

**Georgetown Program Board  
Constitution  
Ratified 2 February 2019**

## **PREAMBLE**

The Georgetown Program Board was established in 1984 under the auspices of the then Office of Student Programs, now named the Center for Student Engagement, a department of the Division of Student Affairs. This constitution, ratified on February 2nd, 2019, shall serve as the formative document and binding guidelines for all actions taken by the Georgetown Program Board.

## **ARTICLE I: NAME**

The name of this organization shall be the Georgetown Program Board, hereafter referred to as GPB.

## **ARTICLE II: STRUCTURE**

GPB's governing body shall be composed of the executive board, comprised of the President, Vice President, one Finance Chair, two Marketing Chair, one Films Chair, one Georgetown Day Chair, two Concerts Chairs, and five Event Chairs. There will also exist a general membership open to all undergraduate Georgetown students. Each committee chair(s) sets the process and structure by which the committee will function, with the advice and consent of the President and Vice President. The GPB advisor will be appointed by the Center for Student Engagement and may not be removed by the board. The advisor will serve as a resource for procedures, policies, and practices, and will be a line of communication between GPB and the university administration.

## **ARTICLE III: STATEMENT OF PURPOSE**

The mission of GPB is to create an atmosphere of community spirit at Georgetown, and to provide high-quality, low-cost entertainment for the entire undergraduate campus community. The events programmed by GPB and events co-sponsored with other organizations shall reflect the mission of GPB and the diversity of interests, backgrounds and persons at Georgetown University. GPB also aims to develop leadership skills amongst members and chairs of the board.

GPB will operate within the regulations of all Georgetown University policies relating to student organizations, including, but not limited to, the Access to Benefits Policy, and all other rules and regulations of Georgetown University, the District of Columbia, and the United States. GPB will operate within the structure of this document at all times.

## **ARTICLE IV: MEMBERSHIP**

Any Georgetown University undergraduate student may staff to assist GPB in achieving its mission as stated above.

In order to become a GPB member, a student must:

1. be a full-time or part-time Georgetown University undergraduate student
2. attend 2 consecutive meetings
3. sign up to flyer and/or table at least once for the respective semester

In order to maintain voting membership, a member must do the following each semester:

1. regularly attend general member meetings
2. flyer and/or table at least twice a semester
3. staff one or more events per semester

GPB will not discriminate on the basis of race, nationality, economic status, ethnicity, gender, sexual orientation, religious affiliation, or any other categories recognized through Georgetown university's Title IX policies, and will strive to recruit and engage a wide variety of students, regardless of background.

## **ARTICLE V: MEMBER MEETINGS**

GPB general member meetings are open to all members of the Georgetown community; however, prior arrangement with the President or Vice President is required for non-GPB members to present at the meeting.

### **Section 1: Proposals and Evaluations**

The format for submitting proposals shall adhere to the following:

1. All proposals for events should be made in a standardized form approved by the President and the Vice President, with the advice of the advisor appointed to GPB by the Center for Student Engagement. Proposals not made in the proper format shall be grounds for the board to withhold voting on an event.
  - a. The proposal form should include:
    - i. Description of the event
    - ii. Location
    - iii. Budget
    - iv. Estimated Attendance
    - v. Potential Co-Sponsorships
2. All proposals should be sent to the President and Vice-President prior to the executive board meeting to be approved
  - a. Once approved, the proposal shall be voted on by the Executive Board prior the general body meeting in which it shall be presented

3. All proposals shall be presented during general member meetings by the committee that is responsible for its programming.
  - a. All proposals being proposed shall be sent to the general body at least 4 hours prior to the general body meeting
  - b. It is recommended that students from the general membership make and present proposals.
4. All proposals should be discussed ,and all members and board members may express their opinions.
5. Voting on a proposal shall follow the rules presented in Section 2 below.
6. All proposals of co-sponsorship shall be pursuant to Article VII of this document.
7. After an event, the committee and the respective chair organizing that event is required to fill out an evaluation form for the event, within 7 days of the end of the event.

## **Section 2: Voting**

Voting on proposals following the format presented in Section 1 shall adhere to the following:

1. Prior to the meeting at which the proposal is called to a vote, the executive board must conceptually approve of the proposal by a  $\frac{2}{3}$  majority.
2. The President or Vice President calls for a vote at a general body meeting.
3. All members meeting the requirements of Article IV may vote either “for,” “against” or abstain from, a proposed event. An abstention is defined as voting neither “for” or “against” a substantive matter.
4. Voting for events will require a simple majority of members present for a decision. All members and chairs have one vote, with the exception of the President and the chair proposing the event, who receive zero votes. If there is a split, the President casts the deciding vote.
5. All voting shall be conducted by an anonymous vote and the official tabulations of the vote shall be conducted by the Vice President.
6. In the event a member meeting is not held before a proposal needs to come to a vote, voting by email by the executive board may be used, holding to the same voting procedures explained in this section. The use of electronic voting must be approved by the President and Vice President.
7. All voting occurring over the summer and when class is not in session shall follow the voting procedure as described under Article VIII, Section 3.
8. Voting concerning spending money from the Operational Budget shall only need majority approval from the Executive Board members present, with the President casting the deciding vote if there is a tie.

## **ARTICLE VI: EXECUTIVE BOARD**

### **Section 1: Executive Board Composition and Duties**

The Executive Board shall consist of fourteen members and one non-voting advisor appointed by the Center for Student Engagement. The voting members must be full-time

or part-time Georgetown University undergraduate students in good academic and judicial standing. The membership of the Executive Board will be separate and distinct from those persons described in Article III. The Executive Board positions are President, Vice-President, one Finance Chair, two Marketing Chairs, one Films Chair, one Georgetown Day Chair, two Concerts Co-Chairs, and five Event Chairs. Each Executive Board position begins on May 1st and ends April 30th of the following calendar year.

The Executive Board will decide on board governance, general membership, structure, operational issues and finance issues with a simple majority of those present. Each member of the executive board, barring the President, will have one vote, and the freedom to abstain, with the President casting the deciding vote if a tie in the voting occurs.

### **Section 2: Executive Board Meetings**

The Executive Board shall have regular meetings during the days in which class is in session at Georgetown University and the board is allowed to program events.. All voting of the Executive Board is closed to the Georgetown community, unless approved prior to the meeting.

### **Section 3: Event Programming**

All event planning members of the Executive Board shall program events that are consistent with the purpose and mission of GPB as described in Article III of this document. The Executive Board shall not program events during the period known as “study days” before final examinations are administered, nor during final examinations themselves, unless in accordance with policies set by the The Center for Student Engagement.

### **Section 4: Executive Board Positions**

Each member of the Executive Board shall keep detailed records and advice for the next person to assume the position. This includes, but is not limited to: event proposals, event summaries, budgets, contact information, records of communication with outside vendors, and any other information pertinent to the duties of the chair position on the Executive Board. This information shall be condensed in the form of a transition manual and distributed to the succeeding executive board no later than the executive board transition date of May 1st.

It is a requirement for all Executive Board members to do the following:

1. Attend CSE-organized Blueprint Student Organization Leadership Training.
2. Attend 2 office hours per week, as approved by the board each semester
3. Staff all GPB hosted events, when possible
4. Staff at least one night of Films screenings each semester in order to take attendance
5. Staff the Spring Kick-Off Concert of the board member’s respective term
6. Staff each core programming event
7. Staff one shift at Georgetown Day for a board member’s respective term

8. Attend weekly general body meetings
9. Attend weekly executive board meetings
10. Execute Flyering and Tabling responsibilities when they cannot be executed by the members

The responsibilities of each Executive Board member are as follows:

1. President

- a. The chief presiding officer of GPB, who is charged with calling meetings and maintaining order and decorum at all meetings.
- b. Serves as the external face of the organization to the university administration, the greater Georgetown community, and all other campus and external partners
- c. Oversees everyday business of GPB and makes sure the organization is consistently fulfilling the mission and duties named within this constitution.
- d. Enforces and administers board policies according to university and Center for Student Engagement guidelines.
- e. Plans and leads the general member meetings alongside Vice President.
- f. Plans retreats and provides additional leadership development of the Executive Board, in coordination with the Center for Student Engagement.
- g. Works with the Vice President to record minutes at all Executive Board meetings
- h. Organizes the Board Selection Process, in coordination with the Vice President and CSE advisor.
- i. Holds Executive Board members accountable for responsibilities as outlined in this document.
- j. Assists Executive Board members and general members with any and all GPB related issues.
- k. Responsible for the public perception of GPB and must stay up-to-date and respond to media publications related to GPB, alongside Marketing Chair.
- l. Responds to or forwards all co-sponsorship requests to the appropriate chair.
- m. Responsible for attending, or appointing an executive board member to represent GPB at the Council of Advisory Board meetings.
- n. Responsible for maintaining relationships with the Georgetown University Student Association's Finance and Appropriations Committee and any on-campus funding sources for GPB
- o. Coordinates with the Vice President to run general body meetings.
  - i. In the case that no event chair is free, the President, along with the Vice President, will lead event brainstorming sessions with the general body during general membership meetings.
- p. Shall act as a vice chair to an events chair for half of the core programs, as determined with the Vice President. This assistance should take the form

of idea generation, preparation prior to the event, and physical presence at the event.

- q. The President shall attend GPB hosted events at a higher rate than the non-executive board member that has attended the most GPB hosted events.

## 2. Vice President

- a. Performs the duties of the President in their absence.
- b. Assists the President in the performance of their duties and succeeds the President in the event of an office vacancy.
- c. The presiding officer at executive board meetings in the absence of the President, and assumes all voting powers delegated to the President during that time.
- d. Plans and leads the general member meetings alongside President.
- e. Works with the President to record minutes at all Executive Board meetings.
- f. Responsible for maintaining and improving membership relations, including alumni, former board members, and general members
- g. Records member attendance at general member meetings and maintaining the official list of active GPB members
- h. Organizes social events to engage GPB members.
- i. Recruits general body members to staff committees' events
- j. Manages the ordering and inventory of GPB giveaways and member materials, and arranges incentives for members, in conjunction with the Marketing Chairs
- k. Organizes GPB's attendance at CAB Fair
- l. In the event that no event chair is free, the Vice President, along with the President, will lead event brainstorming sessions with the general body during general membership meetings.
- m. Shall act as a vice chair to an events chair for half of the core programs, as determined with the President. This assistance should take the form of idea generation, preparation prior to the event, and physical presence at the event.
- n. The Vice President shall attend GPB hosted events at a higher rate than the non-executive board member that has attended the most GPB hosted events.

## 3. Finance Chair

- a. Actively manages the budget (i.e. expenditures and income) with the assistance of the Executive Board members and provides updates for board members
- b. Responsible for maintaining relationships with the GUSA Finance and Appropriations Committee and any on-campus funding sources for GPB.

- c. Responsible for coordinating with Executive Board Members to collect and return receipt forms in accordance with the timeline set by the Center for Student Engagement.
- d. Coordinates with the Center for Student Engagement for recording all payments and allocating them in the University's financial system.
- e. Gives monthly budget updates at Executive board meetings
- f. Coordinates with President and Vice president to allocate the budget in May
- g. Coordinates with executive board members to ensure the general events budget is allocated appropriately to events throughout the year

#### 4. Films Chair

- a. Programs events on and off campus relating to films.
- b. Responsible for the weekend on campus film showings.
- c. Selects the list of films for each semester and purchases said film rights.
- d. Coordinates the management and distribution of weekly ticket giveaways.
- e. Seeks out co-sponsorship with on and off campus partners
- f. Begins communication with the Marketing Chair in May and December for each semesters' respective films marketing plans.
- g. Coordinates contracting with movie distribution companies, alongside the CSE advisor

#### 5. Marketing Co-Chairs

- a. Develops strategies to encourage the campus community to attend events
- b. Markets for member recruitment throughout the academic year
- c. Markets for GPB hosted events through flyers, social media, banners, and/or any other innovative marketing material, with information submitted by committees
- d. Maintains the GPB web presence and ensures online information about the organization is current and up-to-dated
- e. Creates media, through videography and photography, to share with the student body to increase interest in events and membership, is strongly encouraged to produce creative content including but not limited to
  - i. Semester recap videos
  - ii. Promotional videos for CAB fair
  - iii. Promotional videos for Applications
  - iv. New projects (e.g. Rate my Professors)
- f. Expected to communicate with the Films Chair in May and December about the respective semesters' films marketing plans.
- g. Assists in tracking member attendance at events
- h. Organizes flyering and tabling at the beginning of each semester
- i. Monitoring successful and unsuccessful marketing campaigns ensuring paid marketing is done effectively



- j. Arranges incentives for members, and GPB merchandise inventory, alongside Vice President
- k. Coordinates promotions and partnerships with other organizations
- l. Responsible for the public perception of GPB and must stay up-to-date and respond to media publications related to GPB, alongside President.
- m. Maintains GPB's web presence and is responsible for GPB's social media upkeep on platforms including but not limited to
  - i. Instagram
  - ii. Facebook
  - iii. Snapchat
  - iv. Twitter
- n. Develops a system for acquiring feedback from students on currently held events and what needs are not being met by GPB.
  - i. Must attend and evaluate a sample of each committee's events each semester, at least one per month

#### 6. Georgetown Day Chair

- a. Responsible for programming the day-of events on Georgetown Day, which is typically held on the last day of classes of the Spring Semester
  - i. These events should consist of, but are not limited to
    - 1. Build-a-Bulldog
    - 2. Faculty and Staff Appreciation
    - 3. On-Campus Performance
- b. Expected to program intentionally to encourage students to remain on campus and in safe environments on Georgetown Day
- c. Coordinates extraordinary outreach to obtain volunteers from across the Georgetown community to execute Georgetown Day
- d. Expected to co-sponsor with on and off-campus institutions to enhance Georgetown Day, including fundraising initiatives
- e. Required to program smaller events throughout the year to get students excited for Georgetown Day.
  - i. The funding for this event may come from the general events budget, given that the Georgetown Day Chair goes through the proper proposal process.
- f. Required to remain professional in manner throughout whole day of Georgetown Day.

#### 7. Concerts Co-Chairs

- a. Responsible for all on and off campus programming involving music as the primary source of entertainment.
- b. Assesses the climate of the student community and organizes events that reflect the diversity of musical tastes within the student body.
- c. Plan and execute a large-scale concert with popular artists.

- d. Expected to coordinate at least two other live music based events such as student based concerts
- e. Submit bids, contracts, riders, and all other relevant documentation for artists to GPB's Center for Student Engagement Advisor. In order to submit a bid for an artist over \$10K, they must have the written approval by both concerts chairs and the President and Vice President.
  - i. Before submitting any bid, the concerts chairs shall consult with the finance chair to determine maximum bid amounts for artists

#### 8. Events Chairs

- a. Programs a variety of events, that are intentionally planned to fulfill each of the following criteria throughout the semester
  - i. Large scale on-campus events
  - ii. Off Campus Events
  - iii. Traditional Events
  - iv. Late Night and Weekend Programming
- b. Has at least one required core program assigned by the President and Vice President within the first month of the respective chair's term.
  - i. This process is defined in Article VI, Section 6
- c. Events chairs shall determine the structure of their committee meetings in a way that maximizes idea generation and belongingness to the committee
  - i. The structure of these meetings shall be determined prior to the beginning of the academic year of the events chairs' respective term.
- d. Responsible for seeking out a diversity of co-sponsorships

### **Section 5: Budget Procedures**

- 1. The President and Vice President must submit, to the Executive Board, their proposed organizational budget for the year no later than May 15th.
- 2. This budget shall consist of revenues from, but not limited to, Georgetown University Student Association's Financial Appropriations Committee Allocation, Tuition Reallocation from the Division of Student Affairs, and the Coke Grant.
- 3. This budget should be split into the following spend categories:
  - a. Operational Budget
    - i. Responsible for all member benefits and organizational expenses.
    - ii. Intended to be used, majoritarilly, by the President, Vice President, and Finance Chair
    - iii. A Proposal is NOT required to spend money allotted to this budget
  - b. Concerts budget
    - i. Contains the annual allotment for the Spring Concert
    - ii. A Proposal is required to spend money allotted to this budget
  - c. Films Budget
    - i. Contains the annual allotment for the Weekend Films Program
    - ii. A Proposal is required to spend money allotted to this budget
  - d. Marketing Budget

- i. Contains the annual allotment for marketing expenses
    - ii. A Proposal is required to spend money allotted to this budget
  - e. Georgetown Day Budget
    - i. Contains the annual allotment to Georgetown Day, prior to external sponsorships
    - ii. A Proposal is required to spend money allotted to this budget
  - f. General Events Budget
    - i. The main programming allotment for the organization
    - ii. Intended for the use by the events chairs
    - iii. A Proposal is required to spend money allotted to this budget
- 4. This budget must be approved by a simple majority of the Executive Board, and subsequently, the CSE advisor.

### **Section 6: Core Programming**

1. The President and Vice President must assign the following events, known as core programming, to event chairs no later than May 15th of their term
  - a. Mr. Georgetown
  - b. Pre-Concert Event
  - c. Haunted Healy
  - d. Springfest
  - e. Funniest Human at Georgetown
2. The outgoing executive board will present the succeeding board with a list of “Recommended Programs” that were successful in previous years that the succeeding board shall consider.

### **Section 7: Executive Board Selection Process**

The process for selecting a new board shall be as follows:

1. All Executive Board Members shall be chosen by a uniform process of applications, interviews and voting by the outgoing Executive Board between March and April. Interviews and deliberations for board selection shall occur at a time chosen by the President of the outgoing Executive Board, in the Spring semester.
  - a. The President and Vice President shall be chosen in a separate application and interview process at least 2 weeks before the interviews and deliberations of the rest of the executive board.
  - b. The incoming President and Vice President shall be invited for the interviews and deliberations of the incoming executive board; they shall have a vote in the deliberation process
  - c. The outgoing President and Vice President can vote in the event of board selections
  - d. The selection process of both the President & Vice President and the Executive Board will be conducted through the use of a rubric that is developed and approved by the Executive Board, in conjunction with the advisors from the Center for Student Engagement.

- i. This rubric should evaluate how a candidate's skills, experiences, and previous GPB contribution align with the position they are applying
- e. Any undergraduate student in good judicial standing can apply to the Executive Board.
- f. If any board or invited member cannot physically attend the interviews and deliberations, they are permitted to virtually attend; however, in order to deliberate and vote on a position, a member **MUST** be present, physically or virtually, for all interviews and deliberations for that position.
- 2. The applicant is selected with a simple majority vote of all Executive Board members present during the vote. The advisor will monitor the selection process in order to ensure fairness of procedures and standard evaluation of applicants.
- 3. There is no limit to the number of terms an eligible student may serve on the Executive Board. However, each board member wishing to remain on the board for another year must reapply and follow the same application procedures as a new applicant.
- 4. In the instance of someone reapplying to the Executive Board, the student shall not be allowed to be present for the interviews of those running for that respective executive board position and the student shall not be allowed to deliberate or vote for that respective executive board position.
- 5. The President of the board can appoint members to *ad hoc* positions, per unanimous board approval.
  - a. If the vote is not unanimous, but there is a  $\frac{3}{4}$  majority of the board present who approves the appointment, the President and Vice President, in consultation with the CSE advisor, may choose to appoint the board member to the ad hoc position.

## **Section 8: Addressing Board Member Constitutional Violation and Removal**

The process for removing a member of the Executive Board shall be as follows:

- 1. Executive Board members can voluntarily step down at any time.
- 2. In the event that an Executive Board member is neither fulfilling the duties of the specific Executive Board position, any member of the Executive Board can approach the President and Vice President with concerns of the board member in question, or lodge an official request for removal. The request must include the names and positions of both the requestor and the board member in question, as well as concrete examples of violations of constitutional duties.
- 3. The President and Vice President should then discuss the concerns with the board member in question. If concerns are validated, the President and Vice President can determine the course of action, which can include, but are not limited to, nothing, placing the board member in a performance improvement period, and or putting the removal to board vote.
- 4. If the concerns brought to the President and Vice President are unfounded and no actions will be taken, The President and Vice President should follow up with the requestor.

5. If a performance improvement plan is chosen, it should be written and approved by the President and Vice President, in consultation with the advisor from the CSE.
  - a. If the board member fails to follow through with the performance improvement plan, after consultation with the advisors from the Center for Student Engagement, the board member can be removed by a board vote.
6. If it is decided that the concerns brought up about the board member in question were to constitute a removal vote, a special meeting of the Executive Board will be called to discuss the board member in question.
  - a. The President and Vice President shall clarify the violations founding the removal process.
  - b. The board member states his or her case, he or she will leave the room and a discussion period will follow. A vote will occur about whether or not to remove the board member in question.
  - c. All members of the Executive Board will be allowed to vote, with the exception of the executive board member being discussed. A 2/3 majority vote of executive board members present is needed to remove the board member in question.
7. If there are concerns about the President and/or the Vice President, an executive board member shall come directly to the CSE advisor. The advisors will consult the board, as they see necessary, to determine what action to take, which can include, but are not limited to, nothing, placing the board member in a performance improvement period, and or putting the removal to board vote.
  - a. The processes for the above actions can be found in clauses 4-6
8. In the event that an Executive Board member acts in violation of Georgetown University policies and policies relating to student organizations, the President and Vice President will meet with the advisor from the Center for Student Engagement. If they deem it sufficient, then an immediate dismissal will occur without a board vote.
9. The Vice President for Student affairs, or any staff designee of the Center for Student Engagement, has the authority to investigate GPB, their conduct and to sanction the organization for violations of the Student Organization Standards and Student Code of Conduct. The sanctions can include removal.

## **Section 9: Replacement**

The process for replacing a vacancy on the Executive Board shall be as follows:

1. In the event that a vacancy occurs mid-year for an Executive Board position, the Executive Board will meet either at the next executive meeting, or the President may call a special executive meeting, to discuss the process to fill the vacant position. When deciding how to fill a vacant position, the Executive Board can either decide to leave the position vacant until the next application process, or have an application process for the vacant position as pursuant to point a below
  - a. Line of succession for replacing board members is as follows:

- i. In the event the President steps down, the Vice President will have the option to step into the role
  1. If the Vice President does not accept the role, it is opened up to current board members
  2. If current board members do not accept the role, it is opened up to the campus community.
- ii. In the event the Vice President steps down, the position is open first to the remaining executive board members.
  1. If no current board members accept the role, it is opened up to the campus community.
- iii. In the event a standing committee chair steps down, an event chair can step into this position.
  1. If no current board members accept the role, it is opened up to the campus community.
- iv. In the event that an events chair steps down, the current board should make a good faith effort to fill an open events chair position. The position will be filled by the process listed in 1b.
  1. In extreme circumstances, the board, by a  $\frac{2}{3}$  majority, may decide to not fill the events chair position
- b. Should the board choose to fill the position, the President, Vice President, and all other interested executive board members will go through an application and deliberation process to fill the following board position as listed in section 5 of this article.
2. Anyone selected to fill a vacant board position must reapply for the board the following academic year if the student desires to continue being a board member.

## **ARTICLE VII: CO-SPONSORSHIPS**

### **Section 1: Guidelines**

GPB may co-sponsor with any university organization or department that has Access to Benefits or any other organization that works in line with university policy, and these co-sponsorships will follow the guidelines as set in the GPB Co-sponsorship Contract, written by the Chair with whom the group is co-sponsoring. The President will be the initial point of contact with the organization until another chair on the Executive Board is assigned to the co-sponsorship. GPB does not co-sponsor events without having an active role in the planning and implementation of that event.

### **Section 2: Proposals**

Proposals for co-sponsorship will follow the same rules as described in Article V, Section 1. In addition to the Co-sponsorship contract, a good faith effort should be made for all proposals to be presented with a member of the co-sponsoring organization and the respective committee of GPB. Proposals not made in adherence with these guidelines shall not be considered by the voting members of GPB.

### **Section 3: Voting**

All proposals for co-sponsorship must receive a simple majority of the present voting membership of GPB pursuant to the regulations outlined in Article V, Section 2 of this document. Members of the organization seeking co-sponsorship will not be allowed to vote on the proposal.

## **ARTICLE VIII: OTHER OPERATIONAL FUNCTIONS**

### **Section 1: Marketing**

All marketing materials disseminated by GPB and its committees shall be subject to the approval of the President and the Chair organizing the event. All flyering and advertising around campus shall be regulated by the policies set by the University and Residential Living.

### **Section 2: Break Policy**

All Executive Board members are to remain in contact with one another throughout the extended school breaks. In the event that a board member needs a vote to occur on a proposal in order to plan for the upcoming year, the Executive Board will vote on the proposal, using the following procedure:

1. Neither the President nor the Chair proposing the event shall have a vote.
2. A simple majority of the voting Executive Board members is needed to pass a proposal, with the President casting the deciding vote in the case of a tie.

## **ARTICLE IX: FINANCES**

GPB receives its funding from the Coca Cola agreement and tuition monies for the purposes stated in this document by the Office of the Vice President of Student Affairs. The President of the Board will submit a budget to the Georgetown University Student Association (GUSA) Finance and Appropriations Committee, to secure additional funding for GPB. In addition, the President of the Executive Board shall actively seek out all sources of funding available to GPB through Georgetown University.

GPB agrees to comply with all Georgetown University and Center for Student Engagement financial policies. All transactions will take place in a university account and at no time shall a private account be opened in GPB's name, nor shall GPB funds be deposited into any account outside of the designated university account.

## **ARTICLE X: SPECIAL PROVISIONS**

This document shall be held to the following regulations:

1. Any portion of this document that does not comply with Georgetown University regulations upon further review shall be rewritten or removed at the earliest possible meeting of the Executive Board
2. This document shall be kept on file electronically on HoyaLink or any subsequent system of University data storage.
3. This document shall be given to the incoming members of each Executive Board when they assume a board position.
4. The entire Executive Board shall conduct a review of this constitution with the advice and input of the advisor appointed to the GPB at the beginning of each year to ensure that this constitution is consistent with all Georgetown University policies relating to student organizations, including, but not limited to, the Access to Benefits Policy, other rules and regulation of Georgetown University, the values of Georgetown University and all applicable laws of the District of Columbia and the United States.
5. This document must be approved by the Center for Student Engagement.

#### **ARTICLE XI: AMENDMENTS**

Amending this Constitution shall adhere to the following:

1. Amendments to this document may be proposed in writing by any member of the Executive Board at any time.
2. Amendments must be approved by a 2/3 majority of the Executive Board present and must comply with all Georgetown University regulations.
3. The President shall be allowed to vote on amendments.
4. If more than one portion of this document is to be rewritten, a special meeting shall be held for the purposes of drafting a new constitution in which all present members shall pass a new constitution by a 2/3 majority.