

**PROGRAM BOARD  
BY-LAWS**

**ARTICLE I. NAME, PURPOSE, AND CALENDAR YEAR (OPERATION)**

Section 1. The name shall be the University of San Diego Program Board, hereafter referred to as Program Board or the Board.

Section 2. The purpose of the Board is:

- A. To encourage students to plan and organize a varied, balanced program of extracurricular educational, social, service, and spirit building activities geared towards student participation.
- B. To coordinate the programs of the Associated Students and other organizations in order to avoid conflicts and overlaps in schedules (i.e. cross programming).
- C. To provide a forum for student programmers to discuss and receive feedback from their peers for program plans and ideas.
- D. To provide a way for student programmers to get recognized for their work on a regular basis.
- E. To provide educational and leadership growth opportunities to its members.
- F. To provide a work arena for AS programmers to come together and work as a team to accomplish programming goals.

Section 3. Program Board shall be run from September through May.

**ARTICLE II. MEMBERSHIP**

Section 1. Membership shall consist of:

- A. The Vice President of Programming, who shall be the chair, Director of Academic Programming, Director of Asylum, Director of Athletic Programming, Co-Directors of Community Service, Director of Concerts, Director of Cultural Arts, Director of Film Forum , Secretary of Multicultural Programming,

Secretary of Student Organizations, Director of Showcase,  
Director of Social, Director of Social Issues, Director of Special  
Projects, and the Director of Women's Center Programming.

- B. Representatives shall be in attendance from the Student Affairs office, including the Associate Director of Student Activities (the advisor to the Program Board) and Graduate Assistants for AS Programming and Leadership Development.
- C. AS Senators, representatives from University Ministry, the United Front organizations, Resident Hall Councils, Inter Fraternity Council, Panhellenic, USD Public Relations, and other clubs and organizations are encouraged to attend.
- D. All Program Board meetings shall be open to any member of the USD Associated Students and any member of the AS may speak upon recognition by the chairperson but may not have the right to vote or to make motions.

Section 2. Program Board may vote for recommendation purposes only. If recommendation to another University body is deemed necessary, here may be a proxy vote provided that the Chair accepts a written excuse from the absent member, in which the member shall advise the Chair or Board member of his/her views and vote.

Section 3. The Program Board shall have the power to override the veto of the Chair by a two-thirds majority vote of its entire membership.

### **ARTICLE III. ADMINISTRATIVE OFFICERS OF THE BOARD**

Section 1. The Chair shall:

- A. Be the AS Vice President of Programming as designated in the Associated Students Constitution, Article II, Section 5.
- B. Preside over all meetings of the Program Board, establishing rules for its proceedings.
- C. Have the power to call emergency meetings or special sessions of the Program Board.
- D. Be responsible for scheduling and distributing agendas and minutes appropriate to each meeting.

- E. Have voting power in the event of a tie and shall have veto power over any Program Board recommendation he/she deems appropriate, subject to the existing channels of appeal.
- F. Have such other powers as are necessary for the fulfillment of the duties of this Chair and are consistent with the other provisions of these By-Laws, the Associated Students By-Laws, and the AS Constitution.
- G. Keep and regularly update a master calendar of University events, including but not limited to events sponsored by AS, University Ministry, the United Front, fraternities, sororities, university departments, other AS recognized clubs and organizations, and USD athletic contests.

Section 2. The Vice-Chair shall:

- A. Be an appointee of the Vice President of Programming.
- B. Conduct the business of the Board in the absence of the Chair.

#### **ARTICLE IV. MEETINGS**

Section 1. The Board shall meet weekly during the regular school session, unless deemed inappropriate by the Chair (i.e. conflicts with other university events).

#### **ARTICLE V. PROCEDURE**

Section 1. The Board Shall:

- A. Evaluate and discuss activities and events after they have taken place in order to effectively offer feedback to the programmer of the event.
- B. Evaluate and discuss plans for future events, brainstorm ideas, and offer suggestions that might improve the quality of the event.
- C. Work together on programs to accomplish the Associated Students Programming goals.

- D. Work in conjunction with the Associated Students Marketing Board to inform the student body of upcoming AS sponsored programs.

## **ARTICLE VI. AMENDMENTS**

Section 1. These By-Laws may be amended in the following way:

- A. Any member of the Program Board or the AS Senate may at any regular meeting of the Program Board or Senate submit a proposed amendment.
- B. Program Board must then keep the proposed amendment posted publicly for a period of seven days.
- C. The Program Board or Senate must approve or not approve the proposed amendment no sooner than the next scheduled meeting.
- D. A two-thirds majority of the members of this Program Board or Senate shall be necessary for the adoption of any amendment to these By-Laws.
- E. Final approval of an adopted amendment lies with the Senate.

## **ARTICLE VII. RATIFICATION PROCEDURES**

Section 1. The By-Laws shall be submitted by the Vice President of Programming to the AS President yearly for administrative approval.

Section 2. Final ratification of these By-Laws will be affected by a two-thirds vote of the Student Senate, yearly.

REVISED SEPTEMBER 21, 2000