

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 Student Assistants 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: Student Assistants

Section 1 – Definition

The Student Assistants shall be the governing body of the JPC, and shall consist of the Leadership Development, Administration, and Marketing. Specific roles and responsibilities are outlined in the JPC Bylaws.

The Student Assistants of JPC is not an elected body of Augusta University. All interested students, including any current Student Assistant 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 as a Student Assistant 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 Student Assistant positions shall be submitted to the Student Life & Engagement Office for consideration. There shall be one application period.

The Interview and Selections Committee for the Executive Board positions shall consist of the following: The current Leadership Development Student Assistant and the Advisor(s).

1. Any current Student Assistant member shall be permitted to reapply for the position they currently hold.
2. The final decision of the Student Assistant leadership positions shall be made by the Advisor(s).

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

Article VII: Event Staff (General Members)

Section 1 – Definition

Event Staff, also known as general members, will serve as producers and volunteers of activities and programs to serve the JPC as needed. Specific roles and responsibilities for Event Staff are outlined in the JPC Bylaws.

Section 2 – Purpose

The purpose of the Event Staff shall be to assist the JPC in the preparation and volunteering at all events and/or activities and to help fulfill the purpose and pillars of the JPC.

Section 3 – Eligibility

Students shall be eligible to serve as event staff 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 event staff. If any

event staff 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 Event Staff position shall be submitted to JPC for consideration. The Interview and Selections Committee for event staff positions shall be chaired by the current Student Assistant of Leadership Development and the Advisor(s).

In the situation of a position vacancy, the Student Assistant(s) of Administration may ask the Student Assistant(s) of Marketing to serve in addition to the normal Interview and Selections Committee.

1. The final decision of all Event Staff assignments shall be made by the Student Assistant of Leadership Development.

Once selected, the term of office for each Event Staff 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 and Graduate Assistant(s). Specific responsibilities are outlined in the JPC Bylaws.

Article IX: Meetings & Committees

Section 1 – Meetings

1. **Leadership Meetings**: All Student Assistant members are required to attend Leadership Meetings with the JPC Advisor(s). All meetings shall be chaired by the Advisor(s) and held biweekly.
2. **All CREW Meetings**: All Student Assistants and Event Staff 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 Leadership Development Student Assistant and Administrative Student Assistant(s) and held on the second and fourth Monday of each month.
 - a. These meetings will consist of membership development, event volunteer sign ups, and event updates.

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.

Article XI: Voting

Section 1 – Voting Members

The Student Assistants shall all have one vote when present. Voting shall take place at Leadership 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.

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 – Student Assistant Member Impeachment

Student Assistants 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 sessions, 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 a 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 Student Assistant Leadership team. Notice of intention to impeach shall be given at a meeting of the Leadership Meeting at least one week prior to the vote.

The individual is permitted to speak before the JPC about the charges made, but is not permitted to participate in the deliberation of the Student Assistant Leadership Team regarding the charges. If removal is decided by the Student Leadership Team, 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 student assistants 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 Student Assistants of the JPC may not miss more than the combination of five unexcused scheduled meetings and events each semester. 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 Student Leadership Team and Advisor(s).

After three unexcused absences, a meeting is required between the absentee, the Leadership Development Student Assistant, and Administrative Student Assistant(s). After an unacceptable number of excused absences, a meeting is required between the absentee, the Leadership Team, and the JPC Advisor(s). The unacceptable number is determined at the discretion of the Leadership Team.

Section 3 – Notification of Absences

All Student Assistants shall be required to notify 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 Student Assistant to be absent at an event, that member shall be required to notify their fellow Student Assistant co-workers and Advisor(s) via e-mail.

Should an emergency occur the day of an event that will cause the Student Assistant to be absent or tardy at an event, that member shall be required to notify the appropriate Advisor(s) via phone.

Section 4 – Office Hours

All Student Assistants 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 of the financial funding at the beginning of each fiscal year. All stipend positions are ultimately completed by the 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 a Student Assistant by fellow Student Assistant colleagues and Advisors, decided upon with a majority vote in favor of the strike by the Student Assistants (Leadership Team). The Student Assistant Leadership Team is not exempt from strikes and may also be granted a strike with a majority Leadership 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 Student Assistant(s) of Administration shall submit strike requests and send an email to notify the member receiving the strike within 48 hours of the Leadership vote. The Student Assistant(s) of Administration shall cc all advisors and the leadership team 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 Student Leadership of Leadership Development and the Advisors shall respond appropriately and the member may be invited to a Leadership meeting, where they have the chance to appeal in person. The Leadership Team may choose to appeal the strike if a unanimous decision is made by vote. The receiving member will then be notified of the Leadership Team'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 attend without putting in an Absence Request at least two weeks prior = 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 assignments or leaving your event station 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 biweekly meeting without prior notification and approval= 1 strike
9. Missing a deadline without notification= 1 strike
10. Not fulfilling 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 Leadership Team must be given at least 48 hour notice to consider amendments.

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