

Illinois State University
University Program Board Constitution
Effective April 15, 2007

Promise of the University Program Board to Illinois State University and surrounding community:

- A. Mission Statement: University Program Board is committed to establishing student-driven programs, focused on the social, cultural, educational, and recreational growth of Illinois State University and the surrounding community.
- B. Provide students with the opportunity to become involved in planning, promoting, implementing and assessing events.
- C. Provide opportunities for students to learn, grow and develop into quality leaders.
- D. Facilitate membership and cooperation between the University Program Board and the University.
- E. Serve as liaison between University Program Board members and the University to advise and recommend guidelines concerning programs and activities.
- F. The University Program Board at Illinois State University is committed to achieving the principles of equal opportunity through the selection, planning, promotion, implementation and assessments of events. The UPB does not discriminate on the basis of race, color, religion, economic status, gender, sexual orientation, national origin, age, ethnic backgrounds, or disability. The University Program Board values the standard of inclusive membership and does not discriminate against any individual seeking memberships or a leadership position with the organization.

Article I: Name

The name of this organization shall be the University Program Board, hereafter referred to as UPB.

Article II: Funding

Section 1. Members will not be expected to pay dues.

Section 2. UPB will receive a portion of the Students Activities Fee allocated by the Student Government Association.

Article III: Organizational Structure

Section 1. Executive Board: The UPB shall consist of an Executive Board which shall consist of the President, Vice President, Director of Assessment and Records, Director of Development, Director of Marketing and Promotions, Director of Membership, and Advisor (as ex-officio member).

Section 2. General Board: The UPB General Board shall consist of the General Board which shall consist of the Executive Board, a designated Chairperson for each committee, and advisors (as ex-officio members).

Section 3. Full Board: The UPB Full Board shall consist of the General Board, and Committee Members.

Section 4. Advisors: The UPB Advisors shall be appointed by the Dean of Students Office.

Article IV: Committee categories shall include the following. For a description of each committee refer to the By-Laws:

- A. Diversity
- B. Family oriented
- C. Festivals
- D. Large scale performances
- E. Late-night
- F. Local artists
- G. Movies
- H. School pride/spirit

- I. Service
- J. Social issues
- K. Speakers/Lecturers
- L. Web/Graphic Design

Article V: Committee Requirements

Section 1. Each committee accepts primary responsibility for programming activities falling under its topic area.

Section 2. Each committee will hold meetings regularly to conduct required business, solicit member feedback, keep members informed, and plan on how to best program its events.

Section 3. Each committee shall have a Chairperson.

Section 4. Each committee shall have an assigned Advisor.

Section 5. Each committee shall have a liaison from the Executive Board.

Article VI: Membership Criteria

Section 1. General Board

- A. Must be enrolled as an Illinois State University student.
- B. Must be in good academic and disciplinary standing.
- C. Must obtain position through election process as seen in Article XI.
- D. Must complete full UPB term of April through April.

Section 2. Full Board

- A. Must be enrolled as an Illinois State University student.
- B. Must sign and follow confidentiality agreement.

Article VII: UPB Meetings

Section 1. Executive Board

- A. All Executive Board members shall attend the weekly Executive Board meetings.
- B. The President will be notified of any absences at least 24 hours in advance of the Executive Board meeting
- C. If the President is the absentee, he or she is to notify the Executive Board at least 24 hours prior to the Executive Board meeting.

Section 2. General Board

- A. General Board members shall attend the weekly General Board meetings.
- B. Chairpersons must make an attempt to send a delegate to each UPB General Board meeting missed. Failure to comply in these rules could result in possible disciplinary action(s) as designated by President.
- C. In the case that a Chairperson does not send a delegate to the UPB General Board Meeting said Committee Chairperson was excused from, that committee loses the vote on any business discussed at the missed meeting and disciplinary action may result after consideration by the UPB Executive Board.

Section 3. Full Board shall meet as determined by the General Board.

Section 4. Individual committees shall meet on a regular basis.

Section 5. Except otherwise provided for in this Constitution or the UPB By-Laws, the University Program Board shall adhere to the most recent edition of Robert Rules of Order.

Article VIII: Executive Board Position Responsibilities

Section 1. President

- A. Official spokesperson of UPB.
- B. Coordinate and oversee the direction of UPB.
- C. Chair Executive Board meetings.
- D. Chair General Board meetings.
- E. Chair Full Board meetings.
- F. Call special meetings when necessary.
- G. Coordinate delegation of UPB representatives on University committees.
- H. Enforce the Constitution, By-Laws, and Parliamentary Procedure.
- I. Shall oversee an Executive Board decision in determining the amount of office hours each position should hold that year at the beginning of the term.
- J. Coordinate Executive Board's approval of the UPB programming and operations budget.
- K. Establish and appoint a chair and members to ad-hoc committees with the sole responsibility of investigating and solving issues as they arise.
- L. Establish relationships with other Registered Student Organizations and University affiliations.
- M. Plan and chair all UPB selection officer processes.
- N. Coordinate the planning of emergency events.
- O. Chair program proposal meetings.
- P. Coordinate Executive Board Retreat.
- Q. Meet with the Vice President and Directors consistently.
- R. Support committees through attendance at meetings and programs.
- S. Meet with Advisor(s) on a consistent basis.
- T. Meet with Committee Chairpersons as necessary.
- U. Maintain office hours consistently.
- V. Sign and follow confidentiality agreement.
- W. Complete other duties as assigned.

Section 2. Vice President

- A. Assume the Presidency if a vacancy occurs.
- B. Assume Presidential responsibilities in absence of the President.
- C. Maintain accurate budget records for the UPB.
- D. Present the financial summary to the UPB General Board on a consistent basis.
- E. Cultivate relationships with businesses.
- F. Record and oversee all donations and sponsorships received.
- G. Coordinate the corporate co-sponsorship process as outlined in By-Laws Article IX.
- H. Coordinate the program proposal process.
- I. Assist in coordinating emergency events.
- J. Develop allocation of UPB programming and operations budget to be approved by the Executive Board.
- K. Support committees through attendance at meetings and programs.
- L. Meet with the President consistently.
- M. Attend Executive Board meetings.
- N. Attend General Board meetings.
- O. Attend Full Board meetings.
- P. Attend special meetings.
- Q. Meet consistently with Advisor(s).
- R. Meet with Committee Chairperson(s) as necessary.

- S. Maintain office hours consistently.
- T. Sign and follow confidentiality agreement.
- U. Complete other duties as assigned.

Section 3. Director of Assessment and Records

- A. Record minutes at all UPB Executive Board meetings and distribute to UPB Executive Board members.
- B. Record minutes at all UPB General Board meetings and distribute to UPB General Board members.
- C. Record minutes at all UPB Full Board meetings and distribute to UPB Full Board members.
- D. Keep current files of UPB meeting minutes.
- E. Coordinate assessment and strategic planning of programs.
- F. Coordinate evaluation of General Board Members.
- G. Coordinate UPB Historian duties.
- H. Facilitate room reservation process.
- I. Serve as the Executive Board liaison to assigned committee(s).
- J. Meet with the President consistently.
- K. Support committees through attendance at meetings and programs.
- L. Attend Executive Board meetings.
- M. Attend General Board meetings.
- N. Attend Full Board meetings.
- O. Attend special meetings.
- P. Meet with Advisor(s) consistently.
- Q. Meet with committee chairperson(s) as necessary.
- R. Maintain office hours consistently.
- S. Sign and follow confidentiality agreement.
- T. Complete other duties as assigned.

Section 4. Director of Development:

- A. Coordinate training of UPB members.
- B. Coordinate logistics of UPB delegations for conferences, workshops and conventions.
- C. Maintain up to date program resource files in the UPB office.
- D. Coordinate General Board Retreat.
- E. Coordinate Passing of the Gavel ceremony.
- F. Coordinate transition process of new incoming General Board members.
- G. Create developmentals for General Board meetings.
- H. Meet with the President consistently.
- I. Serve as the Executive Board liaison to assigned committee(s).
- J. Support committees through attendance at meetings and programs.
- K. Attend Executive Board meetings.
- L. Attend General Board meetings.
- M. Attend Full Board meetings.
- N. Attend special meetings.
- O. Meet with Advisor(s) consistently.
- P. Meet with committee chairperson(s) as necessary.
- Q. Maintain office hours consistently.
- R. Sign and follow confidentiality agreement.
- S. Complete other duties as assigned.

Section 5. Director of Marketing and Promotions:

- A. Create and distribute all general UPB promotional materials.
- B. Assist committee Chairperson(s) with the creation and distribution of committee specific promotional items as needed.
- C. Establish and maintain working relationships with campus and media outlets.

- D. Collect and approve marketing plans for each UPB program.
- E. Send out emails consistently on the external UPB list serve.
- F. Create and distribute UPB Press Releases.
- G. Coordinate marketing staff to assist in duties.
- H. Meet with the President consistently.
- I. Serve as the Executive Board liaison to assigned committees.
- J. Support committees through attendance at meetings and programs.
- K. Attend Executive Board meetings.
- L. Attend General Board meetings.
- M. Attend Full Board meetings.
- N. Attend special meetings.
- O. Meet with Advisor(s) consistently.
- P. Meet with committee chairperson(s) as necessary.
- Q. Maintain office hours consistently.
- R. Sign and follow confidentiality agreement.
- S. Complete other duties as assigned.

Section 6. Director of Membership:

- A. Coordinate all recruitment efforts for UPB membership.
- B. Coordinate retention activities to keep members interested and involved.
- C. Maintain all personnel documents.
- D. Coordinate internal UPB social events.
- E. Maintain the internal UPB list serve.
- F. Coordinate Membership staff to assist in duties.
- G. Establish and maintain UPB alumni relations.
- H. Meet with the President consistently.
- I. Serve as the Executive Board liaison to assigned committees.
- J. Support committees through attendance at meetings and programs.
- K. Attend Executive Board meetings.
- L. Attend General Board meetings.
- M. Attend Full Board meetings.
- N. Attend special meetings.
- O. Meet with Advisor(s) consistently.
- P. Meet with committee chairperson(s) as necessary.
- Q. Maintain office hours consistently.
- R. Sign and follow confidentiality agreement.
- S. Complete other duties as assigned.

Article IX: Committee Chairpersons Position Responsibilities

- A. Chair their respective committee meetings.
- B. Serve as a voting member of the General Board.
- C. Plan, promote, implement and assess activities relating to their committee.
- D. Meet with the committee Advisor weekly.
- E. Maintain a record of program expenses.
- F. Submit and present all committee program proposals to the General Board.
- G. Maintain office hours regularly.
- H. Serve as General Board liaison to respective committees.
- I. Complete other duties as assigned.
- J. Attend General Board meetings.
- K. Attend all Full Board meetings.
- L. Attend all special meetings.
- M. Meet with assigned Executive Board liaison.
- N. Sign and follow confidentiality agreement.

- O. Transition incoming committee chair after completed term.
- P. Coordinate on-going committee assessment.

Article X: Full Board Member Responsibilities

- A. Sign and follow confidentiality agreement.
- B. Actively participate in committee functions.

Article XI: Election Process

Section 1. Executive Board:

- A. Applications shall be available to the entire student body.
- B. Vice President of Membership shall determine the application timeline.
- C. All parties interested in a UPB Executive Board position must submit an application for that respective position to the Vice President of Membership by the marketed deadline.
- D. Interviews for an Executive Board position shall be conducted by the General Board.
- E. Executive Board applicants shall not vote for any position(s) they are applying for.
- F. If a General Board committee chair is applying for an Executive Board position, they may have a representative from their committee vote on the committee behalf.
- G. After all applicants have interviewed for each position, the General Board will discuss and vote.
- H. Each application shall be viewed independently.
- I. The Vice President of Membership shall inform the applicants about voting results after all Executive Board interviews are conducted.
- J. If an applicant is the best candidate for multiple positions it shall be at their discretion to choose the position they accept.
- K. After elections have occurred, any vacant positions shall undergo an additional election process conducted by the General Board.

Section 2. Committee Chair:

- A. Applications shall be available to the entire student body.
- B. Vice President of Membership shall determine the application timeline.
- C. Interviews for Committee Chair position(s) shall be conducted by the individual committees during committee meetings.
- D. Committee Chair applicants shall not vote for any position(s) they are applying for.
- E. An Advisor or Executive Board member shall be present during the interview process.
- F. After all applicants have interviewed, each committee will discuss and vote.
- G. A representative from each committee shall present a Committee Chair, Elect to the General Board for General Board's approval.
- H. Each applicant shall be viewed independently.
- I. If an applicant is the best candidate for multiple positions it shall be at their discretion to choose the position they accept.
- J. General Board approval for committee chair elect shall be defined as majority vote.
- K. If General Board does not approve committee chair elect the position shall remain open.
- L. If committee does not bring forth a committee chair elect to General Board the position remains open.
- M. After committee chair elections have occurred, any vacant positions shall undergo an additional election process conducted by the General Board.

Article XII: Filling Vacancies

Section 1. Presidential position shall be filled in the following order.

- i. Vice President
- ii. Director of Assessment and Records
- iii. Director of Development
- iv. Director of Marketing and Promotions
- v. Director of Membership

Section 2. Vice President position shall be filled by President.

Section 3. Committee Chairperson positions shall be filled by Executive Board liaison.

Article XIII: By-Laws

By-Laws will be established to aid in the operation of the UPB.

Section 1. To be established, By-Laws will require a majority vote of the General Board.

Section 2. To be amended, By-Laws will require a majority vote of the General Board.

Section 3. By-Laws must be established or amended at a meeting of the General Board.

Section 4. All By-Laws are public record.

Article XIV: Amendments

Section 1. All amendments to this constitution shall be submitted to the UPB President prior to the General Board Meeting at which the amendment will be discussed.

Section 2. Any member of the UPB may propose an amendment by submitting the amendment in writing to the UPB President.

Section 3. A two-thirds vote is needed to approve the amendment.

Section 4. Any amendment approved under this article shall become effective at the time cited when the amendment is presented to the UPB.

Article XV: Ratification

Section 1. The President shall appoint an ad hoc committee to assess current constitution within three years

Section 2. Ratification of a Constitution will take place as follows:

- A. This Constitution will be presented to the UPB General Board.
- B. The General Board will have no more than two regular meetings to vote on approval.
- C. A two-thirds vote is required to ratify this new Constitution.