

## **Bylaws of the Executive Board of the Student Activities Council**

*Adopted by the SAC Executive Board on February 2, 2018*

*Last amended: November 19, 2020*

### **Section 1: Definitions**

1. "SAC" refers to the Student Activities Council.
2. "SAC Exec" refers to the Executive Board of the Student Activities Council as established by the Constitution of the Student Activities Council.
3. "Funding Guidelines" refers to those guidelines used by SAC Exec when making decisions and recommendations regarding funding for contingency requests and the annual budget.
4. "SAC General Body" refers to the General Body as established by the Constitution of the Student Activities Council.
5. "SAC Super Exec" refers to those positions elected by SAC Exec by an internal election process outlined in these Bylaws.
6. "Academic Year" refers to the Fall and Spring Academic Terms as defined by Penn's Academic Calendar.
7. "SAC Terms" refers to the two periods occurring between the two SAC Exec election cycles. The first of these periods occurs following the October SAC General Body Meeting and lasts until the conclusion of the February General Body Meeting. The second of these periods occurs following the February General Body Meeting and lasts until the conclusion of the October SAC General Body Meeting.

### **Section 2: Anti-Violence Statement**

1. SAC will not tolerate instances of interpersonal or sexual violence on or around Penn's campus as it affects Penn students, staff, or faculty. SAC Exec, in consultation with the appropriate resources such as the Penn Women's Center, Counseling and Psychological Services, etc, will respond swiftly to instances of violence or injustice brought to its attention through public statement, internal action, or anonymous report. SAC affirms its commitment to centering the experiences of all survivors of interpersonal and sexual violence and will advocate on behalf of the undergraduate students it represents when called upon to condemn rape culture at Penn and support its constituents. The SAC Executive Board functions as a student group at the University of Pennsylvania, and thus maintains the right to support survivors as

such.

2. The Student Activities Council aims to ensure that we are a safe space for all members, regardless of their backgrounds and experiences. Therefore, SAC will not tolerate discriminatory actions, practices, or hate speech regarding an individual's gender, race, sexuality, religion, immigrant status, or identity from any of its members. Engaging in such behaviors or any other violations of the University of Pennsylvania's Anti-Discrimination Statement are grounds for removal from SAC Exec.

### **Section 3: Meetings and Procedure**

1. The chair of a meeting must call the meeting to order and adjourn the meeting. The chair of a meeting may change throughout a meeting, based on the composition of those in attendance at a meeting.
2. With the exception of the meeting during which applications for New Group Recognition are reviewed, meetings of SAC Exec will ordinarily be chaired by the Chair of SAC Exec. In the absence of the Chair of SAC Exec, the Vice-Chair of SAC Exec will chair the meeting in question. In the absence of both the Chair and Vice-Chair, the Communications Director will chair the meeting in question.
3. The Vice-Chair of SAC Exec will ordinarily chair the meeting during which applications for New Group Recognition are reviewed.
4. The chair of a meeting will ordinary vote on all matters. However, irrespective of their choice to vote, the chair counts as a voting member present when tallying vote totals.
5. The funding guidelines must be made public on SAC's website.
6. The funding guidelines may be amended by a 2/3rds majority vote of the members of SAC Exec.
7. If a SAC Exec member is a member of a group which is being voted on for either a funding allocation or recognition, then that SAC Exec member must recuse themselves from the vote in question.
8. Any SAC Exec member may recuse themselves from a vote when they believe that they have a conflict of interest. While the recused member will continue to count as present for the purposes of determining quorum, they will no longer count as a voting member present.

#### **Section 4: Online Voting**

1. While votes on motions will ordinarily occur during meetings of SAC Exec (as outlined above), votes may also occur outside of such meetings. These votes will be conducted online via email.
2. A motion to vote on a matter online does not need to be entertained by the Chair before proceeding to a vote, nor does such a motion require a second. The vote will be introduced via email by the Communications Director.
3. All members of SAC Exec are considered to be voting members present for an online vote.
4. An online vote closes after either twenty-four (24) hours or after the motion has obtained a sufficient number of votes to pass/fail - whichever occurs first.

#### **Section 5: Responsibilities of Executive Board Members**

1. SAC Exec members are responsible for the proper discharge of the duties of their seat. For general Exec members, this includes but is not limited to: timely correspondence with Exec and group representatives; attendance at Exec meetings, GBMs, and meetings where New Group Recognition and Budget and Allocations are discussed; attendance at the meetings of any external funding boards that have allocated a seat to SAC Exec.
  - a. In the case of the SAC Chair, this also extends to proper liaising with the rest of Penn Student Government's Steering Committee; attendance at UA Steering, PSG Steering, and the Funding Steering Assembly; and management of the annual allocations process. The Chair of the Student Activities Council may make appointments to financial boards to seats allocated to SAC. The Chair additionally will observe the NEC's allocation of University Council seats as the observer from SAC and will participate in the UA Budget process as outlined in the Bylaws and Constitution of the UA.
  - b. In the case of the SAC Vice Chair, this also extends to management of the biannual activities fairs and the new group recognition process. In the event that the Chair cannot perform any duties above, the Vice Chair will substitute.
  - c. In the case of the SAC Communications Director, this also extends to scheduling with groups regarding meetings for re-recognition and contingency funding as well as management of SAC records.

- d. In the case of the SAC Technology Director, this also extends to maintenance of the website and other services under their purview.
2. SAC Exec members may be removed by a unanimous vote of the 8 remaining members of the Executive Board for substantial violation of any of these policies, violation of the Anti-Violence Statement, or general conduct unbecoming a member of the Exec board. Any member of the Executive Board may begin this process by submitting an anonymous petition for removal in writing to the Chair.
    - a. If the Executive Board member wishes to submit an anonymous petition calling for the removal of the Chair, the Vice Chair will take on all duties and responsibilities traditionally executed by the Chair outlined below.
    - b. To center the experiences of those affected and to respect their right to choose whether or not to engage in formal reporting actions within the context of the University of Pennsylvania, the Staff Advisor for the SAC Executive Board who operates as staff through the Office of Student Affairs may or may not be involved during the removal process at the discretion of the anonymous member filing the report through conversation with the Chair. The Chair will be in contact with the Staff Advisor regarding all proceeding operations and decisions. The anonymous member will be made explicitly aware that the Staff Advisor is a non-confidential, mandatory reporter at the University, and will be required to operate as such if they are included in the removal proceedings.
    - c. Following the submission of an anonymous petition, the Chair will consult with the Super Executive Board who will, by a 2/3 vote, decide what the operations of the SAC Board shall look like during this review. This may include, and is not limited to schedule changes, meeting cancellations, and a temporary suspension of the member in question.
      - i. Next, maintaining anonymity of the initial reporter, the Executive Board member under review and the Executive Board will be notified of the petition for removal.
      - ii. Any violation of anonymity will result in immediate suspension of the member until the next SAC GBM.
    - d. Prior to the removal vote, the member in question will have the opportunity to submit a written letter to the SAC Chair, which will be read aloud to the Executive Board. The member in question will not be present for this meeting. The Executive Board will deliberate and vote by secret ballot on the

removal of the member. The Chair, on behalf of the Board will then communicate the decision with the member.

- e. Extensive records will be kept of every communication regarding the petition for removal from the moment it is received until resolution.

## **Section 6: Internal Elections**

1. Elections of the Chair, Vice Chair, and Communications Director will occur at the first meeting of the Executive Board following the October GBM and the February GBM.
2. The Chair, Vice Chair, and Communications Director will be elected internally by the Executive Board. A candidate will be elected by a majority vote. If no candidate receives a majority of votes of voting Executive Board members present, then the candidate with the fewest votes will be dropped, and another round of voting will occur. If there is a tie for fewest votes, then deliberations will continue and another round of voting conducted.
3. The order of elections will be as follows:
  - a. Chair
  - b. Vice Chair
  - c. Communications Director
4. The format of the elections of the Chair, Vice Chair, and Communications Director will be as follows:
  - a. Maximum three-minute speech by each candidate
  - b. Five-minute Q&A session with voting Executive Board members
  - c. Deliberation session by voting Executive Board members
5. Voting Executive Board members are those 1) not running for the position being elected, 2) present at the beginning of the speech of the first candidate for the position being elected, and 3) not leaving the room at any point during an election unless agreed upon by the majority of the voting Executive Board members.
6. The outgoing Chair will preside over the Chair, Vice Chair, and Communications Director elections, but will only be allowed to vote if they are an Executive Board member following the last Executive Board election. In the event the outgoing Chair is running for Chair, the SAC advisor will preside over only that election. If a SAC Exec Board member does not want the outgoing Chair to run an election, then they must alert the SAC advisor at least 72 hours in advance of the elections and the SAC advisor will substitute.
7. Candidates will only be present in the room for only their speech and Q&A session.

8. Elections will be conducted through secret ballot.
9. In the case of the removal or resignation of the Chair, Vice-Chair, or Communications Director, SAC Exec will hold an internal election at the next scheduled meeting of SAC Exec after a position is vacated. At this election, the remaining members of SAC Exec will elect a new Chair, Vice-Chair, or Communications Director. Should such a vacancy occur outside of the academic year, an election will be held at the earliest convenience of the members of SAC Exec.
10. There is no line of succession between the Vice-Chair and Chair. However, in the case that the position of Chair becomes vacant, the Vice-Chair may serve as acting Chair until a new election for Chair is held.

### **Section 7: Amendments**

1. Amendments to these Bylaws must be presented to either the SAC Executive Board at a meeting of the SAC Executive Board or to the SAC General Body at a SAC General Body meeting. In either case, amendments must be presented in writing to the SAC Chair at least 7 days prior to the meeting.
  - a. These amendments will be distributed in writing to general body members prior to the SAC GBM where they will be considered.
  - b. A motion to introduce a bylaw amendment during a SAC General Body Meeting must be passed by a majority of voting members present at the SAC General Body Meeting. If an amendment is successfully introduced, then the chair of the SAC General Body Meeting will give SAC Exec's opinion on the amendment. Following the opinion of SAC Exec, the SAC General Body will discuss and debate the amendment, as moderated by the chair.
2. An amendment to these Bylaws requires a 2/3rds majority vote of the members of SAC Exec or 2/3rds majority vote of the members of the SAC General Body.