ZMA STUDENT ADVISORY BOARD
CONSTITUTION AND BY-LAWS

ARTICLE I - PURPOSE
The objectives of this organization shall be to:

- Commit to establishing a community amongst Board members and developing our knowledge and appreciation of art.
- Create and foster a student voice in the Zuckerman Museum of Art (ZMA) by establishing relationships with ZMA staff, volunteers, and the Kennesaw State University (KSU) campus community.
- Raise awareness of the ZMA and the arts at KSU by establishing relationships and collaborating with other student organizations.
- Serve as liaison between the ZMA and the student body at KSU.
- Engender an environment welcoming to all students seeking greater contact with the ZMA.

ARTICLE II - BOARD MEMBERSHIP
SECTION 1 Membership in the organization is open to any student currently enrolled at KSU regardless of class level, major, or special interest.

SECTION 2 One becomes and remains an active member by attending three regularly scheduled meetings. Members must also participate—in some capacity—in at least one event hosted by Board per semester. If a member does not meet these requirements, their membership will be terminated after a one semester grace period.

SECTION 3 Membership in the organization will not be denied to anyone on the basis of race, religion, color, national origin, ancestry, sex, age, disability and veteran status. In addition, KSU policies prohibit discrimination on the basis of sexual orientation, marital status and parental status.

SECTION 4 Members of Board function as ambassadors between the ZMA and the student body at KSU.

SECTION 5 Graduating Board members may elect to remain on the Board for up to the equivalent of two semesters after graduation as long as the commitment to organization is retained in earnest.

SECTION 6 New members may be added by submitting an application to the Board and achieving a simple majority in a vote conducted by active members.

SECTION 7 The Board will have no less than 8 and no more than 12 members at any given time.

SECTION 8 All Board members are encouraged to help with recruitment of new participants.

ARTICLE III - OFFICERS
SECTION 1 The Board works as a lateral entity. Members decide initiatives and rules based on negotiations and voting with outcomes based upon a simple majority.

SECTION 2 A Board Chair will be selected by simple majority. The duties of the Board Chair are to:
• Help to track organizational decisions alongside KSU Advisor.
• When necessary, break ties in Board voting.
• Be knowledgeable of the Board’s Constitution and Bylaws and assist organization’s members in interpreting them.
• Be knowledgeable of the policies and procedures of KSU and ZMA.
• Be aware of all the Board’s activities.
• Assist the Board in fulfilling their mission and purpose.

SECTION 3 A Board Secretary will be selected by simple majority. The duties of the Secretary are to:
• Record and distribute meeting minutes among members.
• Keep a record of membership contact information.
• Maintain attendance records of Board members.
• Keep KSU Advisor informed of minutes, attendance, and contact information.

SECTION 4 A Board Treasurer will be selected by simple majority. The duties of the Treasurer are to:
• Negotiate the Board budget from the ZMA with the Education and Outreach Manager when KSU releases budget information for the fiscal year.
• Track the budget as provided by the ZMA.
• Spearhead the acquisition of and track any funds gained through the Student Activities Budget Advisory Committee (SABAC).
• Be aware of the Board’s financial standing and all financial transactions of the Board’s funds.
• Keep KSU Advisor informed of budget expenditures and status.

SECTION 5 All Board positions will last one school year with the option for re-election one time, creating a maximum of two year terms.

ARTICLE IV - BOARD ADVISORS
SECTION 1 The organization must have a KSU Advisor. This person must be employed full time as a faculty or staff member by KSU at the ZMA.
SECTION 2 The Advisor shall be a non-voting member of the Organization.
SECTION 3 The duties of the Advisor shall be to:
• Assist the Board in fulfilling their mission and purpose.
• Be knowledgeable of the Board’s Constitution and Bylaws and assist organization’s members in interpreting them.
• Be knowledgeable of the policies and procedures of KSU and ZMA.
• Be aware of all the Board’s activities.
• Stay in communication with all Board members, especially the Board Chair.
• Assist the Board Secretary with tracking minutes and membership.
• Assist the Board Treasurer in their duties and track the budget alongside them.
• Maintain continuity of service and knowledge among Board members and officers.

ARTICLE V – BOARD MEETINGS
SECTION 1 Regular meetings will be held monthly during the fall and spring semesters, and twice during the summer semester.
SECTION 2 The meeting schedule will be set by the Board at the beginning of each semester.
SECTION 3 Any Board member has the authority to call special meetings for all active members.

SECTION 4 A quorum of at least half of all active members must be present at general meetings in order for business to be conducted.

SECTION 5 Meetings may be conducted in person or by using call-in technology such as Skype or conference calls.

SECTION 6 The KSU Advisor must be present at all regular meetings and be informed of business conducted at any special meeting.

ARTICLE VI - BOARD EVENTS

SECTION 1 The Board may choose to hold one student-focused event or program a semester at the ZMA.

SECTION 2 The Board may elect to hold student-focused events or programs on behalf of the ZMA off-site.

SECTION 3 All events or programs will adhere to the ZMA’s calendar and communication and marketing policies in collaboration with the ZMA’s Education and Outreach Manager.

SECTION 4 For each event the Board must elect one Event Chair to oversee the coordination of the event and participating Board members.

SECTION 5 The Event Chair will:
- Select an Event Committee from the Board.
- Schedule and preside over all meetings of the Committee.
- Fill out the Event Planning Worksheet and submit it to the KSU Advisor review by the ZMA Education and Outreach Program staff members.
- Submit budget requests to the Board Treasurer and KSU Advisor.
- Oversee expenditures and funding for the event.
- Schedule time(s) for the Committee members to prepare and decorate for the Event.
- Coordinate clean-up following the Event.