

**Illinois State University  
University Program Board By-Laws**

**Article I: Committee Mission Statements**

1. The Arts & Entertainment committee is committed to providing culturally engaging and entertaining programs.
2. The Center Stage committee is committed to bringing various forms of large scale, live entertainment to Illinois State University and the surrounding community.
3. The Enrichment committee is committed to developing programs that support awareness of social and global issues and enhance the educational experience of Illinois State University students.
4. The Graphic Design committee is committed to creating quality multimedia for the University Program Board as a whole and its committees.
5. The Late Nite committee is committed to providing after hours, social programming for students.
6. The Marketing & Promotions committee is committed to utilizing all aspects of media to promote UPB programming events.
7. The Social & Recreation committee is committed to uniting the Illinois State University community through various themed festivals and social programming.
8. The Spirit & Traditions committee is committed to developing programs that celebrate school pride, team spirit, Redbird family members of all ages, and create lasting traditions.

**Article II: Committee Requirements**

1. Each committee accepts primary responsibility for programming activities falling under its mission statement.
2. Each committee chairperson will hold weekly scheduled meetings. Each chairperson holds the ability to cancel and/or reschedule committee meetings at their discretion under the guidance of their advisor. The Director of Operations must be notified of schedule changes three business days in advance.
3. Each committee chairperson shall conduct required business, solicit member feedback, keep members informed, and utilize the UPB Programming Model.
4. Each committee may have a vice chair appointed by the chairperson at the chairperson's discretion.
5. Each committee chairperson shall have an Executive Board member assigned as a representative.
  - A) The duties of this representative shall be agreed upon by the Executive Board at the beginning of each year.
6. Each committee chairperson shall have an advisor assigned by the Student Activities and Involvement Assistant Dean.

**Article III: Executive Board Position Responsibilities**

1. President
  - A) Serve as official spokesperson of UPB.
  - B) Coordinate and oversee the direction of UPB.
  - C) Enforce the UPB Constitution and By-Laws.
  - D) Communicate with the Vice President, directors, and committee chairpersons outside of regularly scheduled meetings.
  - E) Chair Executive Board, General Board, and Full Board meetings as well as Elections and Program Proposal Retreats.

- F) Create developmental workshops and spotlights for General Board and Full Board meetings.
  - G) Coordinate the Executive Board Retreat with the advisor(s).
  - H) Coordinate the UPB election process, including applications and interview materials, with the Vice President.
  - I) Coordinate transition process of incoming General Board members with the Vice President.
  - J) Call special meetings when necessary.
  - K) Support committees through attendance at meetings and programs.
  - L) Establish and appoint a chairperson and members to ad-hoc committees for situations deemed necessary by the General Board.
  - M) Maintain internal UPB communication through various mediums.
  - N) Manage office hours of all General Board members.
  - O) Coordinate delegation of a UPB representative(s) to University committees as requested.
  - P) Establish relationships with other Registered Student Organizations and University affiliates.
  - Q) Coordinate the planning of emergency events, such as vigils, in response to national/campus crisis.
  - R) Coordinate the transition process of the successor to the President position.
  - S) Manage and organize all position-specific Q-Drive folders and files.
  - T) Sign and follow the UPB confidentiality agreement.
  - U) Complete other duties as assigned.
2. Vice President
- A) Assume the office of President if a vacancy occurs, and the responsibilities of President in their absence.
  - B) Coordinate all recruitment efforts for UPB membership.
  - C) Maintain all membership documents.
  - D) Coordinate General Board Retreat(s) with the advisor(s).
  - E) Coordinate training of UPB members.
  - F) Assist the President in the coordination of Full Board meetings.
  - G) Coordinate internal UPB social events.
  - H) Coordinate the evaluation process of UPB members.
  - I) Coordinate the UPB election process, including applications and interview materials, with the President.
  - J) Coordinate the transition process of incoming General Board members with the President.
  - K) Coordinate the Passing of the Gavel ceremony.
  - L) Establish and maintain UPB alumni relations.
  - M) Communicate with the President, directors, and committee chairpersons outside of regularly scheduled meetings.
  - N) Attend mandatory events and meetings designated by the Executive Board.
  - O) Support committees through attendance at meetings and programs.
  - P) Coordinate the transition process of the successor to the Vice President position.
  - Q) Manage and organize all position-specific Q-Drive folders and files.
  - R) Sign and follow the UPB confidentiality agreement.
  - S) Complete other duties as assigned.
3. Director of Finance
- A) Assist in the Dean of Students Office budget proposal process.

- B) Coordinate the UPB budget allocation process through the Program Proposal Retreats in accordance with Article XVII.
  - C) Maintain accurate budget records for UPB.
  - D) Manage financial risk for UPB.
  - E) Present the financial summary to General Board consistently.
  - F) Oversee all donations and sponsorships given to UPB.
  - G) Conduct budget related research projects upon request.
  - H) Communicate with the President, Vice President, directors, and committee chairpersons outside of regular scheduled meetings.
  - I) Attend mandatory events and meetings designated by the Executive Board.
  - J) Support committees through attendance at meetings and programs.
  - K) Coordinate the transition process of the successor to the Director of Finance position.
  - L) Manage and organize all position-specific Q-Drive folders and files.
  - M) Sign and follow the UPB confidentiality agreement.
  - N) Complete other duties as assigned.
4. Director of Marketing & Communication
- A) Develop the UPB brand and overall message to be shared.
  - B) Develop and manage the Marketing Team, consisting of the Director of Marketing & Communication, Graphic Design Chairperson, and Marketing & Promotions Chairperson.
  - C) Serve as the Executive Board representative for the Graphic Design and Marketing & Promotions committees.
  - D) Oversee distribution of general marketing materials for UPB.
  - E) Order all promotional items, including but not limited to, street teaming items and various forms of signage.
  - F) Create and distribute press releases related to UPB.
  - G) Maintain positive and strategic relationships with all media outlets.
  - H) Manage the UPB website and develop all social media posts related to the general branding of the organization.
  - I) Address all matters associated with public relations.
  - J) Communicate with the President, Vice President, directors, and committee chairpersons outside of regular scheduled meetings.
  - K) Attend mandatory events and meetings designated by the Executive Board.
  - L) Support committees through attendance at meetings and programs.
  - M) Coordinate the transition process of the successor to the Director of Marketing & Communication position.
  - N) Manage and organize all position-specific Q-Drive folders and files.
  - O) Sign and follow the UPB confidentiality agreement.
  - P) Complete other duties as assigned.
5. Director of Strategic Planning
- A) Coordinate the assessment and strategic planning of events.
  - B) Maintain program resource files in the UPB office.
  - C) Coordinate logistics of UPB delegations for conferences, workshops, and conventions.
  - D) Coordinate the selection process of the following awards: Billy Quigley Full Board Member of the Year, Achievement for Excellence, First Year Involvement, Casey Meyers Impact of Leadership, Progress in Programming, and Program of the Year.

- E) Coordinate the application process for awards external and internal to UPB, including but not limited to, conference awards, Student Activities and Involvement awards, etc.
  - F) Assist in the coordination of planning emergency events, such as vigils, in response to national/campus crisis.
  - G) Communicate with the President, Vice President, directors, and committee chairpersons outside of regular scheduled meetings.
  - H) Attend mandatory events and meetings designated by the Executive Board.
  - I) Support committees through attendance at meetings and programs.
  - J) Coordinate the transition process of the successor to the Director of Strategic Planning position.
  - K) Manage and organize all position-specific Q-Drive folders and files.
  - L) Sign and follow the UPB confidentiality agreement.
  - M) Complete other duties as assigned.
6. Director of Operations
- A) Serve as UPB historian.
  - B) Record minutes at all Executive Board meetings and distribute them to all Executive Board members.
  - C) Facilitate room/catering reservation process.
  - D) Record minutes at all General Board meetings and distribute them to General Board members.
  - E) Keep current files of UPB meeting minutes.
  - F) Update and organize internal UPB forms.
  - G) Coordinate the logistics for Program Proposal Retreats.
  - H) Manage UPB equipment including, but not limited to, scheduling, maintenance, and ordering supplies.
  - I) Maintain the organization of the office and storage areas.
  - J) Keep accurate inventory records of all supplies.
  - K) Communicate with the President, Vice President, directors, and committee chairpersons outside of regular scheduled meetings.
  - L) Attend mandatory events and meetings designated by the Executive Board.
  - M) Support committees through attendance at meetings and programs.
  - N) Coordinate the transition process of the successor to the Director of Operations position.
  - O) Manage and organize all position-specific Q-Drive folders and files.
  - P) Sign and follow the UPB confidentiality agreement.
  - Q) Complete other duties as assigned.

**Article IV: Programming Chairperson Position Responsibilities**

1. Chair their respective committee meetings.
2. Utilize the UPB Programming Model.
3. Submit and present all committee program proposals to the General Board.
4. Track ongoing program expenses.
5. Develop event-specific marketing ideas for approval by the Marketing & Promotions committee and assist in the implementation of event marketing.
6. Communicate with the President, Vice President, directors, and committee chairpersons outside of the regular scheduled meetings.
7. Attend mandatory events and meetings as designated by the Executive Board.
8. Support other committees through attendance at meetings and programs.
9. Coordinate the transition process of the successor to their respective position.

10. Manage and organize all position-specific Q-Drive folders and files.
11. Sign and follow the UPB confidentiality agreement.
12. Complete other duties as assigned.

#### **Article V: Marketing Team Chairperson Position Responsibilities**

1. Graphic Design Chairperson
  - A) Chair the Graphic Design committee.
  - B) Oversee the creation of quality multimedia for UPB as a whole and its respective committees.
  - C) Coordinate the critique and evaluation processes of all graphic designs created by the committee's members.
  - D) Meet with the Marketing Team on a weekly basis.
  - E) Chair meetings for the development and review of program marketing as needed.
  - F) Communicate with the Director of Marketing & Communication consistently.
  - G) Communicate with the President, Vice President, directors, and committee chairpersons outside of the regular scheduled meetings.
  - H) Attend mandatory events and meetings as designated by the Executive Board.
  - I) Support other committees through attendance at meetings and programs.
  - J) Coordinate the transition process of the successor to the Graphic Design Chairperson position.
  - K) Manage and organize all position-specific Q-Drive folders and files.
  - L) Sign and follow the UPB confidentiality agreement.
  - M) Complete other duties as assigned.
2. Marketing & Promotions Chairperson
  - A) Chair the Marketing & Promotions committee.
  - B) Review marketing plans for each UPB program.
  - C) Assist each programming chair with the distribution of committee specific promotional items as needed.
  - D) Develop and manage the committee in the production of event related social media (posts, contests, engagements, etc.) and effective street teaming, and guerilla marketing efforts.
  - E) Meet with the Marketing Team on a weekly basis.
  - F) Chair meetings for the development and review of program marketing as needed.
  - G) Communicate with the Director of Marketing & Communication consistently.
  - H) Communicate with the President, Vice President, directors, and committee chairpersons outside of the regular scheduled meetings.
  - I) Attend mandatory events and meetings as designated by the Executive Board.
  - J) Support other committees through attendance at meetings and programs.
  - K) Coordinate the transition process of the successor to the Marketing & Promotions Chairperson position.
  - L) Manage and organize all position-specific Q-Drive folders and files.
  - M) Sign and follow the UPB confidentiality agreement.
  - N) Complete other duties as assigned.

#### **Article VI: Office Hour Requirements for General Board Members**

1. The President and Vice President shall hold 6 office hours per week, with the times set at the beginning of the respective semester.
  - A) Four hours will be held in the UPB office during open office hours.
  - B) One hour will be held in the UPB office at a time set at the member's discretion.

- C) One hour will be dedicated to a one-on-one meeting with an advisor.
  - D) Extenuating circumstances that affect the member's ability to fulfill office hour requirements must be addressed with the President, under the guidance of an advisor, as necessary.
2. Directors shall hold 5 office hours per week, with the times set at the beginning of the respective semester.
    - A) Three hours will be held in the UPB office during open office hours.
    - B) One hour will be held in the UPB office at a time set at the member's discretion.
    - C) One hour will be dedicated to a one-on-one meeting with an advisor.
    - D) Extenuating circumstances that affect the member's ability to fulfill office hour requirements must be addressed with the President, under the guidance of an advisor, as necessary.
  3. Chairpersons shall hold 4 office hours per week, with the times set at the beginning of the respective semester.
    - A) Two hours will be held in the UPB office during open office hours.
    - B) One hour will be held in the UPB office at a time set at the member's discretion.
    - C) One hour will be dedicated to a one-on-one meeting with an advisor.
    - D) Extenuating circumstances that affect the member's ability to fulfill office hour requirements must be addressed with the President, under the guidance of an advisor, as necessary.

#### **Article VII: Application Process**

1. Applications shall be available to the entire student body.
  - A) Prior UPB and/or relevant experience is recommended, but not required for applicants.
  - B) Applicants must specify which position(s) they are applying for.
    - (I) Applicants must notify if they would like to be considered for positions they have not specifically applied for.
2. The President shall determine the application timeline with approval from the Executive Board.
3. Executive Board elections will take place before General Board elections.
4. All applications for General Board positions must be submitted to the Vice President by the marketed deadline.
5. If deemed necessary by the General Board due to the number of applications, potential interviewees may be eliminated through a cutting round.
  - A) General Board members who have applied for a position shall not participate or vote in the election process.
6. Interviews for General Board positions shall be conducted by the President, Vice President, one other Executive Board member, two Chairpersons, two full board members and the advisors.
7. General Board applicants shall not vote for any position(s) for which they have applied.
  - A) In this circumstance, the General Board member's vote will be transferred to a Full Board member.
    - (I) The Full Board member will be a volunteer voted upon by Full Board at the preceding Full Board meeting.
8. After all applicants have interviewed for each position, the members conducting elections will discuss and vote.
  - A) With applicant's consent, voting members reserve the right to consider applicants for positions which they have not specifically applied.
9. Each application shall be viewed independently.
10. The President shall inform the applicants about voting results after all General Board

interviews are conducted.

A) Applicants reserve the right to accept or decline any position they are offered.

11. After elections have occurred, any vacant positions shall undergo an additional election process conducted by the General Board.

#### **Article VIII: Transitioning**

1. The transitional training process shall include, but not be limited to:
  - A) The completion of a transition binder.
    - (I) Contents of transition binder are determined and created by the Vice President and the President.
  - B) The completion of a transition retreat or sufficient training.
  - C) Meeting with outgoing members of the General Board.
  - D) Must begin with an appropriate amount of time.
2. Passing of the Gavel shall:
  - A) Serve as the official inauguration of the incoming General Board members.
  - B) Serve as the official recognition ceremony of outgoing General Board members.
  - C) Occur between mid-April and early May.
3. Shall be planned by Vice President with the assistance of other members as determined by the President.

#### **Article IX: Meetings**

1. Executive Board Meetings
  - A) Shall be attended by members of the Executive Board and advisor(s).
  - B) The President will be notified of any absences at least 24 hours in advance of the meeting.
  - C) If the President is the absentee, they are to notify the Executive Board at least 24 hours prior to the meeting.
  - D) All meetings of the Executive Board are public, except where executive session is instituted by the President.
2. General Board Meetings
  - A) Shall be attended by members of the General Board and advisor(s).
  - B) The President will be notified of any absences at least 24 hours in advance of the meeting.
  - C) If the President is the absentee, they are to notify the General Board at least 24 hours prior to the meeting.
  - D) All meetings of the General Board are public, except where executive session is instituted by the President.
3. Full Board Meetings
  - A) Shall be attended by Full Board members, General Board, and advisor(s).
  - B) The President will be notified of any General Board absences at least 24 hours in advance of the meeting.
  - C) All Full Board meetings are public, except where executive session is instituted by the President.
4. Committee Meetings
  - A) Shall be attended by the committee chairperson, committee members, and an advisor.
  - B) All committee meetings are public, except where executive session is instituted by the Chairperson.
  - C) Executive Board representatives must attend one committee meeting a month.

#### **Article X: Voting Procedures**

1. Executive and General Board Voting

- A) The President will only vote in the case of a tie.
  - B) The Vice President, Directors, and Chairpersons will each have one vote.
  - C) Any member not in attendance forfeits their vote.
  - D) In non-emergency voting, quorum shall be set at two-thirds of the voting General Board members.
2. Emergency Voting
    - A) Any member can present a motion for an emergency vote to the President.
    - B) The President shall determine voting procedure for the emergency vote.
    - C) The President shall make every attempt to reach all voting members.
    - D) If no vote is given within the specific time allotted, the member's vote is forfeited.
    - E) In emergency voting, quorum shall be set at half of the voting General Board members.
  3. Voting on Requests for Additional Funds
    - A) If the request for funds is under \$500 there is no need for a vote.
    - B) If the request is over \$500 the President will determine voting procedures.
    - C) There is no vote needed for reallocating funds within an event.

**Article XI: General Board Attendance Policy**

1. An absence is defined as a board member not attending a meeting or mandatory event (identified at the start of the semester by the Executive Board).
2. Any combination of leaving early or arriving late twice for meetings will be counted as an absence. This applies to all mandatory events.
3. All absences will be recorded and monitored per semester by the President.
  - A) A board member must provide 24-hour notice of an expected absence to the President.
    - (I) If 24-hour notice of an absence is not given to the President, the President must communicate with the board member.
    - (II) The President retains the right to decide whether the board member's absence is excused or unexcused.
      - (a) Two excused absences will be equivalent to one unexcused absence.
    - (III) Once informed of the expected absence, the President may ask that the board member provide a Full Board member to assume voting power on their behalf, if necessary.
  - B) After two unexcused absences from a meeting or mandatory event the board member must meet with the President and Vice President.
  - C) Three or more unexcused absences from a meeting or mandatory event will require the board member's status to be reviewed by the Executive Board.
4. An advisor will determine if a medical or long-term absence are exempt.

**Article XII: Full Board Member Requirements**

1. To be considered an active member
  - A) Must attend at least two committee meetings a month.
  - B) Must choose two of the three activities below.
    - (I) Participate in at least one event a month.
    - (II) Attend one full board meeting a month.
    - (III) Participate in at least one street teaming a month.
  - C) If requirement not met for two consecutive months, the Full Board member is not eligible for internal UPB awards and Commencement stole.

**Article XIII: Disciplinary Sanctioning**

1. Any member may request disciplinary action against another member when possessing



- valid reason(s) to believe that said member, while representing UPB, has violated UPB and/or Illinois State University policy, and/or State or Federal Law.
2. Any member wishing to request disciplinary action must do so in a timely manner to the President and/or advisor(s).
  3. It is the responsibility of the President to attempt to schedule a meeting with the advisor(s), member(s) requesting disciplinary action, and the member(s) that the request is being brought against within 48 hours of the report being brought forth.
    - A) If it is agreed upon by a majority of the members present at the initial meeting that UPB and/or Illinois State University policy, and/or State or Federal Law was violated by the member(s) in question:
      - (I) The action(s) that occurred shall be reported to the General Board.
      - (II) The member(s) involved shall be sanctioned as deemed necessary by the General Board.
      - (III) The action(s) that occurred shall be reported to the appropriate staff member within the Dean of Students Office.
      - (IV) Upon the recommendation of the Dean of Students Office, the member(s) in violation of policy or law may be referred to the Student Conduct and Conflict Resolution office.

#### **Article XIV: Full Board Membership Removal**

1. Any member found violating the Code of Student Conduct, Registered Student Organization handbook, and/or State or Federal laws, may be removed from the organization.
2. The process for membership removal is as follows:
  - A) Any member may have their membership revoked by a two-thirds vote of the Executive Board.
  - B) Any member removed may appeal to the General Board and shall be considered reinstated with a two-thirds approval
  - C) An individual whose Full Board membership is revoked is barred from participating in all Full Board member responsibilities as referred to in the Constitution, Article IX (9).

#### **Article XV: General Board Membership Removal**

1. A vote for removal of a General Board member must be preceded by:
  - A) Recommendation of removal communicated to the President, in writing
  - B) Documented attempts to discuss concerns with the General Board member, including but not limited to, a meeting with the President and Vice President and a meeting with the advisor(s) and Student Activities and Involvement staff
2. A person may be removed from office by a two-thirds vote of the General Board for reasons that include, but are not limited to:
  - A) Failure to perform office duties and responsibilities outlined in the UPB Constitution and By-Laws.
  - B) Conduct that violates the Illinois State University Code of Student Conduct.
  - C) Absences outlined in the Attendance Policy in Article XI.
  - D) Behavior(s) deemed inappropriate by members of the General Board that have been reported to the President.
3. Before voting, the General Board must be presented with documentation on the circumstances justifying removal.
4. The individual that has been removed shall be notified by the President and given the opportunity to appeal to the General Board.
  - A) The General Board's initial decision can be overturned by a majority vote of the

General Board.

5. Advisor(s) and the Student Activities and Involvement Coordinator shall be notified of the outcome of the process.
6. The procedure for removal from office due to failing to meet good academic standing shall be considered separate from the procedures listed in this Article and are detailed in Article XV.
7. If deemed necessary, an advisor may remove a General Board member from their position without a vote.

**Article XVI: Academic Standing Requirements**

1. Good academic standing is defined as having a cumulative Grade Point Average (GPA) of 2.0 or above.
2. When accepting a position on the General Board, members must provide UPB and the Dean of Students Office the rights to verify their GPA throughout their term, and to report falling beneath a cumulative GPA of 2.0 to the General Board as necessary.
3. General Board members must be in good academic and disciplinary standing at the time of their election.
4. General Board members must maintain good academic and disciplinary standing during each subsequent semester on the General Board, including summer semesters.
5. The Dean of Students Office shall check the statuses of the cumulative GPA of General Board members following each semester of their term.
6. If a General Board member's GPA falls below the above requirements:
  - A) The advising staff shall notify the President.
  - B) The President shall remove the member from office effective immediately.

**Article XVII: Filling Vacancies of General Board positions**

1. The position of the Presidency shall be filled in the following order:
  - A) Vice President
  - B) Director of Finance
  - C) Director of Operations
  - D) Director of Strategic Planning
  - E) Director of Marketing and Communication
2. Vice President and director duties shall be delegated amongst the Executive Board by the President until a new Vice President or director is elected.
3. In case of resignation or removal, the General Board reserves the right to either appoint an individual to the vacated office or initiate the election process for a new committee chairperson.
4. Committee Chairpersons will be appointed upon 2/3 vote from the General Board.
5. If an election process initiation is decided, an executive board member or an interim chair may fill the committee chairperson position, as decided by the general board.
6. Both appointed and elected individuals will serve until the following Passing of the Gavel ceremony.

**Article XVIII: Program Proposal Retreat**

1. Overview:
  - A) Program Proposal Retreat, hereafter referred to as PPR, will be the meeting at which program ideas will be presented and voted upon by the General Board.
  - B) PPR is open to the public but discussion and voting is limited to the General Board - an executive session may be called.
  - C) The date of PPR will be determined by the Executive Board and must be held during the semester preceding the semester in which the programs discussed are to occur.

- D) Programming committees will research all aspects related to event ideas to be proposed.
  - E) Programming committee chairpersons will present program ideas on behalf of their committee. If the chairperson is unable to attend, the chairperson may appoint a Full Board member to take the place of a chairperson.
  - F) Prior to PPR, proposed program budgets shall be submitted to the Director of Finance.
2. Presentations should include the title, date, location, description, goal, and audience of the program as well as an explanation for how audience will be reached and why the program is beneficial. A brief budget overview and analysis shall also be given.
  3. Guidelines for Discussion:
    - A) Discussions for each program will begin with 2 minutes and shall not exceed 6 minutes.
    - B) Comments should be directed to the identified discussion item.
    - C) Each board member may only speak twice per discussion item.
    - D) Members will actively avoid redundancy.
    - E) Suggestions that do not effect major event components or monetary budget issues shall be submitted as a suggestion to the chairperson via a suggestion box.
  4. Round One:
    - A) Each committee chairperson will present and discuss their programs consecutively.
      - (I) Presentation and discussion shall focus on the overall concept of the program and program components.
      - (II) Program budgets shall not be presented or discussed.
    - B) After each chairperson presents all of their programs, voting shall take place on that committee's programs.
      - (I) Programs with at least two-thirds "yes" votes will continue in the slating process.
      - (II) Programs receiving less than two-thirds "yes" votes will be eliminated from the slating process.
    - C) Voting outcomes will not be disclosed until the second round of voting begins.
  5. Round Two:
    - A) Programs with at least two-thirds "yes" votes are presented with a budget.
      - (I) Presentation and discussion shall focus on budget items.
    - B) After each program is presented, voting shall take place.
      - (I) Programs with at least two-thirds "yes" votes will continue in the slating process.
      - (II) Programs receiving less than two-thirds "yes" votes will be eliminated from the slating process.
    - C) Voting outcomes will not be disclosed until third round.
    - D) Program budget will be presented at the beginning of this round before budgets are discussed.
  6. Round Three
    - A) If the President and Director of Finance agree that there is no need for round three, the Program Proposal Retreat will end after round two.
    - B) Each chairperson will first be asked if there are any passed programs that they would like to remove from the slate. The final slate will then be contingent upon the following situations:
      - (I) If the slate, consisting of programs passed with two-thirds "yes" votes, is still over-budget:
        - (a) Each program will get a one-minute pitch from that program's chairperson stating why that program should stay on UPB's final slate.
          - (i) The board will then have a timed discussion beginning with 4 minutes and not exceeding 10 minutes.

- (ii) The board will then vote on each program, one-by-one.
  - The programs that each voting member votes “yes” on must not exceed the budget limitations.
  - Programs that receive a two-thirds “yes” vote will be placed on the slate.
- (II) If the slate, consisting of unanimously passed programs and programs passed with two-thirds “yes” votes come in significantly under-budget:
  - (a) The General Board will be asked if they would like to nominate a program, which did not pass round one. This nominated program may not cause the final slate to exceed the programming budget for the semester.
    - (i) The board will also have the option to keep left-over funds untouched and be kept to be put towards other uses.
- (III) If unanimous programs put the final slate over-budget, we will move onto a cutting process.
  - (a) Each chair will again be asked if there are any programs, they would be willing to drop from contention.
  - (b) If the slate is still over-budget, the board will then have to reasonably cut program budgets.
  - (c) The floor will be open for any member to nominate a program to be edited or cut completely.
    - (i) After a program has been nominated, there will be a discussion with a cap of four minutes, then a majority vote will follow.

**Article XIX: Equipment Policy**

1. UPB business has priority for computer use in the UPB office.
2. Personal files shall not be saved on the UPB Q-drive.
3. UPB printer(s) shall not be used for personal documents.
4. Storage and use policy for technology is at the discretion of the Student Activities and Involvement Coordinator and the Dean of Students Office.
5. All other UPB property shall be used for UPB and other authorized events.
6. All equipment reservation requests by external groups must be reviewed and approved by the Director of Operations.

**Article XX: Advisor(s) Expectations:**

1. Attend committee meetings regularly.
2. Serve as a programming resource.
3. Act as a support system.
4. Shall not make programming decisions, but the Student Activities and Involvement Coordinator, Associate Dean, or other professional Student and Activities staff member can override decisions when deemed fiscally unsound or high risk.
5. Assist in professional development.
6. Serve as fiscal agent.
7. Be honest with advisees.
8. List meeting frequency and with whom.
9. Provide oversight and represent the University Program Board to members of the RSO.
10. Serve as signature/approval authority for registered student organization procedures required by Illinois State University such as Events with Alcohol, Student Organization Registration, Fleet Vehicle Request, space reservations, student fee funding, etc.

**Article XXI: Retreats**

1. Executive Board and advisor(s) shall have a retreat prior to the fall semester.

- A) Executive Board retreat shall be coordinated by the President and advisor(s).
2. General Board and advisor(s) shall have a retreat following the Executive Board Retreat.
  - A) All General Board retreats shall be coordinated by the Vice President and advisor(s).

**Article XXII: Conferences**

1. Executive Board shall decide UPB representation at various conferences.
2. UPB members wishing to represent UPB at additional conferences shall:
  - A) Submit conference request to the Vice President.
  - B) The Executive Board will approve or deny the validity of the request.
  - C) Upon approval, the applicant shall attend a General Board meeting where discussion and voting shall occur for final approval from the General Board.

**Article XXIII: Incentives**

1. Executive Board members, the Student Activities and Involvement Coordinator, and the direct advisor for the event, shall receive two complimentary and two reserved tickets to any ticketed event.
2. Committee chairs as well as full-time staff members and graduate assistants of the Student Activities and Involvement Office shall receive one complimentary and one reserved ticket to any ticketed event.
3. All General Board members and advisors shall receive one complimentary apparel item when ordered for event.
4. Incentives may be waived under certain circumstances by a majority approval of the General Board.

**Article XXIV: Collaborations**

1. New program opportunities or current program changes arising spontaneously throughout the semester are to be submitted to the Director of Finance and President.
  - (I) The Executive Board will approve or deny the new program request; if approved the program will be discussed and voted on by the general board.
2. UPB is not a funding entity. UPB will have an equal shared responsibility on the planning and execution of an event.