

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

## **MISSION STATEMENT OF THE TORERO PROGRAM BOARD**

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)*

## **ARTICLE I: GENERAL PROVISIONS**

### Section 1. Name

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

### Section 2. Functions

A. The Torero Program Board is charged with coordinating programs for University of San Diego by the Associated Students 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: ORGANIZATIONAL STRUCTURE**

### 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. Nine Event Coordinators
- B. Brand Manager
- C. Budget Controller
- D. Marketing Manager

## **ARTICLE III: EXECUTIVE OFFICERS**

### Section 1. Duties of Executive Officers

A. Torero Program Board Chair: The TPB Chair is 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. The TPB Chair ensures that all programs are delivered at an affordable cost to the students and produced in an effective and professional manner. The TPB Chair is responsible for submitting regular reports to the Associated Students regarding the financial matters of TPB. The TPB Chair is responsible for supervising and supporting the development of the Marketing Coordinator and Brand Manager. The TPB Chair attends Associated Students Senate and meets regularly with the AS President and the Torero Program Board advisor.

B. Vice Chairs: The Vice Chairs report to the TPB Chair and are responsible for supervising and supporting the development of the event coordinators. As a member of the TPB Executive Team, each Vice Chair will assist the TPB Chair in the establishment and allocation of the TPB budget. Each Vice Chair is responsible for training and evaluating supervisees each semester and provides an end of the year evaluation for each. The Vice Chairs oversee the overall success and programming on USD's campus and promotes inclusivity in all services.

## **ARTICLE IV: COORDINATORS**

### Section 1. General Duties of Coordinators

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.

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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.

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

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 and submit the proposed budget for the upcoming fiscal year for approval by the TPB Executive Team.

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 she/he is a candidate. All candidates for TPB offices must have a 2.50 cumulative grade point average. 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 a full-time student (at least 12 units).

4. Must be present at all team trainings.

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

6. A TPB member cannot simultaneously hold a second position on Associated Students.

### **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, outgoing TPB Chair, and (1-2) TPB Advisors.

2. The interview committees can include outgoing TPB team members and SLIC 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 A.S. president, TPB executive board members who are not applying to return to the team, and SLIC staff.

1. The selection of the Chair will be decided by the outgoing TPB chair and AS 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. Transition for the newly selected members of the Torero Program Board will begin following the selection of the entire TPB Team.
2. Term of office can be reduced to one 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 the application deadlines are well publicized and thoroughly promoted for no less than two (2) weeks.

1. The TPB Chair can forego this process and select an individual who is identified as a TPB alternative or is an exceptional member of the TPB Street Team to fill the vacant position.

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, a Vice-Chair shall serve as the acting TPB Chair until a new person is selected according to the Selection Process, Article V Section 3. The executive team shall select a Vice-Chair to serve as interim Chair, until the AS executive team appoints a new Chair.

#### Section 6. Member Removal Process

A. A motion to remove a Coordinator or Executive Team Member from their position must be introduced by a current member of the TPB Executive Team and seconded at a regularly scheduled Executive Team meeting. The motion shall then be tabled for further review until the next regularly scheduled meeting.

B. The motion must be in writing and contain specific reasons for removal according to Article IV section 1. The TPB Member in question shall be notified in writing as to the reason(s) for removal.

C. The vote on removal shall take place at the next regularly scheduled Executive Team meeting following the introduction of the removal notion. Voting will be done by secret ballot and a two-thirds (2/3) vote of those present is required for removal.

D. Notification of removal shall occur within 48 hours following the vote and shall be done in a meeting with the TPB Chair and TPB advisor.

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- E. Removal must be for one 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.

## **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.

### **Section 3. TPB Street Team**

- A. Street team supports TPB by volunteering at events and helping the team with marketing efforts. Volunteers will have many opportunities to enhance their knowledge of the event planning process and student-driven programming. Any undergraduate student is eligible to join Street Team.
1. Students must attend a Street Team training before becoming active Street Team members.

## **ARTICLE VII: ADVISING**

### **Section 1. Advisors**

- A. The Director of Student Activities and Involvement (or his/her designee) shall serve as advisors to TPB, its committees and general members.
- B. The advisor(s) shall insure 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. Minutes must be maintained by the Budget Controller.
- C. The Torero Program Board executive team shall meet once a week during the fall and spring semesters unless the TPB executive team decides otherwise.
- D. Minutes of the executive 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. This record will be verified by the Budget Controller.
- B. Torero Program Board will adhere to the Associated Students Finance Committee's rules and procedures regarding the use of TPB Funds for all TPB expenditures.
  - 1. The TPB Budget Controller must attend all Associated Students Budget Committee Meetings.
  - 2. If the Budget Controller cannot attend these meetings, a TPB coordinator will be appointed by the executive team to attend.

## **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 motion must be submitted in writing and specifically detail the proposed changes.
  - 2. The vote on proposed amendments shall take place at the next regularly scheduled meeting following the introduction.

3. If two-thirds (2/3) of the voting members of the Torero Program Board members vote in favor of the amendment, the proposed changes shall be submitted to AS.

## 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 Students

A. Approved changes to the Bylaws of the Torero Program Board are to be sent to the Associated Students Senate for approval.