

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

## **PREAMBLE**

The Student University Programmers (SUP) shall realize its purposes and shall continue to grow as part of the Rowan community; therefore, this constitution was established.

## **ARTICLE I**

### **Section 1. Name**

The name of this organization shall be recognized as the Student University Programmers and shall be abbreviated as SUP.

### **Section 2. Mission Statement**

The purpose of the Student University Programmers shall be to provide the students of Rowan University with an array of diverse, educational, and entertaining programs, to encourage the development of leadership skills and cooperation among all students, and to promote the interests, image, and quality of experience at Rowan University.

### **Section 3. Recognition**

The Student University Programmers is recognized as an Institutional Service Organization by the Rowan University Student Government Association (SGA). Due to the placement in this group, our organization does not have to complete the service requirement or attend senate meetings. The Student University Programmers receives funding through the Student Financial Control Board (SFCB).

## **ARTICLE II**

### **Section 1. Advisor**

There will be one Advisor appointed and maintained by the Division of Student Life who demonstrates leadership qualities and possesses ability within the field of student activities programming.

### **Section 2. Graduate Advisor**

There will be one Graduate Advisor to facilitate the day-to-day operations of the Student University Programmers appointed, maintained, and vested with power delegated to them by the Advisor, for so long as designated by the Advisor. Any grievances against the Graduate Advisor should be dealt with via communication with the President and the Advisor.

### **Section 3. Qualifications**

The Advisor shall be a staff or faculty member appointed by the Division of Student Life. The Graduate Advisor must be a graduate student of Rowan University appointed by the Advisor.

### **Section 4. Functions**

The Advisor shall serve in accordance with Student Government Association provisions and shall be vested with further rights and responsibilities by the Student University Programmers. The Advisor shall reserve the right to delegate whatever obligations, rights, and responsibilities are delegated to them to the Graduate Advisor.

### **Section 5. Voting Rights**

The Advisor and Graduate Advisor shall maintain no voting privileges, with the exception of the selection and removal of officers.

### **Section 6. Maintenance of the Advisor**

The Advisor shall be maintained so long as they are willing and able to fulfill the obligations, rights, and responsibilities necessary of them by the Student Government Association and the Student University Programmers.

### **Section 7. Votes of No Confidence**

If the Executive Board comes across major failings in the fulfillment of responsibilities or an abuse of power by the Advisor, the Executive Board shall reserve the right to pass a vote of no confidence. The document is to be a formal list of grievances developed with substantial evidence of wrongdoing and signed by all members of the Executive Board in agreement and delivered to the faculty member directly responsible for the Advisor.

## **ARTICLE III**

### **Section 1. The Executive Board**

The executive power of the Student University Programmers shall be vested with the Executive Board (E-Board), to be wielded during Executive Board Meetings, which shall be held on a weekly basis. The Executive Board (undergraduates only) shall consist of the President, the Vice President, the Secretary, the Treasurer, and the Board of Directors (BoD). One person may hold only one position at a given time with the exception of the President and Vice President who shall hold more than one position in the event of a vacancy.

### **Section 2. The President**

The President is the chief executive of the Student University Programmers. The President shall always work to preserve and uphold the guiding documents of the Student University Programmers, the Student Government Association, and the image of Rowan University as requested and required by any of the aforementioned entities.

#### **Subsection A. Relationship to the Executive Board**

It shall be the explicit duty of the President to oversee the Executive Board, to hold individual meetings every other week, assess their programs, and oversee that programming is consistent with the initiatives set forth by the Student University Programmers.

#### **Subsection B. Meeting Functions**

The President shall chair the Executive Board Meetings and oversee SUPdate Meetings, and is the chief executive of the Student University Programmers. The President shall retain the power to call any additional meetings as necessary, calling upon and utilizing other officers as necessary.

#### **Subsection C. Evaluation Functions**

The President shall supervise the Executive Board and Committee Members, evaluating and facilitating the performance of the organization and its members on a formal and informal basis, with the help of the Advisor(s).

**Subsection D. Representative and Diplomatic Functions**

The President shall serve as the chief representative and diplomat to other organizations and entities on and off campus, and shall act as the primary liaison between the Advisors and Student Government Association, and shall be the ultimate authority on speaking on behalf of the organization.

**Subsection E. Functions with the Treasury**

The President shall work along with the Treasurer, Advisors, and Executive Board to ensure the dispersal, responsible use, and accurate maintenance of funds assigned to the Student University Programmers and its committees, and as such shall be vested with the power to sign vouchers in the absence of the Treasurer.

**Subsection F. Immediate Decisions**

The President shall be vested with the power to make administrative, executive, and ambassadorial decisions in periods when no meetings have been held, on situations that require immediate action.

**Subsection G. Obligation to Vacant Positions**

The President & Vice President shall oversee the proper and timely execution of the Vacant Position Replacement Procedure, temporarily fulfilling the duties of vacant offices as required.

**Section 3. The Vice President**

The Vice President is the second most senior officer of the Student University Programmers. The Vice President shall work closely with the President to preside over the Executive Board and the Student University Programmers, and the Vice President shall be charged with the duties of the Presidency in the absence of the President. The Vice President also shall ensure events are taking place, in the absence of a director. The Vice President can elect or designate powers to an interim director and will oversee the Executive Board attendance of events. The Vice President shall be responsible for catering services.

**Subsection A. Relationship to the Executive Board**

It shall also be the explicit duty of the Vice President to oversee the Executive Board, to hold bi-weekly individual meetings, assess their programs, and oversee that programming is consistent with the initiatives set forth by the Student University Programmers.

**Subsection B. Secondary Representative and Diplomatic Functions**

The Vice President shall also act as an assistant chief representative and diplomat to other organizations and offices on and off campus, as well as the secondary liaison between the Advisors, Student Government Association, the Executive Board, and the Committee Members.

**Subsection C. Obligation to Vacant Positions**

The President & Vice President shall oversee the proper and timely execution of the Vacant Position Replacement Procedure, temporarily fulfilling the duties of vacant offices as required.

**Section 4. The Treasurer**

The Treasurer is the third most senior officer of the Student University Programmers. The Treasurer shall oversee the maintenance and usage of the Treasury of the Student University Programmers.

**Subsection A. Knowledgeable on Status of the Treasury**

The Treasurer shall also provide financial information to the Executive Board for archival purposes on a regular basis and as necessary, and shall be knowledgeable in the state of the Treasury as to

Speak on its behalf.

**Subsection B. Knowledgeable of Student Government Requirements**

The Treasurer shall abide by and be knowledgeable of all procedures and guidelines as required of them by the Student Government Association.

**Section 5. The Secretary**

The Secretary is the fourth most senior officer of the Student University Programmers. The Secretary shall be responsible for maintaining the historical records of events for the office and the taking of minutes in the Student University Programmers Executive Board Meetings, and shall be responsible to relay all minutes and records to their necessary archives and supervisors.

**Subsection A. Maintenance of the Office**

The Secretary shall oversee the maintenance and upkeep of the Student Center and Campus Activities Suite including delegating cleaning weeks.

**Subsection B. Maintenance of Records**

The Secretary shall actively maintain any and all records necessary for the benefit of the Student University Programmers and the Student Center and Campus Activities.

**Section 6. The Board of Directors**

The Board of Directors shall consist of members as defined by the enumeration of standing committees as defined within the Bylaws.

**Subsection A. The Separation of Powers**

In addition to the general obligations of becoming a member of the Executive Board, becoming a member of the Board of Directors carries with it the additional and separate consequences of holding a chair position within a related standing committee, and all of the powers and responsibilities therein.

**Subsection B. Seniority Among the Board of Directors**

Membership seniority shall be determined among the Board of Directors as follows:

1. The basis of their duration with the organization in terms of completed semesters on e-board
2. Number of completed semesters as a committee member
3. Closed ballot

**Subsection C. Modifications to Standing Committees**

Standing Committees (and the related position on the Board of Directors) can be created, deleted, or extensively modified in scope and title by a resolution supported by two-thirds (2/3rds) of the Executive Board. Resolutions must be accepted before applications are due in order to go into effect for the following term. These changes shall only take effect at the start of a new term.

**ARTICLE IV**

**Section 1. The Selection Process**

Members shall be selected to the Executive Board through an application process with selection results decided by an impartial closed selection committee. One undergraduate person may only apply for two

positions during a given selection period. The advisor(s) shall develop the forms and maintain the confidentiality and neutrality of the selection process.

### **Section 2. Timing of Elections**

Applications for all positions shall be made available no later than February. The selection of the President shall be selected prior to that of the remaining Executive Board.

### **Section 3. Presidential Selection**

The President-Elect shall be appointed by a committee composed of the Advisor, the Graduate Advisor, a member of the professional staff selected by the Advisor, the outgoing President, and an unaffiliated student. In the instance that the outgoing President cannot be present, the next most senior graduating executive board member in good standing will fill the spot.

### **Section 4. Selection for the Remaining Executive Board**

The committee for determining the rest of the Executive Board shall be composed of the Advisor, the Graduate Advisor, a neutral staff member selected by the Advisor, a neutral member of the student body outside of the organization selected by the Advisor, and the President-Elect. In the instance that the President-Elect cannot be present, the next most senior graduating executive board member in good standing will fill the spot.

### **Section 5. Requirements for Placement on the Executive Board**

Any undergraduate student in good standing with the organization and university, and the maintenance of a cumulative GPA of 2.5 (and any other minimum requirements prescribed by the Rowan University Student Government Association) may apply and be selected for any position other than Presidency and Vice Presidency. If there are no applicants for the Board of Directors, Secretary or Treasurer position, then Provisions for a Lack of Candidacy shall be implemented. All Student Center and Campus Activities (SCCA) retreats, trainings, and special events determined by the Advisors are mandatory.

#### **Subsection A. Provisions for a Lack of Candidacy**

If there are no applicants that can fulfill the minimum requirements of a position at the time of the application deadline (other than those as set forth by the Student Government Association) or deemed not qualified by the selection committee, then requirements shall be stripped incrementally in the following order: the cumulative 2.5 minimum GPA requirement and then the good standing requirement. If there are no applicants at all for a position, then a Rowan Announcer will be sent out to the student body. In the case that there still are no applicants, the President-Elect shall nominate a candidate to be approved by a majority vote of the new Executive Board as early as the first session of the new board.

### **Section 6. Additional Requirements for Presidency and Vice Presidency**

Requirements for the Presidency and Vice Presidency include all other requirements set forth for other positions, and the additional requirement of one full term of office as a member of the Executive Board.

#### **Subsection A. Provisions for a Lack of Candidacy for President**

If there are no applicants that can fulfill the minimum requirements of a position at the time of the application deadline (other than those as set forth by the Student Government Association) or deemed not qualified by the selection committee, then requirements shall be stripped incrementally in the following order: first the full term of office requirement, then the active requirement, then the minimum cumulative 2.5 GPA requirement, and then the good standing requirement. If there are no

applicants at all for a position, then a Rowan Announcer will be sent out to the student body. In the case that there still are no applicants, the outgoing President shall nominate a candidate to be approved by a majority vote of the new Executive Board as early as the first session of the new board.

### **Subsection B. Provisions for a Lack of Candidacy for Vice President**

If there are no applicants that can fulfill the minimum requirements of a position at the time of the application deadline (other than those as set forth by the Student Government Association) or deemed not qualified by the selection committee, then requirements shall be stripped incrementally in the following order: the first full term of office requirement, then the active requirement, then the minimum cumulative 2.5 GPA requirement, and then the good standing requirement. If there are no applicants at all for a position, then a Rowan Announcer will be sent out to the student body. In the case that there still are no applicants, the President-Elect shall nominate a candidate to be approved by a majority vote of the new Executive Board as early as the first session of the new board.

## **ARTICLE V**

### **Section 1. Term of Office**

The Term of Office for the Executive Board shall be one academic year. Temporary voting rights will be extended to the incoming Executive Board for program proposals, with full voting privileges being extended at the Passing of the Torch meeting.

### **Section 2. Compensation**

The Executive Board shall receive for their services, a stipend. This stipend shall include:

1. Payment for staff training
2. Compensation for completion of job duties

This stipend shall neither be increased nor diminished during the period for which they have been elected but is subjected to tax and deduction for missing selected trip, trainings, and/or mandatory requirements. This stipend is all encompassing and the student shall not receive, during that period, any additional payment from the Student University Programmers. Confirmation of payment date will be given by the Advisor(s).

### **Section 3. Term Limits**

No officer shall serve more than two full consecutive terms in any one position. Time served as a mid-year replacement prior to two full academic years is not counted.

### **Section 4. Leaves of Absence**

A member undergoing a period of time that may hinder their function as a member of the Student University Programmers for a foreseeable period of time may apply to take a Leave of Absence. This document must be submitted at least 96 hours (4 days) prior to the requested time of effect unless warranted by an extreme circumstance, in which case any such requirements may be waived at the discretion of the President or most senior executive board member, and then approved during the next Executive Meeting.

### **Section 5. Resignation**

If a member wishes to resign from the Executive Board in good standing, he or she must submit a formal letter to the President or Advisor. The letter should include the date, a name to which it is addressed, the reason for the resignation, and the person's signature. It is mandatory to give at least two weeks notice of resignation, unless there are extenuating circumstances.

### **Section 6. Removal from Office**

Any officer of the Student University Programmers may be removed from office upon impeachment for, and conviction of, dereliction of duty, violation of the guiding documents, or any activities tending to injure the good name of the Student University Programmers or Rowan University, disturb its well-being, or tamper it in its work.

### **Section 7. Effects of Leaving Office**

Any member taking leave from the Student University Programmers must return all keys, paperwork, and property of the Student University Programmers to the Advisor(s), or upon effect of the resignation.

### **Section 8. Vacant Position Replacement Procedure**

As shown in the Bylaws, there shall be a comprehensive Vacant Position Replacement Procedure in place at all times accounting for the loss of any members on the Executive Board.

## **ARTICLE VI**

### **Section 1. Executive Board Meeting**

Executive Meetings shall be held on a weekly basis, and shall be the primary domain in which executive deliberation shall occur.

### **Section 2. Attendance**

Attendance to the Executive Meeting shall be required of and exclusive to the Executive Board, in addition to the following, who shall be entitled to engage in the proceedings without any voting privileges:

1. The Advisor
2. The Graduate Advisor
3. Staff members involved with the Student Centers and Campus Activities office or Student Life with a requested notice of one week.
4. Any other employees or students attending Rowan University supported by a majority vote of the Executive Board with a requested notice of one week.
5. Proxies approved by a majority vote of the Executive Board Meeting at least one week prior.

### **Section 3. Voting**

Voting shall also be exclusive to all members of the Executive Board, who shall all receive equal voting rights, with the exclusion of the President, who shall have a veto power that can be overturned by a two-thirds (2/3rds) majority. The President holds the power to break a tie. Voting under any other circumstances, besides overturning a veto (2/3rds), and constitutional changes (3/4th) shall be a simple majority.

### **Section 4. Release of Authority During Special Circumstances**

During special circumstances such as conferences and emergencies, the Executive Board may elect to release deliberative and authoritative power to a committee or individual by a two-thirds (2/3rds) majority vote for an established period of time. Further situations may be described within the bylaws.

### **Section 5. Release of Minutes**

Unabridged minutes of the Executive Board Meeting shall be made available to anyone upon request one week after their approval, unless the Executive Board votes by a two-thirds (2/3rds) majority to withhold the minutes, in whole or in part.

### **Section 6. Quorum**

The quorum shall be equal to 70% or more than the total number of voting members of the Executive Board.

## **ARTICLE VII**

### **Section 1. SUPdate Meetings**

SUPdate Meetings, which are general meetings involving the Executive Board and all Committee Members, shall be held on a bi-weekly basis (when possible). The purposes of these meetings are to provide a forum and legislative body for the Student University Programmers, and as a platform for the oversight of programming by the general student body and for committee member recognition, which shall be vested with the powers and responsibilities underwritten.

### **Section 2. Committee Involvement**

The committee will be involved in providing input and ideas to programs that the Executive Board has already approved for the upcoming semester.

### **Section 3. Bar on the Introduction of Motions calling for the Release of Funds**

There shall be no motion introduced before the SUPdate Meeting calling for the release of funds that has not been endorsed by a committee.

### **Section 4. Presidential Right to Overturn Decisions**

Should a motion be rejected by the SUPdate Meeting for reasons contrary to philosophies of the Student University Programmers, the President shall be vested with the power to lower the necessity of the vote to a 1/3rd majority after citing the philosophy in question.

### **Section 5. Committee Member of the Month**

Committee Member of the Month shall be voted on the Eboard before the SUPdate General Meeting. A Committee member who has won previously cannot win again for two years. Each Executive Board member is to submit a statement of the Nominated individual character and service of that month. In the instance of a tie, the Advisor(s) will hold a vote. Prior to voting, the nominated member should have volunteered/attended at least one event that month.

## **ARTICLE VIII**

### **Section 1. Committees**

Committees shall be secondary deliberative and/or executive bodies subsidiary to the Student University Programmers.

### **Section 2. Programming Must Originate from Committees**

Committees shall be vested with the sole power of developing original programming resolutions. Committees may only pass resolutions that utilize funding within their jurisdiction, and may only utilize funds, engage in promotion, or finalize negotiations after approval of the Executive Board and/or SUPdate Meetings.

### **Section 3. Committee Membership**

Secretary shall be required to keep up-to-date records of their committee's membership as well as any other documentation requested and required of them. Membership requirements shall be uniform across the organization, and approved by the Executive Board. Committee members must record their Prof Points within 48 hours of the event.

#### **Section 4. Committee Voting Privileges**

All active committee members present at the time of voting shall have voting privileges.

#### **Section 5. Special Committees**

Special Committees shall be created as necessary by resolutions passed during any regular or special Executive or SUPdate Meeting on an as needed basis, with the resolution acting as their Rules of Order.

### **ARTICLE IX**

#### **Section 1. Provisions Against Discrimination**

There shall be no discrimination towards anyone based along any divisional lines, such as race, ethnicity, color, creed, religion, sex, national origin, age, sexual orientation, or physical handicap as per the Safe Zone policies. Discrimination of any kind in any terms along these lines is grounds for total removal from the Student University Programmers for no less than one calendar year, and without a maximum limit.

#### **Section 2. Right to a Positive Environment**

Every member of the Rowan Community and the Student University Programmers has a right to partake in a positive environment, including the right to remain free from hazing, slander, bullying, and disrespect of any kind. Violation of someone else's rights to a positive environment is grounds for total removal from the Student University Programmers, and repercussions shall be weighed on a case-by-case basis.

#### **Section 3. Dues**

Membership of the Student University Programmers will be free of charge for all Rowan University students and will not have dues of any kind.

### **ARTICLE X**

The constitution can be amended by a three-quarters (3/4th) 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. The President has voting rights with issues regarding constitutional changes and Committee Member of the Month.