SMU Program Council By-Laws

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Name of organization:

The name of this organization shall be Progam Council, hereafter referred to as PC.

# **1. Organization Structure**

**PC will be comprised of the Executive Committee, PC Board, Communications Committee, each VP of Programing Planning Committee (I.e. Red and blue)**

## **1.1 Executive Officers**

### **1.1.1 Membership**

Exec shall include President, Vice President of Human Resources, Vice President of Communications, Vice President of Finance, two Vice Presidents of Programming, Vice President of Development, and Advisor, hereafter referred to as Exec.

### **1.1.2 Overview**

All Executive Officers provide guidance, support, and structure to board and general members and, in special cases, rule over disciplinary issues

Exec must attend weekly Exec meetings, Board meetings, and General Member Meetings

### **1.1.3 Duties and Functions**

1. To represent Program Council positively at all times.

2. To serve as the long-range planning and directional body of Program Council.

3. To serve as the management team for Program Council by establishing and reviewing all policies as needed. Feedback by any member of Program Council will be considered.

5. To attend weekly Exec meetings.

7. To participate in all Program Council training sessions and retreats.

8. To support and attend all Program Council events

10. To participate in the member selection process.

11. To recommend revisions to these By-Laws as needed.

12. To discipline and/or remove any officers or members.

14. Non Returning Exec officers must participate in the Selection Committee during Program Council elections.

15. Exec officers must train the incoming officer respective to their position in a Turnover meeting.

16. To establish deadlines for programing events.

17. To review and approve all Program Proposals

### **1.1.4 Meetings**

Exec will meet every Monday of the academic year at 8 a.m. unless another, more convenient time is determined by all members of Exec.

One half plus one of the current exec constitutes quorum.

The first 10 minutes of Exec meetings shall be open to all Program Council members.

Voting by proxy shall be allowed only in the case of an unavoidable conflict, determined at the discretion of the VP HR. The proxy vote must be brought before Board upon compliance of the necessary prerequisites as determined by Exec.

The Advisor shall not have a vote.

## **1.2 Board**

### **1.2.1 Membership**

The Programming Board shall include Advisor, Exec Officers, Four Programming Chairs, Internal Development Chair, Sing Song Chair, Concert Chair, graphic Design Chair web Communications chair, Welcome Weeks Director.

### **1.2.2 Overview**

All Board Officers serve as a support and resource for each over and General Members. Board must attend weekly Board meetings and General Member meetings.

Board must attend all regularly scheduled Board meetings.

At the end of their term, all Board Officers must participate in the Selection Committee during Program Council elections, if they are not returning. Board officers must train the incoming officer respective to their position in a Turnover meeting.

### **1.2.3 Duties and Functions**

1. To represent Program Council positively at all times.

2. To ensure that all Program Council standards are maintained.

3. To participate in all Program Council training sessions and retreats.

4. To attend weekly Board meetings and General Member Meetings

5. To participate in the member selection process (optional).

6. To support and attend all Program Council events by attending.

7. To Present Program Proposals

8. To train the incoming committee Chair.

10. To approve revisions in these By-Laws.

11. Board officers must train the incoming officer respective to their position in a Turnover meeting.

### **1.2.4 Meetings**

Board will meet every Wednesday of the academic year from 5:00-6:00 p.m. or as deemed necessary by Exec.

One half plus one of the current membership constitutes quorum.

All Board meetings shall be open to the public, however Program Council shall have the right to declare itself in Executive Session (closed meeting) by majority vote of its members.

Voting by proxy shall be allowed only in the case of an unavoidable conflict, determined at the discretion of the VP HR. The proxy vote must be brought before Board upon compliance with necessary prerequisites as determined by Exec.

The Advisor will not have a vote.

\*\*\*\* More attendance Policy

Attendance – Attendance policies shall only apply to meetings ending at or before the regularly scheduled time.

· If a Board member misses more than two Board meetings in one semester without a valid excuse (illness or emergency only), the member must come before Exec.

· If a Board member misses up to 20 minutes of a Board meeting, from the time the meeting is called to order to the time it is adjourned, the member will be marked tardy. Two tardies shall equal one absence.

· If a Board member misses more than 20 minutes of a Board meeting, from the time the meeting is called to order to the time it is adjourned, the member will be marked absent.

· Board members are required to attend and work all “major events.” If a board member misses an event, it will be counted as one of their two absences allotted each semester.

# **2. Membership**

## **2.1 Selection Process**

### **2.1.1 President**

A selection committee consisting of the advisor and all of executive officers and board members shall elect the president. The presidential candidates will be interviewed during the weekly board meeting. The selection committee will evaluate candidates based on the criteria outlined in Section 2.2.

The selection committee shall elect the president by discussion and a majority vote. Should a plurality occur the selection committee will interview candidates and a runoff vote will be conducted until a majority vote is given to one candidate.

A proxy vote will be considered in the case of an excused absence as decided by the VP HR or outgoing President, so long as the proxy voter has read all applications for the President position. If a tie exists, a runoff will be conducted.

In the event of a vacancy in the office of President, an Exec member shall immediately be elected by majority vote of the whole board to assume the position.

### **2.1.2 Exec**

The executive board shall be selected in time to conduct board elections and hold a turnover meeting before finals.

The incoming president shall preside over the selection committee consisting of the advisor and all outgoing exec and board members. All outgoing executive officers and board members must participate in the selection committee unless a conflict of interest exists. The selection committee will evaluate candidates based on the criteria outlined in Section 2.2.

Exec positions shall be filled by discussion and consensus for the purpose of slating. In the case of disagreement, a majority vote shall preside.

Vacancies in Exec positions will be filled by the regular selection process.

### **2.1.3 Board**

Board members shall be selected in time for a turnover meeting. The incoming President shall preside over a selection committee consisting of the advisor, incoming executive officers, and outgoing board and exec members who wish to participate. The selection committee will evaluate candidates based on the criteria outlined in Section 2.2.

Board positions shall be filled by discussion and consensus for the purpose of slating. In the case of disagreement, a majority vote shall preside.

2.1.3.1 Mustang Welcome Weeks Director

The selection committee for Mustang Welcomes Weeks Director, hereafter referred to as MWW Director, will consist of the Advisor and Exec. MWW Director will be elected at the beginning of the spring semester.

2.1.3.2 Sing Song Chair

The selection committee for Sing Song Chair will consist of the Advisor and Exec. Sing Song Chair will be elected at the beginning of the Fall Semester.

### **2.1.4 General Members**

General Members shall be accepted (at least once a year) at the beginning of the Fall semester through a formal application process.

The Vice President of Human Resources, the Internal Development Chair, and any programming chair who volunteers themselves shall form the selection committee.

The application process will consist of a written application. The selection committee may add additional steps to the application (I.e. face to face, group interview, etc.)

2.1.4.1 General Members at large

General Members at large will not have a specific committee they are assigned to attend but still will be expected to attend General Member meetings and help with “major programming events.”

General Members at large status will be granted to members who could not be placed on a committee due to committee commitments. Tasks will be given priority to members assigned to each committee.

General members will be divided into three different groups in which they will participate and help with events.

Two groups will be assigned to two programming chairs each. The third group will be assigned to the communications, human resources, and development teams. General members will be allowed to switch groups at the end of each academic year. If a general member would like to switch groups during the academic year, the vice president of human resources and internal development chair will make the decision depending on availability and reasoning for the move.

Of the two programming groups, one group will be assigned two programming chairs and the Sing Song Chair. The second programming group will be assigned two programming chairs and the Concert Chair.

\*\* Moved to VPP Criteria

## **2.2 Criteria**

### **2.2.1 University Standing**

All officers of Program Council must be in good standing with the university. All officers must maintain at least a 2.50 GPA, cumulative and by semester. Any officer not meeting these requirements will be removed from their position immediately in cases of university sanctions and after semester grades are known in cases of GPA.

### **2.2.2 Evaluation**

The selection committee shall evaluate each applicant on the basis of Leadership Abilities, Goals, Ideas, Experience, Interpersonal Skills, and Skills specific to the position of interest.

## **2.3 Resignation**

Executive officers, programming chairs, coordinators and general members must submit written notification to the Executive Board at least two weeks prior to their effective resignation date.

Resignation may negatively affect the re-application of the member based on the situation.

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## **2.4 Removal of Membership**

Removal of membership may negatively affect the re-application of the member based on the situation.

### **2.4.1 Grounds**

Grounds for removal of membership for the SMU ProgramCouncil shall include failure to fulfill Roles and Responsibilities outlined in Section 3 or unlawful activity by the member which may negatively affect Program Council in some way.

### **2.4.2 Process**

**In the case of an officer or member Program Council not meeting the Roles and Responsibilities Outlined in Section 3, Exec has the power to institute a Performance Improvement Plan. Exec must immediately notify the officer or member about the Performance Improvement plan. The member must attend the following Executive Board meeting. During this meeting the Performance improvement plan will be explained the member or officer. Before continuing their role in Program Council the member must sign the Performance Improvement Plan and acknowledge any sanctions or deadlines.**

If improvement is not realized within a specified timeframe, the member must again appear before Exec. Exec will then vote whether or not to remove membership . If the member is not asked to resign, another Performance Improvement Plan will again be given. If these are still not met a second time, the member will automatically remove the membership..

Removal may not be permitted without a Performance Improvement Plan.

Exec reserves the option of asking a member to resign before removing membership.

Exec shall have the power to remove any members by majority vote. The member in question does not have a vote. If the member in question fails to present themselves before (a) representative(s) of the executive board after receiving appropriate notice, removal of the member in question shall continue.

Any executive officer, programming chair, coordinator, or general member whose membership has been revoked shall have the opportunity to appeal his or her case before Board, whose decision is final. Majority vote of the Board is required to overturn the decision made by Exec.

2.4.3 Removal of President

In the case of a PC president who fails to meet the Roles & Responsibilities outlined in Section 3 or standards outlined in section 2.2, Any officer reserves the right to propose impeachment of the president. A special board will be convened without the president to discuss the membership of the president. Board must vote to either construct a Performance Improvement Plan, compliant with 2.4.2, or continue with the Impeachment process. A two-thirds majority must be met.

If the board decides to continue the impeachment process the president will be asked to join the meeting. Board members will be allowed to ask the president questions and the president will be given time to issue a statement. After discussion has ended the president must leave the room and a Board vote will be conducted on whether or not to impeach the president. A two-thirds majority vote must be met. Section \*\* outlines Vacancy policies.

If a two-thirds Vote is not met by board, the president will be given Performance Improvement Plan and will retain the position.

An impeached president will be allowed the same appeal process outlined in 2.4.2

# **3. Roles & Responsibilities**

**All officers must participate in the Selection Committee during Program Council elections, if they are not returning. Officers must train the incoming officer respective to their position in a Turnover meeting.**

## **3.1 Advisor**

1. To ensure that Program Council members and events are in compliance with University Policy and that Program Council respects its mission to serve the students of SMU.

2. To serve as an educator and resource person, administrator, counselor, and friend to all Program Council members.

3. To meet with Exec and Board members on an as-needed basis, at the request of the member or the Advisor.

4. To attend all Exec and Board meetings.

5. To attend all Program Council events

## **3.2 President**

1. To coordinate and oversee the direction of Program Council.

2. To oversee operations and execution within Program Council.

3. To be an authority on and the administration of the By-Laws and Constitution.

4. To promote interpersonal leadership skills and social interaction for committees and Program Council as a whole

5. To aid the Executive Board with their tasks and responsibilities.

6. To chair the weekly Exec meetings.

7. To chair the weekly Board meetings.

8. To meet with the Program Council advisor on a regular basis.

9. To meet with Exec members on a regular basis.

10. To enforce the removal of Exec and Board members, if necessary.

11. To serve as the Program Council liaison to the University and University committees.

12. To oversee external communications originating in Exec.

13. To oversee external communication to Student Senate, including but not limited to, budget proposals.

## **3.3 VP Finance**

1. To administer the Program Council budget.

2. To review all Program Council fund requests.

3. To oversee the preparation of budget requests to the Student Senate Finance Committee. The budget request will be completed in consultation with the President and Advisor.

4. To oversee routine check requests, deposits, and petty cash requests. The Vice President of Finance will be responsible for signing check requests.

5. To ensure that checks are mailed.

6. To develop necessary financial procedures and training for the organization.

7. To keep PC Board members informed of their accounts by means of monthly updates.

8. To aid chairs in the preparation of rolling appropriations.

9. To promote interpersonal leadership skills and social interaction for committees and Program Council as a whole

10. To meet with the Program Council Advisor on an as-needed basis.

11. To meet with the President of Program Council on an as-needed basis.

12. To aid in the research on residuals and capital expenditures.

13. To oversee external communication to Student Senate, including but not limited to, budget proposals. .

## **3.4Human Resources**

The Human Resources team will meet regularly to ensure efficient organizational operation and development with special emphasis on unification of the organization as a whole.

### **3.4.1 VP Human Resources**

1. To coordinate and oversee training and motivational activities including, but not limited to Executive Board and Programming Board training, retreats, and reward systems.

2. To oversee the recruitment and member selection process.

3. To oversee office administration and organization, including storage inventory, supply orders and office equipment upkeep.

4. To oversee the maintenance of Programming Board binders and/or other forms of record keeping (Dropbox, GoogleDocs, etc.) that provide support for Board members in programming and leadership development.

5. To reserve rooms for Executive Board, Programming Board and General Member meetings.

6. Record attendance and minutes at all Executive Board meetings.

7. To preside over General Member Meetings scheduled for the first board of each month.

8. To oversee the activities of the Internal Development Chair.

9. To coordinate Program Council delegations to educational and programming focused conferences and retreats.

10. To coordinate planning and implementation of Program Council Awards Banquet.

11. To meet with the Advisor of Program Council on an as-needed basis.

12. To meet with the President of Program Council on an as-needed basis.

## **3.6 Communications**

The Communications team will meet regularly to coordinate all of the communications activities for Program Council.

### **3.6.1 VP Communications**

1. To work to promote a positive Program Council Image to the community.

2. To oversee all Program Council’s publicity correspondence.

3. To submit Communications budget with the VP Finance, as needed.

4. Enforce deadlines and processes as specified by the Communications Team and ProgramSMU Program Council By-Laws

5. To contract all poster and printing needs.

6. To oversee advertising and marketing strategy for each event.

7. To coordinate the activities of the Communications team.

8. To meet with the Advisor of Program Council on an as-needed basis.

9. To meet with the President of Program Council on an as-needed basis.

10. Create a report after each event to send to the chairs and VPP’s affiliated with the program.

11. Meet with respective chair for event to gather and order all elements and collateral for upcoming program (Promo items, etc.)

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### **3.6.2 Web Communications Chair**

1.To provide and maintain a user-friendly communication for internet and allows student, faculty/staff and visitors to easily access Program Council events and information:

a. To encourage the members of PC to use online resources that the Chair makes available, such as promoting the use of the Program Council website

2. To publicize Program Council events to the PC and extended SMU communities

3. To maintain and regularly update all social media platforms for Program Council

a. To encourage interaction with the SMU community on these platforms

4. To photograph and document all Program Council events

### **3.6.4 Graphic Design and Marketing Chair**

1. To design any advertisements necessary to promote Program Council events (in the form of posters, digital banners, Facebook cover photos, t-shirts, stake signs, buttons, etc.)

2.To collaborate/communicate with programming chairs in order to create event collateral that accurately reflects the image of each event.

3. To keep the "Hello Board" updated and decorated at all times

3.1 To remove any decorations two days after an event.

4. To deliver and distribute materials to RLSH

5. To produce and distribute stake signs.

6. To meet with VP of communications on an as needed basis/

7. To meet with the Program Council advisor on an as needed basis.

## **3.7 Programming**

### **3.7.1 VP Programming**

1. To serve as program advisor to the committees agreed upon by the incoming Vice Presidents of Programming, President, and Advisor after the new Vice Presidents of Programming have been selected.

2. To maintain regular contact with Chairs.

3. To assist chairs in making deadlines and monitor the progress of programs for their committees.

5. To evaluate Chairs and provide feedback. To keep accurate evaluation records for future reference.

6. To bring, support, and be accountable for “Idea Generation”\*\*\*\*

\*\*\*

8. To promote interpersonal leadership skills and social interaction for committees and Program Council as a whole.

9. To support Chairs in external meetings that may be needed and may require guidance or assistance of the Vice Presidents of Programming.

10. To meet with the Advisor of Program Council on an as-needed basis.

11. To meet with the President of Program Council on an as-needed basis.

1. To coordinate all development efforts.

2. To identify the programs that require outside sources of funding.

3. To work with the Vice President of Finance to find funding for programs.

4. To work with the University Development Office to pursue funding from outside sources.

5. To coordinate the planning and organization of alumni events during Homecoming weekend and an alumni event in the Spring semester.

6. To promote interpersonal leadership skills and social interaction for committees and Program Council as a whole

7. To meet with the Program Council Advisor on an as-needed basis.

8. To meet with the President of Program Council on an as-needed basis.

### **3.7.2 Programming Chairs**

1. To coordinate and be held accountable for all programs sponsored by the committee.

2. To provide guidance, direction and organization for their committee.

5. To prepare the committee budget with the Vice President of Finance.

6. To be present for any fund requests concerning their committee’s events.

7. To enforce the Program Council committee attendance policy.

8. To turn in a completed evaluation of all sponsored programs no later than two weeks after the program has taken place. They will revise their evaluation if their VP Programming, the President, or the Advisor deem information missing or the review insufficient.

9. To present program proposals \*\*\*for new programs to the appropriate Vice President of Programming for review and then to Programming Board for approval.

10. To maintain contact with the respective Vice President of Programming.

11. To submit all weekly updates to the appropriate Vice President of Programming.

12. To meet with the Program Council Advisor on an as-needed basis.

3.7.3 Sing Song Chair

1. To coordinate and be held accountable for Sing Song.

2. To provide guidance, direction and organization for performers and supporting committee.

5. To prepare the Sing Song budget with the Vice President of Finance.

6. To be present for any fund requests concerning Sing Song

7. To enforce the Program Council committee attendance policy.

10. To maintain contact with the respective Vice President of Programming.

11. To submit all weekly updates to the appropriate Vice President of Programming.

12. To meet with the Program Council Advisor on an as-needed basis.

13. To program and choose the theme of the annual Sing Song Competition.

14. To hold a group interest meeting in the fall to discuss the application, theme decision, and script writing process.

15. To schedule, coordinate and run group rehearsals and auditions in preparation for the final competition.

16. To work closely with the Vice President of Programming for Sing Song throughout the year.

17. To work closely with the Vice President of Development to find judges and sponsorships.

3.7.4 Concerts Chair

1. To coordinate and be held accountable any concerts.

2. To provide guidance, direction and organization for performers and supporting committees.

3. To prepare the concert budget with the Vice President of Finance.

4. To be present for any fund requests concerning Artists

5. To maintain contact with the respective Vice President of Programming.

6. To work with the Vice President of Finance to find funding for Artists.

7. To work with the University Development Office to pursue funding from outside sources.

10. To meet with the Program Council Advisor on an as-needed basis.

11. To meet with the President of Program Council on an as-needed basis.

12. To program and choose the artist for the campus concert.

13 To hold a group interest meeting in the fall to discuss the application, theme decision, and script writing process.

14. To schedule, coordinate and completely prepare for the performance.

15. To cater to the needs of the the chosen artist, hospitality and production wise.

16. To work closely with the Vice President of Programming for Concert throughout the year.

3.7.5 Mustang Welcome Weeks Director

1. To work with the Vice President of Finance to find funding for programs.

2. To work with the University Development Office to pursue funding from outside sources.

3. To coordinate the planning and organization of alumni events during Homecoming weekend and an alumni event in the Spring semester.

4. To promote interpersonal leadership skills and social interaction for committees and Program Council as a whole

5. To meet with the Program Council Advisor on an as-needed basis.

6. To meet with the President of Program Council on an as-needed basis.

## **3.8 Associate Members**

Attendance Policy is outlined in Section 7.

§ General Members are expected to help with all “major events” held by Program Council. The programming board determines what events are considered “major.”

§ General Members are expected to attend every committee meeting for the committee they are assigned to. If a GM is unable to attend their committee meeting they must respond to the email sent out by the committee chair within 24 hours or be charged with an absence.

## **3.9 Contest Eligibility**

If a committee should host an event involving a competition, Program Council Board and Exec members may not participate in the competition. General Members may participate in the competition as long as they are not members of the sponsoring committee. Sing Song is an exception to this rule: All Program Council members except Sing Song committee members, the Sing Song Chair(s), the Sing Song Committee’s VPP, and the Program Council President may participate in Sing Song. Program Council members may not be a director or play a lead role of a group’s Sing Song act.

# **4. Funds**

## **4.1 Appropriated Funds**

If appropriated funds need to be redistributed for any reason, the Vice President of Finance shall discuss budget with respective chairs to ensure such a transaction is feasible.

## **4.2 Exec Checking**

50% of the account balance as of August 1st or $2000, whichever is greater, must be kept in reserve for emergencies. “Emergency” is defined as an outstanding bill that Program Council has no other resources to pay. In addition to this, a minimum account balance of $7,000 must be kept on reserve for Sing Song expenses. This amount should not reflect on Sing Song’s annual internal allocation as this is for expenses not covered by our Appropriated Funds. The remaining funds may be used with Board approval.

All funds paid out of Program Council checking must be approved by Board unless:

· The amount is under $100 and is to be used exclusively for Exec purposes

· An emergency situation dictates that a check be written before the next Board meeting. The Vice President of Finance, the Advisor, or the President may approve without any prior consent of Exec or Board.

Any Programming Board member wishing to program a new event with financial risk involved or to sponsor a program that has not been funded by Student Senate can approach the Vice President of Finance about the possibility of using Program Council Checking to fund the event or cover any loss incurred. The Board member must meet with the Vice President of Finance to discuss use of appropriated funds for a program. Exec will review the request and vote. A majority vote is required for the Internal Appropriations Request to be approved. Exec will inform the requesting chair and Board of the decision. The amount approved by Board will be set aside in the event that the program incurs a loss. Program Council checking does not need to be reimbursed in cases of Internal Appropriations Requests. Once the program has covered its costs, the money set aside for that program will be available again for any requests. Any requested amount not spent will be returned to Program Council Checking.

This fund can be used for programs that will utilize revenue as a funding source as their committee does not have the funds in its own accounts. Money used for this purpose will be reimbursed to Program Council Checking.

Program Council checking will be used to cover the expense of the Program Council retreats and expenses for those delegates of conferences as long as funds are available. Refund criteria for conferences are follows:

· Only participants who have turned in receipts for food or transportation will be reimbursed.

· Each delegate will be reimbursed up to $20 each day for food costs.

· Delegates will be reimbursed for transportation costs that involve traveling to and from SMU to their place of lodging and to and from meals if these costs exceed the amount budgeted by the Student Senate.

· Gas expense will be reimbursed at the current Student Senate standard if these costs exceed the amount budgeted by Student Senate.

# **5. Executive Policies**

Exec reserves the right to create, enforce, and review executive policies regarding any and all aspects of Program Council. These policies are not included in these By-Laws, but are recorded separately and must be adhered to by all Program Council members. Appeals to Executive Policies may be made to Board, whose decision is final by majority vote.

# **6. Amendments**

These By-Laws may be amended by a majority vote of Board at any regular meeting, provided that the amendment has been presented in writing to the President beforehand. The amendment will then be presented to Board and must sit on the table for one week before it is voted upon. No part of this document may be suspended for any period of time unless otherwise provided for in these Bylaws.

7. Attendance and Absences:

All Officers and members will be held to the same attendance policy. If an Officer or Member misses more than two (2) meetings or events in one semester without a valid excuse (illness or emergency only), the officer or member must come before Exec. All absences must be communicated to the VP of Human Resources at a minimum 12 hours before the event. Failure to report a foreseeable absence will result in an unexcused absence. Three (3) or more unexcused absences is grounds for removal of membership outlined in section 2.4.