

## **Jaguar Production Crew Constitution Augusta University**

### **Article I: Name**

The name of this organization shall be the Augusta University Jaguar Production Crew and shall hereby be designated as the “JPC,” and branded as “The CREW.”

The JPC shall be an entity of the Student Life and Engagement Office.

### **Article II: Purpose**

The purpose of the JPC shall be to serve as the main programming body of Augusta University. The JPC shall coordinate activities that enhance and enrich the quality of student life by addressing the needs and interests of its diverse student body.

The goal of the JPC is to uphold and maintain four pillars of student programming:

- ***Diversity:*** To encourage students to look outside of themselves, become aware of and respectful toward the values, customs, and differences in the world around them.
- ***Developmental:*** To encourage students to improve awareness and identity, develop talents and potential, and contribute to the realization of goals and aspirations.
- ***Entertainment:*** To offer programs and events which are engaging for students and will enhance their college experience.
- ***Social:*** To provide opportunities for students to build and nurture relationships with each other while allowing them to establish connections within the University.

### **Article III: Organization Agreement**

The JPC agrees to abide by the Augusta University Student Code of Conduct.

Augusta University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

### **Article IV: Organizational Structure**

The JPC shall be made up of the Executive Board, Union Board Member, Associate Members and Volunteers. The roles of each of these positions are outlined below.

The JPC shall be held accountable to the Student Life & Engagement Office for the conduct of all the JPC programs and activities.

### **Article V: Executive Board**

#### *Section 1 – Definition*

The Executive Board shall be the governing body of the JPC, and shall consist of the President, Vice President for Administration, Vice President for Operations, Vice President for Membership, Vice President for Marketing and the Advisor(s). Specific roles and responsibilities are outlined in the JPC Bylaws.

The Executive Board of JPC is not an elected body of Augusta University. All interested students, including any current Executive Board members, will be able to apply for any desired position in the spring semester of each academic year.

### *Section 2 – Eligibility*

Students shall be eligible to serve on the Executive Board if they meet all the following requirements:

1. Students must maintain a minimum Institutional and/or Overall Grade Point Average (GPA) of 2.50. At the end of each semester, the Student Life & Engagement Office will review the Institutional/Overall GPA for all Executive Board members. If any Executive Board member fails to maintain the required academic standard, that member will be removed from office following the procedures outlined in Article XIII.
2. Students must be in good standing with the university.
3. Students must pay the Augusta University Student Activity Fee.

### *Section 3 – Selection Process*

Applications for the Executive Board positions shall be submitted to the Student Life & Engagement Office for consideration. There shall be two applications periods, one for the Executive Board and a subsequent one for the Union Board Members

The Interview and Selections Committee for the Executive Board positions shall consist of the following: The current President, the current Vice President for Administration, the current Vice President for Operations, and the Advisor(s).

1. Any current Executive Board member shall be permitted to reapply for the position they currently hold.
2. If any current Executive Board member submits an application for any of the Executive Board positions, then the Advisor(s) will designate a Union Board Member as an alternative representative.
3. The final decision of the Executive Board positions shall be made by the Advisor(s).

Once selected, the term of office for each Executive Board position shall be one year. Specific dates shall be determined by the Selections Committee and made available during the application process each year.

## **Article VI: Union Board Members**

### *Section 1 – Definition*

The Union Board Members shall serve as the planners, executors and producers of activities and programs developed by the JPC for the Augusta University student body. The member positions shall consist of Programming Directors, Assistant Directors and Coordinators. Specific roles and responsibilities for each position are outlined in the JPC Bylaws.

### *Section 2 – Positions*

1. **Programming Director**: A Programming Director shall be responsible for the planning and execution of events as outlined in the JPC Bylaws.
  - a. The Programming Directors are as follows: Take Over Tuesday, Cultural Events, Collaborations, Live Entertainment, Special Events and Traditions. Additionally, the Homecoming Director also presides in a Programming Director capacity.

2. **Assistant Director:** An Assistant Director shall work directly with the appropriate Programming Director to plan events as outlined in the JPC Bylaws.
  - a. The Assistant Director is as follows: Take Over Tuesday, Cultural Events, Collaborations, Live Entertainment, Special Events and Traditions. Additionally, the Homecoming Assistant Director also presides in an Assistant Director capacity.
3. **Coordinators:** The Coordinators shall report directly to the Vice President for Marketing as outlined in the JPC Bylaws to complete all duties.
  - a. The Coordinator's are as follows: Social Media Coordinator and Public Relations Coordinator.
    - i. The Social Media Coordinator shall oversee all JPC related Social Media and marketable media for the events of the JPC as outlined in the JPC Bylaws.
    - ii. The Public Relations Coordinator shall produce outreach events promoting CREW in general and assisting with the Programming Directors with customized promotional events for the events of the JPC as outlined in the JPC Bylaws.

### *Section 3 – Eligibility*

Students shall be eligible to serve as Union Board Members if they meet the following requirements:

1. Students must maintain a minimum Institutional and/or Overall Grade Point Average (GPA) of 2.25. At the end of each semester, the Student Life & Engagement Office will review the Institutional/Overall GPA for all Union Board Members. If any member fails to maintain the required academic standard, that Member will be removed from office following the procedures outlined in Article XIII.
2. Students must be in good standing with the university
3. Students must pay the Augusta University Student Activity Fee.

### *Section 4 – Selection Process*

Applications for all positions shall be submitted to the Student Life & Engagement Office for consideration. There shall be two applications periods, one for the Executive Board and a subsequent one for the Union Board Members.

The Interview and Selections Committee for all Member positions shall be chaired by the current President and the Advisor(s).

1. Any current Member shall be permitted to reapply for the position they currently hold.
2. If any current selection committee member submits an application for any of the Member positions, then the Advisor(s) will designate an alternative representative.
3. The final decision of all Member positions shall be made by the Advisor(s).

Once selected, the term of office for each Member position shall be one year. Specific dates shall be determined by the Interview and Selections Committee and made available during the application process each year.

## **Article VII: Associate Members**

### *Section 1 – Definition*

Associate Members shall participate in an Event Committee, serving as planners and producers of activities and programs to serve the JPC as needed. Specific roles and responsibilities for Associate Members are outlined in the JPC Bylaws.

#### *Section 2 – Purpose*

The purpose of Associate Members shall be to assist the JPC in executing and planning all events, activities and to help fulfill the purpose and pillars of the JPC.

#### *Section 3 – Eligibility*

Students shall be eligible to serve as Associate Members if they meet the following requirements:

1. Students must maintain a minimum Institutional and/or Overall Grade Point Average (GPA) of 2.00 (i.e., be in good academic standing). At the end of each semester, Student Life & Engagement will review the Institutional/Overall GPA for all Associate Members. If any Associate Member fails to maintain the required academic standard, that member will be removed from office following the procedures outlined in Article XIII.
2. Students must be in good standing with the university
3. Students must pay the Augusta University Student Activity Fee.

#### *Section 4 – Selection Process*

Applications for an Associate Member positions shall be submitted to JPC for consideration. The Interview and Selections Committee for Associate Member positions shall be chaired by the current Vice President for Membership and the Advisor(s).

In the situation of a position vacancy, the President and Vice President for Administration may ask the programming partner to serve in addition to the normal Interview and Selections Committee.

1. The final decision of all Associate Member committee assignments shall be made by the Vice President for Membership.

Once selected, the term of office for each Associate Member position shall be until the end of that academic year. Specific dates shall be determined by the Interview and Selections Committee and made available during the application process each year.

### **Article VIII: Volunteers**

#### *Section 1 - Definition*

Volunteers shall participate and work various events with the JPC as needed.

#### *Section 2 - Purpose*

The purpose of Volunteers shall be to assist the JPC in executing all events and activities, and to help fulfill the purpose and pillars of the JPC.

#### *Section 3 - Selection Process*

The Volunteers of the organization shall be open to any student in good standing at Augusta University. Volunteers shall be recruited from the student body by the Vice President for Membership.

### **Article IX: Advisor(s)**

The Advisor(s) of the JPC shall be appointed by the Dean of Student Life and shall consist of an Assistant Director, Program Coordinator, and Graduate Assistant. Specific responsibilities are outlined in the JPC Bylaws.

### **Article X: Meetings & Committees**

#### *Section 1 – Meetings*

1. **Executive Board Meetings:** All Executive Board members are required to attend Executive Board Meetings with the JPC Advisor(s). All Executive Board Meetings shall be chaired by the President and held weekly.
2. **Union Board Meetings:** All Executive Board members and Union Board members shall be required to attend Union Board Meetings. All Union Board Meetings shall be chaired by the President and held weekly.
3. **General Membership Meetings:** All Executive Board members, Union Board members, and Associate Members shall be required to attend General Membership Meetings. Volunteers and Campus Liaisons are welcome to attend General Membership Meetings. These meetings shall be open to all students of Augusta University. All General Membership Meetings shall be chaired by the Vice President for Membership.
  - a. General Membership Meetings will occur on the 2nd week of each month, unless otherwise noted.
  - b. These meetings will consist of membership development and the event committee breakout session.

#### *Section 2 – Event Committees*

All Event Committee meetings shall be scheduled for once a month. Any additional event committee meetings may be called by the Program Director, President, and the Advisor within 48hrs prior to the meeting. Each Event Committee shall be chaired by the corresponding Assistant Director or Coordinator, as outlined in the JPC Bylaws. In order to participate on a committee, students must either be on the Executive Board or serve as an Union Board Member, Campus Liaison or Associate Member of JPC. Event Committees shall include:

1. Take Over Tuesday Committee
2. Cultural Events Committee
3. Collaborations Committee
4. Live Entertainment Committee
5. Public Relations Committee
6. Special Events Committee
7. Traditions Committee

#### *Section 3 – Special Meetings*

The President or the Advisor(s) may call special meetings as situations warrant. Notice of special meetings shall be given at least 48 hours prior to the meeting time and date.

#### *Section 4 – Ad Hoc Committees*

The President or the Advisor(s) may create ad hoc committees for specific issues and topics. Ad hoc committees can be established for no more than 12 months, but may exist for shorter periods of time.

### **Article XI: Standing Committees**

In order to participate on a Standing Committee, students must be on the Executive Board or serve as an Member of the JPC. Standing Committees will meet once per month, unless otherwise needed.

#### *Section 1 – Assessment Committee*

The Assessment Committee shall oversee all assessment processes for the JPC, which includes any individual program surveys, any idea-generating feedback, and overall JPC satisfaction. The Assessment Committee shall be chaired by the Vice President for Operations.

The Assessment Committee shall facilitate the writing, execution, and compilation of any assessments and data. Once the Assessment Committee completes all steps, the Members on the committee shall present the information each semester to the Union Board Meeting.

#### *Section 2 – Budget Committee*

The Budget Committee shall oversee and ensure that the JPC is being a good steward with the Student Activity Fee and complying with student and university procedures. The Budget Committee shall be chaired by the Vice President for Administration.

The Budget Committee shall approve the proposed budget after the semester calendar is approved. Members on this committee shall present the proposed budget for their events at the planning meeting each semester. Budgets must include detailed descriptions of proposed expenses and stay within the overall allocated expenses of the committee. The Budget Committee shall have the right to not approve the initial budget if the Members cannot communicate a well thought-out plan.

If an additional event is proposed following the planning meeting, it shall be presented to the Budget Committee with a decision made by the committee and presented at the next Union Board Meeting.

#### *Section 3 – Collaboration Committee*

The Collaboration Committee shall be chaired by the Vice President for Membership, and shall hear each co-sponsorship proposal and submitted by any Active Student Organization or campus entity, then decide if the collaboration opportunity should be approved. If collaboration is approved, the Vice President for Membership (or an approved substitute) shall serve as a liaison from the beginning to the end of the collaborative event.

All co-sponsorship approvals are contingent upon the approval of the Budget Committee for funding purposes, if outside the scope of the allocated funding presented for co-sponsorship. If the event extends outside of Augusta University boundaries, proper documentation shall be presented to the Budget Committee to indicate that the event is in compliance with the procedures of that outside entity.

#### *Section 4 – Marketing Committee*

The Marketing Committee shall be chaired by the Vice President for Marketing, and shall consist of the Social Media Coordinator and Public Relations Coordinator along with the other Member's as decided by the JPC Member's.

The Marketing Committee shall facilitate the planning and execution of all Marketing plans. In preparation for each semester, a Marketing Proposal shall be created by the Members on the committee. The Marketing Committee will then present the proposal to the Union Board for approval. All other decisions made between proposal periods, shall be decided by the committee and presented at the next Union Board Meeting.

## **Article XII: Voting**

### *Section 1 – Voting Members*

The Executive Board, and Union Board Members shall all have one vote when present. Voting shall take place at Union Board Meetings.

### *Section 2 – Event Approval*

All events planned by the members of the JPC shall require the majority approval, outside of co-sponsored events. Should a conflict arise between any position designated for programming as outlined in the organization's Bylaws as to jurisdiction of a particular event, the proper jurisdiction of the event shall be decided by a majority vote.

### *Section 3 - Quorum*

A quorum shall consist of two-thirds of the voting members as outlined in Section 1. In the event that a programming decision must be made and a meeting of the full Union Board is not expedient, the decision shall be made by the President, the Vice President for Administration, Vice President for Operations, the event's Programming Director and Assistant Director.

## **Article XII: Vacancy of Office**

### *Section 1 – Succession Process*

Should a vacancy occur on the JPC, the JPC Advisor(s) shall have the power to appoint a replacement to fill the position until a replacement may be selected following the policies in the JPC Constitution.

The replacement shall be selected within one month of the position becoming vacant. Applications for the vacant position shall first be accepted from the current Executive Board and Union Board Members. If the position remains vacant, applications shall then be accepted from the Associate Members. If decided by a majority vote, the Interview & Selection Committee may open applications to both the Union Board and Associate Members at the same time. If the position remains vacant after all members of the JPC are given the opportunity to apply, applications shall be accepted from the university student body.

### *Section 2 – Executive Board and Union Board Member Impeachment*

Executive Board and Union Board Members are expected to uphold the following standards. Failure to do so may result in being removed from office.

1. Remain in good standing with Augusta University and maintain the GPA required.
2. Abide by the JPC attendance policy, outlined in Article XV, including all training session, meetings, and events as assigned.
3. Uphold rules, principles, policies, and/or being fit to carry out duties required by the JPC Constitution & Bylaws.
4. Complete all duties and responsibilities as required by the JPC Constitution & Bylaws

In the event that there is a breach in these standards by an Member, the member shall be requested to resign as outlined in Article XIII, Section 3. Should the member refuse to resign, the member shall be removed by a two-thirds vote of the Executive Board and Union Board Members. Notice of intention to impeach shall be given at a meeting of the Union Board Meeting at least one week prior to the vote to remove is taken.

The individual is permitted to speak before the Union Board about the charges made, but is not permitted to participate in the deliberation of the Executive Board and Union Board Members regarding the charges. If removal is decided by the Union Board, then the recommendation shall be made to the Advisor(s). The Advisor(s) will make the ultimate decision.

### *Section 3 – Resignations*

If a Member voluntarily resigns, they must submit a signed letter of resignation and participate in an exit interview with the President and the Advisor(s).

## **Article XIV: Attendance**

### *Section 1 – Meetings*

All Executive Board and Union Board Members of the JPC are expected to attend all applicable meetings, as outlined in Article X. In order to be considered present at a meeting, each member may not miss more than 15 minutes of the meeting. If the members are more than 15 minutes late, or leave more than 15 minutes early, they are then considered absent.

### *Section 2 – Absences*

All Executive Board and Union Board Members may not miss more than the combination of five unexcused scheduled meetings and events each semester. Union Board Members may not miss their own events, unless otherwise excused. Excused absences will not penalize the absentee. Three tardies equate to one absence. The designation of excused and unexcused absences are up to the discretion of the Executive Board.

After three unexcused absences a meeting is required between the absentee, the President and the JPC Advisor(s). After an unacceptable number of excused absences a meeting is required between the absentee, the President and the JPC Advisor(s). The unacceptable number is determined at the discretion of the Executive Board.

### *Section 3 – Notification of Absences*

All Executive Board and Union Board Members shall be required to notify the Executive Board, the appropriate Programming Director and the JPC Advisor(s) of any absence one month prior to the event.

Should an emergency occur within the two weeks prior to the event that will cause the Member to be absent at an event, that member shall be required to notify the President, the Vice President for Administration, ~~Vice President for Operations~~ and the appropriate Programming Director and Advisor(s) via e-mail.

Should an emergency occur the day of an event that will cause the Member to be absent or tardy at an event, that Member shall be required to notify the appropriate Programming Director, President, and Advisor(s) via phone ~~to notify them~~ of the absence.



#### *Section 4 – Office Hours*

All Executive Board and Union Board Members shall be required to work a set number of hours each week in the JPC Office, as outlined in the JPC Bylaws. Should a member not be able to complete their required office hours, that member shall follow the notification policy as outlined in Article XIV, Section 3.

#### **Article XV: Funding**

The JPC will be financed by the Student Activity Fee administered to all enrolled students at Augusta University. Each March, the Budget Committee will work along with the Advisor(s) to complete all Funding Allocation Proposals to receive annual funding from the Student Activity Fee.

#### **Article XVI: Stipends**

Stipends should be based off the financial funding at the beginning of each fiscal year. All stipend positions are ultimately completed by the President and Advisor(s).

#### **Article XVII: Collaboration**

##### *Section 1 - Definition*

The JPC shall strive to offer opportunities for Active Student Organizations and university entities to collaborate on and co-sponsor events and programs.

##### *Section 2 – Requirements*

In order for an event to be co-sponsored by the JPC the following requirements shall be met:

1. The co-sponsored event shall be an event in which the Active Student Organization or university entities and the JPC's mission, pillar and vision are all met in a mutually inclusive manner.
2. The JPC shall not fund more than 40% of the event.
3. The co-sponsorship must go through the Collaboration Committee, as outlined in Article XI, Section 3.

##### *Section 3 – Process*

The Active Student Organization or university entity interested in co-sponsoring an event with the JPC shall present a co-sponsorship request online to be presented before the Collaboration Committee. The Collaboration Committee will then vote on their interest in co-sponsorship. If approved the Vice President for Membership shall complete and submit for approval the Co-Sponsorship Agreement Form to the Active Student Organization.

#### **Article XVIII: Ratification & Amendments**

An affirmation vote of two-thirds of the voting members will serve to ratify this constitution and bylaws. Any amendment to this constitution may be made with two-thirds member affirmation vote. The Executive Board and Union Board Members must be given at least 48 hour notice to consider amendments.

Prior to the vote, the Advisor(s) must approve of all amendments.