

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS STUDENT PROGRAMMING BOARD CONSTITUTION

ARTICLE I: NAME

The name of this organization by the Constitution shall be the California State University Channel Islands Student Programming Board, herein after referred to as SPB.

ARTICLE II: AFFILIATION

The SPB is a member of the auxiliary organization Associated Students, Incorporated, herein after referred to as ASI.

ARTICLE III: PURPOSE

The purpose of SPB shall be to:

- A. Plan, promote, and produce a variety of student-centered programs that are educational, cultural, and social in nature.
- B. Allocate and distribute funds approved by ASI for SPB business.
- C. Recruit and retain student members.
- D. Contribute to the personal development of all students by encouraging participation in SPB as well as the campus community.
- E. Provide an environment in which different worldviews are respected and peoples from various backgrounds and experiences are invited to participate.
- F. Develop a diverse and balanced selection of programs throughout the year that reflect the needs and interests of CSUCI students.

ARTICLE IV: MEMBERSHIP

Section 1. Freedom from Discrimination

- A. It is agreed upon that all people are equal by right of their existence.
 - i. To protect this equality no individual, group of individuals or institution shall in any way discriminate against any person or groups of persons for any cause or reason.
 - ii. This includes, but is not limited to, age, gender, ethnicity, national origin, socio-economic status, sexual orientation, gender identity, political affiliations, physical ability, marital/family status, and religion.
- B. Membership shall be open to any member of the CSUCI community who is willing to subscribe to the stated goals and obligations set forth in this Constitution.

Section 2. Hazing Statement

- A. This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution

Section 3. General Members

- A. Requirements

- i. Shall Maintain a minimum 2.0 CSUCI GPA and remain in “good standing” according to University Policy (i.e. not on academic or disciplinary probation).
- B. Description
 - i. Serves on a minimum of one (1) committee per semester.
 - a. The annual Talent Show (fall semester) and annual Picnic (spring semester) are mandatory committees to which Members must contribute in some significant capacity to be determined by Program Chair.
 - ii. Encouraged to attend and participate in all SPB programs.
 - a. Attendance at the Talent Show in the Fall and the Picnic in the Spring is required.

Section 4: Executive Officers

- A. Requirements
 - i. Shall Maintain a minimum 2.5 CSUCI GPA.
 - ii. Meet once weekly with all Executive Officers (and General Members as necessary) to discuss SPB business, herein after referred to as Executive Meetings.
 - iii. Attend all SPB General Meetings (not including committee meetings).
 - iv. Attend all SPB programs.
 - a. Attendance is not required when academic conflicts are present or emergency circumstances with President’s and/or Vice-President’s approval.
 - v. Promote the development of leadership skills.
 - vi. Plan or designate a General Member to plan all SPB retreats, training sessions, and/or conferences.
- B. Terms
 - i. Officer terms officially begin June 1 and last twelve (12) months.
 - a. Those elected are required to attend mandatory transition/training times as scheduled.
 - ii. Individuals may not serve more than two terms in the same position.
- C. Description
 - i. President
 - a. Regularly serves a minimum of twenty (20) hours weekly.
 - 1. Ten (10) of these hours must be regularly scheduled and served in the SPB office.
 - 2. On each day that classes are in session, one hour must be scheduled and spent in the SPB office, barring illness or other unforeseen circumstances.
 - b. Presides over all General and Executive Meetings.
 - c. Represents SPB campus wide and serves as its spokesperson.
 - d. Attends all ASI meetings.
 - e. Meets with Advisor on an as-needed basis.
 - f. In the spring semester, serves as the chair and forms the Elections Committee.
 - 1. The President cannot be the chairperson of the committee if running for a second term. In this case, eligible Members for Chairperson will be nominated, and then chosen by majority of the Members with Voting Rights.
 - g. Communicates with advisor, faculty, staff, chairpersons, and students to address programming concerns.

- h. Serves, or designates an Executive Officer to serve as liaison for Student Government.
- i. Evaluates SPB at the conclusion of each semester and recommends changes and improvements deemed necessary to the Advisor.
- j. Must attend the budget and evaluation committee meetings, but may not be the chairperson.
- k. Grants excused absences for General and Executive Meetings, as well as SPB programs.
- ii. Vice President
 - a. Regularly serves a minimum of twenty (20) hours weekly.
 - 1. Fifteen (15) of these hours must be regularly scheduled and served in the SPB office.
 - 2. On each day that classes are in session, one hour must be scheduled and spent in the SPB office, barring illness or other unforeseen circumstances.
 - b. Serves as the temporary President in case of resignation or termination until a replacement is elected.
 - c. Meets with Advisor on an as-needed basis.
 - d. To increase communication, must designate three (3) existing office hours to discuss programming concerns with Directors and/or Chairpersons.
 - e. Maintains a current record of all members and their involvement in SPB committees and programs.
 - f. Serves as the chairperson or designates a chairperson to evaluate and revise Mission Statement, Strategic Plan, and the Constitution.
 - 1. Creates and sends emails for the Dolphin Student Email according to University Policy.
 - g. Grants excused absences for General and Executive Meetings, as well as SPB programs.
- iii. Director of Operations
 - a. Regularly serves a minimum of eight (8) office hours weekly.
 - 1. Eight (8) of these hours must be regularly scheduled and served in the SPB office.
 - b. Is responsible for all SPB recordings including taking minutes at all General and Executive Meetings.
 - 1. Compiles all meeting minutes for the year.
 - 2. Delegates committee member to take minutes at all committee meetings in which Director of Operations is not in attendance.
 - 3. Distributes SPB bi-monthly reports to all SPB members.
 - c. Types, posts (on website, bulletin boards, etc.), and distributes (via email) the agenda and minutes for General Meetings.
 - 1. Agendas must be posted 24 hours prior to the corresponding meeting according to the Brown Act of California.
 - d. Updates the SPB office calendar, bulletin boards, and other designated areas.
 - e. Maintains organization and deadlines of office.
 - f. Inputs names from the SPB sign up list to the SPB contact list.
 - g. Sends e-mails to update the contact list on current programs and committees.
 - h. Keeps an inventory of all supplies in the SPB office.

1. The SPB inventory of event decorations and lighting is to be available to clubs and the student body upon request.
- i. Keeps in contact with SPB alumni and Honorary Members via email.
- j. Designates no more than two (2) assistants to help with duties.
- k. Serves, or designates a member to serve as liaison for school newspaper.
- l. Updates vendor contact list.
- iv. Director Of Finance
 - a. Regularly maintains a minimum of eight (8) office hours weekly.
 1. Eight (8) of these hours must be regularly scheduled and served in the SPB office.
 - b. Keeps an accurate and current record of the SPB budget, to be available to members upon request.
 - c. Processes and records all financial transactions.
 - d. Prepares SPB bi-monthly reports to be distributed by Director of Operations.
 - e. Provides weekly update at Executive team meetings.
 - f. Provides and assists Program Chairs with budget information and transaction activities.
 - g. Creates a committee to report, propose, and present the semester and/or yearly budget to SPB and the ASI Board.
 - h. Maintains professional relationship with accounting, procurement, and finance departments.
 - i. Designates no more than two (2) assistants to help with duties.
- v. Director of Assessment
 - a. Provides all evaluations and assessments for SPB programs.
 1. Works with Program Chairs, or the representative, so an effective evaluation may be produced.
 - b. Evaluates and reports on the effectiveness of the programs to the Chair, the General Board and the President.
 - c. Serves on the Mission Statement, Strategic Plan, Budget and the Constitution committees.
 - d. Works with other ASI entities to create and conduct a Student Needs Assessment at the beginning of the spring semester for the following year.
- vi. Director of Marketing
 - a. Provides marketing and publicity support for all SPB sponsored programs.
 - b. With the assistance of the committee, is responsible for various forms of advertising including but not limited to posters, mini flyers, and internet advertising.
 1. Is responsible for putting up and taking down these items according to the University Policy.
 - c. Recommends promotional items to be purchased each semester or year.
 - d. Coordinates or designates a member to plan and facilitate the Street Team committee meetings and activities.

Section 5: Directors

A. Requirements

- i. Meets all General Member requirements.

- ii. Regularly maintains a minimum of five (5) hours weekly.
 - a. Three (3) hours must be regularly scheduled and served in the SPB office.
 - b. Meets with Vice President on a weekly and as needed basis to maintain clear communication.
 - iii. Forms committees and holds meetings to assist in the planning and implementation of respective programs.
 - iv. Attends General Meetings and provides typed and oral reports on activity status including but not limited to committee meeting minutes.
 - v. Is responsible for writing a program summary including successes, obstacles, contacts, and recommendations for each respective program within a month of the close of the event program.
 - vi. Works closely with other Directors, or the representative(s), to ensure program success.
- B. Terms
- i. Directors are appointed by the Vice President and approved by the Executive Board. Appointed directors should be presented to the General Board once they are officiated.-
- C. Description
- i. Director of Archives
 - a. Attends and/or designates committee member to take photos at all SPB programs.
 - b. Maintains, gathers, and writes SPB History
 - c. Collects and compiles all event program summaries as well as maintaining the event binders.
 - d. Maintains memorabilia and current year's scrapbook or equivalent to provide accurate highlights of SPB.
 - 1. Presents scrapbook at the SPB banquet.
 - ii. Director of Recruitment / Retention
 - a. Provides orientation training of new general members.
 - b. Maintains member files including event participation, attendance of specific trainings and workshops.
 - c. Collaborates with the Career Center and the community to provide internships and leadership opportunities specifically for SPB leaders/members.
 - d. Is responsible for recruitment advertising.
 - iii. Director of Spirit & Traditions
 - a. Collaborates with Directors and Program Chairs to incorporate genuine CSUCI community and tradition.
 - b. In general, is responsible for maintenance and transportation of the University and SPB mascots during SPB programs.
 - c. Programs collaborative Homecoming and Sports programs.
 - d. Innovatively creates ways to incorporate traditions and infuse community spirit into events.
 - iv. Director of Music
 - a. Collaborates with Director of Archives to maintain music binder.
 - b. Is responsible for researching and screening potential music vendors for appropriate events (i.e. concert series, block parties, coffeehouses, annual picnic.)

- c. With the assistance of the committee, is responsible for contacting and contracting music vendors.
- v. Director of Special Events
 - a. Collaborates with Director of Archives to maintain special event binders.
 - b. Is responsible for the planning and execution of annual highlight events (i.e. Picnic, Talent Show, Homecoming).
- vi. Director of Entertainment
 - a. Collaborates with Director of Archives to maintain entertainment binders.
 - b. Is responsible for researching and screening of vendors (i.e. Speakers/Lectures, Magicians, Comedians to be used for future events).
- vii. Director of Multicultural & International Programs
 - a. Collaborates with Director of Archives to maintain multicultural/international event binders.
 - b. In general, with the help of the committee, is responsible for programs regarding spoken word, the Multicultural and Women's Gender Student Center (MWGSC), and contemporary issues.
- viii. Director of Film
 - a. Collaborates with Director of Archives to maintain film binders.
 - b. Is responsible for Big Screen Movies, weekly/monthly showings, etc.

Section 6: Program Chairs

- A. Requirements
 - i. Meets all General Member requirements.
 - ii. Meets with Vice President on a weekly and as needed basis to maintain clear communication.
 - iii. Forms committees and holds meetings to assist in the planning and implementation of respective programs.
 - iv. Attends General Meetings and provides typed and oral reports on activity status including but not limited to committee meeting minutes.
 - v. Is responsible for writing a program summary including successes, obstacles, contacts, and recommendations for each respective program within a month of the close of the event program.
 - vi. Works closely with applicable Directors, or the representative(s), to ensure program success.
- B. Terms
 - i. Program Chairs are appointed by the Vice President and recognized by the General Board.-
- C. Description
 - i. Researches and books vendors for respective events.
 - ii. Works with Director of Finance to stay within allocated event budget and to complete necessary paperwork prior to event date.
 - iii. Organizes and coordinates volunteer help on event date.
 - iv. Collaborates with Director of Archives to maintain program binders for their events.

Section 7: Honorary Members

- A. Requirements

- i. Are nominated and voted on by SPB members throughout the year.
 - ii. Honorary members consist of faculty, staff, administration, alumni, and community members.
 - a. These Members are non-CSUCI students.
- B. Description
- i. Go above and beyond normal duties to actively support or contribute to SPB and its endeavors.
 - ii. Does not have voting rights, but are encouraged to give feedback and suggestions.
 - iii. Are invited to participate in SPB programs.

Section 8: Advisor

- A. Attends all General and Executive Meetings, when possible.
- B. Attends, or designates a staff person to attend, all SPB programs.
- C. Assumes responsibility for final approval of all programs, contracts, and advertisement.
- D. Assists with leadership and professional development of student leaders.
- E. Meets with individual members, as needed.
- F. Guides the overall function of SPB.

ARTICLE V: MEETINGS

Section 1. General Meetings

- A. General Meetings, held weekly, may consist of the following activities:
 - 1. Votes on SPB related issues and items. Planning of programs. Allocates and distributes SPB funds.
 - 2. Reports on the status of SPB. Reports on the status of all standing committees.
 - 3. Communication between all SPB members.
 - 4. Provides an outlet for student input on programs.
 - 5. Delegation of SPB tasks.
 - 6. Generates new event ideas.

Section 2. Committee Meetings

- A. Committee meetings, held as needed, may consist of the following activities:
 - 1. Researches and plans the details of SPB programs.
 - 2. Delegation of committee tasks.
 - 3. Use past and in-progress assessments to revise current methods of programming.
 - 4. Execution of committee tasks.

Section 3. Executive Meetings

- A. Executive meetings, held weekly, may consist of the following activities.
 - 1. Includes President, Vice President, and Directors.
 - 2. Discusses issues or problems facing SPB and research solutions to ensure success.
 - 3. Creates the weekly General Meeting Agenda.
 - 4. Discuss new program ideas.
 - 5. Reviews possible co-sponsorships to purpose during the General Meetings.

ARTICLE VI: VOTING

Section 1. Voting Rights

- A. Voting Rights are granted to all General Members who attend the meeting prior to the vote.

Section 2. Voting on Agenda Items

- A. Items to be voted on must be presented at the meeting prior to the vote.
 - i. A vote can take place for items not on the agenda if a majority of Members with Voting Rights present agree the issue is necessary and cannot wait due to unforeseen time constraints.
 - ii. A vote can take place during the Executive Meetings when school is not in session (i.e. Summer and Winter Break) with a three thousand dollar (\$3000) limit.
 - a. Requires 2/3 approval of Executive Members to approve spending.
 - b. Any purchases must be disclosed to the General Board once it has reconvened for the Fall/Spring academic semester.

Section 3. Quorum

- A. There must be quorum to vote on all agenda items.
 - i. Quorum is having fifty percent plus one of Members with Voting Rights present.

ARTICLE VII: ELECTIONS AND APPOINTMENTS

Section 1. President, Vice President, Director of Finance, Director of Marketing, & Director of Assessment Elections

- A. A campus wide election will take place every spring to fill these positions for the following academic year.
 - i. In the event of an absence for an elected position, the previous Executive Board will form a committee to determine fulfillment of the position.
- B. Newly elected officers must attend a training period that includes, but is not limited to, various workshops and information sessions.

Section 2. Director Appointments

- A. On an as needed basis, the Vice President appoints Directors with the approval of the Executive Board.
- B. Unless specified, the Vice President will appoint Directors as early in the academic year as possible.

ARTICLE VIII: UNIVERSITY POLICIES AND PROCEDURES

Section 1. Regulations

- A. This constitution does not supersede any University Policy or Procedure.

ARTICLE IX: FINANCIAL POLICY

Section 1. Fundraising

- A. All money raised through fundraising activities will be kept in the ASI general account.

Section 2. Budget

- A. SPB money may go toward paying for activities, promotional items, supplies, travel fees, and other items specified by ASI policies.

Section 3. Traffic Violations

- A. SPB shall not be financially responsible for speeding, parking, or other tickets regarding traffic violations on and off campus.

Section 4. Debt and Normal Reimbursement

- A. Members are not to ensue debt in the name of the CSUCI SPB nor expect personal reimbursement without proper approval.

ARTICLE X: TRAVEL AND SAFETY POLICY

Section 1. Behavior

- A. Members are expected to behave in a manner that is consistent with those representing CSUCI. Members should always remember they are a representative of CSUCI and their actions are a reflection on SPB and are an extension of our University.
- B. The Advisor and President reserve the right to take disciplinary action toward any member for unbecoming behavior of a student leader.

Section 2. Eligibility

- A. Traveling with SPB is a privilege of membership, not a right.
- B. Eligibility is subject to all criteria set forth in this Constitution.
- C. In the case of events that allow for a minimum or maximum number of people, whether because of space limitation or funding, the General Board shall vote on attendance criteria that are fair and inclusive prior to attendee selection.
- D. Shall abide by the ASI travel policy.

Section 3. Minimum Representation

- A. A minimum of one Director must be present at all SPB sponsored activities or events that occur off campus.
- B. For safety reasons, all off-campus events officially attended or hosted by SPB should have at least four members present for representation.

ARTICLE XI: REMOVAL

Section 1. Process for General Board Member

- A. Individuals may request for member removal and shall receive two minutes to justify his or her grounds for motion on removal.
- B. Member in question will receive two minutes to defend his or her position or actions.
- C. There must be a 2/3 approval by Members with Voting Rights to remove any member.

Section 2. Process for Executive Officer

- A. Individuals may request for member removal and shall receive two minutes to justify his or her grounds for motion on removal.
 - i. An executive officer may be removed due to repeated failure to fulfill obligations and responsibilities of position as outlined within.
 - ii. An executive officer may be removed due to excessive unbecoming actions or behavior as the representative of the SPB and CSUCI.
- B. Member in question will receive two minutes to defend his or her position or actions.
- C. There must be a 2/3 approval by Executive Board to remove any member.

- D. Any action of termination or demotion shall be reported to the General Board at the next scheduled meeting.

ARTICLE XII: AMENDMENTS

Section 1. Revisions

- A. The Constitution committee will be formed by the Vice President or designee to revise this constitution every fall semester.
- B. Any articles can be amended or appealed.
- C. Revisions require majority approval by the committee and a 2/3 approval by Members with Voting Rights.
- D. Revisions must receive final approval by the Advisor.