Doc)
- Follows *Student Activities Board*-Advanced Google Doc Deadlines (submissions are required to be before/on the deadlines)
- Present in Weekly Executive Meetings
- Facilitates weekly meetings with The Entertainment Insiders.
- Facilitates *SAB Entertainment*-Advanced Google Doc

#### **Selection Process:**

## Executive Board

- CAS students may apply for any position on the executive board. Following the applications there will be interviews with the Student Engagement Team. If multiple students apply for the same position, there will be interviews with the Student Engagement Team until the field has been narrowed down to two candidates. The two candidates will move to the next round of interviews with the Dean of Students. The Dean of Students will select between the two final candidates.

## Application Procedures

- Applications for candidacy must be filed with the Advisor to the Executive Board by the application deadline. Applicants must be approved by the Student Engagement Team prior to interview.
- All applications will be scanned and approved by the President and the Vice President of the Student Activities Board.
- All candidates must participate in an interview with the current President and Vice President of Student Activities Board.
- Final Interview with the Student Engagement Team. Two finalist maybe required to interview with Dean of Students for final decision.

## Terms of Office

- The Executive Board members shall be selected by the Student Engagement; they shall serve for a term of one year.
- A term begins upon the May commencement and ends after the May commencement in the following year.
- All currently selected members must reapply or forfeit their positions.
- All selection must be finalized by April 1st for the following term.

## **Activity Breakdown:**

President – Christmas Ball and Biblical Man/Womanhood (A Male President will take over Manhood, A Female President will take over Womanhood)

Vice President – Regent's Got Talent and Biblical Man/Womanhood (A Male Vice-President will take over Manhood, A Female Vice-President will take over Womanhood)

International Culture Committee – (Black History Month, Culture on Campus, Heritage Month Events, etc.)

Entertainment Committee – Harvest Fest, De-stress Fest, Escape Rooms, Spring Formal, Game Nights, Theme Party, Paint Nights, Open Mic Nights, Regent Celebrates Christmas, etc.

Marketing Committee- Does not host events, however they produce content (graphics and photos) for SAB Instagram, Regent Campus and more.

Coordination Committee- Does not host events, however they attend events as helpers/interviewers. They Help serve food, set up/clean up at events, organize/create structure for the SAB closet and interview the student body at events.

### **Meetings:**

General Assemblies-Once a Month

Executive Meetings-Once a Week

Coordination Committee-Once a Week

Marketing Committee-Once a Week

Culture Committee-Once a Week

Entertainment Committee-Once a Week

### **Chain of Command:**

#### **Director Of Student Engagement:**

Advises President on how to lead the organization well-crafting supportive and strategic insight. Has the ability to override any decisions that do not meet University standards at any given point. The Director of Student Engagement reserves the right to veto any decisions made internally or externally with the organization.

#### **Within the Organization:**

Within the organization (under the advising of Student Engagement's Director), The Chain of Command goes as follows from top to bottom.

#### **President:**

is the chief executive of the Student Activities Board and is responsible for all matters related to the Student Activities Board. The President can override decisions made in the organization. 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.

### **Vice President:**

has the authority over all except for the President. The Vice President has authority to make changes to the budget and works with the President and Director of Student Engagement in creating the budget for the year. The Vice President should report major decisions concerning the Student Activities Board to the President and work with the President on implementations of decisions being made. In absence of the Treasurer, the Vice President takes responsibility for their role

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*When a major decision that needs to be made that involves both The President and Vice President collectively, this will be known as a "PVP" decision (President, Vice President). These decisions take place on occasions that are affecting the long-term interest and aspects of the organization. Decisions like these can be related to the Constitution, Postpones of General Assembly and more.*

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### **Executives (equal-yet certain distinctions exceed others):**

*The International Culture Chair and Entertainment (Small-scale and Large-scale) Chairs* have authority in their committee on events being planned and during events run by the committee. Insiders should follow the decisions made by each committee chairman in their respective roles.

*The Video/Media and Graphics Co-Chairs* have authority in their committee and in guiding their committee on how to film-create content for/at events. Insiders should follow their guidance as they are leading them into greater representation of SAB as a whole.

*The Administrative Coordinator* has authority in their committee and in guiding their committee how to serve as helping hands wherever needed within the organization. They also become a second-hand in the absence of the President or Vice-President. In absence of the Secretary, The Administrative Coordinator takes responsibility for their role.

### **Insiders:**

Insiders have no direct authority or abilities to mandate, however there is something important to note about insiders. Insiders, however, have special access and perks (that must not be shared outside of SAB until further notice):

Insiders are able to see inside of the facilitation and execution of events, content and coordination being created within the organization, leaving them to have first-hand insight and

opportunities of giving their opinions based on executive events and things that can make the organization grow as a whole! They also have access to general information before it's publicly announced to everyone. Insiders also have the reserved ability to be considered as an executive for the upcoming year.

**A Special Note:** We are SAB First! Then we become our positions, meaning we are unified before we are distinct. Everyone is equal when it comes to uplifting God's name in all that we do-there is no separation between Insiders, Executives or the President when we put our first face forward in representing the Student Activities Board. Then, You are an SAB Insider before being a specific Insider of a committee. Then, We are an Executive before being your specific position. Meaning, we are all in this together as one-functioning in different capacities, to bring all Glory to God through providing experiences for his children to come together.

### **Conflicts and Issues:**

If an Insider has an issue with a decision of an Executive, they should bring it to the attention of the President with the said Executive. 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 Director of Student Engagement has the final say in all matters concerning the Student Activities Board.

### **Conduct & Disputes:**

#### **Conduct:**

If any Executive or Insider 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:

### *Insider vs. Insider or Insider vs. Executive*

If any Insider has a dispute with another Insider, 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 Insiders 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 Insiders. If the President cannot conclude 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 vs. Executive*

If a dispute arises between two or more Executives, 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 Executives. 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 or President vs. Insider*

If an Insider or an Executive 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 Insiders have the right to present their testimony and case and present any written testimony from other Insiders. 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:**

### **SAB Insider**

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 Engagement.

### **SAB Executive Board**

The grounds for removal of elected members shall be:

- Failure to complete outlined duties (general and specific).
- Misconduct as a student or Student Activities Board member, as defined in the Student Handbook and SAB Constitution.
- Selected members can be removed for failing to fulfill their job responsibilities by an affirmative three-fourths (3/4) vote of the Executive Board members. The individual being considered for removal shall not participate in the vote. Prior to the vote for individual's removal, the person has the right to a hearing before the Student Activities Board.
- 5.3 in the Student Handbook states: Conduct and Scholarships: Regent reserves the right to adjust or cancel scholarships/grants in response to student conduct and/or academic integrity violations.

### **Removal by Advisor**

- The grounds for removal of selected members shall be:
  - o Failure to complete outlined responsibilities (outlined in the constitution).
  - o Misconduct as a student or SAB member, as defined in the Student Handbook and SAB Constitution.

### **Resignation**

- Selected members may, if incapable of faithfully executing duties of their position due to extenuating circumstances, excuse themselves from a position by presenting a written notice or resignation to the Advisor and SAB President.

### **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 the present meeting or received 24 hours afterwards. Any tie or conflict in Constitutional Amendments will be brought up to the Faculty Advisor (Director of Student Engagement). 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.