



Student Programming Board

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Student Programming Board (SPB) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The purpose of the Student Programming Board shall be to provide varied and interesting programs for as many undergraduate students and members of the University community as possible while aiding other campus organizations in their event planning process. Events shall include, but are not limited to speakers, musical performances, community weekend events, and other interactive activities. Factors for selecting these activities include, but are not limited to, tradition, culture, community, perceived enjoyment and value. While the Student Programming Board should collaborate with faculty, staff, alumni and other students, the target audience for all programming shall be River Campus undergraduates.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - An SA member who fulfills at least two of the following criteria:
 - a. Has been elected to, and is in good standing on the executive board.
 - b. Has volunteered for at least one SPB event within the previous or current semester to date.

- c. Has attended at least $\frac{1}{3}$ of SPB General Meetings in the past semester to date.
 - i. One may also be deemed an active member by a two-thirds vote of the executive board.
 - ii. While studying abroad through a UR approved program, active membership is to be revoked and automatically reinstated upon return to the University. In this case only, a currently non-active member may run for an executive position from abroad.
- C. Definition of associate member - A non-SA member who fulfills all other requirements for active membership.
- D. Responsibilities of members – All members are expected to contribute ideas and opinions, help advertise for events, survey peers, and promote SPB on campus.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present.
- B. Quorum at General Meetings is defined as $\frac{1}{3}$ of the active membership and at least $\frac{1}{2}$ of the executive board.
- C. Quorum at Executive Board Meetings is defined as at least $\frac{3}{4}$ of officers.
- D. A minimum of 3 General Meetings per semester shall be enforced.
- E. A minimum of 1 Executive Board Meeting per two weeks shall be enforced.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie. For informal matters, the President may vote.
- D. The President shall have veto power over any vote.
 - a. A veto may be overturned by an affirmative two-thirds vote of the Executive Board. An affirmative vote implies that two-thirds of the Executive Board must actively vote yes, thus absent members are assumed to vote negatively.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. The following officers shall be elected to the Executive Board in the quantities specified:
 - a. President - Must have held an executive board position during the previous academic year.
 - b. Business Manager
 - c. Boar's Head Chair
 - d. Campus Center Chair
 - e. Concerts Chair
 - f. Performance Outreach Chair
 - g. Publicity Chair
 - h. Secretary Chair
 - i. Speaker Chair

- j. Winterfest Weekend Chair
- k. Yellowjacket Weekend & Dandelion Day Chair

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. All officers shall be responsible for appropriate planning of the following year's events, if preliminary measures need to be taken before spring elections.
- F. The President shall first and foremost be ultimately responsible for all actions and events of the Student Programming Board. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President shall work with all Event Chairs and ensure communication and cohesiveness. The President is ultimately responsible for the budget, and in consultation with the Business Manager, shall allocate funds to various causes appropriately. They are also the official representative of Student Programming Board to administrators, other campus organizations, agents, and the outside community. The President shall also work to build relationships with area colleges and benchmark these peer institutions.
 - a. The President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- G. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. The Business Manager must also obtain all requisitions, purchase orders, checks, cash, co-sponsorship forms, and other sources of funding. The Business Manager shall advise the President on all financial matters, and propose the Student Programming Board's budget annually per the President's guidance. They must attend all meetings required by SAAC, and deal directly with the SAAC student accountant.
- H. The Boar's Head Chair shall work to coordinate all aspects of the Boar's Head Dinner, including volunteers, employees, setup, script, and logistics.
 - a. If Boar's Head Chair becomes vacant in spring semester, the position will remain vacant. Election for a new chair will occur at spring elections.
- I. The Campus Center Chair shall coordinate all additional programming, especially when centered around the Campus Center. The Chair shall work to convey the sentiments of students concerning programming within the Campus Center.
- J. The Concerts Chair shall coordinate the fall and spring concerts. The chair will be responsible for bringing ideas to the executive board, working with the WCSA advisor throughout the contracting process, coordinating the volunteer schedule, and organizing hospitality and rider items.
- K. The Performance Outreach Chair shall bring student entertainment to the campus' coffeehouse venue. The Performance Outreach Chair shall organize performers for Friday Night Live in the Campus Center. The Chair will be responsible for

coordinating volunteers for Friday Night Live. The Chair will coordinate with the Eastman Students' Association to bring Eastman performers to the River Campus and coordinate volunteers for these events as well. The Chair shall be the liaison between student performers and the organization.

- L. The Publicity Chair is responsible for ensuring thorough and creative marketing of all Student Programming Board events and co-sponsorships. This work shall be partially done through the management of social media outlets. The Chair shall work with each Event Chair and University Communications to publicize Student Programming Board events. The Chair shall be responsible for publicizing the Student Programming Board to student organization leaders, other students, administrators, departments, and the remainder of the campus community.
- M. The Secretary shall take roll call at all meetings, tally votes, keep an accurate list of active organization members, and take and maintain meetings' minutes. The Secretary shall also be responsible for coordinating reservations and supporting the Executive Board in maintaining paperwork and records. The Secretary shall send weekly emails to general members regarding meetings. The Secretary shall also assist Chairs in gauging student interest on events through sending out surveys and forms to fellow students via email. The Secretary shall also work in general member acquisition and retention.
- N. The Speaker Chair shall coordinate speaker events on campus during Winterfest Weekend, including co-sponsorships that pertain to speaking engagements. The Speaker Chair shall work with Alumni and Advancement Center on logistics for the Meliora Weekend Comedian. The Chair shall also work to survey the student body in search of desirable speakers, comedians, and performers.
- O. The Winterfest Weekend Chair shall coordinate all aspects of the Winter Wonderland Carnival event, including co-sponsorships. The Winterfest Chair shall lead a task force formed of members from all Winterfest Weekend co-sponsoring organizations. The Chair is the primary contact for the weekend's events except for the speaker/comedian event.
- P. The Yellowjacket Weekend & Dandelion Day Chair shall coordinate all aspects of Yellowjacket Weekend's carnival and Dandelion Day's carnival, including co-sponsored events. The Chair will sit on the Springfest committee and serve as the primary student contact for Dandelion Day. They shall work closely with the Wilson Commons Student Activities Programming Staff to represent undergraduate student opinion and coordinate both major events.

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Nominations Procedure

- a. The President shall open nominations at the meeting two weeks prior to elections. All active and associate members shall be notified at least 7 days prior to elections of the date of election.
- b. Nominations may be taken until one day prior to elections, at which point the candidate list shall be published to all eligible voters.
 - i. At the discretion of the presiding officer and with consent of all candidates of a race, additional candidates may be entered after the deadline.
 - ii. In the event of an empty position on election day, a candidate may be added at the discretion of the President and the confirmation of the candidate.
- c. All active members may nominate any active member including himself/herself. Nominations shall require a second by a different active member.
- d. In the event that an officer is going to study abroad in the spring semester of the academic year, nominations and elections shall occur for the vacant position during the fall semester. Nominations should be made in November with elections occurring two weeks later.
 - i. Boar's Head Chair, Campus Center Chair, Performance Outreach Chair, Publicity Chair, and Secretary are the only positions that do not require a year long commitment to the Executive Board.

B. Elections Procedure

- a. The President shall preside over all elections in which they are not a candidate.
 - i. In races in which the President is a candidate, a member on the Executive Board with the highest seniority will conduct the election.
- b. All active members shall be eligible to run for office. All active and associate members shall be eligible to vote.
 - i. Candidates for President must have served in good standing for at least one year on the Executive Board.
 - ii. Any SA member who is not currently active in the Student Programming Board shall be eligible to run for office with a simple majority vote of the Executive Board. They shall not be eligible to vote.
- c. All candidates shall be given the opportunity to present a written platform or platform speech. The platform shall not be disclosed to the other candidates of that race. All voters shall be given the opportunity to ask each candidate questions.
- d. Candidates of a race may not vote in their own race.

- e. A thorough round of discussion shall occur amongst all voters after platform presentations and questioning, but before voting. All members shall have the opportunity to speak.
 - f. Elections voting shall occur using secret ballot or the CCC election tool.
 - i. If there is only one candidate in the race, voting shall occur via a heads-down hand vote in the case of an in-person election.
 - g. A candidate must receive a majority of votes in order to be declared the winner. In the event of a plurality, a run-off shall occur between the two top vote getters.
 - h. The President must cast a deciding vote in a tie.
 - i. In a race in which the President is a candidate, the floor shall be re-opened for discussion and a re-vote shall take place. If after one re-vote a majority decision is not reached, the Executive Board shall vote. In the event that the Executive Board reaches a tie, Student Programming Board's WCSA Advisor shall cast the deciding vote.
- C. Term of Office - Term of Office is one year.
- a. The outgoing President shall resign in writing on behalf of the entire outgoing executive board, before July 1. If the outgoing President has not resigned the board by July 1, the newly elected executive board will assume office by default.
- D. Timing of Elections - Elections shall take place in the Spring semester at least three weeks prior to final exams.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership plus associate membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

SECTION FIVE - PROVISIONS OF ADVISOR(S)

- A. The Advisor shall serve as a mentor chiefly to the President, but also to any Executive Board member as needed, offering guidance on Student Programming Board business including conducting meetings and event planning. The Advisor shall be in close communication with the President throughout the calendar year. The Advisor shall serve as a resource of information on topics including policy, history, and networking.
- B. The Advisor shall advocate for the Student Programming Board to the Wilson Commons staff and other University staff, encouraging advisors to encourage their groups to work with Student Programming Board on programming, and helping the President to liaise with the Wilson Commons Programming Staff.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

A. The Student Programming Board of the University of Rochester will abide their Resource Agreement.

ARTICLE VII - HAZING POLICY

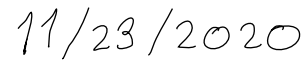
Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Student Programming Board. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Student Programming Board of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.



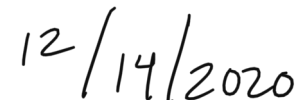
Signature of Confirmation
Timur Cinay
President, Student Programming Board



Date



Signature of Approval
Eden-Lyn Thomas
**Chair, Student Organization Administration & Review
Committee**



Date