

## **Jaguar Production Crew Bylaws Augusta University**

### **Article I: JPC Executive Board Duties & Responsibilities**

#### *Section 1 – Executive Board*

##### A. President

The President of the JPC shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, entities, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Oversee, investigate, and report all grievances against the JPC.
- Work with the JPC Advisor(s) to assure JPC's compliance with Augusta University policies and procedures.
- Act as a coordinating agent between the Student Life & Engagement and the Programming Directors.
- Complete other duties as assigned by the Advisor(s).
- Submit goals each semester to the Advisor(s).
- Preside over all JPC meetings, including Executive Board and Chair Board Meetings.
  - Serve as final vote in Executive Board and Chair Board Meetings in the case of a tie.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Oversee the general operation of the JPC.
- Maintain communication with the Executive Board, Chair Board, and Advisor(s).
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least five designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4.
- Oversee and have ultimate authority over the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Serve as ex-officio on all Standing Committees.
- Assist the Vice President for Administration on any internal issues relating to retention and morale of Executive Board or Programming Directors.
- Assist the Vice President for Membership on any internal issues relating to retention and morale of the Executive Board. Programming Directors, or General Members.
- Coordinate all assessment related elements, which includes assisting Programming Directors with Assessment Plans for Event checklists.
- Conduct the semester evaluation process for all Stipend Contracted JPC members, as stated in Article XVI of the JPC Constitution with the assistance of the appropriate Programming Directors.

- Submit one presentation proposal to ACUI Regional or NACA Regional/Nationals Convention per year.
- Submit all relevant award applications to NACA Regional/National Convention each year.
- Shall oversee the JPC Executive Board and Programming Directors Officer application and selection process.
- Coordinate the dissemination and completion of the Transitions Plans for all Executive Board members and Programming Directors.
- Prepare a transition plan for the president-elect before the end of term and implement the plan on approval from the Advisor(s). This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the Advisor(s).

B. Vice President for Administration

The JPC Vice President for Administration shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Programming Directors, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President.
- Execute the duties of the President in his/her absence.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least five designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Coordinate correspondence for Executive Board and Chair Board matters.
- Coordinate the set-up of Standing Committee meeting schedules. Assist the President with the set-up of Event Committee meeting schedules
- Coordinate the submission of Executive Board members and Programming Directors semester availability and office hours.
- Create meeting agendas in consultation with the Chair Board Members and Advisor(s) prior to the Executive Board and Programming Directors Meetings.
- Collect and record all JPC meeting minutes and attendance records.

- Oversee any internal issues relating to retention and morale of Executive Board or Programming Directors. Reporting to the President.
- Chair the Budget Standing Committee.
- Serve as chief budget officer for the JPC, coordinate annual budget process and provide budget updates to Executive Board and Chair Board.
- Correspond with Advisor(s) concerning budget transactions during the fiscal year.
- Assist with the oversight of the Check-In Station as it relates all cash intake.
- Conduct the semester evaluation process for the President (as a Stipend Contracted JPC member) with the assistance of the Graduate Advisor, Vice President for Membership and Vice President for Marketing, as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Administration-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### C. Vice President for Membership

The JPC Vice President for Membership shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Chair Board, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President, Vice President for Administration.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least five designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Serve as ex-officio on all Standing Committees.
- Chair of the Membership Standing Committee, and create a membership plan each semester.
- Oversee any internal issues relating to retention and morale of General Members or Volunteers. Reporting to the President.

- Oversee the General Member application and selection process.
- Responsible for JPC recruitment and retention, replying to all interests for General Membership.
- Preside over all General Membership Meetings.
- Responsible for JPC recruitment and retention including overseeing JPC emails, replying to all interests for Volunteers.
- Coordinate Volunteers for each event along with the Vice President of Administration
- Maintain documentation of active General Members and Volunteers.
- Be the mediator of information and email exchanges between the Executive Board members and Programming Directors to the General Members and Volunteers.
- Oversee and work collaboratively with the Director and Assistant Director of Collaborations .
- Conduct the semester evaluation process for the President (as a stipend contracted JPC member) with the assistance of the Vice President for Administration, Vice President for Marketing, as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Membership-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### D. Vice President for Marketing

The JPC Vice President for Marketing shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Programming Directors, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President, Vice President for Administration, and Vice President for Membership.
- Have a basic understanding of Robert’s Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least five designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.

- Participate in place of anyone not present at the activity and/or event.
- Oversee and work collaboratively with the Social Media and Public Relations Coordinator.
- Create a Marketing Proposal each semester.
- Shall facilitate the planning and execution of all marketing plans for JPC.
- Provide marketing oversight through print media, web and any other available media.
- Coordinate all publicity related elements, which includes assisting Chairpersons with marketing plans for event checklists, posting all events to the University Calendar, and submitting all print request to the copy center.
- Serve as the liaison between the Student Life & Engagement Student Assistant for Publications and Programming Directors for all print media materials.
- Oversee production of photography for all promotional uses.
- Conduct the semester evaluation process for the President (as a stipend contracted JPC member) with the assistance of the Vice President for Administration, Vice President for Membership, as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Marketing-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

## **Article II: JPC Officer Duties & Responsibilities**

### *Section 1 – Chairpersons*

#### A. Special Events Committee

The Special Events Committee shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Programming Directors, and Advisor(s).
  - Complete other duties as assigned by the President, Graduate Advisor and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert’s Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour should be with the VP of Administration.
- Develop and submit Program Proposals for the semester planning meetings.

- Assist in the coordination of the selection of General Members for Event Committees.
- Report to the VP of Administration with various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the General Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all Special Events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Prepare a transition plan for the Special Events Chair elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### B. Recurring Events Committee

The Recurring Events Committee shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Programming Directors, and Advisor(s).
  - Complete other duties as assigned by the President, Graduate Advisor and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least three designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Recurring Events Chairperson.
- Serve on one Standing Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Chair the Special Events Committee.
- Assist in the coordination of the selection of General Members for Event Committees.

- Report to the Vice President of Marketing with various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the General Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Prepare a transition plan for the Director for Recurring Events elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

### C. Traditions Committee

The JPC Traditions Committee shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Programming Directors, and Advisor(s).
  - Complete other duties as assigned by the President, Graduate Advisor and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least three designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the VP of Membership.
- Serve on one Standing Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Assume responsibilities for the following events: Homecoming, Pig Out, Spring Fling
- Operate as the main point of contact for all Homecoming, Pig Out, and Spring Fling events and operations.
- Shall oversee the planning of all aspects of Homecoming, Pig Out, and Spring Fling activities and events, ensuring that the events cater to all Augusta University students.

- Assist in the coordination of the selection of General Members for Event Committees.
- Report to the Graduate Advisor with various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the General Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Prepare a transition plan for the Traditions Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

## **Article IIU: General Members Duties & Responsibilities**

### *Section 1 - General Members*

- General Members must be a member of one Event Committee. As a voting member of a specific Event, they shall following the following duties and responsibilities:
  - Attend and actively participate in all General Membership Meetings. All absences request must be submitted and approved by Vice President for Membership.
  - Attend and actively participate in the assigned committee, requirement determined by Vice President for Membership.
  - Actively assist in the planning of the event(s) planned by the assigned committee.
  - Required to assist with the event(s) planned by the assigned committee.

## **Article IV: Advisor(s) Duties & Responsibilities**

The JPC Advisor(s) shall have the following duties and responsibilities:

- Shall be appointed by the Dean of Student Life.
- Oversee the general operations of the JPC and must give the final approval on all decisions made by the organization.
- Meet with the JPC President, Vice President for Administration, Vice President for Membership, Vice President for Marketing, Homecoming Director and Assistant Director twice a month or as needed.
- Attends all Executive Board and Programming Directors Meetings.
- Ensure the Constitution and Bylaws are being upheld.
- Shall be informed of all JPC activities.
- Approve all activities, events, and advertising necessities, including promotional materials and all financial expenditures.
- Communicate with all entertainers outside of Augusta University.

## **Article V: Event Committee Responsibilities**

### *Section 1 – Special Events Committee*



The Special Events Committee shall plan and execute at least two programs or events each semester during the academic year that promotes and furthers cultural diversity. The Event Committee shall have at least one committee meeting per week.

*Section 2 – Recurring Events Committee*

The Recurring Events Committee shall plan and execute at least two programs or events each semester during the academic year. Additionally, the committee shall plan and execute two Takeover Tuesday events per month. The Event Committee shall have at least one committee meeting per week.

*Section 3 – Traditions Committee*

The Traditions Committee shall plan and execute at least two programs or events each semester during the academic year. The Event Committee shall have at least one committee meeting per week.