

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.
- Engender an environment welcoming to all students seeking greater contact with the Spencer Museum of Art and its affiliates.

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.

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 Ambassadors to other student organizations shall also be appointed by the Executive Committee based on interest as well as affiliation with these organizations.

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.
- Preside over all meetings of the Board.
- Name all other committees, be present at all of their meetings, and provide assistance to their Chairpersons.
- Coordinate collaboration with other student organizations by keeping in contact with their leadership as well as providing direction for the SSAB Ambassadors.
- Intermediate discussion between SSAB Ambassadors and the SMA Director of Academic Programs.
- Attend monthly SMA Friends of the Art Museum Board meetings.

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

- Assume the duties of the President in his/her absence.
- Assist the President in carrying out the responsibilities of his/her Office.
- Coordinate functions with other officers and plan activities for regularly scheduled meetings.

SECTION 3 The duties of the Secretary shall be:

- Record minutes of each regularly scheduled meeting.
- Maintain accurate records of attendance in the SSAB Blackboard page and the SMA's database.
- Receive and respond to official correspondence.
- Send regular and committee meeting reminders.

SECTION 4 The duties of the Treasurer shall be to:

- Collect and disburse funds as directed by the Organization.
- Remain in close contact with SMA staff members with financial oversight.
- Implement fundraising efforts.
- Submit funding requests and purchase orders to Student Senate.
- Apply for Coca Cola funding.
- Work with committees to budget funds and make purchases.

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

- Update information on social networking webpages, such as Facebook and Twitter.
- Increase event publicity through campus and community news outlets.
- Recruit new members.
- 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 Ambassadors shall be to:

- Promote interaction between SSAB and other organizations at the University of Kansas and the surrounding community.
- Attend the regular meetings of the group to which they are assigned and open and maintain dialogue with the leadership of that group as to possible collaboration or cooperation whether present or future.
- Assist with coordinating events that engage multiple disciplines.
- Maintain active discussion with the President.

ARTICLE VI NOMINATIONS AND ELECTIONS

SECTION 1 Nominations 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 Director of Education. 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 the 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 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. Committee meetings will be held at a frequency the Committee Chairperson deems necessary.

SECTION 2 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.

SECTION 3 Any Officer has the authority to call special meetings for all active members. The President has the authority to call Officer meetings. 60% or more of the membership has the authority to call special meetings.

SECTION 4 A quorum of ten members—the minimum number—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, a Committee shall be named to oversee planning and preparations.

SECTION 2 The President and SSAB Advisors have the authority to name 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 Appointment of Committee Chairs:

- Committee Chairpersons will be elected by active members at a regularly scheduled meeting.
- Elections for Chairpersons will be announced by the Secretary in the meeting reminder before the election. Any active member can email his/her nominations to smasab@ku.edu or, to remain anonymous, submit their nomination in an envelope to the SMA Director of Education.
- Any active member is welcome to act as a Committee Chairperson. The Committee Chairperson will be elected by a plurality of votes and will serve in that role until the terms of obligation are fulfilled.