

Student Events Constitution

MISSION STATEMENT

Student Events (SE) is a volunteer student organization that supports the mission of Brandeis University by providing cultural, educational, recreational, and social programs designed for the entire Brandeis community. Through student input, support from the Department of Student Activities, and the use of the Student Events Fee, Student Events plans theme weeks, concerts, and a variety of other events throughout the year. As a staff, Student Events combines creativity and energy to enhance the overall Brandeis experience. SE also provides Brandeis students the opportunity to get involved with the Brandeis community on many levels. We make the good stuff happen!

ARTICLE 1, NAME

The organization shall be known as **STUDENT EVENTS**

ARTICLE II, PURPOSE

The purpose of this organization shall be to work for quality programming for the Brandeis community. This shall be accomplished in the following ways:

1. By sponsoring cultural, educational, recreational, and social activities for the Brandeis Community.
2. By encouraging and assisting campus clubs and University departments that support our mission in implementing their own events.
3. By encouraging active participation in all Brandeis University programming.

ARTICLE III, MEMBERSHIP

Section 1: Members

All Brandeis Students who pay a Student Activities fee may be a member of Student Events. Those selected as members of Student Events are entitled to attend all meetings required for their assigned position.

Section 2: Voting

1. All members have the additional right to vote at meetings.
2. At *Coordinator Meetings* all members shall have the right to vote. At *Assistant Director Meetings* only the Director and Assistant Directors shall have the right to vote.

Section 3: Brandeis University Student Body

Brandeis University students who are not members of Student Events, will have the opportunity to give suggestions during an open forum held once a semester (location, time, topics of discussion, and ground rules to be announced to the Brandeis community a week in advance) and assist in the implementation of events as volunteers.

ARTICLE IV, STRUCTURE

The structure of this organization shall be comprised of:

Section 1: Officers

1. Director

The Director shall be the head administrator and shall have final responsibility for the organization. He or she shall be an undergraduate student and shall oversee the Assistant Directors and Coordinators. The Director shall work closely with the Assistant Director of Student Activities who herein shall be known as the Advisor.

2. Assistant Directors

Each Assistant Director, except the Assistant Director of Finance, heads a committee which is composed of himself or herself and Coordinators. Assistant Director of Finance does not head a committee as event planning and publicity is not a part of this position. The Assistant Director Committees shall consist of:

1. Entertainment
2. Films
3. Services
4. Major Entertainment
5. Publicity
6. Special Events

3. Coordinators

Coordinators are members who are selected to help Assistant Directors with their specific areas of responsibility.

Section 2: Advisor

The Advisor shall attend meetings and work in cooperation with Student Events to provide diverse entertainment. They shall represent the interests of their respective organizations to Student Events as well as speak for Student Events to their respective organization and the Brandeis University Administration.

Section 3: Committees

1. Each Committee shall be composed of an Assistant Director and his or her Coordinators. The standing committees shall be:

1. Entertainment Committee
2. Films Committee
3. Services Committee
4. Major Entertainment Committee
5. Publicity Committee
6. Special Events Committee

2. Additional committees may be formed at the discretion of the Director after consultation with the Assistant Directors and the Advisor. The final decision shall be made by a vote in an Assistant Director meeting.

Section 4: Volunteers

Volunteers are members of the Brandeis Community who participate in the implementation of Student Events concerts, theme weeks, publicity, and other activities.

ARTICLE V, RESPONSIBILITIES

Section 1: Officers

All Officers shall have the privilege of voting membership.

A. Director

1. Works with Assistant Directors and Coordinators to oversee day-to-day running of the organization.
2. Attends, promotes and assists with Student Events programs.
3. Attends at least 10 office hours each week.
4. Reviews and understands all contracts in collaboration with Assistant Directors and the Advisor.
5. Attends all Assistant Director and Coordinator meetings.
6. Has final authority to create assistant director and coordinator positions after consultation with the Advisor and a vote in an Assistant Directors meeting.
7. Will act as 'parliamentarian' educating, interpreting, and explaining the words set forth in this Constitution to the membership of Student Events and the Brandeis Community.
8. Meets with the advisor on a weekly basis.
9. Stays in contact with other SAF clubs, Student Union, Orientation Core Committee, and ICC groups whenever applicable.
10. Review and understand the Student Events Constitution

B. Assistant Directors

1. Ensure the Committees and Coordinators fulfill their obligations.
2. Delegate tasks to Coordinators of their committees and volunteers during events.
3. Maintain communication and cooperation with other officers.
4. Attend at least six office hours each week.
5. Recommend to the Director for the creation/elimination of Assistant Director and Coordinator positions.
6. Attend, promote, and assist with Student Events Programs.
7. Reviews and understand all committee-related contracts.
8. Attend all Assistant Director, Coordinator, and Committee meetings.

C.Coordinators

19. Assist Assistant Directors in fulfilling obligations of their committees.
20. Attends all Committee and Coordinator meetings.
21. Attends, promotes, and assists with Student Events programs.
22. Attends at least four office hours each week.

Section 2: Advisor

1. Serves as Advisor to Director, Assistant Directors, and Coordinators.
2. Serves as general advocate to administration on behalf of Student Events.
3. Works to facilitate leadership development training.
4. Participates in selection committees.
5. Reviews the finance database by participating in semester review and receives monthly update on the budget.
6. Works with the Director to oversee the transition of new staff members and committee Coordinators.
7. Reviews and understands all contracts.
8. Meets with the Director on a weekly basis.
9. Does not have the right to vote.

Section 3: Committees

A. Entertainment Committee

1. Maintains contacts with agents and industry professionals.

2. Plans and implements a variety of events, including but not limited to novelty events, acoustic cafes, and games shows.
3. Manages incoming promotional materials.
4. Runs Entertainment Committee events.
5. Works with the Publicity Committee in the design and distribution of Entertainment events publicity.

2. Special Events Committee

1. Maintains contacts with agents and industry professionals.
2. Programs, coordinates, and implements themed week-long special programming events each semester. *Louis Louis* in the fall semester and *Bronstein* in the spring semester.
3. Works in conjunction with other Committees to plan and implement events during themed week-long events when applicable.
4. Assistant Director of Special Events shall meet with the Advisor when applicable.
5. Works with the Publicity Committee in the design and distribution of Special Events publicity.

6. Services Committee

7. Maintains contacts with agents and industry professionals.
8. Coordinates and runs all technical production of Student Events programs and events held by other clubs hiring Student Events production
9. Maintains Student Events production equipment.
10. Responsible for recording notes on important topics discussed during meetings and compiling these notes for record keeping.
11. Maintains all databases including but not limited to production, membership, and volunteers.
12. Assists with the Student Events recruitment and retention, in addition to providing team building programming opportunities.
13. Recruits and retains an active non-members group of volunteers.

14. Films Committee

15. Maintains contact with agents and industry professionals.

16. Programs all films.
17. Organizes and runs film series and appropriate programming events.

18. Works with the Publicity Committee in the design and distribution of film schedules
19. Works with other groups/departments/clubs to plan film scheduling and events.

20. Publicity Committee

21. Maintains contact with agents and industry professionals.

22. Responsible for publicity, advertising, distribution, and marketing of Student Event's programming.
23. Maintains and updates Student Events' World Wide Web (WWW) site: people.brandeis.edu/~studentevents and Student Events' AOL Instant Messenger Screen Name: AskStudentEvents
24. Works with committees to design and distribute publicity materials.
25. Maintains flyer holders in all dining halls.

26. Major Entertainment

27. Maintains contact with agents and industry professionals.

28. Books bands and other acts for larger venues.
29. Works with the Publicity Committee in the design and distribution of Major Entertainment publicity.

Section 4: Assistant Director of Finance

1. Maintains contact with agents and industry professionals.
2. Maintains the financial database of each committee and Student Events as a whole
3. Meets with the Director on a weekly basis.
4. Meets with the Advisor on a monthly basis.
5. Provides budget information to all committees.
6. Participates in the implementation of all events.
7. Works closely with the Treasurer of Student Union and the Chair of the Finance Board of Student Union when applicable

ARTICLE VI, SELECTION

Section 1: *Director*

1. All candidates must fill out an application created by the outgoing Student Events Director with the approval of the Advisor
2. The selection committee must interview all candidates.
3. The new Director will be chosen by vote by the selection committee; the final appointment will be presented by the current Director.
4. The selection committee shall consist of:
 1. The outgoing Student Events Director (mandatory), who chairs and acts as Parliamentarian for the meetings.
 - i. If outgoing Student Events Director is candidate, the Advisor will appoint another voting member.
 2. Two members of the Student Senate (mandatory)
 3. At least two, active, voting members of Student Events (mandatory).
 - i. One of these members must be an Assistant Director.
 - ii. One of these members must be a Coordinator.
 - iii. These members will be appointed to the selection committee by the outgoing Director and the Advisor.
 4. The Advisor (mandatory).
5. No one who is a candidate for the position may serve as a member of the selection committee.
6. All members of the committee must be present throughout entire interview process.
7. Applications must be available two months before the end of classes and candidates should be selected a month before the end of classes.
8. Candidate must have served as a member of Student Events for at least one semester in any position.
9. The selection committee can also include any of the following when applicable:
 - i. A Community Advisor
 - ii. The Director of Student Life or appointed representative
 - iii. Assistant Director of Student Activities

Section 2: *Assistant Directors*

1. All candidates must fill out an application created by the new Director with the approval of the Advisor.
2. The new Assistant Director will be chosen by vote by the selection committee; the final appointment will be presented by the new Director.
3. The selection committee shall consist of:
 1. The outgoing Student Events Director (mandatory).
 2. The incoming Student Events Director (mandatory), who chairs and acts as Parliamentarian for the meetings.
 3. A member of the Student Senate (optional).

4. An Assistant Director or Coordinator specific for candidate selection committee which the applicant is applying (mandatory).q
5. The Advisor (mandatory).
4. No one who is a candidate for the position may serve as a member of the selection committee.
5. All members of the committee must be present throughout entire interview process.
6. Applications must be available six weeks before end of classes and candidates selected two weeks before end of classes.

Section 3: *Coordinators*

1. All candidates must fill out an application created by the new Director with the approval of the Advisor.
2. The new Coordinator will be chosen by vote by the selection committee; the final appointment will be presented by the new Assistant Director of each committee to their respective coordinators.
3. The selection committee shall consist of:
 1. The outgoing Student Events Director (mandatory).
 2. The incoming Student Events Director (mandatory), who chairs and serves as Parliamentarian for the meetings.
 3. A member of the Student Senate (optional).
 4. The incoming Assistant Director of the department in which the Coordinator applicant is applying (mandatory).
 5. The Advisor (mandatory).
4. No one who is a candidate for the position may serve as a member of the selection committee.
5. All members of the committee must be present throughout entire interview process.
6. Applications must be available six weeks before end of classes and candidates selected two weeks before end of classes.

Section 4: Filling Vacancies

If for any reason during the year a position shall become vacant:

1. The Director is empowered to appoint a member to temporarily fill the vacancy, enacting a vote in an Assistant Director meeting.
2. The appropriate selection committee must be convened within four class weeks, and the aforementioned process must be followed.
3. The new appointment must take effect immediately,

4. If the position of Director becomes vacant, the Assistant Directors and Advisor shall act in concert to fill the position while the selection committee is convened and in process.

Section 5: Unfilled Positions

1. In the event that the selection committee deems no candidate sufficiently qualified or suitable for a given position, they may by vote decide that one of the following actions be executed.
 1. The application process must be re-opened and an effort made to reach a greater pool of applicants.
 2. They may decide to leave the position vacant for a semester at the end of which the decision must be reconsidered.
2. If the selection committee exercises options, the Director must appoint someone until such time as the new person is selected.
3. The voting members may, at any time, reconsider the selection committee's decision. If the need is immediate, they may vote to have the director temporarily fill the position until the selection process is completed.

Section 6: Missing Members of Selection Committee

Any selection committee which is missing members required by the Articles in this Constitution may continue to fulfill its function at the discretion of the committee with consultation of the Advisor.

ARTICLE VII, RESIGNATIONS

A voting member or officer may submit his resignation or be required to do so. If a resignation is required, a request in writing must be sent by the Director with consultation of the Advisor. The criteria for required resignation are as follows:

Section 1: Voting Members

1. Failure to attend at least two general meetings or participate in at least three required events over a six week period, except in extenuating circumstances (i.e. Illness, family emergency), which are to be determined by the Director in consultation with the Advisor.

2. Any infraction of the general Student Events rules and privileges contained in this instrument and the by-laws.
3. An officer, appointed by the selection committee, may be asked to resign by eight or more voting members presenting written charges to the Director and/or the Advisor.
 - iv. When the charges concern issues of financial management, the charges shall be brought before the Student Senate Judicial Board. The accused shall have a one-week warning before the hearing.
 - v. When the charges involve issues of personal misconduct, the charges shall be brought before an ad hoc committee appointed by the Director of Student Activities. The accused shall have a one-week warning before the hearing.

ARTICLE VIII, MEETINGS

Section 1: Assistant Director Meetings

1. Assistant Director meetings shall be held every week at a designated location and time.
2. If a meeting is to be held at any other time there must be at least twenty-four hours notice to all voting members.
3. Policy, budget, type-one expenditures, constitutional amendments, and controversial issues, require passage at an Assistant Director meeting by two-thirds vote of a quorum (By Laws Articles: 11 and 13).
4. Budgets shall be presented and reviewed at Assistant Director meetings. Accountability shall be addressed by the Assistant Director of Finance.
5. The following must be passed with a majority of voting members present: bylaws, co-sponsorships, grants, and type-two expenditures.
6. Assistant Director meetings shall be chaired by the Director or, in his/her absence, his/her designee.
7. The Director has the right to call for a non-binding vote of Assistant Directors on a controversial issue. The Director has the right on the basis of this vote to defer a final vote until the next meeting. This deferral must be supported by at least three of the Assistant Director Board. The procedure may not be used more than once on the same issue.
8. Anyone disrupting the running of the meeting as to not allow the meeting to follow its official agenda may be asked to leave by the chair.
9. The following must be passed with a majority of the Assistant Director Board present: bylaws and co-sponsorship.

Section 2: Coordinator Meetings

1. Coordinator meetings shall be held every other week at a designated location and time
2. If a meeting is to be held at any other time there must be at least 24 hours notice to all members.
3. Coordinator meetings shall be chaired by the Director or in his/her absence, his/her designee.
4. The Director has the right to call for a non-binding vote of members on a controversial issue. The Director has the right on the basis of this vote to defer a final vote until the next meeting. This deferral must be supported by at least three voting members. The procedure may not be used more than once on the same issue.
5. Anyone disrupting the running of the meetings as to not allow the meeting to follow its official agenda may be asked to leave by the Director.

Section 3: Emergency Meetings

1. If an issue must be dealt with within in twenty-four hours, the Director must hold a meeting with at least three-fourths of the assistant Directors, the relevant Assistant Director or Coordinator, and as many members as possible.
2. If a decision must be made before the next general meeting but not within twenty-four hours, notices shall be e-mailed. All possible effort must be made to assemble a maximum of voting members, including scheduling the meeting at a convenient time and location.
3. The Director shall chair all emergency meetings.
4. A majority vote is necessary to act on a particular issue.
5. An issue previously voted upon by the membership may not be reversed at an emergency meeting unless a quorum is present of circumstances have significantly changed.

Section 4: Minutes

1. Minutes shall be taken at all meetings including: Assistant Director, Coordinator, and emergency meetings.
2. Copies of the Coordinator meeting minutes shall be posted in the Student Events office within 2-3 days of the said meeting and a permanent record of all the minutes shall be kept by the Services Committee.
3. Agendas of Coordinator meetings will be posted on the Student Events website within 2-3 days of the said meeting.
4. Agendas of Assistant Director meetings will be posted on the Student Events website in the "For Staff" section within 2-3 days of the said meeting.
5. Minute shall be taken and posted along with Agendas by the Assistant Director of Services in appropriate places.

Section 5: Voting

1. The Assistant Director of Services or appointed representative shall record the vote.
2. Voting shall be conducted in the fashion of ayes, nays, abstentions and no-votes.
 - i. No-votes shall be counted when the votes are tallied, but shall be counted as being present in a quorum or majority (By Laws Article 13).
 - ii. Abstentions shall be counted with the prevailing

opinion (ayes or nays)

3. All votes except as specified (By Laws Article 14) must be passed by a majority vote.
4. Voting shall take place when deciding extensive changes to the organization, co-sponsorship, and budget proposals.

Section 6: Committee Meetings

1. Committee meetings shall be held regularly at the discretion of the Assistant Director; however, notice must be given in at least 24 hours prior to any such meetings.
2. Committee meetings shall be chaired by the Assistant Director or, in his/her absence, his/her designee.
3. Preliminary decisions shall be made at Committee meetings and brought to Coordinator meetings for approval along with possible alternatives.
4. Decisions concerning details shall be made by the committee; however, if problems and disagreements arise, or a type-two expenditure or greater is involved, it must be brought to a Coordinator meeting.

Section 7: Private Meetings

The Director has the right to hold informal meetings on a particular issue with any concerned parties if deemed necessary.

1. These meetings shall only be open to appropriate members.
2. No binding decisions shall be made at these meetings.

Section 8: Intersession Meetings

During any period of time in which school is not in session for three or more weeks, and a decision that requires a vote must be made before the end of the period:

1. All voting members must be notified of prospective dates for the meeting and consulted as to what dates are convenient or preferred. The Assistant Directors shall assist the Director in notifying the membership.
2. The meeting shall be scheduled so as to have as many members present as possible. At least twenty percent of the membership must be assembled in order to have a meeting.
3. The meeting shall be structured as follows:
 1. The Director shall chair the meeting.
 2. A discussion shall be held, during which a list of pertinent facts, as well as pros and cons, regarding the decision shall be compiled.
 1. Pertinent facts shall include, but not be limited to the following: Breakdown of costs, ticket prices, venue (location), potential revenues, open or closed performances, prospective dates for the event, other event dates in the area, past event dates, etc.
 3. The members in attendance shall call as many other members as possible, read the list described above, and get their opinions and ideas. The opinions ascertained shall be taken into consideration during the vote.
 4. The decision shall be passed by at least two-thirds of those members in attendance.
4. Only the Director, in consultation with the Advisor, may call for an intersession decision.
5. The Assistant Director of Services shall keep a list of intersession addresses and phone numbers of all voting members.

ARTICLE IX, FINANCES

Section 1: Funding

1. The major source of funding shall be the Student Events Fee, paid by all undergraduate students of Brandeis University.
2. Other sources of funding include fundraising, income from events, and entertainment passes

ARTICLE X, ACCOUNTABILITY

Section 1: Financial

1. Each month and once at the end of each semester, the Assistant Director of Finance, the Director, and the Advisor shall evaluate the financial standing of Student Events and review its books, accounts, etc.
2. The aforementioned individuals shall receive a copy of the monthly financial review that the membership receives.

Section 2: Effectiveness

1. Once a semester, Student Events shall hold an open forum to review how well Student Events programs are meeting campus needs and how well the organization is following the Constitution and functioning as a whole. A panel shall consist of:
 1. The Director of Student Events
 2. At least one representative from each Student Events committee
 3. The Assistant Director of Finance
 4. The Assistant Director of Services
 5. The Advisor
2. This forum shall be held at the end of each semester.
3. A synopsis of the meeting shall be typed and made available in the Student Events office for all to read as well as posted on the Student Events website. A member of Student Events who is not serving as a member on the panel shall record this synopsis.
4. It shall be the responsibility of the Director of Student Events to set the dates for these meetings at the beginning of the school year and to contact the appropriate people.
5. The forum shall be publicized campus-wide at least one week in advance and be open to all of the Brandeis community. Ground rules will also be announced at this time.
6. Throughout the year, Student Events shall post online surveys following a big event or a series of small events to gauge the feelings of the Brandeis Community.

BYLAWS

1. When any major issue requiring a quorum is raised the Director or appointed designee shall ascertain:

1. The necessary number of members is present while the issue is being discussed and shall call to a half the discussion if the number of members drops below a quorum.
2. The Assistant Director of Services shall also ensure that any member who is not present at the beginning of the discussion shall not be allowed to vote on that issue.
3. The Assistant Director of Services may enlist the aid of the Director in any of the above.

2. Meetings shall be generally structured as follows:

1. Visitors/Introductions
2. New Business
3. Old Business
4. Director's Report
5. Committee Reports
6. Activities Advisor Report
7. Open Forum
8. Announcements
9. Adjournment by Director

3. All Coordinators, Assistant Directors and the Director shall post and hold regular office hours. Director shall hold ten (10) office hours per week, Assistant Directors shall hold six (6) office hours per week, and Coordinators shall hold four (4) office hours per week.

1. The Assistant Director of Services shall be responsible for maintaining everyone's office hours and posting them, as well as other related concerns.
2. Hours must be posted by the third week of each semester.
3. If an individual cannot keep office hour(s) it is their responsibility to ensure that the office is kept open and staffed during that period of absence.
4. Missed office hours shall be rescheduled.
5. All absences from office hours must be reported to the Director or Assistant Director of Services and made up another time during the week.

4. Applications will be two-fold in nature.
 1. The first section will consist of questions concerning:
 1. relevant experience
 2. ideas for the future
 3. time commitments
 4. reasons for application
 2. The second section will be confidential and made available only to those interviewing the candidate. Topics will include but are not limited to:
 1. requirements of the position
 2. relationship between and amongst officers
 3. An evaluation of Student Events past programming efforts and in particular the position for which the applicant is applying.
5. All available positions must be publicized campus-wide, except the position of Director of Student Events for which an applicant must have spent at least one semester as a member Student Events.
5. Every applicant shall be given one interview unless the selection committee votes to re-interview an applicant(s).
5. All selected officers shall sign a staff contract (if applicable) created by the Assistant Director of Finance and Services and the Director in consultation with the Advisor, specifying their position duties and responsibilities.
5. Co-Sponsorship requires that the following conditions be met:
 1. Groups desiring co-sponsorship must be recognized by the Student Senate and/or the Department of Student Activities or should be a university office or department.
 2. The organization(s) desiring the co-sponsorship must meet with the Assistant Director of Finance and the Director, as well as the appropriate Assistant Director

- or Coordinators to outline their purpose. In absence of any of the above, an alternate may be designated to attend the meeting.
3. The following binding agreement must be executed:
 - i. The organization desiring co-sponsorship must fill out a co-sponsorship form and/or production request form explaining their event which must adhere to the Student Events Mission.
 - ii. A contract is drawn up specifying the obligations (staffing, money, supplies, publicity, etc.) and penalties for default pertaining to each organization. In addition, the contract shall stipulate a relevant officer of Student Events who is to be kept informed as to all aspects of the event.
 - iii. Student Events shall maintain the right to withdraw co-sponsorship if the Student Events members and Advisor feel that the event will be detrimental to Student Events in any way, shape, or form.
 - iv. The Director and the Assistant Director of Finance must sign this agreement. It must also be signed by the head (s) of the organization that desire the co-sponsorship and two of their members.
 - v. At a Coordinator Meeting the members of Student Events must vote on and approve this contract.
 4. A separate contract must be signed with the Production Committee for use of any technical equipment and/or support.
 5. Fulfillment of the above conditions shall constitute co-sponsorship and will grant the requesting organization the right/obligation to use Student Events' name and logo unless otherwise voted upon by the Student Events' membership.
 6. An organization not desiring co-sponsorship may sign a contract for limited assistance with any relevant officer and approval of the Director.
5. It will be the responsibility of the outgoing Director to call a mandatory meeting of
- outgoing members at least one month prior to finals week of the spring
- semester. At this time each Assistant Director and Coordinator will be given the responsibility for developing or updating a written guidebook of pertinent information for their respective positions, to be passed on to the new Assistant Directors and Director for use by all membership.
5. All motions made at meeting must be worded in an affirmative manner.

5. A type-one expenditure is an expenditure that, in its entirety, is a sufficient amount of money so as to severely affect the financial health of Student Events. A type-one expenditure shall be any sum in excess of \$8000.00.

5. A type-two expenditure is an expenditure that, in its entirety, is a sufficient amount of money so as to require the approval of the membership. A type-two expenditure shall be any sum in excess of \$1000.00.

5. A quorum is defined as convening of at least two-thirds of the voting membership.

5. Any part of this Constitution may be amended or changed by a two-thirds vote of the membership. Proposed changes should be addressed to the Director.

5. Brandeis University Student Events does not discriminate on the basis of race, color, age, religion, national origin, sex, sexual orientation, disability, age, or status as a veteran in its programs, selection, or activities. No hazing or any way, shape, or form will be tolerated by Student Events.