

# **Student Union Social Programming Board Constitution**

## **Preamble**

The Social Programming Board (SPB) is an Executive Entity of the Student Union at Washington University in Saint Louis, charged with providing entertaining and educational activities in the form of concerts, comedians, and special events. These programs will work to fulfill the programming aspect of Student Union's purpose and help create a more vibrant campus community. As the Student Union's principal student programming body, the SPB's programming will emphasize its mission of service to the campus community and to the undergraduate students in particular. In fulfilling these responsibilities, the SPB will be responsive to the diverse interests and programming needs of the campus community.

## **ARTICLE I – Name**

The name of this organization shall be Social Programming Board (SPB) and shall be comprised of the SPB Executive Board and General Body Membership.

## **ARTICLE II – SPB Executive Board**

### **Section 1. Purpose**

- a. The Executive Board shall serve as the principal governing body of the SPB and will set the vision for all SPB programs and initiatives.

### **Section 2. Membership**

- a. All positions in the SPB Executive Board shall consist of constituents of the Student Union
- b. Membership in the SPB Executive Board shall consist of the President and Treasurer of the SPB and all programming and execution directors.
  - i. SPB programming and execution directors will include

The WILD Director  
The Concerts Director  
The Comedy Director  
The Special Events Director  
The Production Director  
The Public Relations Director

The Outreach Director  
The Membership Director

- c. All members of the SPB Executive Board, except the President, shall have one (1) vote in every regular Executive Board Meeting.
  - i. The SPB president shall have one (1) vote only in the case of a tie.

**ARTICLE III- Duties of SPB Executive Board Members**

**Section 1.** Each member of the Executive Board must:

- a. Create and/or update thorough transition materials to be given to his or her predecessor.
- b. Hold at least four (4) office hours each week.
- c. Attend weekly meetings of the Executive Board of the SPB.
- d. Attend monthly meetings of the General Body of the SPB.
- e. Attend at least one (1) leadership and development retreat each semester.
- f. Supervise any Programming or Execution Committee assigned to him or her.

**Section 2.** The President shall:

- a. Oversee the overall coordination of the entire SPB.
- b. Hold weekly meetings of the Executive Board of the SPB.
- c. Hold monthly meetings of the General Body of the SPB.
- d. Meet with the SPB Staff Advisor once per week.
- e. Arrange an organizational retreat for all SPB membership at the beginning of each semester.
- f. Act as a liaison between the SPB and the Student Union.
- g. Collect and ensure the creation and upkeep of thorough transition materials by all SPB Directors and Committee Chairs.

**Section 3.** The Treasurer shall:

- a. Supervise all financial and budgeting activities within the SPB.
- b. Submit the yearly budget request to the Vice President of Finance of the Student Union at the beginning of each spring semester, after it is passed by a majority of the Executive Board of the SPB.
- c. Track revenues and expenditures of all SPB accounts.
- d. Meet with the Vice President of Finance of Student Union at least three times each semester to discuss the spending and budget of the SPB.

Section 4. The WILD Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of the fall and spring WILD concerts.
- b. Coordinate the booking process for headlining performers for WILD concerts and submit a priorities list to the Executive Board of the SPB for approval each semester.
  - i. Priorities lists may be amended or passed by a majority of the Executive Board of the SPB.
- c. With a majority approval of the Executive Board of the SPB, appoint two constituents of the Student Union to serve as Programming Chairs of WILD.
  - i. Programming chairs are responsible for the coordination of all programming for the pre-show of WILD concerts and submission of a priorities list to the Executive Board of the SPB for approval each semester.

Section 5. The Concerts Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of concerts. These concerts are not to include WILD.
- b. Coordinate the booking process for concert performers and submit a priorities list to the Executive Board of the SPB for approval each semester.

Section 6. The Comedy Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of a diverse range of comedy events, including a biannual comedy show.
- b. Coordinate the booking process for performers for comedy events and submit a priorities list to the Executive Board of the SPB for approval each semester.

Section 7. The Special Events Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of all non-musical, non-comedy events. These include, but are not limited to, Happy Hour and an annual large-scale programming event.
- b. With a majority approval of the Executive Board of the SPB, appoint a constituent of the Student Union to serve as the Programming Chair of large-scale programming events.

Section 8. The Production Director shall:

- a. Oversee the overall coordination, conceptualization, and management of production for all concerts and comedy events.
  - i. Production will include audio, visual, lights staging and any other technical matter.

- b. With a majority approval of the Executive Board of the SPB, appoint a constituent of the Student Union to serve in each of the following positions: Security Coordinator, Hospitality Coordinator, and Venue Coordinator.
  - i. The Security Coordinator is responsible for coordinating security needs for all SPB events. The Security Coordinator contracts police and police aides and is responsible for coordinating the safety of all SPB staff, performers and audience members at SPB events.
  - ii. The Hospitality Coordinator is responsible for coordinating hospitality needs for all SPB events, including event staff and performer needs.
  - iii. The Venue Coordinator is responsible for coordinating the venue needs of all SPB events; including venue reservations, facilities, and accommodations.
- c. Select and conduct bidding process for outside production-related contractors.

Section 9. Public Relations Director shall:

- a. Oversee the overall coordination, conceptualization, and management of all communication between the SPB and the constituents of the Student Union.
- b. Coordinate the creation and distribution of all promotional materials.
- c. Work with programming directors to develop creative marketing strategies for each SPB event.
- d. Oversee the creation of SPB event merchandise.
- e. Research and develop new methods for advertising.
- f. With a majority approval of the Executive Board of the SPB, appoint a constituent of Student Union to serve as the Partnership Coordinator of the SPB.
  - i. The Partnership Coordinator is responsible for developing partnerships and sponsorships with entities outside of Student Union and beyond the University.

Section 10. The Outreach Director shall:

- a. Oversee the overall coordination, conceptualization, and management of all research on behalf of the SPB.
  - i. Research will include, but is not limited to, reference checks for other universities in regard to artists, and the surveillance of students' wants and needs.
- b. Coordinate with other members of the SPB Executive Board to assure that meaningful and productive research is completed and used in decision making.
- c. With a majority approval of the Executive Board of the SPB, appoint a constituent of Student Union to serve as Historian of the SPB.

- i. The Historian is responsible for ensuring that records of past events are up to date. These records will take the forms of a well-maintained website and SPB archives.

Section 11. The Membership Director shall:

- a. Oversee the overall coordination, conceptualization, and management of the recruitment of membership in the SPB; as well as maintain the interest and involvement of the SPB General Body Membership.
- b. Coordinate day-of involvement of SPB membership for events when necessary.

**ARTICLE IV– SPB Advisory Committee**

Section 1. Purpose

- a. The SPB Advisory Committee will serve as the principal advisory resource for the SPB Executive Board. The Advisory Committee will act as liaisons between the SPB and the Student Union, the Washington University administration, and Washington University students at large; providing meaningful and constructive guidance for all SPB Executive Board members.

Section 2. Membership

- a. Membership in the SPB Advisory Committee shall consist of the Vice Presidents of Programming and Finance of the Student Union, and the SPB Staff Advisor.

**ARTICLE V – Duties of SPB Advisory Committee Members**

Section 1. The Vice President of Programming of Student Union shall:

- a. Serve as the official representative of the Student Union to the SPB for issues relating to large scale university programming.
- b. Report regularly to Executive Council on the progress and operations of the SPB.

Section 2. The Vice President of Finance of Student Union shall:

- a. Serve as the official representative of the Student Union to the SPB for issues relating to budgets, revenues, and expenditures.
- b. Approve the amount of money allocated to each programming and execution entity of the SPB in the Student Union General Budget.
  - a. The Vice President of Finance of the Student Union reserves the right to make alterations to any amount of money allocated to the SPB.
- c. Attend the SPB meeting for which the General Budget of the SPB is passed.

- d. Meet at least three times each semester with the Treasurer of the SPB to discuss the spending and budget of the SPB.

Section 3. The SPB Staff Advisor shall:

- a. Serve as the official Staff Advisor of the SPB.
- b. Function under a written job description to be reviewed by Student Involvement and Leadership.

**ARTICLE VI - Selection and Termination of SPB Executive Board Members**

Section 1.

- a. The selection of the Executive Board members of the SPB shall be completed by Thanksgiving Break.
- b. Each prospective member of the Executive Board must submit an application to the respective selection committee to be considered for a position on the Executive Board.

Section 2. Process for selection of the SPB President

- a. A selection committee comprised of the outgoing President and Treasurer of the SPB, the President and Vice President of Programming of the Student Union, and each of the outgoing Directors of the Executive Board of the SPB will recommend the incoming SPB President.
- b. The recommendation will be presented for majority approval by Executive Council after it has been approved by a majority of the SPB Executive Board, applicants for President abstaining.
  - i. Recommendation of the SPB President will be, in part, based on the review of SPB President applications and interviews.

Section 3. Process for selection of the SPB Treasurer

- a. A selection committee comprised of the outgoing President and Treasurer of the SPB, the incoming President of the SPB, the Vice Presidents of Finance and Programming of the Student Union, and the outgoing Membership Director of the SPB will recommend the incoming SPB Treasurer.
- b. The recommendation will be presented for majority approval by Executive Council after it has been approved by a majority of the SPB Executive Board, applicants for Treasurer abstaining.
  - i. Recommendation of the SPB Treasurer will be, in part, based on the review of SPB President applications and interviews.

Section 4. Process for selection of Directors. In this section, a “branch” is defined as either the Programming or Execution Directors of the Executive Board of the SPB.

- a. A selection committee comprised of the outgoing and incoming Presidents of the SPB, the Vice President of Programming of the Student Union, the Directors of the respective outgoing branch, and the outgoing Membership Director of the SPB will select the incoming Directors.
- b. Directors will be selected by a majority vote of the selection committee, applicants for the respective Director position abstaining.
  - i. Selection of Directors will be, in part, based on the review of Director applications and interviews.

Section 5. An SPB President or Treasurer may be terminated from office only after review and by majority approval of the SPB Staff Advisor and Executive Council of the Student Union.

- a. Reasons for termination can include failure to meet minimum requirements, violating SPB governing documents, ethics violations, and/or violating Student Union policies.
- b. Review for termination may not occur unless both one (1) verbal and one (1) written warning are first administered to the Director in question by the Vice President of Programming of the Student Union.
  - i. Written warnings must be signed by both the Vice President of Programming of the Student Union and SPB President or Treasurer in question.
- c. The President or Treasurer in question has the right to defend his or her position to the SPB Staff Advisor and Executive Council of the Student Union.

Section 6. An SPB Director may be terminated only after review and by majority approval of the SPB President and the SPB Advisory Committee.

- a. Reasons for termination can include failure to meet minimum requirements, violating SPB governing documents, ethics violations, and/or violating Student Union policies.
- b. Review for termination may not occur unless both one (1) verbal and one (1) written warning are first administered to the Director in question by the President of the SPB.
  - i. Written warnings must be signed by both the President of the SPB and the Director in question.
- c. The Director in question has the right to defend his or her position to the President of the SPB and SPB Advisory Committee.

Section 7. In case of the resignation or termination of the SPB President or Treasurer, the SPB Advisory Committee will appoint a constituent of the Student Union to fill the vacancy, with the majority approval of both the Executive Council of the Student Union and Executive Board of the SPB.

- a. An SPB President or Treasurer may resign only after submitting a written resignation letter to the SPB Advisory Committee and notifying the Executive Board of the SPB.

Section 8. In case of the resignation or termination of an SPB Director, the SPB President will appoint a constituent of the Student Union to fill the vacancy, with the majority approval of the Executive Board of the SPB.

- a. An SPB Director may resign only after submitting a written resignation letter to the President of the SPB and notifying the Executive Board of the SPB.

### **ARTICLE VII – Membership and Termination of SPB General Body**

#### Section 1. Purpose

- a. The SPB General Body is a large committee of members committed to the mission of the Social Programming Board. Through innovative ideas, diverse representation, and commitment to the organization, its members provide a foundation for the wide range of programming offered by SPB each year. It also serves as a training ground for future leaders of the organization.

#### Section 2. Membership

- a. Membership in the SPB General Body is open to any constituent of the Student Union. Members in good standing of any SPB committee are automatically members of the SPB General Body. Any member of the SPB Executive Board or SPB Advisory is considered an ex-officio member of the SPB General Body.
- b. To be considered “in good standing” by the SPB General Body, a member must:
  - i. Serve on an SPB committee or team.
  - ii. Attend at least eighty (80) percent of scheduled SPB General Body meetings and/or at least seventy-five (75) percent of applicable committee or team meetings.
  - iii. Complete his or her assigned tasks promptly and with sufficient quality.
- c. A member of the SPB General Body may be terminated at any time if he or she does not meet the responsibilities previously stated.
  - a. Termination may occur with the recommendation of any member of the SPB Executive Board and the approval of the President the SPB.

#### Section 3. Structure

- a. Each member of the SPB General Body will serve on a committee chaired by a Director.
- b. Committees may be formed temporarily to support specific SPB events or functions.



- i. A new committee must be recommended by a member of the SPB Executive Board and approved by a simple majority of the Executive Board.
  - ii. The term of any committee will be no longer than the remainder of the term of the current Directors at the time the committee is formed.
  - iii. The supervising Director may institute a selection process to appoint members to particular committees.
  - iv. A member of the SPB General Body may serve on multiple committees, with the approval of the supervising Directors of those committees.
- c. Individual committees will meet at least once each week, when in existence, in addition to attending monthly General Body meetings.

### **Article VIII – By-laws and Amendments**

**Section 1.** Amendments to this Constitution may be proposed by three methods:

- a. A two-thirds (2/3) vote of the SPB Executive Board.
- b. A two-thirds (2/3) vote of the SPB General Body.
- c. Proposed by an Executive Officer of the Student Union.

**Section 2.** All Constitutional Amendments must be presented to the Executive Council of Student Union.

**Section 3.** The Amendment shall be enacted when ratified by a majority vote of the Executive Board of the SPB, unless a veto of the Amendment by the Executive Council of Student Union takes place.

- a. The Executive Council of the Student Union reserves the right to veto any Amendment to this Constitution by a majority vote.

### **Article IX - Washington University and Student Union Policy**

**Section 1.** SPB shall not engage in, support, or initiate any activities that violate:

- a. The Washington University Charter
- b. The University Judicial Code
- c. Any and all University policies.
- d. The Constitution or Statutes of Student Union
- e. The tax-exempt status of the University
- f. Any human and/or civil rights of the faculty, staff, or student body at Washington University.
- g. Any Student Union Policies outlined in “How Things Work”