

**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 (ASI).

ARTICLE III: PURPOSE

The purpose of SPB shall be to:

- A. Coordinate, promote and produce a variety of student centered activities and events.
- B. Allocate and distribute all funds allocated to the SPB approved by the Associated Students, Incorporated.
- C. Recruit and retain student members.
- D. Contribute to the personal development of all students by encouraging participation in SPB as well as general camps involvement.
- E. Create an environment in which different worldviews are respected and peoples from various backgrounds and experiences are invited to participate.
- F. Develop a diverse and balance selection of programs throughout the year that reflect the needs and interested of the students of CSUCI.

ARTICLE IV. MEMBERSHIP

Section 1. General Members

- A. Requirements
 - a. All CSUCI students in “good standing” according to the University Student Guidebook (i.e. not on academic or disciplinary probation).
- B. Description
 - a. These members are welcome at all general and committee meetings and are encouraged to provide feedback and suggestions.
 - b. Encouraged to attend and participate in all SPB events and activities.

Section 2. Active Members

- A. Requirements
 - a. Meet all General Member Requirements.
- B. Description
 - a. Maintains Voting Rights for three consecutive meetings, or, serves on a minimum of three (3) SPB committees per semester.

Section 3. Chairpersons

- A. Requirements
 - a. Meet all General Requirements.
 - b. Maintains a minimum of five (5) hours in or out of the SPB office.
 - c. Forms committees and holds meetings to assist in the planning and implementation of respective activities.
 - d. Attends General Meetings and provides typed and oral reports on activity status including but not limited to committee meeting minutes and sign up sheets.
 - e. Communicates and works with the Vice President and other Chairpersons (when needed) to ensure the fulfillment and success of duties.
- B. Description

- a. Event
 - i. Each event/activity will have at least one Chairperson.
 - ii. Are responsible for the planning and implementation of respective event/activity.
 - iii. Works with other Chairpersons to ensure the success of the event.
- b. Marketing/Advertising
 - i. Provides marketing and publicity support for all SPB sponsored programs.
 - ii. With the assistance of his or her committee, is responsible of various forms of advertising including but not limited to posters, mini flyers, and chalking.
 - iii. Is responsible for putting up and taking down these items according to the University policy.
- c. Evaluation
 - i. Provides all evaluations and assessment for SPB events and activities.
 - 1. Works with the Vice President and Event Chairs so an effective evaluation may be produced.
 - ii. Works with other members of ASI to create and conduct a Student Needs Assessment at the beginning of the fall semester.
- d. Hospitality/Food Crew
 - i. Coordinates the research and proposal of hospitality needs for all SPB events.
 - ii. Serves as the Sodexo liaison.
- e. Decoration/Atmosphere
 - i. Coordinates the research and creation of decorations at all SPB events.
 - ii. Works with Event Chairpersons to ensure cooperation.
 - iii. Is responsible for producing and tearing down decoration at all SPB events.
- f. Historian
 - i. Attends and/or designates committee member to take photos at all SPB activities.
 - ii. Maintains memorabilia and current academic years scrapbook to provide accurate highlights of SPB.
 - 1. Presents scrapbook at the SPB/ASI closing banquet.

Section 4. Executive Officers

A. Requirements

- a. Maintain a minimum 2.5 CSUCI GPA.
- b. Meet all General and Active Member requirements for a minimum of one full semester prior to elections.
- c. Coordinate one meeting per week within the Executive Members.
- d. Attends all SPB General and Executive meetings (not including committee meetings).
- e. Attends all SPB activities and events.
- f. Promotes the development of leadership skills.
- g. Are responsible for the creation, report, proposal and presentation of the semester and/or yearly budget.
 - i. A Budget committee is formed at the beginning of the spring semester.
- h. Individuals may not serve more than two consecutive terms.
- i. Officer terms begins June 1 and last thirteen (13) months until July 1 of the following year.
 - i. There will be a one-month overlap of consecutive officers to ensure proper training.

B. Description

- a. President
 - i. Regularly maintains a minimum of twenty (20) office hours weekly.

1. Ten (10) of these hours must be regularly scheduled and served in the SPB office.
 - ii. Presides over all Executive and General Meetings.
 - iii. Represents SPB campus wide and serves as its spokesperson.
 - iv. Serves on University-wide Committees relating to issues involving SPB.
 - v. Reports to the Advisor.
 - vi. Attends all ASI meetings.
 - vii. Attends all SPB events.
 - viii. Serves as chair and forms constitution committee every fall semester.
 - ix. Serves as chair and forms committee to evaluate and create mission statement and strategic plan.
 - x. In the spring semester, serves as chair and forms the Elections committee.
 1. The President cannot be the chair of the committee if running for a second term.
 - a. In this case, eligible Members for Chairperson will be nominated, then chosen by majority of the Members with Voting Rights.
 - xi. Openly communicates with faculty, staff, chairpersons and students to address programming concerns.
 - xii. Appoints Chairpersons based on the suggestion of the Vice President.
 - xiii. Evaluates SPB at the conclusion of each academic year and recommends to the Advisor changes and improvements deemed necessary.
 - xiv. Plans retreats and workshops to benefit SPB members.
 - xv. Plans end of the year banquet.
- b. Vice President
- i. Regularly maintains a minimum of fifteen (15) office hours weekly.
 1. Ten (10) of these hours must be regularly scheduled and served in the SPB office.
 - ii. Assumes duties of President in the event of absence.
 - iii. Serves as the temporary President in case of resignation or termination until replacement is elected.
 - iv. Oversees all Chairpersons in the planning and fulfillment of their respective duties and activities.
 1. Attends committee meetings when necessary.
 - v. Takes attendance and grants excused absences at all General and Executive Meetings.
 - vi. Maintains a record of all members and their involvement in SPB.
- c. Treasurer
- i. Regularly maintains a minimum of ten (10) office hours weekly.
 1. Five (5) of these hours must be regularly scheduled and served in the SPB office.
 - ii. Keeps accurate and current record of the SPB budget.
 - iii. Processes and reports all financial transactions.
 - iv. Provides and assists Executive Members and Chairpersons with budget information and transaction activities.
 - v. Serves as the Chairperson for all SPB fundraising events
 - vi. Serves on any ASI committees regarding fundraising.
 - vii. Prepares and distributes SPB semester and yearly reports.
 - viii. Serves as the Student Government and Senate Liaison.
 1. Attends the weekly Senate meeting and works with the SPB President to ensure cooperation and communication.

- d. Secretary
 - i. Regularly maintains a minimum often (10) office hours weekly.
 - 1. Five (5) of these hours must be regularly scheduled and served in the SPB office.
 - ii. Is responsible for all SPB recordings including but not limited to taking minutes at all General and Executive Meetings.
 - iii. Types, posts (on the website, bulletin board, etc), and distributes the agenda and minutes for Executive and General Meetings.
 - 1. Agendas must be posted 24 hours prior to the corresponding meeting.
 - iv. Is responsible for maintaining the SPB office calendar, bulletin boards and other designated areas.
 - v. Keeps in contact with SPB alumni via email.
 - vi. Serves as the liaison to the Channel Islands View, Student Newspaper.

Section 5. Honorary Members

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

Section 6. Advisor

- A. Attends all General and Executive Meetings.
- B. Attends all SPB events and activities.
- C. Assumes responsibility for final approval of all programs, contracts, and advertisement.
- D. Maintains accurate record of the SPB budget.
- E. Assists with leadership and professional development of student leaders.
- F. Is available to meet with individual members, as needed.
- G. Guides the overall function of SPB.

ARTICLE V: MEETINGS

Section 1. General Meetings

- A. Voting on SPB related issues and items.
- B. Planning of events and activities.
- C. Allocate and distribute SPB funds.
- D. Reports on the status of SPB and all standing committees.
- E. Communication between all SPB members.
- F. Provide an outlet for student input on events and activities.
- G. Delegation of SPB tasks.
- H. Generate new event ideas.

Section 2. Executive Meetings

- A. Discuss issues or problems facing SPB and find a solution to ensure success.
- B. Create the weekly General Meeting Agenda.
- C. Generate new event ideas.
- D. Fulfill duties presented in this constitution.

ARTICLE VI: VOTING

Section 1. Voting Rights

- A. Voting Rights are granted to all student 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 vote.
 - a. A vote can take place for items not on the agenda if majority of Members with Voting Rights present agree the issue is necessary and cannot wait due to unforeseen time constraints.

Section 3. Quorum

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

ARTICLE VII: ELECTIONS AND APPOINTMENTS

Section 1. Executive Officer Elections

- A. A campus wide election will take place every spring semester to fill Executive Officer positions for the following year.

Section 2. Chairperson Appointments

- A. On an as needed basis, the President appoints Event Chairpersons.
- B. Unless specified, the President will appoint Chairpersons as early in the academic year as possible.

ARTICLE VIII: 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 IX: 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 representative of CSUCI and their actions are a reflection on SPB and are an extension of our University.
- B. Advisor and Executive Officers reserve the right to take disciplinary action towards any member for out of line behavior.

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 and by-laws.
- C. In the case of events that allow for a minimum or maximum number of people, whether because of space limitation or funding, the members shall vote and set forth attendance criteria that are fair and inclusive prior to attendee selection.

Section 3. Minimum Representation

- A. A minimum of one executive officer must be present at all SPB sponsored events or activities that occur off campus.

- B. For safety reasons, all off campus events officially attended or hosted by SPB should have at least two members present for representation.

ARTICLE X: REMOVAL

Section 1. Process

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

ARTICLE XI: AMENDMENTS

Section 1. Revisions

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