

# **BYLAWS OF THE STUDENT UNIVERSITY PROGRAMMERS OF ROWAN UNIVERSITY**

## **ARTICLE I**

### **Section 1. Duties of the Advisor(s)**

1. Make suggestions to Executive Board for possible programs
2. Work with President and Treasurer to create the annual budget
3. Act as a neutral voice in disputes within Executive Board
4. Consult Executive Board in cases of co-sponsorship with the Chamberlain Student Center & Campus Activities
5. Meet with Executive Board members as necessary
6. Assist with leadership development and training
7. Meet with the President and Vice President on a weekly basis
8. Conduct Executive Board evaluations each semester
9. Maintain the anonymity of formal evaluations
10. Follow any duties set forth by the Student Government Association
11. Relay all negative assessments about the organization and its members to the President and Vice President, who shall then seek to remediate the situation
12. Advise the President and Vice President on how to operate the organization and its members
13. Work with Director of Off-Campus Trips to assign a graduate student or professional staff to chaperone trips

### **Section 2. Duties of Officers**

The following duties shall be charged to the following officers in addition to any others not explicitly underwritten:

#### **Subsection A. Duties of all Officers**

1. Must work one event per semester per committee. This includes mandatory events and a ticket sale or agreed upon substitution as approved by the advisor(s).
  - i. The mandatory event for Charitable Events in the fall shall be Holiday Helper. All members will be required to solicit at minimum 10 businesses individually and secure 5 donations.
2. Must work one movie night per month.
3. Have at least six consistent office hours per week, with at least four occurring between 8:30AM and 5PM and it is required that the President, Vice President, Treasurer, and Secretary hold hours for at least 3 days a week.
4. Attend all Executive Board and SUPdate Meetings unless a valid excuse is given to the Advisor(s).
5. Become familiarized with technical equipment by attending one mandatory tech training or meeting with the Director of Technical Services.
6. Reserve rooms in the Student Center according to the Student Center Policy
7. Participate in the weekly cleaning rotation
8. Meet with the President or Vice President bi-weekly
9. For any SUP sponsored or co-sponsored event, E-board cannot win prizes or be involved in the competition with the exception of Homecoming Events and Charitable Events

10. Submit evaluation of President and/or Vice President when designated
11. Submit evaluation of Graduate Advisor and Advisor when designated
12. Submit all financial forms to the Treasurer within 2-3 business days of acquiring them
13. Must participate in each Constitution review meeting to be held semesterly and submit at least one Constitution and/or Bylaws edit. The proposed change does not have to be approved to count towards their requirement.

### **Section 3. Duties of the President**

1. Run and hold order at the Executive Board meeting and oversee the SUPdate meeting
2. Sign vouchers in the Treasurers absence
3. Oversee and approve the budget for the upcoming fiscal year along with the Treasurer, Advisor, and Graduate Advisor
4. Review and oversee the functioning of all officers and directors
5. Organize the retreat with the Advisor and Graduate Advisor
6. Conduct at least one Bylaws meeting per academic year
7. Conduct bi-weekly one-on-one meetings with Executive Board members and provide mandatory record-keeping of all information discussed with confidentiality enforced as applicable
8. Cast the vote on deciding matters when the vote is split between the Executive Board
9. Attend the Student Financial Control Board Budget Hearing with the Treasurer, Graduate Advisor, Advisor and either the President-Elect or Treasurer-Elect
10. Oversee Director for a Day, by having at least one event per year
11. Work as a student worker for the Chamberlain Student Center & Campus Activities in the summer prior to their term in office
12. Oversee all office hours
13. Organize the Passing of the Torch with the Vice President for the Executive Board
14. Plan and execute Welcome Week
15. Ensure evaluations are done in a timely manner
16. Organize SUP tabling shifts
17. Plan and conduct at least one Brainstorm meeting per semester
18. Manage and input events onto Proflink with Vice President
19. Call Ad Hoc meetings for the entire board when necessary
20. Supervise grievance system with the Vice President and oversee all internal & external grievances
21. Share responsibilities with the Vice President as needed if a member resigns or until a replacement is selected
22. Have extensive knowledge of each Executive Board position

### **Section 4. Duties of the Vice President**

1. Review and oversee the functioning of all officers and directors
2. Conduct bi-weekly one-on-one meetings with Executive Board members and provide mandatory record-keeping of all information discussed with confidentiality enforced as applicable
3. Share responsibilities with the President as needed if a member resigns or until a replacement is selected
4. Oversee that each Executive Board Member attends all necessary events
5. Organize an event when needed with the President for the Executive Board
6. Oversee all catering services provided by Gourmet Dining
7. Have extensive knowledge of each Executive Board position
8. Oversee all co-sponsorships
9. Oversee all office hours

10. Organize the Passing of the Torch with the President for the Executive Board
11. Plan and conduct at least one Brainstorm meeting per semester
12. Manage and input events onto Proflink with President
13. Call Ad Hoc meetings for the entire board when necessary
14. Supervise grievance system with the President and oversee all internal & external grievances

### **Section 5. Duties of the Treasurer**

1. Keep an up-to-date record of all accounts
2. Complete all paperwork within three business days
3. Give a weekly financial report at the Executive Board Meeting
4. Meet with Directors upon request to discuss their budget, or as needed
5. Be knowledgeable of the procedures and guidelines of the Student Financial Control Board and to meet with the CFO (Chief Financial Officer) as necessary
6. Maintain an organized file of all financial paperwork
7. Work with the Advisor or Graduate Advisor to oversee the proper use of the yearly budget
8. Work with the President, Advisor, and Graduate Advisor on the budget for the upcoming fiscal year and attend the budget hearing meeting in the spring semester
9. Complete an audit of the Treasury on a regular basis by comparing with Student Government Association records by meeting with the Office Administrator
10. Must be well versed in the Google Suite
11. Must meet as needed with the Advisor and Graduate Advisor to discuss the budget and financial standing
12. Continuous use of improvement of ledger functionality
13. Train Executive Board on the proper way to complete financial paperwork
14. Work with the directors to organize and manage the money tables at any SUP events
15. Attend Student Government Association Treasurer workshops by SGA Chief Financial Officer
16. Treasurer must be present during Holiday Helper and St. Baldrick's Day in order to assist with charitable donation and collection

### **Section 6. Duties of the Secretary**

1. Actively maintain any and all records necessary for the benefit of the Student University Programmers
2. Record and type minutes at the Executive Board meetings and share minutes with Executive Board
3. Lead and perform all voting actions
4. Maintain records of Program Proposals
5. Maintain records of Prof Points weekly, email committee members as they reach active status, and update at SUPdates and banquets
6. Oversee that all forms and documents are in the correct folders in the Team Drive
7. Organize cleaning weeks for the Student Programming Suite
8. Remind Executive Board of weekly tasks prior to Executive Board meeting
9. Maintain historical records for the office
10. Assist Homecoming involvement with Director of Social Activities
11. Report weekly class standings at Executive Board Meetings
12. Manage Proflink attendance
13. Communicate with Administrative Assistant to order necessary supplies for the office

## ARTICLE II

### Section 1. Preface: The Board of Directors

The Board of Directors shall reflect the following Standing Committees for all intents and purposes, both inside and outside the Student University Programmers, and one Executive Board position shall stand per each, unless otherwise noted.

#### Subsection A. Duties for the Board of Directors

1. Must attend one event per semester per committee. This includes mandatory events, movie nights once a month, and a ticket sale or an agreed upon substitution as approved by advisor
  - i. The mandatory event for Charitable Events in the fall shall be Holiday Helper. All members will be required to solicit at minimum 10 businesses individually and secure 5 donations.
2. Submit program proposals to Graduate Advisor for approval from Executive Board
3. Maintain records on committee membership, work & progress, as well as host meetings when/as needed
4. Submit all event paperwork forms on time
5. Complete all paperwork for payment within a week of receiving invoice or receipt
6. Evaluate event without bias by filling out Evaluation Form and submit within 48 hours after event
7. Create an event checklist for all events, which can be passed for the next director and does not need to be made new each year
8. Complete all marketing forms by designated due date
9. Meet with the director of marketing at least once a semester to discuss event details and updates.
10. Meet with the Director of Technical Services, as necessary
11. Sign off on Prof Points within one week after event or meeting
12. Become familiarized with technical equipment by attending one mandatory tech training a year or meeting with Director of Technical Services, as needed
13. Have at least six consistent office hours per week, with at least four occurring between 8:30AM and 5PM and required for at least 2 days a week
14. Assist with co-sponsored events and meet with a representative from the co-sponsoring organization and the SUP Vice President.
15. Oversee retention and recruitment procedures
16. Upload all relevant paperwork regarding events to the Google Team Drive to be passed down to future Executive Board Members.
17. Create and promote volunteer sheets at least one week prior or by the SUPdate before (whichever comes first)
18. Must coordinate and be present for committee-specific ticket sales or designate other member in Director's absence
19. Must volunteer for at least one preassigned Pit Poster per semester, specifically Welcome Week if applicable
20. Must attend one executive board bonding event per semester
21. Have a full understanding of golf carts and refresh as needed

### Section 2: The Charitable Events Committee

The Charitable Events committee shall specialize in planning, coordinating, and executing philanthropic events such as, but not limited to, The Holiday Helper Auction, St. Baldrick's Day, and other creative events of the director's choice. The Director shall be formally referred to as the Director of Charitable Events.

### **Subsection A: Specific Duties of the Director of Charitable Events**

1. Plan and execute The Holiday Helper Auction in the fall
2. Plan and execute St. Baldrick's Day in the spring
3. Plan and execute at least one other service/philanthropic events SUP can hold for the student body each semester
4. Maintain detailed records of philanthropies we have donated to, community contacts, and vendors used for fundraising
5. Coordinate inner office service/philanthropic events for SUP and SCCA, including but not limited to the Gift of Life Family House, as often as needed.

### **Section 3. The Cinema Committee**

The Cinema Committee shall provide a regular film series and other related film events as often as the budget permits. The Director shall be formally referred to as the Director of Cinema.

#### **Subsection A. Specific Duties of the Director of Cinema**

1. Plan a consistent schedule of films for each semester
2. Return all films to respective companies after use
3. Purchase and provide concessions for all movies
4. Be trained in the use of all equipment for the operation of Movie Nights
5. Train select committee members in operation of technical equipment
6. Plan one non-traditional movie night and one Pit movie night per semester
7. Assist Vice President with tabling and co-sponsorships at movie nights
8. Plan and execute Most Valuable Viewer card program (MVV)

### **Section 4. The Live Events Committee**

The Live Events Committee shall provide various live programs on a regular schedule and as the budget permits. The Director shall be formally referred to as the Director of Live Events.

#### **Subsection A. Specific Duties of the Director of Live Events**

1. Program a diverse calendar of comedians, musicians, and other novelty acts for the Rowan student population within the confines of the budget allotted
2. Program student competition events such as, but not limited to, Battle of the Bands
3. Sit on the Homecoming Committee to plan Homecoming events with special attention to the Lip Sync Competition
4. Chair the Hollybash Committee to plan the annual spring festival

### **Section 5. The Marketing Committee**

The Marketing Committee shall specialize in planning, coordinating, and executing marketing for the organization including at least 3 events per semester. The Director shall be formally referred to as the Director of Marketing.

#### **Subsection A. Specific Duties of the Director of Marketing**

1. Promote all events and co-sponsored events as effectively as possible
2. Meet with directors and liaisons to evaluate marketing techniques
3. Organize SUP Promotional Events and order promotional items as needed in order to advertise membership, leadership opportunities, and upcoming events
4. Create Pit Posters for each event unless otherwise noted

5. Regularly update all media outlets, i.e. Social Media sites, Rowan Announcers, and Digital Signage
  - i. Twitter, Facebook and Instagram- Must be sent for review and approval to the Graduate Coordinator of Marketing and will be uploaded by the Graduate Coordinator of Marketing
  - ii. Rowan Announcers- Must be made for each event and will be checked for approval by the Advisor and Graduate Advisor, and will be uploaded by Advisor
6. Advertise through alternative means whenever possible
7. Marketing Forms must be completed for each event for the following semester. Must be submitted to the Graduate Coordinator of Marketing
8. Create and update movie night slideshow the Friday before a movie night for opportunity for feedback from executive board members before Tuesday. Information should include all SUP activities within the next 30 days from selected movie night.

### **Section 6. The Off-Campus Committee**

The Off-Campus committee shall provide trips to places not on the main Rowan University campus. The Director shall be formally referred to as the Director of Off-Campus Trips.

#### **Subsection A. Specific Duties of the Director of Off-Campus Trips**

1. Construct a diverse calendar of off-campus trips for students
2. Maintain a binder of student waivers from past events for a full year
3. Reserve the buses for trips
4. Work with Graduate Advisor to assign a Graduate Student or professional staff member to chaperone
5. Find and assign a Student Leader to go on each trip. Each student leader must earn five Prof Points prior to their trip and or be chosen by the discretion of the Director. If a Student Leader is unavailable or cannot be found, a member of the Executive Board may be chosen at the Director's discretion.
6. Communicate with the Graduate Student or professional staff member, Student Leader, and trip participants before each trip and after to assist with evaluation
7. Submit ticket forms to the Information Desk
8. Keep track of the Executive Board members' free trips and/or volunteering for ticket sales

### **Section 7. The Social Activities Committee**

The Social Activities Committee shall provide bonding activities on a regular schedule and as the budget permits. The Director shall be formally referred to as the Director of Social Activities.

#### **Subsection A. Specific Duties of the Director of Social Activities**

1. Chair the SCCA Homecoming Committee and Team
2. Organize Intramural teams as needed and provide all registration fees, as applicable
3. Collect Committee Member of the Month nominations, email all nominees, obtain sweatshirt, create certificate for winner and thank you cards for all nominees
4. Plan at least one Committee Member of the Month Appreciation Day
5. Plan one Committee Member Appreciation Event per semester
6. Organize Back to the Boro clean up team
7. Maintain and facilitate SUP General GroupMe
8. Shall plan a minimum of two SUP committee member bonding events per semester

9. Organize and decorate Programming Suite for Haunted Student Center
10. Shall plan at least two SUP Executive Board bonding events per semester

### **Section 8. The Special Events Committee**

The Special Events committee shall specialize in fewer but larger-scale coordinated events, such as but not limited to, Bikes and Boards, Lil' Sibs Weekend, Last Lecture, and Winter Ball. The Director shall be formally referred to as the Director of Special Events.

#### **Subsection A. Specific Duties of the Director of Special Events**

1. Plan and execute Winter Ball, Last Lecture and Lil' Sibs Weekend
2. Plan and execute one Bikes and Boards per semester
3. Plan and execute diverse special events and lectures as the budget permits

### **Section 9. The Technical Services Committee**

The Technical Services Committee shall consist of trained technicians to support the operations of the Student University Programmers. The Director shall be formally referred to as the Director of Technical Services.

#### **Subsection A. Specific Duties of the Director of Technical Services**

1. Schedule at least one tech room cleaning a year with updated inventory and manual
2. Maintain and replace technical equipment as needed and budget permits
3. Revise and update the Equipment and Technical Request Form each semester, as needed
4. Make sure the Tech Committee is properly trained
5. Ensure all events have the proper staffing
6. Conduct a meeting with anyone requesting Technical Services
7. Send and track bills and payments of events where services were rendered
8. Submit a receipt of invoice for all events to the Treasurer in a timely fashion
9. Do not schedule any events outside of SUP if the Technical Request Form has not been completed correctly or signed by the requesting party.
10. Meet with organization contact for tech requests seven business days prior to the event. If organization does not meet with director at least seven business days prior to event, tech request may be denied or charged a late fee
11. Approve all changes in the required number of technicians for an event. A new DCA must be completed immediately with the event contact
12. Coordinate with the Rowan After Hours graduate coordinator and student coordinator in charge of Technical Services in regards to technical needs
13. Help program and operate Profs Spotlight with staff the first Monday of every month
14. Must host a tech training at least once during each semester
15. Tech Director will train the Director of Cinema on tech needed for Movie Nights

## **ARTICLE III**

### **Section 1. Compensation**

As per the Constitution of the Student University Programmers, members of the executive board shall be entitled to the following forms of compensation.

1. One free trip good for no more than thirty dollars (\$30), with no more than two Executive Board members using their free event on the same occasion

- i. In the case of a no call no show on your selected trip, the cost of the ticket will be deducted from that semester's stipend
  - ii. In the case that you cannot attend your selected trip, you must inform the Director of Off- Campus Trips at least one week before in order for the ticket to be put back on sale
  - iii. The Graduate Advisor has the authority to change the price limit of the Executive Board's free trip
  - iv. If a trip is canceled or postponed due to unforeseen circumstances the Graduate Advisor has the authority to handle the situation as they see fit
2. Two stipends of five hundred dollars (\$1,000) each semester with tax deductions and possible miscellaneous deductions, as per Article V Section 2 of the Constitution
  3. Payment for staff summer and winter trainings (included in semester stipend)
  4. Usage of the office so long as members comply with proper office usage policies

## **ARTICLE IV**

### **Section 1. Grievance System**

The following grievance system shall be in effect, and shall be supervised by the President and the Vice President. Any member can have a grievance filed against them, although only members of the Executive Board have the privilege to motion for injunctions or impeachment directly. The President and the Vice President shall maintain the anonymity of the accuser, and shall investigate the grievance in order to determine its validity. The President and/or Vice President shall motion for an injunction during the Executive Meeting if necessary, which shall be approved by a majority vote, by ballot if the member in question is present.

### **Section 2. External Grievances**

Any member may file a grievance against another club or department on behalf of the Student University Programmers to be reviewed by the Vice President. The Vice President shall maintain the anonymity of the accuser and shall call forth an investigation to be conducted by the President, Vice President, Advisor, and/or Graduate Assistant to determine its validity. Further actions will be taken as necessary.

### **Section 3. Informal Grievances**

Informal verbal grievances must be made privately to the President, Vice President, or Advisors. Bringing up informal verbal grievances in any other manner is unprofessional and inappropriate, and can result in a formal injunction. Informal grievances can be discussed with the member in question if anonymity can be maintained or with permission, but no formal actions can be taken.

### **Section 4. Formal Grievances**

Formal grievances must be written down and addressed in a formal manner. Formal grievances and/or resolutions calling for impeachment must be submitted either to the President or Vice President, or Advisors in a sealed envelope requesting the attention of the President or Vice President.

### **Section 5. Formal Warnings**

The President and Vice President shall file formal grievances against members of the executive board who have not fulfilled their duties or obligations, or any members who have engaged in inappropriate, slanderous, or dangerous conduct. For all intents and purposes, they are the same as a formal grievance.



## **Section 6. Formal Reports**

If a formal grievance is deemed valid after an investigation, the President must formally provide the executive board member in question with a formal written report indicating the nature of the grievance against them while maintaining full anonymity of the member filing the grievance. This must occur before any formal injunction can take place. If an injunction is to be moved at an Executive Meeting, any special considerations must be disclosed in the report as well.

## **Section 7. Formal Injunctions**

If a formal grievance is deemed to be of a severe nature or there are three grievances of a less severe nature, the President and Vice President must begin looking into formal injunctions that can curtail the privileges of a member, up to and including impeachment from office for the Executive Board, and removal from a committee and good standing for other members.

### **Subsection A. Injunction Process Against a Member of the Executive Board**

Since social pressures may prove difficult to overcome during the Executive Meeting when calling for an injunction against a member of the Executive Board, any injunctions must be handled in a closed ballot.

### **Subsection B. Other Injunctions**

Any student or faculty at Rowan University may file a formal grievance. Injunctions shall be handled during the Executive Meeting after an investigation. Grievances from one committee member against another serving on the same committee may be deferred to the chair of the committee for handling at their discretion.

## **Section 7. Appeals**

Members having an injunction executed against them have the right to appeal to the Executive Board in the form of a one-page letter submitted to the President, Vice President, or Advisors. If desired, the member may be called upon to appear during an Executive Meeting. The injunction may be removed by a two-thirds (2/3rds) vote.

## **Section 8. Time Limit on Grievances**

Grievances and Warnings must be filed within fourteen days of their occurrence or discovery for consideration.

## **ARTICLE V**

### **Section 1. Leaves of Absence**

Leaves of Absence shall be handled in the following manner underwritten.

#### **Subsection A. Technical Definition**

For the period of the Leave of Absence, the member's status in any and all capacities shall be temporarily suspended along with any Rights and Responsibilities. The position shall then be temporarily assigned according to an established Vacant Position Replacement Procedure.

#### **Subsection B. Requirements for Application**

A member seeking a Leave of Absence must submit a written request stating their name, position, and the duration of their Leave of Absence to the President or the most senior officer as well as any nomination for a temporary replacement officer. A reason may be included in the request to facilitate compliance with the request, but is required under no circumstances.

## **Section 2. Resignations**

Resignations shall be handled in the following manner underwritten.

### **Subsection A. Technical Definition**

Officers resigning from their position shall remain in good standing with the organizations so long as they complete their duties until the acceptance and effect of their resignation. Officers who fail to follow the procedures correctly shall be considered to be not in good standing.

### **Subsection B. Resignations from the Board of Directors**

Members resigning from the Board of Directors should discuss the matter with their committee and inform the full committee by at least two means to attend the next several SUPdate Meetings for further information.

## **Section 3. Impeachment**

The following procedures shall be followed in regards to impeaching an officer of the Executive Board. The anonymity of anyone calling for impeachment shall be maintained at all times.

### **Subsection A. Formal Grievances in Impeachment**

Should more than two formal grievances be written and recognized as worthy of merit by the President or disinterested most senior executive board member, or just one formal grievance of serious merit and implication, a resolution summarizing the formal grievances shall be written up by the Secretary or disinterested most senior member, and brought up immediately at the next Executive Meeting for consideration. Upon a fourth valid grievance, the E-Board vote required to call for impeachment is lowered to a majority vote by anonymous ballot.

### **Subsection B. Within the Executive Board**

Should impeachment become necessary by other means, resolutions by members of the Executive Board may be forwarded to the President or Graduate Advisor in a sealed envelope addressed to the disinterested most senior officer. If they are deemed worthy of merit by the disinterested most senior officer, they shall be immediately brought up at the next Executive Meeting as a motion of privilege. Frivolous or abusive use of this policy can result in a formal grievance.

### **Subsection C. Impeachment Approval**

Should a resolution calling for impeachment come to the Executive Meeting, the resolution shall be read and voted on without discussion. Impeachment proceedings shall begin only upon the resolution's adoption during the Executive Board Meeting by a two-thirds (2/3rds) majority vote in a closed ballot. The formation of the impeachment committee shall then supersede the order of business as the next item on the agenda.

### **Subsection D. Formation of the Impeachment Committee**

The President shall call for all members who consider themselves neutral to raise their right hand for all to observe before nominations. A neutral Impeachment Committee Chair shall be selected after

nominations by popular vote in a closed ballot. The Impeachment Committee shall consist of the Advisor or Graduate Advisor and three Executive Board members by popular vote in another closed ballot.

#### **Subsection E. Time for the Preparation of Defense**

The officer undergoing impeachment shall then be given a copy of the formal resolution and charges against them, and shall have a minimum of one and a maximum of two weeks to prepare a defense before the closed impeachment trial shall be held.

#### **Subsection F. Format of the Impeachment Proceedings**

The Impeachment Committee shall formally read the charges, and the defense shall provide their defense point by point. After each point is made by the defense, the committee shall then proceed in questions designed to determine the unbiased truth of the issue. The defense shall continue until the case is put to rest. The defendant will then leave the room to allow for closed deliberations. Four members shall be required to consent on a verdict. If the verdict is guilty, the member shall be removed from office, which shall take effect immediately upon the formal delivery of the verdict by the chair of the committee. The results of the vote shall be kept anonymous from all parties. The member shall not be considered in good standing for a minimum of the remainder of the semester.

### **Section 4. Immediate Removal from Office**

Officers may be removed immediately from office by a unanimous vote of the Executive Board (so long as a quorum is met and excluding the vote of the member in question if they are present) during a special or regular Executive Meeting as a motion of privilege. This is to be decided by a closed ballot if they are determined to be engaging extensively and clearly in extreme abuse of procedures and/or policies set forth within the Constitution, or are found to be using the office in any illegal or dangerous activities.

### **Section 5. Accountability Policies**

As members of the Executive Board, everyone is subject to follow and uphold all policies as outlined in the SCCA Student Handbook. This includes, but is not limited to, the SCCA Point System.

## **ARTICLE VI**

### **Section 1. Vacant Position Replacement Procedure**

In the absence of an Executive Board, and as per the requirement of the Constitution, the following Vacant Position Replacement Procedure shall be enacted, which shall be overseen by either the Vice President or the unaffiliated most senior officer, with the oversight of the Advisors if warranted by the situation.

### **Section 2. Replacement of the President**

Should the office of the President be vacant, the position shall default to the Vice President who shall fulfill the position for the remainder of the term, and vacate their current office. The new president should then follow the Vice President's roles.

### **Section 3. Replacement of the Vice President**

Should the position of Vice President be vacant, the President shall nominate an officer with at least one full year of service on the Executive Board who shall be approved by a majority vote of the Executive Board in a ballot. If there are less than two officers meeting this requirement, then the requirement shall be modified to include only current members of the Executive Board.

#### **Section 4. Replacement of a Member of the Executive Board**

The Vice President shall fill a position on the Executive Board until the next Selection Process.

##### **Subsection A. Selection Process for Replacement of an Executive Board Member**

In the case that a new Selection Process is needed please follow the steps below:

1. Open applications to all undergraduate students in good standing with a 1-week deadline to submit an application.
2. Gather selection committee consisting of the Advisor, Graduate Advisor, neutral staff member selected by Advisor, neutral student selected by Advisor, and President (in the instance the President is not present then most senior executive board member.)
3. Interviews shall begin directly after the application deadline.
4. Position is offered directly after all interviews.
5. In the case of no qualified applicants or lack of candidacy, follow the procedures located under Article IV Section 5 Subsection A, "Provisions for lack of Candidacy", in the Constitution.
6. New Executive Board members shall immediately take on all responsibilities of the position as outlined in the bylaws directly after accepting the offer.

### **ARTICLE VII**

#### **Section 1. Uniformity of Common Guidelines for Committee Membership**

As per the Constitution, the Secretary shall be required to keep an actively updated list of committee members that shall fall within these common guidelines, and that shall remain uniform across all Standing Committees.

#### **Section 2. Definition of Active Members**

Active Members shall be defined as members who have:

1. Not been disciplined for inhibiting the functioning of their committee or of the organization at large
2. Not infringed on the rights of any other members
3. Not have formal disciplinary action taken against the member during Committee, SUPdate, or Executive Meetings within the period of eight weeks
4. Actively collecting Prof Points throughout the month, with a minimum of 15 points accumulated throughout the semester, along with the discretion of the director
5. Active committee members should be identified as undergraduate students.

#### **Section 3. Prof Point**

A Prof Point is a representation of a volunteer hour for SUP. Prof Points will begin after the first day of classes of the fall semester. Prof Points will be tallied each semester and recognized in both the winter and spring banquets. Prof Points will conclude at the discretion of the Director of Social Activities and Secretary prior to the end of semester celebrations. Prof Points will continue after the winter banquet and count towards the spring semester. Newly elected E-Board Members shall not be awarded Prof Points for shadowing mandatory events. If Directors wish to award Prof Points past the maximum amount of 4 for a certain event, it must be approved by the SUP LEAD Team prior to the event occurring.

##### **Subsection A. Prof Point Breakdown**

## Bylaws 13

1. 0-30 minutes = 0.5 point
2. 31-60 minutes = 1 point
3. Committee/SUPdate meetings = 1 point
4. Shadowing (pre-hire) = 1 point/hour
5. Pit Poster = 1 point/hour
6. Maximum for event/Pit Poster = 4 points

### **Subsection B. Prof Point Awards**

#### **Fall**

1. 15 Prof Points equals active member status and one will receive a SUP T-Shirt and an invitation to the SUP Banquet

#### **Spring**

1. 15 Prof Points equals active member status and one will receive a SUP T-Shirt (if one has not received one already)
2. 30 Prof Points equals an invitation to the SCCA banquet

## **ARTICLE VIII**

Committees may pass resolutions that are not geared towards one specific event that call for the release of more than \$500 requiring approval from only the Executive Board.

## **ARTICLE IX**

### **Section 1. Summer Programming**

Programming during the summer shall forgo supervision by the Executive and SUPdate Meetings, and the rights of committees shall be forfeited. Supervision shall revert solely to the Executive Board via a means of private voting via E-Mail to the President.

### **Section 2. Summer Programming Authority**

During the summer, and as per the authority of the Constitution, the actual programming shall revert to the direct supervision of the President. The Advisor shall be vested with the power to hire summer workers to act on behalf of the Student University Programmers.

### **Section 3. Termination of Authority**

The authority of the Summer Policy shall end upon the first possible meeting of the Executive Board after those living on campus have been able to assume their new housing assignments. Summer workers shall continue to oversee the execution of their events through their completion.

## **ARTICLE X**

### **Section 1. Control over Representation**

Any material bearing the insignia or name of the Student University Programmers (such as promotional or informational material) shall be maintained by the Student University Programmers and by the virtue of the officers working on its behalf. Any officer guilty of violating any of the underwritten policies is subject to impeachment and removal of office.

### **Section 2. Media Coverage**

All Rowan Media organizations must request media coverage through the Assistant Director of Marketing two weeks prior to the event. All requests to the Director must be forwarded.

### **Subsection A. Statements**

No officer shall speak on behalf of the organization or authorize any media coverage prior to the express authorization of the President or Vice President. Directors may speak on behalf of their committee in a limited means so long as their comments are specific, factual, tasteful, and positive, and do not harm the representation or goals of the organization at large.

### **Section 3. Electronic Materials and Representation**

Administrator access in the form of user authorization and login information (unless explicitly protected by laws or University Policy) to all electronic materials and representations of the Student University Programmers must be assigned to and kept on file with the Secretary. Members leaving their positions must revert all administrator control to their successor and the Secretary, Vice President, and/or President, and resign their own administrator control in full.

## **ARTICLE XI**

### **Section 1. Co-Sponsorship Policy**

The Student University Programmers shall uphold a Co-Sponsorship Policy that shall be made available to all Student Government Association chartered organizations, petitioning organizations, or university departments. Co-Sponsorship shall refer to any event that is conducted as a joint effort in planning and execution with another entity. The Vice President reserves the right to terminate a Co-Sponsorship agreement at his/her discretion.

### **Section 2. Proposal Process Format**

1. A co-sponsorship request form must be filled out and submitted to the SUP Vice President. A meeting is required with the SUP Vice President to review this completed form.
2. The SUP Executive Board will vote on the requested Co-Sponsorship.
3. If the Co-Sponsorship is approved, a meeting is required with the SUP Vice President to discuss further event details such as date, time, location, anticipated attendance, target audience, and plans for publicity.
4. If the event will require technical services, a meeting with the SUP Director of Technical Services is required.
5. If the co-sponsorship is requested by SUP, the executive board must vote on out before reaching out to any organizations.

### **Section 3. Requirements**

#### **Subsection A. Tier 1**

Tier 1 co-sponsorships will consist of the following:

1. This tier is reserved for an event already planned by SUP. Clubs, organizations, and departments are able to set up a promotional table at the SUP event under this tier.
2. Proposal process and signed contract must be completed 2 weeks prior to the event and movie night tabling 1 week prior.
3. Clubs, organizations, and departments must provide volunteers to staff a promotional table.
4. The Student University Programmers will not provide the following for Co-Sponsorship:
  - i. Advertisement (*Unless VP & Board approve based on event and support from current co-sponsor*)
  - ii. Available Food Services

- iii. Technical Services
- iv. Funding

### **Subsection B. Tier 2**

Tier 2 co-sponsorships will consist of the following:

1. This tier is reserved for an event already planned by a club, organization, or department. SUP is able to set up a promotional table at the event, provide volunteers for event assistance, and provide specified requested services under this tier.
2. Proposal Process and Signed contract must be completed 6 weeks prior to the event.
3. Clubs, organizations, and departments must provide volunteers for event assistance.
4. The Student University Programmers can provide the following for Co-Sponsorship:
  - i. Social Media (*other advertisements must be requested 3 weeks before the event and have a meeting with the Director of Marketing*)
  - ii. Available Food Services (*up to \$100 with Gourmet Dining*)
  - iii. Technical Services
5. The Student University Programmers will not provide the following for Co-Sponsorship:
  - i. Funding

### **Subsection C. Tier 3**

Tier 3 co-sponsorships will consist of the following:

1. This tier is reserved for an event that can be jointly planned and staffed by SUP and another club, organization, and department.
2. Proposal process and signed contract must be completed 8 weeks prior to the event.
3. Volunteers from both parties must be provided for event assistance.
4. The Student University Programmers can provide the following for Co-Sponsorship:
  - i. Advertisement
  - ii. Available Food Services
  - iii. Technical Services
  - iv. Funding (*amount will be determined by a vote from the Executive Board, but shall never be 100% of total cost*)

## **Section 4. Consideration for the Chamberlain Student Center & Campus Activities**

An unlimited number of co-sponsored events may be executed in partnership with the Chamberlain Student Center & Campus Activities and Rowan After Hours.

## **Section 5. Advertising**

The Student University Programmers must be included in all forms of advertising for the co-sponsored event. All forms of advertising are subject to approval by the President or Director of Marketing. All forms of advertising must be approved at least two weeks prior to the co-sponsored event.

## **Section 6. Right of Refusal**

The Student University Programmers reserves the right to deny any co-sponsorship on a case-by-case basis within the Executive Meeting, and is especially inclined to not co-sponsor any event that conflicts with other events programmed by the organization.

## **Section 7. Rowan University Liability Policy Compliance**

In accordance with Rowan University policy, any outside person(s) performing at Rowan University for an event must have a One Million Dollar Liability Policy.

## **ARTICLE XII**

### **Section 1. Ticket Policy**

1. Tickets go on sale on Fridays at 2pm at the Student Center Information Desk unless otherwise noted.
2. Place holders are handed out as soon as people get in line. On the first day of sales, students must have a place holder to buy a ticket until SUP staff leaves.
3. Place holders cannot leave the line; if a student must leave the line but is still interested in keeping their ticket, they must find someone to stand in for them in line with their placeholder (The only exception to this rule is if a student needs to use the restroom. They will be able to return to their spot in line.) When purchase time comes, the person the placeholder was originally for must be present to purchase the ticket.
4. Only undergraduate Rowan students with a valid Rowan ID can purchase a ticket. Students must have their Rowan ID on them at the time of purchase.
5. Limit one ticket per person, unless otherwise stated.
6. Tickets can be purchased with Rowan Bucks, Cash, and Debit/Credit card.
7. Students cannot sit on the wall or block stairs in order to prevent a safety hazard.
8. If non-Rowan students are in attendance they must present a valid college ID with their ticket at the door. (If the college ID does not include a photo, the only other acceptable forms of ID are a valid driver's license or U.S. passport)
9. If an executive board member/volunteer is working a ticket sale for the entire duration, the member/volunteer may take a placeholder and buy a ticket after the line is completed

### **Section 2. Refund Policy**

1. There will be NO refunds available for lost, unwanted, or unused tickets.
2. Refunds will only be made available if the event is canceled by the Chamberlain Student Center & Campus Activities or Rowan University.
3. Despite the payment method, all refunds will be in the form of Rowan Bucks only.
4. All students that apply for refunds will receive an email when their Rowan Bucks account is credited.

### **Section 3. Event Policy**

1. The start time on the ticket is the departure time. All trips depart from the Student Center half-circle unless otherwise stated.
2. The end time on the ticket is the approximate time the bus will depart the event location.
3. Students should arrive at the half-circle 10-15 minutes prior to the departure time.
4. Students must present their ticket as well as their valid Rowan ID in order to get on the bus.
5. Students must sign the waiver presented to them by the SUP Trip Student Leader or Chaperone.
6. Students must take transportation provided by the Chamberlain Student Center & Campus Activities to the event. If a student does not take the provided transportation to the event, they forfeits their ticket.
7. Students do not have to ride the bus home if they acknowledge this by initialing in the appropriate spot on the waiver presented to them.
8. Students CAN NOT bring weapons, drugs, or alcohol on the bus.
9. In case of emergency, the student leader and chaperone can be reached at the SUP Emergency number: 856-238-1231



#### **Section 4. Buy/Sell Binder**

1. Students looking to buy a ticket for a sold out event can sign the Buy/Sell Binder located in the Student Center Programming Suite.
2. Students looking to sell their ticket can contact interested buyers in the Buy/Sell Binder located in the Student Center Programming Suite.
3. Student University Programmers are not responsible for contacting any student for buying or selling a ticket

#### **Section 5. Alcohol Policy**

1. Students 21 and older (with the exception of the student leader) may purchase and drink alcohol on an Off Campus Trip.
2. Students cannot bring open alcoholic beverages on the bus.
3. Students recognize that they represent the University, and are subject to the University's policies for any disruptive behavior.

### **ARTICLE XIII**

Additional policies and other procedures shall be outlined in appendices that shall be included as part of the legislature directly under the Bylaws, and shall be created, modified, or repealed by a majority vote of the Executive Board.

### **ARTICLE XIV**

Students on the Executive Board are permitted to attend conferences based on the discretion of the Advisor and Graduate Advisor.

### **ARTICLE XV**

#### **Section 1: Live Events Student Competitions**

For all Live Event student competitions, the overall winner cannot compete in the same event two years in a row while enrolled at the university. Additionally, a student may not compete on multiple teams in the same competition.

#### **Section 2: Exceptions**

Events involved in Homecoming Week, such as the Lip Sync Competition, are the exception to the rule. The director of the event in question will determine case-by-case circumstances.

#### **Section 3: Winner Participation**

If the winner would like to partake in the competition the following year, the Director has the option to invite them to showcase, host, or judge the event.

### **ARTICLE XVI**

The Bylaws can be amended by a three-fourths vote at any regular or special Executive Meeting providing that previous notice was given at the prior meeting and then sent to all members of the Student University Programmers by the Secretary.

## **ARTICLE XVII**

### **Section 1. Technical Service Policy**

All requests for technical services must be from a Student Government Association chartered or petitioning organization with a Student Government Association account. The individual representing the organization must submit a Technician Request Form and DCA, which includes the organization's Advisor's signature, as well as meet with the Tech Director to discuss details and fees, no less than 7 days prior to the event. The advisor of the organization must sign the form 7 days prior to the event. SUP student trained technicians will be responsible for the assembly, breakdown, and all operations of equipment. SUP is not a DJ service and will not provide equipment for an outside DJ. SUP has the right to deny any requests based on schedule conflicts or lack of resources.

#### **Subsection A. Charges**

There are multiple price ranges for the rental of technical equipment ranging from \$35 per hour to \$55 per hour. The organization will also be charged for setup time and breakdown time at the agreed-upon price for an hourly rate of the event.

#### **Subsection B. Additional Fees**

A late fee will be charged \$75 if the Technician Request Form is submitted less than 5 business days prior to the event. A 48-hour cancellation notice is required. If no such notice is given before the deadline then there will be a charge of a two-hour fee (\$20) that will be billed to the requesting organization. Fees will not be applied due to an emergency closing of the University. Any additional adding/changing equipment day of will result in a \$50 charge.