SUPB CONSTITUTION

ARTICLE I  NAME

The name of the organization shall be SUPB, the Student Unions Programming Board of the Missouri Unions at the University of Missouri.

ARTICLE II  PURPOSE

The committees of SUPB assess, plan, promote and produce programs for the campus community. These cultural, educational and entertainment programs enhance the quality of life at the University of Missouri, while contributing to diversity appreciation and supplementing the University's academic mission. In addition, SUPB provides opportunities for students to develop leadership, budgeting, marketing and organizational skills in a creative environment.

ARTICLE III  THE EXECUTIVE COMMITTEE

Section One: Definition

The SUPB Executive Committee is the governing body of the organization. The Executive Committee oversees the operations of all the committees, coordinates programming, and implements all SUPB policy and procedure.

Section Two: Membership

All registered students of the University of Missouri are eligible for the student positions on the executive committee. These positions are the President, the Vice President of Membership and Communication, the Vice President of Programmatic Diversity and Assessment, and the Committee Directors. The committee is selected through an application and interview process, which is determined by the Board (see Section IV of the By-Laws).

Section Three: Meetings

The Executive Committee shall meet on a weekly basis as determined by the previously specified members. (See Section I-C in the By-Laws in reference to the presence and/or rule of Visitors or non-members.)

Section Four: Advisors

Missouri Unions staff who are designated as student organizational advisors, hereafter referred to as advisors, are also to be considered ex-officio members (non-voting) of the Executive Committee.
ARTICLE IV  COMMITTEES

Section One: Definition
An SUPB committee is a part of the organization which researches, proposes, and implements programs. The committees of SUPB shall carry out their specified purpose, as defined in the By-Laws of this constitution, through planned programs and activities.

Section Two: Membership
Each SUPB member (except the officers) is assigned to work on one Committee throughout the academic year.

Section Three: Meetings
Committees shall meet on a weekly basis as determined by the membership where they will have an opportunity to meet and make reports to the Board. Additional meetings are at the discretion of the Committee Director.

Section Four: Number of Committees
The number and function of the Committees shall be specified in the By-Laws of the SUPB Constitution.

Section Five: Advisors
A Committee's advisor is also considered a non-voting participant of the Committee.

ARTICLE V  AMENDMENTS

Amendments to the Constitution must be submitted in writing and distributed to all Board members one week before being addressed at a Board meeting. After being brought before the Board, the amendments must be tabled for one week before being considered for approval by the Board. Amendments to the Constitution must be passed by a two-thirds vote of the Board.

ARTICLE VI  BY-LAWS

By-Laws must be submitted in writing and distributed to all Board members one week before being addressed at a Board meeting. After being brought before the Board, proposed by-laws must be tabled for one week before being considered for approval by the Board. Proposed by-laws shall become approved by a majority vote of the Board.

ARTICLE VII  RATIFICATION

The Constitution shall become effective upon approval of two-thirds of the members of the Board. The Constitution once ratified, shall supersede any existing documents and shall become the governing document of the SUPB
I. MEETINGS

A. Procedures

The meetings of the Board shall proceed according to procedure specified by the President and presiding officers.

B. Attendance

All members of the Board shall be expected to attend all of its meetings and remain for its entirety. Executive Committee members missing meetings will result in a meeting with the advisors, President, and Vice Presidents and the appropriate action will be taken. If a meeting has to be missed due to illness or other conflict, the Vice President of Membership and Communication should be notified in advance of the absence.

C. Visitors

Any person may attend a Board meeting. If a visitor wishes to present a proposal to the Board, he or she must be included in the agenda. A visitor may speak only if the President of the Board recognizes him or her.

D. Voting

Two-thirds of the Board must be present before ordinary voting can take place during the academic year. All other times, voting shall require the President and Committee Directors to make a reasonable effort to contact every member of the Board. If necessary, voting will take place by means of a phone or e-mail survey. In the event of a tie, the President’s vote shall prevail.

In response to unusual circumstances, including breaks in the academic calendar during holidays, and between semesters pending a reasonable effort to contact all members of the Board, a decision may be made by the President along with the Committee Director and advisor. The President must report to the Board the results of any emergency decisions at the next Board meeting.

The President shall notify all Board members, in writing, of the results of a vote taken outside of a Board meeting at the next scheduled meeting.

II. EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall be composed of the President, Vice President of Membership and Communication, Vice President of Programmatic Diversity and Assessment, the Committee Directors and all advisors.
B. Meetings and Specific Duties

The Executive Committee shall meet weekly to determine the agenda for the weekly Board meetings. The committee shall also organize SUPB-wide events, serve as spokesperson for SUPB, develop operating policy and/or standing rules, and shall hear grievances from sources inside and outside the SUPB and take the appropriate actions. In addition to these duties and those specific to each officer the Executive Committee will have final approval authority over all committee programming endeavors.

III. OFFICERS & COMMITTEE DIRECTORS

A. Duties of the Officers

1. President
   a. Serve as the chairperson of the Board
   b. Chair the Executive Committee
   c. Represent SUPB in Budget Allocation proceedings
   d. Represent SUPB at the Campus-wide Programming Boards meeting
   e. Serve as a spokesperson for S.U.P.B.
   f. Coordinate agenda and reserve all meeting rooms for SUPB meetings
   g. Meet regularly with Committee Directors and Advisors
   h. Expected to hold and post 5-10 office hours per week
   i. Oversee the creation and implementation of all membership recruitment and retention efforts

2. Vice President
   a. Serve as spokesperson for the SUPB in the President’s absence
   b. Prepare agenda and take attendance at all board meetings
   c. Keep an accurate contact list of all members (phone/email)
   d. Oversee leadership development programs for the SUPB
   e. Expected to hold and post 3-5 office hours per week
   f. Coordinate recognition programs for SUPB members
   g. Coordinate the planning of the SUPB end of semester and year end banquets
   h. Assist in the implementation of all membership and recruitment efforts
   i. Take minutes for all board meetings

B. Duties of Committee Directors

Committee Directors preside over their respective committee meetings and serve as the spokesperson for their SUPB events. They also plan and implement programs with their committee members and advisor(s). Committee Directors serve as their committees' representative to the Executive Committee and help determine SUPB policies and programming decisions. Committee Directors are expected to hold at least two office hours each week.

GENERAL NOTE--all Executive Committee members shall be required to participate on various committees as need be, and to participate in the production of major campus events. All Executive Committee members shall be required to orient their successor upon the completion of the selection process.
B. Qualifications

1. President
   a. At least two semesters of active SUPB involvement at the time of elections.
   b. Must be a student in good standing according to University policy throughout term of office with a minimum cumulative GPA of 2.5.
   c. Must be able to fulfill one term of office as described elsewhere in this document. (Article V)
   d. Must have served as a Director of a committee or a Vice President within SUPB prior to applying for the President position. Exceptions to this rule will be made if needed as determined by a vote of the Board at time of elections.

2. Vice Presidents
   a. At least two semesters of active SUPB involvement at the time of elections.
   b. Must be a student in good standing according to University policy throughout term of office with a minimum cumulative GPA of 2.5.
   c. Must be able to fulfill one term of office as described elsewhere in this document. (Article V)

3. Committee Directors
   a. At least one semester of active SUPB involvement at the time of elections.
   b. Must be a student in good standing according to University policy throughout term of office with a minimum cumulative GPA of 2.5.
   c. Must be able to fulfill one term of office as described elsewhere in this document. (Article V)

C. Evaluations

An evaluation will be done on an as-needed basis at the end of each semester for Executive Committee members, including ex-officio members.

IV. SELECTION OF MEMBERS OF THE BOARD

A. General Membership

The Board is committed to being composed of a diverse group of students including academic study and class standing. All MU student fee paying students are encouraged to attend regular meetings.

B. Officers

1. Executive Committee—all qualified students may submit an application to the Board for a position on the Executive Committee. Officers will be selected by a committee determined by the advisors, graduating members of the Executive Committee and the newly elected President of the Board.

2. Evaluations (see Article III, Section C) of the Executive Committee members shall be made available to the members upon request.
V. TERMS OF OFFICE

All officers and committee Directors shall be selected no later than the last week of April every year. They shall serve a term of one year beginning May 1st and ending on April 30th the following year.

After an Executive Committee member has completed his/her term, he or she may apply to be a member of the Executive Committee again.

VI. REPLACEMENTS/LEAVE OF ABSENCE

The Board shall select all replacements by a simple majority vote. The Executive Committee may appoint an interim successor until the Board can vote on a replacement. The selected replacement shall finish the term of office.

VII. GRIEVANCE AND IMPEACHMENT PROCEDURES

A. Grievances

Any grievance shall be handled by an informal meeting with the respective advisor and the President, which is intended to allow both sides to fully discuss the issue, develop the facts, state their contentions, clear up any possible misunderstandings, and attempt to resolve the dispute formally. The highest ranking officer shall be responsible for any decisions of the matter.

B. Hearing

The second phase shall consist of a hearing, with the subject present, by the Executive Committee on charges brought against him or her. From this hearing, the committee shall decide (1) that impeachment procedures follow or (2) that charges be dropped. This decision shall be rendered in a formal statement to the Board. The ranking officer shall be responsible for informing the subject of the decision.

C. Impeachment

If the decision by the Executive Committee is for impeachment proceedings, then a hearing, with the subject in question present, will be held before the Board. The Executive Committee will present the evidence, but will not participate in the vote. A two-thirds vote is necessary for impeachment.

D. Removal from Office

If the officer is impeached, a two thirds vote by the whole Board is necessary for the removal from office.

E. Abandonment

If an Executive Committee member fails to fulfill his/her obligations for 4 consecutive meetings, the executive committee in conjunction with the respective advisor shall remove the member without following the impeachment proceedings. (ABANDONMENT is defined as having absolutely, positively no contact, or effort to contact, SUPB; and a failure to fulfill the responsibilities of your position.)
VIII. COMMITTEE OPERATIONS

A. Board Meetings

Each Director shall bring forth any potential program, passed by a simple majority vote of the committee, to the Board in the form of a pre-program.

B. The following shall be the programming committees of SUPB:

1. Unions Entertainment – The purpose of this committee is to implement both small and large scale programs. Every genre of music, comedy, performing arts, and novelty act may be considered for presentation by this committee. This committee’s goal is to ensure that the Bengal Lair serves the needs of students including collaboration with other campus organizations.

2. The Shack – The purpose of this committee is to coordinate “club-type” programming, ranging from small to medium sized performances. This committee is expected to host activities taking advantage of gaming equipment (pool tables, shuffleboard, foosball, etc) that encourages face-to-face student interaction. This committee’s goal is to ensure that the Shack serves the needs of students including collaboration with other campus organizations. This committee is expected to provide technical and operational recommendations to the Unions staff for the enhancement of the Shack.

3. Student Enrichment – The purpose of this committee is to implement programs that enhance the Mizzou experience with activities centered on service, diversity, current issues, culture, advocacy and awareness. This committee will host the annual Kemper Lecture Series.

4. Traditions – This purpose of this committee is to implement programs that have become signature events on campus that contribute to school spirit and culture. These require long-term preparation and cooperation amongst the whole Board. All SUPB members are members of this committee. Events include SUPB’s participation in the Homecoming Parade, Veteran’s Day Wreath Laying Ceremony, Hanging of the Greens, Unsung Heroes and Comedy Wars.

IX. PROGRAM ALLOCATIONS

Each committee will have a budget from which it can request money for programs that will be monitored by the respective Committee Director, Vice President for Finance & Policy and advisor. Any committee requesting money must complete a pre-program form for the program. The Director, or in his or her absence a representative of the committee, will present a formal request to the Executive Committee. All pre-program forms must be passed by a simple majority vote of the Executive Committee.
X. AMENDMENTS

Any member of SUPB may initiate a change in the By-Laws. Amendments must be passed by a majority vote of those present at the Board meeting. All amendments must be tabled for at least one meeting before a vote is taken.

May 9th, 2007
March 2nd, 2010
March 9th, 2010
March 15th, 2011
April 10th, 2012