

# **Student Life Lecture Board By-laws**

Approved April 10, 1998 and last Amended April 2005

- I. **NAME:** The Name of this organization shall be the Oakland University Student Life Lecture Board (SLLB).
- II. **PURPOSE:** The SLLB's purpose is to provide Oakland University Students and the OU community with a popular and diverse series of lectures to educate, inform, motivate, and entertain with persons distinguished in their field.
- III. **MEMBERSHIP:** Membership on the SLLB will consist of 15 people:
  - A. 1. The Assistant Director of Leadership and Service-Learning will serve as Administrative Co-Chairperson.
  - B. 2. A student will serve as Co-Chairperson. The Lecture Chair of the Student Program Board will serve as the Student Co-Chair of the Student Life Lecture Board.
  - C. The following persons shall serve as ex officio voting members.
    3. President of the University Student Congress
    4. President of the Association of Black Students (ABS)
    5. Chairperson of the Student Program Board (SPB)
    6. Director of the Center for Student Activities and Leadership Development
    7. Assistant Director for Residence Life
    8. President of the Residence Halls Association (RHA)
  - D. (9) The Vice President for Academic Affairs, the (10) University Student Congress and the (11) AP Assembly will each select one representative to serve on the board each year as voting members for either a one or two year term.
  - E. The co-chairpersons jointly will appoint three students (12, 13, 14) and one OU employee (15) to serve on the Student Life Lecture Board after an application/interview process by the end of September of each year. It is hoped, but not required, that the chair will use these appointments to accommodate constituencies and groups not represented in III.C. These appointments will have full voting privileges and serve on the board in a voting capacity. All appointed positions will serve to the end of each academic year.
- IV. **RESPONSIBILITIES:**
  - A. The responsibilities of the Administrative Co-chairperson shall be to:
    1. Negotiate all contracts.

2. Prepare and have contracts signed a minimum of five weeks prior to scheduled activities.
  3. Actively pursue departmental, corporate, foundation and external fundraising.
  4. Provide budget oversight and periodic budget reports for the SLLB.
- B. The Administrative and Student Co-Chairs will work cooperatively. The responsibilities of the Administrative Co-Chairperson and the Student Co-Chairperson will be:
1. Set the agendas. Call and conduct meetings.
  2. Jointly coordinate the work of the SLLB to insure successful programming.
  3. Record accurate minutes for meetings and submit for approval.
  4. Delegate any of these aforesaid responsibilities to one or more members as the need arises.
- C. The responsibilities of the membership shall be to:
1. Attend SLLB meetings.
  2. Represent and vocalize various viewpoints concerning the lecture series, possible speakers or other matters concerning the SLLB.
  3. Assist in all areas of the lecture program, including but not limited to: publicity, house management, hosting, food service and as assigned by the co-chairpersons.
- V. **MEETINGS:** A meeting is any discussion among a quorum of voting members, whether that discussion takes place in person, by phone, or by means of computer conferencing.
- A. The SLLB will meet as necessary to fulfill its purpose however the SLLB will meet during the fall and winter semesters a minimum of once a month.
  - B. A majority of the voting membership shall constitute a quorum. All members, including the two co-chairs, will have an equal vote.
  - C. All decisions will be made by a majority vote of the quorum.
  - D. A member becomes “non-voting” for remainder of the academic year after missing three meetings at the discretion of the Student Life Lecture Board and they will be notified in writing.
- VI. **AMENDMENTS:** Any changes to these by-laws must be made by two thirds vote of the voting membership of the SLLB and the approval of the Dean of Students.