

**BYLAWS OF THE 2022-2023 STUDENT UNION BOARD (SUB) OF THE UNIVERSITY
OF NOTRE DAME**

Last Updated May 29th, 2022

Article I. Name

Section 1.01: Official Name

- (a) The official name of the organization shall be “Student Union Board.” The colloquial name of the organization shall be “SUB.”

Article II. Mission

Section 2.01: Official Mission

- (a) SUB shall enhance undergraduate student life by providing undergraduate student services and social, intellectual and cultural opportunities that respond to the needs and wants of the undergraduate student body in the most efficient manner available.

Article III. Organization

Section 3.01: Member Composition

- (a) SUB will have an Executive Board comprised of one Executive Director, one Director of Operations, as many Directors of Programming as the Executive Board Selection Committee sees fit, one Director of Finance, one Director of Marketing and one Director of Art.
- (b) SUB will also be comprised of at most 22 “internal officers” who will directly report to their respective member of the Executive Board.
 - (1) Each Director of Programming will have at most three “Committee Chairs” report to him or her. Each of these Committee Chairs will be directly in charge of one of the seven committees.
 - (i) The Executive Board may appoint “Committee Members” to assist the Committee Chairs with their duties.
 - (2) The Director of Finance will have at most three “Analysts” report to him or her.
 - (3) The Director of Publicity will have at most four “Publicists” or “Content Curators” report to him or her.
 - (4) The Director of Art will have at most three “Graphic Designers” report to him or her.
 - (5) The Director of Operations will have at least one “Engagement Coordinator” report to him or her.
- (c) SUB shall have one Residential Representative from each residence hall on campus. SUB will also have a Representative from Off-Campus (through Off-Campus Council) who will report to the Director of Operations. Their appointment/election process is covered in Section 4.02 of these Bylaws.
- (d) A Student Activities appointed advisor shall assist SUB, and especially the Executive Board, by providing guidance in developing the organization and its programs.

Section 3.02: Committee Composition

- (a) SUB shall consist of the following seven committees: AcoustiCafé, AnTostal, Community Engagement, Concerts, First Look into Programing (FLIP), Live Entertainment, and Signature Events.
 - (1) The Executive Director may reject any committee if it comes into conflict with these Bylaws or the Student Union Constitution.
 - (2) The committees shall have two distinct levels of involvement based on the amount of programming required of the committee. The first level will consist of AnTostal, Concerts, Live Entertainment, and Signature Events. The second level shall consist of AcoustiCafé, Community Engagement, and FLIP.

Section 3.03: Meetings

- (a) General Meetings will be held weekly at a time and place determined by the members of the Executive Board.
 - (1) All members are required to attend these meetings. They may be excused for illness and academic reasons by emailing the SUB account in advance and attending a make-up meeting.
 - (2) After two unexcused absences, the Director of Operations will notify the member; after the third unexcused absence, the member is subject to disciplinary measures at the discretion of the Executive Board.
 - (3) General Meetings may be canceled at the discretion of the Executive Board.
 - (4) SUB General Meetings will not abide by parliamentary procedure.
- (b) Executive Board Meetings will be held weekly at a time and place determined by the members of the Executive Board.
 - (1) All members of the Executive Board and the SUB Student Activities Advisor are required to attend these meetings unless they inform the Executive Director of their absence in advance.
 - (2) Meetings may be canceled if they are deemed unnecessary by the Executive Director.
 - (3) Meetings may be canceled at the discretion of the Advisor and an Executive Board Member.
 - (4) Executive Board Meetings will not abide by parliamentary procedure.
- (c) The SUB Student Activities Advisor will hold weekly One-on-One meetings with the Executive Director at a mutually agreed upon time and place.
 - (1) Meetings may be canceled at the discretion of the Advisor and the Executive Director.

Article IV. Appointments and Elections

Section 4.01: Appointments

- (a) The Executive Director shall be chosen by the SUB Executive Director Selection Committee.

- (1) This committee shall be composed of the incoming Student Body President, the incoming Student Body Vice President, the outgoing SUB Executive Director, two outgoing members of the Executive Board who are not reapplying for an Executive Board position, and SUB's Student Activities Advisor or his/her designee.
 - (2) In the event that a member of the Selection Committee must recuse themselves from the process, their seat shall be filled by an alternative outgoing member of the Executive Board.
 - (3) The Selection Committee shall nominate and present the new SUB Executive Director prior to the first meeting of the Student Senate in March, except in the case of extenuating circumstances. The Senate shall review and approve this nomination.
- (b) The rest of the Executive Board shall be chosen by the Executive Board Selection Committee.
- (1) This committee shall be composed of the outgoing SUB Executive Director, the incoming SUB Executive Director, two of the outgoing members of the Executive Board who are not reapplying, and the SUB Student Activities Advisor.
 - (2) In the event that a person up for nomination is also on the Selection Committee, that person shall not sit on the Selection Committee.
 - (3) The Selection Committee shall nominate and present the new SUB Executive Board to the Student Senate by March 31st, except in the case of extenuating circumstances. The Senate shall review and approve this nomination.
 - (4) The incoming Executive Board of Directors, once approved by the Student Senate, shall appoint the Internal Members of SUB with the consent of the concerned member of the outgoing Executive Board and the Executive Director.
 - (i) These appointments must be completed by April 15th, except in the case of extenuating circumstances.

Section 4.02: Elections

- (a) Residential Representatives shall be selected by their respective constituencies by the rules outlined in the Student Union Constitution and under the discretion of the Judicial Council.

Article V. Member Duties

Section 5.01: Duties of the Executive Board

- (a) Each member of the Executive Board will be required to regularly attend the weekly SUB meetings and the weekly Executive Board meetings.
- (b) The Executive Board shall serve as the chief agenda-setting body of SUB, forming the overall goals and schedule for the organization.

Section 5.02: Duties of the Executive Director

- (a) The Executive Director shall serve as the official and primary representative, spokesperson and point of contact of SUB in all matters regarding the University. He or she will be the undergraduate student body coordinator and supervisor of all phases of the operation of SUB.
- (b) The Executive Director shall execute all duties enumerated in the Student Union Constitution, including serving as a non-voting member of the Student Senate and as a non-voting member of the Campus Life Council.
- (c) The Executive Director shall retain final approval over SUB's spending and involvement in all activities after due deliberation with the other members of the Executive Board. He or she shall develop the direction and vision of SUB for the year.
 - (1) The Executive Director, in consultation with the Director of Finance, shall develop, submit, and present a budget proposal for SUB to the Financial Management Board for the annual allocation meeting.
 - (2) The Executive Director may reject any program if it comes into conflict with SUB's mission, these Bylaws, or the Student Union Constitution.
- (d) The Executive Director shall resolve all disputes within the Executive Board.
- (e) The Executive Director shall ensure that the Executive Board upholds SUB's mission.
- (f) The Executive Director shall make certain that the Executive Board is fulfilling its duties as laid out in these Bylaws.
- (g) The Executive Director shall create an environment that makes all SUB members feel valued.
- (h) The Executive Director shall prepare the incoming SUB Executive Board for their duties and responsibilities.

Section 5.03: Duties of the Director of Operations

- (a) The Director of Operations shall serve as second-in-command to the Executive Director and help him or her organize the vision for the year.
- (b) The Director of Operations shall execute all duties enumerated in the Student Union Constitution.
- (c) The Director of Operations shall oversee all internal communications, supervise the maintenance and day-to-day running of the office, and ensure institutional continuity.
- (d) The Director of Operations will be in charge of the morale, attendance, retention and recruitment of SUB members.
- (e) The Director of Operations will also maintain a written record of the business of SUB. These records shall include, but are not limited to, agendas of meetings, mailing lists, member phone numbers and transition binders.
- (f) The Director of Operations shall oversee the Hall and Off-Campus Representatives and ensure that they are fulfilling their duties as outlined in these Bylaws.
- (g) The Director of Operations shall oversee the Engagement Coordinator and ensure that they are fulfilling their duties as outlined in these Bylaws.

Section 5.04: Duties of the Directors of Programming

- (a) Each Director of Programming shall execute all duties enumerated in the Student Union Constitution.

- (b) Each Director of Programming shall lead two to three committees, of both level one and level two commitments, as decided upon by the Directors of Programming and with the approval of the Executive Director.
 - (1) Each Director of Programming shall, with the assistance of his or her chairs, ensure that the committees and their corresponding programs are meeting the interests of the student body by managing program logistics, budgets, and event planning timelines.
- (c) Each Director of Programming shall be in charge of his or her Committee Chairs and Committee Members and shall ensure that they are fulfilling their duties as outlined by these Bylaws.
 - (1) Each Director of Programming shall serve as a liaison between his or her Committee Chairs and the Executive Board.

Section 5.05: Duties of the Director of Finance

- (a) The Director of Finance shall execute all duties assigned by the Student Union Constitution, including sitting on the Financial Management Board.
- (b) The Director of Finance shall maintain an accurate and timely record of all revenues and expenses of SUB. He or she shall approve of all transactions of SUB and submit requests to the Office of the Student Union Treasurer.
- (c) The Director of Finance shall also retain a record of all SUB FOAPAL numbers and outline a process for reimbursing SUB members for event-related expenses paid for with personal funds.
- (d) The incoming Director of Finance shall assist the incoming Executive Director in the development, submission and presentation of a budget proposal to the Financial Management Board at the annual allocation meeting. The budget for this allocation should include:
 - (1) A list of anticipated events for the upcoming term and their estimated costs.
 - (2) A list of anticipated revenue sources for the upcoming term based on past revenue streams.
 - (3) The total funding amount to be requested from the Financial Management Board, calculated by subtracting anticipated expenses from anticipated revenues.
- (e) The Director of Finance shall oversee the Analysts and ensure that they are fulfilling their duties as outlined in these Bylaws.

Section 5.06: Duties of the Director of Marketing

- (a) The Director of Marketing shall execute all duties enumerated in the Student Union Constitution.
- (b) The Director of Marketing shall, with the assistance of his or her publicists and content curators, control the publicity efforts of SUB on both social media and in traditional forms. The marketing team shall also be in charge of the SUB website (sub.nd.edu).
- (c) The Director of Marketing shall work with the Director of Art to ensure that these publication efforts use the artwork that best reflects SUB and its programs.
- (d) The Director of Marketing shall oversee the Publicists, Content Curators, and Photographers (if appointed) and ensure that they are fulfilling their duties as outlined in these Bylaws.

- (e) The Director of Marketing shall also work in conjunction with the Director of Operations to ensure the Residential Representatives are fulfilling their duties as outlined in these Bylaws.

Section 5.07: Duties of the Director of Art

- (a) The Director of Art shall execute all duties assigned by the Student Union Constitution.
- (b) The Director of Art shall, with the assistance of his or her Graphic Designers, create artwork and design for SUB and its programs.
 - (1) The Director of Art shall work with the Director of Marketing to help publicize the aforementioned artwork.
- (c) The Director of Art shall oversee the Graphic Designers and ensure that they are fulfilling their duties as outlined in these Bylaws.

Section 5.08: Duties of the Internal Officers

- (a) Each internal officer shall report directly to their respective members of the Executive Board.
- (b) Each of the seven committees shall be headed by at least one “Committee Chair.” The Committee Chair shall report to their respective Director of Programming and work with said Director to ensure that all programming needs for his or her programs are being met. The Committee Chair shall also work to engage their Committee Members in the programming process.
- (c) One Committee Chair will be appointed to lead FLIP. The Committee Chair will still report directly to their Director of Programming, but their Committee Members will consist exclusively of FLIP members. All FLIP members will concurrently serve as members of another committee.
 - (1) If necessary, the Executive Director and the Directors of Programming may appoint “Committee Members” to committees in order to assist the Committee Chairs. All freshman Committee Members shall be required to participate in FLIP.
- (d) The “Analysts” shall report to the Director of Finance. These Analysts shall work with the Director of Finance to ensure that all programs are staying on budget, and assist with qualitative and quantitative assessment measures. The Analysts shall also serve to help the Director of Finance with general SUB budgeting.
- (e) The “Publicists” and “Content Curators” shall report to the Director of Marketing. These Publicists and Content Curators shall work with the Director of Marketing to ensure that all programs are being correctly marketed. The Publicists and Content Curators shall also serve to help the Director of Marketing with general SUB publicity.
 - a. If necessary, the Director of Marketing may appoint “Photographers” to ensure that SUB events are being properly documented for publicity purposes.
- (f) The “Graphic Designers” shall report to the Director of Art. These Graphic Designers shall each be assigned to a Director of Programming and shall work with the Director of Art to ensure that all of his or her respective programs have the artwork that they need. The Graphic Designers shall also serve to help the Director of Art with general SUB artwork and their respective Director of Programming with any and all graphic design questions.

- (g) The “Engagement Coordinator” shall report to the Director of Operations. The Engagement Coordinator shall work with the Director of Operations to implement internal programming to boost collaboration between SUB committees and maintain engagement from SUB members. The Engagement Coordinator will also work with members of the Executive Board to implement internal training pertaining to event programming for SUB members.

Section 5.09: Duties of the Residential Representatives

- (a) Each residence hall shall elect or appoint one person to represent his or her hall’s interests to SUB. These elected officials shall each serve on one committee and assist their respective Committee Chairs in the publicizing and programming of events.
- (b) The Off-Campus undergraduate population shall elect or appoint one person to represent their interests to SUB. This elected official shall serve on one committee and assist their respective Committee Chair in the publicizing and programming of events.
- (c) Each Representative is expected to attend weekly SUB meetings, his or her weekly Hall or Off-Campus Council, committee meetings as their Committee Chairs see necessary, and all SUB events related to their programs. Failure to attend will result in disciplinary consequences.

Article VI. Program Duties

Section 6.01: Duties of AcoustiCafe

- (a) AcoustiCafe shall be a weekly event that provides musical entertainment from student performers. The AcoustiCafe Committee Chair shall set up a time and location for the event on Thursdays, and shall work to get a variety of performers each week.
 - (1) AcoustiCafe may be canceled or rescheduled at the discretion of the Director of Programming or Committee Chair in charge of AcoustiCafe. The cancellation must be communicated to the facility staff and the student body as soon as the decision is made.

Section 6.02: Duties of AnTostal

- (a) AnTostal shall be a week of SUB events and giveaways in order to lighten the mood on campus as the end of the school year approaches. The AnTostal Committee Chair shall work with various other organizations on campus to pair other events with the week in an effort to bring in as many undergraduate students as possible.
- (b) AnTostal shall take place in April.

Section 6.03: Duties of Concerts

- (a) Concerts shall be in charge of bringing musical artists to campus. The Concerts Committee Chair will set up at least one concert per academic year and will work with the Executive Board to get the best musical artist(s) possible.

Section 6.04: Duties of Community Engagement

- (a) Community Engagement shall program themed events and giveaways for students in order to celebrate holidays and cultures from across the country and across the world.
- (b) Community Engagement shall set up at least one “Stress-Relievers” event each semester before exams.
- (c) The Community Engagement Committee Chair will work closely with the Analysts to conduct assessments (surveys, etc.) to better understand what students enjoy.

Section 6.05: Duties of First Look Into Programming (FLIP)

- (a) FLIP shall be open to all current freshman undergraduates at Notre Dame, Saint Mary’s, and Holy Cross. They shall report to a Committee Chair.
- (b) FLIP members shall each be appointed to one of the other six committees of SUB and shall work to help them with their programming needs.
- (c) FLIP will meet as a cohort at least once a week, as a formative group to learn programming fundamentals and help them better engage with SUB and the University.
- (d) FLIP members are expected to attend weekly general SUB meetings and all SUB events at the discretion of their Committee Chair or Director of Programming.

Section 6.06: Duties of Live Entertainment

- (a) Live Entertainment shall serve as the primary liaison to Student Government and shall work with their office to bring interesting and relevant speakers to campus to start dialogues on important issues.
- (b) Live Entertainment will also program other live talent events that best fit the needs of the undergraduate student body, including, but not limited to, comedians, magicians, and hypnotists.

Section 6.07: Duties of Signature Events

- (a) Signature Events shall organize one major event every 1-2 months that best fit the needs of the undergraduate student body.
 - (i) Previous examples include the South Bend Cubs game trip and Dogs and Donuts
- (b) The Signature Events Committee Chair shall be in charge of organizing the annual “Fall Mall.”

Article VII. Member Dismissal

Section 7.01: Temporary Suspension of a Member of the Executive Board

- (a) A member of the Executive Board may be temporarily suspended from duties if extenuating circumstances prevent him or her from adequately executing his or her responsibilities.
 - (1) This decision may be recommended by the affected Executive Board member or by another member of the Executive Board.
- (b) If it is determined that a member of the Executive Board requires a leave from his or her responsibilities, the following procedure may be observed to enforce a temporary suspension from duties:

- (1) The other members of the Executive Board must unanimously determine that the officer should be suspended from his or her position and must unanimously decide the period of time, not exceeding three weeks, for which this suspension shall persist.
- (2) The suspension proposal shall be submitted to the SUB Student Activities Advisor for final approval.
- (c) During the period of suspension, the officer shall not be held to his or her duties and all duties that would fall to him or her instead shall be delegated to another member of the organization as determined by the Executive Director.

Section 7.02: Permanent Dismissal of a Member of the Executive Board

- (a) If it is determined that a member of the Executive Board can no longer faithfully execute his or her duties as outlined in these Bylaws, the remaining members of the Executive Board shall draft a Notice of Intent to Dismiss for submission to the Judicial Council for review by the Student Union Ethics Commission ('Ethics Commission' hereafter) to evaluate whether the Director in question has failed to execute his or her duties.
 - (1) If the Ethics Commission determines that the Executive Board member in question should be permanently dismissed, then the Executive Director will appoint someone to his or her vacant position. If the member in question is the Executive Director, then the Director of Operations shall assume the position of Executive Director and appoint someone to assume the position of the Director of Operations.

Section 7.03: Temporary Suspension of an Internal Officer

- (a) An Internal Officer may be temporarily suspended from duties if extenuating circumstances prevent him or her from adequately executing his or her responsibilities.
 - (1) This decision may be recommended by the affected Internal Officer or by a member of the Executive Board.
- (b) If it is determined that an Internal Officer requires a leave from his or her responsibilities, the following procedure may be observed to enforce a temporary suspension from duties:
 - (1) The members of the Executive Board must determine that the officer should be suspended from his or her position and must unanimously decide the period of time, not exceeding three weeks, that this suspension shall persist.
 - (2) The suspension proposal shall be submitted to the SUB Student Activities Advisor for final approval.
- (c) During the period of suspension, the Internal Officer shall not be held to his or her duties and all duties that would fall to him or her instead shall be delegated to another member of the organization as determined by a member of the Executive Board.

Section 7.04: Permanent Dismissal of an Internal Officer

- (a) If it is determined that an Internal Officer can no longer faithfully execute his or her duties as outlined in these Bylaws, or if flagrant disrespect for the organization is demonstrated, or if attendance requirements are failed to be observed, the Executive Board may take the following action to enforce dismissal from SUB:

- (1) A $\frac{2}{3}$ majority of the Executive Board must agree on the question of the Internal Officer's dismissal.
 - (2) The Executive Board shall inform the SUB Student Activities Advisor of the intent to dismiss.
 - (3) No less than one week after notifying the SUB Student Activities Advisor, the dismissal may be made official by conveying the decision to the Internal Officer, along with a memorandum explaining the reasoning behind the Executive Board's decision.
 - (4) After this time, the Internal Officer shall cease to be a member of SUB and shall no longer be bound by the duties of the position.
- (b) The Executive Director may then appoint a replacement for the dismissed Internal Officer, if necessary.

Section 7.05: Temporary Suspension of a Residential Representative

- (a) A Residential Representative may be temporarily suspended from his or her duties if extenuating circumstances prevent him or her from adequately executing his or her responsibilities.
- (1) This decision may be recommended by the affected Residential Representative, an Internal Officer, or a member of the Executive Board.
- (b) If it is determined that a Residential Representative requires a leave from his or her responsibilities, the following procedure may be observed to enforce a temporary suspension from duties:
- (1) The members of the Executive Board must unanimously determine that the officer should be suspended from his or her position and must unanimously decide the period of time, not exceeding three weeks, for which the suspension shall persist.
 - (2) The suspension proposal shall be submitted to the SUB Student Activities Advisor for final approval.
 - (3) The Director of Operations shall contact the Representative's respective Hall President or Off-Campus President to nominate a proxy for the Hall or Off-Campus Representative during the period of suspension.
- (c) During the period of suspension, the Residential Representative shall not be held to his or her duties and all duties that would fall to him or her instead shall be delegated to another member of the organization, as determined by a member of the Executive Board.

Section 7.06: Permanent Dismissal of a Residential Representative

- (a) If it is determined that a Residential Representative can no longer faithfully execute his or her duties as outlined in these Bylaws, or if flagrant disrespect for the organization is demonstrated, or if attendance requirements are failed to be observed, the Executive Board may take the following action to enforce dismissal from SUB:
- (1) A $\frac{2}{3}$ majority of the Executive Board must agree on the question of the Residential Representative's dismissal.
 - (2) The Executive Board shall inform the SUB Student Activities advisor of the intent to dismiss.
 - (3) No less than one week after notifying the SUB Student Activities Advisor, the dismissal may be made official by conveying the decision to the Residential

Representative, along with a memorandum explaining the reasoning behind the Executive Board's decision.

- (4) After this time, the Residential Representative shall cease to be a member of SUB and shall no longer be bound by the duties of the position.
- (5) The office of the Residential Representative shall be considered vacant, and the Director of Operations shall communicate that to the Judicial Council to follow election procedures.

Article VIII. Amendment and Adoption of the Bylaws

Section 8.01: Adoption of the Bylaws

- (a) The Executive Board shall vote to reauthorize the Bylaws by unanimous consent by the last day of programming as determined by SAO each year.

Section 8.02: Amendment of the Bylaws

- (a) The following process may be observed to amend the Bylaws:
 - (1) The Executive Board must be in unanimous agreement of the proposed amendment.
 - (2) Any changes made to the Bylaws must be approved by SUB's Advisor.
 - (3) After agreement is determined and approval from the Advisor is obtained, the Director of Operations shall immediately incorporate the amendment into the Bylaws and inform the organization in its entirety of the updated Bylaws.