Virginia Wesleyan College
Constitution of the Wesleyan Activities Council

Article I. Name
The name of the organization shall be the Wesleyan Activities Council, also known as WAC.

Article II. Purpose
The Wesleyan Activities Council is a student programming board that provides social, educational, and community-building activities on campus. It is the primary programming arm of the Office of Student Activities, thus it helps support the mission of that office.

Article III. Membership and Structure

- Section 1. Membership
  - Item 1. All full-time undergraduate students of Virginia Wesleyan College who are in good judicial standing and have at least a 2.5 cumulative grade point average are eligible to apply to join the Wesleyan Activities Council. At least one semester of service to the organization is strongly preferred for the President and Vice president positions.
  - Item 2: All members of the Wesleyan Activities Council will be selected through an application and interview process in November for the calendar year that follows. Members must reapply each year. Selection of finalists will be determined by the Director of Student Activities with input and assistance from the Graduate Assistant(s) for Student Activities. An outgoing President may also be asked to assist with interviews.

- Section 2. Structure
  - Item 1. The Wesleyan Activities Council consists of the President, Vice President, Manager of Event Logistics, Manager of Finance and Administration, Manager of Marketing and Social Media, Manager of Novelties and Hospitality, Manager of Variety Performances, Manager of Concerts and Musicians, Manager of Traditions and Annual Events, Manager of Culture and Learning, Manager of Games and Recreation, and Manager of Sports and Spirit.
  - Item 2. The Wesleyan Activities Council reports to the Director of Student Activities, Greek Life, and Commuter Services. The Graduate Assistant for Student Activities may serve as a co-advisor of the organization.

- Section 3. Meetings
  - Item 1. The Wesleyan Activities Council shall meet on a weekly basis as determined by the schedules of the members in conjunction with the Director of Student Activities. Other meetings may be required before special events.

Article IV. Bylaws
Any bylaws to be added to the Constitution must be submitted in writing and distributed to the entire Wesleyan Activities Council one week before being addressed at the regular meeting. Proposed bylaws must be approved by a two-thirds vote of the Wesleyan Activities Council. As the Wesleyan Activities Council is a unique organization, serving as the programming arm of the Office of Student Activities, changes are subject to the oversight and approval of the Director of
Student Activities, Greek Life, and Commuter Services. Critical organizational structure changes may be made at the discretion of the Director.

Article V. Member Positions and Responsibilities

- **Section A. President**
  - **Item 1.** Candidates for President of the Wesleyan Activities Council must meet the following requirements for consideration:
    - Must have served on the Wesleyan Activities Council Board for at least one semester.
    - Must be able to attend all major events as a representative of the Wesleyan Activities Council.
    - Must not be serving as President (or similar lead position) of another major organization (Student Government Association, Marlin Chronicle, Greek organization)
    - Preference may be given to candidates with prior programming or managerial experience.
  - **Item 2:** The following items serve as a summary of responsibilities of the President of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
    - In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, provide general oversight for the Wesleyan Activities Council.
    - Coordinate the agenda and goals for the weekly meeting.
    - Assist the Director of Student Activities with training for the organization.
    - Ensure appropriate staffing for all of the organization’s events.
    - Meet with the Director of Student Activities, Greek Life, and Commuter Services at least once per week.
    - Meet with members of the Wesleyan Activities Council who are not meeting performance standards.
    - Attend all major events of the Wesleyan Activities Council.
  - **Item 3:** Should the President of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates from the organization to find a replacement.

- **Section B. Vice President**
  - **Item 1.** Candidates for Vice President of the Wesleyan Activities Council must meet the following requirements for consideration:
    - Must have served on the Wesleyan Activities Council Board for at least one semester.
    - Must be able to attend all major events as a representative of the Wesleyan Activities Council.
    - Must not be serving as President (or similar lead position) of another major organization (Student Government Association, Marlin Chronicle, Greek organization)
    - Preference may be given to candidates with prior experience building partnerships or communicating professionally with the public.
Item 2: The following items serve as a summary of responsibilities of the Vice President of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
- Represent the Wesleyan Activities Council at campus meetings.
- Actively seek and promote partnerships with other organizations for co-sponsorship opportunities.
- Serve as back-up to the President of the Wesleyan Activities Council.
- Communicate on behalf of the Wesleyan Activities Council (i.e. press pieces, news releases, securing media coverage) as needed.
- Attend all major events of the Wesleyan Activities Council.

Item 3: Should the President of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates from the organization to find a replacement.

Section C. Manager of Event Logistics

Item 1. Candidates for Manager of Event Logistics of the Wesleyan Activities Council must meet the following requirements for consideration:
- Must be able to attend most major events as a representative of the Wesleyan Activities Council.
- Preference may be given to candidates with prior programming or managerial experience.

Item 2: The following items serve as a summary of responsibilities of the Manager of Event Logistics of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
- In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, provide general oversight for Wesleyan Activities Council events.
- Use detailed event plans to assist with planning and execution of events, including space reservations, equipment, and audiovisual needs.
- Attend all major events of the Wesleyan Activities Council.

Item 3: Should the Manager of Event Logistics of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

Section D. Manager of Finance and Administration

Item 1. Candidates for Manager of Finance and Administration of the Wesleyan Activities Council must meet the following requirements for consideration:
- Must be able to attend most major events as a representative of the Wesleyan Activities Council.
- Preference may be given to candidates with prior budgetary or administrative experience.

Item 2: The following items serve as a summary of responsibilities of the Manager of Finance and Administration Logistics of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
- In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, monitor and allocate the Wesleyan Activities Council annual budget.
• Prepare reports on the status of the budget for regular meetings.
• Take minutes at regular meetings, distribute the minutes, and follow up with particular organization members on tasks assigned.

➢ Item 3: Should the Manager of Finance and Administration of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

• Section E. Manager of Marketing and Social Media
➢ Item 1. Candidates for Manager of Marketing and Social Media of the Wesleyan Activities Council must meet the following requirements for consideration:
  • Must be able to attend most major events as a representative of the Wesleyan Activities Council.
  • Preference may be given to candidates with prior marketing or formalized social media experience.

➢ Item 2: The following items serve as a summary of responsibilities of the Manager of Marketing and Social Media of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
  • Coordinate marketing campaigns for all Wesleyan Activities Council events.
  • Prepare detailed marketing plans and assign tasks to members of the organization.
  • In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, use official Wesleyan Activities Council social media accounts to advertise for events and share photo documentation of them.

➢ Item 3: Should the Manager of Marketing and Social Media of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

• Section F. Manager of Novelties and Hospitality
➢ Item 1. Candidates for Manager of Novelties and Hospitality of the Wesleyan Activities Council must meet the following requirements for consideration:
  • Must be able to attend most major events as a representative of the Wesleyan Activities Council.
  • Preference may be given to candidates with prior graphic design.

➢ Item 2: The following items serve as a summary of responsibilities of the Manager of Novelties and Hospitality of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
  • In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, design and make purchasing decisions for novelties of the Wesleyan Activities Council, including shirts and other giveaways.
  • Assist with identification of novelty vendors (ex. street signs, laser tag), communication with the vendors, and arrangements for their visits to campus.
  • Coordinate purchase of hospitality items for entertainers, including items in contract riders.
  • Serve as the organization’s lead coordinator during the event; if unable to attend one, must identify a replacement from the organization.
Item 3: Should the Manager of Novelties and Hospitality of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

Section G. Manager of Variety Performances

Item 1. Candidates for Manager of Variety Performances of the Wesleyan Activities Council must meet the following requirements for consideration:

- Must be able to attend most major events as a representative of the Wesleyan Activities Council.
- Preference may be given to candidates who have prior experience with event management or audiovisual equipment.

Item 2: The following items serve as a summary of responsibilities of the Manager of Variety Performances of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:

- In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, identify potential variety performers for campus, including magicians, comedians, spoken-word artists, and other non-musical performers.
- Serve as a point of contact for variety performers during their events.
- Serve as the organization’s lead coordinator during the event; if unable to attend one, must identify a replacement from the organization.

Item 3: Should the Manager of Variety Performances of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

Section H. Manager of Concerts and Musicians

Item 1. Candidates for Manager of Concerts and Musicians of the Wesleyan Activities Council must meet the following requirements for consideration:

- Must be able to attend most major events as a representative of the Wesleyan Activities Council.
- Preference may be given to candidates who have prior experience with event management or audiovisual equipment.

Item 2: The following items serve as a summary of responsibilities of the Manager of Concerts and Musicians of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:

- In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, identify potential musical artists for campus, including bands, duets, and solo performers.
- Serve as a point of contact for musicians during their events.
- Serve as the organization’s lead coordinator during all musical performances; if unable to attend one, must identify a replacement from the organization.

Item 3: Should the Manager of Concerts and Musicians of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

Section I. Manager of Traditions and Annual Events
Item 1. Candidates for Manager of Traditions and Annual Events of the Wesleyan Activities Council must meet the following requirements for consideration:

- Must be able to attend most major events as a representative of the Wesleyan Activities Council.
- Preference may be given to candidates who have prior experience with event management.

Item 2: The following items serve as a summary of responsibilities of the Manager of Traditions and Annual Events of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:

- In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, coordinate traditional and annual events (ex. Airband, Homecoming Dance, Christmas Tree Lighting).
- Assist in the development of new campus traditions.
- Serve as a point of contact for traditions and annual events.
- Serve as the organization’s lead coordinator during all campus tradition events; if unable to attend one, must identify a replacement from the organization.

Item 3: Should the Manager of Traditions and Annual Events of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

Section J. Manager of Sports and Spirit

Item 1. Candidates for Manager of Sports and Spirit of the Wesleyan Activities Council must meet the following requirements for consideration:

- Must be able to attend most major events as a representative of the Wesleyan Activities Council.
- Preference may be given to candidates who have prior experience with sports or spirit activities.

Item 2: The following items serve as a summary of responsibilities of the Manager of Sports and Spirit of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:

- In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, coordinate events in support of Athletics, including those that promote school spirit (ex. tailgates, pep rallies).
- Take the lead on planning fitness- or sports-related events such as Hall Brawl and Mud Games; collaborate with RecX and Athletics when possible.
- Serve as a point of contact for sports and spirit events.
- Serve as the organization’s lead coordinator during all sport and spirit events; if unable to attend one, must identify a replacement from the organization.

Item 3: Should the Manager of Sports and Spirit of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

Section K. Manager of Culture and Learning

Item 1. Candidates for Manager of Culture and Learning of the Wesleyan Activities Council must meet the following requirements for consideration:
• Must be able to attend most major events as a representative of the Wesleyan Activities Council.
• Preference may be given to candidates who have prior experience with diversity or academic programming.

➤ **Item 2:** The following items serve as a summary of responsibilities of the Manager of Culture and Learning of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
  • In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, coordinate events in support of intercultural appreciation and academic rigor (i.e. heritage months, intellectual speakers).
  • Take the lead on planning cultural and academic events; collaborate with the Office of Intercultural and International Programs and other academic departments when possible.
  • Serve as a point of contact for cultural and academic events.
  • Serve as the organization’s lead coordinator during all cultural and academic events; if unable to attend one, must identify a replacement from the organization.

➤ **Item 3:** Should the Manager of Culture and Learning of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

• **Section L. Manager of Games and Recreation**

➤ **Item 1.** Candidates for Manager of Games and Recreation of the Wesleyan Activities Council must meet the following requirements for consideration:
  • Must be able to attend most major events as a representative of the Wesleyan Activities Council.
  • Preference may be given to candidates who have prior experience with social or recreational programming.

➤ **Item 2:** The following items serve as a summary of responsibilities of the Manager of Games and Recreation of the Wesleyan Activities Council, though additional tasks may be assigned by the Director of Student Activities, Greek Life, and Commuter Services:
  • In conjunction with the Director of Student Activities, Greek Life, and Commuter Services, coordinate games and recreational events in support of community building on campus (i.e. Marlin Family Game Night, BINGO, on-campus movies, trivia, etc.).
  • Collaborate with RecX and other departments when possible.
  • Serve as a point of contact for games and recreational activities.
  • Serve as the organization’s lead coordinator during all games and recreational events; if unable to attend one, must identify a replacement from the organization.

➤ **Item 3:** Should the Manager of Games and Recreation of the Wesleyan Activities Council step down or be removed from the position, the Director of Student Activities will interview candidates to find a replacement.

**Article VI. Appointment Timeline**

• **Section A. Length of Appointment**
Item 1. All members of the Wesleyan Activities Council shall serve a term of one calendar year (i.e. January to December).

Article VII. Meeting Procedures and Attendance

- **Section A. Procedures**
  - **Item 1. Procedures:** The President of the Wesleyan Activities Council will take the lead on regular meetings, after consultation with the Director of Student Activities, Greek Life, and Commuter Services. If the President is unable to attend a meeting, the Vice-President will serve in the President’s absence.
  - **Item 2. Attendance:** All members of the Wesleyan Activities Council shall be expected to attend all meetings and remain for their entirety. Failure to do so without prior notification of the President will result in a meeting to discuss the issue. Repeated absences from regular meetings may result in dismissal from the Wesleyan Activities Council.

Article VIII. Grievances and Abandonment

- **Section A. Grievances**
  - **Item 1. Formal Meetings:** Any grievance shall be handled by a formal meeting of all parties with the President of the Wesleyan Activities Council and the Director of Student Activities, Greek Life, and Commuter Services, unless the grievance concerns either of those positions. The intention is to allow the aggrieved party to fully discuss the issue, state their contentions, clear up any possible misunderstandings, and resolve the dispute formally. Any resulting decisions will be made by the President of the Wesleyan Activities Council and the Director of Student Activities, Greek Life, and Commuter Services.

- **Section B. Abandonment**
  - **Item 2: Failure to Meet Obligations:** If a member of the Wesleyan Activities Council fails to fulfill his or her obligations, the President of the Wesleyan Activities Council and the Director of Student Activities, Greek Life, and Commuter Services may remove the member. Abandonment is defined as having no contact with members and/or failure to fulfill the responsibilities of the appointed position.

Article IX. Trips or Conferences

- **Item 1.** All trips must be pre-approved by the President of the Wesleyan Activities Council and the Director of Student Activities, Greek Life, and Commuter Services.
- **Item 2.** NACA Conference attendees shall be determined by the Director of Student Activities, Greek Life, and Commuter Services and the President of the Wesleyan Activities Council.
  - Selection of attendees shall be made with emphasis placed on individuals who plan to reapply to the Wesleyan Activities Council for the following year, those who have performed well, those who will represent the College admirably, and those who have not previously been to the conference.
  - Budgetary and performance decisions may determine the number of attendees at the conference.
Article X. Training and Early Return to Campus

- **Item 1.** All members of the Wesleyan Activities Council are required to participate in an intensive spring training to be oriented to their new positions. Permission to miss this required training is at the discretion of the Director of Student Activities, Greek Life, and Commuter Services.

- **Item 2.** All members of the Wesleyan Activities Council are required to return up to one week early for the Fall semester for refresher training, move-in assistance, and event coordination (Scene II Orientation programming, Welcome Back Week programming). Permission to miss this required training is at the discretion of the Director of Student Activities, Greek Life, and Commuter Services.

- **Item 3:** All members of the Wesleyan Activities Council are required to participate in Student Organization Training in the fall. Permission to miss this required training is at the discretion of the Director of Student Activities, Greek Life, and Commuter Services.

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