

The University Program Board of
Case Western Reserve University
Constitution
(Revised Spring 2007)

Preamble: The University Program Board of Case Western Reserve University is established to provide an enriching co-curricular environment for CWRU undergraduates and the CWRU community, through student volunteer initiated and implemented programming.

Article I: Name

The name of this organization shall be the University Program Board of Case Western Reserve University and abbreviated as UPB.

Article II: Statement of Purpose

To remain responsive to student attitudes and interests; to provide educational, social, and recreational, and cultural programs which complement, reflect, and respond to those interests; to continue to facilitate the social and intellectual development of the student and to provide a large quantity of quality and diversified programming at little or no cost to participants, with priority given to Activity Fee paying undergraduates.

Article III: Organizational Structure

There are three levels of Membership in UPB

1. Contributing Member
2. Elected Chairperson
3. Executive Chairperson

Section A: Membership as a contributing member will be open to any CWRU undergraduate student who pays a Student Activities Fee

Section B: Membership as an elected chairperson (including Director of Public Relations & Director of Information) will be open to any CWRU undergraduate student who pays a Student Activities Fee in good academic standing according to University policies

Section C: Membership as a President (excluding Director of Public Relations & Director of Information) will be open to UPB chairpersons, President, Vice President, Director of Finance, Director of Public Relations & Director of Information in academic standing according to University policies

Article IV: Elected Board: Consisting of all elected committee chairs and Executive board members

Section A: Functions

1. To facilitate communication and direction among the standing committees.

2. To establish by-laws, procedures, and policies governing the operation of the UPB.
3. To review upcoming programming agendas for each committee with intent to inform all executive members of events and receive constructive criticism.
4. To review the constitution and to formulate amendments as needed.
5. To be responsible for the supervision of elections, appointments, and dismissals of executive positions.
6. To review and approve Executive expenditures over \$1000.

Section B: Selection and Dismissal

1. UPB President
 - a. The election shall be held within the spring semester on a date determined by the executive committee.
 - b. Letters of intent will be due a week before the election and then posted.
 - c. Nominees must be an active chairperson, having served one semester on the UPB board
 - d. A full board election will be held by secret ballot in which each active member will have one vote. Selection of the President will be through simple majority vote of the board.
 - e. The President may be removed from office for not carrying out the duties of the office. A petition of twenty or more members of the entire UPB will require a vote of the full elected board and the removal shall be carried out by a $\frac{3}{4}$ vote.
2. Committee Chairperson
 - a. Elections shall be no more than two weeks after the President is elected and shall not take place before the President is elected.
 - b. A committee chairperson must be an undergraduate student in good academic standing according to University policy.
 - c. Letters of Intent will be due no later than two hours prior to the start of elections.
 - d. The committee chairpersons will be selected by a simple majority vote of the current elected board. In the event of a tie, the President will cast the deciding vote
 - e. A committee chairperson may be removed by a $\frac{2}{3}$ vote of the committee and by a $\frac{3}{5}$ vote of the Executive Board.
 - f. Former chairpersons are to coordinate the completion of the present semester's programs.
 - g. Committee elections are to be publicized at least three weeks in advance to the entire undergraduate population.
3. Executive Board Members (Vice President, Director of Finance, Director of Public Relations, Director of Information)
 - a. The election of all other executive officers shall be at the same time as the election of the President. Letters of intent will be accepted and posted a week before the election. The officers will be selected by a simple majority of the elected board.

- b. Nominees must be active members on one standing committee as certified by the committee chairperson. (Excluding Director of Public Relations and Director of Information)
 - c. Executive officers may be dismissed by a 3/4 vote of the elected board and by 3/5 of the executive board.
4. In the event of a voluntary resignation, the member resigning must submit a letter explaining the intent of his/her resignation

Section C: Functions and Responsibilities of the Executive Board positions

All Executive Board Members must fulfill the following responsibilities:

- 1. Attend weekly general board meetings
- 2. Attend weekly executive board meetings
- 3. Hold at least two executive office hours in the UPB office
- 4. Coordinate a semester retreat for the board
- 5. Offer advice and support to all committees as well as individual board members
- 6. Meet weekly with the UPB Advisor
- 7. To approve all event proposals no later than one month before the UPB event is to take place.
 - 1. UPB President
 - a. To run weekly general and executive board meetings.
 - b. To represent UPB at meetings where a representative of UPB is required or requested, or to assign representation to another member of UPB.
 - c. To attend monthly SEC meetings to report to the Council how the UPB allotment of the SAF is being used.
 - d. To set up ad-hoc committees to review special problems or needs of the UPB.
 - e. To vote only in the event of a tie.
 - f. To manage the UPB office by ensuring that voicemails have been checked and that the committee mailboxes are in order.
 - g. To oversee elections of the new officers.
 - h. To have previously held an elected position on the UPB.
 - i. To be ultimately responsible for all programming carried out by the committees.
 - 2. Other Executive Officers
 - a. Vice President
 - 1. To take over the position of the President in case the President needs to resign for any cause.
 - 2. To chair the UPB board meetings in the absence of the President.
 - 3. To serve as the head of the Accountability Procedure
 - 4. To serve as the head of the Event Evaluation Process
 - 5. To manage all internal relations of the Board, including recognition of board members and board unity events
 - 6. To oversee recruitment and retention for the full board and program events to promote the image of the UPB on campus with

monies from the Executive Budget; the amount of to be determined by the Executive Committee.

- b. Director of Finance
 - 1. To advise and oversee general financial practices of UPB.
 - 2. Shall be second in line of succession for the President
 - 3. To keep current financial statements of the UPB.
 - 4. To attend monthly SEC meetings to report to the Council how the UPB allotment of the SAF is being used.
 - 5. To serve as head of the financial aspects of the co-sponsorship process and be the main contact for the transfer of funds.
 - 6. To give reports to committees at the general board meetings about their accounts.
 - 7. To be responsible for processing payments to vendors.
 - 8. To have previously held an elected position on the UPB.
- c. Director of Public Relations
 - 1. To coordinate promotions for all of the UPB events and for the organization as a whole.
 - 2. Coordinate programming efforts with other campus organizations, including programming co-sponsorships.
- d. Director of Information
 - 1. Oversee the maintenance and updating procedures of the UPB webpage
 - 2. Send the “This Week in UPB” email by Monday at midnight each week.
 - 3. Take accurate meeting minutes and post them in a timely manner.
 - 4. Maintain all UPB listserves
 - 5. Communicate with other campus organizations communication chairs.
 - 6. Coordinate a semester survey prior to the programming process to obtain campus feedback.

Section D: Functions and Responsibilities of the Committee Chairperson positions

- 1. Committee Chairpersons
 - a. Attend weekly board meetings.
 - b. Hold scheduled meetings of their committee and to set agendas for those meetings.
 - c. To oversee committee’s expenditures and to maintain accurate financial records of these expenditures. Also to report changes to the Director of Finance.
 - d. Plan a tentative calendar of events in the semester prior to that which the events will occur.
 - e. Maintain two weekly office hours in the UPB Office.
 - f. Maintain an easily accessible committee roster.
 - g. To propose the committee’s events to the executive board no later than one month before the date of the event

Section E: Event Proposals

Prior to the formal planning of an event, the committee must submit an event proposal to the executive board, which then must be approved by the executive board. The event must be submitted to the executive board no later than one month prior to the date of the event.

Article V: Committees

Section A: Functions and Responsibilities

1. Concert: to provide concert opportunities. These opportunities come in the form of supplying tickets to public events as well as committee sponsored major concerts and productions at reduced costs.
2. Entertainment: to regularly program a large quantity of quality and diversified entertainment across campus in areas such as, but not limited to, the Spot, Rough Rider Room, and Thwing Center contracted from a variety of sources.
3. Fine Arts: to facilitate an awareness to areas of arts, dance, music, literature, and theater. Special programming considerations shall be given to highlighting the University's own talent resources and cultural richness.
4. Development: to heighten awareness and educate students in a variety of issues that reflect current trends and interests of students with attention paid to the history, problems, concerns and current status of minority students, including but not limited to: international issues, women, disabled students, racial minorities, and gay/lesbian issues. Avenues to these ends include, but are not restricted to: lectures, special weekends, occasion dances, variety entertainment, and events with all-campus appeal or tradition.
5. Special Events: to program events of magnitude with unique purposes such as but not limited to: special weekends, occasion dances, variety entertainment, and events with all campus appeal or tradition.
6. Recreation: to provide opportunity for students to facilitate their personal and physical growth. To provide a variety of local excursions to area sports events, and recreational outlets.

Section B: Co-sponsorship

1. General Notes about Co-sponsorships
 - a. Cosponsorships shall be limited to events that cater to the entire Case undergraduate population and are not exclusive against any students.
 - b. Co-sponsorships should be events that are aligned with the University Program Board's mission and purpose to promote student activities and entertainments from the Student Allocation Fund
 - c. Cosponsorships will not be granted to philanthropic events where donations are required i.e. ticket sales or entrance fees that go to a charity. Furthermore, money given to events must be applied for programming purposes, no donations can be applied from The University Program Board's funding.

- d. Events must be open and advertised to all undergraduate students for the major benefit of undergraduate students, i.e. undergraduate student attendees shall be at least 50% of total attendance.
 - e. Only Student organizations and departments recognized by Case Western Reserve University may request funding.
2. Procedure and Timeline for Deciding Co-sponsorships
- a. Group must submit a cosponsorship form and present to the University Program Board a minimum of 28 days prior to the date of the event (or 4th board meeting before event; whichever is longer).
 - b. In addition to the cosponsorship form being sent to upbexec@case.edu, a detailed budget and estimate of attendees shall be submitted by 5:00pm the day of the board meeting presentation.
 - c. The presentation shall be no longer than 3 minutes in length excluding questions. The presenter will be asked to leave while University Program Board members deliberate and vote. Voting will take place as written ballots and two-thirds of votes cast are required for an event to be cosponsored. A positive or negative University Program Board decision will be announced to the group within one week after the presentation to the Board. At that time, the University Program Board Event Liaison (from 1-3 members of University Program Board) will have been decided by majority of the University Program Board elected board members.
 - d. The following board meetings after presentation, the University Program Board Event Liaison will treat this event as their own and present its activity and updates such as the budget and PR status.
 - e. The University Program Board Event Liaison will be expected to attend or find a replacement to the cosponsored event.
 - f. After every event the 'Event Organizers' will be required to complete an Event Evaluation and Budget Utilization Form in consultation with the University Program Board Event Liaison. If this is not followed, the University Program Board shall deny future cosponsorship requests for one calendar year.
 - g. All cosponsored events must follow this procedure with the exception of events that a University Program Board committee plans and proposes in their budget the previous semester.
 - h. Board debate for each event should include but is not limited to, cost spent per person, who will be the liaison(s), are there any overlapping grey areas that need to be discussed or that need work before the University Program Board can approve an event?
 - i. These policies are a framework for deciding cosponsorships; the University Program Board retains the right to deny events that even fulfill all the previously mentioned requirements.

3. Monetary Guidelines

- a. Before cosponsorship can be granted, projected budget must be itemized.
- b. There shall be a limit of \$20 per expected person, i.e. if 50 people are expected, then \$1000 is the maximum that can be granted.
- c. The University Program Board shall not contribute 50% or greater of the event cost unless the University Program Board becomes the primary decision-maker for the event.
- d. All cosponsored events shall be cosponsored through the “Cosponsorship” allocated portion of the budget.
- e. The group that is hosting the cosponsored event must use all money put towards it from cosponsorships and ticket sales. If there is a surplus of what they do not use on that specific event, a prorated amount of the allocated money shall be returned to the University Program Board.

Article VI. Meetings

Section A: Executive Board Meetings:

1. Purpose
 - a. to facilitate communication between Presidents
 - b. to discuss issues within the general board
 - c. to discuss necessity of ad-hoc committees
 - d. to discuss UPB goals and their progression
 - e. to get input into proposed by-laws, policies, or amendments
2. These meetings are to be held once a week
3. Meeting times will be the hour prior to the general board meeting

Section B: General Board Meetings

1. Purpose:
 - a. to facilitate communication between committees.
 - b. to update and review calendar of upcoming events.
 - c. to get input into proposed by-laws, policies, or amendments.
 - d. to vote on amendments.
 - e. to discuss effectiveness of previous events
 - f. conduct elections when necessary
2. These meetings are to be held once a week.
3. Meeting times will be determined by the board.

Section C: Committee Meetings

1. Purpose:
 - a. to program in accord with committee’s goals.
 - b. to evaluate programs.
 - c. to get input into proposed by-laws, policies, or amendments.
2. Each committee will hold two weekly office hours
3. Meeting times will be determined by the committee

Article VII: Accountability Policy

All UPB members must **sign an agreement / contract** agreeing to fulfill the duties of the position to the best of their abilities as specified by contract. Members must also fulfill the attendance requirements for the UPB meetings. Excused absences will be determined by the vice-president. After **two unexcused** absences, the UPB Executive Board shall discuss the absences with the member. After **three unexcused** absences in one semester, the UPB Executive Board shall evaluate the member and determine future role in UPB. Elected committee chairs also have a responsibility to attend the events promoted by their committee.

Article VIII: Event Evaluations

After every single event, a committee chair of the committee sponsoring the event shall fill out an Event Evaluation form by the next scheduled meeting and be prepared to discuss the event. A committee chair must be prepared to view the event objectively and accept all criticism and advice with an open mind.

Committee Funding Breakdown: Any changes to this funding must be made in written petition form from someone in the board, and will be changed if a 2/3 vote of all committees ratify the change. There will be only one vote per committee.

Executive	6.70%
Co-sponsorship	4.00%
Promotion	3.77%
Arts & Entertainment	11.10%
Concerts	38.90%
Cultural Development	13.06%
Special Events	9.58%
Traditions	9.89%

Article VII: Amending the Constitution

Section A: An amendment to the constitution must be passed by a 2/3 vote of the Executive officers and 2/3 vote of the full board.

Section B: Constitution becomes official by a 2/3 vote of the full board.

Section C: By-laws become official by a 2/3 vote of Executive officers and simple majority of the full board.

Article VIII: Disclaimer

Nothing in this constitution shall be seen as being in violation of the laws, regulations, or policies of CWRU, the city of Cleveland, the state of Ohio, or the United States of America.