

**Student Union Social Programming Board
Constitution**

Preamble

The Social Programming Board (SPB) is an Executive Entity of the Student Union at Washington University in Saint Louis, charged with providing entertaining and educational activities in the form of concerts, comedians, special events, and film screenings. These programs will work to fulfill the programming aspect of Student Union’s purpose and help create a more vibrant campus community. As the Student Union’s principal student programming body, the SPB’s programming will emphasize its mission of service to the campus community and to the undergraduate students in particular. In fulfilling these responsibilities, the SPB will be responsive to the diverse interests and programming needs of the campus community.

ARTICLE I – Name

The name of this organization shall be Social Programming Board (SPB) and shall be comprised of the SPB Executive Board and General Body which is made up of the Programming Committee, the Operations Committee, and the Design Committee.

ARTICLE II – SPB Executive Board

Section 1. Purpose

- a. The Executive Board shall serve as the principal governing body of the SPB and will set the vision for all SPB programs and initiatives.

Section 2. Membership

- a. All positions in the SPB Executive Board shall consist of constituents of the Student Union.
- b. Membership in the SPB Executive Board shall consist of the following:

President	Happy Hour Director
Vice President of Finance	Film Director
Vice President of Membership	Production Director
WILD Director	Promotions Director
Concerts Director	Outreach Director
Comedy Director	Special Events Director

- c. An outline of the structure of the SPB Executive Board and the SPB General Body committees is attached.
- d. All members of the SPB Executive Board, except the President, shall have one (1) vote in every regular Executive Board Meeting and SPB Executive vote unless otherwise noted.
- e. In the case of a tie, for majority votes, when quorum is met, the President shall have the tie-breaking vote.

ARTICLE III- Duties of SPB Executive Board

Section 1. Each member of the Executive Board must:

- a. Create and/or update thorough transition materials to be given to their successor.
- b. Attend regular two-on-one meetings with the SPB Staff Advisor and SPB President, as needed.
- c. Attend weekly meetings of the Executive Board of the SPB.
- d. Attend meetings of the General Body of the SPB, as scheduled by the VP Membership.
- e. Attend at least one (1) leadership and development retreat each fall.
- f. Supervise any Programming, Operations, or Design Committee assigned to them.
- g. Assist with the day-of execution of all SPB programming, unless excused by Event Director, President, and Vice President of Membership.
- h. Attend and hold open forums and town hall meetings at least (3) times a semester.

Section 2. The President shall:

- a. Oversee the overall coordination of the entire SPB.
- b. Provide for the supervision and coordination of the SPB Executive Board.
- c. Hold weekly meetings of the Executive Board of the SPB.
- d. Meet with the SPB Staff Advisor once per week.
- e. Arrange an organizational retreat for all SPB membership at the beginning of each semester.
- f. Act as a liaison between the SPB and the Student Union.
- g. Have office hours at least once a week
- h. Act as, or assign a member of the SPB to act as, an official liaison between SPB and marginalized communities or affinity groups on campus. This responsibility will be outlined within the SPB Constitutional Bylaws.
- i. Meet with the speaker of the Senate at the beginning, middle and end of every semester, and as needed to ensure that the needs of the student body are being actively conveyed to SPB

Section 3. The VP Finance shall:

- a. Supervise all financial and budgeting activities within the SPB.
- b. Submit the yearly budget request to the Vice President of Finance of the Student Union at the beginning of each spring semester, after it is passed by a majority of the Executive Board of the SPB.
- c. Track revenues and expenditures of all SPB accounts.
- d. Meet with the Vice President of Finance of Student Union *as needed* to discuss the spending and budget of the SPB.

Section 4. The VP Membership shall:

- a. Oversee the overall coordination, conceptualization, and management of the recruitment of the SPB; as well as maintain the interest and involvement of the SPB General Body Membership.
- b. Coordinate day-of involvement of SPB membership for events when necessary.
- c. Hold meetings of the General Body of the SPB as necessary.
- d. Oversee all of the SPB General Board Committees.

- e. Arrange an organizational retreat for all of the SPB General Body membership at the beginning of each semester.
- f. Collect and ensure the creation and upkeep of thorough transition materials by all SPB Directors.

Section 5. The WILD Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of the fall and spring WILD concerts.
- b. Coordinate the booking process for all performers for WILD concerts and submit a priorities list to the Executive Board of the SPB for approval each semester.
- c. Assist in supervising the Programming Committee.

Section 6. The Concerts Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of concerts, not to include WILD.
- b. Coordinate the booking process for concert performers and submit a priorities list to the Executive Board of the SPB for approval each semester.
- c. Assist in supervising the Programming Committee.

Section 7. The Comedy Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of a diverse range of comedy events, including a biannual comedy show.
- b. Coordinate the booking process for performers for comedy events and submit a priorities list to the Executive Board of the SPB for approval each semester.
- c. Assist in supervising the Programming Committee.

Section 8. The Special Events Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of all non-concerts, non-comedy, non-happy hour, and non-film events.
- b. Assist in supervising the Programming Committee.

Section 9. The Happy Hour Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of Happy Hour.
- b. Assist in supervising the Programming Committee.

Section 10: The Film Director shall:

- a. Oversee the overall coordination, conceptualization, programming, and management of all film related programming. This includes, but is not limited to, film screenings and TV show screenings.
- b. Assist in supervising the Programming Committee.

Section 11. The Production Director shall:

- a. Oversee the overall coordination, conceptualization, and management of production for all SPB events.

- b. Production will include audio, visual, lights, staging and any other technical matters.
- c. Select and conduct bidding process for outside production-related contractors and vendors.
- d. Coordinate hospitality needs for all SPB events including event staff and performer needs.
- e. Coordinate security needs and be the main point of contact for security for all SPB Events, including contracting and directing police, police aides and EMS.
- f. Be responsible for coordinating the safety of all SPB staff, performers, and audience members at SPB events through the creation and implementation of credentials, security plans, and security briefings.
- g. Coordinate all sustainability initiatives at SPB events including but not limited to ordering sustainable products, scheduling waste services for SPB events, and maintaining relationships with other on campus green groups.
- h. Assist in supervising the Operations Committee.

Section 12. Promotions Director shall:

- a. Oversee the overall coordination, conceptualization, and management of all communication between the SPB and the constituents of the Student Union.
- b. Coordinate the creation and distribution of all promotional materials.
- c. Work with programming directors to develop creative marketing strategies for each SPB event.
- d. Research and develop new methods for advertising.
- e. Oversee a team of SPB Photographers to be present at every large event.
- f. Oversee the Design Committee.

Section 13. The Outreach Director shall:

- a. Oversee the overall coordination, conceptualization, and management of all research on behalf of the SPB.
- b. Research will include, but is not limited to, reference checks for other universities in regard to artists, the surveillance of students' wants and needs, and potential partnerships and sponsorships.
- c. Oversee the creation and implementation of the SPB talent survey.
- d. Coordinate with other members of the SPB Executive Board to assure that meaningful and productive research is completed and used in decision-making.
- e. Assist in supervising the Operations Committee.

ARTICLE IV– SPB Advisory Committee

Section 1. Purpose

- a. The SPB Advisory Committee will serve as the principal advisory resource for the SPB Executive Board and provide meaningful and constructive guidance for all SPB Executive Board members.

Section 2. Membership

- a. Membership in the SPB Advisory Committee shall consist of the Vice Presidents of Programming and Finance of the Student Union, and the SPB Staff Advisor.

ARTICLE V – Duties of SPB Advisory Committee Members

Section 1. The Vice President of Programming of Student Union shall:

- a. Serve as the official representative of the Student Union to the SPB for issues relating to large-scale university programming.
- b. Report regularly to Executive Council on the progress and operations of the SPB.
- c. Attend weekly meetings of the SPB Executive board.

Section 2. The Vice President of Finance of Student Union shall:

- a. Serve as the official representative of the Student Union to the SPB for issues relating to budgets, revenues, and expenditures.
- b. Approve the amount of money allocated to each programming and execution entity of the SPB in the Student Union General Budget.
- c. The Vice President of Finance of the Student Union reserves the right to make alterations to any amount of money allocated to the SPB.
- d. Attend the SPB meeting for which the General Budget of the SPB is passed.
- e. Meet with the VP Finance of the SPB *as needed* to discuss the spending and budget of the SPB.

Section 3. The SPB Staff Advisor shall:

- a. Serve as the official Staff Advisor of the SPB.
- b. Function under a written job description to be reviewed by Campus Life.

ARTICLE VI - Selection and Termination of SPB Executive Board

Section 1.

- a. The selection of the Executive Board members of the SPB shall be completed by Thanksgiving Break.
- b. Each prospective member of the Executive Board must submit an application to the respective selection committee to be considered for a position on the Executive Board.

Section 2. Process for selection of the SPB President

- a. A selection committee comprised of the entire outgoing SPB Executive Board, including the outgoing SPB President, and the President and Vice President of Programming of the Student Union will recommend the incoming SPB President, by 2/3 vote.
 - i. In the case that one of the named outgoing officers is applying for SPB President, they will be not be a member of the selection committee.
- b. The recommendation will be presented for majority approval by the Executive Council of the Student Union after it has been approved by a 2/3 vote of the selection committee in 1a, applicants for President abstaining.
 - i. Recommendation of the SPB President will be, in part, based on the review of SPB President applications and interviews.
 - ii. Should the Executive Council vote to not approve an SPB President candidate, the SPB Executive Board will vote to nominate another candidate.

Section 3. Process for selection of the SPB VP Finance

- a. A selection committee comprised of the outgoing President, VP Finance, VP Membership of the SPB, the incoming President of the SPB, the Vice Presidents of Finance and Programming of the Student Union will recommend the incoming SPB VP Finance.
 - i. In the case that one of the named outgoing officers is applying for VP Finance of SPB, they will be replaced by an outgoing member that is not seeking that position, chosen by the SPB President.
- b. The recommendation will be presented for majority approval by the Executive Council of the Student Union after it has been approved by a 2/3 vote of the selection committee in 3a, applicants for President abstaining.
 - i. Recommendation of the SPB President will be, in part, based on the review of SPB President applications and interviews.
 - ii. Should the Executive Council vote to not approve an SPB President candidate, the SPB Executive Board will vote to nominate another candidate.

Section 4. Process for selection of the SPB VP Membership

- a. A selection committee comprised of the outgoing President, VP Finance, and VP Membership of the SPB, the incoming President of the SPB, the Vice President of Programming of the Student Union will recommend the incoming SPB VP Membership.
 - i. In the case that one of the named outgoing officers is applying for VP Membership of SPB, they will be replaced by an outgoing member that is not seeking that position, chosen by the SPB President.
- b. The recommendation will be presented for majority approval by the Executive Council of the Student Union after it has been approved by a 2/3 vote of the selection committee in 4a, applicants for President abstaining.
 - i. Recommendation of the SPB President will be, in part, based on the review of SPB President applications and interviews.
 - ii. Should the Executive Council vote to not approve an SPB President candidate, the SPB Executive Board will vote to nominate another candidate.

Section 5. Process for selection of Directors.

- a. A selection committee comprised of the outgoing and incoming Presidents of the SPB, the Vice President of Programming of the Student Union, the outgoing Director, the outgoing and incoming VP Membership, and the outgoing and incoming VP Finance will select the incoming Directors.
- b. Directors will be selected by a majority vote of the selection committee, applicants for the respective Director position abstaining.
 - i. Selection of Directors will be, in part, based on the review of Director applications and interviews.

Section 6. Termination of SPB President, VP Finance, and VP Membership.

- a. An SPB President, VP Finance, or VP Membership may be terminated from office only after review by staff advisor and Executive Council and by majority approval of the Executive Council of the Student Union.
- b. Reasons for termination can include failure to meet minimum requirements, violating SPB governing documents, ethics violations, violating the Student Judicial Code, and/or violating Student Union policies.
- c. Review for termination may occur after one of the aforementioned actions in Section 6b.
- d. The committee in 6a will hold a hearing within one (1) week of bringing charges.
 - i. The President, VP Finance, or VP Membership in question has the right to defend their position at this hearing.

Section 7. An SPB Director may be terminated only after review by the SPB President and Advisory Committee and by majority approval of the SPB President and SU Vice Presidents of Programming and Finance.

- a. Reasons for termination can include failure to meet minimum requirements, violating SPB governing documents, ethics violations, violating the Student Judicial Code, and/or violating Student Union policies.
- b. Review for termination may occur after one of the aforementioned actions in Section 7a.
- c. The committee in 7a will hold a hearing within one (1) week of bringing charges.
 - i. The Director in question has the right to defend their position at this hearing.

Section 8. In case of the resignation or termination of the SPB President, the SPB Executive Board, SU President, and SU Vice President of Programming will approve by 2/3 vote the appointment of a constituent of the Student Union to fill the vacancy with the majority approval of the Executive Council of the Student Union.

- a. An SPB President may resign only after submitting a written resignation letter to the SPB Advisory Committee and notifying the Executive Board of the SPB.
- b. The committee in section 8 has the option to hold applications and interviews at their discretion.
- c. Should the Executive Council vote to not approve an SPB President candidate, the selection committee in section 8 will vote to nominate another candidate.

Section 9. In case of the resignation or termination of the SPB VP Finance, the SU Vice Presidents of Programming and Finance with the SPB President and SPB VP of Finance will, by 2/3 approval, appoint a constituent of the Student Union to fill the vacancy, with the majority approval of the Executive Council of the Student Union.

- a. An SPB VP Finance may resign only after submitting a written resignation letter to the SPB Advisory Committee and notifying the Executive Board of the SPB.
- b. The committee in section 9 has the option to hold applications and interviews at their discretion.
- c. Should the Executive Council vote to not approve an SPB VP Finance candidate, the selection committee in section 9 will vote to nominate another candidate.

Section 10. In case of the resignation or termination of the SPB VP Membership, the SU Vice President of Programming with the SPB President and SPB VP of Finance will, by 2/3 approval, appoint a

constituent of the Student Union to fill the vacancy, with the majority approval of the Executive Council of the Student Union.

- a. An SPB VP Membership may resign only after submitting a written resignation letter to the SPB Advisory Committee and notifying the Executive Board of the SPB.
- b. The committee in section 10 has the option to hold applications and interviews at their discretion.
- c. Should the Executive Council vote to not approve an SPB VP Membership candidate, the selection committee in section 10 will vote to nominate another candidate.

Section 11. In case of the resignation or termination of an SPB Director, the SPB President, Vice Presidents of Finance and Membership, and the SU Vice President of Programming will appoint a constituent of the Student Union to fill the vacancy, by 2/3 vote.

- a. An SPB Director may resign only after submitting a written resignation letter to the President of the SPB and notifying the Executive Board of the SPB.
- b. The committee has the option to hold applications and interviews at their discretion.

ARTICLE VII – Membership and Termination of SPB General Body

Section 1. Purpose

- a. The SPB General Body is a group of three committees of members committed to the mission of the Social Programming Board. Through innovative ideas, diverse representation, and commitment to the organization, its members provide a foundation for the wide range of programming offered by SPB each year. It also serves as a training ground for future leaders of the organization.

Section 2. Membership

- a. Membership in the SPB General Body is open to any constituent of the Student Union.
- b. Selection of SPB General Body Members will be conducted by application after the selection of SPB Executive members, but before the Thanksgiving Break.
 - a. The selection committee is comprised of the current President and Vice Presidents of Finance and Membership of SPB.
 - b. Selection requires a 2/3 vote.
 - c. The number of members on each general body committee will be set before applications by 2/3 vote of the Executive Board of SPB.
- c. To be considered “in good standing” by the SPB General Body, a member must:
 - i. Attend all required General Body and Committee meetings, as well as events required by the SPB Vice President of Membership.
 - ii. Complete their assigned tasks promptly and with sufficient quality.
 - iii. Attendance may be excused by the appropriate committee directors, and the SPB Vice President of Membership.
- d. A member of the SPB General Body may be terminated at any time if they do not meet the responsibilities previously stated, as well as for violations of the policies in sections 6 and 7.
- e. Termination may occur with the recommendation of any member of the SPB Executive Board and the approval of the President and VP Membership of the SPB.

Section 3. Structure

- a. The SPB General Body shall be structured as three committees; the Programming Committee, Operations Committee and Design Committee.
 - i. The Programming Committee is overseen by the Comedy, Concerts, Film, Happy Hour, Special Events, and WILD Directors, and its members assist them with their responsibilities as the directors see fit.
 - ii. The Operations Committee is overseen by the Outreach and Production Directors, and assists them with their responsibilities as the directors see fit.
 - iii. The Promotions Committee is overseen by the Promotions Director and assists them with all promotional efforts, as the director sees fit.
- b. The SPB General Body terms will be the same as the term of the Executive Board of the SPB.
- c. Each SPB General Body member will be assigned to one committee and attend regular meetings with their respective branch or director.
- d. The allocation of this group to different SPB tasks is up to the discretion of the SPB Vice President of Membership whose actions will be informed by both the needs of the individual directors as well as the best interest of the General Body.

Article VIII – Bylaws and Amendments

Section 1. Amendments to this Constitution may be proposed by three methods:

- a. Proposed by a member of the Executive Board of the SPB.
- b. A 2/3 vote of the SPB General Body.
- c. Proposed by an Executive Officer of the Student Union.

Section 2. Quorum is defined as 80% of the voting body of the SPB. It is necessary to meet quorum whenever a formal vote takes place within the SPB. Voting members wishing to abstain do not count towards the requisite number for quorum. There must be 80% of the voting body voting affirmatively or negatively for the vote to be considered valid. The relevant voting body of the SPB may consist of the Executive Board of the SPB, excluding the President, or the entire General Body of the SPB.

- a. Votes must take place in person, or by survey software. Votes conducted by texting, messaging apps, social media, or similar means are not considered valid. The outcomes and breakdowns of all votes must be recorded and preserved in official minutes.

Section 3. The entire SPB Executive Board will work with the appropriate programming director to narrow down a potential list of artists into the final survey list.

- a. This process is outlined in the SPB Constitutional Bylaws.
- b. SPB shall utilize the SPB Vetting Process for all talent surveys.
- c. In this process the survey list will be sent to the Diversity Affairs Council (DAC) and the Center of Diversity and Inclusion (CDI).
- d. Offers to artists will be sent in the order in which they are ranked in the survey results.
 - i. The SU Vice President of Programming will verify that this process happens.
 - ii. Survey results and ranking will not be disclosed to the student body.

Section 4. All votes unless otherwise noted, including but not limited to: Priorities lists, formal event proposals, and Constitutional Amendments must be amended or passed by a 2/3 vote of the Executive Board of the SPB, excluding the SPB President.

Section 5. Once passed by the Executive Board of the SPB, all Constitutional Amendments must be ratified by a 2/3 vote of the Executive Council of Student Union.

- a. Any 2/3 vote of the Executive Council of the Student Union may not take place unless quorum is met within the respective body.

Section 6. Bylaws

- a. The SPB Bylaws to the constitution will include:
- b. Written rules, procedures and descriptions as to how certain functions of SPB decision-making will be carried out.
- c. Roles and positions of the general board.
- d. SPB Co-Programming instructions.
- e. SPB Diversity instructions.

Section 7. SPB Vetting Process

- a. The SPB Vetting Process will ensure that the artists that SPB brings to the Student Body are in line with the values of the campus community and student population.
- b. During the Talent Survey Process Section of the SPB Bylaws, SPB will complete the SPB Vetting Process.
- c. Each Member of the SPB Executive Board will be assigned a number of artists to research by the respective SPB Director and the President.
- d. The directors will screen the artists for any potential conflicts with Washington University's strong community values of diversity and inclusion.
- e. Once the artists have been researched by SPB, SPB will go through each artist's research notes and the artist shall be discussed by the SPB Executive Board. A 4/5 vote is required to keep the artist on the survey.
- f. Once the SPB Executive Board has voted on each artist, SPB will move on to the next step of the Talent Survey process as described the Constitutional Bylaws.

Article IX - Washington University and Student Union Policy

Section 1. SPB shall not engage in, support, or initiate any activities that violate:

- a. The Washington University Charter.
- b. The University Judicial Code.
- c. Any and all University policies.
- d. The Constitution or Statutes of Student Union.
- e. The tax-exempt status of the University.
- f. Any human and/or civil rights of the faculty, staff, or student body at Washington University.
- g. Any Student Union Policies outlined in "How Things Work".

DEFINITIONS:

Ethics Violation: Including but not limited to revealing confidential information, breaking rules set forth in the Constitution or Bylaws, and forging official documents.

Event Proposals: Whether or not an event proposal is considered a formal event proposal is up to the decision of the SPB President and the Director in charge of the event.

SPB governing documents: The most current version of the Social Programming Board Constitution and Bylaws.

SU Policies: All Student Union policies pertaining to entities and/or student groups. This includes but is not limited to the Student Union Constitution, Student Union Statutes, and the most current version of How Things Work.

Minimum Requirements: The requirements set out in the Social Programming Board Constitution and/or application pertaining to membership at the appropriate level.

Open forums: An event open to all members of the Washington University community, attended by the entire SPB Executive Board where community members can provide feedback and input, and voice and comments or concerns.

Priority List: A list of artists that a Director presents to SPB Executive Board.