

Illinois State University
University Program Board Constitution
Ratified

Article I: Name

The name of this organization shall be the University Program Board, hereafter referred to as UPB.

Article II: Promise of the University Program Board

1. Mission Statement: The University Program Board is committed to establishing student-driven programs focused on the social, cultural, educational, and recreational growth of Illinois State University and the surrounding community.
2. To provide students with the opportunity to become involved in selecting, planning, promoting, implementing, and assessing events, hereafter referred to as the UPB Programming Model.
3. To provide opportunities for students to learn, grow, and develop into quality leaders.
4. To serve as a liaison between UPB members and the University, to offer advice and recommend guidelines concerning programs and activities.
5. Illinois State University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding affirmative action, nondiscrimination, and anti-harassment. Illinois State University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity, and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran in employment, educational programs and activities, or admissions.
6. Access to all programs, services and activities shall be free from discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran.

Article III: Funding

1. The fiscal year of the organization shall be from July 1st to June 30th.
2. Members will not be expected to pay dues.
3. UPB will receive a portion of the Student Activities Fee allocated at the discretion of the Dean of Students Office Leadership Team.
 - A) A portion of these funds will be designated for use by programs that utilize the Up Late @ State brand.
 - (I) The Up Late @ State brand will be used to distinguish programs that occur on a Thursday, Friday, or Saturday night.

Article IV: Organizational Structure

1. There shall be an Executive Board consisting of the President, Vice President, Director of Finance, Director of Marketing and Communication, Director of Strategic Planning, and Director of Operations.
2. There shall be a General Board consisting of a designated chairperson for each committee outlined below, and the members of the Executive Board.
 - A) Each committee shall follow the structure outlined in the UPB By-Laws Article I and Article II.
 - (I) Arts & Entertainment
 - (II) Center Stage
 - (III) Enrichment
 - (IV) Graphic Design
 - (V) Late Night
 - (VI) Marketing & Promotions

- (VII) Social & Recreation
- (VIII) Spirit & Traditions
- 3. There shall be a Full Board consisting of members from each committee, members who attend meetings and assist with events, and members of the General Board and Executive Board.
- 4. Advisors appointed by the Dean of Students Office shall serve as ex-officio members of UPB.
- 5. All position requirements shall be followed as outlined in the UPB By-Laws Article III through Article V.

Article V: Membership and Eligibility Criteria

- 1. Membership Qualifications:
 - A) UPB values the standard of inclusive membership and does not discriminate against any individual on the basis of race, color, religion, gender identity and expression, sexual orientation, national origin, age, disability, ancestry, or marital status.
 - B) Must be enrolled as an Illinois State University student.
- 2. General Board Eligibility Criteria:
 - A) Must be in good disciplinary standing, as defined by Illinois State University policy.
 - B) Must be in good academic standing, as outlined in UPB By-Laws Article XV.
 - C) Must obtain position through election process as outlined in UPB By-Laws Article VII.
 - D) Must complete full UPB term of office: from the date of their position acceptance to the Passing of the Gavel ceremony the following academic year.
 - E) Failure to remain in good academic or disciplinary standing will result in immediate removal from office. Failure to meet all other requirements outlined in the UPB Constitution and By-Laws will result in removal from office as outlined in the UPB By-Laws Article XIV.
 - F) Vacant positions shall be filled following the processes outlined in the UPB By-Laws Article XVI.
- 3. Full Board Membership Responsibilities:
 - A) Actively contribute to the UPB Programming Model by attending committee meetings, attending Full Board meetings, or assisting with event implementation.
 - B) Positively represent the University Program Board.
 - C) Sign and follow the UPB confidentiality agreement.
 - D) Must attend at least two committee meetings a month.
 - E) 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.
 - F) If responsibility not fulfilled, see UPB By-Laws Article XII
- 4. Reasons for Membership Removal:
 - A) The organization and its members agree to adhere to city, state, and national laws, to the Code of Student Conduct, and the policies for registered student organizations at Illinois State University. Any member found violating this may be removed from the organization.
 - B) The process for membership removal is outlined in the UPB By-Laws Article XIII.

Article VI: Dean of Students Sponsored Student Organization

- 1. University Program Board is sponsored by the Dean of Students Office. As such, the organization agrees to the following:
 - (I) The Dean of Students Office provides oversight to the organizations including approval and denial authority of organization activities and events.
 - (II) The Dean of Students Office will request and sign all contracts on behalf of the organization.
 - (III) The Dean of Students Office will assign a staff member to advise the organization. The advisor will fulfill responsibilities as outlined in Article XVI

(IV) If the University Program Board provides funding or the organization receives an allocation from the Student Fee Board, the organization agrees to follow all Illinois State University policies and procedures for expenditures.

Article VII: By-Laws

1. By-Laws will be established to aid in the operation of UPB.
2. To be established, By-Laws will require a majority vote of the General Board.
3. To be amended, By-Laws will require a majority vote of the General Board.
4. By-Laws must be established or amended at a meeting of the General Board.
5. All By-Laws are public record.

Article VIII: Amendments

1. All amendments to this constitution shall be submitted to the UPB President twenty four hours prior to the General Board meeting at which the amendment will be discussed.
2. Any member of UPB may propose an amendment by submitting the amendment in writing to the President.
3. A two-thirds vote of the General Board is needed to approve the amendment.
4. Any amendment approved under this article shall become effective at the time cited when the amendment is presented to the General Board.

Article IX: Ratification

1. Ratification of this constitution will take place as follows:
 - A) This constitution will be presented to the General Board.
 - B) The General Board will have no more than two regular meetings to vote on approval.
 - C) A two-thirds vote is required to ratify this new constitution.
2. The executive board will review and if needed update the constitution every year.