

## SOCIAL COMMITTEE

### Statement of Purpose

The Social Committee, as a standing committee of the Student Association, shall be responsible for planning and coordinating social activities such as movies, concerts, dances, coffeehouses, and novelty acts for the benefit of the campus. The Social committee also aids in creating a community spirit among the student body through the wide variety of the events offered.

### Committee Membership

The total membership of the committee shall be twenty-three (23) voting members and one (1) nonvoting advisor.

#### A. Voting members of the Social Committee shall include:

1. Chair, in the event of a tie
2. Director of Films and Special Events
3. Director of Music and Dance
4. Director of Logistics and Sound
5. Director of Publicity
6. Secretary/Treasurer
7. Off-Campus Representative
8. Senior Class Representative
9. Junior Class Representative
10. Sophomore Class Representative
11. Freshman Representative
12. Martin Hall Representative
13. Hardin Hall Representative
14. Couch Hall Representative
15. Veasey Hall Representative
16. Galloway Hall Representative
17. Raney Hall Representative
18. Houses Representative
19. Clifton Apartments Representative
20. Huntington Apartments Representative
21. Front Street Apartments Representative
22. Corner Apartments Representative
23. Village Apartments Representative <sup>1</sup>

#### B. Non-voting members shall include:

1. Non-voting advisor

### Selection of Membership

#### A. Executive Positions:

Chair, Director of Films and Special Events, Director of Music and Dance, and Director of Logistic and Sound, and Director of Publicity shall be appointed by the Senate on the recommendation of the Committee on Committees.

The Secretary/Treasurer shall be appointed by the Chair.

#### B. Elected Representatives:

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<sup>1</sup> The "Village Apartments Representative" may be split into "Village Apartments Building C Representative" and "Village Apartments Building D Representative" based on the presence of more than 3 candidates or at the discretion of the chair.

Hall Representatives, Hendrix Apartment Reps, and the Off-Campus Representative shall be elected in a fall general election.

C. Advisor

A non-voting advisor shall be appointed by the Chair, most commonly affiliated with Student Activities.

A. Duties of the Chair include:

1. Preside over all meetings of the Social Committee, including weekly Executive meetings.
2. Form all sub-committees of the Social Committee.
3. Serve as a non-voting member of the Senate.
4. Publish and maintain at least five designated office hours weekly, and stop by the office once a day.
5. Serve as the ultimate liaison for Social Committee with the entertainment agencies and external constituencies.
6. Be aware of and Serve as a signatory representative for all Social Committee paperwork and make available all financial business to the Senate Treasurer.
7. Keep the Social Committee Advisor informed of all relevant issues and concerns and maintain a regular meeting schedule with the advisor.
8. Organize and facilitate the summer planning retreat, and other retreats, as necessary.
9. Prepare and present the Social Committee budget, with the assistance of the Secretary/Treasurer.
10. Attend and actively participate in all Social Committee events and promote interest in all social events through an enthusiastic attitude.
11. Maintain continuing membership in the National Association of Campus Activities (NACA).
12. Responsible for convening the Executive Committee to address neglect of Social Committee members' responsibilities and for informing Senate when a Social Committee Executive member has neglected responsibilities.
13. Hold scheduled meetings with the Secretary/Treasurer.

B. The duties of the Director of Music and Dance shall include:

1. Maintain an up-to-date file of a variety of entertainers; present a cross-section to the Music and Dance subcommittee from which to choose events for the year.
2. Act as representative with entertainment agencies (negotiate contracts, obtain promotional materials, reserve hotel rooms, accommodate properly visiting performers.)
3. Plan and direct, with the assistance of the Music and Dance subcommittee members, all concerts, dances, student performances, and coffeehouses sponsored by the Social Committee. The Director of Music and Dance will be present throughout each event's period.
4. Supervise members of the Social Committee working these events, and report any absences to the Secretary/Treasurer and Chair.
5. Hold regular Music and Dance Committee meetings,
6. Follow appropriate and timely procedures in submitting financial paperwork, including vouchers (check requests), purchase requisitions and orders, and receipts, to the Secretary/Treasurer with a copy to the Chair.
7. Ensure that all Social Committee files, business papers, catalogs, contracts, musical material, and promotional items remain in the Social Committee office.
8. Work closely with the Director of Logistics and Sound, and all other technical personnel for all relevant events.
9. Maintain at least two office hours weekly, and stop by the office once a day.
10. Attend all Social Committee meetings, including the weekly executive meeting.
11. Attend and actively participate in all Social Committee events and Promote interest in all social events through effective publicity and an enthusiastic attitude.
12. Attend the summer planning retreat.
13. Fulfill other duties as assigned by the Chair.

C. The duties of the Director of Films and Special Events shall include:

1. Act as representative with entertainment agencies (negotiate contracts, obtain promotional materials, reserve hotel rooms, accommodate properly visiting performers).
2. Plan and direct all special events.
3. Supervise members of the Films and Special Events subcommittee meetings.
4. Hold regular Films and Special Events subcommittee meetings.
5. Responsible for contracting appropriate technical personnel and the Director of Logistics and Sound for all relevant events.
6. Follow appropriate and timely procedures in submitting financial paperwork, including vouchers (check requests), purchase requisitions and orders, and receipts to the Secretary/Treasurer with a copy to the Chair.
7. Ensure that all Social Committee files, business papers, catalogs, contracts, and promotional items remain in the Social Committee office.
8. Maintain at least two designated office hours weekly and stop by the office once a day.
9. Attend all Social Committee meetings, including a weekly executive meeting.
10. Attend and actively participate in all Social Committee events and Promote interest in all social events through an enthusiastic attitude.
11. Attend the summer planning retreat, and other retreats as necessary.
12. Fulfill other duties as assigned by the Chair.

D. The duties of the Director of Logistics and Sound shall include:

1. Work closely with the Director of Music and Dance, for all relevant events.
2. Responsible for all Social Committee sound equipment, including the coordinating of set-up and take-down of all sound equipment used for all Social Committee events
3. Responsible for appointing and training a Social Committee member who can carry out duties in event of absence.
4. Establish a sound equipment check-out procedure to include an equipment checklist. Maintain a calendar of equipment reservations to be consistently updated, and easily accessible to Social Committee.
5. Responsible for handling equipment before and after each event (including non-Social Committee use) to ensure that no equipment is either damaged or missing. Keep checklists of equipment use for each event in proper files.
6. The Director of Logistics and Sound will unlock and lock the door to the equipment room only. The assistance with the set-up and breakdown of the equipment are required of the renter.
7. Responsible for handling equipment deposits and submitting equipment revenue to the Social Committee Secretary/Treasurer.
8. Responsible for handling rental contracts for organizations wishing to rent the equipment.
9. Assess sound equipment after each event to ensure that no equipment is either damaged or missing. Keep checklists of equipment use for each event in proper files.
10. Maintain at least two office hours weekly and stop by the office once a day.
11. Actively participate and engage in executive and standing committee meetings
12. Attend all Social Committee meetings, including the weekly executive meeting.
13. Attend and actively participate in all Social Committee events and Promote interest in all social events through an enthusiastic attitude.
14. Attend the summer planning retreat, and other retreats as necessary.
15. Fulfill other duties as assigned by the Chair.

E. The duties of the Secretary/Treasurer shall include:

1. Take notes from the weekly Social Committee meetings; type, copy, and distribute notes in a timely manner.
2. Keep a record of the absences of all Social Committee members and inform the Chairperson of all members who have maximum unexcused absences.
3. Collect funds from sale of merchandise and deposit these funds with the Business Office.

4. Collect equipment revenue and deposit these funds with the Business Office.
5. Maintain all Social Committee business records in an up-to-date, orderly fashion.
6. Maintain at least two office hours weekly: stop by the office once a day.
7. Attend all Social Committee meetings, including the weekly executive meeting.
8. Attend and actively participate in all Social Committee events
9. Attend the summer planning retreat, and other retreats, as necessary.
10. Fulfill other duties as assigned by the Chair.
11. Maintain regular meetings with Chair.

F. The duties of the Director of Publicity shall include:

1. Responsible for publicizing each Social Committee event in a creative and effective way.
2. Hold regular Publicity subcommittee meetings
3. Responsible for preparing publicity to be displayed or distributed at least two weeks prior to event.
4. Work closely with the Directors of Films/Special Events and Music/Dance to ensure adequate publicity
5. Maintain an up-to-date file of all relevant publicity items.
6. Follow appropriate and timely procedures in submitting all financial paperwork to the treasurer.
7. Order publicity items to be in hand at least one week prior to distribution.
8. Maintain at least two office hours weekly
9. Attend all Social Committee meetings, including the weekly executive meeting.
10. Attend and actively participate in all Social Committee events and promote interest in all social events through effective publicity and an enthusiastic attitude.
11. Attend the summer planning retreat, and other retreats, as necessary.
12. Type, copy, and distribute Toilet Tribunes to Social Committee members.
13. Fulfill other duties as assigned by the Chair

G. The expectations of the Social Committee Representatives shall include:

1. Keep publicity current by consistently posting the Toilet Tribunes and other committee advertisements within 24 hours of receipt or notice.
2. Attend all Social Committee and relevant sub-committee meetings. If unable to attend any committee meeting, send an informed substitute and inform the Chair.
3. Know the residents of your hall and be available to hear their suggestions.
4. Encourage student participation and attendance at all Social Committee events.
5. Participate regularly in the staffing of Social Committee events.
6. Attend and actively participate in all Social Committee events and promote interest in all social events through effective publicity and an enthusiastic attitude.
7. Fulfill other duties as assigned by the Chair.
8. Adhere to the Social Committee attendance policy.

Functioning of the Committee

The Executive positions for the Committee shall be appointed by the Senate

B. In the event that a vacancy occurs, Social Committee 1) shall open filing if an executive position is left vacant; 2) hold a vote within the Social Committee for all interested students with a non-executive vacancy. An officer can be removed on the recommendation of the Chair to the Senate by a majority vote of the Senate. Executive Committee positions on the Social Committee are paid positions.

C. The Social Committee shall be financially supported by the Student Activity Fund. The Senate allocates funds at the beginning of each academic year. The Committee spends this money on movies, novelty acts, bands, co-sponsorships, music equipment, off-campus events, dances, publicity, and operating expenses. All executive

officers shall manage the money, but all expenses must be approved by the Chair, advisor, and all expenses shall be held accountable to the Senate Treasurer.

D. If a member becomes aware that he/she will not be able to attend a meeting, that person is responsible for finding a replacement (preferably a representative from their hall council) that will act as a non-voting member. An unexcused absence is counted if a member fails to send a replacement to that meeting or if a member is more than 15 minutes late

Each member shall be allowed three (3) unexcused absences from regularly scheduled Social Committee meetings per semester. In addition, each member shall be allowed one (1) unexcused absence from an annually sponsored major event as defined in the Social Committee description or three (3) absences per semester from scheduled activities not included as a major event. Further, members shall attend all Social Committee events and send a non-Social Committee replacement if absent from events.

Following the third unexcused absence from a semester meeting or event, the member shall receive a letter from the chair or secretary of the Social Committee. This letter shall be a statement requiring the member to appear before the Social Committee Executives. The Executive Committee shall determine appropriate action to be taken.

E. The Social Committee shall implement and enforce the Student Association Equipment Training Policies and Rental Procedures. (See attached policy).

F. The Committee shall determine its own method of operation with the exception of those facets of its work which is detailed in this Document.

G. In order to hold a vote, a quorum of two-thirds of the voting members of the Committee must be in attendance. The chair holds the deciding vote in event of a tie.

H. The Committee shall establish a regular meeting time. Special meetings may be called by the Chair or upon petition of a majority of the voting members of the Committee.

I. All regular and special meetings of the Committee shall be open to all students, staff, and faculty unless a majority of the Committee votes to close that meeting.

J. All acts, resolutions, and allocations passed by the Committee must be approved by a majority vote unless otherwise provided for in this Document. All votes must be cast in person.

K. All members of the Committee shall discharge any duties delegated to him or her by this Document or by the Committee.

#### Amendments to this Document

Amendments to this Document shall be initiated by a petition by any member of the Committee. Each petition for an amendment shall contain the full text of the proposed amendment and shall be signed by at least half of the members of the Committee. Petitions for amendments shall be filed with the Committee. All amendments are subject to approval by the Senate.

The Chair shall make provisions for a special vote by members of the Committee for any duly initiated amendments to the Document; provided that a vote shall be held no later than three weeks following the initiations of the amendment; provided further, that no such vote will be held in the final two weeks of a semester. An amendment shall become effective as part of this Document only if approved by a two-third vote of the voting members of the Committee cast on the amendment and approved by a majority vote of the voting members of her Senate.

A new document to replace this Document shall be initiated in the same manner that amendments to this Document are initiated and adopted.

## EQUIPMENT RENTAL TRAINING POLICIES AND RENTAL PROCEDURES

### Equipment Training Policy

Any organization desiring the use of the Social Committee sound equipment at any time during the year must have a representative attend an equipment orientation session, to be held at the beginning of each new academic semester. If the organization has a representative at the Fall Semester session, then that organization is permitted to use the Social Committee sound equipment for the rest of the academic year. If the organization fails to have a representative present at the time of the orientation session, the organization MAY REQUEST the Social Committee to set up, breakdown, and/or run the equipment for a fee of \$10.00 per hour, with a minimum of four hours. Social Committee reserves the right to deny requests because of lack of personal time. If the organization fails to have a representative present at the time of the orientation session, the organization will be denied rental of the sound equipment for that semester. To gain the ability to rent the sound equipment, the organization must have a representative present at the next equipment orientation session – held at the beginning of the next semester. After the organization's representative has been properly trained on the sound equipment, the organization will have the right to rent the sound equipment from the Social Committee.

### On-Campus Equipment Rental Procedure

The organization wishing to rent the equipment must contact the Social Committee not later than one week prior to the date the equipment will be needed. Requests made after one week will be given second priority to those made within the specified time.

A trained representative of the organization wishing to rent the equipment must contact the Social Committee to arrange a time for the equipment to be picked up.

A rental contract must be signed by the organization wishing to rent the equipment.

At the time the equipment is picked up, a \$25.00 security deposit and a \$25.00 rental fee will be retained by the Social Committee. These may be in the form of check or on-campus account fund transfer papers.

Also at the time of pick-up, a specified time and date will be set for the return of the equipment. Failure to return the equipment at the specified time will result in the automatic retention of the security deposit by the Social Committee. If there is an emergency, and the organization is unable to return the equipment on time, the organization must contact the Social Committee and explain the situation no later than one hour prior to the pre-arranged return time. At this time, a new time will be established for the return of the equipment.

If the sound equipment is returned on time and in the condition it was received in, the security deposit will be returned.

### Off-Campus Equipment Rental Procedure

The organization wishing to rent the equipment must contact the Social Committee no later than one week prior to the date the equipment will be needed. Requests made after one week will be given second priority to those made within the specified time.

A trained representative of the organization wishing to rent the equipment must contact the Social Committee to arrange a time the equipment will be picked up.

A rental contract must be signed by the organization wishing to rent the equipment.

At the time the equipment is picked up, a \$50.00 security deposit and a \$50.00 rental fee will be retained by the Social Committee. These may be in the form of check or on-campus account fund transfer papers.

Also at the time of pick-up, a specified time and date will be set for the return of the equipment. Failure to return the equipment at the specified time will result in the automatic retention of the security deposit by the Social Committee. If there is an emergency, and the organization is unable to return the equipment on time, the organization must contact the Social Committee and explain the situation no later than one hour prior to the pre-arranged return time. At this time, a new time will be established for the return of the equipment.

If the sound equipment is returned on time and in the condition it was received in, the security deposit will be returned.

#### Non-Hendrix Organization Equipment Rental Procedures

The outside organization wishing to rent the equipment must contact the Social Committee not later than one week prior to the date the equipment will be needed. Requests made after one week will be given second priority to those made within the specified time.

A trained representative of the outside organization wishing to rent the equipment must contact the Social Committee to arrange a time the equipment will be picked up. If the outside organization has no representatives that have been trained on the equipment, the Social Committee reserves the right to require that they retain the Director of Logistics and Sound to oversee their use of the equipment, at a cost of \$10.00 per hour, with a minimum of four hours.

A rental contract must be signed by the organization wishing to rent the equipment.

At the time the equipment is picked up, a \$150.00 security deposit and a \$50.00 rental fee will be retained by the Social Committee. These may be in the form of check or credit card.

Also at the time of pick-up, a specified time and date will be set for the return of the equipment. Failure to return the equipment at the specified time will result in the automatic retention of the security deposit by the Social Committee. If there is an emergency, and the organization is unable to return the equipment on time, the organization must contact the Social Committee and explain the situation no later than one hour prior to the pre-arranged return time. At this time, a new time will be established for the return of the equipment.

If the sound equipment is returned on time and in the condition it was received in, the security deposit will be returned.

NOTE: All checks need to be made payable to Hendrix College.