

AUSTIN PEAY STATE UNIVERSITY

GOVS PROGRAMMING COUNCIL

CONSTITUTION
& BYLAWS

SPRING 2009

GPC CONSTITUTION

PREAMBLE

We, the Austin Peay State University (APSU) Gops Programming Council (GPC), hereby establish the following constitution. The purpose of this document is to guide the Council's actions in providing the APSU community with entertainment, cultural and social events, multi-cultural, intellectual, recreational, community service, campus governance involvement, thereby enriching the college experience. Actions of this Council shall be in accordance with the conditions and intentions stated below and to the University's policies and mission.

Article I: Name

The name of this organization shall be the Gops Programming Council (GPC).

Article II: Purpose

The purpose of GPC shall be to serve as the primary student programming body at the Austin Peay State University. As such, it is responsible for the planning and implementation of a variety of programming events to meet the cultural, social, multi-cultural, intellectual, recreational, community service, campus governance involvement and vocational needs of the student body. GPC also strives to promote school unity and spirit through activities and programs while allowing students to enjoy new experiences through socialization. Funded by Student Life and Leadership, GPC seeks to provide cost effective programming. In addition, GPC strives to expand campus and community relations through the inclusion of faculty, staff, alumni, parents of students, and the Clarksville community in its programming efforts.

Article III: Position Requirements

- Section I: Any full-time student at Austin Peay State University (Main Campus) is eligible to be a general member.
- Section II: Students seeking membership on a GPC standing committee must be a registered Austin Peay State University (Main Campus) student in good academic standing as defined by the Office of the Registrar.
- Section III: Students seeking Executive Board membership must be a registered Austin Peay State University (Main Campus) student in good academic standing, with no formal discipline record, possessing and maintaining a minimum 2.5 GPA during their membership and at least 9 completed credit hours.

Section IV: Prior programming experience is highly recommended for committee chairs, although this is not required as a means of selection.

Section V: The President of GPC must have completed two consecutive semesters of GPC programming experience prior to his or her term.

Article IV: GPC Structure

Section I: GPC membership includes the Executive Board and GPC committee members.

Section II: The Executive Board shall be composed of eight members, which include a president, vice-president, secretary-treasurer, public relations officer and four committee chairs.

Section III: Each committee chairperson shall be the chair of one of the four standing committees: special events committee, stage production committee, cinema committee and current events & lecture committee. The president shall oversee all other members of the executive board.

Section IV: The four committee chair positions shall be appointed in accordance with **Article VIII of the Constitution**.

Section V: Committee members are recognized as non-voting GPC members who are overseen by their particular chairperson and organized as the chairperson sees fit. Committees are required to meet as scheduled at the discretion of the committee chairperson responsible for that committee. Committee members may change committees or work with other committees of the GPC at will.

Article V: Executive Board Meeting Structure

Section I: Executive Board meetings are open to the entire APSU community.

Section II: Executive Board meetings will be held at a specified time in the Morgan University Center unless otherwise noted. Meetings shall be held between two to four times monthly, at a fixed time, to be determined by the GPC and advisor on a per-semester basis.

Section III: A quorum shall be a minimum of three current GPC committee chairs, and two of the following: president, vice-President or secretary-Treasurer. No business may be conducted at a meeting without quorum.

Section IV: Executive Board meetings may be called or cancelled by a quorum vote at a preceding meeting.

Section V: Meetings shall be presided over by the president of GPC. In the event that the president is absent, the vice-president shall temporarily fill the position. In the event that both are absent, the secretary-treasurer shall preside over the meeting.

Section VI: Voting shall be cast by a show of hands, unless a member requests a ballot vote.

Article VI: GPC Policies

Section I: Non-discrimination Statement

GPC does not discriminate on the basis of age, race, color, sex, religion, national origin, marital status, physical handicap, or sexual orientation.

Section II: Non-hazing Statement

This organization will not conspire to engage in hazing in any shape or form and will not commit any acts that cause or are likely to cause physical harm or personal degradation or disgrace.

Section III: Compliance Statement

GPC shall comply with all university policies and regulations as well as local, state and federal laws. Furthermore, GPC shall not engage in any activities subversive to the welfare of the University, the State of Tennessee or the United States of America.

Section IV: Attendance

1. Members are permitted excused absences from regular meetings and committee events. Prior notice must be given in writing or through email to the secretary-treasurer. The Executive Board must approve the absence.
2. Absences are determined as excused or unexcused by the Executive Board.
3. Members are permitted two unexcused absences from meetings and committee events. On the third occurrence, the member may be removed from office, as described in **Article III, Section II of the By-laws**.
4. Executive council members are required to attend all GPC executive meetings, and their own committee meetings and events unless approved by the president.

Article VII: Member Selection & Election Terms

- Section I: Members of the standing committees shall be recruited during the fall and spring semesters and shall maintain their membership throughout the year as desired by the individual member.
- Section II: Expressed interest and desire to serve on the committees shall be the only means of selection utilized in developing the membership of standing committees.
- Section III: Members of the Executive Board shall serve in their capacities for the calendar year.
- Section IV: Presidential and Vice-presidential elections must be held one week prior to elections for other Executive Board positions.
- Section V: Normal Executive Board elections will be held in March for positions starting in the following academic year.

Article VIII: Application Procedures

- Section I: All applicants for all GPC executive positions (with the exception of president and vice-president) shall be required to submit a written application to the Advisor by the deadline set by the Advisor.
- Section II: Notice shall be given of an open position at least two weeks prior to an application procedure.
- Section III: All applicants for the positions of committee chair, secretary-treasurer and public relations officer shall be interviewed by the advisor, president, vice-president and two committee members selected by the executive board. Based on the written application and the interview, the said GPC members will select the new officers.
- Section IV: The positions of president and vice-president shall be elected by the general membership. To be eligible for either of these positions, a candidate must have served as an executive board member for one semester. The candidate must make his or her intention to run for one of these positions clear at least two weeks prior to the election. The candidates shall give a short speech about their plans if elected. General membership shall then vote for president and vice-president. In the case of a tie, the out-going president, if not running for re-election, shall cast the deciding vote, otherwise, the vote shall be cast by the advisor.

Section V: All appointments to the GPC are for a term of one academic year. If a member of the GPC wishes to serve for additional terms, he or she may interview for the same or a different position or run for president or vice-resident.

Section VI: Term limits shall be enforced for members of the GPC. No member of the GPC may occupy the same position on the Council for more than two consecutive terms of one academic year each. GPC members may, however, occupy different positions on the GPC for as many terms as they wish.

Article IX: President Duties

Section I: The president shall be the chief student officer and a voting member of the GPC and as such shall provide the necessary leadership for achieving the purpose of the GPC.

Section II: Shall preside at the meetings of the GPC.

Section III: Shall act as the official student spokesperson and representative of the GPC in all cases, including public events and shall be concerned with the public image of the GPC in the media.

Section IV: Shall attend all GPC events he or she is able to.

Section V: Shall coordinate both short-term and long-term goals for the year.

Section VI: Shall develop relationships with other recognized APSU student organizations including exploring co-sponsorship possibilities.

Section VII: Shall hold a position on the Gops Organization Council as a voting member representing the GPC. The president shall not be an executive member of SGA or GOC or a president of IFC, PC or NPHC during his or her term of office on GPC.

Section VIII: Shall be responsible, along with the Vice President and Advisor, for the selection of the incoming Executive Board.

Section IX: In the event that multiple executive board positions are vacant, the president will assist the vice-president as chairperson of a committee.

Section X: Shall maintain at least four office hours per week.

Article X: Vice President Duties

Section I: The vice-president shall be chief assistant to the President and a voting member of the GPC and as such shall provide the necessary leadership for achieving the purpose of the GPC.

- Section II: Shall preside at the meetings of the GPC in the absence of the President.
- Section III: Shall be in charge of recruiting and maintaining the general committee membership of the GPC.
- Section IV: Shall attend all GPC events he or she is able to.
- Section V: Shall initiate and be responsible for facilitating all facets of group recognition including but not limited to awards, banquets, retreats, and involvement with institutional recognition.
- Section VI: The vice-president shall not be an executive member of SGA or GOC or a president of IFC, PC or NPHC during his or her term of office on GPC.
- Section VII: In the case that a committee chair is vacated, shall serve as interim chairperson until a replacement is appointed.
- Section VIII: Shall be responsible, along with the president and advisor, for the selection of the incoming executive board.
- Section IX: Shall maintain at least four office hours per week.

Article XI: Secretary-Treasurer Duties

- Section I: The GPC secretary-treasurer is a voting member of the GPC. This student officer shall act as a general aide to the president, and shall be the chief financial officer and record-keeper of the GPC.
- Section II: In the event that an executive board member cannot attend a meeting, due to an excused absence, the secretary-treasurer can be utilized as a proxy for the absent member so that they do not lose their vote on any business before the GPC.
- Section III: Shall submit all budget transactions and check requests to the advisor within 10 academic days of an event; an accurate master budget ledger must also be kept.
- Section IV: Shall prepare the weekly agenda for the GPC Meeting, in collusion with the president and advisor.
- Section V: Shall prepare a conglomeration of the GPC Minutes, including reports from the committee chairs, that will be e-mailed to all GPC members before the next scheduled GPC meeting
- Section VI: Shall keep official attendance roles of GPC meetings.

Section VII: Shall maintain at least two office hours per week.

Article XII: Public Relations Officer Duties

Section I: Shall act as web coordinator, ensuring that all events and items pertaining to GPC are updated and accurate on our web page.

Section II: Shall submit events and other pertinent information to the *All-state* and other publications as needed.

Section III: Shall prepare event publicity and promotional material (i.e., fliers) for each event as needed and as requested by other committees at least one week prior to the event.

Section IV: Shall prepare emails to the student body about upcoming GPC events.

Section V: Shall be responsible for brain storming and implementing new ideas for publicity.

Section VI: Shall maintain and regularly update the GPC bulletin board as necessary located outside the office of Student Life and Leadership (UC 211).

Section VII: Shall be responsible for maintaining GPC's website along with communicating with the other executive board members in regards to committee events and pictures.

Section VIII: Shall maintain at least three office hours per week.

Article XIII: Committee Chairperson Duties

Section I: Committee chairs shall be responsible for fulfilling the programming standards for their respective committees.

Section II: Shall maintain at least four office hours per week. This does not include events that they are overseeing in any given week. These do not have to be worked in the GPC office.

Section III: Shall meet with the Advisor on a regular basis for meetings, which will be held once a week at a specified time.

Section IV: Shall recruit and train members to work on committees, and delegate responsibilities as needed to committee members.

Section V: Shall evaluate completed programs and projects with committee members and other executive board members within ten days of the event.

- Section VI: Shall attend workshops, leadership training and professional conferences, as applicable and as their schedules allow.
- Section VII: Shall plan and present a variety of programs designed to reach as many of the students of the Austin Peay State University as possible.
- Section VIII: Shall work with any incoming chairperson to plan the following year's events.
- Section IX: Shall be responsible for booking professional acts, under the supervision of the advisor, who shall be responsible for negotiating contracts.
- Section X: Shall perform other duties as assigned by the president.
- Section XI: Shall prepare a file that must be handed to the secretary-treasurer ten days after an event occurs. This file shall contain copies of publicity, the event evaluation, and a budget report (both estimated and actual costs with receipts) in addition to an attendance figure for both students and GPC members.
- Section XIV: Shall be present at *all* events sponsored by their specific committee.
- Section XV: Shall be responsible for making sure that all events sponsored by their committee are adequately promoted by having promotional materials posted around campus.

Article XIV: Committee Member Duties

- Section I: All GPC Members are required to attend their committee meetings as set by their chairperson and the events of their respective committee, and assist the responsible chairperson during the event as needed.
- Section II: GPC Members shall attend at least two events of other committees throughout a semester.
- Section III: It is suggested, but not required that committee members attend Executive Board meetings.

Article XV: Special Events Committee

- Section I: Shall oversee, plan all details of, and carry out events pertaining to the GPC's contributions to such campus-wide events as Homecoming, Coming Home, welcome events and end of the semester events.

Article XVI: Stage Production Committee

Section I: Shall oversee, plan all details of, and carry out events pertaining to concerts, comedians, magicians, game shows, variety shows and other large scale entertainment events.

Article XVII: Cinema Committee

Section I: Shall oversee, plan all details of, and carry out events pertaining to the showing of movies on the APSU campus and related activities and applicable lectures.

Article XIII: Current Events & Lecture Committee

Section I: Shall oversee, plan all details of, and carry out events, discussions, workshops, forums and large scale lectures with the purpose of enhancing the understanding of current events within the student body.

Article XIV: Advising

Section I: The Assistant Director of Student Life and Leadership for Programming shall serve as the Advisor to the GPC.

Section II: The advisor shall attend all GPC Executive Board meetings, but will have no voting privilege, except as a member of a Judicial Board as described in **Article III of the By-laws** or in the cancellation of events as described in **Article V of the By-laws**.

Section III: Prior to admission to the GPC, the Advisor shall check the GPA of all the potential and standing Executive Board members to determine eligibility for the coming term.

Section IV: The Advisor shall be responsible for allocating funds to the GPC, dealing and negotiating with performers and agents contractually, approving all GPC spending and generally advising members of the Council.

Article XV: Constitutional Ratification

Section I: Copies of the Constitution shall be available upon request.

Section II: Ratification or added amendments shall be made by a 3/4 majority vote cast by executive board members with the approval of the advisor provided the amendments have been submitted in writing to the president.

Section III: A general assembly vote for ratification or changes to the Constitution is at the discretion of the executive board, as they deem necessary.

Section IV: This constitution may be amended by a majority vote of the Executive Board providing the amendments have been submitted in writing to the president.

GPC BY-LAWS

Article I: Rules of Order

- Section I: GPC shall use *Robert's Relaxed Rules of Order* as a guideline for rules of order, but shall not be bound by them.
- Section II: GPC policies are guidelines set for the GPC and should not be manipulated for self-gain.

Article II: Emergency Meetings

- Section I: Any executive officer may call an emergency meeting to discuss such matters as event cancellation or other pressing issues that cannot wait for regular meeting.
- Section II: The proponent of an emergency meeting is responsible for setting the time, date and location of the meeting and must alert all executive officers and advisor of the meeting and its purpose at least twenty-four hours in advance.
- Section III: Any executive officer or the advisor may decline to attend the emergency meeting at his or her discretion.
- Section IV: For any business to be conducted at an emergency meeting, a quorum of executive officers must be present.

Article III: Vacation of & Removal from Office

Section I: Vacated Positions

1. In the event that the GPC president, vice-president, public relations officer or secretary-treasurer is unable to fulfill his or her responsibilities, the GPC executive board shall appoint a replacement in consultation with the advisor.
2. The selection of a replacement for GPC president or vice-president shall follow the procedures outlined in **Article VIII of the constitution**.
3. In the event that any committee chair position of the executive board becomes vacant, the GPC president shall call for a replacement in consultation with the advisor.
4. Vacancies on committees shall be filled at the discretion of the responsible committee chairperson.

5. If an executive board officer is unable to fulfill his or her obligation and wishes to resign from office, he or she must send a written letter of resignation to the President, Vice-president, and the Advisor at least one week prior to the next event or meeting.

Section II: Removal

1. Grounds for the removal of an executive board member may be for incompetence or excessive absences from Executive Board meetings.
 - a. Incompetence is defined as not meeting duties of that position, or of having attitudes detrimental to the committee, GPC, or APSU.
 - b. Excessive absences are defined as having two or more unexcused absences as defined in **Article VI, Section IV of the constitution.**
2. The decision to remove an executive board member from office will be made by the other seven executive board members and the advisor. This body shall henceforth be known as the “judicial board” and shall be chaired by the advisor.
3. Procedure for Removal
 - a. A written complaint must be filed by the person making the complaint to the advisor. The name of the plaintiff shall be kept confidential.
 - b. The judicial board and the accused member shall hear the complaint and evaluate whether the charges constitute grounds for removal during a closed emergency meeting.
 - c. If the judicial board finds that there are grounds for removal, the accused shall be allowed to offer a defense during the emergency meeting.
 - d. The accused shall leave the meeting, while the judicial board deliberates the complaint and defense and votes by secret ballot. A $\frac{3}{4}$ majority vote is required to remove the accused from office. This vote shall be final. The accused shall be notified of the outcome of the vote immediately.

Article IV: Co-sponsorships

Section I: All co-sponsored events between the GPC and other campus entities shall be handled formally. Agreements should take place between a GPC

executive officer and/or advisor and an executive officer and/or advisor of the co-sponsoring organization.

- Section II: A contract of written agreement should be established to distinguish the responsibilities of each organization. The contract or written agreement must be submitted with the proposal during a GPC meeting.
- Section III: A representative from the co-sponsoring organization may be present when presenting the proposal.
- Section IV: The proponent of the co-sponsorship shall communicate *all* obligation of the GPC, as well as the responsibilities of the co-sponsor to the Executive Board during the proposal.
- Section V: To be accepted, a proposal for co-sponsorship must be endorsed by a majority vote of quorum at an executive board meeting.

Article V: Event Cancellation

- Section I: All programs are subject to veto by the Austin Peay State University Administration
- Section II: In the event that an executive board member deems that a scheduled event should be delayed and/or cancelled he or she must bring the question before the executive board at the next scheduled meeting, or call an emergency meeting as described in **Article II of the by-laws**. The motion to delay or cancel an event must pass by majority of quorum, and this decision shall be final.
- Section III: If quorum cannot be achieved in a timely manner, the proponent of the cancellation shall make a reasonable effort to refer the question to an ad-hoc committee of two executive board members and the advisor. The decision of this committee shall be final, provided there is no more than one member in dissent. If this committee is unable to resolve the question, the event may be vetoed by the advisor.
- Section IV: In the case that an event cancellation affects a contract the GPC shall be responsible for payment to contractors as defined by said contract.

Article VI: Oath of Office

The following oath shall be administered to all executive board members upon their election or selection:

“I, (state your name), shall uphold the policies set forth by the Gov’s Programming Council and be aware of my responsibility to provide co-curricular opportunities for the entire student body of Austin Peay State University. I shall be constantly aware of the importance of improving programming and, by doing so, work for the betterment of the University.”

Article VII: By-laws Ratification

- Section I: Copies of the by-laws shall be available upon request.
- Section II: Ratification or added amendments shall be made by a 2/3 majority vote cast by executive board members, provided the amendments have been submitted in writing at a previous executive board meeting.
- Section III: A general assembly vote for ratification or changes to the by-laws is at the discretion of the executive board, as they deem necessary.