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, Chairpersons, and General Members. 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 of Administration, Vice President of Membership, Vice President of 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 of Administration, 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: Chairpersons

Section 1 – Definition
The Chairpersons shall serve as the planners, executors and producers of activities and programs developed by the JPC for the Augusta University student body. Specific roles and responsibilities for each position are outlined in the JPC Bylaws.

Section 2 – Positions
1. Chairpersons: A Chairpersons shall be responsible for the planning and execution of events as outlined in the JPC Bylaws.
   a. The Chairpersons are as follows: Special Events, Recurring Events, and Traditions.
Section 3 – Eligibility
Students shall be eligible to serve as Chairpersons if they meet 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 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 Chairperson positions shall be chaired by the current President and the Advisor(s).
1. Any current Chairperson 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 Chairperson positions shall be made by the Advisor(s).

Once selected, the term of office for each Chairperson 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: General Members
Section 1 – Definition
General 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 General 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 General Members if they meet the following requirements:
1. Students must maintain a minimum Institutional and/or Overall Grade Point Average (GPA) of 2.25 (i.e., be in good academic standing). At the end of each semester, Student Life & Engagement will review the Institutional/Overall GPA for all General Members. If any General 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 a General Member positions shall be submitted to JPC for consideration. The Interview and Selections Committee for General 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 of Administration may ask the programming partner to serve in addition to the normal Interview and Selections Committee.
1. The final decision of all General Member committee assignments shall be made by the Vice President of Membership.

Once selected, the term of office for each General 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: 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 IX: 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. Chair Meetings: All Executive Board members and Chairpersons shall be required to attend Union Board Meetings. All Chair meetings shall be chaired by the Vice President of Administration and held on the first and third Monday of each month.
3. All CREW Meetings: All Executive Board members, Programming Directors, and General Members shall be required to attend All CREW Meetings. These meetings shall be open to all students of Augusta University. All CREW meetings shall be chaired by the Vice President of Membership and Vice President of Administration and held on the second and fourth Monday of each month.
   a. These meetings will consist of membership development and the event committee breakout session.

Section 2 – 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 3 – 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 X: 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 – Marketing Committee
The Marketing Committee shall be chaired by the Vice President for Marketing, and shall consist of the Marketing Coordinator along with the other members as decided by the JPC members.

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 XI: Voting

Section 1 – Voting Members
The Executive Board, and Programming Directors 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 of Administration, the event’s Chairperson(s)

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 Chairpersons. If the position remains vacant, applications shall then be accepted from the General Members. If decided by a majority vote, the Interview & Selection Committee may open applications to both the Chairpersons and General 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 Chairpersons 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 JPC about the charges made, but is not permitted to participate in the deliberation of the Executive Board and Chairpersons 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 Chairpersons 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 tardy.

Section 2 – Absences

All Executive Board and Chairpersons of the JPC may not miss more than the combination of five unexcused scheduled meetings and events each semester. Chairpersons may not miss their own events, unless otherwise excused. Excused absences will not penalize the absentee. Three tardies equal 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 Vice-President of Administration. 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 Chairperson and the JPC Advisor(s) of any absence no later than two weeks prior to the event.

Should an emergency occur within the one week 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 of Administration, and the appropriate Chairperson 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 Chairperson, President, and Advisor(s) via phone.

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 an 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.

Article XVIII: Strike Policy
Section 1 - Strike issues
 Strikes may be granted to Chairpersons by the members of the Executive Board and Advisors, decided upon with a majority vote in favor of the strike by the Executive Board. Executive Board members are not exempt from strikes and may also be granted a strike with a majority Executive
Board member vote or by issue from advisors. Strikes begin each semester and start over at the beginning of each new term, including the summer term.

**Section 2- Notification**
The Vice President of Administration shall submit strike requests and send an email to notify the member receiving the strike within 48 hours of the Executive Board vote. The Vice President of Administration shall cc all advisors and the president on all notifications of strikes.

**Section 3- Appeal Process**
The receiving member of a strike may choose to appeal a strike. This appeal should be submitted within 48 hours of receiving notification of a strike. At this time, an appeal can be reasoned and the member may give their statement in favor of repealing the strike. The President and the Advisors shall respond appropriately and the member may be invited to an Executive Board meeting, where they have the chance to appeal in person. The Executive Board may choose to appeal the strike if a unanimous decision is made by vote. The receiving member will then be notified of the Executive Board’s decision within 48 hours.

**Section 4- Strike Levels**
1) 1st strike: Meeting with advisors and storage clean up
2) 2nd strike: 3 additional hours in the office with an advisor
3) 3rd strike: Dismissal from the CREW

**Section 5- Strike Breakdown**
1. Not going to an event you signed up to be at = 1 strike
2. 3 or more unexcused absences per semester = 1 strike
3. Unexcused absence without 2 week prior notification = 1 strike
4. Not completing event assignment or leaving area unattended without prior permission = 1 strikes
5. Not wearing the appropriate uniform to an event = 1 strike
6. Missing a meeting with the GA without prior notification and approval = 1 strike
7. Missing a meeting with your advisor without prior notification and approval = 1 strike
8. Missing a meeting with the president without prior notification and approval = 1 strike
9. Missing a deadline without notification = 1 strike
10. Not doing office hours = 1 strike

**Article XIX: 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.