

Bylaws
Of
The Events and HYPE Taskforce
Of
The Student Leadership Council
Created June, 2, 2015

Table of Contents

Article I: Purpose.....	3
Article II: Governance/ Organization	3
Section A: Composition.....	3
Section B: Voting Rights	4
Section C: Budget Authority.....	4
Section D: HYPE.....	4
Article III: Committees and Sub-Committees	4
Section A: Committee Expectations.....	5
Section B: HYPE Subcommittee duties/ responsibilities.....	5
Section C: HYPE System subcommittees.....	5
a) Steering subcommittee:.....	5
b) Systems subcommittee:.....	5
c) Data subcommittee:	5
Section D: Ad-Hoc/ Additional Subcommittees	6
Article IV: Meetings.....	6
Section A:	6
Section B:	6
Section C:	6
Section D:	6
Article V: Amendments to the Bylaws	7

Article I: Purpose

The purpose of the Events and HYPE Taskforce shall be to plan, coordinate and implement events on campus, to encourage student engagement on campus, and create learning opportunities for our students. Events should focus on creating safe and inclusive spaces, while creating a diverse marketplace for ideas for the student body. Clubs and Co-Curricular's should be included or advertised in some manner to draw student attention to opportunities for involvement. It is also the duty of this body to incorporate and implement the HYPE student engagement system in all available events implemented by the SLC. This meeting space should be used to plan events and create and propose budgets to accomplish the purpose of this Taskforce.

Article II: Governance/ Organization

Section A: Composition

The composition of the Events and HYPE Taskforce shall consist of the members listed below, and quorum shall be determine by a majority plus 1 of the voting members listed in section B. All members listed in this section are required to attend, as listed in this document as well as the SLC Bylaws, and are expected to contribute to the purpose and accomplishment of the Events and HYPE Taskforce goals. This meetings membership shall consist of:

- Community Outreach Director
- Event planners 1-4
- Executive assistant 1-2
- Clubs and Engagement
- Volunteer Outreach
- Lebanon Center Coordinator
- Benton Center Coordinator
- Communication director

Section B: Voting Rights

The following members are the voting members of this body and have the responsibility to direct the Events and HYPE Taskforce as well as propose and approve all budgets associated with proposed events. Quorum for the Events and HYPE Taskforce shall constitute majority plus 1 of the following members:

- Community Outreach
- Event Planner 1-4
- Clubs and Engagement
- Volunteer Outreach
- Lebanon Center Coordinator
- Benton Center Coordinator
- Communication Director

Section C: Budget Authority

The Events and HYPE Taskforce has the power to propose and approve budgets, associated with events and activities, as pre-allocated by the Finance Director, within the (ASLBBC Programming and Activities account #92002?). Any and all budgets to be proposed to the Events and HYPE Taskforce must first be viewed and approved by the Finance Director. After approval any budget passed by the Events and HYPE Taskforce must be recorded by the Finance Director. The Community Outreach Director shall be responsible with delivering any passed budgets to the Finance Director.

Section D: HYPE

The Events and HYPE Taskforce is specifically charged with the management and upkeep of the HYPE Student Engagement System. The HYPE System's purpose is to record and categorize student involvement in a variety of events, to better aid the SLC and Administration in discerning what students are most interested and involved in on campus. All members of the Events and HYPE Taskforce are required to sit on at least one HYPE Sub-Committee, as listed in Article, III Section B, and complete the tasks associated with that sub-committee. The Community Outreach Director has the authority to appoint members of the Events and HYPE Taskforce to HYPE Subcommittees as needed, as well as delegate specific tasks to each sub-committee. It is the duty of the Events and HYPE Taskforce to incorporate the HYPE system into every event the SLC commissioned events, to record and monitor student involvement.

Article III: Committees and Sub-Committees

Section A: Committee Expectations

The Subcommittees of the Events and HYPE Taskforce are expected to complete specific tasks to improve and maintain the implementation of the HYPE Student Engagement System at LBCC and simplify the incorporation of that system with all SLC events on campus. The Events and HYPE Taskforce shall accomplish this through the implementation of three subcommittees: the Steering HYPE subcommittee, The Systems HYPE subcommittee, and the Data HYPE subcommittee. The responsibilities of these subcommittees will be listed below in Section B.

Section B: HYPE Subcommittee duties/ responsibilities

The HYPE Subcommittees shall be divided into three subcommittees, which shall consist of the following: The HYPE Steering subcommittee, the HYPE Systems subcommittee, and the HYPE Data subcommittee. All members of the Events and HYPE Taskforce are required to sit on at least one committee and complete to the best of their ability the tasks assign to them. Each subcommittee shall consist of no less than two, no more than four, members of the Events and HYPE Taskforce. If necessary the Community Outreach Director may appoint members of the Events and HYPE Taskforce to serve on a specific subcommittee, as well as assign tasks to each subcommittee. Subcommittees will determine their own hours of operation and meeting times so long as they do not conflict with any other required meeting times of committee members and that they are able to complete/make progress on their tasks by the next Events and HYPE Taskforce meeting.

Section C: HYPE System subcommittees

a) Steering subcommittee:

The Steering subcommittee shall be charged with the responsibility of evaluating and developing new methods and strategies for advertisement and development of the HYPE system and work toward improving the implementation for the HYPE system within the Events and HYPE Taskforce.

b) Systems subcommittee:

The Systems subcommittee shall be charged with the responsibility of implementing the changes and improvements proposed by the steering subcommittee and approved by the Events and HYPE Taskforce. Systems subcommittee is also solely responsible for the maintenance, upkeep, and usage of the HYPE System scanning equipment and training any and all parties using this equipment at SLC or campus sponsored events.

c) Data subcommittee:

The Data subcommittee shall be charged with the collection, management and analysis of any and all data collected by the HYPE System at SLC events. Members of the data subcommittee are responsible with managing this information to accurately report on the involvement of students and provide information to the Events and HYPE Taskforce as to where student involvement is highest and what events student more likely to be involved with.

Section D: Ad-Hoc/ Additional Subcommittees

The Events and HYPE Taskforce may establish ad hoc committees as may from time to time be necessary to achieve the purpose of the Events and HYPE Taskforce. The Events and HYPE Taskforce shall appoint at least one SLC Representative to convene the ad hoc committee. Any ASLBCC member without limitation may become a member of an ad hoc committee, entitled to all the rights, powers and privileges of committee membership.

Article IV: Meetings

Section A: All SLC meetings will be open to the public with the exception of executive sessions as pursuant to the Oregon Revised Statute 192.660. SLC minutes will be taken every meeting by the Executive Assistant. If the Executive Assistant is for any reason unable to attend a meeting, the Community Outreach Director will appoint a temporary Minutes taker from the SLC or ASLBCC. The Community Outreach is responsible for organizing the content of the Events and HYPE Taskforce meeting agendas. Meeting agendas shall be posted at least 48 hours prior to a meeting and minutes will be made available within 48 hours following each meeting. All minutes and agendas will be kept on record in the SLC G- Drive and documented in the ASLBCC Accreditation Binder available to all students

Section B:

The Events and HYPE Taskforce shall meet between the times of 3pm and 5pm on Wednesday in accordance with the SLC Bylaws Article VIII, Section B. The meeting time can be amended with a two-thirds vote of The Events and HYPE Taskforce and must be between the hours of 8 AM to 5 PM Monday thru Friday. Each member is required to attend the meeting or provide an approved proxy for the meeting. Proxy's must be selected 24 hours prior to a meeting and inform the Community Outreach Director of the absence, and are to be provided with a written statement of any reports the absent officer is required to deliver, as well as a written statement of any and all votes or motions that officer wishes to make. In the event of an absence, SLC members may call in or use some form of video communication to constitute attendance, and contribute towards achieving quorum.

Section C: Special meetings may be called by a petition signed by a majority of the Events and HYPE Taskforce voting members.

Section D: The SLC will use the following order of business outline:

- I. Call to order, Attendance, & Welcome
- II. Consent Agenda and Approval of Past Minutes
- III. Hearing of Guests & Special Reports
- IV. Committee Reports
 - a. HYPE Steering Subcommittee
 - b. HYPE Systems Subcommittee
 - c. HYPE Data Subcommittee

- d. Subcommittee Task Assignment
- V. Action Items
- VI. Discussion Items
- VII. Member Task Reports
- VIII. Announcements & Reminders
- IX. Adjournment

Article V: Amendments to the Bylaws

The Events and HYPE Taskforce shall develop a set of Bylaws to meeting rules and operations. The original Bylaws for The Events and HYPE Taskforce shall be available to the student body. Amendments to those Bylaws shall be posted for fourteen (14) school days and at least two hearings on the proposed Bylaws, open to the student body, must be held during the posting period. Adoption by The Events and HYPE Taskforce shall be by a majority vote of that respective body after the expiration of the posting. This process must be initiated by the Community Outreach Director. The Community Outreach Director must initiate this process every two years, or at the behest of a member or members of The Events and HYPE Taskforce. It is the duty of the Community Outreach Director to coordinate with the SLC Vice-President to ensure any and all changes to The Events and HYPE Taskforce Bylaws as well as its overall composition do not conflict with the SLC Bylaws, Constitution, or any other guiding documents of the SLC.