

# University Programs Constitution

Effective  
May 2023

## I – NAME

The official student programming board for the University of Arkansas shall be called University Programs.

## II – PURPOSE

The purpose of University Programs shall be two-fold: 1) to provide a balanced schedule of diverse cultural, social, educational and recreational events for the enjoyment and benefit of the university community by making wise use of the allocated student activity fee; and 2) to provide the opportunity for student development and leadership through the facilitation of these events.

The rules contained herein, and in the bylaws, for University Programs shall govern the organization in all cases to which they are applicable and in which they are not in conflict with the rules and regulations of the Board of Trustees of the University of Arkansas.

## III – EXECUTIVE OFFICERS OF UNIVERSITY PROGRAMS

The Executive Officers of University Programs shall consist of the President and Vice President.

### A. Terms of Office and Method of Selection

1. Executive officers shall be selected in early spring for the following academic year. Executive officers shall be selected at least one week prior to chairperson interviews. The spring semester following selection of officers shall be spent participating in leadership training and shadowing the current executive officers. The official terms last one (1) academic year and begins with the last meeting of the spring semester.
2. All applicants shall submit a complete application and a 300-word essay stating the reason for applying for the office and their goals for University Programs in the following year. The applicants must comply with the eligibility requirements for extracurricular activities as set forth by the University of Arkansas. First semester freshmen are not eligible to hold/apply for an executive officer position with University Programs.
3. A selection committee will be established to interview prospective candidates for executive officers.
  - a. The official selection committee will consist of the current executive officers of University Programs, a minimum of four (4) University Programs chairpersons and one (1) University Programs Advisor. If there is a position(s) on the selection committee not filled by a chairperson, then a University Programs member will be asked to fill the position(s). These students will be voting members of the committee. Non-voting members with optional attendance shall consist of other University Programs Advisors.

- b. The current President should chair all meetings of the selection committee unless they are a candidate. In this case, the Vice President shall chair all meetings. In the event that the President and Vice President are both candidates for the same position, committee chairpersons shall fill selection committee vacancies.
  - c. In the event of a tied vote, the chair of the selection committee will make a tie-breaking decision.
4. Executive officers will be selected based on an evaluation of the following criteria:
- a. Application and essay
  - b. Interview
  - c. Leadership Skills
  - d. University Programs job performance (if applicable)
  - e. Capability and qualification for the position
- B. Duties of Executive Officers
1. The President of University Programs shall:
- a. Preside over all University Programs Council meetings and prepare an agenda for discussion of business items. Agendas are to be prepared in cooperation with the Vice President and Advisor and are to be written and available to all chairpersons prior to the scheduled meeting as determined by the current Council.
  - b. Prepare up-to-date office hours lists and be responsible for their filing.
  - c. Be responsible for the University Programs members' adherence to this document.
  - d. Keep University Programs Council and advisors informed of changes in their program area.
  - e. Be responsible for developing and maintaining their program area budget.
  - f. Have full participation and knowledge of the University Programs budgets.
  - g. Assist the current Vice President and Committee Chairs with their responsibilities.
  - h. Certify the hours and duties performed by the committee members.
  - i. Maintain a database of the certified hours and duties kept and approved by the committee chairs.
  - j. Assume or delegate any responsibilities as needed to fulfill the obligations of University Programs.
  - k. Assist the Office of Student Activities staff in an ongoing program of leadership development, recognition, and training workshops for the University Programs Council and its members.
  - l. Be primarily responsible for the recruitment campaign for University Programs.
  - m. Chair the selection committee for prospective leadership of University Programs, as outlined in this document.
  - n. Assist in the planning of University Programs Council retreat(s) and training and encourage participation in campus-wide leadership workshops.
  - o. Serve on the Dean Student Leaders Advisory Council, the Program Allocations Board, and other committees representing University Programs or, as needed, appoint a representative from within University Programs to serve in their absence.
  - p. Appoint an interim chairperson(s) or a Vice President should a vacancy occur, as outlined in this document.
  - q. Maintain a minimum of fifteen (15) hours of regular office time a week. University Programs meetings are included in these hours. Additionally, the President must establish regular meetings with their advisor.
  - r. Adhere to the Arkansas Drug Free Workplace policy, in addition to any other state or federal employment guidelines as necessary.

- s. Adhere to all University of Arkansas policies and the Code of Student Conduct.
- 2. The Vice President shall:
  - a. Assist the Office of Student Activities staff in promotional and publicity training for University Programs Council and members.
  - b. Attend and actively participate in weekly University Programs meetings.
  - c. Keep University Programs Council and advisors informed of changes in their program area.
  - d. Be responsible for developing and maintaining program area budget.
  - e. Promote University Programs as an organization through the usage of various promotional techniques.
  - f. Update the University Programs listserv weekly.
  - g. Ensure the quality of the University Programs webpage and other online outlets (i.e. Facebook, Twitter, Snapchat, blog, etc.).
  - h. Work with the graphics designers to ensure quality production of newspaper ads, graphics, and promotional materials.
  - i. Update and maintain the promotional board weekly.
  - j. Act as secretary of the University Programs Council by publishing and distributing minutes of all official meetings, as well as maintain an annual history and an accurate membership database.
  - k. Maintain a minimum of twelve (12) office hours a week. University Programs meetings are included in these hours. Additionally, the Vice President must establish regular meetings with their advisor.
  - l. In the temporary absence of the President assume their duties.
  - m. Adhere to the Arkansas Drug Free Workplace policy, in addition to any other state or federal employment guidelines as necessary.
  - n. Adhere to all University of Arkansas policies and the Code of Student Conduct.

#### **IV – THE PROGAMS COUNCIL AND PROGRAMS COMMITTEES**

##### **A. Terms of Office and Method of Selection**

1. Chairpersons shall be selected in early spring for the following academic year. The spring semester following selection of chairpersons shall be spent participating in leadership training and shadowing the current chairpersons. The official terms last one academic year and begin with the last meeting of the spring semester.
  - a. The summer committee chairperson shall be selected in the spring semester using the same process and timelines as the other chairpersons, with their term running from the first meeting after selection through the end of the last summer session. The summer chairperson position may be filled by a chairperson for the following academic year.
2. All applicants shall submit a complete application and a 300-word essay stating their reasons for applying for the office and their goals for University Programs in the following year. The applicants must comply with the eligibility requirements for extracurricular activities set forth by the University of Arkansas.
3. A selection committee will be established to interview prospective candidates for chairperson positions. The current President shall chair all meetings of the selection committee unless they are a candidate. In this case, the Vice President shall chair all meetings. In the event that both the President and Vice President are candidates for a position, a current chairperson will be selected by the selection committee to chair the meetings.

- a. The official selection committee will consist of the current executive officers of the University Programs Council, the current chairperson of the appropriate committee, the newly selected executive officers, and one (1) University Programs Advisor. If there is a position(s) on the selection committee not filled by a chairperson, then a University Programs member will be asked to fill the position(s). These will be voting members of the committee. Non-voting members with optional attendance shall consist of other University Programs advisors, other chairpersons, and members of University Programs.
  - b. In the event of a tied vote, the chair of the selection committee will make a tie-breaking decision.
  - c. Chairpersons will be selected based on an evaluation of the following criteria:
    - a. Application and essay
    - b. Interview
    - c. Leadership skills
    - d. University Programs job performance (if applicable)
    - e. Capability and qualification for the position
- B. Duties of the Chairpersons:
1. Chairpersons shall:
    - a. Adhere to the University Programs Constitution and council expectations.
    - b. Plan and carry out a well-rounded program of activities in their area of programming.
    - c. Aid and encourage University Programs committee members in their personal and leadership development, as well as attend meetings and events of their respective committees.
    - d. Preside over scheduled committee meetings.
    - e. Keep University Programs Council and advisors informed of changes in their program area.
    - f. Be responsible for developing and maintaining their program area budget.
    - g. Serve as an involved member of the University Programs Council and participate in all University Programs leadership meetings and related activities, including recruitment efforts and interviews.
    - h. Prepare for University Programs Council meetings by having completed event proposals, prepared committee reports, and a familiarity with the agenda before the meeting.
    - i. Insure completion of a program evaluation within one (1) week of completion of each program.
    - j. Collect audience evaluations in accordance with evaluation expectations.
    - k. Inform committee members of the University Programs Council's goals and discussion items.
    - l. Set goals within their committee.
    - m. Record the hours and duties performed by committee members with respect to the guidelines set out in the "University Programs Committee Member Point System".
    - n. Maintain a minimum of ten (10) office hours per week. Council meetings count as part of these hours. Additionally, the chairpersons must establish regular meetings with their advisor.
    - o. Adhere to the Arkansas Drug Free Workplace policy, in addition to any other state or federal employment guidelines as necessary.
    - p. Adhere to all University of Arkansas policies and the Code of Student Conduct.
  2. The selection committee may choose to select two (2) people to serve as co-chairs of a single committee. In addition to the duties listed above:

- a. Each co-chair will serve seven (7) office hours per week. Council meetings count as part of these hours.
  - b. At the beginning of the term, co-chairs will be required to agree upon specific written duties pertaining to the committee chair position.
  - c. Both co-chairs will attend each committee and University Programs Council meeting.
  - d. Only one (1) co-chair will be required to attend each of the committee's events. Co-chairs should make an effort to attend the same number of events.
  - e. Compensation for a co-chair will be seventy percent (70%) of the standard compensation.
- C. University Programs Committees
1. There shall be nine (9) permanent committees of University Programs described as follows, and there may be up to two (2) temporary committees
    - a. Daytime Committee: The committee is responsible for a variety of daytime events that may include music, novelties, and other events.
    - b. Media Committee: The committee is responsible for events that encompass film and video and manages the University Programs Video Theater.
    - c. Comedy Committee: The committee is responsible for comedy-related events.
    - d. Cultures and Concepts Committee: The committee is responsible for lectures, awareness events, and performing arts events that highlight cultural and current events
    - e. Music Committee: The committee is responsible for all aspects of concerts production, including major and small shows.
    - f. Public Relations Committee: This committee is responsible for advertising University Programs and assisting other committees when needed.
    - g. Traditions Committee: The committee is responsible for traditional events: Poster Sale, Freshman Pep Rally, Rocky Horror Picture Show, one Novelty Act (i.e. magician, juggler, hypnotist etc.) Earth Day and Spring Carnival.
    - h. Visual and Performing Arts: The committee shall maintain a full schedule of shows and receptions in the Anne Kittrell Art Gallery and is responsible for events in an intimate setting such as slam poetry, dramatic performances, and student talent events.
    - i. Summer Committee: The committee is responsible for sponsoring any University Programs events during the summer academic sessions.
    - j. UPStart Committee: UPStart is a leadership program for incoming student to gain valuable leadership skills and connection on campus while working through the event planning process on the University of Arkansas campus. UPStart Coordinator is responsible for the recruitment of members, facilitation of bi-weekly meetings and training sessions, and advising participants as they coordinate their events.
  2. Temporary Committees
    - a. The University Programs Council may, by a 2/3 vote, create a temporary one-year committee. The Council will create a budget and a full description of responsibilities and program areas. During the program year of a temporary committee, the Council must decide whether the committee will discontinue, continue with temporary status for up to a second year, or become a permanent committee by constitutional amendment.
  3. Ad Hoc Committees
    - a. Ad Hoc committees shall be formed by the executive officers of University Programs as needed and will function until their assigned duties are completed or until other action is taken to change their standing. The President of University Programs will assign specific duties to Ad Hoc committees.

## **V – COMMITTEE STRUCTURE AND MEMBERSHIP**

- A. Committee Structure
  - 1. Each committee must have the following structures:
    - a. Chairpersons: Shall run the meetings and coordinate committee members.
    - b. Committee Members shall attend committee meetings and assist the chairperson in the event planning process.
      - 1) It will be the Chairperson’s discretion to designate specific positions or roles for committee members.
- B. Membership Requirements
  - 1. Anyone meeting the criteria for involvement in co-curricular activities at the University of Arkansas is eligible for membership in University Programs
  - 2. . (These include number of hours, GPA, and judicial standing.)
  - 3. Eligible and potential members must complete the “University Programs General Membership” form to receive committee membership in University Programs.
- C. Duties of the Members
  - 1. Participate in the planning, promotion, production, and evaluation of committee programs.
  - 2. Attend committee meetings and committee events on a regular basis.
  - 3. Participate in the process of committee goal setting.
  - 4. Support University Programs events through attendance and participation.
  - 5. Become familiar with and abide by the procedures outlined in this document.
  - 6. Adhere to the Arkansas Drug Free Workplace policy, in addition to any other state or federal employment guidelines as necessary.
  - 7. Adhere to all University of Arkansas policies and the Code of Student Conduct.

## **VI- UPSTART STRUCTURE AND MEMBERSHIP**

- A. UPStart Structure
  - 1. UPStart Structure
    - a. Each UPStart class shall comprise of at least ten (10) first-year students.
    - b. Coordinator shall run the meetings and coordinate members.
    - c. Members shall attend bi-weekly meetings.
  - B. Membership Requirements
    - 1. Anyone meeting the criteria for involvement in co-curricular activities at the University of Arkansas and is a first-year student is eligible for membership (these include number of hours, GPA, and judicial standing).
    - 2. Eligible and potential members must complete the “UPStart Application” form and interview process to be considered.
    - 3. Potential members will display event planning interest, align with University Programs’ mission statement, and leadership potential as outlined in the UPStart program description.
    - 4. Duties of UPStart Members:
      - a. attend bi-weekly meetings
      - b. complete one (1) office hour per a week.
      - c. attend at least three (3) University Programs events per semester

- d. become familiar with and abide by the procedures outlined in this document.
- e. adhere to the Arkansas Drug Free Workplace policy, in addition to any other state, or federal employment guidelines.
- f. Adhere to all University of Arkansas policies and Code of Student Conduct.

## **VI – VACANCIES AND DISMISSALS**

- A. Vacancies
  - 1. In the event a vacancy occurs in the unexpired term of the President, the position will be filled by the Vice President.
  - 2. Should a vacancy occur in the unexpired term of the Vice President, the President will have the authority to appoint an interim Vice President (with seventy-five percent (75%) approval from the University Programs Council) during which a prompt search will be conducted. The succeeding Vice President will be selected by the process outlined in this document.
  - 3. Should a chairperson position become vacant, the President will have the authority to appoint an interim chairperson (with seventy-five percent (75%) approval from the University Programs Council) during which a prompt search will be conducted. The succeeding chairperson will be selected by the process outlined in this document.
  - 4. Resignation by any University Programs Council executive member or chairperson should be made in writing to the President.
- B. Dismissal of University Programs Council Members
  - 1. Any student or staff member of the Office of Student Activities may file a written complaint against any University Programs Council member with the Assistant Director for Programming for the Office of Student Activities. The complaint will be reviewed, and if the complaint is not legitimate, the complaint will be dismissed.
  - 2. If grounds for dismissal are found, a committee will be formed to hear the complaint. The committee will comprise three (3) University Programs Council members: The President (if not involved in the complaint), one (1) University Programs Advisor, and one (1) Campus Life staff member. Upon completion of the hearing, the disposition of the complaint will be determined.
    - a. The person submitting the complaint will not be allowed to be a member of the committee hearing the complaint.
  - 3. The University Programs Council member in question may appeal in writing to the Assistant Director for Programming for the Office of Student Activities no later than five (5) days after dismissal.
  - 4. The Assistant Director for Programming for the Office of Student Activities will have the final say in any appeal.
  - 5. Any University Programs Council member removed from office cannot be reinstated to the University Programs Council for one (1) year from the date of their dismissal.
  - 6. All University Programs Council members will be replaced according to selection guidelines outlined in this document.
  - 7. Grounds for automatic dismissal include:
    - a. Two (2) pay periods with reduced pay or no pay received
    - b. Two (2) unexcused absences from University Programs Council meetings
    - c. Violation of the Arkansas Drug Free Workplace Policy or other employment guidelines
- C. Regular Meetings and Absenteeism
  - 1. The University Programs Council will hold weekly meetings during the academic year (August-May). The President may call special meetings they deems necessary. All members

shall be duly notified of the time and place of meetings. The President must be able to verify that all members are aware of the meetings.

a. Absences will be considered unexcused unless a valid excuse is received by the President prior to the meeting that they cannot attend.

b. Excused absences include, but are not limited to, the following:

1. Illness
2. Family emergency
3. Scheduled academic activities (i.e. tests)
4. University Programs events
5. Others to be determined by the Assistant Director for Programming for the Office of Student Activities

2. A complete and accurate event proposal must be submitted to the President for consideration by the University Programs Council. Event proposals must follow the following criteria:

a. Each event must have its own proposal.

b. Proposals must also be put forth for any committee expenses not expressed in the committee's budget (i.e. banners, t-shirts, etc.).

c. Event proposals must be signed by the committee chairperson, committee advisor, and the President. These signatures verify that the proposal is accurate and complies with the committee's budget.

D. Quorum

1. At all meetings of University Programs Council, the presence of a simple majority (50% + 1) of the voting members shall be necessary to constitute a quorum. Any act of majority present at the meeting at which there is a quorum shall be the act of the University Programs Council, except as may be otherwise provided in this document and bylaws.

## **VIII – BUDGETS AND FINANCE**

A. Budget Process and Timeline

1. The budget process and procedures and timeline for developing and approving the next fiscal year's budget will be set by the President and approved by the University Programs Council by the last Council meeting of the academic year.

2. The University Programs Council is required to vote on a proposed budget in a timely manner based on the schedules of the Program Allocations Board.

B. Budget Allocations

1. The budget allocations by area (ex. Administrative) and/or committee (ex. Comedy) are set for the following year once the budget is approved by the University Programs Council. Any changes to the allocations after that date must be approved by the University Programs Council.

2. Within each budget allocation by area and/or committee, shifts of money of twenty-five percent (25%) plus or minus the original allocation for a program may be made with the committee advisor's approval. Shifts of larger than twenty-five percent (25%) must also be approved by the University Programs Council.

C. Program Numbers

1. Budget allocation by area and/or committee will be required to also state the number of programs represented within that budget.

2. It is the responsibility of the committee chairperson or executive officer for each budget allocation area to ensure that the stated number of programs in the budget must be carried out



as approved. Any lowering of this number must have the approval of the University Programs Council.

#### **IX – AMENDMENTS**

- A. Amendments and/or changes to the constitution may be made by a two-thirds (2/3) vote of the current University Programs Council at any regular meeting. The proposed amendment(s) must be posted in a prominent location in the University Programs office for review for a minimum of one (1) week. Prior to posting, the proposed amendment(s) or change(s) must have been read at a University Programs Council meeting.

## University Programs Bylaws

Effective  
August 2020

- A. Clothing
  - 1. T-shirts for committee members may be printed for advertising purposes upon permission and approval of University Programs Council.
- B. Surplus Monies
  - 1. Following budget projections during the spring semester by all University Programs funded committees and areas, any surplus monies will be collected into a general fund controlled by the University Programs Council.
    - a. Proposals to spend this money must be presented to the University Programs Council for review.
    - b. Priority will be given first to additional programming during the same fiscal year, followed by necessary capital improvement/equipment purchases.
    - c. Surplus monies created by the cancellation of programs after spring budget projections will be placed in a general fund and be subject to the governing rules thereof.
    - d. Expenditures are subject to the approval of the Assistant Director for Programming for the Office of Student Activities.
- C. Equipment
  - 1. University Programs equipment may be checked out by committee chairs and members with Office of Student Activities staff approval and by following equipment checkout procedures.
- D. Travel Policy
  - 1. University Programs budget shall allocate funds to finance sending students/staff to conferences and workshops relating to University Programs business
  - 2. Selection Procedure
    - a. Any student who is currently an executive officer, or chairperson, may apply to attend regional and national conferences or workshops. Committee members can apply to attend regional conferences or workshops. All applications will be submitted to the Assistant Director for Programming for the Office of Student Activities.
    - b. The University Programs executive officers and advisors will review applications and select the students who may attend and be funded by University Programs. Advisors are voting members of the application reviewing committee.
    - c. Criteria for Selection
      - 1) Any student that needs to attend a conference to book programs, present a session, or any student that holds an important leadership position for that association will receive preference, but this student should also meet other criteria.
      - 2) Any student attending a conference must be in good academic and disciplinary standing.
  - 3. It is mandatory that any student traveling on behalf of University Programs attend an orientation meeting held at least one (1) week prior to the conference or activity. Every effort will be made to schedule this meeting at a time when all can attend. If a student misses this

meeting, they must do a make-up meeting with their advisor and/or the President to go on the trip. If no meeting is scheduled, they will not be allowed to travel on behalf of University Programs and a replacement student will be found. If no replacement can be found, the student involved will be responsible for all up-front costs associated with their travel.

- E. Stipend for University Programs Council
1. Stipend for University Programs Council is based on the number of hours required for the position and minimum wage.
    - a. Intention to hold summer office hours and receive stipend must be given to the Assistant Director for Programming for the Office of Student Activities by the last Council meeting of the spring semester.
  2. The advisors determine if a member of the University Programs Council will receive their stipend and shall use the following criteria:
    - a. Complete necessary number of programs as set forth in committee guidelines
    - b. Adhere to the promotional checklist
    - c. Complete and adhere to posted office hours
    - d. Attend weekly meetings with advisor
    - e. Hold weekly committee meetings
    - f. Attend all Council meetings
    - g. Attain satisfactory ranking on most recent performance evaluation
    - h. Other criteria as determined by the University Programs advisor
  3. The Assistant Director for Programming for the Office of Student Activities is the final authority on all stipend issues.
  4. Executive officers and the summer committee chair shall not receive payment for work for any committee of University Programs.
  5. In the event an executive officer of committee chairperson must resign, begins their term late or is removed, their compensation shall be pro-rated for the time served.
- F. Co-Sponsorship Policy
1. When there is a co-sponsorship being considered between University Programs committees or any other groups, the following requirements should be met to avoid any conflict between the groups:
    - a. When a University Programs committee is approached by another group for co-sponsorship reasons, a completed co-sponsorship form should be submitted to the President of University Programs no less than four (4) weeks prior to said program/event.
    - b. In addition, a presentation must be given to the committee/Council that will include:
      - 1) The type of program and its promotional methods.
      - 2) The expectations and the type of involvement (personnel need, time, money, facilities, equipment, etc.) needed should be clearly defined.
      - 3) Other groups who are presently involved with the program/event or those who may be involved at a later date.
      - 4) A question and answer period where further information can be shared, if necessary.
    - c. In the case of a University Programs committee being approached for a possible co-sponsorship, the committee will vote "for" or "against" co-sponsorship of the program or event.
    - d. University Programs will not be involved in any co-sponsorship that does not constitute legitimate involvement on the part of the University Programs committee. Legitimate involvement shall include, but is not limited to, having a voice in the total decision-making and planning process, consent and approval of all promotional material on which the

- University Programs logo or name appears, and participation and representation at the program or event.
- e. University Programs will not lend its name to any activity simply to aid another group in avoiding University of Arkansas fees or Arkansas Union charges or in taking advantage of any other University Programs promotional outlet.
  - f. In the event that the above time requirements for co-sponsorship cannot be met, the University Programs committee involved may make a presentation to the University Programs Council. The co-sponsorship may be given approval with a two-thirds (2/3) majority vote of the University Programs Council.
  - g. When University Programs approaches another group for co-sponsorship, the above items should be addressed when applicable.