



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.

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 term if he/she has attended at least two meetings and two BOA sponsored activities in the current term.

Section 3: Removal of Members

If a member of the club 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, 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 5 meetings and 5 activities reserve the right to vote on event scheduling.

Article III: Officers

Section 1: Officer 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 officer positions. Officers must attend all meetings.

Section 2: Elected Officers

BOA Chairperson, BOA Secretary

Section 3: Duties of Officers

This organization will have, at a minimum, two officers:

A. Chairperson

1. The Chairperson shall be the official representative of the Board of Activities to any other organization and to SUNY Orange.
2. The Chairperson must maintain communications with the advisors.
3. The Chairperson will preside over all meetings.
4. The Chairperson is responsible for determining when and where meetings are held and assisting the Secretary in publicizing this to BOA and campus.
5. The Chairperson will work with the Secretary to ensure efficient administration of group activities.
6. The Chairperson will run the election process.
7. The Chairperson 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 Chairperson shall be an ex-officio (non-voting member) of BOA except in the event of a tie.

B. Secretary

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
4. The Secretary shall have the minutes of the meeting readily available to the Chairperson, Advisors, the Student Senate Vice-President and all members before the start of every meeting.
5. The Secretary shall maintain an up-to-date phone and email list of all BOA members.
6. The Secretary shall assume the Chairperson's duties in his or her absence.
7. The Secretary shall work with the Chairperson to ensure efficient administration of group activities.
8. The Secretary shall be knowledgeable of, or able to obtain, the organizations history and act as a historian on behalf of BOA.
9. The Secretary shall be responsible for all written correspondence on the organizations behalf.

Section 4: Vacancy of Office

In the event that the Chairperson leaves office, the Secretary 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 Officers

A petition to remove the officer in question must be submitted to the Chairperson. The petition must contain the written signatures of 2/3 of the voting membership. When such a petition is received, the Chairperson shall call a meeting to determine whether or not the officer should be removed. If the Chairperson is the officer in question, the Secretary shall call and preside over the meeting.

Article IV: Elections

Section 1: Nomination Process

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 Chairperson will open the floor for additional nominations. There must be quorum present of 50% plus 1 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 IV, Section 2 will immediately be implemented by the Chairperson.

Article V: Advisor(s)

Section 1: Duties

The Advisor(s) of BOA must maintain communications with the Chairperson 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 VI: 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 VII: 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 Chairperson will set a date during a future meeting to vote on the proposed amendment. It is the responsibility of the Secretary 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.

Article VIII: New Club Recognition

Section 1: Recommendations

BOA is responsible for making recommendations to clubs seeking Student Senate recognition.