

**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. 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 the Associated Students, Incorporated 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. 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 balanced selection of programs throughout the year that reflect the needs and interests of CSUCI students.

ARTICLE IV: MEMBERSHIP

Section 1. General Members

- A. Requirements
 - a. Maintain a minimum 2.0 CSUCI GPA and is in “good standing” according to University Policy (i.e. not on academic or disciplinary probation).
- B. Description
 - a. Serves on a minimum of two (2) committees per semester.
 - b. Encouraged to attend and participate in all SPB programs.
 - c. If a General Member has two (2) unexcused absences from General Meetings, they are put on probation.
 - i. The member must attend two (2) consecutive General Meetings to be taken off probation.

Section 3: Executive Officers

- A. President and Vice President
 - a. Requirements
 - i. Maintain a minimum 2.5 CSUCI GPA.
 - ii. Coordinate one meeting per week with each other to discuss SPB business.
 - iii. Attend all SPB General and Executive Meetings (not including committee meetings).
 - iv. Attend all SPB programs.
 - 1. Attendance is not required when academic conflicts are present.
 - v. Promote the development of leadership skills.
 - vi. Meet with Advisor.
 - vii. Plan or designate a General Member to plan all SPB retreats, training sessions, and/or conferences.
 - viii. Grants excused absences for General and/or Executive Meetings.

- b. Terms
 - i. Individuals may not serve more than two terms in the same position.
 - ii. Officer terms officially begin June 1 and last twelve (12) months.
 - 1. Those elected are required to attend mandatory transition/training times the last week of April and through May.
- c. Description
 - i. President
 - 1. Regularly maintains a minimum of twenty (20) office hours weekly.
 - a. Ten (10) of these hours must be regularly scheduled and served in the SPB office.
 - 2. Presides over all General and Executive Meetings.
 - 3. Represents SPB campus wide and serves as its spokesperson.
 - 4. Attends all ASI meetings.
 - 5. In the spring semester, serves as the chair and forms the Elections Committee.
 - a. The President cannot be the chairperson of the committee if running for a second term.
 - i. In this case, eligible Members for Chairperson will be nominated, and then chosen by majority of the Members with Voting Rights.
 - 6. Communicates with advisor, faculty, staff, chairpersons, and students to address programming concerns.
 - 7. Evaluates SPB at the conclusion of each semester and recommends to the Advisor changes and improvements deemed necessary.
 - 8. Must attend the budget and evaluation committee meetings, but may not be the chairperson.
 - ii. Vice President
 - 1. Regularly maintains a minimum of fifteen (15) office hours weekly.
 - a. Ten (10) of these hours must be regularly scheduled and served in the SPB office
 - 2. Serves as the temporary President in case of resignation or termination until a replacement is elected.
 - 3. Maintains a record of all members and their involvement in SPB committees and programs.
 - 4. Serves as the chairperson or designates a chairperson to evaluate and revise Mission Statement, Strategic Plan, and the Constitution.
 - 5. Submits all SPB programs to the university calendar.
 - 6. Creates and sends emails for the Dolphin Student Email according to University Policy.
 - 7. To increase communication, must designate three (3) existing office hours to discuss programming concerns with chairpersons.

B. Chairpersons

- a. Requirements
 - i. Meets all General Member requirements.
 - ii. Maintains a minimum of five (5) hours weekly.
 - 1. One (1) must be regularly scheduled and served in the SPB office.
 - 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 and sign up sheets.

- v. Works closely with other Chairpersons, or their representative, to ensure program success.
- b. Terms
 - i. Chairpersons are elected to serve within the academic year they are appointed.
- c. Description
 - i. Secretary
 - 1. Is responsible for all SPB recordings including but not limited to taking minutes at all General and Executive Meetings.
 - 2. Types, posts (on website, bulletin boards, etc.), and distributes (via email) the agenda and minutes for General and Executive Meetings.
 - a. Agendas must be posted 24 hours prior to the corresponding meeting according to the Brown Act of California.
 - 3. Maintains the SPB office calendar, bulletin boards, and other designated areas.
 - 4. Inputs names from the SPB sign up list to the SPB contact list.
 - 5. Sends emails to update the contact list on current programs and committees.
 - 6. Keeps in contact with SPB alumni and Honorary Members via email.
 - 7. Designates no more than two (2) assistants to help with duties.
 - ii. Treasury
 - 1. Keeps an accurate and current record of the SPB budget.
 - 2. Processes and report all financial transactions.
 - 3. Keeps an inventory of all supplies in the SPB office.
 - 4. Provides and assist Chairpersons with budget information and transaction activities.
 - 5. Maintains vendor contact list.
 - 6. Serves on any ASI committees regarding fundraising.
 - 7. Prepares and distributes SPB bi-monthly reports.
 - 8. Creates a committee to report, propose, and present the semester and/or yearly budget to SPB and the ASI Board.
 - 9. Maintains contact with accounting, procurement, and finance department.
 - 10. Designates no more than two (2) assistants to help with duties.
 - iii. Program
 - 1. Each program will have at least one chairperson.
 - 2. Is responsible for the planning and implementation of the respective program.
 - 3. Works with other Chairpersons or their representatives to ensure the success of the program.
 - 4. Is responsible for writing a program summary including successes, obstacles, contacts, recommendations, etc.
 - 5. One member can not be the chair of more than 2 programs per semester.
 - iv. Marketing/Advertising
 - 1. Provides marketing and publicity support for all SPB sponsored programs.
 - 2. With the assistance of his or her committee, is responsible for various forms of advertising including but not limited to posters, mini flyers, and chalking.
 - 3. Recommends promotional items to purchase each semester or year.
 - 4. Is responsible for putting up and taking down these items according to the university policy.
 - 5. Is responsible for recruitment advertising.
 - v. Evaluation

1. Provides all evaluations and assessments for SPB programs.
 - a. Works with Program Chairpersons, or their representative, so an effective evaluation may be produced.
 2. Evaluates and report on the committee's effectiveness to the Chairperson and the President.
 3. Serves on the Mission Statement, Strategic Plan, and the Constitution committees.
 4. Works with other ASI entities to create and conduct a Student Needs Assessment at the beginning of the fall semester.
- vi. Highlights
1. Attends and/or designate committee member to take photos at all SPB programs.
 2. Researches creative ways to present SPB program highlights.
 3. Maintains memorabilia and current year's scrapbook to provide accurate highlights of SPB.
 - a. Presents scrapbook at the SPB/ASI banquet.

Section 4: 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. Does not have voting rights, but are encouraged to give feedback and suggestions.
 - c. Are invited to participate in SPB programs.

Section 5: 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. Votes on SPB related issues and items.
- B. Planning of programs.
- C. Allocates and distributes SPB funds.
- D. Reports on the status of SPB and all standing committees.
- E. Communication between all SPB members.
- F. Provides an outlet for student input on programs.
- G. Delegation of SPB tasks.
- H. Generates new event ideas.

Section 2. Committee Meetings

- A. Researches and plans the details of SPB programs.
- B. Delegation of committee tasks.
- C. Use past and in progress assessments to revise current methods of programming.

Section 3. Executive Meetings

- A. Includes President, Vice President, and Chairpersons.

- B. Discusses issues or problems facing SPB and research a solution to ensure success.
- C. Creates the weekly General Meeting Agenda.
- D. Generates new program ideas.
- E. 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 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.
 - b. 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.
 - i. Requires 2/3 approval of Executive Members to approve spending.

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. President and Vice President Elections

- A. A campus wide election will take place every spring to fill these positions for the following year.
- B. Newly elected officers must attend a training period that includes but is not limited to various workshops and information sessions.

Section 2. Chairperson Appointments

- A. On an as needed basis, the President appoints Chairpersons.
- B. Unless specified, the President will appoint Chairpersons 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 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 Chairperson 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 two members present for representation.

ARTICLE XI: REMOVAL

Section 1. Process

- A. Individuals may request for member removal and receive two minutes to justify their grounds for motion on removal.
 - a. Any violation in the Code of Ethics can be used as grounds for 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 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. Receives final approval by the Advisor.