

**THE BYLAWS OF THE TORERO PROGRAM BOARD (TPB)  
OF THE UNIVERSITY OF SAN DIEGO**

**MISSION STATEMENT OF THE TORERO PROGRAM BOARD**

PREAMBLE: The purpose of these Bylaws is to provide structures and procedures to implement the Associated Student Government Constitution.

**ARTICLE I: NAME, DEFINITION, AND FUNCTION**

Section 1. Name

A. The name of the organization shall be the Torero Program Board (TPB).

Section 2. Definition

A. The Torero Program Board is a team of student leaders who implement mission-driven events and enrich the Torero experience for the University of San Diego undergraduate students by fostering opportunities that build connections within the community, and by promoting student involvement and expression through diverse and inclusive programming. *(TPB's Mission Statement; developed in 2014-2015)*

Section 3. Functions

A. The Torero Program Board is charged with coordinating programs for the University of San Diego by the Associated Student Government of the University of San Diego. The Torero Program board will accomplish this purpose through:

1. Coordination of activities and programs suited to the needs of USD students by providing a diverse range of social, educational, recreational and cultural opportunities.
2. Encouragement of student development and leadership abilities and other skills through participation in the functions of the TPB.
3. Contribution to student retention by providing activities for student life on campus.

**ARTICLE II: MEMBERSHIP**

Section 1. Executive Officers

- A. Executive Officers of the Torero Program Board shall include:
1. Chair of the Torero Program Board
  2. Three Vice Chairs

## Section 2. Coordinators

- A. Eight Event Coordinators
- B. Graphic Designer
- C. Marketing Coordinator

## **ARTICLE III: EXECUTIVE OFFICERS**

### Section 1. General Duties of Executive Officers

#### A. Torero Program Board Chair:

1. Responsible and accountable for providing leadership in the development of a well-balanced and successful set of cultural, educational, recreational and social programs suited to the needs and interests of the entire USD student body.
2. Ensures all programs are delivered at an affordable cost to the students and produced in an effective and professional manner.
3. Responsible for developing and submitting the proposed budget for the upcoming fiscal year, as well as provide regular reports to the Associated Student Government regarding the financial matters of TPB.
4. Responsible for supervising and supporting the development of the Marketing and Brand Manager.
5. Attend the Associated Student Government Senate and meet regularly with the ASG President and the Director of Student Activities and Involvement..
6. Hold ten (10) office hours per week within regular business hours.

#### B. Vice Chairs:

1. Report to the TPB Chair and are responsible for supervising and supporting the development of the event coordinators.
2. Assist the TPB Chair in the establishment and allocation of the TPB budget.
3. Train and evaluate supervisees each semester and provide an end of the year evaluation for each.
4. Oversee the overall success and programming on USD's campus and promotes inclusivity in all services.
5. Hold ten (10) office hours per week during regular business hours.

## **ARTICLE IV: COORDINATORS AND GRAPHIC DESIGNER**

### Section 1. General Duties of Coordinators and Graphic Designer

Each member of the Torero Program Board is responsible for meeting the following requirements of their position:

- A. Inform TPB Executive Team and advisors of all decisions, programs, and activities.

B. Schedule, post, and maintain eight (8) office hours per week within regular business hours during fall and spring semesters.

C. Attend and participate in all TPB required meetings, retreats, programs, and events. These events are all hands on deck, meaning that the whole team will need to be present unless the team member has submitted a previously approved excuse or has class during the time of the TPB meeting.

D. Support all activities, decisions, and personnel of the Torero Program Board and Associated Student Government.

E. Maintain regular contact during breaks with advisors and TPB Executive Team to manage business, programs and events.

F. Develop a working knowledge of and operate within the rules, policies, and procedures of USD.

G. Develop an understanding of the TPB Budget and be good stewards of the Student Activity Fee

H. Develop and submit transition materials for the upcoming academic year.

## **ARTICLE V: ELIGIBILITY AND SELECTION**

### Section 1. Eligibility

A. In order for a student to be eligible to be selected and hold a position on the TPB Team, they must meet the following qualifications.

1. All candidates must be currently enrolled at the University of San Diego as a full-time undergraduate student, taking no less than twelve units in the semester in which they are a candidate. Seniors are exempt from the twelve-unit requirement if they are on track to graduate by the end of the academic year.

2. Must have and maintain a cumulative grade point average of 2.50 or higher and be in good standing both academically and disciplinarily at USD.

3. Must be present at all team trainings.

4. All extracurricular activities, including clubs, sports, organizations, must not exceed 20 hours per week.

5. A TPB member cannot simultaneously hold a second position in the Associated Student Government.

### Section 2. Member Selection Process

A. The Chair of the Torero Program Board will convene a selection committee to facilitate the interview and selection of TPB positions. The TPB Chair shall be responsible for ensuring that the availability of applications and the application

deadlines are well publicized and thoroughly promoted for no less than two (2) weeks.

1. The selection committee will be composed of the incoming TPB Chair, incoming TPB Vice Chairs, outgoing TPB Chair, and TPB Advisors.
2. The interview committees can include outgoing TPB team members and SAI staff, but shall not exceed four (4) designated members in any interview. Other TPB team members can be included in the interview committee at the discretion of the TPB Chair.

### Section 3. Chair Selection Process

A. The chair will be interviewed by a committee designated by the outgoing TPB chair, which shall include the outgoing ASG president, TPB executive board members who are not applying to return to the team, and SAI staff.

1. The selection of the Chair will be decided by the outgoing TPB chair and outgoing ASG president.

### Section 4. Term of Office

A. The official term of office for each member of the TPB Team shall last from May to May.

1. The transition for the newly selected members of the Torero Program Board will begin following the selection of the entire TPB Team.
2. A term of office can be reduced to one (1) academic semester for Coordinator positions at the discretion of the TPB Chair; intended for returning members.

### Section 5. Vacancies

A. Upon the resignation or removal of a member of the TPB Team, the Chair shall declare the position vacant and institute the Selection Process according to Article V Section 2.

B. The TPB Chair shall be responsible for ensuring that the availability of applications and that application deadlines are well publicized and thoroughly promoted for no less than two (2) weeks.

1. The TPB Chair can forgo this process and select an individual who is identified as a TPB alternative. They may also reach out to former TPB members who were not removed from the team in a previous term.

C. When a position is declared vacant, a Vice-Chair shall assume the responsibility of coordinating the duties of the vacant position, including but not limited to, the supervision of standing committee members and management of program activation.

D. In the event the TPB Chair resigns or is removed, the Vice-Chairs shall decide amongst themselves which of the Vice Chairs will serve as the acting TPB Chair until a new person is selected according to the Selection Process, Article V Section 3. If the Vice Chairs cannot come to a decision, the decision will go to a team vote. The elected Vice Chair will serve as interim Chair, until the ASG executive team appoints a new Chair.

1.

## Section 6. Member Removal Process

A. Removal must be for one (1) or more of the following reasons:

1. Failure to carry out the duties specified in TPB Member's Position Description.
2. Misuse of TPB finances and resources.
3. Three (3) unexcused absences from mandatory functions of the Torero Program Board.
4. Conduct, dishonesty and/or illegal behavior, which limits the ability of TPB Members to fulfill their required duties.
5. No longer meet the eligibility requirements of Article V Section 1.

B. If any member of the Associated Student Government identifies gross violations of this section or other rules of the Associated Student Government, the ASG Judicial Branch shall be petitioned for a performance review. The process of Performance Review of a TPB member is outlined in the ASG Performance Review Bylaws.

## **ARTICLE VI: COMMITTEES AND VOLUNTEERS**

### Section 1. Standing Committees

A. Standing committees will meet regularly to coordinate Torero Program Board events. A current member of the TPB will chair the standing committees.

### Section 2. Formation of Standing Committees

A. Additional standing committees may be established by the Executive members of TPB to assist with the fulfillment of the board's operations and purpose.

## **ARTICLE VII: ADVISING**

### Section 1. Advisors

A. The Director of Student Activities and Involvement (or their designee) shall serve as advisors to TPB, its committees and general members.

B. The advisor(s) shall ensure that all business conducted by the organization complies with all applicable federal, state and local laws, and all university policies, procedures, and regulations applicable to Registered Student Organizations. The Advisors will work in conjunction with the University General Counsel.

## **ARTICLE VIII: MEETINGS**

### Section 1. Meeting of the Torero Program Board

- A. The Torero Program Board shall meet once a week during the fall and spring semesters unless the TPB executive team decides otherwise.
- B. The TPB Team meeting may not be included in the members weekly office hours.
- C.
- D. The Torero Program Board executive team shall meet once a week during the fall and spring semesters unless the TPB executive team decides otherwise.
- E. Minutes of both the executive and whole team meetings must be maintained by a designated Vice Chair.

## **ARTICLE IX: FINANCE**

### Section 1. Fiscal Responsibilities

- A. The TPB Chair and Advisors shall be fiscal officers of all accounts and be responsible for approving all expenditures.
  - 1. The TPB Executive team will keep an accurate record of the spending of TPB funds within each respective branch.
  - 2.
- B. Torero Program Board will adhere to the Associated Student Government Finance Committee's rules and procedures regarding the use of TPB Funds for all TPB expenditures.
  - 1. A member of TPB shall be appointed and must attend all Associated Student Government Budget Committee Meetings.
  - 2.

## **ARTICLE X: AMENDMENTS**

### Section 1. Process for Amending the Bylaws

- A. Amendments to the Bylaws of the Torero Program Board shall be made as follows:
  - 1. Any member may propose an amendment at a regular meeting of the Torero Program Board. The proposed amendment must be submitted in writing and specifically detail the suggested changes.
  - 2. The vote on proposed amendments shall take place at the next regularly scheduled meeting following the introduction.
  - 3. If two-thirds ( $\frac{2}{3}$ ) of the Torero Program Board members vote in favor of the amendment, the proposed changes shall be submitted to the Judicial Branch. Upon approval by the Judicial Branch the proposed amendments shall be sent to the ASG Senate for approval by a two-thirds ( $\frac{2}{3}$ ) majority vote.

### Section 2. Annual Review

- A. The Bylaws of the Torero Program Board shall be reviewed annually with any amendments approved prior to the start of the selection process for new members of the Torero Program Board.

### Section 3. Associated Student Government

- A. The proposed amendment requires a simple majority of the ASG Senate to be approved.