The Charter of the Student Events Board  
University of Maryland, Baltimore County  

I. NAME

A. The name of this organization shall be the Student Events Board of the University of Maryland, Baltimore County (UMBC), hereinafter referred to as (seb).

II. PURPOSE

The purpose of (seb) shall be:

A. To provide the UMBC community with opportunities to create and shape their campus life into an active, enriching environment.
B. To provide its own members with leadership, programming, and professional development opportunities necessary to assure organizational well being and personal growth through the selection and evaluation of sponsored programs.
C. To maintain membership, organization structure, operating policies, and procedures necessary to produce a balanced series of diverse social, cultural, recreational, entertaining, and educational programs for the campus population at large.

III. FUNDING

A. The Student Events Board will be funded by the Student Government Association with access to Commons Programming dollars. The (seb) budget will be reviewed yearly by the Student Activities Fee Review Board.

IV. OVERALL STRUCTURE

A. The Student Events Board shall consist of at least sixteen (16) Executive Board members, a Staff Advisor, a Graduate Advisor (pending OSL approval), a Committee structure, and a Street Team structure.
B. Membership in (seb) is open to all undergraduate students currently enrolled at UMBC in good academic and disciplinary standing. There is an application process for the Executive Board and Committee, described below.
C. There will be no discrimination or preferential treatment with regard to race, color, religion, age, national origin, personal preferences, gender, sexual orientation, or disability.
D. There shall be no dues charged for membership.
V. EXECUTIVE BOARD

A. Voting Rights.
   1. Voting rights during Executive Board meetings are reserved for Executive Board members (except the President, who holds the tie breaking vote when necessary). There are no voting rights for the Staff Advisor, Graduate Advisor, Committee members, Street Team members, or any auxiliary members during an Executive Board meeting.

B. Elections for the Executive Counsel. The Executive Counsel consists of the President, Vice President of Programming, Vice President of Marketing, Vice President of Involvement, the Staff Advisor, and the Graduate Advisor. Elections for the positions of President, Vice President of Programming, Vice President of Marketing, and Vice President of Involvement will be held each spring semester prior to the deadline for Executive Board applications.
   1. Candidates running for President are encouraged to have completed a semester on the Executive Board.
   2. Candidates running for Vice President positions are encouraged to have completed a semester on either the Executive Board or the Committee.
   3. Each candidate must state a platform to the current Executive Board consisting of their goals for the prospective term and what skills they have learned from (seb) that will aid them in achieving these goals.
   4. Candidates for the same position will not be present while one of the candidates is presenting their platform.
   5. The current Executive Board (excluding the candidates running for the position being voted on) will vote on each position in a private fashion.
   6. The Staff Advisor, Graduate Advisor, and current President will count the votes in a different room; allow the current President to discreetly break a tie, if necessary; and report back to the Executive Board with the results.

C. Selection Process for the Executive Board. The current Executive Board will facilitate the selection process, featuring a written application and two (2) interviews, with direction from the Executive Counsel.
   1. Applications will be made available to UMBC undergraduate students at least two (2) weeks prior to the application deadline.
   2. All applications will be reviewed and checked for eligibility (see below) before being dismissed. The number of applicants invited to join the interview process will vary based on vacant
The interview process is broken down into the following two (2) steps:
   a. A group interview where applicants will be evaluated based on how they interact with each other when given various programming and marketing scenarios.
   b. A personal interview where applicants will be asked a predetermined list of questions by current Executive Board members. These questions will be approved by the Executive Board beforehand.
4. The current Executive Board, the Staff Advisor, and the Graduate Advisor will discuss the candidates candidly prior to voting.
5. A majority vote by the current Executive Board will determine which candidates are hired.
6. Selecting alternate members during this process is strongly encouraged in case a vacancy occurs during the upcoming term.
7. Executive Board members for the upcoming academic year shall be selected no later than April 15th.

D. Eligibility for the Executive Board. All candidates for Executive Board positions should meet the following criteria:
   2. All candidates must be UMBC undergraduate students in good academic and judicial standing.
   3. All candidates must have successfully completed a semester at UMBC prior to their term of office.
   4. All candidates must have a minimum cumulative grade point average of 2.50 at the start of their term of office and maintain a 2.50 each semester. If their semester GPA falls below 2.50, they will be placed on probation and have one academic semester to meet the minimum GPA requirement.
   5. Each student candidate shall carry at least twelve (12) credits each fall and spring semester while holding office.
   6. All candidates for membership may not hold the position of
      a. President, Executive Vice President, Vice President for Student Organizations, or Treasurer of the Student Government Association (SGA).
      b. Editor in Chief or Managing Editor of the Retriever Weekly.
      c. Welcome Week Leader (Woolie).
      d. Residential Assistant (RA), Maintenance Assistant (MA), or Desk Manager (DM) in Residential Life.
   7. The Staff Advisor and Director of Student Life must approve any exceptions to the above criteria.

E. Compensation. Each Executive Board member will receive a stipend during each semester that they are employed to work for the Student Events Board.

F. Term of Office. The term of office for each Executive Board member of (seb) shall be from mid-April through mid-May of the following calendar year. Current Executive Board members will train newly hired members during the last few weeks of the spring semester.

G. Vacancy of an (seb) Executive Board Member. Should a position within the Executive Board become vacant during the year, alternate members that were selected during the hiring process will be given the opportunity to accept a four-week interim position on the Executive Board, with pay, and have their performance reviewed by the Executive Board to determine whether further employment is warranted or if an official call for applicants is needed. If no alternate members were designated, an official call for applications will commence. All hiring decisions must be approved by a majority of the current
Executive Board.

H. Removal from Office. Any Executive Board member may be removed from office by a two-thirds vote of the Executive Board at any regular meeting so long as the motion to remove was discussed at meeting the prior week. The Executive Board may choose to review any written complaint or charge against a member. Any (seb) member may be removed from office by a joint decision between the Staff Advisor and the Director of Student Life if they do not meet the basic terms of eligibility (Part D, above). Compensation will be terminated at the time of the removal.

VI. EXECUTIVE BOARD JOB DESCRIPTIONS

A. All (seb) Executive Board Members are leaders of the organization and have the following responsibilities to ensure the functionality, longevity, and success of (seb). We are a team - there is no “I” in (seb) or “Student Events Board.” Executive Board members shall:

- Attend weekly Executive Board meetings, (seb) Meet Ups, and scheduled office hours as well as any meeting called by any member of the Executive Counsel. Time is valuable and everyone needs to be present in order to work as a team.
- Complete five (5) office hours each week during the academic fall and spring semesters. (seb) Meet Up is considered to be one (1) of those five (5) hours. Executive Board meetings do not contribute to the required office hours.
- Attend at least one (1) program each week to support fellow (seb) members. If you are working a program, that is considered attending.
- Set and evaluate goals each semester with the guidance of the advisors.
- Be respectful of fellow (seb) members with regard to their opinions, ideas, and workload.
- Support fellow (seb) members as they plan, coordinate, execute, clean up, and evaluate their programs.
- Advocate for (seb) and what we do, what we have done, and what we plan on doing.
- Market every program that we schedule – each program is sponsored by (seb) as a whole, not the point person. Every member should be playing a part in every program in some fashion.

B. Executive Counsel shall consist of the President, Vice President of Programming, Vice President of Marketing, Vice President of Involvement, the Staff Advisor, and the Graduate Advisor. These members shall work together to:

- Oversee the well-being of the organization.
- Act in the best interest of the organization.
- Build the yearly (seb) budget.
- Optimize the hiring processes for the Executive Board and Committee structures.
- Coordinate all retreats and end-of-the-semester celebrations.
- Address all personnel issues and implement any necessary disciplinary action.

1. President shall:
- Act as a resource to all (seb) members regarding any organization concerns.
- Build weekly staff meeting agendas and chair weekly Executive Board meetings with input from the Executive Counsel.
- Hold the tie breaking vote when necessary in all meetings.
- Serve as the chair for Quadmania.
- Represent (seb) at necessary University functions and on University committees.
- Submit organization registration information as required by the Student Involvement Center for active student organization status.
- Maintain an updated membership on the (seb) Executive Board Google Group.
- Monitor (seb) content on the Internet for accuracy and professionalism, including but not limited to: the (seb) website, myUMBC page, Facebook page, Twitter, Flickr, YouTube, Tumblr, Blogspot, etc.

1. **Programming Life Cycle** - Planning involves brainstorming ideas along with research from past evaluations. Coordinating involves finalizing space, materials, technical assistance and any other resources. Executing is delivering the experience to attendees. Clean up involves physically cleaning as well as following up with any resources that provided assistance. Evaluation is the reflective process that details successes and notes suggested improvements. Evaluations should be written as a resource for future members who are in the planning phase of a program. Clean up mirrors the coordinating phase.

2. **Vice President of Programming** shall:
   - Act as a resource to all (seb) members regarding any programming concerns.
   - Oversee the programming strategy and implementation of programs in order to create consistent and quality programs.
   - Reserve space through Event Planning and Conference Services for all (seb) programs before they are advertised.
   - Reserve all accommodations for chartered bus trips before the trip is advertised. This includes all transportation needs and admission tickets.
   - Order all film screening items, including the rights, and ensure that rented materials are returned to the proper vendors.
   - Assist Programmers with any tasks concerning contracted performers or services.
   - Be the main contact person for outside organizations interested in (seb) Collaborations and/or rentals until an appropriate programmer can take point on the initiative.
   - Have signature authority on the yearly (seb) budget that is submitted to the Student Activities Fee Review Board.
   - Ensure that the organization is compliant with all financial rules and guidelines.
   - Work with the rest of the Executive Counsel to fulfill all presidential duties in the absence of the President.

3. **Vice President of Marketing** shall:
   - Act as a resource to all (seb) members regarding any marketing concerns.
   - Create and implement an overall marketing strategy for each semester.
   - Work with the Executive Board and Committee Designers to ensure that all promotional requests are fulfilled for each program.
   - Create marketing campaigns for larger (seb) programs such as Homecoming, Quadmania, RAC shows, and Ballroom shows.
   - Utilize all University mediums to promote (seb) sponsored programs. This includes, but is not limited to: social media, print materials (flyers, posters, calendars), digital materials (spotlights, iNet, digital calendars), student announcements, LED boards, campus voicemail, The Retriever Weekly, etc.
   - Create standard press releases for The Retriever Weekly and facilitate print and photographic coverage for major (seb) programs.
   - Maintain the public (seb) website.
   - Edit all (seb) publications.
• Design (seb) staff t-shirts.
• Act as the (seb) liaison to commonvision in regards to printing marketing materials.
• Work with the rest of the Executive Counsel to fulfill all presidential duties in the absence of the President.

4. **Vice President of Involvement** shall:
   • Act as a resource to all (seb) members regarding any membership concerns.
   • Build a campaign to recruit members into the organization at all levels - Street Team, Committee, and the Executive Board.
   • Build weekly agendas and chair weekly (seb) Meet Ups with input from the Executive Counsel.
   • Oversee the training program for active Committee members and ensure that their experience is in congruence with their goals.
   • Recruit active (seb) volunteers for program planning, implementation and evaluation.
   • Implement an annual fall campaign to spread the word about (seb), its purpose, and offered services.
   • Coordinate the details of the application/interview process and update any necessary documents or publications.
   • Maintain an updated membership on the (seb) Committee and Street Team Google Group.
   • Work with the rest of the Executive Counsel to fulfill all presidential duties in the absence of the President.

C. **Programmers** shall:
   • Plan, coordinate, execute, follow through, and evaluate high quality programs for the UMBC community that are in line with the purpose of (seb).
   • Work closely with the Vice President of Programming to achieve the organization’s goals.
   • Ensure that all components of their programs are obtained/confirmed. This includes ordering any necessary materials, catering, or services using processes specified by the Executive Counsel.
   • Generate original programming ideas.
   • Work closely with Designers to ensure that marketing materials are conveying meaningful information.
   • Work collaboratively to coordinate the entire (seb) programming calendar for the upcoming semester.
   • Maintain relationships with Committee members that allow for Committee members to achieve their goals.
   • Make sure that all program information is correct and consistent across different marketing mediums.
   • Seek guidance from the Executive Counsel when concerns arise or assistance is needed.

D. **Designers** shall:
Plan, coordinate, execute, follow through, and evaluate unique marketing campaigns for all (seb) programs that convey necessary information and encourage attendance.

Work closely with the Vice President of Marketing to achieve the organization’s goals.

Oversee the marketing tactics for Series Programs including all designs and promotional materials.

Work closely with Programmers to create effective marketing strategies for specific programs.

Maintain relationships with Committee members that allow for Committee members to achieve their goals.

Design any artwork to be placed on any marketing or publicity material, such as tickets for ticketed programs, t-shirt designs, button/magnet designs, etc.

Upload all designs to the Design Database page through (seb) Online for distribution to other (seb) members and for archival purposes.

1. **Programming Life Cycle** - Planning involves brainstorming ideas along with research from past evaluations. Coordinating involves finalizing space, materials, technical assistance and any other resources. Executing is delivering the experience to attendees. Clean up involves physically cleaning as well as following up with any resources that provided assistance. Evaluation is the reflective process that details successes and notes suggested improvements. Evaluations should be written as a resource for future members who are in the planning phase of a program. Clean up mirrors the coordinating phase.

VII. COMMITTEE

A. Rights.
   1. Committee members have the right to work in various programming and marketing areas and are not bound to any specialty.

B. **Selection Process for Committee** The current Executive Board will facilitate the selection process, featuring a written application and a group interview, with direction from the Executive Counsel.
   1. Applications will be made available to UMBC undergraduate students at least two (2) weeks prior to the application deadline.
   2. All applications will be reviewed and checked for eligibility (see below) before being dismissed. The number of applicants invited to join the group interview process will vary based on vacant positions.
   3. The group interview process will evaluate applicants based on how they interact with each other when given various programming and marketing scenarios.
   4. The Vice President of Involvement will lead the selection process for Committee candidates.

C. **Eligibility for Committee.** All candidates for Committee positions should meet the following criteria:
   1. All candidates must be UMBC undergraduate students.

D. **Compensation.** Committee members will not receive any monetary compensation while holding a position on the Committee.

E. **Term of Office.** The term of office for each Committee member of (seb) shall be from their date of acceptance through the end of that semester.

F. **Vacancy of an (seb) Committee Member.** Should a position within the Committee become vacant during the semester, any member of the Executive Board or Committee may nominate someone to be considered for the position.

G. **Removal from Office.** Any Committee member may be removed from their position by a two-thirds vote of the Executive Board at any regular meeting so long as the motion to remove was discussed at
meeting the prior week. The Executive Board may choose to review any written complaint or charge against a member.

VIII. COMMITTEE JOB DESCRIPTIONS

A. All (seb) Committee Members are members of the organization and have the following responsibilities to ensure the functionality, longevity, and success of (seb). We are a team - there is no “I” in (seb) or “Student Events Board.” Committee members shall:

- Attend weekly (seb) Meet Ups. Time is valuable and everyone needs to be present in order to work as a team.
- Attend at least one (1) program every two (2) weeks to support fellow (seb) members. If you are working a program, that is considered attending.
- Work with an Executive Board member to plan an entire program or marketing campaign from start to finish, using the Programming Life Cycle, at least once during the semester.
- Set and evaluate goals each semester with the guidance of Executive Board members.
- Be respectful of fellow (seb) members with regard to their opinions, ideas, and workload.
- Support fellow (seb) members as they plan, coordinate, execute, clean up, and evaluate their programs.
- Advocate for (seb) and what we do, what we have done, and what we plan on doing.
- Market every program that we schedule – each program is sponsored by (seb) as a whole, not the point person. Every member should be playing a part in every program in some fashion.

IX. STREET TEAM

A. Rights.

1. Street Team members have the right to work in various programming and marketing areas and are not bound to any specialty.

B. Selection Process for Street Team. There is no maximum membership for Street Team. Members may join by:

1. Opting-in to the Street Team Google Group.

C. Eligibility for Street Team. All candidates for Street Team positions must be UMBC undergraduate students.

D. Compensation. Street Team members will not receive any monetary compensation while holding a position on the Street Team.
E. **Term of Office.** The term of office for each Street Team member of (seb) shall be from their date of joining through the end of the semester during which they joined or until they opt-out of the organization, whichever comes first.

F. **Removal from Office.** Any Street Team member may be removed from their position by a two-thirds vote of the Executive Board at any regular meeting so long as the motion to remove was discussed at meeting the prior week. The Executive Board may choose to review any written complaint or charge against a member.

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1. **Programming Life Cycle** - Planning involves brainstorming ideas along with research from past evaluations. Coordinating involves finalizing space, materials, technical assistance and any other resources. Executing is delivering the experience to attendees. Clean up involves physically cleaning as well as following up with any resources that provided assistance. Evaluation is the reflective process that details successes and notes suggested improvements. Evaluations should be written as a resource for future members who are in the planning phase of a program. Clean up mirrors the coordinating phase.

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**X. STREET TEAM JOB DESCRIPTIONS**

**A. All (seb) Street Team Members** are members of the organization and have the following responsibilities to ensure the functionality, longevity, and success of (seb). We are a team - there is no “I” in (seb) or “Student Events Board.” Committee members shall:

- Be respectful of fellow (seb) members with regard to their opinions, ideas, and workload.
- Support fellow (seb) members as they plan, coordinate, execute, clean up, and evaluate their programs.
- Advocate for (seb) and what we do, what we have done, and what we plan on doing.
- Market every program that we schedule – each program is sponsored by (seb) as a whole, not the point person. Every member should be playing a part in every program in some fashion.

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**XI. ADVISING**

The Staff Advisor and Graduate Advisor for (seb) shall ultimately be appointed by the Director of the Office of Student Life. When time and case permits, members of (seb) will be involved with the interview process.

**A. Staff Advisor** shall:

- Advise (seb) in meeting the goals and objectives within University standards, guidelines, and policies.
- Make recommendations on (seb) policy.
- Evaluate the efficiency of (seb) and its officers.
- Enforce the policies of (seb).
- Serve ex-officio on all (seb) meetings.
- Serve as an ultimate advisor to all (seb) officers and members.
- Facilitate officer transition.
- Oversee budget reconciliation
- Train and supervise the Graduate Assistant
- Hold weekly one-on-ones with Board members as necessary
- Coordinate and attend (seb) trainings and retreats
- Serve as the National Association of Campus Activities (NACA) liaison and coordinate attendance at regional and national conferences
- Negotiate contracts and develop vendor bids
- Serve on campus-wide programming committees including Homecoming and Welcome Week
- Oversee the development and implementation of summer and winter session programming
- Serve as a representative on university committees as necessary
- Ensure that all invoices are paid to respective parties. (Bus companies, trip destinations, caterers, performers, etc.)
1. **Programming Life Cycle** - Planning involves brainstorming ideas along with research from past evaluations. Coordinating involves finalizing space, materials, technical assistance and any other resources. Executing is delivering the experience to attendees. Clean up involves physically cleaning as well as following up with any resources that provided assistance. Evaluation is the reflective process that details successes and notes suggested improvements. Evaluations should be written as a resource for future members who are in the planning phase of a program. Clean up mirrors the coordinating phase.

B. **Graduate Advisor** shall:
   - Work with the Staff Advisor to develop training and retreat materials for (seb).
   - Plan and implement summer and winter session campus programs.
   - Work with the Staff Advisor in the recruitment and selection process for Spring Board hiring.
   - Attend weekly (seb) meetings, Quadmania planning meetings, weekly Department staff meetings, and Divisional meetings as appropriate.
   - Assist with the implementation of Welcome Week and Winter Welcome Week programs.
   - Assist (seb) members in the event planning process by making sure that Commons Administration guidelines are followed.
   - Develop partnerships and opportunities for (seb) to collaborate with other offices in the campus community.
   - Support student organization events and Office of Student Life events.
   - Manage (seb) evaluation efforts.
   - Record minutes at all Executive Board meetings. In the absence of the Graduate Advisor, the President will appoint a member to record meeting minutes.

XII. MEETINGS

A. **Executive Board Meetings** shall be:
   1. Held weekly and generally open to the public at the discretion of the Executive Counsel.
   2. Presided over by the President.
   3. Attended by every Executive Board member.

B. **Quorum.** A Quorum shall consist of a majority of Executive Board members at Executive Board Meetings for voting purposes.

C. **(seb) Meet Ups** shall be:
   1. Held weekly and open to the public.
   2. Presided over by the Vice President of Involvement.
   3. Attended by every Executive Board member and Committee member. Schedule conflicts will be considered on a case-by-case basis.

D. **Special Meetings.** Special meetings may be called by any member of the Executive Counsel, provided all required members are notified in a timely manner.

E. **Missed Meeting Policy.** Regular attendance at all scheduled meetings is essential to effective communication and the successful operation of (seb).
   1. An absence is defined as a missed meeting, two instances of being more than 15 minutes late for any meeting (including one-on-one meetings); or leaving two meetings 15 minutes before the set
ending time of that meeting.
2. The President or Staff Advisor can excuse absences prior to any meeting. A letter or e-mail explaining the reason for having to miss the meeting must be submitted to the President and Staff Advisor as soon as it is known that the meeting will be missed.
3. After an unexcused absence, the President may schedule a meeting with the member who was absent to review the meeting attendance policy.
4. Any absence that is not excused will result in a letter from the President or Staff Advisor documenting the occurrence. The letter will include the date of the unexcused absence and any relevant details. This letter will be copied to the member’s file.
5. A follow up meeting may be scheduled with the Staff Advisor if a member continuously misses meetings.
6. Disciplinary actions may include, but are not limited to:
   ● Verbal or written warning.
   ● Probation.
   ● Suspension of pay.
   ● Dismissal from the organization.

The period of time for probation or suspension of pay will be left to the discretion of the President and Staff Advisor. This policy is effective once meeting times are set by the President and will be effective each semester.

XIII. COLLABORATION

A. Introduction. The Student Events Board (seb) is the major programming body on the UMBC campus, and is not a funding organization. The (seb) does not generally donate funds to the student organization or university offices for specific programs. However, (seb) may contribute monies for a co-sponsored program if it follows the collaboration policy herein described. The Student Events Board welcomes the opportunities to collaborate programs and activities with other UMBC student organizations, academic, athletic departments, or university offices in order to fulfill our mission of providing the UMBC community with diverse, educational, and recreational programs. Collaborations will be considered on an equal opportunity basis. Please note that groups looking only for additional monies for their program should follow the process defined by the Student Government Association for additional allocations.

B. Consideration. (seb) will consider collaborations only if the following conditions are met:
   1. The party requesting the collaboration must be one of the following: the Student Government Association (SGA), a university recognized club or organization, the athletic department or an athletic team, academic department, or a university office (i.e. Provost’s Office, Student Affairs, Office of Residential Life, The Commons, etc).
   2. The party requesting the collaboration must complete and submit an (seb) Collaboration Form to (seb)’s Vice President of Programming at least four (4) weeks prior to the proposed event. Forms may be obtained in the (seb) office, Commons 2B10.
   3. If final contracts/details for the proposed event have already been negotiated, signed, and approved prior to (seb)’s involvement with the collaboration, (seb) may decline the collaboration request. (seb) must be involved in the planning of the program/event and have a representative in the negotiations for the proposed event.

C. Approval
   1. Once the Collaboration Form has been received by (seb), the party may be asked to present its proposal to (seb) during a weekly meeting. If the party is asked to attend and fails to do so, the event will not be considered for discussion or a vote.
2. A quorum of (seb) will consider the proposal at the first weekly meeting after the Collaboration Form is received and approved by the Vice President of Programming. The collaboration may only be approved if the following conditions are satisfied.
   ● The proposed event is consistent with the mission and goals of (seb)
   ● The proposed program does not conflict in any way (date, theme, etc.) with a program already scheduled by (seb). Exceptions may be considered.
   ● The (seb) has sufficient resources, in finances and personnel, to contribute to the collaboration during the time requested.
   ● A majority of the board votes to approve the collaboration.

XIV. RENTALS

A. Introduction. The Student Events Board welcomes requests to rent equipment owned or operated by (seb). The Office of Student Life has agreed to partially fund the procurement of machines that are operated and cared for by (seb). In exchange, these machines will be available for use by other organizations. All operational instructions posted on machines or on (seb) documents must be followed by the renting organization. In addition, the renting organization must sign an (seb) Rental Form that documents their agreement in following all operational instructions. The amount of supplies given to the renting organization for use in rented equipment will be negotiated in the agreement.

B. Consideration. (seb) will consider rentals only if the following conditions are met:
   1. The party requesting the rental must be one of the following: the Student Government Association (SGA), a university recognized club or organization, the athletic department or an athletic team, academic department, or a university office (i.e. Provost’s Office, Student Affairs, Office of Residential Life, The Commons, etc).
   2. The party requesting the rental must complete and submit an (seb) Rental Form to (seb)’s Vice President of Programming at least four (4) weeks prior to the proposed event. Forms may be obtained in the (seb) office, Commons 2B10.

C. Approval
   1. A quorum of (seb) will consider the rental at the first weekly meeting after the Rental Form is received and approved by the Vice President of Programming. The rental may only be approved if the following conditions are satisfied.
      ● The proposed rental does not conflict in any way (date, theme, etc.) with a program already scheduled by (seb). Exceptions may be considered.
      ● The (seb) has sufficient resources, in finances and supplies, to contribute to the rental during the time requested.
      ● A majority of the board votes to approve the rental.