

TROJAN ACTIVITIES BOARD BY-LAWS

STUDENT LIFE
2023 - 2024

TROJAN ACTIVITIES BOARD BY-LAWS

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1) Purpose and Goals

- a) To provide social, cultural, recreational, and educational opportunities for students and the community through a yearly series of student-initiated and student-managed lectures, panel discussions, recreation activities, diversity programming, concerts, special events, fine arts, charitable drives and health and wellness programs.
- b) To provide students with practical experience in program selection, organization, publicity, implementation, and evaluation; creation and maintenance of budgets including contract negotiations; and group processes, dynamics, and leadership skills.
- c) Continue a service of training and advising for student coordinators to ensure a quality series of programs, events, and activities.
- d) To recruit new student leaders to plan, organize, implement, and program student events such as panel discussions, recreation activities, diversity programming, concerts, special events, fine arts, health and wellness programs, and to establish year-to-year continuity in these program areas.
- e) The Trojan Activities Board will aim, initiate and be open to collaboration with the Executive Council, the Student Ambassadors, and other groups on campus such as EvCC chartered clubs and other departments.

2) Membership and Selection

- a) Trojan Activities Board consists of the Trojan Activities Board Manager and five Trojan Activities Board coordinators. All positions are selected during Spring Quarter by the TAB Hiring Committee.

The TAB Manager is selected by a hiring committee which consists of three to five students, and the staff advisor to TAB (ex officio). The hiring is chaired by the current TAB Manager, unless the current Trojan Activities Board Manager is applying for a TAB position.

In the event of the current TAB Manager applying for a position, a current TAB member will be selected by the members of the Board who are not reapplying, to serve as Chair. If there is not a Board member available, the Board will select a qualified Chair from existing Student LIFE student staff that is not applying for a Board position.

If there is not a sufficient pool of applicants and/or alternates for the Spring Quarter Hiring Committee, then the position(s) that are not filled will be re-advertised during Summer or Fall Quarter.

If the positions for TAB are advertised during Summer or Fall Quarter, the TAB Manager is responsible for the coordination of the Summer or Fall Quarter Hiring Committee.

- b) The staff advisor to TAB serves as the advisor/supervisor to the Trojan Activities Board team.
- c) All members of TAB serve on the Board for three consecutive quarters during the same academic year. Board members that are hired in the Spring Quarter may work during Summer Quarter. Work during Summer Quarter is dedicated to orientation, training, planning, and leadership activities.

Members who want to serve on the Board for another academic year must re-apply the next/following Spring Quarter.

Positions for TAB may be identified or revised as deemed necessary by the TAB Manager, members of the Board, and the Advisor.

- d) When a vacancy occurs on the Board, if an alternate has been selected for that vacant position, the alternate may be offered that position.
 - i. If the alternate selected is unavailable to take the position, the Board may offer the position internally within Student LIFE to a student that has an application on file (turned in to Student LIFE no earlier than the previous Spring Quarter).
 - ii. The student must currently work in Student LIFE and meet all minimum requirements
 - iii. Or the Board may absorb the duties of the position, or the position may be re-advertised.

The Board will vote on which option is most feasible based on time of year and any other circumstances.

- e) A candidate for TAB must be currently enrolled as an Everett Community College student with a minimum of ten credit hours for the current quarter and/or the quarter in which the position begins (excluding Summer Quarter) and have a cumulative and quarterly GPA of at least 2.5. If minimum GPA and credit requirements are not met, they are subject to the review of the Staff Advisor to Trojan Activities Board.
- f) A TAB member must complete at least ten credit hours each quarter to maintain their position and must maintain a quarterly GPA of at least 2.5.

3) Brief Job Descriptions of TAB Positions

Manager of Trojan Activities Board (1 position)

Working closely with the Student LIFE advisor, this position is responsible for supporting the Trojan Activities Board team in all aspects of the event planning

process. TAB Manager will coordinate and chair weekly team meetings to facilitate collaboration, track progress and to drive the team towards the production calendar. The Manager will also conduct weekly meetings with each individual coordinator to monitor and assist with all tasks and projects associated with event development and assessment. Additional responsibilities include: maintaining and monitoring work schedules, assisting with TAB hiring and By-Law review, and budget development. The Manager is required to create the bi-weekly TAB report for the ASB Student Senate Meetings. It is required for the TAB Manager or a TAB coordinator, who is also a current Student Senator, to serve as the TAB representative for the ASB Student Senate. Responsibilities include attending bi-weekly meetings presenting updates on all of TAB's event developments.

Preferred Qualification: Previously served on Trojan Activities Board

Trojan Activities Board (5 coordinators)

TAB will learn all aspects of the event planning process and will be responsible for initiating, developing and implementing a series of events throughout the year designed to engage the EvCC student body and build campus community. Topics/Themes will include: Diversity & Engagement, Health & Wellness and Special Events and Recreation. TAB will work closely as a team to coordinate annual events such as the Fall Kick-Off and the Spring Fling as well as an array of campus events based on student interest. TAB will conduct an annual student interest survey at the Student LIFE Kick-Off. Information collected will be used to advise annual programming/event selection.

4) General Responsibilities of Members

- a) All members must attend TAB Weekly meetings, unless approved by the Manager and the Staff Advisor to TAB.
- b) Each member will schedule weekly one-on-one meetings with both the Staff Advisor to TAB and the TAB Manager on a quarterly basis. TAB coordinators are responsible for rescheduling any missed one-on-one's.
- c) Each member will schedule and maintain quarterly office hours in person, unless approved by the TAB manager or TAB advisor.
- d) All members assist with the preparation of the annual request for TAB budgets and present these budgets to the S & A Fees Budget Committee during the Winter Quarter.
- e) All members must adhere to all State of Washington, Everett Community College and Student LIFE policies, procedures and guidelines as directed by the Staff Advisor to TAB and Associate Dean of Student LIFE.

- f) All TAB members should adhere to the job description. Complete job descriptions of all TAB positions are available in Student LIFE.
- g) TAB members will collaborate with Publicity Services and fellow TAB members, along with all Student LIFE Leaders.
- h) All members must attend all TAB events as their class schedule permits, unless their absence is approved by the TAB Manager and the staff Advisor to TAB.
- i) Members will network outside of TAB as needed, including but not limited to: Executive Council, Student Ambassadors, ASB Clubs, Diversity and Equity Center, and other entities.

5) Meetings

- a) TAB will meet as often as necessary to fulfill its purposes and responsibilities, with a minimum of one meeting every week of the school year (Fall, Winter, and Spring Quarters).
- b) The TAB Manager is the Chairperson of the Board meetings and is responsible for scheduling all meetings, preparing meeting agendas, and notifying members of meeting times and locations.
- c) TAB meetings give members an opportunity to brainstorm ideas for events and activities, to discuss problems, and to utilize the combined resources of the Board to arrive at solutions. Board members will and must report on their own individual programs and assist other members to plan and/or implement programs. Coordinators will be asked to plan a variety of events that may be beyond the coordinator's comfort zones and biases.
- d) Members with two unexcused absences from weekly TAB meetings in a quarter will be dismissed from the Board.
- e) Members with two unexcused absences from weekly one-on-one meetings with either the Staff Advisor to TAB or the TAB Manager in a quarter may be dismissed from the Board.
- f) If the TAB Manager is absent from a meeting, the Manager or the Staff Advisor to TAB will assign an alternate Board member to serve as Chair.

6) Voting

- a) A quorum consists of two-thirds of those Board members currently hired.
- b) Each member of TAB has one vote pertaining to all matters considered by the Board.

- c) The Staff Advisor to TAB and the TAB Manager will serve in an ex officio role except in the case of a tie, the TAB Manager will decide the outcome.

7) Salary

- a) TAB members receive an hourly wage as outlined in the S&A Fees Budget.

8) Application/Interview Process

- a) The application process and the selection of the hiring committee are the first steps in a continuing process of training and advising of TAB members. During Spring Quarter, written job announcements containing a synopsis of each position's duties and responsibilities are posted on campus for a minimum of two weeks.

Successful applicants are granted an interview with the TAB hiring committee. At this time, applicants are given an opportunity to state their program ideas, objectives, experiences as a team player, and time commitments for the academic school year.

9) Training of Members

- a) On Summer Quarter orientation meetings, TAB members will be provided the following: Training materials (which includes trainings in the use of the event checklist, publicity requests, press releases, venue schematics, training manual etc.), rules and regulations for TAB membership, and an overview of EvCC's resources and services. Other concerns deemed necessary by TAB are included in the orientation.

During Fall, Winter, and Spring Quarters, each member may be scheduled for a quarterly assessment with the staff Advisor to TAB. This quarterly assessment includes an evaluation of the Board member's performance, questions and answers, and an in-depth discussion of job expectations.

10) Probation

- a) If a Board member does not maintain minimum requirements for work, such as, but not limited to: non-performance of job expectations and/or duties, not meeting minimum grade point average and/or credit load, a probationary period will be established as deemed appropriate by the Advisor. A probationary contract will be written, reviewed by both student and the Staff Advisor to TAB, dated and signed by both parties. If requirements of probation are not met in the time established, the TAB member will be required to vacate the position.

11) Removal of Trojan Activities Board Members

- a) Members with unexcused absences from two meetings in a quarter are dismissed from TAB.
- b) Members not fulfilling their job expectations and/or duties as outlined in their job description will be placed on probation (See Part Ten). If no improvement occurs after an agreed upon probationary period, the member is dismissed from TAB.
- c) Members must meet academic requirements as specified in Part Two, Section
- (d). Members not meeting these requirements may be dismissed from the Board after an agreed upon probationary period (See Part Ten).

12) Amendments

- a) Amendments to the Trojan Activities Board by-laws are initiated by a majority of the members of TAB and ratified by the Associated Student Body (ASB) Senate.

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- *Equal Opportunity Director: EqualOpportunity@everettcc.edu, 425-388-9271;*
- *ADA Coordinator: ADAcoordinator@everettcc.edu, 425-388-9232;*
- *Title IX Coordinator: TitleIXCoordinator@everettcc.edu, 425-388-9271.*

All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the [Equal Opportunity and Title IX website](http://EverettCC.edu/EqualOpportunity): EverettCC.edu/EqualOpportunity