Madison Area Technical College
Student Activities Board

Constitution

Article I  Purpose

The Student Activities Board (SAB) shall be responsible for the disposition of the student activity and incidental fees under s.38.145 (9), subject to the responsibilities of the Madison Area Technical College District Board. Recommendations shall be presented to College District Board through the College President.

Article II  Membership

The Student Activities Board shall consist of eight voting student members and other non-voting staff/administrators as specified in the SAB Bylaws.

Article III  Objectives

1. To establish criteria for the formal recognition of student groups and/or clubs as official college organizations which share in the segregated funds.

2. To formulate guidelines for administering funds.

3. To examine annually the applications and review, approve, or deny in whole or in part the budgets of activity groups judged to be eligible to share funds.

4. To make judgments on the allocation of funds from the segregated funds to those activities that qualify according to established guidelines.

5. To report recommendations to the Madison Area Technical College District Board through the Student Senate and the College President.

6. To administer all segregated funds responsibly.

7. To recommend other areas to be covered by the segregated funds to the Madison Area Technical College District Board.

8. To forward budgets for the approval/veto, of the Student Senate (core budgets only, not line by line).
Madison Area Technical College
Student Activities Board

Bylaws

I. Membership

A. Requirements

All student representatives serving on the SAB and their alternates must:

1. Be registered and in attendance in MATC postsecondary courses which contribute to the Supplemental Fee
2. Carry a present minimum of six active credits
3. Maintain a 2.00 grade point average.

B. Officers

1. There shall be the following officers:
   a. Co-Chairperson – Executive Dean of Student Development and Success
   b. Co-Chairperson – President of the Student Senate or Designee
   c. Secretary - Administrative Assistant to the Executive Dean of Student Development and Success. This officer is not a member of the Student Activities Board.

C. Voting Members

1. There shall be eight voting members

2. Student Representatives shall be appointed by and representative of the following organizations:
   a. Student Senate
   b. Programs and Activities Council
   c. Athletics
   d. The Clarion
   e. Performing Arts
   f. Campus Center
   g. Phi Theta Kappa

3. There shall be one additional student voting member appointed by the SAB Executive Committee.
   a. If possible, interested parties who are not involved with the organization designated in Chapter I § C (2) shall be considered with added weight. Representatives of the Downtown and the Commercial Avenue Education Centers are highly recommended.
4. Each organization designated in Chapter I § C (2) shall appoint an alternate who will represent that organization as a voting member in the absence of the primary representative. Alternates are expected to attend all meetings.

D. Non-voting Members

1. Non-voting members of the SAB shall consist of
   a. Student Life Administrator
   b. Athletic Director
   c. Advisors to all voting organizations
   d. A financial advisor to be appointed by the College President

II. Meetings

A. The first organizational meeting in the Fall shall be called by the Chairpersons no later than the last school day in September.

B. The Student Activities Board shall meet as necessary during the Fall and Spring semesters, at the discretion of the Co-Chairpersons.

III. Quorum

A. A quorum necessary to conduct business shall be defined as a majority of the voting Student Activities Board members in accordance with Robert’s Rules of Order Newly Revised (latest edition)

IV. Voting

A. A majority vote of those in attendance shall prevail. Members may not cast their vote by proxy.

B. The student Co-Chairperson shall retain voting rights for all questions.

C. The administrator Co-Chairperson may only vote in the case of a tie.

V. Committees

A. Executive Committee

1. The Student Activities Board shall elect an Executive Committee by the end of each spring semester.

   a. In the event that an elected member of the Executive Committee resigns and the SAB is not convened to replace the member, the remaining members of the Executive Committee shall elect a replacement.

2. The Executive Committee shall consist of the Chairpersons and two other voting members.
3. The Executive Committee is authorized to act with the full authority of the SAB under unusual circumstances, between meetings, and during the Summer.

B. Ad hoc committees may be appointed by the Chairpersons as needed with approval of the Student Activities Board.

VI. Budget Allocations

A. Allocations for the coming school year shall be on the basis of segregated funds projected in February of the preceding year.

B. If the anticipated income is not forthcoming, other options may be sought with the approval of the Student Senate.

VII. Additional Funds

A. Additional funds to be added to segregated fees shall be

1. Receipts from vending machines

2. Other special funds designated by Madison Area Technical College District Board to be used for student activities.

B. All monies covered by Chapters VI and VII of these Bylaws are to be titled Student Activities Board Funds and shall be deposited in the Student Activities Board account of the College's Special Funds.

VIII. Budget Requests

A. Budgets must be prepared and presented on prescribed forms.

IX. Contingency Fund

A. The SAB shall maintain a contingency fund to cover extraordinary circumstances related to its responsibility for student activities.

B. The target balance of the contingency fund shall be decided annually by the SAB.

X. Surplus Funds

A. Organizations that receive SAB funds shall maintain records to account separately for monies allocated by the SAB or collected through means normally included in the budget and revenues generated from special project activities specifically designated for a special purpose.

B. Organizations whose special project revenues exceed budgeted revenues may retain 100 percent of these excess funds, less any amount by which actual expenditures exceed budgeted expenditures.

C. Organizations whose SAB allocation exceeds actual expenditures must return 100 percent of these excess funds to the SAB to be reallocated.
D. Any organization whose year end balance is negative in an amount that exceeds 5% of that year’s expenditure budget will have its expenditures capped at the budgeted level for the succeeding year.

1. Exceptions to this policy may be made at the discretion of the SAB

XI. Budget Approval

A. The Student Activities Board shall approve budgets according to objectives of Article III of the Student Activities Board Constitution.

B. Budgets are to be forwarded to the Student Senate for approval five (5) weeks prior to the last day of regular classes of the spring semester.

C. If the Student Senate does not act within four (4) weeks of receiving the budget, the budget will stand as approved.

XII. Procedures

A. The Student Activities Board shall develop procedures that best augment the implementation and administration of its objectives.

XIII. Reports to District Board

A. The SAB shall make reports as requested to the Madison Area Technical College District Board, to the Student Senate, or to the College President.

XIV. Reserved Powers Clause

A. Any powers, not specifically given herein to the MATC Student Activity Board, reside in the MATC Student Senate, which is the sole, duly elected, body representative of student rights under Act 101.

XV. Parliamentary Authority

A. The rules contained in Robert's Rules of Order Newly Revised (latest edition) shall govern the SAB in all cases to which they apply, providing they are not inconsistent with the bylaws or any special rules of order the SAB may adopt.
XVI. Amendments to the Constitution and Bylaws

A. The Constitution and Bylaws of the Student Activities Board may be amended with the approval of:

1. A three-fourths majority of the voting members of the SAB
2. The Student Senate
3. The College President
4. The Madison Area Technical College District Board

Revised:
8-4-76
2-1-78
2-87
6-87
7-90
4-91
4-95
4-01
12-11-02