

Suffolk University Program Council Constitution
as of 12/21/2020

Article I – Name: Program Council

The organization established under this constitution shall be known as Program Council (PC).

Article II- Purpose:

Program Council is Suffolk University’s general programming board. We will create, facilitate, and collaborate on events to provide community and inclusivity on and off campus. These events will be social, educational, and/or cultural in nature with a focus on having a positive impact on the student body. As an organization we are dedicated to leadership, growth, and involvement. All events are to be executed in the utmost professional fashion and kept highly organized. Program Council makes the good stuff happen!

Article III – Executive Board and Committee Membership:

Section I: Executive Board Officers

The Executive Board is comprised of the properly appointed President, Vice President of Recruitment and Retention, Vice President of Finance and Administration, Vice President of Marketing and Promotions, Vice President of Programming, Off Campus Events Chair, Campus Traditions Chair, Campus Entertainment Chair, and Daytime Programming Chair. Once appointed, their positions will become activated at the last executive board meeting of the prior semester.

All Executive Board members will be expected to be responsible for the following, regardless of position selected:

- Attend and participate actively in all committee and executive board meetings
- Schedule and maintain one on one meetings with fellow Executive Board members and advisor, as agreed upon at the beginning of each year
- Engage with the entire Program Council population during meetings, at events, and outside of designated Program Council time
- Maintaining regular office hours and making best use of that time to complete Program Council assignments
- Communicate amongst the group to the best of their ability
- Attend a majority (80%) of Program Council events in support of one another
- Maintain a welcoming and clean office setting

Each Executive Board member has duties specific to their position; they are as follows:

President:

To oversee the strategic direction and oversight of Program Council, specifically (but not exclusively) focused on the executive board, providing organizational support and guidance.

Responsibilities include but are not limited to:

- Attend, call and preside over meetings of the executive board
- Supply agendas and keep attendance for all standard and special meetings
- Maintain a record of all active Program Council contact information

- Submit Program Council's proposed budget, along with the Program Council Vice President of Finance and Administration to Student Government each academic year
- Delegate specific assignments and projects to the Executive Board
- Advise and support chairs and Vice Presidents with their work and leadership development, specifically focusing on the needs of the chairs with bi-weekly one-on-one meetings
- Support the Vice President of Programming with the planning and running of all events
- Plan and facilitate Spring Planning Day, Summer Retreat, and Winter Planning Day with assistance from the Vice President of Recruitment and Retention
- Assist the Vice President of Recruitment and Retention with the facilitation of the Committee Member Retreat
- Hold authority to approve all allocations and check requests and act as Vice President of Finance and Administration in the event that position is open
- Working with the Program Council Vice President of Finance and Administration to complete budget request forms in a timely manner and staying within budget limits
- Priority in President selection will be given to candidates who have prior executive board experience

Vice President of Programming (VPP)

To assist in all aspects of the programming process, including assisting the chairs with programming generation, execution, and post-event follow up

- Maintain calendar of events with assistance from programming chairs
- Train and provide continuous support to programming chairs including the event planning process, SLI processes and timelines, and SGA bylaws that have to do with event execution
- Compile program data and measure overall program success and organization effectiveness
- Meet with programming chairs bi-weekly to provide support and guidance around event execution and idea generation
- Support co-sponsorships with other clubs, organizations, and departments and maintain communication amongst all parties
- Priority in Vice President of Programming selection will be given to candidates who have prior executive board experience

Vice President of Recruitment and Retention (VPRR):

To help the President oversee the membership of Program Council, specifically focused on the committee member experience, providing organizational support and guidance.

Responsibilities include but are not limited to:

- Attend, call and preside over meetings of the committee members along with the President
- Coordinate and oversee committee member recognition and events
- Create agendas for the committee member meetings
- Keeping membership information for committee member meetings
- Facilitate the Committee Member Retreat every year
- Exercise powers and duties of the President in any official absence

- Advise and support committee chairs with their committee focusing on the development and distribution of the committee members
- Assist the President in planning and facilitating Spring Planning Day, Summer Retreat, and Winter Planning Day
- Create training programming for the Sub-Chairs, providing mini-workshops, trainings, and support in their roles.
- Working with the Program Council Treasurer in a timely manner to stay within budget limits, as well as providing Budget Summaries
- Priority in Vice-President of Recruitment and Retention selection will be given to candidates who have prior executive board experience

Vice President of Finance and Administration (VPFA):

To maintain the Program Council budget while working with each committee to negotiate their finances. Assists the President in keeping Program Council orderly, organized and supported with information from the student body.

Responsibilities include but are not limited to:

- Submit Program Council's proposed budget, along with the Program Council President to Student Government Association each academic year
- Being the official liaison between Program Council and the Student Government Association Finance Committee
- Become familiar with Student Government Association Finance By-laws
- Keep a running record of all financial transactions made by or involving Program Council
- Maintain binder with printed copies of any and all documentation
- Provide updated Committee Budget Reports at each executive board meeting
- Have a working knowledge of Program Council's budget
- Work alongside SLI Advisor to be sure payments to vendors are made in a timely manner per Suffolk University's contracting policies
- Keeping minutes and/or documenting major decisions and communications of executive board and committee meetings
- Maintain order of the Program Council office, including ordering necessary office supplies
- Administer a student wide poll at least once a year to gauge student interest in programs, events, and initiatives Program Council can engage in
- Priority in Vice President of Finance and Administration selection will be given to candidates who have prior executive board experience

Marketing and Promotions (MAPS):

To oversee all Program Council advertising and promotional efforts.

Responsibilities include but are not limited to:

- Recruiting and maintaining a committee dedicated to supporting PC marketing initiatives (ex: Street Team) providing leadership and opportunities for experience for committee members and Sub-Chair
- Oversee all branding efforts, including the logo and event branding
- Maintain and update tri-fold, and ensure it is a presence at all programs

- Serve as a resource for committees as it relates to publicity creation and coordination
- Manage all social media outlets for Program Council and provide coverage before and during all events, including delegation of accounts to committee members or fellow executive board members in their absence
- Maintain binder with printed copies of any and all documentation
- Working with the Program Council Vice President of Finance and Administration and in a timely manner to stay within budget limits, as well as providing Budget Summaries

Off-Campus Events Chair:

To oversee a variety of off-campus events that take advantage of all there is to offer in the city of Boston and beyond. These off-campus events may require travel plans, in addition to the events themselves. This chair will work closely with the other programming development chairs to put together a diverse calendar of events.

Responsibilities include but are not limited to:

- Working closely with the Student Leadership and Involvement Office to coordinate risk management, travel and ticket information for all off-campus events
- Researching and negotiating ticket packages for events with vendors
- Recruiting and maintaining the Off-Campus events committee, providing leadership and opportunities for experience for committee members and Sub-Chair
- Coordinating contact and personal information for the Off-Campus events committee and Sub-Chair
- Maintain binder with printed copies of any and all documentation
- Working with the Program Council Treasurer in a timely manner to stay within budget limits, as well as providing Budget Summaries
- Working with the Public Relations Chair and SLI In House Design to promote and evaluate all committee events and programs

Campus Traditions Chair:

To oversee the Program Council Campus Traditions that happen on and off campus, which includes event planning and coordination, as well as evaluation of those traditions to better meet the changing needs of Suffolk students and the overall Suffolk community.

Responsibilities include but are not limited to:

- Campus Traditions include: Halloween Bash, Ramsgiving Dinner, and Spring Ball
- Recruiting and maintaining the Campus Traditions committee, providing leadership and opportunities for experience for committee members and Sub-Chair
- Coordinating contact and personal information for the Campus Traditions committee and Sub-Chair
- Maintain binder with printed copies of any and all documentation
- Working with the Program Council Vice President of Finance and Administration in a timely manner to stay within budget limits, as well as providing Budget Summaries
- Working with the Vice President of Marketing and Promotions and SLI In House Design to promote and evaluate all committee events and programs

Campus Entertainment Chair:

To oversee the on-campus entertainment portion of Program Council's events, focusing on providing new and unique programs for Suffolk students.:

- Programs may include but are not limited to: comedians, musicians, novelties, films, etc.
- Recruiting and maintaining the Campus Entertainment committee, providing leadership and opportunities for experience for committee members and Sub-Chair
- Coordinating contact and personal information for the campus entertainment committee and Sub-Chair
- Maintain binder with printed copies of any and all documentation
- Working with the Program Council Vice President of Finance and Administration in a timely manner to stay within budget limits, as well as providing Budget Summaries
- Working with the Vice President of Marketing and Promotions and SLI In House Design to promote and evaluate all committee events and programs

Daytime Programming Chair:

To oversee Program Council daytime programs and events. This chair will work closely with the other programming development chairs to put together a diverse calendar of events.

Responsibilities include but are not limited to:

- Programs may include, but are not limited to: novelties, crafts, musicians, passive activities, etc.
- Recruiting and maintaining the Daytime Programming committee, providing leadership and opportunities for experience for your committee and your Sub-Chair
- Coordinating contact and personal information for the Daytime Programming committee and Sub-Chair
- Working with the Program Council Vice President of Finance and Administration in a timely manner to stay within budget limits, as well as providing Budget Summaries
- Working with the Vice President of Marketing and Promotions and SLI In House Design to promote and evaluate all committee events and programs

Section II: Sub-Chair Officers

Sub-Chairs offer an elevated level of support and take on a heightened sense of responsibility within the organization, operating under the executive board, reporting to their respective chair-person or Vice-President.

Applications for Sub-Chair roles will be accepted at the beginning of each semester, and once selected, activated for the remainder of the semester. Duties include:

- Assist chair-person or Vice-President with assigned tasks
- Attend committee member meetings and events as often as possible
- Engage with committee member population in their own committee as well as with the general body

- Support their chair-person or Vice-President as needed

Section III: Committee Membership

Membership in Program Council shall only be open to all currently enrolled undergraduate students at Suffolk University.

The duties and responsibilities of an active Program Council member involve:

- Attending Program Council standard and “special” meetings
- Put forth the best effort to attend all PC events
- Work within the committee of choice or in which they are assigned to and complete tasks assigned by the head of that committee
- Abide and up-hold the restrictions and responsibilities stated in the Program Council constitution
- Active Program Council members may get discounted or complimentary tickets on all ticketed events at the discretion of the Executive Board

Section IV: Non-Discrimination Statement

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, Vietnam-era or disabled-veteran status in its employment, admission policies, or in the administration or operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973.

Section V: Student Conduct Code Statement

1. This organization shall abide by all conduct policies provided in the Suffolk University Student handbook.
2. This organization shall abide by the Student Activities Center guidelines provided in the Student Handbook.

Section VI: Statement of Non-Hazing

Legislative action makes the act of hazing unlawful in Massachusetts. The following policy guidelines have been adopted at Suffolk University. The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption (or deprivation) of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Suffolk University shall issue every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this policy. An officer of each such group or organization, and each individual receiving a copy of this policy shall sign an acknowledgement stating that such group, organization or individual has received a copy of

the hazing policy. Any individual who is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000.00 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. Any individual who knows that another person is the victim of hazing as defined above and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or herself, or others, report such crime to the Director of Student Activities or to an appropriate law enforcement official as soon as reasonably practical. Failure to report such crime shall be punished by a fine of not more than \$1000.00. An individual in an alleged violation of the hazing policy may not use consent as defense to any prosecution. Please see the student handbook for a full explanation of the Hazing policy at Suffolk University.

Section VII: Affiliations

This organization is not affiliated with any local, state, or national group.

Article IV: Vacancy, Executive Board Member Expectations, and Removal

Section I: Vacancy of an Executive Board Position

In the event any position on Program Council Executive Board is vacated or left un-appointed, the President will act in a dual capacity with the help of his or her fellow Executive Board members.

To fill a vacant role (excluding President), the following steps should be taken:

1. The vacancy will be announced, and current Executive Board members will be given the opportunity to apply for the role. The remaining Executive Board must agree to a 2/3 vote to accept the switch in roles. This process will continue until no Executive Board members are interested in changing roles.
2. If no Executive Board members apply to the vacant role within one week of the vacancy, applications will open to the general body of Program Council, and interviews will be held in an expedited timeline that works for all parties. After all interviews, the President and any current Vice-Presidents should make a recommendation for the role to the entire executive board, who must agree to a 2/3 vote to accept the recommendation.

If the President's seat is vacated or not appointed, the Vice President of Recruitment and Retention should be named the Program Council Acting- President until any other form of new election be held, if chosen. In the event the President's seat and Vice President of Recruitment and Retention's seats are vacated at the same time, the Advisor with recommendations from Program Council's Executive Board, will appoint at least one (1) satisfactory candidate to be named Acting-President, ideally one of the remaining Vice-Presidents. This candidate must be a member of the current Executive Board.

If a member of the Program Council Executive Board requests an excused absence, Program Council's President and Advisor must render a decision. Any type of long-term absence must be approved by a majority vote of the Executive Board in order to hold a position for the remainder of the semester. If the President should request any type of absence the Vice President of Recruitment and Retention will temporarily assume responsibilities, and the position will be held for him or her until the end of the semester, any absences longer than a semester will be voted on a majority vote by Program Council's Executive Board.

Program Council's Executive Board can vote to update and make changes to their in-year appointment process as needed by a unanimous vote on a case-by-case basis.

Section II: Executive Board Member Expectations and Removal

The term of an Executive Board member is one year and there are no term limits. If the following duties or responsibilities are not met, that member can be relieved from their position:

1. Once appointed, all executive board members will participate in a training session with current executive board members to be scheduled at their convenience.
2. All executive board members will be required to attend weekly executive board and weekly committee member meetings, as well as conducting at least two office hours per week.
3. All executive board members must attend at least 80% of all Program Council events, or work with the Program Council President on a case-by-case basis to be sure events and committee members are supported.
4. All executive board members may miss no more than two e-board meetings and two committee member meetings a semester, without an excused absence from the President or the PC Advisor.
5. All executive board members will be representatives of the student body and are expected to compose themselves in a manner becoming of an elected student leader.
6. All executive board members shall maintain high academic standards. A minimum 2.3 is required at all times during the duration of term.
7. Uphold and abide the restrictions and responsibilities set forth by the Program Council Constitution and the Student Government Finance Committee Bylaws.

In addition to the above expectations, the following also apply:

1. For actions which violate University policies.
2. When no longer enrolled as a student.
3. For actions which violate the purpose of the organization

If any member of Program Council feels a fellow member is not fulfilling their duties and responsibilities, that member must notify the current President or the Advisor in writing. The member at issue will be notified. In order for further action to take place three (3) members of Program Council must agree with the charge. The advisor and President will then follow up with the latent member. The Executive Board reserves the right to implement or remove a Committee Chair or executive position with a unanimous vote via secret ballot based on the necessity to better the organization.

Article V – Meetings:

Section I: Standard Meetings (Committee Member Meetings)

There will be at least one meeting every week during the academic semesters, excluding breaks and the finals week. The Executive Board reserves the right to cancel or postpone general member meetings with justified reasoning. The Board will announce this cancellation at least 24 hours in advance. Meetings provide Program Council the opportunity to draw up ideas and finalize decisions with more input and feedback from

general members and committees. The Executive Board will decide the time of the meetings at the beginning of each academic semester.

Section II: Special Meetings

A special meeting is defined as a meeting outside of the “standard meeting” time. There must be at least twenty four hours notice in order for there to be a “Special Meeting”. This notice must be posted in the office as well as emailed to the appropriate Program Council members and need to include time and only the President of Program Council may call these meetings.

Section III: Executive Board Meetings

Executive Board Meetings will be held once per week. It is at the discretion of the Executive Board when and where that meeting will take place. These meetings will be held in private and will give the opportunity for the Executive Board to go over more structured details. The Program Council Advisors are welcomed at any and all Executive Board meetings.

Article VI- Event Planning:

Section I: Duties

When planning an event the event chair must make sure all of the appropriate duties are done within their committee. These responsibilities ensure a well-planned event, which in turn will be a successful event.

They include but are not limited to the following:

- Coordinate with advisor to make sure:
 - All appropriate calls and reservations for vendors and space are made
 - All contracts are in
 - Payment processes are being started
- Complete and submit budgetary forms to the Program Council Vice President of Finance and Administration
- Advertise for the event
 - Either using in house graphic designer or personal means of promotions/flyers
 - All promotional material must be submitted to Vice President of Marketing and Promotions and distributed no less than two weeks prior to the event taking place; this includes all social media and flyers
- Track executive board attendance for the event
- Incorporate committee members in event execution by making sign up sheet with specific duties
- Work with SLI to prepare ticket sales (if needed)
 - Chairs for events that are selling tickets are expected to be at initial ticket sales for troubleshooting or delegate task to other member
- Set up space before the event
- Be present for the event or appoint an appropriate person to stand in.
- Settle outstanding payment (if necessary)
- Program Evaluations must be filled out no later than (2) weeks after an event has taken place
- Engage committee in reflection process of how the event went

Section II: Complimentary Ticket Policy

Program Council Executive Board Members receive complimentary tickets. The following apply:

- Program Council Executive Board members and event advisor(s) receive one (1) complimentary ticket for each ticketed event
- If Executive Board member accepts complimentary ticket, they are allowed to purchase (1) one guest ticket to that event. This purchase implies that the Executive Board member will still uphold any responsibilities at the event

The Program Council Executive Board reserves the right to amend this ticket policy at any time for any specific event with a majority vote. For every event which involves complimentary tickets, the Program Council Committee Chair will provide a list with the names and student identification numbers of all those who have complimentary ticket privileges and provide it within the ticket binder.

Article VII- Check Requests and Evaluations:

Section I: Check Requests

All check requests must be submitted at least two weeks before an event. It is the chairs responsibility to provide all necessary documentation (contract, invoice, receipts, etc) in a timely manner to the Vice-President of Finance and Administration.. It is the Vice President of Finance and Administrations responsibility to keep track of all the check requests filed and when.

In the case that a Program Council member needs a reimbursement, it is the members responsibility to get the Vice President of Finance and Administration an itemized receipt as well as their student ID number and address. Without this information, a check request cannot be issued.

Section II: Program Evaluations

The program evaluations are mandatory and must be completed no later than two (2) weeks after any event Program Council sponsors or Co-Sponsors. These evaluations describe the steps taken in planning, running, budgeting, and clean up after the event. Any contracts, invoices and publicity should also be filed in your individual binder. If filled out correctly, these Program Evaluations will answer many questions and help the future planning for any events for future and current Program Council members. All Program Evaluations should be uploaded to the current Program Council online resource.

Article VII: Elections

Section I: When Elections are Held

Annual elections shall be held between the last week of February and last week of March to allow a transition period between Executive Boards.

Section II: Applicant Eligibility

Applicants for positions must be active Executive Board or Committee Members for at least 1 semester with a minimum 2.3 GPA and full-time student status. Priority will be

given to applicants for President and Vice Presidents with prior PC Executive Board experience.

Section III: President Selection

- This process will be overseen by an Election Committee consisting of the outgoing President, Advisor, and two appointed PC representatives deemed suitable by the current board. No member of this committee may be a candidate for an Executive Board position.
- An online application will be opened to those who wish to run for President
- All presidential candidates will have the opportunity to speak to the whole membership about their qualifications and answer any questions.
- Any member not in the running for President will be given the chance to provide written anonymous feedback and suggestions to the Election Committee. The Election Committee will take the written suggestions and feedback into consideration when making their decision.
- Candidates will then interview with the Election Committee before a final decision is made. If a candidate does not receive the President position, they will still have a chance to run for the Executive Board,

Section IV: Executive Board Selection

- This process will be overseen by an Election Committee consisting of the incoming President, outgoing President, Advisor, and the two appointed PC representatives deemed suitable by the current board. If there is no outgoing President, an outgoing Executive Board member can be added.
- An online application will be opened to those who wish to run for the Executive Board. Candidates will be able to state their preferred role, but may be offered any of the positions available.
- All candidates will have the opportunity to speak to the whole membership about their qualifications and answer any questions.
- Any member not in the running for the Executive Board will be given the chance to provide written anonymous feedback and suggestions to the Election Committee.. The Election Committee will take the written suggestions and feedback into consideration when making their decision.
- Candidates will then interview with the Election Committee before final decisions are made.

The Program Council Executive Board reserves the right to amend this election process at any time for any specific event with a majority vote.

Article XIII: Transitions

- All newly elected Executive Board positions must be announced April 1
- The month of April will be used as a transition month. Past executive board members will be responsible for transitioning whomever has been newly elected into the position
- Newly elected members are required to attend the annual LEAP Conference, unless given an excused absence by the President or Advisor

- All new Executive Board members will be publicly announced at the last Program Council meeting of the year, at the latest
- The term of the current board will end at the conclusion of their final event of the spring semester

Article IX: Advisor

Section I: University Requirements of an Advisor

All student organizations are required to have a currently employed Suffolk University faculty or staff advisor working on-campus during the semester(s) of advisement.

Section II: Advisor Duties

The Advisor's responsibilities include but are not limited to:

1. Attendance at the election meeting
2. Attend Executive Board Meetings
3. Attend General Member Meetings
4. Attend Events
5. One on One Meetings with the President
6. Be available as a resource for all Executive Board Members
7. Act as a facilitator between Suffolk University Administration and Program Council

Section III: Advisor Removal

An advisor may be removed from the position:

1. For failure to carry out the responsibilities of that position.
2. For actions which violate the purposes of the organization.
3. For actions which violate University policies.

An advisor may be removed by the following process:

1. Written charges by a member are to be presented to the Executive Board.
2. The Executive Board will notify the advisor of an opportunity for the advisor to respond to charges at the next regular meeting.
3. The meeting must have quorum present and only Executive Board members may participate in the vote.
4. Voting for removal is to be done by secret ballot within 2 weeks of the meeting.
5. A unanimous vote is required for removal.
6. The advisor must be notified immediately of the outcome of the vote.

Section IV: Advisor Appeal

1. If the advisor wishes to appeal the vote for removal they must send a written letter of appeal to the Program Council Executive Board within two weeks of the decision.
2. The Executive Board will review the appeal and notify Program Council and the advisor in no more than one week of the decision.
3. The advisor may also submit a request to the SGA Student Judicial Review board for assistance with mediation and interpretation.

Article X: Finances

Section I: Student Organization Accounts

1. It is against University policy for student organizations to have off-campus accounts.
2. Organizations are prohibited from collecting dues of any kind.

Section II: Dissolution of Organization

1. If this group dissolves, all monies allocated by the SGA Finance Committee shall be returned to the SGA Initiatives account.

Article XI: Constitutional Amendments

Section I: Proposing Amendments

1. Any active member can propose an amendment to the constitution by submitting a written request to the Executive Board prior to the last meeting of the year.

Section II: Amendment Process

1. Once an amendment to the constitution is submitted to the Executive Board, the amendment can be voted on immediately.

Section III: Passing an Amendment

1. Amendments to this constitution shall be adopted by a 2/3 majority vote.

Section IV: Student Leadership and Involvement Office Approval

1. All amendments must be submitted to the Student Leadership and Involvement Office for final approval and a revised copy of the constitution will be placed on permanent file in the Student Leadership and Involvement Office.

Article XII: Ratification

1. This constitution will be ratified by a unanimous vote of the Program Council Executive Board provided officers are in attendance.