

**Constitution for Student Activities Board of the College of Computing
Created January 25, 2007**

Article I - Name

This organization will be known as the Student Activities Board of the College of Computing (A Georgia Tech Student Organization). Hereafter referred to as SAB.

Article II - Purpose

The purpose of the SAB is to:

Organize and operate academic, recreational, and professional events catered to all undergraduate students of the College of Computing and encourage, promote, and foster a greater sense of community within the College of Computing.

Article III - Membership

- Section 1. All members of the SAB will be all Georgia Tech students who meet eligibility requirements for participation in extra-curricular activities as stated in the GT Catalog and SGA policies. Only Georgia Tech students can vote or hold office.
- Section 2. Associate members are GT faculty, staff, or alumni and their spouses who are interested in the organization. They may not vote or hold office.
- Section 3. There will be no maximum number of members.
- Section 4. Membership will take effect when an interested party signs up on the membership roster at organizational meetings.

Article IV - Officers

Section I. Only GT students eligible according to the GT Catalog can hold or run for office, and they must already be a member of the organization.

Section II. The duties of the Executive Committee will be as follows:

- A. Chair: The Chair will be the executive officer of the Executive Committee and will have general supervision of the affairs of the SAB and will preside at all meetings. The Chair will represent the SAB at all conferences, conventions and faculty or alumni meetings.
- B. Secretary: The Secretary will record the proceedings of each meeting and distribute the minutes to the members. Should the Chair be unable to attend the aforementioned courses, the Secretary will stand in for the Chair.
- C. Public Relations Chair: The Public Relations Chair will coordinate advertising and recruiting for the organization.

- D. Treasurer: The Treasurer will maintain records of all expenditures and ensure that generally accepted accounting practices and monetary controls are in place.

Section III. Officers will be elected in the following manner:

- A. The elections for officers for the forthcoming year will take place no later than May 1st of each year.
- B. Any student member of the SAB may self-nominate or be nominated for any position on the Executive Committee. The candidate names will be emailed out to the list to be voted on at the following meeting.
- C. The candidate for each office receiving a majority vote of members at the elections meeting will be considered the victor. If no candidate receives a majority vote, then there will be a run-off between the two candidates with the most votes. The candidate who receives the most votes will be the victor.
- D. New officers take office at the last meeting of Spring Semester.

Section IV. Officers shall be removed in this manner:

- A. If an officer fails to maintain Institute requirements for holding office (good standing, for example), he or she shall resign immediately.
- B. If it is believed that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition, by the advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present a case.
- C. The Faculty Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the Chair is removed or resigns, the Secretary will take his/her place in the interim. If any officer other than the Chair is removed or resigns, the Chair will take his/her place in the interim. Regular election procedures will be followed to elect any vacant positions during the next meeting.

Article V - Advisor

Section I. A full time GT faculty or staff member will serve as advisor to the organization.

Section II. Nominations for advisor will take place with in the Executive Board. The Executive Board will choose the advisor by a majority vote, and invite him/her to serve as advisor.

Section III. During Officer Elections, the organization will vote on whether to continue the Advisor appointment or not. The vote must be 2/3 of those voting in order to retain the Advisor for the next academic year.

Section IV. The duties of Advisor include: meeting with organization officers, reviewing the yearly budget, signing all required paperwork and advising on issues of risk management, organization leadership, and Georgia Tech policy.

Section V. The Advisor can be removed for not carrying out the duties and expectations as defined in this document. Any member can bring concerns to the Executive Board. The Executive Board will meet with the Advisor to discuss the concerns. After this meeting, the Executive Board will vote on whether to remove the Advisor. The Advisor will be removed by a majority vote.

Section VI. If an Advisor steps down or is removed, the Executive Board will follow the process stated in Article V, Section II.

Article VI - Dues

Section I. Dues will not be collected.

Article VII - Parliamentary Procedure

Section I. Robert's Rules of Order will govern all meetings.

Article VIII - Constitutional Amendments

Section I. Amendments to the constitution shall be submitted to the Executive Committee in writing for consideration. A reading or email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email, at least two weeks in advance of any proposed change in the constitution.

Section III. A two-thirds vote of members present will be required for adoption.

Section IV. Amendments are subject to the approval by the Student Government Association and the Student Activities Committee.