

Bylaws for University Board at Eastern Illinois University

Adopted on [date] and/or most recently revised on [date]

Article I **BOARD COMPOSITION**

Section 1 Executive Officers

- Chair
- Vice Chair

Section 2 Leads:

- Program Leads
- Homecoming
- Marketing*
- Productions

*The Marketing Committee is comprised of Graphic Design and Public Relations

Article II **COMMITTEE MISSION STATEMENTS**

Section 1 Program Leads: University Board Program Leads (4) plan a variety of events for the EIU community that provide engaging and interactive performances.

Homecoming: The Homecoming Chair and Homecoming Cochair plans and executes EIU's annual Homecoming Week, including creating the theme, crowning the court, organizing the parade, and student events,

Marketing: University Board Marketing committee is comprised of the Public Relations coordinator (1) and Graphic Designer(s) (1-2), and they shall work to create the marketing and promotional materials designs for all University Boards events. They also shall work with campus and local outlets to promote our events. Lastly, the Public Relations coordinator oversees the "Street Team" that handles distribution of print marketing across campus. (Social Media Management, Marketing Tables, Engagement Giveaways, etc.)

Productions: University Board Productions Coordinator brings life through sounds and lights. With the assistance of a committee, helps maintain the

board's equipment and works behind the scenes making sure the technical aspects of UB events run effectively.

Article III **ELECTION OF EXECUTIVE OFFICERS**

Section 1 The Chair and Vice Chair are selected by a standard vote. The Chair or Vice Chair appointment will be made at, or before, the last official board meeting in March.

Section 2 Any Candidate for the Chair and Vice Chair position must:

- Have sophomore standing or higher and have two full semesters left at Eastern Illinois University.
- Not be an Apportionment Board member, Student Senator, Student Government executive, or Student Supreme Court Justice during their term of office
- Be nominated by a voting member of the Board

Article IV **MEETINGS AND EVENTS**

Section 1 Guidelines for Meetings

- Regular meetings shall be scheduled weekly on Tuesdays at 7pm during the academic year.
- Special meetings may be called by the Chair.
- All student members must be given a minimum of 24 hours' notice prior to the meeting time.
- Business cannot be conducted unless a quorum of the student membership is present. A quorum for the University Board at Eastern Illinois University is defined as a majority of the voting membership. Student Members must be present to vote. Absentee or proxy voting is not permitted.

Section 2 Guidelines and Expectations for Events

- Set up is to be done one to two hours before the event takes place unless specified otherwise.
- Assignments are to be designated to volunteers one to two weeks before an event.

- Giveaways are to be ordered and accounted for one to two weeks before the event. Audit sheets are to be created two to three days before the event.

Section 3 Attendance

- All Leads are expected to attend all meetings and all events available, unless approved by the Chair and Vice Chair
- Meeting and event absences must be submitted to the Chair, Vice Chair, and advisors at least one (1) week prior to the event or meeting unless in case of illness or emergency.
- All members are permitted two (2) excused absences per semester
- All members are permitted one (1) unexcused absence per semester
 - If a member fails to maintain their attendance requirements, they are eligible to be removed or put on probation from the board at the advisor's discretion.
- Absences **may not** be used for any of the all-staff events
- The Vice Chair is responsible for keeping track of attendance at all meetings.
- The Lead in charge of an event is responsible for keeping track of attendance at their event.
- The Chair, Vice Chair, and Advisors have the right to deny any absences from an event or meeting.
- The Chair, Vice Chair, and Advisors will decide which events are mandatory for all members to attend.

Article V MEMBER RESPONSIBILITIES

Section 1 Powers and Duties of Executive Officers:

- Chair
 - Serve as the presiding officer at all regular weekly meetings.
 - Represent the board to the public (administration, media, etc.) as appropriate or delegate this responsibility to a board member for better qualified.
 - Present the official budget and support any other presentations for additional allocations, including but not limited to collecting and

providing financial and operational information and documentation as requested.

- Continuously evaluate the progress of the board and work to resolve any internal issues.
- Serve as an ex-officio member of the University Union Advisory Board.
- Designate All-Staff Events.
- Schedule Interviews for positions when they become vacant.
- Delegate the duties of the Vice Chair if the Vice Chair is unable to serve.
- Vice Chair
 - Serve in place of the Chair when the Chair is unable to serve.
 - Be responsible for organizing all University Board staff meetings.
 - Check the attendance system each week.
 - Collect event evaluation forms for all University Board sponsored and co-sponsored events and ensure they are properly archived.
 - Attend all Apportionment Board meetings relevant to University Board.
 - Serve as the voting member on the University Union Advisory Board.
 - Organize the end of semester banquets and awards ceremony.
 - Maintain the transition folders.
- Graphic Design Lead(s)
 - In charge of the creation of UB promotional materials, including but not limited to: pluggers, sandwich boards, and recruitment materials.
 - Have one to two office hours in the office. Any other office hours should be sent weekly to the Chair and Vice Chair. This should include hours spent on promotional materials and what was produced.
 - All other duties as assigned by Chair and Vice Chair.
- Homecoming Lead and Lead Elect
 - Oversee the recruitment and selection of Homecoming Committee members.
 - Lead the Homecoming Committee.
 - Lead weekly Homecoming meetings.
 - Ensure the success of activities for the EIU Homecoming Week. This includes, but is not limited to: Kick-Off, Block Party, Spirit Cup, and Parade.
 - Office hours during Homecoming "off-season" at the discretion of the Professional Advisor and the Chair.

- All other duties as assigned by Chair and Vice Chair.
- Marketing Lead
 - Oversees all marketing efforts including but not limited to: day of marketing, social media, and tabling outreach.
 - Manages all social media, including but not limited to TikTok, Instagram, and X.
 - Oversee the "Street Team" who helps with distributing promotional materials and raising awareness of UB events.
 - Have a form of event promotion posted two weeks out, one week out, the day before, the day of, during the event, and post-event.
 - All other duties as assigned by Chair and Vice Chair.
- Productions Lead
 - Maintain and keep inventory of all equipment in productions closet.
 - Work with Graduate Advisor and Administrator to create invoices.
 - Train new committee members on all production's equipment.
 - Create a schedule for all events productions is requested to be at via the productions request form.
 - All other duties as assigned by Chair and Vice Chair.
- Program Leads
 - Provide engaging and interactive non-live performance related programming such as Paint and Sips, Game Nights, etc.
 - Provide live entertainment, including but not limited to Comedy Shows and Magician Acts.
 - Provide evening activities for students to attend.
 - All other duties as assigned by Chair and Vice Chair.

Section 2 General Powers and Duties of Leads

- Perform all duties relevant to their position, especially as delegated by the Chair and Vice Chair. Such as but not limited to room cancelation, event planning and execution, and committee oversight.
- Maintain 6 office hours each week.
- Should an event take place, members shall assist with the execution of the event.
- Meet weekly with the Chair or Vice Chair and their advisor.
- Preside at their weekly committee meetings and oversee/delegate responsibilities to their committee members.

- Attend all regular weekly board meetings.
- Formally evaluate (including an accurate attendance count) each of their committee's University Board-sponsored and co-sponsored events.
- Complete a formal inventory of their committee's possessions at the end of each semester (in particular, the productions committee).
- Maintain their position's electronic transition folder.
- Prepare and closely monitor their committee's budget.

Section 3 Powers and Duties of Committee Members

- Attend all committee meetings as designated by their Lead and Graduate Advisor.
- Complete all work as assigned by their Lead and Graduate Advisor.
- Attend all the committee's events and programs.
- Optional attendance as designated by their Lead and Graduate Advisor at the University Board weekly meetings.
- Homecoming Committee Specific
- Approve or deny activities or programs of the committee.
- Actively participate in the planning and execution of committee activities and programs.

Section 4 Powers and Duties of Professional and Graduate Advisors

- Graduate and Professional Advisors shall provide guidance and support to coordinators in their duties on the board.
- Graduate and Professional Advisors shall meet weekly with the coordinator(s) whom they advise.
- The Graduate and Professional Advisors shall attend the University Board meetings assigned to them. If an advisor cannot attend a meeting, they should give prior notification to the Chair.
- Graduate and Professional Advisors shall serve as ex-officio members of the University Board.
- The Professional Staff Advisor shall advise/supervise the Graduate Advisors, Chair and Vice Chair, and the Homecoming Committee.
- After a formal charge is written or job satisfaction compared to their peers is low, a status of probation shall be placed on the board member.

- When the status has been placed, the Chair's and Grad Advisor shall create a list of terms stating performance benchmarks that are required to have the status lifted.
- Once that Member has had the status of probation placed on them, there shall be a privately held meeting between the Chair's and Grad advisor discussing the reasoning for the status and the terms and conditions.
- At the end of the meeting, the board member shall be presented with two options. The member can continue under the provisional terms or choose to resign from the position.
- If the member has decided to continue, they'll have a minimum of two weeks or whatever the Chairs' deemed fair and reasonable to complete the provisional terms.
- If the member decides not to continue, they are allowed to take up to three days to rescind their decision. If no rescission has been made, the Chairs shall continue with the resignation.

Article V **AMENDMENTS**

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| Section 1 | Proposed amendments to these Constitution & bylaws shall be presented to the student membership, in writing, one meeting prior to the meeting where the amendment(s) will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership. |
| Section 2 | Constitution & Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment. |
| Section 3 | A copy of any amendments to the University Board at Eastern Illinois University Constitution & bylaws must be submitted to the Office of Leadership and Engagement at Eastern Illinois University within two weeks after adoption. |