Article 1: Name and Purpose
Section 1: Name
The name of the organization shall be called the Board of Activities (BOA).
Section 2: Purpose /Mission
The members of the Board of Activities (BOA) work together to ensure that student life at SUNY Orange is both eventful and unique. Our programs provide cultural, social and recreational opportunities for students to have a quality college experience outside the classroom. Members of BOA are exposed to life-long leadership skills including decision-making, effective communication and time management. BOA prides itself in being one of the many pro-active components at SUNY Orange dedicated to serving the student body.
Section 3: Recommendations
BOA is responsible for making recommendations to clubs seeking Student Senate recognition.

Article II: Membership
Section 1: Eligibility for Membership
Any currently enrolled credit student of SUNY Orange is eligible to be a member of this organization.
Section 2: Voting Member Criteria
One is considered a voting member of this organization in any given academic semester if he/she has attended at least three meetings, have worked three BOA sponsored activities and have signed the BOA agreement in the current semester.
Section 3: Removal of Members
If a member of the organization is not found abiding by the rules and regulations in the student handbook and/or not abiding by the duties and responsibilities set forth in this Constitution and BOA agreement, that member can be removed from the club by due process. The member being considered for removal will receive two weeks notice of the charge. The member who is not in good standing with the club will be given a chance to defend their position. In order to remove a member a quorum shall be present, and a 2/3 vote of the voting members shall decide upon removal.

Section 4: Voting for Events
Members who have attended a total of 3 meetings and have worked 3 activities reserve the right to vote on event scheduling.

Article III: Executive Board

Section 1: The Executive Board Qualifications
A member seeking to hold an officer position must be a SUNY Orange Credit Student with a previous semester QPA and CQPA of at least 2.00. They may be Full or Part- time students. First semester students are eligible to run for an Executive Board positions. The Executive Board

must attend all meetings, unless prior noticed has been given to the Advisor(s).
Section 2: Elected Executive Board Members
BOA President, BOA Vice-President, BOA Secretary
Section 3: Duties of the Executive Board Members
This organization will have, at a minimum, 3 Executive Board Members

A.
President
1.
The President shall be the official representative of the Board of Activities to any other organization and to SUNY Orange.
2.
The President must maintain communications with the advisor(s).
3.
The President will preside over all meetings.
4.
The President is responsible for determining when and where meetings are held and assisting the Executive Board in publicizing this to BOA and campus.
5.
The President will work with the Vice President to ensure efficient administration of group activities.
6.
The President will run the election process.
7.
The President is responsible for creating and implementing an agenda for each meeting.
8.
Agendas must be readily available to all members at the beginning of each meeting.
9.

The President shall be an ex-officio (non-voting member) of BOA except in the event of a tie.
B. Vice-President (V.P).
1. The Vice-President shall preside over all meetings in the absence of the President.
2. The Vice-President is to oversee all committees of the organization. This may include collaborating with the committee chairs in brainstorming ideas and relating them to the club.

3. The Vice-President shall work with the President to ensure efficient administration of group activities.
4. The Vice-President shall be responsible for all internal correspondence on the organizations behalf.
5. The Vice-President shall schedule meetings along with the President to meet with individual committee chairs during the semester and be aware of the state of the committee.
C. Secretary
2

1.
The Secretary shall be the primary administrator of the organizations information.
2.
The Secretary shall be responsible for maintaining an accurate documentation of the minutes and voting records of the board.
3.
The Secretary shall maintain a record of attendance of members at meetings and events.
4.
The Secretary shall have the minutes of the meeting readily available to the President, Advisors, and the Vice-President two business days before scheduled meetings and all members before the start of every meeting.
5.
The Secretary shall be knowledgeable of, or able to obtain, the organizations history and act as a historian on behalf of BOA.
6.
The Secretary shall maintain an up-to-date phone and email list of all BOA members, and distribute them to Officers and members when there is a change or update.
7.
The Secretary shall preside at all meetings in the absence of the President and Vice-President.
Section 4: Vacancy of an Executive Board Member

In the event that the President leaves office, the Vice–President will assume those duties until a special election is held in the same semester (refer to special election section of Article IV.

Section 5:
Removal of an Executive Board Member
A petition to remove an Executive Board member in question must be submitted to the President. The petition must contain the written signatures of 2/3 of the voting membership. When such a petition is received, the President shall call a meeting with the whole organization to determine whether or not the Executive Board member should be removed. If the President is the officer in question, the Vice-President shall call and preside over the meeting.

Article IV: Committees

Section 1: Purpose /Mission
There shall be three committees that will help in improving the cultural, social and recreational opportunities for students at SUNY Orange.

Section 2: Committee Names/Responsibilities

1.
Promotion Committee – research, in charge of all advertising; promoting events in new exciting ways.
2.
Event Committee – research, in charge with all community related events.
3.
Athletic Committee – research, in charge of promoting school athletic events; promoting school spirit.
Section 3: Committee Chair Responsibilities

1. Committee Chairs will be elected from and by all members; any member may nominate him/herself.
2.
The committee chair shall be responsible for researching and holding meeting for their committee. The committee chair shall

report to the Vice President will all information and decisions about their committee.

3.
The committee shall select their program preference by a majority vote.
4.
The committee chair shall report to the Vice President with all information and decisions about their committee; subsequently, the committee chair brings all committee decisions to the Board of Activities for approval. Thereafter, the committee chair shall direct execution of the event with advice and supervision of Vice-President and Advisors.

Article V: Elections

Section 1: Nomination Process

A candidate wishing to take up an Executive Board Member position must be nominated by themselves or another voting member. A candidate wishing to take up an officer position must be nominated by themselves or another voting member. This nomination must be seconded by another member to be placed on the ballot.

Section 2: Election

The President will open the floor for additional nominations. There must be quorum present and voting shall be done by secret ballot. Elections will be held every fall semester, within two weeks of the organizations first meeting.

Section 3: Special Elections

Within 2 weeks of a vacancy in office, the nomination process as outlined in Article V, Section 2 will immediately be implemented by the President.

Article VI: Advisor(s)

Section 1: Duties

The Advisor(s) of BOA must maintain communications with the President and each other, assist in event planning, communicate all BOA related issues to the members, be available as a constant reference, and be knowledgeable of and/or able to obtain the organizations history.

Article VII: Meetings

Section 1: Regular Meeting/Club Activities

Meetings will be held weekly. All decisions shall be made by a majority vote of all voting members present.

Section 2: Special meetings
Special meetings may be called upon request of 3 members of BOA. A special meeting may be called to address an infraction by a member of the Board of Activities or further discuss timely event planning.

Section 3: Parliamentary Procedure
BOA will use a minimal meeting decorum of Parliamentary procedure which includes the Order of Business and maintaining Quorum.

Section 4: Quorum
A 50% plus 1 of the membership must be present in order for official business

to occur.

Article VIII: Amendments
Section 1: Ratification
Amendments to this constitution may be presented by any member of the organization during open forum in any meeting. If a majority of the present members are in favor of the amendment being voted upon the President will set a date during a future meeting to vote on the proposed amendment. It is the responsibility of the President to inform all members of any upcoming vote to amend this constitution. Amendments shall be passed by a 2/3 of the voting membership.

Section 2: Submittal to Student Activities Office
Any changes made to this constitution must be submitted to the Director of Student Activities and BOA advisors.