

WINTHROP UNIVERSITY

DIGIORGIO STUDENT UNION

BY-LAWS

Article I: Officers

SECTION 1 The **President** and **Vice President** of the DiGiorgio Student Union Programming Board (hereafter referred to as DSU or the Program Board) shall serve for one year. They assume office at an annual installation ceremony held in mid to late April of each year. If no ceremony is held, the new President officially assumes office April 30.

SECTION 2 The **President** and **Vice President** must be full-time students (undergraduate-12 hours, graduate-6 hours) and have accumulated 24 academic hours by the end of the spring semester in which they are candidates. These positions require a 2.5 overall grade point average for undergraduates and a 3.0 overall grade point average for graduate students at the time of selection. Candidates for these positions must have acquired one year of programming experience prior to assuming office. Candidates must submit an application by the deadline set by the current DSU President and the DSU Advisor. A committee chaired by the DSU Advisor and consisting of the, Graduate/Student Assistant for Student Activities, and the current DSU President and Vice President will certify candidates for the positions. Any discrepancies may be appealed to the Advisory Board within 2 days of the decision. Any applicant not certified to run for President or Vice President will be encouraged to resubmit for a position on the Programming Board when applications are available.

SECTION 3 A subcommittee consisting of the DSU Advisor, Graduate Associate/Student Assistant for Student Activities along with the DSU President and Vice President shall be named the Executive Board.

SECTION 4 The **responsibilities** and **duties** of DSU **President** are as follows:

1. Fully execute all duties set forth in the DSU Constitution and By-Laws
2. Chair both Advisory and Program Board meetings
3. Appoint subcommittees on both boards as needed
4. Assume the duties of the Vice President if that officer is temporarily unable to do so (if opening is permanent, the established procedure in the By-Laws applies)
5. Stay in contact with programming chairs and check details to ensure that all is done properly and on time

6. Serve as an ex-officio member (with vote) of Program Board and break all tie-votes that might occur within the Program and Advisory Boards
7. Work with the Vice President and DSU Advisor to help set agendas for meetings of Advisory and Program Boards as well as DSU Executive Council Meetings
8. Be responsible for all official actions taken by the board members on behalf of DiGiorgio Student Union
9. Ensure recruitment of applicants for Program Board from all segments of University community
10. Participate in the selection of all programming board members.
11. Appoint a student-at-large to serve on the Advisory Board
12. Serve seven office hours each week
13. Support all programs sponsored by the Program Board
14. Serve as official representative of DSU on University committees such as the Council of Student Leaders, etc.
15. Take the lead in planning social / team-building/ bonding activities for members of the Program Board including the annual DSU Holiday Party and the End-of-the-Year Party
16. Assist DSU Advisor, the DSU Vice President, and the Graduate Associate/Student Assistant in planning the fall retreat, leadership development seminars, etc., to give the Program Board the best training opportunities available
17. Provide input to programming committee chairs and DSU Advisor in the selection of acts Winthrop brings to campus
18. Initially handle discipline needs as they arise and ask for the assistance of the DSU Advisor when needed
19. Motivate and encourage Program Board members
20. Give input to the DSU Advisor concerning APCA / NACA delegate selection
21. Work with the DSU Advisor for the evaluation process of DSU (internally and externally)
22. Be responsible for condition of DSU office and program chairs' workplace, in aims to keep organized and presentable at all times
23. Other duties as they arise

SECTION 5 The **responsibilities** and **duties** of the **DSU Vice President** are as follows:

1. Fully execute all duties set forth in the DSU Constitution and By-Laws
2. Oversee and check details of all DSU publicity efforts, and oversee and supervise webmaster and social media chairs.
3. Be official representative of Program Board on Advisory Board
4. Preside at DSU Program and Advisory Board meetings when the President is unable to attend
5. Assume the responsibility and duties of the President and Student Assistant if either is temporarily unable to do so (if opening is permanent, the established procedure in the By-Laws applies)
6. Work with the President and DSU Advisor to set agendas for meetings of the Advisory Board, Program Board, and DSU Executive Council
7. Be responsible for actions taken by Board members on behalf of DiGiorgio Student Union
8. Ensure recruitment of applicants for Program Board from all segments of the University community
9. Participate in the selection process of all board members
10. Appoint a student-at-large to serve on the Advisory Board
11. Serve seven office hours each week
12. Support all programs sponsored by the Program Board
13. Oversee publicity efforts including table displays for Winthrop Day, Preview Days, Orientation, Teacher Cadet Day, etc.
14. Give input to DSU Advisor concerning APCA / NACA delegate selection
15. Assist programming chairs, the DSU Advisor, and the President with programming ideas
16. Serve as the representative of DSU on official university committees when the President is unable to do so
17. Organize recruitment and organization of committee volunteers
18. Work with the President, DSU Advisor, and Graduate Associate/Student Assistant to assist in planning social and developmental activities of the Program Board
19. Is responsible for organization and supervision of creative workspace
20. With the help of all members of DSU, will assess the marketing methods made to the Winthrop campus and determine the strengths, weaknesses, and develop new methods of marketing that should be made.
21. Prepare end-of-year presentation for installation ceremony that documents year's events.
22. In the absence of the Student Assistant, record and publish minutes of all regularly scheduled Program and Advisory Board meetings.
23. Other duties as they arise

SECTION 6 **Remuneration** the Dean of Students along with the DSU Advisor shall determine the annual compensations of the **President** and **Vice President**.

SECTION 7 The DSU **President** and **Vice President** are chosen by the current membership of the Advisory Board by an interview process and majority vote. The DSU Advisor and Graduate Associate/Student Assistant have voting privileges for this Advisory board process. If a member of the Advisory Board is running for an office, then he/she will forfeit the right to vote on that position. The DSU President and Vice President will be announced prior to the last day of February. It is preferable that the interviews and decisions be made prior to the national programming board spring conventions.

Article II: Advisory Board

SECTION 1 The Advisory Board shall have the following **members** (with vote):

1. President (chairperson)
2. Vice President
3. Chair / Vice Chair of the Council of Student Leaders
4. Three faculty members elected by the Faculty conference for a staggered three-year term
5. Four students-at-large appointed for one-year terms (one by President, one by Vice President, one by the Graduate Associate, one by the DSU Advisor).The five programming committee chairs of the DSU Program Board (An appointed committee member will substitute for the programming chair if he / she is unable to be present at meeting or is running for office)

SECTION 2 The Advisory Board shall have the following **ex-officio members** (without vote):

1. Dean of Students (except for officer selection process)
2. DSU Advisor (except for officer selection process)
3. Graduate Associate/Student Assistant - who takes and produces the official minutes of these meetings (except for officer selection process)
4. The editor or entertainment editor of the *Johnsonian* (whichever can attend)
5. The editor of The Roddey-McMillan Record

SECTION 3 The following students will be invited to attend the Advisory Board meetings if they so desire (without vote):

1. DSU Program Board General Board Committee Members

SECTION 4 Advisory Board terms begin April 30th. Advisory Board members shall attend all Advisory Board meetings and carry out the responsibilities as set forth in Article II, Section I of the DSU Constitution.

SECTION 5 The student-at-large positions on the Advisory Board are open to all full-time students (as previously defined) who have accumulated 24 academic hours by the end of the spring semester in which they are appointed. These positions require a 2.0 grade point average for undergraduates and a 3.0 grade point average for graduate students at the time of their appointment.

Article III: Program Board Structure

SECTION 1 The Program Board shall have the following **members** (with vote):

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| 1. President (Chairperson) | 1 |
| 2. Vice President | 1 |
| 3. Programming Committee Chairs | 5 |
| 4. Programming Committee Members | 25 |
| 5. Graphic Designer | 1 |
| 6. Social Media Chair | 1-2 |
| 7. Public Relations | 1 |

The Program Board shall have the following **ex-officio members** (without vote):

1. Dean of Students
2. DSU Advisor
3. Graduate Associate/Student Assistant

All student member terms begin at an installation ceremony. If no ceremony is held, then terms begin on April 30th.

SECTION 2 **DSU Program Board members** shall be full-time students (as previously defined) at the time of their selection and shall have 12 academic hours prior to their selection. The position of **chair** requires a 2.25 grade point average for undergraduates and a 3.0 grade point average for graduate students at the time of the selection. The position of **board member** requires a 2.0 grade point average for undergraduates and a 3.0 grade point average for graduate students at the time of the selection. If the selection committee wants to appoint a student who does not have a minimum grade point average, the student must bring his/her grade point average up to minimum standards by the next semester and will not be a paid member of DSU until grade point average qualifications are met. If the student is unable to meet this requirement, the standard replacement policy takes place.

SECTION 3 The **responsibilities** and **duties** of the DSU **Programming Chairs** are as follows:

1. Fully execute all duties as set forth in the DiGiorgio Student Union Constitution and By-Laws.
2. Attend all meetings of the Program Board and Advisory Board and report concerning their respective areas.
3. Provide a schedule of office hours to Student Assistant.
4. Have periodic meetings with and report to the DSU Program Board President and DSU Advisor to discuss programming matters pertaining to their respective areas.
5. Hold weekly meetings with respective committee members.
6. Complete appropriate forms prior to and immediately following each event.
7. Work with the committee members to promote and publicize events under the direction of the Vice President.
8. Delegation of specific tasks to committee members.
9. Coordinate marketing efforts for assigned events and ensure an integrated campaign is in place for each event that reaches all appropriate audiences.
10. Ensure all technical needs have been taken care of for each event.
11. Serve as a liaison between the program board and any local sound and lights technicians and/or technicians representing the acts.
12. Compose a list of desired events for the next semester.
13. Serve four office hours each week.
14. Support all programs sponsored by the Program Board.
15. Other duties as they arise.

SECTION 4 **Remuneration**The Dean of Students along with the DSU Advisor shall determine the annual compensation of the DSU **Programming Chairs**.

SECTION 5 The **responsibilities** and **duties** of the DSU **Programming Committee Members** are as follows:

1. Fully execute all duties as set forth in the DSU Constitution and By-Laws.
2. Attend all meetings of the Program Board.
3. Attend weekly meetings with respective committee chair.
4. Attend all meetings of the Advisory Board in the event that the Chair cannot attend.
5. Have thorough understanding of all their chair does, as they assume the duties of their chair if he/she is temporarily unable to do so.
6. Assist in the planning and publicity efforts of assigned events.
7. Support all programs sponsored by the Program Board.
8. Other duties as they arise.

SECTION 6 **Remuneration**The Dean of Students along with the DSU Advisor shall determine the annual compensation of the DSU Programming **Committee Members**.

SECTION 7 The **responsibilities** and **duties** of the **Graphic Design Chair** are as follows:

1. Fully execute all duties as set forth in the DSU Constitution and By-Laws.
2. Attend all meetings of the Program Board.
3. Provide a schedule of office hours to Student Assistant.
4. Work under the direction of the DSU Vice-President and Assistant Director of Campus Programming to assist with graphic design of marketing projects involving the advertisement and promotion of DSU.
5. Assist with the designing of Welcome Week, Homecoming and Eaglefest promotional materials.
6. Serve two office hours each week
7. Support all programs sponsored by the Program Board.
8. Other duties as they arise

SECTION 8 **Remuneration**The Dean of Students along with the DSU Advisor shall determine the annual compensation of the DSU **Graphic Design Chair**.

SECTION 9 The responsibilities and duties of the **Social Media Chair** are as follows:

1. Fully execute all duties as set forth in the DSU Constitution and By-Laws.
2. Attend all meetings of the Program Board
3. Work under the direction of the DSU Vice-President and DSU Advisor to handle all maintenance of the DSU Social Media Accounts.
4. Assist Programming Committees in all Social Media correspondence.
5. Serve two office hours each week.
6. Support all programs sponsored by the Program Board.
7. Other duties as they arise.

SECTION 10 **Remuneration**The Dean of Students along with the DSU Advisor shall determine the annual compensation of the DSU **Social Media Chair**.

SECTION 11 The responsibilities and duties of the **Public Relations Chair** are as follows:

1. Fully execute all duties as set forth in the DSU Constitution and By-Laws.
2. Attend all meetings of the Program Board
3. Work under the direction of the DSU Vice-President and DSU Advisor to handle all communication with internal and external media outlets.
4. Assist Programming Committees in all Public Relations correspondence.
5. Serve two office hours each week.
6. Support all programs sponsored by the Program Board.
7. Other duties as they arise.

SECTION 12 **Remuneration**The Dean of Students along with the DSU Advisor shall determine the annual compensation of the DSU **Public Relations Chair**.

SECTION 13 **Selection of DSU Program Board members**

The **President** and **Vice President** will work with the DSU Advisor in developing an information sheet and application for Program Board membership. It will detail the specific duties, descriptions, and responsibilities of the various positions. When applicants return their forms, they will sign up for interview times. The Executive Board will interview applicants and place them in respective positions. If any member of the Executive Board cannot serve on the Selection Committee or if the Executive Board unanimously agrees, the DSU Advisor can appoint a replacement for the Interview Committee among members of the Advisory Board.

Article IV: Program Board-Specific Descriptions

SECTION 1 **President** - The DSU President chairs all Program Board, Executive Council, and Advisory Board meetings and, along with the DSU Advisor, helps set goals, purpose, and direction for these groups. The President motivates and supports the various board members and represents DSU on campus-wide committees. The President supervises the programming chairs and the technical assistant(s). The President insures that events are properly organized and run efficiently and that all proper evaluations of the board are conducted.

SECTION 2 **Vice President** - The DSU Vice President is responsible for all publicity through the webmaster, public relations, social media, and all subsequent DSU members. It is the responsibility of the Vice President to collect all forms of promo from all committees via the chair of such committee, by the set deadlines assigned by the DSU Advisor. In order to enhance and maintain dedication to promotion, the

Vice President will work with chairs to investigate new and old marketing ideas. The Vice President will work with the DSU Advisor to complete all tasks set forth for publicity/marketing. The Vice President must be ready to assume Presidential duties i.e. meetings, communication, events, etc. when the President is notably unable.

SECTION 3 **Live Music Committee** - These programmers bring the best musicians on the college market to our campus, and offer a variety of diverse musical performances to the Winthrop community. Live Music hosts solo or duo acts, local and national groups and bands.

SECTION 4 **Fine and Performing Arts Committee** - These programmers are committed to exposing the Winthrop community to arts opportunities such as poetry, visual arts, dance, and theatre, including improvisation and comedy.

SECTION 5 **Lectures and Diversity Committee-** These programmers sponsor speakers who address significant issues and present unique and innovative ideas, debates, and forums to educate and entertain. Students are exposed to cultural differences and traditions, in aims to open the dialogue on topics of diversity and promote multicultural understanding from both a domestic and global perspective.

SECTION 6 **Traditions and Special Events Committee-** These programmers organize events which do not neatly fit within the existing committees, and provide a means for students to celebrate Winthrop's unique spirit and culture at various campus-wide events throughout the year.

SECTION 7 **Daytime/Late-Night and Novelties Committee-** These programmers sponsor creative, interactive, "home-grown," or student featured programs during non-traditional event times, which target both residential and commuter students. In addition, this committee sponsors interactive novelties, allowing students to create fun and innovative trinkets to take home.

SECTION 8 **Graphic Designer** The Graphic Designer is responsible for the design and creation of many advertisements and publications for the DiGiorgio Student Union (DSU), and works to create design solutions that have a high visual impact. As such, this position plays an important role in the branding and overall image of DSU.

SECTION 9 **Social Media Chair** - This person will work under the direction of the DSU Vice-President, and will assist programming committees in any Social Media Correspondence and assist with the maintenance of the DSU webpage. He/she will develop new methods of using the currently used social media sites as well as researching new sites as they become more present on campus. He or she will ensure the fluidity and presence of all online marketing.

SECTION 10 **Public Relations Chair** - This person will work under the direction of the DSU Vice- President, and will assist programming committees in any Public Relations Correspondence. He/she will relay communication from all committees and board to internal and external media outlets. The person in this position will also research new outlets in the region to submit press releases to.

SECTION 11 **Student Assistant**-The Student Assistant handles special projects for the DSU Advisor, the Dean of Students, and the DSU Program Board. The Student Assistant will be instrumental in helping plan all social and developmental activities (such as the DSU weekend retreat.) This person will help wherever needed to insure that the details in the program planning and publicity processes are completed. The Student Assistant is expected to attend as many of the Program Board, Executive Council, and Advisory Board meetings as possible and support all of the activities sponsored by the DSU Program Board. Additional responsibilities include DSU mailings, such as, Welcome Week flyers, semester calendars, and holiday cards to faculty/staff and the Friends of DSU, oversee all DSU files, keep inventory of office supplies and be ready to replace low supplies, and record and publish minutes of all regularly scheduled Program and Advisory Board meetings.

SECTION 12 **DSU Advisor**- Advises the DSU board standing committees and Welcome Week campus entertainment. The DSU Advisor also serves as the primary advisor to both the Program and Advisory Boards, and works individually with executive board members and committee chairs. The DSU Advisor also sets goals, chairs the selection committee, and keeps the organization on track with its objectives and expectations. This person is ultimately responsible to Dean of Students and Vice President of Student Life to see that DSU fulfills its mission statement to the university community.

Article V: Removal from Office / Vacancies / Switches

SECTION 1 If a Program Board officer, chair, or committee member neglects the responsibilities of his/her position as stated in the DSU Constitution and By-Laws, the person, under recommendation of the Program Board and the approval of the DSU Advisor, shall be removed from office. The person in question has the right to an appeal before the Advisory Board within ONE week of dismissal. Both the vote to oust and vote to overturn the decision requires a 2/3 vote by those present at the Program/Advisory Board meetings.

SECTION 2 If a DSU Program Board **officer** or **member** neglects the responsibilities and duties of his/her position as stated in the DSU Constitution and By-Laws but does not warrant dismissal, the DSU Advisor has the option to withhold his/her name

on DSU's payroll until the advisor feels the student has begun to satisfactorily fulfill the specific responsibilities and duties of his/her respective position.

SECTION 3 In the event that the position of **President** becomes vacant, the **Vice President** will assume the position and duties of the President. This action requires approval by a majority of the Advisory and Program Boards and by the DSU Advisor. If the Vice President does not accept the responsibility of the presidency or is not approved by one of the various parties, the Program Board will elect a current chairperson for the office of President. This person must then be approved by a majority of the Advisory Board and the DSU Advisor. If an appropriate chair will not accept the position, nominations from the entire board will be accepted.

SECTION 4 In the event that the position of **Vice President** becomes vacant, the Program Board elects a current **DSU Member** to assume the position and duties of the Vice President. This action requires approval by a majority of the Advisory board and the DSU Advisor. If, during the replacement process, a suitable committee chair is not available, another member of the DSU Program Board may be elected with the approval by a majority of the Advisory Board and the DSU Advisor.

SECTION 5 In the event that the position of one of the **committee members, Graphic Designer, Public Relations, or Social Media** positions becomes vacant, a committee consisting of the current DSU Executive Council shall appoint a person to assume the position and duties of the vacated office.

SECTION 6 In the event that the position of a **programming committee chairperson** becomes vacant, a selected member of the committee will assume the position and duties of the chairperson. This action requires approval by the DSU President, Vice President and DSU Advisor. If they are not approved, this group (Pres., V.P. and DSU Advisor), may select another DSU Program Board member to assume the vacant chair's duties for the remainder of the term. If a proper internal candidate does not present himself, the position may be filled by open application.

SECTION 7 In the event that a **faculty** position on the Advisory Board becomes vacant, the **Faculty Conference** will appoint a replacement. In the event that a **student-at-large** position becomes vacant, the person who appointed this student will select a replacement.

SECTION 8 If a situation occurs where the Program Board would benefit from a **switch of positions** between a chairperson and one of his/her committee members, the switch must be agreed upon by the **DSU President, Vice President and DSU Advisor** to be put into effect. If the demoted chair would like to appeal to the

Advisory Board, he/she must do so within ONE week of notification. It would take a 2/3 vote of the Advisory Board to overrule the decision.

Article VI: Board Meetings

SECTION 1 The **President** will prescribe a suitable schedule of meetings after looking at schedules collected by the **Student Assistant**. General Program Board meetings will be held at **least** every other week.

SECTION 2 A group consisting of the **DSU Advisor, the Graduate/Student Assistant, the President and Vice President of DSU** will be known as the **Executive Council**. This group will be called together periodically by the DSU President, DSU Vice President, or the DSU Advisor.

SECTION 3 The **Advisory Board** will meet at least once a year. Special meetings may be necessary during the year and will be called by the **President, Vice President, or DSU Advisor**.

SECTION 4 **Quorums** shall consist of one more than half of the regular membership of both the Program and Advisory Boards and is required to conduct business. A simple majority of the quorum present and voting shall be considered sufficient to pass any business.

SECTION 5 At the beginning of each year, DSU Program Board will discuss and determine the attendance policy for their meeting. If problems arise, they will be dealt with in weekly DSU Executive Council meetings.

Article VII: Summer Workshops, NACA and APCA Conferences

SECTION 1 In order to maintain the skill level necessary for quality programming, when the budget allows, specific **DSU Program Board members** may attend summer educational conferences pertaining to DSU Activities. These students will be selected by the DSU Advisor.

SECTION 2 **Members of the DSU Program Board** are eligible to attend the Association for the Promotion of Campus Activities (**APCA**) and the National Association for Campus Activities (**NACA**) regional and national conventions. These conferences provide the opportunity for students to enhance their programming abilities and increase their awareness of the variety of programs and entertainment available. Decisions regarding the number of delegates we send and which specific students attend are made by the **DSU Advisor** on an application, merit,

and budgetary basis. The advisor will seek input from the **DSU President, Vice President, and Graduate/Student Assistant** when making these decisions.

SECTION 3 All members of the Program Board are required to attend a weekend retreat shortly after school begins in the fall. This retreat is designed to help the Program Board learn programming skills, work on promotions for upcoming events, brainstorm and establish group goals and objectives, and to build group unity. Other developmental sessions and seminars may be scheduled at various times throughout the year. The attendance policy for these events is the same as the regularly-scheduled Program Board meetings.

Article VIII: Amendments

SECTION 1 Amendments to these By-Laws can be proposed by any member of the DiGiorgio Student Union **Advisory or Program Boards**. If voted upon favorably by 2/3 of both the Advisory and Program Boards, amendments are passed and become effective immediately.