

# Student Centers Programming Advisory Board ~ Constitution ~

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**APPROVED**  
Associate Director  
Activities & Programs  
10/23/03

**APPROVED**  
Associate Director  
Activities & Programs

**Revised 10/03**

# ~ C o n s t i t u t i o n ~

## **ARTICLE I - Name**

The name of this organization shall be the Student Centers Programming Advisory Board, hereafter referred to as SCPAB.

## **ARTICLE II - Purpose**

In response to the needs of the student body in particular and the entire University of Delaware community in general, the purpose of SCPAB is to create, manage and evaluate a high-quality, well balanced, co-curricular program of events and activities in conjunction with the Student Centers Activities & Programs Office. SCPAB also provides structured opportunities for students to actively participate in the formulation, selection, implementation and evaluation of this extra-curricular program. It also serves as a programmatic resource group committed to assisting and/or cooperating with any student organization on campus with its program needs.

## **ARTICLE III - Membership**

### *Section 1 - Membership Eligibility*

Any matriculated full-time or part-time undergraduate or graduate student at the University of Delaware is eligible for general membership. Only full-time undergraduate students are eligible for voting membership. Members must fulfill the following requirements over a semester to be considered a voting member of SCPAB for the following semester. If a member acquires voting status for the following semester, they are allowed to participate in votes taken in the last month prior to the last day of classes of that current semester.

- A. Assist with at least 10% of SCPAB related, sponsored or co-sponsored events during the semester determined by the total number of events scheduled as of the first meeting of each semester
- B. Attend at least 75% of all general meetings
- C. A member can receive full credit for a missed meeting by notifying the secretary at least 1 hour prior to the meeting and by replying to the minutes e-mail before the next general meeting.

### *Section 2 - Qualifications for Officers & Chairpersons*

- A. President - This person must have been a voting member of SCPAB for both the fall and spring semesters of that school year in which the election is being held. This person must have also exhibited leadership ability during that previous semester(s).
- B. Vice-Presidents - (4 positions- Major Events, Films, Variety Events, Advertising) This person must have been a voting member of SCPAB for both the fall and spring semesters of that school year in which the election is being held. This person must have also exhibited leadership ability during that previous semester(s).
- C. Secretary - This person must have been a voting member of SCPAB for both the fall and spring semesters of that school year in which the election is being held.
- D. Treasurer - This person must have been a voting member of SCPAB for both the fall and

spring semesters of that school year in which the election is being held. Knowledge and experience in bookkeeping is recommended.

- E. Chairpersons - This person must have exhibited leadership ability during the previous semester(s).
- F. After three (3) consecutive years of holding any position (Executive Board or Committee Chairperson), member is not allowed to hold a position.

### *Section 3 - Elections*

General elections for SCPAB shall be held at a regular meeting determined by the Executive Board prior to the end of the academic year. Nominations will be taken one week prior to the elections. Only voting members may participate in elections. Graduating members may make nominations but may not participate in voting. Officers will assume their positions at the next regular meeting following the elections. Outgoing Executive Officers shall assist the newly elected Executive Officers in their proceedings for the remainder of the academic year.

### *Section 4 - Appointments*

After general elections, committee chairpersons will be appointed to their positions. The outgoing vice-president of each committee will make their recommendations for the chairperson to the incoming executive board. This person will be appointed through a three-fourths (3/4) affirmative vote of the Incoming Executive Board.

### *Section 5 - Position Fulfillment*

In the event that an Executive Officer is unable to fulfill his/her duties for an extended period of time, the remaining Executive Officers shall decide the appropriate action. In the event that a Chairperson is unable to fulfill his/her duties for an extended period of time, the VP of that Committee will take the appropriate action, with the approval of the Executive Board.

## **ARTICLE IV - Duties of Officers & Chairpersons**

### *Section 1 - Executive Officers*

#### **A. PRESIDENT**

The President of SCPAB shall:

1. Be charged with the smooth functioning of the Executive Board and the committees.
2. Coordinate the policies and activities of the committees through the respective Vice-Presidents.
3. Preside at all general meetings of SCPAB, with exceptions as described under Article VIII of the constitution.
4. Be the official representative of SCPAB to other student organizations and to university-wide committees, including Programming Advisory Group (PAG) and SOLAR Council, a duty that the president may delegate to any Executive Officer of SCPAB.
5. Serve as the official liaison of SCPAB to local, regional, and national programming organizations.

6. Aid the Activities & Programs Office in the creation and implementation of an incentive plan for SCPAB. He or she should consult the previous year's plan for ideas.
7. Not vote except to break a tie.
8. Follow all University of Delaware policies and procedures as set forth by the Activities & Programs Office.
9. Be responsible for carrying out all other duties assigned to him or her by the Executive Board.

## B. VICE-PRESIDENTS

The Vice President of each committee shall:

1. Be charged with the smooth running of the committee and the activities of the committee.
2. Supervise the committee chairpersons and serve as the liaison between them and the executive board
3. Oversee that the committee is fulfilling its purpose as defined in Article V of the Constitution.
4. Recruit, maintain, and motivate committee membership.
5. Remain within specified budgetary constraints.
6. Contribute to the overall programming plan for SCPAB
7. Follow all University of Delaware policies and procedures as set forth by the Activities & Programs Office.
8. Be responsible for carrying out all other duties assigned to him or her by the Executive Board.

## C. TREASURER

The Treasurer of SCPAB shall:

1. Serve as the chief financial officer of SCPAB.
2. Endorse all forms, contracts, and letters, which could in any way financially obligate SCPAB.
3. Be the only Executive Board member who is able to sign checks, which are drawn on SCPAB's bank account; cosigned by the Advisor or other designated administrator of the Student Centers.
4. Submit end-of-the-semester financial reports to the Executive Board and place in file; present end-of-the-month line-item financial report to general members; be able to produce appropriate financial information as requested or required.
5. Be responsible for the collection of receipts and payment of obligations of SCPAB. Also he or she shall, with the assistance of the Executive Board and Advisor, prepare and obtain approval of SCPAB budget, in accordance with the policies of the Student Centers Allocation Board.
6. Administer and maintain SCPAB budget, with Executive Board approval.
7. Work with the other members of the Executive Board and the committee chairs to create and implement an incentive plan for SCPAB.
8. Maintain a ledger based on this approved budget.
9. Follow all University of Delaware policies and procedures as set forth by the Activities & Programs Office.

10. Be responsible for carrying out all other duties delegated to her or him by the Executive Board.

#### D. SECRETARY

The Secretary of SCPAB shall:

1. Record the minutes for all general and Executive Board meetings; distribute minutes from the general meetings to all members in a timely manner.
2. Compile and update membership lists for the organization as a whole while keeping track of membership requirements; have lists available to general members upon request; supply each Executive officer with the current membership list.
3. Keep all other records of SCPAB.
4. Be responsible for coordinating meeting schedules and making room reservations for Executive Board and general meetings.
5. Advise the Executive Board of its constitutional requirements and responsibilities during the academic year.
6. Work with the other members of the Executive Board and the committee chairs to create and implement an incentive plan for SCPAB.
7. Run General Meetings if the President is absent.
8. Follow all University of Delaware policies and procedures as set forth by the Activities & Programs Office.
9. Be responsible for carrying out all other duties delegated to her or him by the Executive Board.

### *Section 2 - Committee Vice Presidents & Chairpersons*

#### A. STANDING COMMITTEES

Each standing committee shall have a Vice President with the duties described above in Article IV Section 1. There will also be a chairperson appointed for each sub-committee. Subcommittees can be created or deleted under each of the four areas by consent of the Vice President for that area and the Executive Board.

1. Major Events
  - a. Concerts
  - b. R-Series
  - c. Lectures
  - d. Minor Concerts
2. Films
  - a. Weekend Films
  - b. Wednesday Films
  - c. Previews
3. Variety Events
  - a. Coffeehouse
  - b. First Fling
  - c. Final Fling
  - d. Lectures
4. Advertising

- a. Historian
- b. Web Master
- c. Promoter

## 5. AD HOC COMMITTEES

An ad hoc committee may be created by the Executive Board and have a chairperson(s) as appointed by the Executive Board. Such a chairperson(s) shall:

1. Be charged with the smooth running of the committee and the activities of the committee,
2. Oversee that the committee is fulfilling its purpose as defined by the Executive Board upon inception,
3. Recruit, maintain, and motivate committee membership,
4. Remain within specified budgetary constraints.

### *Section 3 - Term of Office*

Officers shall assume their one-year term at the first Executive Board meeting or General Meeting following their election. Ad Hoc Committee Chairpersons shall assume their limited term when appointed by the Executive Board. The Term of office of an ad hoc chairperson is limited to the time of completion of the purpose of the committee; however an Ad Hoc Committee Chairperson Term of office can be terminated upon resignation or by the Executive Board. The Term of office of an Executive Board member can be terminated upon resignation or impeachment as designated under Article VIII of the Constitution.

## **ARTICLE V - Committee Structure**

SCPAB shall have four (4) standing committees as outlined below. Any need for other committees may be added through an amendment as outlined in Article X or by creation of an Ad Hoc Committee as described earlier.

### A. Major Events Committee

The major events committee shall:

1. Present a diverse program of musical, comedy or lecture entertainment designed to satisfy the current tastes of the student body.
2. Research, develop and implement major events in the appropriate campus facilities as acts become available and are deemed feasible by the committee. These acts are designated as major events if they are over \$5000 in booking price. Acts under \$5000 should be passed on to the Variety Events Committee for consideration.
3. Implement the programs it plans through policies, guidelines, agreements and arrangements it deems necessary which includes staffing of events.
4. Design the program within the budget approved by the Executive Board and should be concerned with the financial success of all programs.
5. Reserve the appropriate facility and services to present the event in accordance with the Artist's Contract or Contract Rider.
6. Provide hospitality arrangements for the event as described in the Artist's Contract or Contract Rider.

7. Be responsible for all major event information sent to the organization as well as dealing with the appropriate agents.
8. Serve as a liaison to gather staff for events sponsored by other groups for the Bob Carpenter Convocation Center.

#### B. Films Committee

The film committee shall:

1. Create a selection of movies, with the aid and approval of the full membership of SCPAB that appeal to the general population of the university.
2. Implement the programs it plans through policies, guidelines, agreements and arrangements it deems necessary which includes staffing of events.
3. Reserve the Trabant Movie Theatre or other appropriate venue for showings of the film(s).
4. Arrange for a Student Centers Technician or other appropriate personnel to show the film(s).
5. Design all programs within the budget approved by the Executive Board and should be concerned with the financial success of all programs.
6. Be responsible for all film promotional material sent to the organization as well as dealing with the appropriate vendors.

#### C. Variety Events Committee

This committee shall head any event that does not fall under the major events or films committee.

The variety events committee shall:

1. Present a diverse program of entertainment designed to satisfy the current tastes of the student body.
2. Research, develop and implement events in the appropriate campus facilities as acts become available and are deemed feasible by the committee, with an emphasis on Student Centers sites including The Scrounge, Hen Zone, TUC Multipurpose Room, Harrington Beach, and the TUC and PSC outdoor patios.
3. Implement the programs it plans through policies, guidelines, agreements and arrangements it deems necessary which includes staffing of events.
4. Make appropriate reservations of facility spaces and arrange all services necessary to execute the Special Event.
5. Provide Hospitality for all Special Events as outlined in the Artist's Contract or Contract Rider.
6. Design the program within the budget approved by the Executive Board and should be concerned with the financial success of all programs.
7. Be responsible for all information concerning special events sent to the organization as well as dealing with the appropriate agents.

#### D. Advertising Committee

The advertisement committee shall:

1. Decorate and update the allocated bulletin boards, showcases, and isles.

2. Help the film, major, and variety events committee with designing of fliers, as needed.
3. Submit Review, UDTV, and WVUD advertisements in a timely manner.
4. Change the UD phone messages.
5. Design posters, magnets, and wallet cards.
6. Hang up fliers around campus.
7. Update SCPAB website, and post pictures from events.
8. Keep a historical record of events, collecting Review ads, pictures from events, posters, fliers, ticket stubs, etc.

## **ARTICLE VI - Advisor**

The advisor of SCPAB shall play a supportive (sometimes directive) role in the administration of the organization. She or he is the Assistant Director of the Student Centers for Activities & Programs or designee. She or he shall not have a vote in SCPAB. He or she shall work with the Executive Board to determine policy or programming decisions to be voted on by the Voting Membership. Specific responsibilities include the following:

- A. Acting as a resource person who can answer questions, provide advice and make suggestions concerning programming and policymaking.
- B. Advising and assisting the Executive Board in the research, development, implementation and evaluation of the programs.
- C. Provide continuity during periods of leadership transition.
- D. Counseling the Executive Board in regulations, policies and standard procedures of the University.
- E. Representing the best interests of SCPAB in all relations with members of the University community.
- F. Negotiating and signing all contracts as the University requires.
- G. Be present for all official meetings of the Executive Board and General Meetings or supply a representative of the Activities & Programming Office in his or her place.

## **ARTICLE VII - Meetings**

### *Section 1 - Executive Board Meetings*

- A. Regular meetings will be held once a week during the regular academic year, from September through May. They shall be held in a consistent pattern decided by the Advisor and Executive Board.
- B. Special Executive Board meetings may be called by the President, a Vice-President, or the Advisor. Special meetings may also be called by the highest disinterested officer in connection with elections, impeachment charges, or the introduction of a written resolution, procedures which are described in Article VIII or Article X of the Constitution. The meeting should be one that is reasonable in date, time and place. It shall be the responsibility of the person calling the meeting to inform the other Board members and advisors of the date, time, place and purpose of the meeting, no later than twenty-four (24) hours in advance.
- C. All meetings shall be held with the Advisor or representative of the Activities & Programming Office. The Executive Board reserves the right to invite guests to their meetings. In addition, all meetings shall be closed to the University community.

### *Section 2 - General Meetings*

- A. Regular meetings will be held once a week during the academic year, from September through May. They shall be held in a consistent pattern decided by the Advisor and Executive Board.
- B. All meetings shall be held with the Advisor and Executive Board members.
- C. All general meetings shall be open to the University community.

### *Section 3 - Standing Committee Meetings*

- A. Regular meetings will be held at least once a month during the regular academic year, from September through May.
- B. Special meetings must be called by the respective Vice President or his or her designee in the absence of the Vice President at the request of any two or more committee members. Special meetings may also be called by the highest disinterested officer in connection with elections, impeachment charges, or the introduction of a written resolution, procedures which are described in Article VIII or Article X of the Constitution. The meeting should be one that is reasonable in date, time and place. It shall be the responsibility of the person calling the meeting to inform all voting members and advisors of the date, time place and purpose of the meeting, no later than twenty-four (24) hours in advance.
- C. All committee meetings shall be open to the University community.

### **ARTICLE VIII - Removal From Office**

Any elected or appointed officer of SCPAB may be removed for failure to complete all duties as outlined within the Constitution and as per the following procedure:

- A. To remove any elected officer of the Executive Board from office, a written statement of intention must be presented by an eligible SCPAB voting (not General) member at a regular SCPAB meeting. Written notification shall then be given by the President or the highest disinterested officer in cases of Presidential impeachment, to the officer or representative being impeached stating the grounds for impeachment and the time and place at which SCPAB will consider the motion for impeachment. Not less than seven days following this notification and at a full meeting of SCPAB, with opportunity for reasonable deliberation on the matter, the motion shall be brought to a vote, passage requiring a simple majority affirmative vote of the most recent total SCPAB voting membership. Following the passage of an affirmative impeachment vote, the impeached officer shall be suspended from his/her duties immediately.
- B. Appeals for a rehearing must be presented to the Executive Board in writing no later than seven days after the impeachment vote. The new hearing shall be held within fourteen days of the appeal request. As much notification as possible shall be given to all voting members of SCPAB. Only one appeal can be granted.
- C. To remove any appointed Ad Hoc Committee Chairperson from office, a written statement of intention must be presented by a SCPAB voting member (including Officers) to the Executive Board. The Executive Board will consider the statement and decide on removal from position. Written notification of termination shall be given by the President to the chairperson if the Board decides by majority vote to follow that

course of action. Due to the limited time span of Ad Hoc Committees- there is no appeal process for terminated Ad Hoc Committee chairpersons.

#### **ARTICLE IX - Ratification**

This constitution shall become effective upon approval of SCPAB Executive Board, through three-fourths (3/4) affirmative vote, SCPAB general membership, through two-thirds (2/3) affirmative vote, and through approval of the Activities & Programs Office. Upon approval, it shall supersede SCPAB Constitution that was previously in effect.

#### **ARTICLE X - Amendments**

Amendments to the Constitution may be proposed by any member. They must be submitted in writing to the highest disinterested office, who shall then make available copies of the proposed amendment(s) for the general membership at least two weeks before the club meeting at which the amendment will be voted on. All amendments require a two-thirds (2/3) affirmative vote of the general membership. After passing, the proposed amendment(s) shall be submitted to the Activities & Programs Office for approval. Upon this approval, the amendment(s) shall become effective.

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