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**Student Programming and Events Council Executive Board**

**Constitution and Bylaws**

**University of Saint Joseph**

**Student Programming & Events Council Executive Board**

The main purpose of the Student Programming & Events Council (S.P.E.C.) is to provide a diverse program of recreational, social, cultural, and educational activities that reflects the varied interests of the University of Saint Joseph students and the community at large, and to support and complement the basic educational mission of the University. Leadership for the organization is provided by the Executive Board (E-Board), which consists of the following positions:

 Chairperson

Vice Chairperson

Secretary/SGA Representative

Treasurer/Office Administrator

Events/Hospitality Coordinators (2 positions)

Advertising Coordinators (2 positions)

SPEC Squad Coordinator

Publicist

All E-Board members must abide by guidelines set forth in the position descriptions and the Student Programming & Events Council Constitution.

**Special Meetings and Services**

Before the beginning of both the fall and spring semesters, the Student Programming & Events Council E-Board comes together as a whole for brainstorming, team builders, and leadership training sessions. These training days can prove to be beneficial for everyone in attendance and will become a tradition for all S.P.E.C. officers to attend.

**Objective:**

1. To unite the officers as one group, using various team builders.
2. To educate all members of proper procedures used to book events.
3. To brainstorm surveys and possible event ideas for the year.
4. Overall, to set both personal and organizational goals for the coming year.

**Execution:**

1. The event will consist of 2 full days of training that will take place prior to the start of each semester. Officers will be able to move into their residence hall rooms early to attend this training.
2. The event is full of discussion and brainstorming about event planning, teambuilding, assignment of event coordinators and event assistants, weekly meeting times, office hours, and socials. Sample items brought up may include potential times, dates, and locations for events.

**Outcomes:**

1. Officers feel better about the organization knowing that they had a direct say in events.
2. Officers have a better idea of what to look forward to in the coming year.
3. Officers get a chance to set the agenda for the year, setting goals, timelines and getting to know one another.

University of Saint Joseph

Student Programming and Events Council

Constitution

**Section I Name:**

The name of this organization shall be the Student Programming and Events Council of the University of Saint Joseph hereinafter referred to as S.P.E.C.

**Section II Purpose:**

S.P.E.C. shall be responsible for providing a diverse program of recreational, social, cultural, and educational activities that reflect the varied interests of the University of Saint Joseph students and the community at large, and to support and complement the mission and core values of the University.

**Section III Membership:**

1. The E-Board will consist of student officers. Each officer must be an undergraduate student and maintain a minimum GPA of 2.25, with the exception of the Chairperson and Vice Chairperson who must maintain a GPA of 2.5. The term of office is for one academic year (May to May).
2. General membership will consist of any undergraduate student at the University.

C. The Director of Student Activities & Orientation Programs will serve as the advisor to S.P.E.C.

**Section IV Officers:**

1. S.P.E.C. E-Board Members include the Chairperson, Vice Chairperson, Secretary/SGA Representative, Treasurer/Office Administrator, Events/Hospitality Coordinators, and Advertising Coordinators.
2. A selection process will determine S.P.E.C. E-Board members. This selection committee will consist of the Director of Student Activities and the present E-Board.
3. There will be an application process for each position. All positions are open each academic year to current officers and any interested general member.
4. Two members from the organization will be required to attend the Leadership Quest student leadership conference held each spring.

**Section V Officer Responsibilities:**

1. **Requirements For All Executive Board Officers**
2. Officers must attend all E-Board meetings.
3. Officers must attend pre-semester S.P.E.C. training days.
4. Each officer must hold a designated number of office hours each week. Office hours will be decided upon during pre-semester training and will be posted in the S.P.E.C. office. Responsibilities and tasks to be completed during office hours will be determined during pre-semester training.
5. The event coordinator for an event must remain at the event for its entirety and must be completely knowledgeable of the event and performer/vendor. Should an issue arise; the event coordinator will contact the appropriate resource (i.e. Public Safety or the advisor).
6. Officers must be at every event for which they are the Event Coordinator, Event Assistant, or have signed up for a shift, unless previous arrangements have been made with the Chairperson.
7. Each officer must have a phone list of all members.
8. Officers must recruit new members and constantly build morale among all members.
9. Officers will lead by example and display a positive attitude regarding S.P.E.C. and the University of Saint Joseph at all events.
10. Officers must create a list of goals for each semester and for the entire year. This process will begin at pre-semester training and goals will be submitted to the Advisor.
11. Officers will periodically evaluate how the organization is progressing during E-Board meetings.
12. Failure to adhere to the requirements established for all officers as well as the responsibilities outlined in the individual position descriptions may result in removal from office.
13. Attend a NACA (National Association of Campus Activities) conference held each year.
14. **Chairperson**
15. Maintain a GPA of 2.50.
16. Must have served on the E-Board for at least one full year prior to assuming this position.
17. Conduct E-Board meetings.
18. Create and distribute the agenda for E-Board meetings.
19. Meet weekly with the Advisor to review S.P.E.C. programming initiatives, and to discuss issues

 affecting S.P.E.C. and meeting agendas.

6. During E-Board meetings, meet with the Events/Hospitality Coordinators and Treasurer/Office

 Administrator regarding updates on budget and event information.

7. Touch base with the Event Coordinator of each event, prior to the event, to ensure that all items

 have been ordered and all questions are answered.

1. Design an evaluation process to assess how the organization is progressing. Distribute the evaluation tool to E-Board members and establish a deadline as to when the evaluations must be returned to the Advisor.
2. Attend a NACA (National Association of Campus Activities) conference held each year.
3. After elections in the spring, work with the outgoing Chairperson to become acquainted with the position, (i.e. shadow time).
4. Abide by and respect issues of confidentiality set by S.P.E.C.
5. **Vice chairperson**
6. Maintain a GPA of 2.50.
7. Must have been on the E-Board for at least one full year prior to assuming this position.
8. Assist the Chairperson in creating the agenda for E-Board meetings.
9. Meet weekly with the Advisor and Chairperson to review S.P.E.C. programming initiatives, and to discuss issues affecting S.P.E.C and meeting agendas.
10. Monitor the creation and distribution of advertisements, tinkle times, posters, etc. Assist with creation and distribution as needed.
11. Design an evaluation process to assess how the organization is progressing. Distribute the evaluation tool to E-Board members and establish a deadline as to when the evaluations must be returned to the Advisor.
12. Attend a NACA (National Association of Campus Activities) conference held each year.
13. After elections in the spring, work with the outgoing Vice Chairperson to become acquainted with the position, (i.e. shadow time).
14. Abide by and respect issues of confidentiality set by S.P.E.C.
15. **Secretary/SGA Representative**
16. Maintain a GPA of 2.25.
17. Contribute to the agenda for E-Board meetings.
18. Take attendance at all E-Board meetings, noting who is present. If any one individual is not present for more than three meetings, notify the Chairperson.
19. Is responsible for receiving the attendance sheets from all S.P.E.C. socials.
20. Is responsible for organizing & tracking attendance for all S.P.E.C. events and compiling that information into a spread sheet to be emailed monthly to Advisor.
21. Compile a phone list of all members, distributing it and updating it when necessary.
22. Take minutes at E-Board meetings and distribute these minutes to the appropriate individuals within 48 hours after the meeting.
23. Attend all Student Government Association meetings and discuss S.P.E.C events at these forums.
24. Act as a point of contact between S.P.E.C. and other clubs on campus.
25. Attend a NACA (National Association of Campus Activities) conference held each year.
26. After elections in the spring, work with the outgoing Secretary/SGA Representative to become acquainted with the position, (i.e. shadow time).
27. Abide by and respect issues of confidentiality set by S.P.E.C.
28. **Treasurer/Office Administrator**
29. Maintain a GPA of 2.25.
30. Contribute to the agenda for E-board meetings.
31. During E-board meetings, meet with the Events/Hospitality Coordinators and Chairperson regarding updates on budget and event information.
32. Meet with the Advisor regularly to compile monthly budget reports. Share these reports at the last

E-board meeting of every month.

1. Keep an accurate record of all expenses and of all items and supplies that are ordered.
2. Responsible for creating and maintaining an office inventory making sure that the office is stocked with the necessary office supplies, as well as event supplies.
3. Responsible for creating an office chore chart, rotating the chores on the chart as well as insuring that the individuals responsible for a chore are actually completing it.
4. Oversee that event supplies are in the office for the Event Coordinators & are properly put away by the Event Coordinators in a timely manner.
5. Attend a NACA (National Association of Campus Activities) conference held each year.
6. After elections in the spring, work with the outgoing Treasurer/Office Administrator to become acquainted with the position, (i.e. shadow time).
7. Abide by and respect issues of confidentiality set by S.P.E.C.
8. **Events/Hospitality Coordinators (Two Positions):**
9. Entertainment Coordinator
10. Novelty Coordinator

\*All responsibilities are the same for these two positions; the only difference is in which the responsibilities are focused. As the Entertainment Coordinator, your responsibility is to focus on live performers that we bring to campus. As the Novelty Coordinator, your responsibility is to focus on the vendors that we bring in for novelty events, as well as any in house novelty or home grown events.\*

1. Maintain a GPA of 2.25.
2. Contribute to the agenda for E-Board meetings.
3. Research and bring new acts to campus through communication with agents, performers, vendors and booking agents.
4. Responsible for contacting all agencies that S.P.E.C. is interested in using to bring entertainment or novelty acts to our campus and contracting the various vendors (for novelties) or performers (for entertainment).
5. Responsible for setting up the event binder for S.P.E.C. events (novelty coordinator working on the novelty events, and entertainment coordinator working on the events with performers).
6. Compile information from event feedback form in event binder that the Event Coordinator fills out and share information during E-Board meetings.
7. During E-Board meetings, meet with the Treasurer/Office Administrator and Chairperson regarding updates on budget and event information.
8. Work with Event Coordinator to ensure that all performers and vendors are met when they arrive on campus and their needs are addressed.
9. Work with the Advisor to review contracts and train the rest of the group on how to review contracts.
10. Assess student interest in various events through email, surveys, phone calls, etc.
11. Attend a NACA (National Association of Campus Activities) conference held each year.
12. After elections in the spring, work with the outgoing Events/Hospitality Coordinator to become acquainted with the position, (i.e. shadow time).
13. Abide by and respect issues of confidentiality set by S.P.E.C.
14. **Advertising Coordinators (Two Positions):**

***Social Media Coordinator***

1. Maintain a GPA of 2.25.
2. Contribute to the agenda for E-Board meetings.
3. Responsible for updating the S.P.E.C. webpage on the college website; meet with the Advisor to plan and execute the changes.
4. Responsible for maintaining the S.P.E.C. Facebook page and the S.P.E.C. Twitter page including: updating statuses/tweets, creating events, inviting people to attend the various events, inviting friends/followers, tagging events/people, and posting pictures in albums.
5. Create and maintain a S.P.E.C. blog.
6. Research new and inventive ways to reach out to students through various social media methods.
7. Attend a NACA (National Association of Campus Activities) conference held each year.
8. After elections in the spring, work with the outgoing Advertising Coordinators to become acquainted with the position, i.e. shadow time.
9. Abide by and respect issues of confidentiality set by S.P.E.C.

***Creative Media Coordinator***

1. Maintain a GPA of 2.25.
2. Contribute to the agenda for E-Board meetings.
3. Design a schedule among the E-Board of maintaining the S.P.E.C. bulletin board.
4. Oversee the creation and distribution of all advertising. All advertisements must be removed within 24 hours after an event.
5. Work with the Vice Chairperson to develop a schedule for advertising and update about the completion of advertisements being created.
6. Submit events to the “what’s happening calendar” through Student Affairs.
7. Update the monthly “tinkle time” S.P.E.C. calendar including: creating, editing, copying, and distributing the tinkle times.
8. Research new poster ideas and alternative ideas for publicizing the S.P.E.C. semester events and different ways to market S.P.E.C. and its events.
9. Attend a NACA (National Association of Campus Activities) conference held each year.
10. After elections in the spring, work with the outgoing Advertising Coordinators to become acquainted with the position, i.e. shadow time.
11. Abide by and respect issues of confidentiality set by S.P.E.C.
12. **S.P.E.C. SQUAD Coordinator**
13. Maintain a GPA of 2.25.
14. Contribute to the agenda for E-Board meetings.
15. Meet with Chair and Vice-Chair every other week to go over updates.
16. Act as liaison between S.P.E.C. SQUAD and S.P.E.C. E-board members.
17. Responsible for being in constant communication with S.P.E.C. SQUAD members.
18. Responsible for keeping track of the point system. Creating and updating a spreadsheet with running totals.
19. Responsible for distributing merchandise and prizes to the S.P.E.C. SQUAD.
20. Attend all S.P.E.C. SQUAD Meetings.
21. Contribute to S.P.E.C. Social agendas.
22. Work with the Social Media Coordinator to update the S.P.E.C. SQUAD and community about events and volunteering opportunities.
23. Aid in other tasks as designated by other e-board members.
24. Attend a NACA (National Association of Campus Activities) conference held each year.
25. After elections in the spring, work with the outgoing S.P.E.C. SQUAD Coordinator to become acquainted with the position, (i.e. shadow time).
26. Abide by and respect issues of confidentiality set by S.P.E.C.
27. **S.P.E.C. Publicist**
28. Maintain a GPA of 2.25
29. Contribute to the agenda for E-board meetings
30. Meet with Chair and Vice-Chair every other week to go over updates
31. Responsible for ensuring events are documented via photographs, video, or other media.
32. Act as a liaison between Student Affairs and S.P.E.C.
33. Act as a liaison between USJ clubs & organizations and S.P.E.C.
34. Act as a liaison between IT and S.P.E.C.
35. Work with Social Media Coordinator to update social platforms with photographed and recorded events
36. Aid in other tasks as designated by other e-board members.
37. Attend a NACA (National Association of Campus Activities) conference held each year.
38. Abide by and respect issues of confidentiality set by S.P.E.C.

**Section VI Meetings:**

1. The S.P.E.C. E-Board will establish and publicize a regular meeting schedule for the E-Board meetings and socials prior to the start of each semester.
2. The accumulation of three unexcused absences from E-Board meetings and S.P.E.C. socials combined shall be considered default of the Executive Officer’s duties and constitutes immediate removal from office. The Chairperson, subject to appeal by the E-Board, shall determine the validity of the excuse. A majority vote of the E-Board can overturn the Chairperson’s decision.
3. The S.P.E.C. Chairperson may call special meetings by announcing them at least 24 hours in advance.

# Section VII Removal from Office:

1. Any allegations made against a S.P.E.C. E-Board member must be formally documented and given to the Advisor.
2. The individual of concern must receive a copy of the allegations at least 48 hours before the special meeting.
3. The Advisor of S.P.E.C. will call a mandatory meeting of the S.P.E.C. E-Board to discuss the concerns documented. The person under inquiry will have an opportunity to present any information on her behalf, if extenuating circumstances exist.
4. Based upon the information and discussion, the E-Board, excluding the accused, will vote. A 2/3-majority vote is needed to remove any individual from office.

**Section VIII Amendments:**

Amendments to this constitution may only be initiated by the E-Board of S.P.E.C. The proposed amendment must be presented two consecutive meetings prior to being put to a vote. A ⅔-majority vote of E-Board members is required for ratification.

**Student Programming & Events Council**

Executive Board Position Application

2017-2018

**I.** Please type or print neatly:

Full Name: Class Year: GPA:

Student ID # USJ E-mail:

Date of Birth: ­­­­­­­­­­­­­­­ Cell Phone #: Home Phone #:

Major(s):

Current Campus Address:

Home Address:

City: State Zip

Will you have any major requirements outside of the classroom next year (i.e. student teaching, clinical, internship, athletic involvement, etc.)?

Yes: \_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_\_

**II.** Please respond briefly to the following questions (attach **TYPED** responses on a separate sheet of paper):

1. Please indicate why you are interested in a position on the S.P.E.C. E-Board:
	1. Describe why you are interested in joining the E-Board and explain what position you

 are specifically interested in (first and second option).

* 1. What do you feel that you can bring to the E-Board and/or your specific position?
	2. Please give one task that you would like to accomplish in your role in the coming year.
1. In your experiences with co-curricular activities (i.e. clubs, organizations, and sports) at the University of Saint Joseph, what have you learned that may assist you in your this position?
2. Briefly discuss one of the goals that you have for S.P.E.C. and how you would work with the E-Board and S.P.E.C. general members to accomplish this goal.

4. Please brainstorm ideas for events, and select one of these events to plan out in detail. Outline all of the necessary steps that would need to occur from beginning to end to ensure that this event is successful.

5. Please describe a time in which you had to deal with conflict within a team. How did you work to resolve this issue?

Please include any additional information that you feel would be helpful in the evaluation of your application.

I have read both the Student Programming & Events Council constitution and the description for the position for which I am applying and fully understand the responsibilities of this position.

Student Signature Date