

APPENDIX:

UGS DOCUMENTS

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Executive Board

ANNUAL POSITIONS

(March 2016 – March 2017)

Chair: Nick Richardson

Vice Chair: Alice Burgess

Treasurer: Will Slook

Historian: Brendan Nigro

Recruitment Co-Chairs: Tanya Chikosi, Hector Quijano

Outreach Chair: Bianca Decatur

SEMESTER POSITIONS

(April 2016 - November 2016)

Probie Chair: Care Shoaibi

Scheduler: Mary Boyd Crosier

Disciplinarian: David Dee

Secretary: Kate Atkeson

Events Co-Chairs: Daanish Ahmed, Emily Stafira

APPOINTED POSITIONS

(April 2016 – April 2017)

Technology Chair: Mark Restrepo

Specialty Tours Chairs: Carly Gorelick, Colin Neal

Big Guiding Chair: Juliana McCormick

Alumni Relations Chairs: Nazar Aljassar and Kamilia Moalem

Snack Czars: Wyatt Moorner, Raj Das

The Constitution of the University Guide Service

Last Updated March 2016

ARTICLE I: NAME

- The name of this organization shall be the University Guide Service at the University of Virginia.

ARTICLE II: PURPOSE

- The purpose of the University Guide Service is to conduct historical and admissions tours of the University of Virginia.

ARTICLE III: MEMBERSHIP

- Membership in the University Guide Service shall be divided into three categories: Probationary Membership, Regular Membership, and Graduate Membership.

Section 1: Probationary Membership

A. Selection

- Probationary members of the University Guide Service shall be selected at the beginning of every semester through a try-out process which includes a trial tour and an interview.

B. Obligations

- Probationary members must complete the educational probationary semester to become regular members; completion is subject to review by the current Probationary Chair and Chair.

Section 2: Regular Membership

- Regular membership is reserved for all undergraduate students enrolled at the University who complete the probationary semester and are deemed capable of leading tours for the University Guide Service.
- Regular Membership may be extended to former undergraduate members who attend one of the continuing masters programs at the University as outlined in the Bylaws.

1. Obligations

- Obligations of Regular members shall be determined by the Executive Board.

2. Quorum

- Quorum for the general body shall consist of two-thirds of all active regular members without excused absences; neither probationary nor graduate members are counted when determining quorum. Quorum is necessary whenever any type of voting within the general body occurs
- Quorum for the executive board shall consist of a majority vote. To establish quorum, two-thirds of elected executive board members must be present. Appointed positions may not be used to establish quorum, nor may they vote.

3. Sanctioning and Expulsion

- The Executive Board—pending review, due time, consideration of all aggravating and mitigating circumstances, and a three-fourths vote by present, voting members of the Executive Board—may impose any sanction(s) up to and including expulsion from the University Guide Service.
 - The sanction of expulsion is reserved for cases of conduct extremely detrimental to the University Guide Service.
 - All sanctions of suspension or expulsion are subject to review by the Administrative Assistant to the University Guide Service.

- When necessary to determine guilt, a formal investigation is to be conducted by the Chair, Vice Chair and Disciplinarian.
 - The investigation is to be conducted in a fair and timely manner. Any appeals to this end shall be heard and ruled on by the Administrative Assistant to the Guide Service.
 - Results of the investigation must be presented to the Executive Board before any sanctioning takes place.
- A sanctioned member reserves the right to appeal their sanction within two weeks after the Executive Board has rendered a decision.

Section 3: Graduate Membership

- Graduate membership may be granted to a former regular member who attends one of the continuing master's programs or graduate schools at the University of Virginia upon request and approval of the Chair.

A. Obligations:

- Obligations of Graduate members shall be determined by the Executive Board.

Section 4: Non-Discrimination Clause

- The University Guide Service does not discriminate or select its members based on age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, gender-identity, or veteran status.

ARTICLE IV: OFFICERS

- Officers shall be divided into three categories: Annually-elected, Semester-elected, and Appointed.

Section 1: Annually-elected Officers

- Annually-elected officers shall consist of a Chair, Vice-Chair, Treasurer, Outreach Chair, Historian, and two Recruitment Co-Chairs.

Section 2: Semester-elected Officers

- Semester-elected officers shall consist of a Probationary Chair, Disciplinarian, Scheduler, Secretary and up to two Events Chairs.

Section 3: Appointed Officers

- Appointed officers shall consist of a Specialty Tours Chair, Technology Chair, Colonnade Ball Chair(s), Alumni Relations Chair, and a Snack Czar/Czaress

Section 4: Eligibility

- Any member of the University Guide Service in good standing — probationary, regular, or graduate — is eligible to become an officer.
- Members who wish to run may not study abroad during their desired term

Section 5: Selection of Officers

1. Annually-elected Officers

- Voting for all Annual officers, with the exception of one Recruitment Co-Chair, occurs in the Spring semester through a majority vote of the Regular Membership.
- The Recruitment Co-Chairs serve staggered Annual terms. One Co-Chair shall be elected in the Fall semester through a majority vote of the Regular Membership. The other shall be elected in the Spring semester with all other Annual officers.

2. Semester-elected Officers

- Voting for Semester officers occurs in both the Fall and Spring semester through a majority vote of the Regular Membership.

3. Appointed Officers

- Appointed officers are selected by the outgoing officer in consultation with the Chair during the Spring semester following semester-long elections.

4. Instant Run-off Voting

- All elections shall be done by a method of instant run-off voting, in which those voting rank the candidates in order of preference. If no candidate receives a majority of the votes, the candidate with the lowest number of votes is dropped and his or her votes are reallocated until one of the candidates has a simple majority.

Section 6: Removal of Officers

- Any officer shall be subject to removal from office for negligence in the performance of duties, misconduct in office, or for any other cause determined by the Executive Board regular membership. A three-fourths vote by the Executive Board, followed by a majority vote shall be required at the next regularly scheduled meeting to warrant such removal.

Section 7: Vacancies

- Special election will fill any elected position vacancies at the next scheduled General Body Meeting. Special elections are held to the same rules and procedures as regular elections. If immediate remedy is required, the Executive Board may temporarily appoint someone until the special election occurs. If the vacancy occurs in an appointed position, the Executive Board may appoint a new permanent occupant of the position.

Section 8: Executive Officers

- The Executive Board shall consist of all elected officers and appointed officers

ARTICLE V: DUTIES OF OFFICERS

Section 1: Chair

- The Chair shall preside over monthly General Body meetings and Executive Board meetings. The Chair shall also be responsible for overseeing the day to day business of the University Guide Service and additionally serve as a liaison between the Guide Service and any external organizations. For all elections the Chair shall not vote unless in the case of a tie.

Section 2: Vice-Chair

- The Vice-Chair shall assist the Chair in overseeing the day-to-day business of the University Guide Service and support the Chair in all administrative matters. The Vice-Chair shall be in charge of running elections, updating the Constitution and Bylaws, and shall additionally serve as an ex-officio member on all Ad-hoc Committees. Should the Chair vacate the office for any reason, the Vice-Chair shall become the acting Chair in all capacities until the election of a new Chair.

Section 3: Secretary

- The Secretary shall record, prepare, and preserve an account of all proceedings of General Body meetings and Executive Board meetings.

Section 4: Treasurer

- The Treasurer shall be in charge of all the funds of the organization and shall be responsible for keeping an accurate record of all financial transactions of the University Guide Service.

Section 5: Recruitment Co-Chairs

- The Recruitment Co-Chairs shall be in charge of recruiting individuals to try out to become probationary members, promoting and improving the perceptions of the University Guide Service in surrounding communities, and promoting awareness of the services provided by the University Guide Service to different groups and organizations.

Section 6: Probationary Chair

- The Probationary Chair shall be in charge of training and orienting all probationary members to become regular members of the University Guide Service.

Section 7: Disciplinarian

- The Disciplinarian shall be in charge of upholding the obligations of regular members and enforcing the disciplinary system.

Section 8: Scheduler

- The Scheduler shall be in charge of scheduling all tours.

Section 9: Outreach Chair

- The Outreach Chair shall be in charge of forming and sustaining relationships between the University Guide Service and other organizations on Grounds, and maintaining and promoting a positive image of the University Guide Service and its services on Grounds and within the Charlottesville community.

Section 10: Historian

- The Historian shall be in charge of keeping an organizational history of the University Guide Service and shall serve as the head of all research endeavors about University history.

Section 11: Events Chairs

- The Events Chairs shall be in charge of planning and organizing all University Guide Service Events.

Section 12: Specialty Tours Chair

- The Specialty Tours Chair shall be in charge of educating the Guide Service about Special Historical Tours and promoting such tours within the community.

Section 13: Technology Chair

- The Technology Chair shall be in charge of maintaining the online presence of the University Guide Service as well as assisting and advising the Executive Board in matters dealing with technology.

Section 14: Colonnade Ball Chair

- The Colonnade Ball Chair shall be in charge of organizing the Colonnade Ball as well as overseeing the actual proceeds raised from the event.

Section 15: Alumni Relations Chair

- The Alumni Relations Chair shall be in charge of maintaining the Alumni Board and communicating regularly with UGS alumni.

Section 16: Snack Czar

- The Snack Czar shall be in charge of keeping Pavilion VIII stocked with appropriate food and beverages.

ARTICLE VI: GENERAL BODY MEETINGS

- The University Guide Service shall hold monthly meetings as scheduled by the Chair. These meetings are mandatory for all Probationary, Regular, and Graduate members unless prior notice is given by those unable to attend.

ARTICLE VII: FINANCES

Section 1: Dues

- All Regular and Probationary members shall pay dues as outlined in the Bylaws. Any member may appeal any financial obligations to the Executive Board.

Section 2: Funding

- Additional funds may be received by the Vice President for Student Affairs and shall be used according to the regulations set forth by the Vice President for Student Affairs office.

Section 3: Expenditures

- Both self-generated funds and other supportive monies will be used for the semester budgets created by the Treasurer.

ARTICLE VIII: FACILITIES

Section 1. Office Space

- The University Guide Service shall occupy office space within Pavilion VIII.

Section 2: Regulations

- The University Guide Service shall comply with all regulations concerning Pavilion VIII as determined by the Vice President for Student Affairs.

ARTICLE IX: RATIFICATION, AMENDMENTS, AND BYLAWS

Section 1: Ratification

- This Constitution will become effective upon a three-fourths vote of the presiding Executive Board and two-thirds vote of all regular members.

Section 2: Amendments

- Amendments can be made at any General Body meeting by a two-thirds vote, provided that the amendment has been submitted via email at the previous General Body or Executive Board meeting.

Section 3: Bylaws

- The Bylaws of the University Guide Service shall enumerate the specifics of this Constitution and shall be subject to change by a majority of the Executive Board.
- The Executive Board must notify all members of any changes to the Bylaws at every General Body meeting.
- Upon notification of an amendment to the Bylaws, any regular member may request an appeal to the General Body, in which case implementation of the revision at hand will be subject to a majority vote.

Bylaws of the University Guide Service

Last Updated: March 2016

ARTICLE I: PROBATIONARY MEMBERSHIP

Section 1: Eligibility

1. Any undergraduate student enrolled at the University is eligible for membership if he or she is able to fulfill two full semesters of regular membership following completion of his or her probationary semester.
2. The Executive Board reserves the right to revoke membership, offers of membership, or status within the try-out process if it should find that the presentation of the candidate during the try-out process was deceitful or deliberately misleading of the evaluators.

Section 2: Selection

1. Trial tours shall be conducted by pairs of regular members of the University Guide Service.
2. Members of the most recently initiated probationary class must first observe a trial tour before scoring one officially. Two members of the most recently initiated probationary class may not conduct a trial tour together.
3. The number of trial tours required to be given by each regular member shall be determined by the Recruitment Co-Chairs and the Probationary Chair.
4. The Scheduler will determine how many trial tours may be counted as one tour credit and the maximum number of tour credits a regular member can receive for giving trial tours.
5. The Chair and Probationary Chair shall review scores from trial tours to select no fewer than 60 students to be interviewed.
6. Students selected for interviews must attend a mandatory information session to schedule their interview unless a valid excuse is presented to the Probationary Chair.
7. A minimum of three regular members, an Interview Leader, the Probationary Chair, and the Chair shall be present at each interview.
8. Interview Leaders shall be selected by the Probationary Chair. The Interview Leaders shall compile scores and comments from the regular members in attendance and present them to the Probationary Chair and the Chair.
9. Interviews shall include two situational questions and two creative questions unknown to the interviewee and a final prepared question.
10. Regular members shall only participate in the selection of potential guides who are unknown to them.
11. The Probationary Chair and the Chair shall select at least 24 students from those interviewed to form the new probationary class.
12. Former Chairs and Probationary Chairs that are current members may not participate in the selection process.

Section 3: Obligations

1. Probationary Semester, like all functions and matters relating to the University Guide Service, falls within the scope of the University Honor System, to which the Organization is committed.
2. Probationary Members shall sign an agreement of responsibilities and obligations at their first meeting.

3. Any probationary member who violates the terms of the signed agreement with the Probationary chair, or who violates relevant portions of the Constitution & Bylaws shall be eligible for dismissal upon decision by the Probationary Chair and the Chair. The Executive Board shall be notified and consulted prior to the decision. Should the Chair and the Probationary Chair disagree, a majority vote of the Executive Board shall decide the dismissal. The probationary member may appeal this decision before the Executive Board and a majority vote of the Executive Board shall decide the dismissal.
4. Probationary members shall be expected to pay dues for the semester, as determined by the Treasurer, in a timely manner.

ARTICLE II. REGULAR MEMBERSHIP

Section 1: Obligations

1. Regular members must give a minimum amount of required tours. Tour requirement is subject to change, but each member must always give at least two admissions and two historical tours. The guide must arrive on time and in appropriate tour attire.
2. Regular members must attend at least two Tour Improvement Programs (TIPs) per semester.
3. Regular members must attend a weekly office hour and one weekend office hour. Weekly office hours start 10 minutes before the hour, from 9:50 to 4:50, Monday through Friday.
4. Regular members must attend all General Body meetings.
5. Regular members must pay dues of the semester as determined by the Treasurer.

Section 2: Disciplinary System

1. If a member does not complete the Obligations for membership set forth by Article II, Section 1 of the Bylaws, he/she shall be assigned points.
2. The Points System is as follows:
 - a. Missing tour requirement by one tour: two points
 1. Each successive missed tour: one point per tour
 - b. Not paying dues by the second General Body meeting: six points
 - i. Four points shall be subtracted if dues are paid within the week following the second General Body meeting.
 - ii. Two points shall be subtracted if dues are paid at any point thereafter.
 - c. Missing a Tour: Four points
 - d. Missing an Election (unexcused): Three points
 - e. Missing a General Body meeting (unexcused): Two points
 - f. Failing to attend one TIP: Two points
 - g. Failure to attend any TIPs: Four points
 - h. Missing a weekly Office Hour: One point
 - i. Missing an uncovered tour during scheduled Office Hour (all persons accountable for the Office Hour): Four points
 - j. Missing a weekend Office Hour: Two points
 - k. Missing a tour during scheduled weekend Office Hour: Four points
 - l. Arriving late to an Office Hour: One point
 - m. Inappropriate tour attire: One point
 - n. Neglecting to give at least two tours of each type, admissions and historical: Two points
3. Members with points shall have opportunities to work off those points at the discretion of the Disciplinarian.

4. If a member accumulates six points, he/she shall be on probation. Members on probation may not run for any elected or appointed officer positions and may not vote in elections. Members will be notified by the Disciplinarian once they have accumulated six points.
5. At any point in time, if a member accumulates ten points, he/she is subject to automatic expulsion. Within two weeks of the expulsion, the member must reduce their total to less than 10 points. If he/she does not reduce his/her total to less than 10 points within that period, he/she may write a letter to the Executive Board explaining his/her reasons for having accumulated such points as well as clear intentions to improve upon their lack of participation in UGS. Members may submit a maximum of two appeals during their time in UGS.
6. Members may work off points in the following ways:
 - a. Covering a tour: Two points
 - i. If covering a tour to work off points, the member may not use this tour to count towards their tour requirement. The member must notify the Disciplinarian and Scheduler about this in writing.
 - b. Covering an office hour: One point
 - c. Attending a TIP: One point
 - i. If attending a TIP to work off a point, the member may not use this TIP to count towards their TIP requirement. The member must notify the Disciplinarian and Vice Chair about this in writing.
 - d. Completing a peer evaluation of someone else's tour: One point
 - e. The disciplinarian shall make available other opportunities to work off points.

Section 3: Leave of Absence

1. A member on a leave of absence is exempt from all membership requirements.
2. The Chair, Secretary and Disciplinarian shall accept written requests for leaves of absence for one semester for just cause. Any member may exercise this option only once before forfeiting membership or retaining alumni status.
3. Requests for a leave of absence must be submitted no later than one month prior to the end of the semester
4. If a member wishes to resign after two semesters of regular membership, they may resign honorably. If the member has given less than two semesters of service, they are expelled from the University Guide Service and may not retain alumni status.
5. A member who studies abroad may take a leave of absence for up to one year.
6. A member who transfers to another school and then transfers back to the University of Virginia may return as a member if his/her absence was a year or less.
7. Should a member wish to take any additional leave of absence, they automatically forfeit their membership in the University Guide Service and resign from all pending Guide-Guarding shifts.

Section 4: Resignation Procedure

1. The resignation of a member shall become effective upon receipt of a written letter of resignation and acceptance by the Chair.

Section 5: Standards of Conduct

1. The Standards of Conduct by which Article III, Section 2, Clause 3 of the Constitution shall be judged include, but are not limited to:
 - a. Consuming alcohol and/or drugs
 - b. Providing alcohol to minors
 - c. Hazing
 - d. Detrimental conduct due to consumption of alcohol
 - e. Destruction of property
 - f. Injury to another

- g. Violations in correspondence with the University's Standards of Conduct

ARTICLE III: GRADUATE MEMBERSHIP

1. Graduate members in continuing masters programs (e.g. M.S. in Commerce, Curry, Batten) have the following two options:
 - a. Regular membership, with all its privileges and requirements, as outlined in Article III Section 2 of the Constitution.
 - b. Graduate membership as outlined in Article III Section 2 of the Bylaws.
2. Graduate members not in continuing masters programs may give historical tours of the University of Virginia, and have no other privileges or requirements of regular membership as outlined in the Constitution and Bylaws.
3. Discipline of Graduate Members in violation of relevant clauses of the Disciplinary System for Regular Members, outlined in Article II of the Bylaws shall be decided and administered at the discretion of the executive board.

ARTICLE IV: ELECTIONS

1. Vice Chair shall post a nomination sign-up sheet in the Guide Office one week before elections. Candidates shall add their own name on this form. The nomination sheet shall be removed the Friday before elections.
2. Nominees may also be nominated on the floor by regular members. All nominations must be seconded by a regular member.
3. Impromptu candidacy ("running off the floor") may be permitted but must also adhere to the conditions set forth in Article IV Section 2.
4. Each candidate for each office shall have the opportunity to present a speech. The length of speeches may not exceed: 5 minutes for Chair and Probationary Chair; 3.5 minutes for all remaining offices.
5. The membership shall have the opportunity to question each/all candidate(s) under the direction of the Vice Chair. All candidates for the position must be absent during this time. The Vice Chair reserves the right to reject a proposed question. If he/she approves the question, candidates may re-enter the election space and answer questions in a 45-second period.
6. To vote for an office, a member must hear all speeches and all question-and-answer sessions by each candidate for that office.
7. Voting by absentee ballot is not permitted.
8. In the event that quorum is lost once elections have begun, all present members shall continue with normal election procedure.
9. Transition of officers is immediate following an election. The formal transition period shall last one-week, beginning the day of the Executive Board meeting immediately following the elections.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The Chair shall

1. Assign additional tasks to officers as such tasks arise.
2. Coordinate an annual State of the University Guide Service report to the general membership.
3. Facilitate transition among offices.
4. Create Ad-hoc committees and appoint their members.
5. Run General Body and Executive Meetings.
6. Formally represent the University Guide Service and work alongside university administration.
7. Work with the Probationary Chair to view all Trial Tour evaluations and all interviews; and assist in the selection of the Probationary class.

Section 2: The Vice-Chair shall

1. Facilitate Tour Evaluations from the Admissions Office and historical tours.

2. Make available a peer-evaluation process of current members.
3. Oversee Guide Guarding, including members' eligibility and duties.
4. Plan and schedule Tour Improvement Programs.
5. Serve as a consultant and follow-up person to all members of the Executive Board.
6. Preside over Semester and Annual Elections.
7. Oversee all Constitutional amendments and changes to the Bylaws.

Section 3: The Secretary shall

1. Serve as a scribe at the weekly meetings of the Executive Board and send notes to the greater Guide Service
2. Send a record of the notes from the previous semesters to the next Secretary
3. Coordinate with the Events Chairs to create the annual slideshow for Superlative Dinner.
4. Present information on new probationary members to be displayed in UGS office.
5. Update evaluations mailboxes every semester in order to remove alumni and add recently-initiated members
6. Take notes at all TIPs or find someone to take notes for him/her.

Section 4: The Treasurer shall

1. Establish and present a budget each semester to the General Membership.
2. Collect dues for each semester
3. Give a mid-semester spending update and a final spending report each semester.
4. Manage funds from the Vice President for Student Affairs, Alumni, and the University Guide Service accounts.
5. Participate in writing thank-you notes with the Alumni Relation Chair

Section 5: The Recruitment Co-Chairs shall

1. Work with the Probationary Chair to plan recruitment.
2. Coordinate all recruitment publicity.
3. Publicize UGS events to the University community.
4. Work with the Outreach Chair to present a positive image of UGS in the University and Charlottesville community.

Section 6: The Probationary Chair shall

1. Organize recruitment with the assistance of the Outreach Co-Chairs.
2. Coordinate the trial tour and interview process.
3. Select probationary members with the assistance of the Chair.
4. Schedule Big Guiding.
5. Facilitate training probationary members; including: weekly meetings and quizzes, Super Tours, public speaking practice, tour outlines, and observation of tours.
6. Obtain accurate records of members' contact information and submit it to the Technology Chair
7. Plan Initiation and Probationary Retreat
8. Place probationary members into semesterly big guiding groups, in conjunction with the Chair

Section 7: The Disciplinarian shall

1. Lead correspondence with members in point trouble, in conjunction with the Chair.

2. Assign and remove points as necessary.
3. Provide opportunities for members to work off points.
4. Coordinate office hour schedules with the general membership.
5. Coordinate appeals process for the members who violate conditions of membership set forth in Article II Section 5.
6. Take attendance at General Body meetings

Section 8: The Scheduler shall

1. Schedule admissions, historical, and special tours.
2. Be the point of contact for groups scheduling special admissions or historical tours.
3. Maintain accurate and up to date tour sign-ups on IGIS.

Section 9: The Outreach Chair shall

1. Serve as a main liaison between UGS and the UVa and Charlottesville communities.
2. Be in charge of forming and sustaining relationships between UGS and other organizations on Grounds
3. Maintain and promote the perception of UGS on Grounds.
4. Organize and direct the Outreach committee

Section 10: The Historian shall

1. Maintain the historical accuracy of tours.
2. Plan historical rolls each semester.
3. Work with the Probationary Chair to maintain the accuracy of the Probationary binder.

Section 11: The Events Chairs shall

1. Plan a Spaghetti Dinner to take place the evening that the “List of 70” is announced each semester.
2. Plan a “Greet the Probies” function each semester.
3. Coordinate events throughout the semester to facilitate interaction between members and probationary members.
4. Plan Initiation for the probationary members each semester in coordination with the Probationary Chair.
5. Organize Field Day each spring with the Jefferson Literary & Debating Society.
6. Plan additional events as they see fit, based on available budget.
7. Plan a retreat for the Executive Board in the spring and fall.

Section 12: The Specialty Tours Chair shall

1. Draw attention to the history of minorities and other groups whose voices have not been traditionally featured at the University of Virginia.
2. Educate and train guides to give the History of African-American tours and the History of Women tours.
3. Plan and promote special events in the University and Charlottesville community.

Section 13: The Technology Chair shall

1. Maintain and update the University Guide Service website.
2. Create, update, and maintain the official UGS listserv, the miscellaneous UGS listserv and the UGS executive board listserv.
3. Maintain (and update/repair, as needed) IGIS
4. Manage the electronic tour evaluation and request systems
5. Maintain social media presence with the coordination of the Recruitment Co-Chairs and Outreach Chair.
6. Administer the UGS office computer and printer
7. Assist with any technological problems that may arise.

8. Manage the UVaCollab site for UGS.

Section 14: Colonnade Ball Chair shall

1. With the approval of the Executive Board, decide which CIO, initiative, or project the funds raised at the event will benefit.
2. Create all advertising efforts
3. Manage ticket sales in conjunction with the Treasurer
4. Facilitate all aspects of planning and execution of event
5. Report to the Executive Board on the success of the event

Section 15: The Alumni Relations Chair shall

1. Serve as main liaison with UGS alumni through the UGS Alumni Interest Group and Alumni Hall.
2. Plan events for UGS alumni including a homecoming tailgate and alumni fall weekend.
3. Co-author a yearly newsletter for UGS alumni with the Chair.
4. Send yearly thank-you letters to donors and recent graduates who fulfilled a Class Giving pledge directed at UGS
5. Maintain the LinkedIn group.

Section 16: The Snack Czar shall

1. Stock the office of the University Guide Service with food and beverages on a consistent basis

Section 17: Resignation Procedure

1. The resignation of an officer shall become effective upon receipt of a written letter of resignation and acceptance by the Chair.

ARTICLE VI: ADDITIONAL FUNCTIONS OF THE UNIVERSITY GUIDE SERVICE

Section 1: General Body Excuses

1. Validity of excuses is determined by the Disciplinarian. Excuses sent after General Body are automatically invalid.

Section 2: The University Guide Service shall

1. Facilitate the “History of Mr. Jefferson’s University” seminar, LASE 1605, under the general direction of a faculty coordinator.
2. Conduct historical tours, including candlelight tours and special historical tours, for Parents Weekend.
3. Guide Guard Pavilion VIII Monday through Thursday from 5:00 pm until 8:00 pm whenever classes are in session during the academic year. This includes locking the premises at 8:00 pm and cleaning the space.
4. The University Guide Service is a volunteer organization. Guides shall not receive money for any tours given while representing the University Guide Service. If an organization would like to make a donation, they may do so to the UGS Gift Account at Alumni Hall.
5. Conduct tours in accordance to the UVA Academic Calendar. While weekend tours are also maintained, UGS may cancel scheduled tours upon the announcement of school closure.

UGS Songs

TRIFECTA

The Trifecta should be sung at all UGS functions, formal or informal, without fail.

Learn the lyrics and celebrate the moment. The songs, in order of play, are:

- “Pour Some Sugar on Me,” Def Leppard
- “Like a Prayer,” Madonna
- “Livin’ on a Prayer,” Bon Jovi

PROBIE SONGS

Per tradition, each new probationary class in the Guide Service adapts a popular song with new lyrics for their particular class. These songs are always played in order from oldest to youngest class at Guide events. The following is a list of Probie Songs, with current classes highlighted.

<i>Probie Class</i>	<i>Semester</i>	<i>Song Title</i>	<i>Artist</i>
Hoffman	Spring 2016	“Formation”	Beyonce
Hart	Fall 2015	“I’ll Make a Man out of You”	Donny Osmond
Butler	Spring 2015	“Rather Be”	Clean Bandit
Quinde	Fall 2014	“Shake It Off”	Taylor Swift
Ojalvo	Spring 2014	“Timber”	Ke\$ha & Pitbull
Turner	Fall 2013	“We Can’t Stop”	Miley Cyrus
Morawetz	Spring 2013	“Thrift Shop”	Mackelmore
O’Boyle	Fall 2012	“Some Nights”	fun.
Noyes	Spring 2012	“We Found Love”	Rihanna
Pesesky	Fall 2011	“I Want It That Way”	Backstreet Boys
Flicker	Spring 2011	“F*ck You”	Cee Lo Green
Kist	Fall 2010	“Teenage Dream”	Katy Perry
Carlson	Spring 2010	“I Gotta Feeling”	Black Eyed Peas
Just	Fall 2009	“Party in the USA”	Miley Cyrus
Grinnage	Spring 2009	“Single Ladies”	Beyonce
McGettigan	Fall 2008	“Paper Planes”	MIA
Cafero	Spring 2008	“Low”	Flo Rida
Li	Fall 2007	“Irreplaceable”	Beyonce

THE GOOD OLD SONG

The good old song of Wah-hoo-wah,
 We’ll sing it o’er and o’er
 It cheers are heart and warms our blood
 To hear them shout and roar.
 We come from Old Virginia
 where all is bright and gay.
 Let’s all join hands and give a yell
 For dear old U-V-A!
Wah-hoo-wah! Wah-hoo-wah! Uni-v Virginia!
Hoo-rah-ray! Hoo-rah-ray! Ray! Ray! U-V-A!

THE ORIGINS OF THE UNIVERSITY GUIDE SERVICE

by Sandy Gilliam, UVA Historian

I write this as a veteran of the early days of the University Guide Service, though I certainly was not among its founders.

In my last year as an undergraduate, 1954-1955, I lived on East Lawn. The Rotunda in those days was the Rotunda as restored by Stanford White after the 1895 Fire and thus had two floors, not the present three. The doors of the main floor, on the Lawn side as well as on the street side, were kept open during the day, and I used to take a short cut through the building on the way to meals at my fraternity house on Rugby Road. There were offices behind temporary partitions between the columns on the main floor, but otherwise nothing on that floor save the desk where the Rotunda Hostess sat.

The Rotunda Hostess was Mrs. Theodore Schultz, an elderly lady from Norfolk who was, if I remember correctly, the daughter, widow and mother of Marine generals. I would stop and chat if she wasn't busy or I wasn't late, and she was very kind to me – I think because a Petersburg cousin of mine, by then – 1954-55 - an elderly judge, had been her escort when she made her debut at the Norfolk German in the early twentieth century.

As I passed through the Rotunda one afternoon in the early spring of 1955, Mrs. Schultz was hanging up her telephone after a call. She sighed deeply and said it was another high school group from Tennessee requesting a tour of the University on their way to Washington as part of their Senior Trip. "I'm getting too old for this," she said, or something to that effect. "I guess I need to activate the Guides." When pressed for an explanation, she said that several years before, she had organized a few students to help her give tours of this sort but that they had all taken their degrees and she had let the organization, which she called the University Guides, lapse. I replied that we had a number of pledges sitting around the Beta House doing nothing particularly constructive and how many did she need? "Four or five would do," she said, so I promised delivery the next day (fraternity pledges in those days had to obey orders given by Brothers).

I brought the pledges in the next day as promised, and she and I gave them some very rudimentary instruction in the art of guiding visitors around the University.

Thus the University Guide Service was reborn; I emphasize "reborn" because it had existed in the past and because I had no hand in its founding. Mrs. Schultz was vague on the date of the actual founding, but I would guess that it was around 1950 or so.

The pledges and I had a good time that spring pontificating on the University and its history to visitors who seldom questioned what we said. Now and then we encountered someone who didn't hesitate to tell us he (or she) knew a lot more than we did and it was a genuine learning experience for us. Regular tours of the University were not offered in those days, so we guided groups only on demand. Most often, as I recollect, they were school groups like the Tennessee high school's senior trip whose organizer's telephone call to Mrs. Schultz had prompted the rebirth of the Guides. (I have the 1957-58 number of *The Jeffersonian*, an annual compendium of all sorts of useful information, which was published by the YMCA and distributed to students. It must have gone to press before Mrs. Schultz actually retired, and under the entry "The University

Volunteer Guide Service,” it says “The University Volunteer Guide Service was organized several years ago by Mrs. Theodore Schultz, the Hostess of the Rotunda. University students [sic] volunteers who have the keenest interest in the University and its history and traditions serve as guides for visitors. Requests for guided tours should be filed with the Hostess several days in advance of the tour date.

“Call Extention [sic] 3239, The Rotunda for information concerning the guide service and guided tours of the Grounds.”)

The 1961 *The Jeffersonian* says “The University Volunteer Guide Service was first organized several years ago by Mrs. Theodore Schultz, the first Hostess of the Rotunda. In the spring of 1961, the present Hostess, Mary Hall Betts, helped to organize the service on a formal basis. University students who have the keenest interest in the University and its traditions serve as guides for visitors and prospective students.

“All male students are eligible, and guides are chosen through interviews during the beginning of the regular session. The Guide Service is located in the Rotunda.”

By the time of the 1968 edition of *The Jeffersonian*, things had changed considerably:

“The University Guide Service, operating from the main floor of the Rotunda, works in conjunction with the Rotunda Hostess, Mrs. Edwin M. Betts, and is sponsored by the Alumni Fund.

“The purposed of the organization is to prepare a selected group of students, chosen because of their keen interest in University history and traditions, to serve as guides for the numerous visitors and prospective students. During the spring and fall semesters, the Guides prepare historical and artistic exhibits for display in the Rotunda. The Guide Service initiated the movement for the annual Restoration Ball for the Rotunda and have been joined as sponsors by the Jefferson Society.

“Students interested in becoming Guides may arrange an interview with the Rotunda Hostess at the beginning of the regular session.”

As for training and preparation, I think I recall that I asked the pledges to read T.P. Abernathy’s brief historical sketch of the University (Mr. Abernathy, a distinguished authority on Southern History, was a professor *emeritus* by then although I believe he was directing several graduate students in their dissertations), and a quite good WPA guidebook called Jefferson’s Albemarle. The chief contributor to the guidebook had been Bill Wranek who when I was a student was Director of University Relations, and he was considered to be a reliable source.

On architecture, there was a book we used – pretty much forgotten now – by I.T. Frary called Thomas Jefferson, Architect and Builder, a popular account of Jeffersonian architecture which was easier to digest than Dr. Lambeth’s book on the same subject. We knew about Palladio, of course, but in those days there was no cheap reprint of the Quattro Libri available, at least in this country (I bought an inexpensive Italian facsimile printed on terrible paper a year later in Vicenza while on leave from the Army in Germany). Freddie Nichols and William O’Neal had only just begun to publish articles on Jefferson’s buildings and Mario di Valmarana, Ed Lay and Richard Guy Wilson had not yet joined them at the Architecture School. Although I believe the first two volumes of Dumas Malone’s magisterial Jefferson in his Time had appeared, volume six, which I think is the best account of the founding of the University, was still almost thirty years away. I became

familiar with Herbert Adams' Thomas Jefferson and the University of Virginia only when I bought it for a dollar or two at a secondhand bookstore in Baltimore when I was stationed in the city at Ft. Holabird in early 1956. And by the spring of 1955 when I encouraged some of our pledges to become guides, I was only a couple of months from taking my degree, and thus preoccupied with studying for "Comps," the two day Comprehensive Examination we had to take in our major subject in order to qualify for a degree, and with final papers and so on, and thus too busy to undertake and organize any kind of research with primary sources.

But the Alderman Library was very generous – and perhaps foolhardy – about letting us examine Jefferson's original plans for the University. And most of us could draw on our own experiences and those of older relatives for anecdotes.

There wasn't much in the way of formal training: Mrs. Schultz had a brief conversation with each new recruit and we would ask him to tag along on a tour one of us was giving. That was pretty much it. There was no probationary status, no evaluations by older members and none of the comprehensive training sessions and lectures the Guide Service nowadays employs.

Above all, though, none of us nascent Guides took ourselves very seriously, nor did we in any way regard ourselves as a kind of anointed priesthood, the Guardians of the History and Customs of the University of Virginia – attitudes that unfortunately afflicted too many Guides when I returned to work at the University twenty years later. (I am happy to note that the Guide Service some years ago outgrew that nonsense). It never occurred to us request a picture in *Corks and Curls*, (the first mention of the Guides in the yearbook seems to have been in the 1962 issue) nor did anyone who was standing for political office list the Guides in their resume of activities (listings of extracurricular activities appeared on the posters that were printed by candidates for office. Sometimes these listings were a tad inflated, so the fact that being a Guide was not listed is an indication that the Guide Service was pretty obscure and that no one, least of all the candidates who were Guides, regarded it as being of any great significance).

I took my B.A. in 1955 and went in the Army – all of us had to do military service in those days – and returned to the University in the fall of 1957 for graduate studies. Mrs. Schultz had retired and her place had been taken by Mary Hall Betts, who was the widow of Edwin Betts, a Biology professor who had died recently, leaving her with two children to educate. Mrs. Schultz had continued the Guide Service after I left and in the process had established some sort of order in the group, so Mrs. Betts inherited an active and functioning organization. I was too busy being a graduate student to take an active interest in the Guides, so I can't speak to the dynamics of the group in those days.

It is important to remember that Mrs. Schultz, and not Mrs. Betts, was the founder of the Guide Service. When I returned to the University as President Hereford's assistant in 1975, there was a prevalent myth that Mrs. Betts had founded the University Guide Service, and this myth had gained such credence over the years that it constituted the principal part of her obituary some years later. But Mrs. Betts did strengthen the Guide Service and reorganize it in a form which current Guides would recognize, and she should be given credit for it. So I guess it would be proper to refer to Mrs. Schultz as The Founder and to Mrs. Betts as The Organizer.

Alexander G. Gilliam, Jr.
The University of Virginia
May, 2012

Transitioning to Guidedom

YOUR EXPECTATIONS AS A GUIDE

Probie Tour Weeks: Last week of classes THIS semester, and first week of classes NEXT semester

- Each Probie must give ONE Admissions and ONE Historical Tour, each week.
- Tours that first week next semester count toward your tour requirement!

Your requirements each semester:

1. 11 tours (at least 2 Admissions and 2 Historicals, and 3 before Fall/Spring break)
2. Weekly office hour & one weekend office hour
 - Disciplinarian sends out sign-ups by year of probie class at the beginning of the semester
 - You must be *in tour attire* and *always prepared to give a tour* (so an “office hour” might not mean just one hour).
 - When answering a tour request on the phone, be sure to ask for their *name & contact info*, the *date/time/type* of tour, and the *number of tourists* expected. Then email the Scheduler.
3. Monthly general body meetings
4. 2 Tour Improvement Programs (TIPs)
5. \$30 dues

And if you don't complete these requirements? POINTS. (See bylaws for how they're distributed.)

- 6+ points is “bad standing”; 10+ points and you are kicked out, but you can submit an appeal and if it is accepted, you can be reinstated into the guide service.

What happens if I signed up for a tour but can no longer give it?

- DROP IT: You can only drop a tour 96+ hours (4 days) in advance!
- or GET IT COVERED: If you miss the drop deadline, email out to find someone to cover!
 - If you found someone to cover, either let the Scheduler know *in advance*, or let the Disciplinarian know *after-the-fact* (so he/she can correct the tour counts).

INTRODUCTION TO IGIS

IGIS (Integrated Guide Information System) is how the Guide Service runs its operations.

You **log-in** at www.uvaguides.org/members/ with your computing ID and the default password “password” (but you should change this and update your information on the “My IGIS” tab).

On the **Home Screen**, you can see unfilled tours to sign-up for, your upcoming tours that you can drop, and other important documents & calendars.

You can sign-up to give tours under **Tour Sign-Ups** – simply click the word “unfilled” and confirm. (The tour codes: AR/AS = Admissions, and HR/HS = Historical.)

There's also a Directory if you need a guide's phone number, an Availability tab to see who's available to give tours when, and ways to see your tour counts & point counts under “My IGIS”. (You can even pay your dues there!)

Acknowledgements:

For years, this document has been the repository of the University Guide Service's knowledge and the essential vehicle to deliver this information to probationary members. But its management is no easy task. As we and the University we represent continue to change, the Probie Packet must continue to do so as well.

Countless unnamed individuals, both students and administrators, contributed to this packet over the years, helping to both create and curate its contents. The packet in your hands is the result of decades of unpaid but committed work from several dedicated University students. This speaks to the remarkable spirit of volunteerism and progress found in this organization and its people.

So to those who have edited this packet, and to many more who will in the future, we sincerely thank you for your commitment to keeping that spirit alive.

Care Shoaibi
Fall 2016 Probie Chair

Nick Richardson
2016-2017 Chair