

Activities Commission By-Laws

Article I: Participation

Section I: Students Participating in AC Events

- A. AC members will be allowed to participate in AC sponsored events as an AC group, yet not win prizes as a result.
- B. AC members may participate in AC sponsored events and be eligible to win prizes if they clearly are not representing AC during the event.

Section II: Students Employed during AC Events

- A. AC coordinators will have the ability to employ other AC members as performers, but it must be clear in the performance agreement that the performer is an independent contractor whose performance is not affiliated with any Student Association organization or group.
- B. AC members may also work for SA Tech, but while working are not representative of AC.

Article II: Election

Section I: Election Committee

Paragraph I: The election process will be the responsibility of an ad hoc committee referred to as the "Election Committee".

Paragraph II: The Election Committee will be headed by the Vice Chair.

Paragraph III: Including the Vice Chair, the composition of the Election Committee will consist of at least one (1) Executive Committee member and three (3) General Council members.

Paragraph IV: The duties of the Election Committee shall be:

- A) To maintain professionalism and fairness during the entire election process
- B) To ensure proper publication and notice of AC elections
- C) To screen applicants who do not meet the requirements for AC membership as stated in the Activities Commission Constitution (Article II)
- D) To schedule applicants' interviews in an efficient and reasonable manner
- E) To notify and contact all applicants of their interviews and election results

Section II: Stipulations

Paragraph I: Elections will be held twice every academic year, once in the first two weeks of October and once in the first two weeks of April.

Paragraph II: Elections in October will determine "Assistant Members" for the positions of Accents/ACE and Limelight.

Paragraph III: Elections in April will determine the remaining positions: Vice-Chairperson, Secretary, Treasurer, Arts & Exhibits, Contemporary Forum, Concerts, KINO, Mac's Place, Special Events, Treasurer, and Publicity & Promotions. All applications must be due after Student Association elections.

Paragraph IV: Assistant Members and those elected during the April elections will assume their positions on the General Council following April elections.

Paragraph V: If there is a vacancy in any position on the General Council, the Executive Board will be responsible for covering the duties of that position until it is filled through election or appointment consistent with Article VIII of the constitution.

Section III: Procedures

- A. The Election Committee shall accept applications starting approximately one month prior to the date set for the election. The application deadline will be one week prior to the date set for the election.
- B. The Election Committee will schedule a specific time for each applicant's interview. It is suggested that interviews for a specific position be scheduled as close together as possible. The interview should include a brief introduction from the applicant and questioning of the applicant by the General Council.
- C. The General Council will discuss and vote after all applicants for a specific position have been interviewed. Election results will be made known to applicants immediately following the General Council vote. The Chairperson, who doesn't vote, will silently break any tie.
- D. Voting will be done by secret ballot and the majority of votes will determine the applicant who receives the position.
- E. Should the General Council find all applicants for a specific position to be unacceptable, then an extension may be added to the elections in order to find and interview more suitable candidates.
- F. The General Council may waive any provision of this article as circumstances permit.

Article IV: Stipends

Section I: Stipend Reports

Paragraph I: All AC members will be eligible as per Student Association stipend guidelines.

Paragraph II: AC Executive Board members must complete bi-weekly stipend reports.

Paragraph III: AC General Council members excluding the Executive Board must complete stipend reports based on the established Student Association stipend guidelines.

Paragraph IV: Stipend reports must include the following:

- A. A detailed description of how the AC member accomplished her/her duties.
- B. An evaluation of the success of an event (if applicable)
- C. Suggestions for the next chairperson/coordinator

Section II: Stipends are contingent upon completion and submission of required stipend reports, proper training of the incoming

chairperson/coordinator, and regular attendance at General Council meetings to be defined by the Executive Board.

Article V: Training

- Section I:** Training of new General Council members will begin immediately following the elections.
- Section II:** Training of new AC members in their respective position will be the responsibility of the outgoing chairperson/coordinator.
- Section III:** Included in proper training of new AC members is the maintenance of each General Council member's binder and files. This material should include everything that the new member needs to successfully act out their duties and responsibilities.

Article VI: AC General Council Meeting Rescheduling

- Section I:** In the case that an AC event is scheduled for a time that conflicts with the regular AC General Council meetings, then the General Council must agree to an alternate meeting accommodation.
- Section II:** Alternate meeting accommodations may include meeting at the regular meeting time to attend the conflicting event as a show of support, then meeting later than usual or rescheduling the meeting altogether.
- Section III:** If the General Council agrees to an abbreviated meeting in the case of an event conflict, the reports must be emailed to the Chair prior to the regular meeting time.

Article VII: Accents Council for Enrichment (ACE)

- Section I:** AC recognizes ACE as a branch of AC.
- Section II:** AC must review and approve the ACE constitution at the start of each year.
- Section III:** The ACE constitution must be resubmitted for approval after any changes are made.
- Section IV:** Only ACE has the power to change or modify the ACE constitution.

Article VIII: Duties

Section I: Duties and responsibilities of each member of the AC General Council are as follows:

Paragraph I: AC Chairperson

- A) To review applications and select AC delegates for National Association for Campus Activities (NACA) conferences in cooperation with the AC Advisor(s). The Chair may not discuss and will have no say on his or her own application.
- B) To ensure that AC is represented at Transfer and New Student Orientation sessions over the summer
- C) To organize and implement AC retreats (at least one per academic year) and other leadership development opportunities in conjunction with the Vice Chair.

- D) To create agendas for General Council meetings and distribute them by the beginning of the meeting
- E) To act as Chairperson for both the Executive Board and the General Council and preside over meetings of both groups
- F) To review all stipend reports submitted by AC members
- G) To appoint ad hoc committees as needed, and per a vote of approval from the General Council, to discuss and report back on assigned topics

Paragraph II: Vice-Chairperson

- A) To review applications and select AC delegates for National Association for Campus Activities (NACA) conferences in cooperation with the AC Advisor(s). The Vice Chair may not discuss and will have no say on his or her own application, and will act to coordinate registration, travel arrangements and other accommodations for the selected delegates.
- B) To organize and implement AC retreats (at least one per academic year) and other leadership development opportunities in conjunction with the AC Chair.
- C) To coordinate community service events for AC members throughout the year (at least one (1) per semester)
- D) To coordinate AC elections in the fall and spring consistent with the guidelines set forth in Article II
- E) To direct constitutional updating and revision as the need arises.
- F) To perform other duties as directed by the AC Chairperson.

Paragraph III: Treasurer

- A) To prepare monthly financial status reports and distribute these reports to all General Council members and advisors of AC
- B) To review all budget realignments, increases, or budget changes requested by General Council members prior to submitting requests to the Student Association
- C) To encumber all monies, and process all checks, and ensure that payments are sent and received at proper times

Paragraph IV: Secretary

- A) To distribute minutes to all General Council members and advisors at least 48 hours before the next meeting
- B) To order supplies through the Administrative Assistant in the Student Association office
- C) To process all AC related correspondence and distribute it to the proper General Council members
- D) To maintain, organize and inventory AC items, the AC office and the store room behind CU 116.
- E) To create and maintain contact lists
- F) To review the phone log and office hours each week and report the results to the Executive Board

- G) To act as the Historian of the Activities Commission, and be responsible for past events, records and history of the Activities Commission.
- H) To maintain and regularly distribute monthly calendars of planned AC Events to members of the General Council.

Paragraph V: ACE Chairperson/Accents Coordinator

- A) To provide the college campus and outside community with events promoting awareness of under-represented groups including ethnic, cultural, political, and sexual minorities
- B) To work with the Limelight Coordinator, SA Service Manager, AC Program Advisor, and Assistant Director of College Union and Activities to coordinate performance selection and the overall marketing of the Limelight series; including the completion of the next year's brochure prior to the end of the current academic year
- C) To coordinate Accents shows, not necessarily included in the Limelight Series

Paragraph VI: Arts and Exhibits Coordinator

- A) To schedule events and exhibits using the Kinetic Gallery as the primary programming venue
- B) To make the schedule public and available to all interested individuals
- C) To supervise the receptions for each exhibit.
- D) To coordinate the scheduling of student workers/Gallery Sitters during the hours the gallery is open in conjunction with the Art secretary in the School of the Arts.
- E) To meet with artists to discuss the rules/regulations of displaying work in the Kinetic Gallery
- F) To maintain the Kinetic Gallery in accordance with the policies of the College Union and Activities.
- G) To program at least one (1) lecture relating to the fine arts per academic year.
- H) To purchase all needed gallery supplies, inventory all existing gallery supplies in conjunction with the AC Secretary
- I) To act as a liaison between AC, the Student Art Association, and the School of the Arts: Fine Arts Department.

Paragraph VII: Contemporary Forum Coordinator

- A) To provide the college community with speakers reflecting contemporary issues and representing varied views and interests

Paragraph VIII: Concerts Coordinator

- A) To select major acts in consultation with the AC General Council when possible, and to survey and conduct research in order to determine the type of performer most appropriate for the tastes of the student body
- B) To work with any necessary college offices or departments to coordinate major concerts/comedy acts for students, faculty/staff, and the public

- C) Optionally, to coordinate another third show subject to the approval of the Student Association Executive Committee

Paragraph IX: KINO Coordinator

- A) To provide students with the best available and most cost effective film viewing opportunities

Paragraph X: Limelight Coordinator

- A) To work with the Accents Coordinator, SA Service Manager, AC Program Advisor, and Assistant Director of College Union and Activities to coordinate performance selection and the overall marketing of the Limelight series; including the completion of the next year's brochure prior to the end of the current academic year
- B) To, as Assistant Coordinator, attend the Association of Performing Arts Presenters (APAP) conference held each January
- C) To coordinate and supervise each event that is included in the Limelight and Accents Performing Arts series along with the Accents Coordinator

Paragraph XI: Mac's Place Coordinator

- A) To coordinate and supervise all such talent or variety performances sponsored by Mac's Place

Paragraph XII: Special Events Co-Coordinators

- A) To work with Geneseo Late Knight to coordinate events throughout the year
- B) To coordinate AC-sponsored Week of Welcome events, Homecoming, Winter Week, Siblings Weekend, and Springfest planning and events.
- C) To work with the SA Graphics Coordinator to produce the Siblings Weekend Brochure

Paragraph XIV: Publicity and Promotions Co-Coordinators

- A) Should a Publicity & Promotions Committee be formed the co-coordinators must act as co-chairpersons of the committee
- B) To work with the other elected co-coordinator to accomplish the duties of the position
- C) To create and implement a basic publicity and promotion strategy for each AC-sponsored event
- D) To work with each General Council member to design and enact a promotion strategy specific to each individual event, in the event that specific promotion be wanted or needed
- E) To work with the SA Graphics Coordinator, the Assistant Director of College Union and Activities, the Program Advisor, and other members of AC to create and maintain AC websites
- F) To act as a liaison between AC and SA Graphics
- G) To be responsible for the distribution of all program publicity to academic, residential, and off-campus locations
- H) To maintain and regularly update all AC advertising, specifically the AC bulletin board in the College Union
- I) To submit all AC events to campus calendars and listserves

J) To act as primary contact people between AC and all on campus (Lamron, GSTV, WGSU) and off campus media outlets.

Last Revised: April 3, 2007 by NBG

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