

The GW Program Board Constitution

ARTICLE I APPELLATION

The below constituted body shall be known as The George Washington University Program Board, hereafter referred to as the Program Board.

ARTICLE II PURPOSE

The George Washington University Program Board shall work with students, faculty, staff, and alumni in developing and implementing a broad cultural, intellectual, social, public service and recreational program for the University community.

ARTICLE III DUTIES

A. The Program Board shall be responsible for carrying out programs as defined under Article II subject to University regulations, including the Statement of Student Rights and Responsibilities, and under authority delegated by the Vice President of Student & Academic Support Services.

B. The specific nature of the Program Board's duties shall be:

1. To work with the Marvin Center and Student Activities Center staff, and the University community in the planning and execution of programs, as defined in Article II;
2. To establish a committee structure which will assist in the day-to-day programming of activities;
3. To work with other organizations in University-wide programming, subject to policies governing co-sponsorship;
4. To survey, on a regular basis, campus programming needs;
5. To administer a budget approved by the Vice President of Student and Academic Support Services;
6. To serve The George Washington University students on a non-partisan basis;
7. To do everything necessary and proper to implement purposes and duties of the Program Board.

ARTICLE IV MEMBERS

A. The elected Executive Members (students) of the Program Board shall be:

1. Chairperson;

2. Vice-Chairperson;

B. The appointed Executive Members (students) of shall be:

1. Secretary;

2. Treasurer;

3. Advertising Chairperson;

4. Arts Chairperson;

5. Concerts Chairperson;

6. Corporate Relations Chairperson;

7. Cultural Affairs Chairperson;

8. Films Chairperson;

9. Graduate Affairs Chairperson;

10. Parties Chairperson;

11. Political Affairs Chairperson;

12. Information Technologies Chairperson;

13. Community Service Chairperson.

At the discretion of the selected Committee Chairperson, and with the approval of a majority vote of the Board, co-chairpersons may be appointed. Co-chairpersons shall share one vote.

C. The Executive Committee shall be composed of:

1. The elected Executive Members;

2. The appointed Executive Members.

ARTICLE V ELECTION AND SELECTION OF MEMBERS

A. Only students who have previously served on the Executive Committee of the Program Board are eligible to be elected to the position of Chairperson. All elections shall be won by a plurality.

B. Discrepancies with the Joint Elections Committee shall be heard by an appropriate body of the University Judicial System of The George Washington University. In instances where the Joint Elections Committee rules are inconsistent with this Constitution, The George Washington University Program Board Constitution supersedes any other rules and regulations.

C. The representatives to the Joint Elections Committee shall be nominated by the Program Board Chairperson and confirmed by two-thirds of the Executive Board. A Joint Elections Committee member cannot:

1. Be a current Executive Board member;
2. Be a candidate for any elected Program Board position;
3. Apply for an appointed Executive Board position within the same year.

D. The appointed Executive Committee Members of the Program Board shall be appointed by a Selections Committee of the Program Board composed of:

1. Chairperson-elect (casts two votes) and Vice-Chairperson-elect (casts one and one-half votes);
2. Current Chairperson (casts one vote) and Current Vice-Chairperson (casts one vote);
3. Program Board advisor (non-voting);
4. Current Chairperson of the particular committee (casts one and one-half votes), except in the case that the person is running for re-appointment; in the case of Treasurer and Secretary this vote shall be excluded;
5. Current Secretary (casts one vote);
6. Current Treasurer (casts one vote);
7. In the event the current Chairperson is elected or runs for a Program Board appointed position, that position on the Selection Committee will be excluded;
8. In the event that one person is able to vote from more than one position as a result of re-election or election to a new position, that person shall only vote from the new position.
9. In accordance with Article VI, Section A of this Constitution, the current Chairperson shall break all ties.

ARTICLE VI DUTIES OF THE CURRENT MEMBERS

A. The Chairperson shall:

1. Preside at all meetings of the Program Board;
2. Serve as Chairperson for the Executive Committee;
3. Oversee all Program Board Committees;
4. Fill all vacancies after initial open-University petitioning that occur on the Program Board, subject to a two-thirds approval by the Executive Committee;
5. Establish committees as deemed appropriate by the Executive Committee;
6. Vote to make or break a tie;
7. Serve as a liaison between the Program Board and other student organizations and the administration.

B. The Vice-Chairperson shall:

1. Assume the office of Chairperson in the event of resignation or permanent incapacity of that officer;
2. Preside at all meetings of the Program Board in the absence of the Chair;
3. Arrange and coordinate all publicity for the Program Board, including but not limited to, press releases and radio announcements;
4. Communicate to the University the overall activities of the Program Board;
5. Establish and maintain channels of communication among the Program Board and also with students, staff, faculty, administration, and alumni;
6. Oversees all special projects involving more than three committees;
7. Coordinate membership activities including, but not limited to:
 - a. General Membership Meetings every semester
 - i. In common areas of the University such as the Marvin Center and Freshman dormitories
 - b. Membership activities that are committee specific, planned in conjunction with the committee chair
 - c. Brainstorm and implement incentive programs for member recruitment and retention
 - d. Actively meet with potential members and help them find appropriate committee(s)

8. Arrange intra- and inter-organizational activities for the Program Board.

C. The Secretary shall:

1. Maintain and distribute (to all Program Board Executive Committee members before the next meeting of the Program Board) official minutes and scheduling reservations of the Program Board and such files and records as the Program Board shall direct;
2. Serve as office manager in charge of general office maintenance;
3. Fill work-study positions as necessary.

D. The Treasurer shall:

1. Advise committees as to the status of expenditures and receipts;
2. Ensure that adequate financial records are kept and provide for sound financial procedures;
3. Serve as liaison to the Fiscal Affairs staff on all matters pertaining to Program Board finances and fiscal policy.

E. The Advertising Committee Chairperson shall:

1. Assume responsibility for composition of Program Board advertisements, as requested;
2. Assume responsibility for maintenance and replenishment of advertising supplies.

F. The Arts Committee Chairperson shall:

1. Arrange and coordinate all arts programming, including but not limited to dance, drama, comedy, photography, and literature.

G. The Concerts Committee Chairperson shall:

1. Arrange and coordinate all concerts and concert-related activities.

H. The Corporate Relations Committee Chairperson shall:

1. Work with local and national corporations in order to obtain complimentary or discounted items or financial support as needed.

I. The Films Committee Chairperson shall:

1. Develop and arrange a schedule of films on a semester basis;

2. Arrange and coordinate special film showings.

J. The Graduate Affairs Committee Chairperson shall:

1. Coordinate events and activities for the graduate population on campus;
2. Help to inform graduate students of Program Board activities.

K. The Cultural Affairs Committee Chairperson shall:

1. Arrange and coordinate programs to facilitate international cultural interaction;
2. Stimulate awareness of international students needs;
3. Provide a channel for international cultural programming.

L. The Special Events Committee Chairperson shall:

1. Arrange and coordinate festivals and parties, including but not limited to, those held outdoors or in the Marvin Center.

M. The Political Affairs Committee Chairperson shall:

1. Coordinate speakers, panels, and debates on political topics on a non-partisan basis;
2. Work with campus organizations to sponsor political programs;
3. Stimulate campus interest and activity in political matters.

N. The Information Technologies Chairperson shall:

1. Construct, modify, upgrade, and maintain the Program Board web site;
2. Evaluate, maintain, and upgrade the computers and other high-technology equipment within the Program Board office as necessary;
3. Conduct web "cyber programs" including interactive chat forums with celebrities, polls and surveys, and other innovative programs of this nature;
4. Provide technical assistance in programming matters to the University community as requested.

O. The Program Board and Mount Vernon Programming Council Liaison Shall:

1. Facilitate communication between Program Board and MVPC;

2. Coordinate at least one event per year where members of each Executive Board can meet each other.

P. The Community Service Chair Shall:

1. Arrange and coordinate programs to facilitate community service programs;
2. Stimulate awareness of community service needs;
3. Provide a channel for community service programming.

ARTICLE VII MEETINGS

A. The Program Board shall meet at least semi-monthly during the academic year. Special meetings shall be called by the Chairperson or at the request of three Committee Chairpersons with a least forty-eight (48) hours notice to the Executive Committee. The meetings shall be publicized and open to the University Community.

B. The Executive Committee shall meet in a closed session at least once monthly during the academic year.

C. A quorum for all meetings shall be one-half plus one of the Executive Committee.

ARTICLE VIII PARLIAMENTARY CONDUCT

The meetings of the Program Board shall be conducted in a manner deemed appropriate by the Chairperson. The Executive Committee, by a two-thirds majority, may invoke Robert's Rules of Order, Newly Revised where those rules are not in conflict with these Articles.

ARTICLE IX REMOVAL OR CENSURE OF MEMBERS

A. All procedure for removal or censure of members of the Executive Committee will be in accordance with the fundamental principles of due process as noted in the "Statement of Student Rights and Responsibilities."

B. The Program Board, by a three-fourths vote of the Executive Committee, may censure any appointed member of the Executive Committee with cause.

C. The Program Board, by a three-fourths vote of the Executive Committee, may remove from office any appointed member of the Executive Committee with cause.

D. Procedures for removal of an elected member from office are predicated on a petition in support of that removal containing a quantity of names not less than a majority number of votes cast for that elected member. If a petition is so presented, the Program Board, by

a three-fourths vote of the Executive Committee, may remove from office the elected member with cause.

E. Any Executive Committee member who has been censured or removed from office may direct an appeal of this action to the Vice President of Student & Academic Support Services, who may, at their discretion, request an appropriate body of the University Judicial System conduct a finding of fact.

ARTICLE X COMMITTEE OF CO-SPONSORSHIPS

Negotiations of co-sponsorships with other student organizations shall take place between a representative of the other organization and the Committee Chairperson under whom the proposed activity shall fall. Final approval of co-sponsorships rests with the Executive Committee. Rules of co-sponsorship shall be set by a general policy statement from the Executive Vice-Chair. Financial arrangements and duties will be settled upon by the Executive Committee and a representative of the co-sponsorship organization.

ARTICLE XI AMENDMENTS

Amendments to these Articles shall be subject to the approval of two-thirds vote of the Program Board Executive Members present and the approval of the Vice President of Student & Academic Support Services. The vote shall take place one week after notification to the Program Board by the Chairperson.

ARTICLE XII ENABLING CLAUSE

This Constitution of the Program Board shall take effect immediately upon final approval of the Program Board by a two-thirds vote of the members present, and upon final approval of the President of the University. This Constitution, upon final approval, supersedes any previous Constitutions of the said body.

ARTICLE XIII NON-DISCRIMINATION CLAUSE

Program Board will not discriminate on the basis of race, color, sex, sexual orientation, gender expression, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin.

ARTICLE XIV UNIVERSITY POLICIES

Program Board will abide by University policies at The George Washington University.

ARTICLE XV MEMBERSHIP

Only registered GW students are considered members of the Program Board; all others (friends, family, faculty, staff) are considered guests. Guests are welcome to attend

events, but they cannot hold officer positions or handle money on behalf of Program Board.

Last Updated: 11 September 2009.