

**BYLAWS OF THE UNIVERSITY CENTER PROGRAM COUNCIL
ANGELO STATE UNIVERSITY**

Effective 1/2007

**ARTICLE I
ATTENDANCE**

Any Executive Officer or Chairperson who is absent for more than three Program Board meetings per semester, or any Chairperson who is absent for more than two of their committee meetings per semester, or any Executive Officer who is absent for more than two executive meetings per semester without an advanced excuse from the Program Council President shall be removed from office. In the case of the President, the absence must be excused by the Coordinator for Student Programs & Activities.

**ARTICLE II
EXECUTIVE COMMITTEE**

Section 200: MEETINGS: The Executive Committee shall meet weekly at a time and place to be determined by consensus of the Executive Committee.

**ARTICLE III
PROGRAM BOARD**

Section 300: MEETINGS:

1. The Program Board shall meet weekly at a time and place determined by the Program Board.
2. Program Board members consistently unable to attend the weekly Board meetings due to job commitments or class conflicts must either rearrange their schedule to accommodate the Board Meeting or resign their position.
3. Unless otherwise provided by these Bylaws, meetings of the Program Board will be run according to Robert's Rules of Order.

Section 301: QUORUM: A quorum shall consist of two-thirds of the total voting membership of the Program Board. Each member of the Program Board shall have equal voice and vote.

**ARTICLE IV
STANDING COMMITTEES**

Section 400: ESTABLISHMENT: The Standing Committees of the University Center Program Council shall be established or abolished by a simple majority vote of the Program Board and with the approval of the Associate Dean for Student Involvement.

Section 401: ENUMERATION OF COMMITTEES: The Standing Committees of the University Center Program Council shall be comprised of the following committees:

1. Arts
2. Cultural
3. Entertainment
4. Films
5. Recreation
6. Publicity
7. Spirit & Traditions
8. Co-Sponsorship Fund
9. Summer Activities (Program Board and committee members attending summer sessions)

The term of the Summer Activities Committee is to run from the Annual Spring Banquet to the beginning of the fall semester. The Committee shall be funded separately from other committees.

Section 402: MEETINGS: The Standing Committees shall meet, when feasible, once each week during the fall and spring semesters when school is in session at a time and place set by the chairperson.

ARTICLE V EXECUTIVE OFFICERS

Section 500: TERM OF OFFICE: The official responsibilities of the Executive Officers are transferred to the incoming Executive Officers at the Annual Awards Banquet. The term of office shall be for one calendar year or until the next Annual Awards Banquet.

Section 501: DUTIES:

1. DUTIES OF THE PRESIDENT

- A. Prepare an agenda for, and preside over all regular and special meetings of the Program Board.
- B. Participate in the planning of, and attend special meetings, leadership retreats, conferences, and workshops as scheduled.
- C. Be responsible for attendance at all Program Board meetings, leadership retreats, conferences and workshops, and recruitment opportunities.
- D. Assist the Coordinator for Student Programs and Activities in the planning and implementation of a training program for committee chairpersons.
- E. Assist the Coordinator for Student Programs and Activities in setting goals, policies, and procedures for the operation of the University Center Program Council, so these goals are consistent from committee level to Program Board level.
- F. Responsible for establishing and maintaining a minimum of 15 office

hours per week for the purpose of consultation with committee chairpersons and the Coordinator for Student Programs and Activities.

- G. Serve as the supervisory officer of the UCPC and see that all projects and activities of this organization are efficiently carried out and consistent with the policies and guidelines established by the University Center Board, and the Program Council Constitution.
- H. Review overall performance of the UCPC, making recommendations for the future; maintaining continuity with overall objectives of the UCPC.
- I. Assume duties of either Vice President when they are absent.
- J. Prepare an agenda for and attend Executive Committee meetings.
- K. Serve as member of the University Center Board.
- L. Serve as the official student representative of the University Center Program Council on such committees of the University as may be designated by the University.
- M. Serve as the UCPC student liaison between student organizations, academic organizations, and faculty members.
- N. Serve as the chairperson of the Co-Sponsorship Fund Committee.

2. DUTIES OF THE VICE PRESIDENT FOR RECRUITMENT

- A. Serve as one of two Vice Presidents for the University Center Program Council.
 - 1. Attend weekly Program Board meetings as a voting member.
 - 2. Preside over the Program Board meetings when the President is absent.
 - 3. Assist in setting goals, policies and procedures for the operation of the University Center Program Council.
 - 4. Attend special meetings, leadership retreats, conferences and workshops as scheduled.
 - 5. Attend weekly advisor meetings.
 - 6. Maintain a minimum of ten office hours a week.
- B. Serve as a member of the Executive Committee.
 - 1. Work closely with the President and other Executive Committee Members to plan, implement and evaluate the fall and spring UCPC training sessions.
 - 2. Assist the President in evaluation of overall performance of the University Center Program Council.
 - 3. Attend weekly Executive meetings as scheduled by the President.
 - 4. Assume duties of President when the President is absent or the office of the President is vacant.
 - 5. Coordinate and administer a program of recruitment for available positions for the University Center Program Council.
 - 6. Coordinate with the Vice President for Marketing to create a marketing plan for recruitment for the University Center Program Council.
 - 7. Work with the President and other Executive Committee Members to devise a plan to increase retention on the Program Board and with UCPC membership.
 - 8. Organize and prepare the UCPC presentation at recruiting events such as Discover ASU and SOAR.

- C. Serve as a member of the University Center Board, representing the UCPC at all University Center Board meetings.
- D. Serve as an official student representative of the University Center on University committees and to other special educational, social and recreational endeavors of which the University Center is a part or a guest.
- E. Serve as a liaison between the UCPC and student organizations, academic organization and faculty members.

3. DUTIES OF THE VICE PRESIDENT FOR MARKETING

- A. Serve as one of two Vice Presidents for the University Center Program Council.
 - 1. Attend weekly Program Board meetings as a voting member.
 - 2. Assist in setting goals, policies and procedures for the operation of the University Center Program Council.
 - 3. Attend special meetings, leadership retreats, conferences and workshops as scheduled.
 - 4. Attend weekly advisor meetings.
 - 5. Maintain a minimum of ten office hours a week.
- B. Serve as a member of the Executive Committee
 - 1. Work closely with the President and other Executive Committee Members to plan, implement and evaluate the fall and spring UCPC training sessions.
 - 2. Assist the President in evaluation of overall performance of the University Center Program Council.
 - 3. Attend weekly Executive meetings as scheduled by the President.
- C. Serve as the Chairperson to the Publicity Committee
 - 1. Work with the publicity committee to create a marketing plan for each event sponsored by one of the UCPC committees.
 - 2. Work closely with the UCPC chairpersons and publicity committee to ensure that publicity is created for each event and distributed around campus according to designated publicity deadlines.
 - 3. Coordinate with the Vice President for Recruitment to create a marketing plan for recruitment for the University Center Program Council.
- D. Serve as an official student representative of the University Center on University committees and to other special educational, social and recreational endeavors of which the University Center is a part or a guest.
- E. Serve as a liaison between the UCPC and student organizations, academic organizations and faculty members.

4. DUTIES OF THE SECRETARY

- A. Serve as the Secretary for the University Center Program Council.
 - 1. Attend weekly Program Board meetings as a voting member.

2. Maintain complete and accurate minutes of all regular and special meetings of the Program Board and Executive Committee.
 3. Maintain record of attendance at the Program Board meetings.
 4. Assist in setting goals, policies, and procedures for the operations of the University Center Program Council.
 5. Attends special meetings, leadership retreats, conferences, and workshops as scheduled.
 6. Attend weekly advisor meetings.
 7. Maintain the University Center Program Council scrapbook.
 8. Keep an accurate, updated roster of UCPC membership.
 9. Update the UCPC website to include all current UCPC event information.
 10. Maintain a minimum of ten office hours a week.
 11. Maintain an accurate count of all event attendance.
- B. Serve as a member of the Executive Committee.
1. Attend weekly Executive Committee meetings as scheduled by the President.
 2. Assist President with any special projects or activities.
 3. Work closely with the President and other Executive Committee Members to plan, implement and evaluate the fall and spring UCPC training sessions.
 4. Responsible for the completion of the UCPC yearly scrapbook of events.
 5. Oversee the organization of the departmental (Q:) drive.
- C. Serve as an official student representative of the University Center on such committees of the University as may be designated by the University, and to other special educational, social, and recreational endeavors of which the University Center is a part or a guest.
- D. Serve as the liaison between the UCPC and student organizations, academic organizations, and faculty members.

Section 502: REMOVAL OF EXECUTIVE OFFICERS: Failure of an Executive Officer to meet the expectations outlined in this document constitutes grounds for removal. It is the Coordinator for Student Programs & Activities' responsibility to ensure the conscientious, efficient, and fair conduct of the Executive Officers. Should it become apparent, through regular evaluation, personal observation or individual conferences, that an Executive Officer is not adequately performing the duties of executive office, the following measures shall be taken:

1. INDIVIDUAL CONFERENCES WITH THE COORDINATOR FOR STUDENT PROGRAMS & ACTIVITIES: The Coordinator for Student Programs & Activities will schedule a private conference with the Executive Officer to indicate the basis for concern and to recommend means for improvement. These recommendations will be presented in writing and will be co-signed by the

Coordinator for Student Programs & Activities and the Executive Officers. Each Executive Committee member will receive a copy.

2. DISMISSAL FROM OFFICE: If after a reasonable period of time (maximum of 4 weeks) the Executive Officer fails to comply fully with the terms and conditions of the signed document, the officer may be dismissed from office by the Coordinator for Student Programs & Activities.

3. APPEALS: The Executive Officers may appeal their removal from office to the University Center Board.

ARTICLE VI CHAIRPERSONS

Section 600: TERM OF OFFICE: Standing Committee chairpersons shall assume the duties of their respective offices on the first business day following the Annual Awards Banquet. The term of office shall be for one calendar year or until the next Annual Awards Banquet.

Section 601: DUTIES OF THE CHAIRPERSON

- A. Attend Program Board meetings.
- B. Attend special meetings, leadership retreats, conferences, workshops, and recruitment opportunities as scheduled.
- C. Report on all committee activities and actions to the Program Board.
- D. Assist in setting goals, policies, and procedures for the operation of the Program Board.
- E. Chair committee meetings.
- F. Keep committee members informed of meetings and Program Council activities.
- G. Oversee planning, coordination and presentation of programs for the Angelo State University campus.
- H. Directly responsible of recruitment and retention of committee members.
- I. Attend all committee functions.
- J. Meet with the assigned Committee Advisor weekly concerning committee progress.
- K. Under staff supervision, maintain a master file of all committee programs.
- L. Maintain a minimum of five (5) office hours per week.
- M. Maintain an up-to-date membership roster for their respective committees.
- N. If appointed, serve as a member of the Co-Sponsorship Fund Committee.

Section 602: REMOVAL: It is the Executive Committee's responsibility to ensure the smooth operation of all components of the University Center Program Council. Failure of a chairperson to meet the expectations as outlined in this document constitutes grounds for removal. Should it become apparent, through regular evaluation, individual conferences, or personal observations that a chairperson is not adequately performing the duties of their position the following measures shall be taken:

1. INDIVIDUAL CONFERENCE WITH THE EXECUTIVE

COMMITTEE: The Executive Committee will schedule a private conference with

the chairperson to discuss the basis for its concern and to present recommendations for improvement. These recommendations will be presented in writing and will be co-signed by the Executive Committee and Chairperson.

2. DISMISSAL FROM OFFICE: If after a reasonable period of time (maximum of 4 weeks) the chairperson has failed to comply fully with the terms of the signed document, the chairperson may be dismissed from office by the Executive Committee.

3. APPEAL: The dismissed chairperson may appeal their removal from office to the University Center Board.

ARTICLE VII PROGRAM COUNCIL RELATIONSHIP TO OTHER REGISTERED CAMPUS ORGANIZATIONS

Section 700: The University Center Program Council shall be committed to developing cooperative working relationships with registered campus organizations at Angelo State University.

Section 701: Any registered campus organization wishing to co-sponsor an event with the University Center Program Council must submit a proposal to the Program Board at least 60 calendar days prior to the event. This proposal must be recommended by the Program Board and approved by the Director of the University Center and the Dean of Student Life before any action can be taken. Organizations submitting a proposal to the Co-Sponsorship Fund Committee are exempt from this provision.

Section 702: If this co-sponsorship involves a large financial undertaking, provisions must be included in the proposal for the campus organization to assume financial risk proportionate to its percentage of income.

ARTICLE VIII CODE OF ETHICS

Section 800: The University Center Program Council adopted the Code of Ethics at the Program Board meeting of January 24, 2000.

Section 801: All actions of the Program Council, Board Members, and Committee Members, when acting in their official capacity, shall be governed by the Code of Ethics.

ARTICLE IX CO-SPONSORSHIP FUND COMMITTEE

Section 900: Procedures for administration of this committee shall be governed by the "Guidelines for Distribution of UCPC Co-Sponsorship Funds," as amended by the University Center Board.