

***Creighton Students Union
Program Board
Constitution***

Article I: Name

Section 1. The name of this organization shall be known and recognized as Creighton Students Union (CSU) Program Board.

Article II: Purpose

Section 1. The purpose of the CSU Program Board shall be to:

- A. Provide the Creighton University student body with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the student body and consistent with the mission of the Creighton Students Union and the University.
- B. To assist students in the development of their leadership skills through practical programming experiences, group training, and one-on-one contact.

Article III: Membership

Section 1. Membership in this organization is open to any **full-time, undergraduate** Creighton University student who is in good standing with the University and has a minimum cumulative QPA of 2.5.

Section 2. The CSU Program Board shall not discriminate on the basis of **age**, race, creed, religion, gender or sexual preference.

Article IV: Executive Board

Section 1. The Executive Board shall consist of:

- A. CSU Vice President for Programming
- B. CSU Assistant Vice President for Programming
- C. CSU Program Board Event Coordinators
- D. CSU Program Board Advisor

Section 2. Duties and Authorities

- A. CSU Vice President for Programming
 1. Shall serve as an Executive member of the Creighton Students Union.
 2. Shall be the official spokesperson and representative of CSU Program Board to the University community.
 3. Shall execute all duties in conjunction with the CSU Program Board Advisor.
 - a. Shall hold a meeting with the CSU Program Board Advisor once a week.

- B. CSU Assistant Vice President for Programming
1. Shall assist the CSU Vice President for Programming in fulfilling the above duties.
 2. Shall attend all CSU Program Board meetings.
 - a. Shall be a voting member of CSU Program Board.
 3. Shall attend all CSU Program Board retreats.
 4. Shall hold a meeting with the CSU Program Board Advisor once a week.
 5. **Shall hold a meeting with the Vice President for Programming once a week.**
 6. Shall assist Event Coordinators with the planning and the implementing of events.
 - a. **Shall hold individual meetings with one half of the Program Board coordinators once a week, the other half to meet with the Vice President for Programming.**
 7. Shall be responsible for seeking and obtaining student feedback about CSU Program Board events. This includes the creation and use of any channels necessary to effectively complete this task.
 8. **Shall create the agenda and record minutes for all CSU Program Board Meetings.**
 9. **Shall recommend to the CSU Program Board matters of policy and action for their consideration.**
 10. **Shall maintain and update the CSU Program Board website.**
 11. **Shall be responsible for archiving event information including, but not limited to, keeping record of event evaluations, photographs and articles.**
 12. Shall attend all CSU Representative retreats held at the beginning of each semester.
 13. Shall attend a minimum of two (2) CSU Representative meetings a semester and when needed by the CSU Vice President for Programming.
 14. Shall assist the CSU Vice President for Programming with the education and information of CSU Program Board to CSU Board of Representatives.
 15. **Shall assist in the transition and installation of new coordinators and the new Assistant Vice President for Programming.**
 16. Shall support all CSU Program Board functions. This includes, but is not limited to, attending and publicizing all CSU Program Board events.
 17. Shall act professionally whenever representing or conducting CSU Program Board business.

18. Shall hold a minimum of six (6) office hours per week, Monday through Friday, during normal Student Activities Office hours (8:00 a.m. – 4:30 p.m.) during his/her term during the academic year.
 19. Shall keep a minimum of ten (10) office hours, on average, per week during the summer, including Welcome Week. Summer office hours must be held during normal Student Activities Office hours of operation.
 20. Shall be entitled to one week paid vacation during the summer months. Vacation exceeding one week must be pre-approved by the CSU Vice President for Programming and the CSU Program Board advisor. ***Vacation exceeding one week must also be made up hour by hour with extra office hours within the normal Student Activities Office hours.***
 21. Shall receive a stipend in the amount of **\$4,035** for the year.
- C. CSU Program Board Event Coordinators
1. Shall sign and abide by the terms in the Event Coordinator contract.
 2. Shall hold a minimum of four (4) office hours per week, Monday through Friday, during normal Student Activities Office hours (8:00 a.m. – 4:30 p.m.) during his/her term.
 3. Shall attend meetings of CSU Program Board, which are held regularly every week.
 - a. Shall initiate, pursue, and present Event Proposals during CSU Program Board Meetings.
 - b. Shall be a voting member of CSU Program Board.
 4. Shall attend weekly individual meetings with either the CSU Vice President for Programming or the CSU Assistant Vice President for Programming.
 5. Shall attend all CSU Program Board Retreats.
 6. **Shall be required to attend at least two CSU Board of Representative meetings or approved CSU events on behalf of CSU Program Board and complete subsequent evaluation of that meeting or event. REMOVE**
 7. **Shall fulfill the following requirements for the planning, implementation and evaluation of events:**
 - a. Shall [create and submit publicity] **creative marketing requests** in a timely fashion and [make sure] ensure that publicity material is distributed and posted.
 - b. Shall be responsible for all requirements in contracts.
 - c. Shall act as a liaison between the CSU Program Board and **agents** and entertainers.
 8. Shall assist the CSU Assistant Vice President for Programming in any way necessary to obtain student feedback about CSU Program Board events.

9. Shall voluntarily assist other Event Coordinators with their events as needed.
10. Shall support all CSU Program Board functions. This includes, but is not limited to, attending and publicizing all CSU Program Board events.
11. Shall act professionally whenever representing or conducting CSU Program Board business.

Article V: Appointments

Section 1. CSU Vice President for Programming

- A. The office of the CSU Vice President for Programming shall be filled through a selection process. Applications for the office shall be made available at the Creighton Students Union Election Information Meeting and interviews of the applicants shall be conducted by a Nomination Committee and shall begin the week prior to General Elections.
- B. The Nominating Committee shall consist of the CSU President, the outgoing CSU Vice President for Programming, and three CSU Program Board members. The CSU Program Board Advisor, the **CSU Executive Vice President**, and the CSU Vice President for Finance shall be non-voting members of the Nominating Committee.
- C. The Nominating Committee shall conduct interviews of all applicants and decide by a majority vote on the new Vice President for Programming.**
- D. The Vice President shall have at least a 2.5 cumulative QPA at the time of election, as well as maintain at least a 2.5 cumulative QPA and full-time status as determined by the University and be in good judicial status throughout his/her term.
- E. The Vice President shall not hold any other office, executive position, or be a NCAA Division I athlete.
- F. If the Vice President shall wish to hold a position of prominence and responsibility which would not fall under the above categories must be approved by the CSU advisor before and while serving in this position. Such positions include – but are not limited to – Resident Advisor, Committee chairmanship within organizations, Spring Break Service Trip Coordinators; as well as holding equivalent positions on non-University organizations.
- G. The Vice President shall not be employed by any entity during the academic year.
- H. The newly selected Vice President along with the current Vice President will work with the CSU Program Board on all remaining events through the remainder of the fall term.

- I. The new Vice President in conjunction with the new Assistant Vice President and Program Board Advisor shall be responsible for selecting the new Event Coordinators.

Section 2. CSU Assistant Vice President for Programming

- A. The office of the CSU Assistant Vice President for Programming shall be filled through a selection process. Interviews of the applicants shall be conducted by the aforementioned Nomination Committee (See Section 1.A.a.) and shall begin the week prior to elections.
- B. The new CSU Assistant Vice President for Programming shall work with the current Assistant Vice President until the end of the semester.
- C. The CSU Assistant Vice President for Programming shall have at least a 2.5 cumulative QPA at the time of elections, as well as maintain at least a 2.5 cumulative QPA and full-time status as determined by the University and be in good judicial standing throughout their term.

Section 3. Event Coordinators

- A. Event Coordinators shall have a 2.5 cumulative QPA at the time of selection, as well as maintain at least a 2.5 cumulative QPA and full-time status as determined by the University and be in good judicial standing throughout their term.
- B. Event Coordinators shall be selected by the new CSU Vice President for Programming, CSU Assistant Vice President for Programming, and the CSU Program Board Advisor.
- C. Event Coordinators shall be selected by the end of the semester.
- D. New Event Coordinators shall be invited to aid the CSU Program Board in remaining events.

Article VI: Meetings

Section 1. CSU Program Board Meetings

- A. CSU Program Board meetings will be held every week.
- B. The Vice President for Programming shall preside over Executive meetings.
- C. Agendas shall be created for and minutes shall be taken at each meeting by the CSU Assistant Vice President for Programming.
- D. Event Coordinators may only miss two Board meetings per semester due to unexcused absences. Upon obtaining a third unexcused absence, the Event Coordinator can be removed from the Board.
 - a. Absences may only be excused if they meet one of the following conditions:

1. **Written notice** of the absence is given to the CSU Vice President, CSU Assistant Vice President, or CSU Program Board Advisor at least two business days before the meeting is scheduled to occur.
 2. If an emergency arises causing the Event Coordinator to miss a Board meeting, notification of this emergency must be given to the CSU Vice President for Programming, CSU Assistant Vice President for Programming, or CSU Program Board Advisor within 48 hours after the meeting.
 3. Meetings missed due to attendance at NACA conferences shall automatically be an excused absence.
 - b. Absences will be determined to be excused or unexcused approval by the CSU Vice President for Programming, CSU Assistant Vice President for Programming and CSU Program Board Advisor.
- E. Tardiness is defined as being no more than 10 minutes late for a meeting. Board members arriving more than 10 minutes after the start of the meeting shall be considered absent from the meeting.
- F. Two tardies will result in one absence.
- G. The **CSU Assistant Vice President for Programming** shall schedule the meetings and reserve rooms for the meetings.
- H. A quorum consists of one-half of the current voting members plus one.
- I. Voting on various kinds of entertainment may occur at any Executive Board meeting.
- J. A **majority** vote is necessary for the Vice President to negotiate a contract (see Article IV, Section 2).

Article VII: Vacancies

- Section 1.** Vice President for Programming
- A. In the event of a vacancy of the Vice President for Programming, the Assistant Vice President for Programming shall assume the duties of the position.
- Section 2.** Assistant Vice President for Programming
- A. The Board shall select one of the Event Coordinators to complete the term. The new Assistant Vice President must meet the criteria as stated in Article V, Section 2 and must receive a majority vote. The Vice President for Programming shall vote in the event of a tie.

- B. If no Event Coordinators receives a majority vote or no Event Coordinators are interested, the Executive Board will solicit applications from the Creighton student body.

Section 3. Event Coordinator

- A. The CSU Vice President for Programming will open applications for Event Coordinator to the Creighton student body, if deemed necessary by the Board.
- B. The person selected shall meet the criteria stated in Article V, Section 3.

Article VIII: Resignations and Removals

Section 1. Resignation of any Executive Board member must be in writing to the CSU Vice President for Programming.

Section 2. Any voting member may be removed from office with just cause as determined by the CSU Vice President for Programming, CSU Assistant Vice President for Programming, and the CSU Program Board Advisor.

Section 3. The CSU Vice President for Programming, CSU Assistant Vice President for Programming and the CSU Program Board Advisor shall meet with those in jeopardy of being removed from the Board and offer verbal and written warning. If the problem is not rectified the person will be asked to resign or be terminated.

Article IX: Funding

Section 1. Funding for CSU Program Board shall be decided according to the Policies and Procedures of the Creighton Students Union.

Article X: Amending the Articles

Section 1. Amending the Articles of the CSU Program Board Constitution requires:

- A. Quorum as defined in Article VI Section 1
- B. Receive a 4/5 majority vote
- C. The proposed amendment shall be submitted to the CSU Vice President for Programming in writing by no later than 4:00 p.m. the day before the CSU Program Board meeting.
- D. The proposed amendment shall be discussed and voted upon at the next CSU Program Board meeting. If the proposed amendment is tabled, it must be voted upon at the next CSU Program Board meeting
- E. If the proposed amendment does not receive the necessary 4/5 majority vote, the motion fails and may only be reintroduced one additional time during the term of the Executive Board.