

Warren College Student Council Events Board Bylaws
Revised 12 April 2004, 3 June 2004, 30 September 2004

ARTICLE I: NAME

The name of this assembly shall be Warren College Student Council Events Board, hereinafter referred to as WCSC Events Board.

ARTICLE II: BOARD SESSIONS/MEETINGS

A. Meetings

1. All members of the WCSC Events Board, as described in Article IV, and the Student Activities Coordinator shall meet every week at a time and location determined by the Chair.
2. Agendas shall be set by the Chair.
3. Attendance
 - a. Meetings are mandatory.
 - b. Failure to attend 2 or more meetings per quarter is grounds for impeachment.
 - c. Roll call shall be taken at the beginning and end of each meeting. Each roll call missed shall count as a half absence.
4. All meetings shall be open to the public. Meeting times shall be posted on the WCSC website.
5. Special Meetings may be called by the Chair with a majority vote of all members of WCSC Events Board.
6. Order at the meeting is at the discretion of the Chair. Strict enforcement of Parliamentary Procedure may or may not be used.

B. Council Sessions

1. The new board shall convene on the sixth (6th) Tuesday of Spring Quarter and shall adjourn automatically upon the beginning of the new Council the following Spring.
2. The Council shall be allowed to recess for Winter and Spring Breaks, as well as for the Summer Quarter.

C. Retreats

1. A retreat will be scheduled during Spring Quarter. The responsibility for the organization of this retreat shall rest with the Chair. This retreat may or may not be in conjunction with the Warren College Student Council Legislative Board, and/or the Warren College Student Council Judicial Board.
2. Events Board shall also attend any WCSC retreat.

ARTICLE III: MISCELLANEOUS RULES AND PROCEDURE

A. Calendar

1. A Calendar of Events shall be kept by the Chair.
2. It shall be given to the Warren College Student Council Legislative Board and Judicial Board via e-mail weekly.
3. It shall be posted on the WCSC website.

B. Minutes of Board Proceedings

1. The minutes of the proceedings of the Board shall be taken by the Secretary of Events Board.
2. The minutes shall include:
 - a. Upcoming event information. (who, what, where, when)
 - b. Reports given by all members.
 - c. Summary of debate/ discussion.
3. All Board minutes shall be considered unofficial until approved by a majority vote of the board members present.
4. Once recorded minutes are approved by Board, copies shall be made available to the public and press.
5. Copies of the minutes shall be in the Warren College Dean of Student Affairs Office, and on the WCSC website.

C. Information Sheets

1. All members of WCSC Events Board shall fill out an information sheet with attached pertinent materials for each event they programmed during the year.
2. Information Sheets shall be stored in electronic format in the Warren College Student Council Office and shall be posted on the website.
3. Information Sheets shall include but are not limited to the following information: event name, location, date, summary, purpose, contact information, problems encountered, step by step procedure, and budget.

D. Appointments

1. An appointments committee shall be chaired by the Chair of WCSC Events Board. The committee's format is at the discretion of this individual.
2. All appointments shall be approved by WCSC Legislative Board.
3. This Committee shall be responsible for appointing all vacant positions.

ARTICLE IV: MEMBERS OF WCSC EVENTS BOARD

A. 10 at large members of WCSC Events Board:

1. Voted in by the student body during spring Warren College Elections
2. All members must be registered Warren College Students.
3. Responsibilities:

- a. Each member shall be in charge of one large event per term to be assigned at the beginning of the session. Each member shall gather an informal committee of Warren students to work with them on their large event.
- b. In addition to the one large event each member shall organize at least 2 other events per quarter. These events can be done in conjunction with other members of WCSC Events Board.

B. WCSC Events Board Chair

1. Shall be elected by the Warren College student body during Spring Warren College Elections.
2. Only current members of WCSC Events Board may apply to fill a vacancy for the Chair.
3. Must be a registered Warren College Undergraduate Student.
4. Must have previously been an at large member of WCSC Events Board.
5. Responsibilities:
 - a. Shall chair all WCSC Events Board meetings.
 - b. Shall aide and advise the 10 at large members of WCSC Events Board.
 - c. Shall be in charge of one large event to be assigned at the beginning of the session, such as Party Bus, Mystery Bus, Semiformal, and Talent Show.
 - d. In addition to the one large event this member shall organize at least one other event per quarter. This event can be done in conjunction with other members of WCSC Events Board.
 - e. Shall represent the interests of WCSC Events Board at all WCSC Legislative Board meetings.
 - f. Shall collect and pass on copies of the Information Sheets from the past term.

C. Secretary

Shall be appointed from within the 10 at large members of the WCSC Events Board.

D. Ex-officio members

All members of Warren College Student Council Legislative Board and Judicial Board shall be ex-officio members of WCSC Events Board.

ARTICLE V: FUNDING

A. Budget

1. A budget shall be produced for each event.
2. The budget shall include a line item breakdown of all projected income and expenses.

B. The event's budget shall be voted on by the members of the WCSC Events Board. It must pass with a majority vote of the Events Board members present and must be approved by the

Chair of the Events Board and the Student Activities Coordinator. Once passed, the funds may be withdrawn directly from the WCSC Events Board account.

ARTICLE VI: PROGRAMS

The following events shall be programmed each year.

- A. All campus Talent Show: This event should be located in an centralized locations (e.g. Price Center)
- B. Semi-formal: This event is a dance located at an off campus location.
- C. Diversity Program: At least 1 program per quarter put on by WCSC Events must be a diversity program. Diversity includes, but is not limited to: race, ethnicity, gender, national origin, disability, sexual orientation, religion, and transfer status.
- D. Commuter Programs: At least 2 programs per quarter put on by WCSC Events must be geared towards Commuters specifically.
- E. Transfer Programs: At least 1 program per quarter put on by WCSC Events must be geared towards transfer students specifically.
- F. Community Service Program: At least 1 program per quarter put on by WCSC Events must be a community service oriented program.
- G. Spirit Program: At least 2 programs per quarter geared towards increasing spirit on the Warren Campus. These programs should be done in conjunction with Warren College Triton Tide Representative.