

The Constitution of
The Student Programming
Council
of
Southern Illinois University Carbondale

PREAMBLE

A governing Council, composed of students attending the Carbondale campus of Southern Illinois University is hereby created to further the social, educational, recreational and cultural needs of each student of this campus community. This Council shall hold the responsibility for initiating, planning, developing and implementing an activities program which is sensitive to the needs of the students and campus community of Southern Illinois University at Carbondale. This organization is to be open and responsive to all students attending SIUC.

Amended as of September 15, 2015.

ARTICLE I

SECTION 1. NAME

- A. The name of the organization shall be the Student Programming Council.

ARTICLE II

SECTION 1. PURPOSE

- A. The purpose of the Student Programming Council shall be:
1. To formulate and conduct an activities program suited to the needs of the Students attending Southern Illinois University Carbondale by providing the best possible social, educational, recreational and cultural programs to the students of this campus.
 2. To promote and represent the interest of the student body of Southern Illinois University Carbondale.
 3. To encourage student development of leadership abilities and other skills through participation in the business and programming functions of the Council.
 4. To retain its position as a respected contributor to the establishment and maintenance of a high educational, cultural and social standard for this university and other organizations to which it belongs.

ARTICLE III

SECTION 1. MEMBERSHIP

- A. Any student attending Southern Illinois University Carbondale is eligible for general membership in this organization.

- B. Any eligible student who has completed a membership application form and is currently participating in the planning and execution of council activities will be considered an active general member.

ARTICLE IV

SECTION 1. BOARD OF DIRECTORS

- A. The Board of Directors shall meet weekly during the fall and spring semesters and be responsible for overseeing all business and functions of the Council in accordance with its' Constitution and By-Laws, and all other applicable laws, policies and procedures.
- B. The Board of Directors shall be composed of the following thirteen officers:
 - 1. Executive Director
 - i. The SPC Executive Director is responsible and accountable to the Student Programming Council Board of Directors for providing leadership in the development of a well-balanced and successful program of cultural, educational, recreational and social programs suited to the needs and interests of the entire SIUC student body. The Executive Director ensures that all programs are delivered at an affordable cost to the students and produced in an effective and professional manner. The Executive Director coordinates the member recognition program. The Executive Director also serves as the chief representative of SPC to all students and constituency groups. The Executive Director is required to remain in Carbondale during the summer session.
 - 2. Vice Executive Director
 - i. The SPC Vice-Executive Director is responsible and accountable to the Student Programming Council Board of Directors for ensuring that the operation of the entire organization is completed in an organized and professional manner. The Vice-Executive Director maintains all official SPC documents, organizes the membership tracking database, monitors the use of all SPC budgets, prepares agendas, reports and minutes for all SPC Board of Directors meetings and ensures that all programming committees are producing the best programs possible in an effective and professional manner. The Vice-Executive Director is required to remain in Carbondale during the summer session.
 - 3. Director of Comedy
 - i. The SPC Director of Comedy is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of comedy shows and other related events suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to the students and include performances by national, regional, local and student comedians, hypnotists, mentalists and magicians in the Student Center, Shryock Auditorium and other campus venues.

4. Director of Concerts
 - i. The SPC Director of Concerts is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of concerts and other related events suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to the students and include national, regional, local and student acts, produced in both indoor and outdoor venues, on and off campus. The SPC Director of Concerts also serves on the Sunset Concerts Committee as the official SPC representative and is required to remain in Carbondale during the summer session.
5. Director of Films
 - i. The SPC Director of Films is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of films, videos and other related events suited to the needs and interests of the entire student body of Southern Illinois University Carbondale. These films should be delivered at an affordable cost to the students and include the latest releases, cult classics, independent, art house, and foreign films shown in the Student Center Auditorium and other campus venues
6. Director of Homecoming
 - i. The SPC Director of Homecoming is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of events during Homecoming and other all campus traditional events suited to the needs and interests of the entire SIUC student body. These events should include the Homecoming Parade, King and Queen Elections, and Coronation Ceremony. The SPC Director of Homecoming also serves on the SIUC Saluki Family Weekend/ Homecoming Coordinating Committee as an official SPC representative.
7. Director of Late Nite
 - i. The SPC Director of Late Nite is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of events general taking place during evening hours suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to students and should include, but are not limited to Dawgs Nite Out which includes the co-sponsorships from new student programs, the student center, student health services, and university housing.
8. Director of Lectures
 - i. The SPC Director of Lectures is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of lectures, discussions and other related events suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to the students and include lectures by national, regional and local speakers, panel discussions, debates and workshops produced in the Student Center and other campus venues.
9. Director of Marketing
 - i. The SPC Director of Marketing is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program marketing and advertising campaigns and other related

activities suited to the needs and interests of the entire student body of Southern Illinois University Carbondale. These activities should include coordinating SPC newspaper advertising, managing the SPC website, distributing SPC promotional items, producing SPC volunteer recruitment activities, generating press releases, coordinating promotional events, designing display cases and producing banner

10. Director of Social Media

- i. The SPC Director of Social Media is responsible and accountable to the Student Programming Council Board of Directors for developing and/or maintaining but not limited to the SPC website, Facebook, Twitter, Blog, and YouTube Channel and other social media outlets. The Director of Social Media will work with all SPC directors to gain information about the happenings of SPC and how they can use social media to increase awareness of events. The committee also keeps a photo and video history of all events and promotions.

11. Director of SPC-TV

- i. The SPC Director of SPC-TV is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of video programming on SPC-TV suited to the needs and interests of the entire SIUC student body. This programming should include, student produced shows, Homecoming Parade coverage, campus news and general interest programs, USG Meetings, SPC- TV Anniversary Show, and music video shows.

12. Director of Special Events

- i. The SPC Director of Special Events is responsible and accountable to the Student Programming Council Board of Directors for developing a well- balanced and successful program of all campus special events suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to the students and include Saluki Family Weekend, cultural/recreational and educational trips, novelty activities, corporate sponsored programs and other special events. The SPC Director of Special Events also serves on the SIUC Saluki Family Weekend/ Homecoming Coordinating Committee as an official SPC representative.

13. Director of Visual and Performing Arts

- i. The SPC Director of Visual and Performing Arts is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of visual art exhibits, competitions and other related events suited to the needs and interests of the entire SIUC student body. These events should be delivered at an affordable cost to the students and include the Parents' Choice Art Show, Undergraduate Art Show, Purchase Awards Art Shows, regular exhibits in Art Alley, and open mic nights.

C. Each member of the Board of Directors is responsible for meeting the following requirements of their position.

1. Prepare and present official business for approval by SPC Board of Directors.
2. Keep SPC Board of Directors and University Programming Office staff informed of all decisions, programs and activities.

3. Schedule, post and maintain a minimum of 6 office hours per week within regular business hours during fall and spring semesters and Executive Directors, including the vice executive shall maintain a minimum of 8 officer hours per week within regular business hours during fall and spring semesters.
4. Attend and participate in all SPC Board of Director required meetings, programs and events.
5. Support and represent all activities, decisions and personnel of the Student Programming Council.
6. Maintain regular contact during breaks, with UPO staff and SPC Board of Director to manage council business, programs and events.
7. Develop a working knowledge of and operate within the rules, policies and procedures of the Student Programming Council and Southern Illinois University Carbondale
8. Develop and submit the proposed budget for the upcoming fiscal year for approval by the SPC Board of Directors.
9. Schedule time for training and facilitate the orderly transfer of power with the Director-Elect.
10. Represent the best interests of the students on all business before the SPC Board of Directors and vote when required.
11. Perform all required duties of the position description and other related duties as required by the SPC Board of Directors.

SECTION 2. TERM OF OFFICE

- A. The official term of office for each member of the Board of Directors shall last one year and begin with the last meeting of the fall semester, which shall be a joint meeting of the old and new Board of Directors and end at the last meeting of the following fall semester.
 1. Committee Directors may choose to apply for a consecutive term but must meet all the requirements of the Director Selection Process.
 2. Newly selected members of the Board of Directors shall serve as Direct-Elect during the time following selection until beginning of their official term of office.

SECTION 3. DIRECTOR ELIGIBILITY AND SELECTION PROCESS

- A. In order for a student to be eligible to be selected and hold a position on the Board of Directors, they must meet the following qualifications.
 1. Must be enrolled for a minimum of 6 credit hours as an undergraduate or 3 credit hours as a graduate at SIUC.

2. Must have and maintain an overall grade point average of 2.30 or higher as an undergraduate and an overall grade point average of 3.25 as a graduate student as well as be in good standing both academically and disciplinary at SIUC.
 3. Must have the ability to motivate and work with students, other SPC Directors, and university staff.
 4. Should have some direct experience with programming and knowledge of area resources.
- B. The Board of Directors is responsible for conducting a fair and open Director Application Process, which meets the following requirements.
1. The Director Selection Committee shall meet and conduct interviews before the end of the tenth week of classes of the fall semester.
 2. Those students who desire to be Directors must complete and turn in an application before the deadline specified by the Board of Directors.
 3. The Executive Director shall be responsible for ensuring that the availability of applications and the application deadlines are well publicized and thoroughly promoted for no less than two (2) weeks.
- C. The Executive Director shall serve as chair and convene the Director Selection Committee composed of the following members:
1. Three current non-returning Directors appointed by the Executive Director
 2. Two Undergraduate Student Government Designees
 3. One Graduate Professional Student Council Designee
 4. One University Programming Office Staff Advisor (non-voting)
- D. If the Executive Director chooses to be an applicant for a position, then the Executive Director shall nominate a current non-returning Director as chair and the Board of Directors shall approve the nomination by a simple majority vote.
- E. If USG or GPSC fail to appoint designees to the Director Selection Committee in a timely manner, The Executive Director shall appoint an appropriate representative to fill any vacant position on the committee.
- F. The 6 voting members of the selection committee shall be:
1. The three current non-returning Directors
 2. The two Undergraduate Student Government Designees
 3. The one Graduate Professional Student Council Designee
- G. The decisions of the selection committee shall be final. In the event of a tie in the voting, the chair shall cast the deciding vote.

- H. All persons present during the selection may discuss the applicants among themselves. The reasoning and discussion, which lead to the selections, are to remain confidential and not to be discussed outside of the selection room.
- I. All applicants shall be contacted within five (5) working days following the conclusion of the selection process and informed of the decisions of the committee.

SECTION 4. VACANCIES

- A. Upon the resignation or removal of a member of the Board of Directors, the Executive Director shall declare the position vacant and institute the Director Selection Process according to Article IV Section 3.
- B. The Executive Director shall be responsible for ensuring that the availability of applications and the application deadlines are well publicized and thoroughly promoted for no less than two (2) weeks.
- C. When a position is declared vacant, the Vice Executive Director shall assume the responsibility of coordinating the duties of the vacant position including supervising committee members and managing program responsibilities.
- D. In the event the Executive Director resigns or is removed, the Vice Executive Director shall serve as the Acting Executive Director until a new person is selected according to the Director Selection Process, Article IV Section 3.
- E. In the event that a member of the Board of Directors resigns or is removed, the Executive Directors may implement an Executive Committee under Article V Section 2, to appoint an interim Director until the Director Selection process, Article IV Section 3 can be instituted.

SECTION 5. DIRECTOR REMOVAL PROCESS

- A. A motion to remove a Director from their position must be introduced by a current member of the Board of Directors and seconded at a regularly scheduled meeting. The motion shall then be tabled until the next regularly scheduled meeting.
- B. The motion must be in writing and contain specific reasons for removal according to Article IV section 5. The Director in question shall be notified in writing as to the reason(s) for removal.
- C. The vote on removal shall take place at the next regularly scheduled meeting following the introduction of the removal motion. Voting will be done by secret ballot and a two-thirds (2/3) vote of those present is required for removal.
- D. Removal shall be effective immediately.
- E. Immediate Removal must be for one or more of the following reasons:
 - 1. Misuse of Student Programming Council finances and resources.
 - 2. Conduct, dishonesty and/or illegal behavior, which limits the ability of a Director to fulfill their required duties.

3. No longer meet the eligibility requirements of Article IV Section 3.

D. Removal by majority vote must be for one or more of the following reasons:

1. Failure to carry out the duties specified in Director's Position Description.
2. Three (3) unexcused absences from mandatory functions of the Board of Directors

Article V

SECTION 1. STANDING COMMITTEES

A. The Eleven Standing Committees of the Student Programming Council shall be:

1. Comedy Committee
2. Concerts Committee
3. Films Committee
4. Homecoming Committee
5. Late Nite Committee
6. Lectures Committee
7. Marketing Committee
8. Social Media Committee
9. SPC-TV Committee
10. Special Events Committee
11. Visual and Performing Arts Committee

SECTION 2. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the Executive Director, Vice Executive Director and one current Director.

B. The Executive Director shall in a timely fashion nominate a current Director to sit on the Executive Committee and the Board of Directors shall approve the nomination by a simple majority vote.

C. In cases where the Board of Directors is unable to meet, the Executive Committee has the authority to make decisions on any and all business that would normally go before the Board.

1. The Executive Committee has the authority and duty to disallow any and all business approved by the Board of Directors that is averse to the purposes and responsibilities of the Student Programming Council.
2. All decisions by the Executive Committee shall be made with a unanimous vote.
3. All decisions of the Executive Committee must be reported to the Board of Directors at the next regular or special meeting.

SECTION 3. AD HOC COMMITTEES

A. Executive Director may appoint an ad-hoc committee when necessary to perform specific tasks and make recommendation to the Board of Directors.

ARTICLE VI

SECTION 1. ADVISORS

- A. The University Programming Associate Director, Assistant Director and UPO Graduate Assistants shall serve as advisors to the Student Programming Council Board of Directors, its committees and general members.
- B. The advisors shall insure that all business conducted by the organization complies with all applicable federal, state and local laws, and all university policies, procedures, and regulations applicable to Registered Student Organizations.
- C. The University Programming Associate Director shall be the fiscal officer of all council accounts and be responsible for approving all expenditures.

ARTICLE VII

SECTION 1. MEETINGS

- A. The Board of Directors shall meet weekly when classes are in session during the fall and spring semesters unless otherwise agreed upon by a majority vote of the Board of Directors.
- B. The standing committees shall each meet weekly when classes are in session during the fall and spring semesters unless otherwise agreed upon by a majority vote of the Board of Directors.
- C. The Executive Director or the Executive Committee may call, when necessary, a special meeting of the Board of Directors. All persons to be present at the special meeting shall be given 24 hours' notice of date, time, place and reason for the special meeting.
- D. A quorum is necessary to hold a meeting of the Board of Directors. A quorum consists of the majority of the eligible voting membership.
- E. All Board of Directors business and meetings shall be conducted in accordance with Robert's Rules of Order Revised.

SECTION 2. VOTING

- A. Each member of the Board of Directors shall have one vote on all business brought before the Board of Directors.
 - 1. Directors with approved absences may appoint proxies to attend meetings.
 - 2. Regular business brought before the Board of Directors shall be approved by a majority vote of eligible voters present.
- B. The Executive Director may cast the deciding vote in case of a tie and the Executive Director may make motions.

ARTICLE VIII

SECTION 1. AMENDMENTS

- A. Amendments to the Constitution of the Student Programming Council shall be made as follows:
1. Any member may propose an amendment at a regular meeting of the Council. The motion must be in writing and specifically detail the proposed changes.
 2. All Members shall be notified in advance that an amendment is under consideration and provided with a copy of that amendment.
 3. The vote on the proposed amendment shall take place at the next regularly scheduled meeting following the introduction of the motion.
- B. If two-thirds (2/3) of the voting members of the Council vote in favor of the amendment, it shall become effective immediately.

STUDENT PROGRAMMING COUNCIL
BY-LAWS

1. All Board of Director Members are required to attend the following meetings and events

Board of Director Meetings	Spring Retreat
Board of Director Training Sessions	End of Year Banquet
	Homecoming Parade
	Fall Retreat
Family Weekend	Student Involvement Fair
Dawgs Nite Out	Other events as approved

2. Approval of Excused Absences from Board of Director Required Meetings and Events

- a. Definition of Excused Absences: Any absence caused by medical reasons, conflict with an academic course or activity, death in the family, military service, or family emergency receives precedence to be excused. However, this list does not indicate that all absences of these natures are guaranteed excusal, nor does it limit excusal to these reasons.
- b. Directors that will be absent from or miss any substantial part of any required Board of Director Meeting or Event must gain approval from the Board of Directors at a meeting prior to the absence.
- c. All anticipated absences must be made in writing and handed in to the Executive and/or Vice-Executive Directors before the close of the SPC office, at least one day prior to the day of the event or meeting in question. If this does not occur, only emergencies will be considered for excusal at the next SPC Board of Directors meeting.
- d. If absence is due to an emergency situation and prior approval is not possible, the absence should then be brought up for approval at the next regular Board of Directors meeting.
- e. An absence at a required Board of Directors Meeting or Event will count as an unexcused absence until the Board of Directors approves it.
- f. Directors are allowed no more than three excused absences to Board of Director meetings or events per academic semester. (To take effect Fall '06)

3. The Executive Director and other Directors shall maintain 8 and 6 weekly office hours respectively.

- a. Each director shall arrive in a timely fashion.
- b. Office-hour eligibility
 1. A director must be present in the office or conducting SPC business elsewhere during the time period and during regular business hours.
 2. Hours logged outside of regular business hours will not be counted toward the weekly requirement of office hours.

3. A weekly scheduled meeting with advisors may be counted toward the weekly requirement of office hours.
4. Committee meetings and Board of Director meetings will not be counted toward the weekly requirement of office hours.
5. An office hour must be at least a full sixty minutes in order to be counted.
6. Directors must have office hour blocks on at least three different days during the week.
7. Directors must have at least two two-hour work blocks scheduled during the week.

c. Tracking of Office Hours

1. The Vice-Executive Director shall maintain complete records of office hours as well as tardiness to meetings and non-compliance issues.
 2. Office hours shall be tracked by the My Time Station system and will be retrieved weekly by the Executive Director.
 3. Posted office hours may not be changed more than two times without approval from the board.
4. The regular meeting of the Board of Directors shall be scheduled to last up to 2 hours with the exclusion the annual budget meeting.
- a. All members of the Board of Directors are responsible for being available for this length.
 - b. If any business is left undone after the two hour allotment of time, then it will be tabled until the next regularly scheduled meeting.
 - c. The Board of Directors may vote to extend the meeting length by a two-thirds 2/3 vote of those present.
5. The Board of Directors must approve all of the following before any action can be taken:
- a. Date of a prospective event
 - b. Any admission price that will be charged at a prospective event
 - c. A specific entertainer/presenter that SPC will be contracting.
 - d. A general budget for a prospective event (e.g., sound, space rental, advertising, etc.)
 - e. Location of a prospective event
 - f. Any and all co-sponsorship agreements
 - g. Purchase of any and all equipment excluding office supplies and organizational operating expenses.

- h. Events that are sponsored by SPC at no charge to SPC or to the students.
 - i. Meeting times for both the Board of Directors and the standing committees.
 - j. If any of the above items are changed after initial approval by the Board of Directors, the committee must re-submit the event with the changes to the Board for re-approval.
6. The Board of Director shall approve all co-sponsorships agreements with other registered student organizations, campus departments and outside groups.
- a. The SPC Co-sponsorship Agreement must be completed and presented to the Board of Directors for approval before the agreement is finalized with the other organization(s).
 - b. The SPC Co-sponsorship Agreement must be signed by all representatives before it will be considered complete
7. The council shall be responsible for assessing SIUC student needs and interests annually to assist with budget decisions and programming.
- a. The assessment may be conducted by the council itself or by a contracted organization with skilled in needs and interests assessment.
 - b. The research tools used may include but are not limited to surveys, focus groups, and questionnaires.
8. Free admission shall be granted to Student Programming Council sponsored programs with admission charge of \$5 or less for each member of the Board of Directors.
- a. The limit would be to programs where seating is available.
 - b. A current door list shall be made and distributed for each of the programs meeting these criteria.
 - c. Members of the Board of Directors could be required to present picture identification if requested.
9. No Directors shall be permitted to enter any contest sponsored by any committee of the Student Programming Council.
10. The Student Programming Council Bylaws shall serve guidelines for the council and may be amended by a two-thirds (2/3) vote of the Directors.

Amended as of September 15, 2015.