

University Program Board Constitution

Updated January 9, 2012

Article 1: Name

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

Article 2: Purpose

The mission of the UPB shall be:

By encouraging boundless expression, the University Program Board strives to enhance the overall JMU experience by providing a variety of creative, educational and entertaining programs that appeal to diverse audiences. We actively seek and encourage input while dedicating and challenging ourselves to incorporate the needs and desires of the JMU community.

Article 3: Faculty/Staff Advisor

The Coordinator is directly responsible for the UPB, and the Graduate Advisor will advise the UPB. These individuals shall be selected and their duties shall be determined by the standards set by JMU.

The UPB Coordinator shall be a full-time faculty member of JMU. They will assume those responsibilities outlined in the Coordinator job description and those found in the University Policy #3101 entitled "Faculty/Staff Advisers to Student Organizations". The policy can be found at www.jmu.edu/JMUpolicy/3101.shtml

Article 4: Executive Council

The UPB shall be directed by an Executive Council who is responsible for managing the organization. All Executive Council members shall receive a work scholarship requiring a set minimum of hours per week and assume the responsibilities outlined in job descriptions as found in the UPB by-laws. The Council shall consist of the following:

- Coordinator
- Graduate Advisor
- President
- Vice President of Programming
- Vice President of Marketing
- Vice President of Membership Development
- Finance Director
- Administrative Director
- Public Relations Director
- Graphic Design Director
- Interactive Promotions Director
- Director of Film
- Director of Spotlight Sounds
- Director of Special Events
- Director of Spirit and Traditions
- Director of Center Stage

Article 5: Meetings

1. Executive Council meetings shall be held weekly. The President has the right to call an emergency meeting if needed.
 - a. The President shall preside over all Executive Council meetings.
 - b. Reports for these meetings are due to the Executive Assistant prior to the meeting.
2. The President and Vice Presidents participate in weekly one-on-one meetings with the Coordinator and Graduate Advisor.
 - a. These meetings are mandatory and must be rescheduled if conflicts arise.
3. The President and Vice Presidents participate in weekly one-on-one meetings with the other members of the Executive Council with whom they supervise.

Article 6: Committees

The UPB shall consist of the following programming committees:

- Film
- Spotlight Sounds
- Special Events
- Spirit and Traditions
- Center Stage

The committees shall meet at the same time each week. These times are to be determined by the Program Directors.

UPB shall consist of the Executive Council as described in Article 4 of the Constitution, and the Committees as described in Article 6. Membership in the organization is open to all JMU students and will not be restricted on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation.

To become a committee member of UPB a member must complete an application and be accepted into the Programmers-In-Training (P.I.T.) Crew.

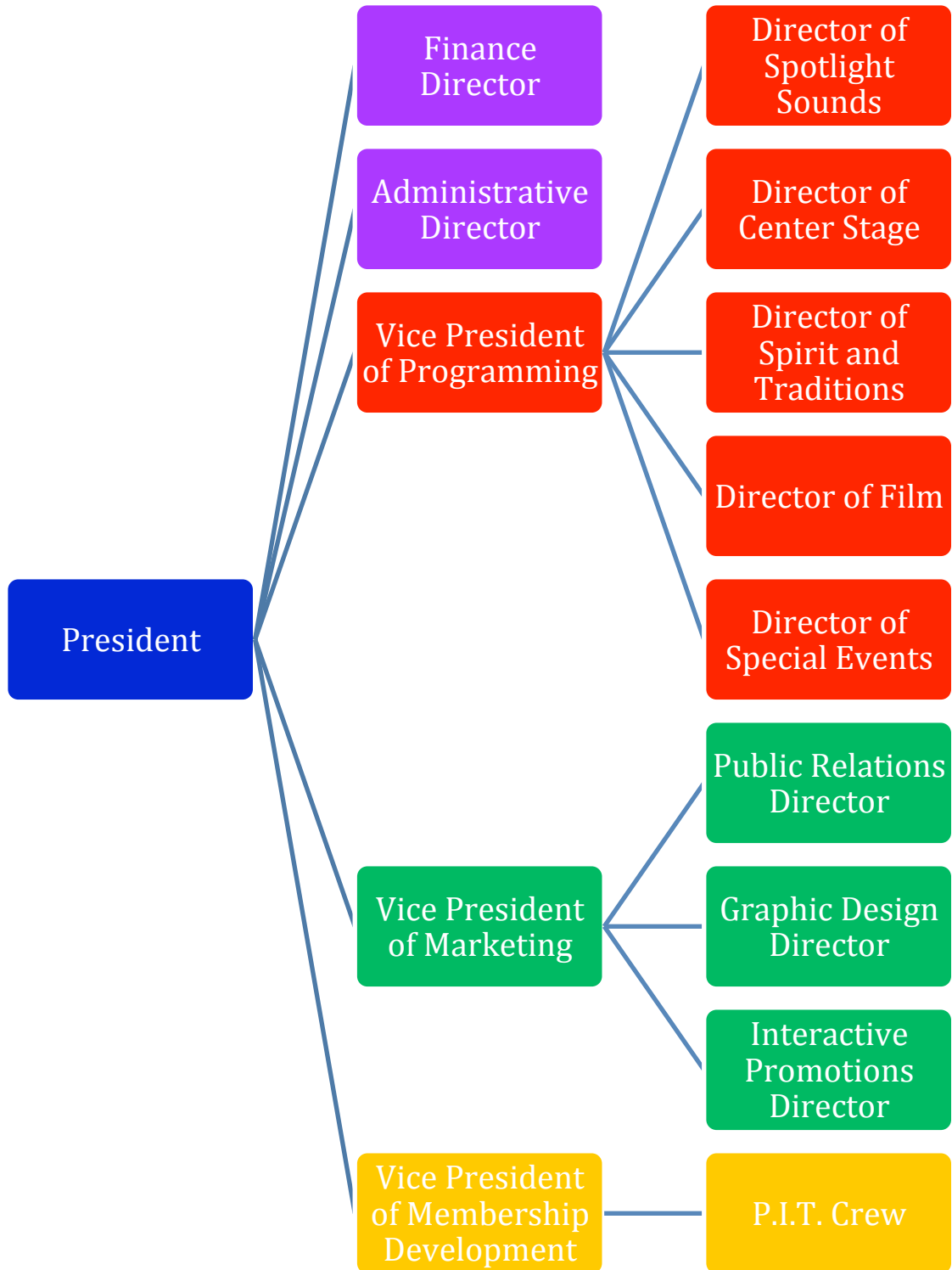
Article 7: Finances

The Finance Committee of the James Madison University Student Government Association allocates the budget of the UPB. The budget is managed by the UPB Finance Director who prepares an organizational budget and individual budgets annually. The UPB Coordinator and the OSAI Office Manager shall assist in all financial transactions.

Article 8: Parliamentary Authority

The President has parliamentary authority over the UPB. This individual is responsible for maintaining and upholding the Constitution.

UPB Organizational Chart



University Program Board

By-Laws

Article 1: *Job Qualification for Executive Council Members*

Coordinator and Graduate Advisor

- As set forth by JMU's Policies and Standards

President

- Must have been involved with UPB either as an Executive Council member or a volunteer for at least one semester
- Must be a full-time JMU student in good standing who is to graduate no sooner than the following May

Vice President

- Must be a full-time JMU student in good standing who is to graduate no sooner than the following May

Article 2: *Selection Process for Executive Council Members*

President and Vice Presidents

- The Coordinator, Graduate Advisor, and outgoing President shall jointly chair the selection committee for the incoming President and Vice Presidents. In the event that the current President is an applicant, the Coordinator and Graduate Advisor will chair the selection committee. The selection committee shall consist of graduating and/or outgoing Executive Council members. The Marketing team (Vice President of Marketing, Graphic Design Director, Interactive Promotions Director and Public Relations Director) will work with the selection committee to thoroughly publicize position openings.

Other Executive Members

- The Coordinator, Graduate Advisor and incoming President shall jointly chair the selection committee for the incoming Executive Council. The incoming President shall work with the Marketing team to thoroughly publicize position openings. The incoming President shall have applications available in the UPB office no less than two weeks before they are due to be returned to the office by the applications. The election date must be prior to April 1.

Article 3: *Terms of Office*

Executive Council

- Training period: Spring semester
- Term runs Fall-Spring semesters

Article 4: *Expectations for the Executive Council Members*

President and Vice Presidents

- Attend weekly Executive Council meetings
- Work designated shifts per month at Grafton-Stovall Theatre
- Hold a certain number of office hours per week as defined in the position description
- Meet weekly with designated supervisees
- Meet weekly with other Vice Presidents/President, Coordinator and Graduate Advisor
- Supervise assigned Executive Council members/P.I.T. Crew by providing feedback on a regular basis and assisting in goal setting (personal and programmatic).
- Assist with the recruitment of staff and volunteers.
- Step in for the President when unable to attend a meeting or event.
- Hold Executive Council members accountable for duties and actions.
- Evaluate supervisees on a semester basis by identifying strengths, weaknesses, and areas for improvement.
- Coordinate assigned special projects.
- Act as an interim for vacant positions on the executive council

Program Directors

- Attend weekly Executive Council meetings.
- Work designated shifts per month at Grafton-Stovall Theatre.
- Hold a certain number of office hours per week as defined in the position description
- Meet weekly with the Vice President of Programming
- Meet as needed with the Graduate Assistant or Coordinator.
- Assist with the recruitment of staff and volunteers.
- Facilitate weekly committee meetings.
- Delegate, follow up, and hold committee members accountable for tasks and responsibilities.
- Research and provide quality educational and entertaining events for JMU students and community.
- Oversee all aspects of the program planning process (brainstorming, implementation, evaluation, follow-up).
- Effectively develop a budget for each program by projecting, managing, and tracking all expenses.
- Enlist committee members to manage events (ushers, ticket takers, set up, take down, greeters, etc.).
- Evaluate strengths and weaknesses of events to make recommendations for the future.
- Maintain a binder of events, responsibilities, and training guidelines.
- Provide assistance and support to other UPB Program Directors.

Finance Director, Administrative Director, Public Relations Director, Public Relations Director, and Interactive Promotions Director

- Attend weekly Executive Council meetings.
- Work designated shifts per month at Grafton-Stovall Theatre.
- Hold a certain number of office hours per week as defined in the position description
- Meet weekly with designated Vice President
- Meet as needed with the Graduate Assistant or Coordinator.

- Assist with the recruitment of staff and volunteers.
- Evaluate strengths and weaknesses of events to make recommendations for the future.
- Complete other specific duties related to position as assigned by supervising Vice President.

Article 5: Job Descriptions

Coordinator

- Administrative:
 - Assist the Director of the University Unions in the development, implementation and administration of educational, cultural, recreational and social programs consistent with the philosophy and principles of Student Affairs and JMU
 - Oversee the selection, training and evaluation of clerical, graduate, student and volunteer staff involved with UPB; provide advisory assistance in the planning and execution of UPB programs. Assist and oversee the preparation of the UPB annual request for front-end budgeting.
 - Develop short and long-range plans and priorities and make recommendations to the Office of Student Activities and Involvement regarding equipment, materials, and facilities needed to improve programs and services
 - Negotiate performance and service contracts for final approval by the Associate Director of the Office of Student Activities and Involvement
- Advisory:
 - Advise the President, Executive Council, and the General Body in program planning, development and implementation.
 - Assist in identification and selection of the Graduate Advisor
 - Train and supervise the Graduate Advisor
 - Assist in the ongoing research of student learning and campus program interests; establish measurement techniques to track participation in sponsored events; analyze the trends and concerns associated with student activities and campus programming; create and implement assessment procedures for tracking student learning.
 - Teach academic and co-curricular classes in programming or related activities where appropriate.
 - Assume other responsibilities as assigned by the Director or Associate Director of the Office of Student Activities and Involvement
- General:
 - Participate in departmental and Student Affairs staff meetings; serve on various Student Affairs and University committees; assume Student Affairs responsibilities as assigned by the Student Affairs Administration, University Unions, and Associate Director of Student Activities and Involvement
 - Continually evaluate programs and assessment and recommend procedures, policies or reorganization needs suggested by such review.
 - Stimulate the concept of the campus as a community and promote interaction of its various segments.
 - Provide information, opinion and assistance to other University units concerning student affairs and needs.
 - Make appropriate contributions to the Student Affairs field and to the student personnel profession.

- Report on all matters to, and assume such additional responsibilities as assigned by the Director and Associate Director of the University Unions

Graduate Advisor

- Providing advisory assistance to the UPB
- Establish regular one-on-one meetings with designated Executive Council members.
- Maintain a professional relationship with members of UPB while providing personal support as needed.
- Monitor the job performance of Council members through consistent supervision and performance evaluations.
- Attend regular one-on-one meetings with the Coordinator.
- Create, implement, and evaluate special projects as assigned by the Coordinator.
- Participate in a job performance evaluation at the end of the fall semester and end of term.
- Maintain set office hours as agreed upon with the Coordinator
- Recognize the value of the student committees and events through personal and professional support.
- Assist in the development of Fall and Spring training.
- Attend Executive Council meetings and other meetings.

President

- Serve as the chief-of-staff for UPB; serve as a leader to the Council and oversee its operations
- Set the agenda for and facilitate weekly Executive Council meetings and monthly General Body meetings.
- Facilitate weekly meetings with Vice Presidents, Graduate Advisor, and Coordinator.
- Serve as the official UPB representative to the campus, community, businesses, NACA and surrounding schools.
- Maintain positive relations with JMU offices, clubs, and departments.
- Represent UPB on various committees
- Build relationships with all Executive Council members.
- Lead the development of establishing the mission, vision, and goals of UPB for the year.
- Assist all Executive Council members in setting and achieving goals.
- Continue the personal and professional development of UPB into the future.
- Lead all initiatives for alumni of the organization
- Directly supervise the Finance Director and Executive Assistant.
- Plan all training and retreats for the Executive Board
- Plan end of the year banquet
- Accomplish tasks listed above through at least 13 scheduled office hours (not including executive board meetings)

Vice President of Programming

- Serve as the programming expert of UPB
- Facilitate the training and development of Program Directors in the event planning process; assist in planning and implementing details to offer well coordinated events
- Lead the research and development of UPB's programmatic efforts
- Track attendance at all UPB events
- Coordinate all co-sponsorship requests, maintain communication with the requesting organization's liaison, and assist in the implementation of programmatic needs for approved co-sponsorships
- Assist with the development of program evaluations to survey program attendees and the campus to determine the effectiveness, success, and entertainment value of UPB events
- Meet weekly with all Program Directors to assist in program planning
- Accomplish tasks listed above through at least 11 scheduled office hours (not including executive board meetings)

Vice President of Membership Development

- Serve as a resource for the continuing development of P.I.T. Crew's, new members', and external hires' leadership within the organization
- Coordinate all presentations for the development of the Programmers In Training (P.I.T.) Crew
- Teach P.I.T. Crew the various facets of UPB and assist them in developing skills necessary to succeed in the organization
- Be committed to the growth and development of the organization through presenting Professional Development workshops in the fall and spring semester
- Plan and approve all open houses, info nights and student organization nights to ensure recruitment to P.I.T. Crew and the hiring process
- Plan monthly organizational-wide socials in coordination with committee Administrative Chairs
- Coordinate with the Administrative Director to collect membership dues, track inactive members, oversee committee membership changes, and update the alumni database
- Facilitate the implementation and enforcement of UPB's Accountability Policy in coordination with committee Administrative Chairs
- Lead all membership initiatives for the Council ensuring effective retention of members
- Accomplish tasks listed above through at least 11 scheduled office hours (not including executive board meetings)

Vice President of Marketing

- Acts as a consultant to the President and Program Directors in preparation for all public statements
- Work with a staff to administer larger aspects of marketing for UPB
- Create avenues in which to promote the overall visibility of UPB and their events
- Develop and implement a plan to ensure UPB is visible to the University at all times
- Lead a weekly Marketing Team meeting, including Graphic Design Director, Director of Public Relations, Interactive Promotions Director, all Marketing Chairs, and all Campus & Community Outreach Chairs

- Work with the Coordinator to submit all Technology & Design (TAD) requests (photography, video, printing)
- Accomplish tasks listed above through at least 11 scheduled office hours (not including executive board meetings)

Administrative Director

- Prepare agendas for all Executive Council meetings
- Record and disseminate Executive Council meeting minutes within 48 hours of the meeting
- Oversee the room reservation process with Events & Conferences by serving as the Nuts & Bolts person for UPB
- Ensure that Event Specification forms are completed and submitted to E&C in a timely manner
- Check UPB mail box and phone messages on a daily basis
- Coordinate with the VP of Membership Development to collect membership dues, track inactive members, oversee committee membership changes, and update the alumni database
- File co-sponsorships and completed program folders into the Perfect Program Folder Binder
- Inventory & maintain the UPB office and storage closet through an assigned cleaning schedule and order supplies as needed
- Maintain all office equipment (computers – cleaning the desktops on a weekly basis, phones, printers, etc.)
- Maintain bulletin boards in the office by determining what will be on each one and changing them on a regular basis
- Work with the Coordinator to update the annual report
- Maintain calendar of UPB events
- Maintain office hours and meeting schedules
- Prepare a scrapbook of the events for the year on a regular basis
- Train Administrative Chairs and serve as a resource as needed
- Meet weekly with the President
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Director of Finance

- Serves as the organization's fiduciary through maintaining the financial situation of UPB.
- Maintains accurate records of individual budgets
- Serve as the financial liaison between UPB and SGA
- Record all UPB expenditures and revenues
- Provide updates to the Executive Council on the financial status of UPB upon request
- Create the UPB budget and makes necessary adjustments throughout the year.
- Maintain an effective partnership with the Office Manager in the Office of Student Activities and Involvement
- Oversee the Film and Center Stage committee finance chairs
- Meet weekly with the President.

- Meet biweekly with Coordinator and The Office of Student Activities and Involvement's Office Manager
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Center Stage Director

- Lead the Center Stage committee in planning at least two events per semester
- Work closely with middle agents, especially Babco Entertainment, to determine available acts.
- Research and develop new ways to poll JMU student body to determine which acts are most requested by students
- Coordinate backstage hospitality, press, ticketing, event staff, security, and all day of show responsibilities for large scale music events
- Oversee the coordination of load in and load out at Convocation Center & Wilson Hall events
- Determine ticket prices, color, design, and on sale dates for all large scale events
- Work with the Vice President of Marketing to effectively market all large scale events through all promotional outlets such as local newspapers, radio stations, campus information, etc.
- Plan, implement, and evaluate large scale programs that will interest the JMU community as a whole
- Facilitate weekly committee meetings
- Maintain close communication with committee chairs throughout the week
- Meet weekly with the Vice President of Programming
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Film Director

- Lead the Film committee in planning Grafton movies every week that classes are in session. In addition, plan monthly matinees and at least one additional "special event" per semester.
- Oversee the monthly film selection process (both entertainment and educational) in conjunction with the film committee to bring to Grafton-Stovall Theater.
- Contact film distributors to order and confirm movie selections
- Research and contact distributors about showing sneak previews/advanced screenings
- Coordinate volunteers to staff the theater (box office, ticket takers, popcorn machine, etc.)
- Train UPB Executive Council and box office staff on Grafton Box Office procedures
- Maintain the workings of the theater; regularly inventory popcorn and cups and order supplies as needed
- Work in advance to plan and promote the monthly movie calendar
- Establish incentive programs to encourage more attendance
- Facilitate special film events including matinee film series, film speakers, advanced screenings and outdoor movies
- Work with the projectionists to ensure proper communication before and during events
- Plan, implement and evaluate all film related events
- Facilitate weekly committee meetings

- Maintain close communication with committee chairs throughout the week
- Meet weekly with the Vice President of Programming
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Spirit and Traditions Director

- Lead the Spirit & Traditions committee in planning series events such as Funny Freakin' Fridays and Late Night Breakfast and at least one additional event per semester
- Maintain positive relationships with various entertainment agencies.
- Serve as the UPB liaison to organizations and offices that plan annual events
- Coordinate UPB's participation in traditional events such as Homecoming, Parents Weekend and more.
- Facilitate weekly committee meetings.
- Plan and facilitate weekly meetings with committee chairs.
- Meet weekly with the Vice President of Programming.
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Spotlight Sounds Director

- Lead the Spotlight Sounds committee in planning the bi-monthly Spotlight Series. In addition, plan at least one additional event per semester.
- Negotiate, communicate, and coordinate with artists, artist managers, and booking agents
- Plan, implement, and evaluate all Spotlight Sounds related events
- Contract and book local and small venue acts including student groups
- Facilitate weekly committee meetings
- Maintain close communication with committee chairs throughout the week
- Monitor the committee Tumblr. and artist roster
- Meet weekly with the Vice President of Programming.
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Special Events Director

- Lead the Special Events committee in planning at least two events per month
- Plan, implement and evaluate all novelty and interactive type programs.
- Bring awareness entertaining, interactive, and educational programs to campus that might include novelty acts, educational and topical speakers, major comedy acts, etc.
- Facilitate weekly committee meetings.
- Maintain close communication with committee chairs throughout the week
- Meet weekly with the Vice President of Programming.
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Graphic Design Director

- Prepare monthly calendars.
- Coordinate with the Technology and Design staff on the UPB website

- Create and coordinate the monthly banner schedule
- Prepare bi-annual newsletters.
- Update and maintain the photo library.
- Maintain UPB website.
- Support overall UPB promotional efforts.
- Meet weekly with the Vice President of Marketing and attend weekly Marketing Team meetings
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Director of Public Relations

- Handle all of UPB's press releases
- Develop and maintain a strong relationship with on-campus and local publications
- Coordinate press at all events.
- Maintain and further develop a list of press contacts at all publications (local, regional and university).
- Pursue corrections/clarifications from any media outlet that misrepresents UPB.
- Work with the VP of Marketing to brand UPB and form "brand recognition" with the UPB name and logo for all students.
- Develop new ways to utilize local media to publicize our events.
- Oversee co-sponsorships marketing and Grafton advertisement sales
- Maintain UPB's Blog, Facebook, Wordpress, Four Square, and Twitter accounts
- Coordinate the creative distribution of promotional tickets and or meet and greet passes for revenue events
- Coordinate all meet and greet type events
- Supervise the Campus and Community Outreach Chairs
- Meet weekly with the Vice President of Marketing and attend weekly Marketing Team meetings
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Interactive Promotions Director

- Meet weekly with the Vice President of Marketing and attend weekly Marketing Team meetings
- Plan, facilitate, and coordinate Crazy Commons events
- Plan, facilitate, and coordinate various promotional events such as listening parties, ticket camp outs, etc.
- Discuss, design, and select promotional giveaway items throughout academic year
- Lead filming, editing, story boarding, and conceptualizing efforts in coordination with the video team
- Accomplish tasks listed above through at least 8 scheduled office hours (not including executive board meetings)

Article 6: *Committee Chairs*

All committee chairs shall have the following responsibilities:

- Attend weekly committee meetings.
- Hold a certain number of office hours per week as defined in the position description
Meet with Executive Council members when necessary.
- Attend all monthly General Body Meetings.
- Volunteer at all committee events (unless otherwise excused by the Program Director).
- Volunteer at other UPB events outside of the chair's respective committee.
- Attend all trainings and retreats.
- Maintain a positive attitude.
- Other duties as assigned.

Specific responsibilities

- **Marketing and Design Chairs:**
 - Meet weekly with the VP of Marketing to develop a marketing plan for the various programs and events the committee is currently planning
 - Meet weekly with the Marketing Team to discuss marketing strategies for each committee
 - Work with the Program Director to involve the committee in creating different marketing materials and advertisements
 - Delegate weekly marketing tasks at committee meetings
 - Train committee members in all aspects of marketing; if tasks are not completed or delegated, it is the M&D Chair's responsibility to complete them
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- **Administrative Chairs:**
 - Keep track of committee members' attendance at meetings, office hours, and various events and notify the Program Director and Vice President of Membership Development of members' compliance with the Accountability Policy
 - Take minutes at committee meetings and email them to the committee
 - Assist in organizing the committee's social events
 - Compile event survey data
 - Keep record of the weekly office hour sign-in sheets for their committee
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- **Campus and Community Outreach Chairs:**
 - Contact organizations, departments and offices on campus to inform them of upcoming UPB events which may provide a mutually beneficial experience
 - Create and oversee social media interaction for promotion using sites such as Facebook and Twitter in coordination with the Public Relations Director
 - Meet weekly with the Marketing Team to discuss marketing strategies for each committee
 - Assist in brainstorming ideas and developing successful event co-sponsorships with campus organizations and community businesses

- Represent UPB at organization meetings and co-sponsored events
- Meet as needed with the Director of Public Relations
- Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Hospitality Chairs:
 - Organize all hospitality needs of artists and performers
 - Coordinate and lead team of runners for day of show needs
 - Coordinate food, hotel and transportation for all of the committee's events as necessary
 - Maintain the hospitality area prior to, during, and following the event
 - Meet with the Program Director to review artist/performer contracts to assure all needs are met prior to, or day of, the event
 - Write thank you card and create prize pack for comedian/performer with UPB promo items
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)

Other Chair responsibilities

- A&R Chair (Spotlight Sounds):
 - Listen to demos and evaluate inquiries from agents and performers
 - Maintain an open mind and consider bringing a variety of genres to campus when recommending acts to the Program Director
 - Record prospective artists into our committee's artist option roster
 - Research and reach out to artists for Spotlight Series events
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Administrative Chair (Film):
 - Accomplish all tasks listed in the Administrative Chair general description
 - Keep records including the contact sheet, the Grafton shift sign-ups, and weekly agendas
 - Create and record surveys for Film events and keep track of members who are Box Office certified
 - Make sure that Grafton is staffed on a weekly basis, send the staff list to the Program Director after committee meetings and print out a copy to have in Grafton on Wednesdays. If shifts are not filled, this chair is responsible for working those shifts if his/her schedule allows, or finding other chairs to fill the shifts.
- Campus and Community Outreach Chair (Film):
 - Accomplish all tasks listed in the Campus & Community Outreach Chair general description
 - Work with the Director of Public Relations to obtain on-campus and off-campus clients for Grafton slides
 - Delegate slides to the Film Grafton Slides Chair and keep Grafton slide clients informed on slide air time, number of patrons, and maintain positive relationships.

- Oversee Grafton Co-Sponsorship requests
- Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Campus and Community Outreach Chair (Center Stage):
 - Accomplish all tasks listed in the Campus & Community Outreach Chair general description
 - Research bands that may be a possibility for openers for Convocation or Wilson shows
 - Look for detailed information about performers on the avails list including: if the artist has played shows in the area, what kind of following they have, average ticket prices of shows, etc.
 - Work closely with the Program Director in creating and maintaining the interest survey sent to all JMU students
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Decoration & Activities Chair (Spirit and Traditions)
 - Delegate, purchase and create any venue signage and decorations not associated with marketing for Late Night Breakfast.
 - Work with the Program Director to determine decoration needs and involve the committee in brainstorming for each event.
 - Work with committee members to develop activities for committee events such as Late Night Breakfast and Crazy Commons
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Finance Chair (Center Stage)
 - Work with the Program Director and Finance Director to manage the committee's budget.
 - Keep track of all incoming invoices and stay on top of the status of the budget.
 - Assist the Program Director in determining ticket prices.
 - Work closely with the Center Stage Hospitality Chair to make sure the budget is being used effectively for the day of the show.
 - Assist in staffing ticket sales and/or merchandise sales on the day of show
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Finance Chair (Film)
 - Track the revenues and expenses of the Film committee along with the Finance Director and the Student Activities & Involvement Office Manager
 - Research domestic box office revenue of films to assist in movie selection
 - Update the Program Director on the financial status of the committee.
 - Assist in brainstorming ways to increase revenue.
- Grafton Slides Chair (Film)

- Create or delegate the creation of the slides for all Film events, including fun trivia and/or seasonal slides, and when requested by on/off campus groups, organizations and businesses
- Report to the Public Relations Director on sales
- Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)
- Special Events Chair (Film)
 - Assist in the planning of all events other than weekly movies, including but not limited to: matinee movie series, advanced screenings, film speakers and outdoor movies
 - Fulfill the role of Hospitality Chair as necessary
 - Accomplish tasks listed above through at least 3 scheduled office hours (not including committee meetings)

Article 7: New Member Program (P.I.T. Crew)

The Vice President of Membership Development will plan and implement all P.I.T. Crew meetings and programs.

New members shall have the following responsibilities:

- Meet weekly and participate in UPB training programs.
- Attend committee meetings as assigned
- Notify the Vice President of Membership Development in the case of an absence.
- Attend UPB events during their training, as assigned by the Vice President of Membership Development.

New members will be eligible for committee membership at the completion of the semester in which they participate in the new member program training. The Vice President of Membership Development will place new members into committees based on the membership needs of each committee with consideration placed on the preference of each new member.

Article 8: Attendance and Tardiness

Attendance and promptness are required for:

- Executive Council meetings
- Coordinator and/or Graduate Advisor meetings
- All meetings and events deemed mandatory by the Coordinator, Graduate Advisor, President or Vice Presidents
- All committee meetings (if required)

Procedure for being absent or tardy to an Executive Council meeting:

- Notify the President at least 24 hours in advance
- Refer to the minutes compiled by the Executive Assistant after the meeting

Procedure for being absent or tardy to other meetings or events:

- Notify the Coordinator, Graduate Advisor and President as soon as possible

Acceptable Excuses

- Illness

- Death of a family member
- Class
- Any other cases excused by the Coordinator, Graduate Advisor or President

Article 9: *Accountability Policy*

Members can miss one general body meeting and two committee meetings per semester. Each program director will personalize event attendance expectations for their committee. If a committee member cannot meet the outlined expectations, they will meet with their program director to create an alternative plan. The Vice President of Membership Development must meet with each program director to approve alternative plans for specific members.

Membership Review will be performed by the Vice President of Membership Development as follows:

- Mid-semester, the Vice President of Membership Development, Program Directors, and administrative chairs will meet to review all committee member contributions.
- Members in violation of the accountability policy will meet with the Vice President of Membership Development and their Program Director.
- After this meeting, the member will be notified in writing of their further involvement in UPB.
- Members who are dismissed from UPB can appeal the decision by submitting a letter to the President within a week of the decision.

Article 10: *Computer Use Policy*

The computers are owned and operated by the UPB. Usage should be limited to UPB related projects. Executive Council members and committee members are permitted to use computer for UPB business. Printing is limited to UPB related documents only.

Article 11: *Tickets Policy*

Complementary Tickets

- Executive Council members are eligible for two complementary tickets per event. It is up to the discretion of the Coordinator, Graduate Advisor, President and Program Director to distribute complementary tickets elicited by administration or other parties.

Press Complementary Tickets

- Any complementary tickets needed by press must be submitted in writing by the Vice President of Marketing to the Coordinator. The VP of Marketing is responsible for distributing the complementary tickets.

Contractual Limitations

- In the event that a contract limits the number of complementary tickets available, it is the responsibility of the Coordinator to inform the Warren Hall Box Office manager and the Program Director of the limitations.