

Illinois State University

University Program Board By Laws

Effective February 19, 2009

Article I The University Program Board shall have the following committees:

- A. Redbird Awareness
- B. Redbird Cinema
- C. Redbird Days
- D. Redbird Diversity
- E. Redbird Entertainment
- F. Redbird Family
- G. Redbird Graphics
- H. Redbird Late-Nite
- I. Redbird Spirit
- J. Redbird Symposium

Article II: Committee Mission Statements

Section 1. Redbird Awareness is committed to bringing awareness of global and local social issues to Illinois State University while providing opportunities to serve one's community.

Section 2. Redbird Days is committed to uniting the Illinois State University community through integrated various sized themed festivals and day time programming.

Section 3. Redbird Diversity is committed to achieving diversity through inclusion and the belief that multiple perspectives from various lifestyles, cultures and backgrounds are essential to learning as a whole.

Section 4. Redbird Entertainment is committed to providing concerts, comedians and other forms of live performances of various magnitudes to the Illinois State University campus.

Section 5. Redbird Family is committed to providing all age entertainment for the families of the Illinois State University community.

Section 6. Redbird Graphics is committed to creating quality multimedia for the University Program Board as a whole and its committees.

Section 7. Redbird Late-Nite is committed to providing consistent late night programming to the Illinois State University community while focusing on bringing entertaining and positive alternatives to the college scene.

Section 8. Redbird Cinema is committed to using the medium of film and film related programming to provide entertainment and education for the students of Illinois State University.

Section 9. Redbird Spirit is committed to providing an outlet for the Illinois State University community to celebrate school pride and team spirit while working together in continuing and creating lasting traditions.

Section 10. Redbird Symposium is committed to bringing the University together to promote insightful education and discussion beyond the classroom through speakers and forums.

Article III: Voting Procedure

Section 1. The President will only vote in the case of a tie.

Section 2. The Vice President and all Directors and Committee Chairpersons will each have one vote.

Section 3. A Committee representative shall vote on behalf of the committee if the Committee Chair is not present.

Section 4. Directors with a staff who are not able to attend a meeting where a vote is taking place shall send a staff member as a representative.

Section 5. Directors without a staff who are not able to attend a meeting that they have been excused for will be notified if any voting will be taking place. When a vote is taking place, said Directors shall vote via a written absentee ballot given to another Executive Board member prior to the meeting.

Section 6. Any member who does not attend a meeting or send a representative forfeits their vote.

Section 7. Executive members who do not attend an Executive Board meeting shall forfeit their vote.

Section 8. In non-emergency voting, quorum shall be set at two-thirds of the voting General Board members.

Section 9. Emergency voting shall occur as follows:

- A. Present motion for emergency vote to President.
- B. President determines voting procedure.
- C. President shall make every attempt to reach all voting members.
- D. If vote is not given within specific time allotted, vote is forfeited.
- E. In emergency voting situations, quorum shall be set at half of the voting General Board members.

Article IV: Attendance policy

Section 1. An unexcused absence is defined as a member not attending a meeting with no prior notification to the UPB President.

Section 2. An excused absence is defined as a member giving notification to the UPB President within 24 hours.

Section 3. An illness or emergency is considered as an excused absence.

Section 4. An Advisor will determine if any other absences are excused.

Article V: Disciplinary Sanctioning

Section 1. Any member of the UPB Full Board may request disciplinary action in the case that said member has valid reason(s) to believe that any member of the UPB Full Board has violated UPB or University policy, State, or Federal Law while acting as a representative of the UPB or in attendance at one of its events.

Section 2. Any member of the UPB Full Board wishing to request disciplinary action must do so in a timely manner to the UPB President and/or UPB Advisor(s).

Section 3. It is the responsibility of the UPB President to attempt to schedule a meeting with the UPB Advisor(s), UPB Full Board member(s) requesting disciplinary action, and the UPB Full Board Member(s) that the request is being brought against no later than twenty four (24) hours after report is brought forth.

Section 4. If it is agreed by a majority of the members present at the initial meeting that the action(s) of the member(s) in question violates UPB, University, or State Law or policy:

- A. The action(s) that occurred shall be reported to the appropriate staff member within the Dean of Students Office.
- B. The action(s) that occurred shall be reported to the UPB Executive and General Boards.
- C. The member(s) involved shall be sanctioned as deemed necessary by the General Board.
- D. Upon the recommendation of the Illinois State University Dean of Students Office, the member(s) in violation of policy or law may be sent to Community Rights and Responsibilities.

Article VI: Removal from office

Section 1. A person may be removed from office by a 2/3 vote of the General Board for the following reasons (but is not limited to):

- A. Failure to perform office duties and responsibilities outlined in the Constitution and By-Laws.
- B. Conduct that violates the Illinois State University disciplinary code.
- C. Unexcused absence from more than one UPB General Board meetings per semester.
- D. Behavior deemed inappropriate by members of the UPB General Board reported to the President.

Section 2. The individual that has been removed shall be notified by the President and given the opportunity to appeal to the UPB General Board.

Section 3. Individual appeals can be overturned by a 2/3 vote of the UPB General Board.

Section 4. UPB Advisor(s) shall be notified of the removal from office outcome.

Section 5. The procedure for removal from office due to failing to meet good academic standing shall be considered separate from the procedures listed in this Article, and are detailed in Article XVII.

Article VII: Equipment Policy

Section 1. UPB business has priority for computer use in the UPB office.

Section 2. Personal files shall not be saved on the UPB computers.

Section 3. UPB printer shall not be used for personal documents.

Section 4. All other UPB property shall be used for UPB and other authorized events.

Article VIII: Advisor(s) Expectations

Section 1. Attend committee meetings

Section 2. Serve as a programming resource

Section 3. Act as support system

Section 4. Shall not make programming decisions

Section 5. Assist in professional development

Section 6. Serve as fiscal agent

Article IX: Co-Sponsorships

Section 1. Seeking Co-Sponsorships

- A. All General Board members may seek co-sponsorships on behalf of their committee or position or the UPB to:
 - i. Help offset the total cost of their program or UPB general fund.
 - ii. Utilize the other organizations knowledge and strengths.
 - iii. Create relationships on and off campus.
- B. Payment for a Co-Sponsorship must be received in the form of a payment of a bill.

Section 2. Incoming Co-Sponsorships

- A. Organizations looking for co-sponsorships must submit co-sponsorship application form to the Vice President.
- B. Organizations must submit co-sponsorship application at least one month prior to event date.
- C. Vice President shall present co-sponsorship requests to the General Board or specific committees.
- D. UPB shall not solely be a source of funding.
- E. Payments from monetary co-sponsorships shall be applied to specific programs or UPB general fund as stated in co-sponsorship contract.
- F. The UPB Vice President shall propose a budget during each semester's program proposal retreat that shall cover the costs of all co-sponsorships for the upcoming semester.
- G. In the event that the co-sponsorship fund is depleted, additional requests shall be requested from the reserves.
- H. Ticketed events: If a Co-Sponsored event is a ticketed event, and if the Co-Sponsor provides tickets as part of the Co-Sponsorship Agreement, the tickets for the event shall be distributed as follows, in order:
 - i. Members of the Committee(s) coordinating the co-sponsorship (to be distributed by the Committee Chairperson(s)).
 - ii. General Board members, available one per member on a first-come, first-serve basis.
 - iii. Prizes during UPB events selected by Director of Marketing and Promotions.
- I. The stipulations, terms, and conditions for all co-sponsorships with UPB are as follows :
 - i. The event must coincide with the UPB Mission Statement.
 - ii. The UPB logo must appear on any and all promotions.
 - iii. UPB must be recognized at the event.
 - iv. UPB reserves the right to request a substance free event.

Article X: Program Proposal

Section 1. Requirements

- A. Committees wishing to submit program proposals must do so during the previous semester on the date specified by the UPB Executive Board.
- B. New program opportunities or current program changes arising spontaneously throughout the semester are to be submitted to the President.
- C. The Executive Board will approve or deny the new program opportunities; if approved, the program will be discussed and voted on by the UPB General Board.

Section 2. Pre-Program Proposal Retreat

- A. Committees shall conduct research on the following aspects of program proposal(s):
 - i. Agents
 - ii. Venues
 - iii. Other schools
 - iv. Student feedback
 - v. National Association for Campus Activities
 - vi. Past Program Proposals
 - vii. Past Post Program Assessments
 - viii. Price comparisons
 - ix. Co-Sponsorships (on and off-campus) possibilities
- B. Committees shall prepare and write program and/or series proposal(s).
- C. Chairpersons shall discuss other committee proposal(s) with their committee to attain feedback.
- D. Committees shall give feedback to other committees about program(s).
- E. Chairperson shall submit proposal(s) into designated electronic folder on UPB computer created by Vice President.
- F. Vice President or designee will upload proposal(s) onto members-only website.
- G. General Board members shall participate in an electronic Pre-Program Proposal Retreat discussion board.
- H. Committees determine a ranking of their program proposal(s) that must be submitted to the Vice President prior to the Program Proposal Retreat.
- I. Committee names will be drawn at random by the Vice President at a General Board meeting to determine the order by which Committees shall present proposal(s).

Section 3. Presentation of Proposals

- A. Committee Chairpersons are responsible for presenting proposal(s).
- B. In case of excused absence from Program Proposal Retreat, Committee Chairpersons may delegate presentation of proposal(s).
- C. Committee Chairperson(s) may yield the floor to a committee member to present proposal(s).
- D. Advisors shall not answer opinion-based questions.
- E. The proposal process is as follows:
 - i. Proposal Ranking Stage
 - a. Using previously determined presentation order, Committees present proposal information:
 - 1. For independent program proposals, Committee Chairpersons or Representatives will be allotted three minutes.
 - 2. For series program proposals, Committee Chairpersons or Representatives will be allotted one minute plus two minutes per series component.
 - b. General Board members or Representatives shall discuss, ask questions and make amendments pertaining to proposal(s):

1. For independent program proposals, five minutes shall be allocated to discussion, asking questions and making amendments.
 2. For series program proposals, two minutes plus three minutes per series component shall be allocated to discussion, asking questions and making amendments.
 - c. Allotted times may be extended by a motion, seconding and vote.
 - d. After discussion, each voting member will rank the program 0-3 on a blind ballot. (0 being no interest and 3 being highest interest).
 - e. An Advisor shall collect and tally all ballots.
 - f. Once all proposals have been ranked, Vice President organizes ranking for the Proposal Voting Stage.
 - g. Any proposals ranking 15 and under shall not be brought forth to the Proposal Voting Stage.
- ii. Proposal Voting Stage
- a. The ranked programs are brought forth to vote individually allowing for a one minute discussion for questions only before voting if necessary.
 - b. The ranked programs shall be voted on in the order as follows:
 1. The programs shall be ranked highest to lowest.
 2. Each Committee which had at least one proposal ranked at least 15 shall be placed at the top of the list, even if its ranked number is lower than a program beneath it.
 3. If a proposal fails and the Committee that proposed the program has another program which ranked at least 15, the highest-ranking program by that Committee shall be brought to vote before a Committee that has already passed a proposal presents a new proposal.
 - c. When voting on proposals, votes must be yes, no, or abstain.
 - d. Any programs receiving a majority no vote shall not be brought forth to the "Slate."
- iii. Slate Voting Stage
- a. The entire Slate shall be discussed for five minutes.
 - b. Reexamination of proposals:
 1. If a proposal needs to be reexamined, the motion must be brought forth by a General Board Member or Representative that originally voted in favor of a passed proposal or against a failed program during the Proposal Voting Stage, seconded and voted upon.
 2. Once a program is opened for reexamination, discussion is reopened and amendments may be made for three minutes.
 3. The program shall be voted on again.
 4. If a program passes, it is added to the Slate.
 5. If a program fails, it is removed from the Slate.
 - c. The Slate may not pass over-budget.
 - d. After discussion, a vote on the Slate shall occur.

Article XI: Retreats

Section 1. Executive Board and Advisor shall have a retreat prior to fall semester.

Section 2. General Board and Advisor(s) shall have a retreat proceeding Executive Board retreat.

Section 3. Retreats shall be coordinated by President, Director of Development and Advisor.

Article XII: Conferences

Section 1. Executive Board shall decide UPB representation at various conferences.

Section 2. UPB members wishing to represent UPB at additional conferences shall:

- A. Complete conference request form.
- B. Submit conference request form to President
- C. The Executive Board will approve or deny the validity of the request.
- D. Upon approval, the applicant shall attend a General Board meeting where discussion and voting shall occur.

Article XIII: Internships

Section 1. UPB internship(s) and intern(s) shall be approved by Advisor with feedback from applicable General Board members.

Section 2. Intern(s) shall report to Advisor.

Section 3. UPB shall not monetarily compensate intern(s).

Section 4. UPB intern shall go through interview process with Advisor and applicable General Board members.

Article XIV: Internal Budget

Section 1. Internal Budget may include but not limited to the following purchases:

- A. Recruiting new members
- B. Retaining current members
- C. Member incentives
- D. Marketing
- E. Member socials

Section 2. General Board members wishing to use Internal Budgets must:

- A. Complete Internal Budget Request Form.
- B. Submit Internal Budget Request Form to Vice President.
- C. The Executive Board will approve or deny the validity of the request.
- D. If denied, the requesting General Board member may appeal to the General Board.

Article XV: Incentives

Section 1. Executive Board members shall receive two complimentary and two reserve tickets to any ticketed event, except as outlined in Article IX, Section 2, Subsection F.

Section 2. Committee Chairs shall receive one complimentary and one reserve ticket to any ticketed event, except as outlined in Article IX, Section 2, Subsection F.

Section 3. All General Board members shall receive the following incentives subject to vendors' approval:

- A. Bone Student Center meal card
- B. Barnes and Noble book discount

Article XVI. Transitioning

Section 1. Passing of the Gavel shall:

- A. Serve as official inauguration of the incoming General Board members.
- B. Serve as official recognition ceremony of outgoing General Board members.

- C. Occur mid April with the transitional training process occurring no later than the beginning of April.
- D. Shall be planned by the UPB Director of Development with the assistance of other members as determined by the UPB President and Director of Development.

Section 2. Transitional training process shall include but not limited to:

- A. Completion of training binder.
- B. Approval of training binder by Director of Development.
- C. Completion of training retreat.
- D. Meeting with outgoing member.

Article XVII. Academic Standing Requirement

Section 1. Good academic standing is defined as having a cumulative Grade Point Average of 2.0 or above.

Section 2. When accepting a position on the General Board, members must provide the UPB and Dean of Students Office the rights to verify their Grade Point Averages throughout their terms, and to report falling beneath a cumulative Grade Point Average of 2.0 to Executive and General Boards as necessary.

Section 3. General Board members must be in good academic standing at the end of the semester in which they are appointed to office.

Section 4. General Board members must maintain good academic standing during each subsequent semesters on the General Board, including summer semesters.

Section 5. Removal from Office

- A. The UPB advising staff shall check the statuses of the cumulative Grade Point Averages of General Board members following each semester they are in office.
- B. If a General Board member falls under a cumulative Grade Point Average of 2.0, the advising staff shall notify the UPB President.
- C. The UPB President shall remove the member from office effective immediately.
- D. The position left vacant shall not be permanently filled until 48 hours after the removal from office.
- E. Removed officials may appeal as follows:
 - a. The removed official shall submit a formal request of appeal to the President within 48 hours of being removed from office.
 - b. The reason for removal from office (failing to meet academic expectations) shall be disclosed to the General Board.
 - c. The removed official shall present his or her request of appeal to the General Board.
 - d. Individual appeals can be overturned by a 2/3 vote of the UPB General Board.
- F. Removed officials may not appeal their removal from the UPB if they are also removed from the University.