

UNIVERSITY OF DUBUQUE

# UNIVERSITY PROGRAM COUNCIL

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CONSTITUTION

2008 REVISION

# UPC CONSTITUTION

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## PREAMBLE

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We, the University of Dubuque (UD) University Program Council (UPC), hereby establish the following constitution. The purpose of this document is to guide the council's actions in providing the communities of UD with entertainment, cultural and social events, thereby enriching the college experience. Actions of this council shall be in accordance to the conditions and intentions stated below and to the University's policies and mission.

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## ARTICLE I:

### NAME

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The name of this organization shall be the University Program Council (UPC).

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## ARTICLE II:

### PURPOSE

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The purpose of UPC shall be to serve as the primary student programming body at the University of Dubuque. As such, it is responsible for the planning and implementation of a variety of programming events to meet the recreational, intellectual, social and vocational needs of the student body. UPC also strives to promote school unity and spirit through activities and programs while allowing students to enjoy new experiences through socialization. Funded by the Student Government Association (SGA), UPC seeks to provide cost effective entertainment events. In addition, UPC strives to expand campus and community relations through the inclusion of faculty, staff, alumni, parents of students, and the Dubuque community in its programming efforts.

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## ARTICLE III:

### MEMBERSHIP

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**Section I:** Any student at the University of Dubuque is eligible to be a member and may hold office.

**Section II:** Students seeking membership in UPC as a general member must be registered University of Dubuque students in good academic standing as defined by the Vice President of Academic Affairs.

- Section III:** Students seeking Executive Board membership must be registered University of Dubuque students in good academic standing, possessing and maintaining a minimum 2.50 GPA during their membership.
- Section IV:** Executive Board members must be full-time students enrolled in at least twelve credit hours each semester.
- Section V:** The Co-Presidents of UPC must have completed 48 credit hours and have one year of programming board experience by August of their term.
- Section VI:** Members must strive for the growth and betterment of the organization by taking part in UPC opportunities to the fullest extent possible.
- Section VII:** Non-students may act as associate members, but may not vote or hold office.
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## **ARTICLE IV:**

### **STRUCTURE**

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- Section I:** UPC membership includes the Executive Board and UPC general members.
- Section II:** The Executive Board shall be composed of eight members, which include two (2) Co-Presidents and six (6) Vice-Presidents.
- Section III:** Each Vice President shall be responsible for the planning and coordination of programming in their assigned area. Each Co-President shall oversee three (3) Vice-Presidents.
- Section IV:** The Executive Board positions shall be appointed in accordance with the procedures stated in Article VII.
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## **ARTICLE V:**

### **MEETING STRUCTURE**

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- Section I:** UPC general meetings will be held at a time specified in the Babka room unless otherwise noted.
- Section II:** Executive Board meetings will be held on a weekly basis.
- Section III:** A quorum shall be a minimum of eight (8) current UPC members including at least two (2) current Executive Board members who must be present in order to transact business.

**Section IV:** Meetings shall be presided over by the Co-Presidents of UPC. In the event that the Co-Presidents are absent, the advisor shall temporarily fulfill the role. Voting shall be cast by a show of hands, unless a member requests a ballot vote.

**Section V:** Meeting shall follow the agenda as necessary.

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## **ARTICLE VI:**

### **POLICIES**

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#### **Section I: Attendance**

1. Executive Board members are required to attend all General meetings, Executive Board meetings, and events unless prior discussion with the Executive Board or extenuating circumstances.
2. General Members are required to attend at least half of the General meetings and half of the events to be considered as active members in the organization.

#### **Section II: Non-Discrimination Statement**

UPC does not discriminate on the basis of race, color, sex, religion, national origin, martial status, physical handicap, or sexual orientation.

#### **Section III: Non-Hazing Statement**

UPC will not conspire to engage in hazing in any shape or form and will not commit any acts that will cause or are likely to cause physical harm or personal degradation or disgrace.

#### **Section IV: Compliance Statement**

UPC shall comply with all university policies and regulations as well as local, state, and federal laws.

#### **Section V: Check Request**

All check requests that will be taken from the UPC account must have signatures from both the Director of Student Activities.

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## **ARTICLE VII:**

### **MEMBER SELECTION & ELECTION PROCEDURES**

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**Section I:** General Members shall be recruited during the fall and spring semesters and shall maintain their membership throughout the year as desired by the individual member.

**Section II:** Expressed interest and desire to serve as a general member shall be the only means of selection utilized in developing the membership of UPC.

**Section III:** Members of the Executive Board shall serve in their capacities for a period beginning in March and ending the following May.

**Section IV: Selection Procedures**

1. All applicants for Executive Board positions shall be required to submit a written application to the Advisor by the deadline set by the Co-Presidents.
2. Notice shall be given of an open position at least two (2) weeks prior to an election procedure.
3. Candidates for the positions of UPC Co-Presidents shall be interviewed by the Director of Student Activities along with the outgoing UPC Co-Presidents and Executive Board members who will then select individuals for each position.
4. Candidates for Vice-President positions shall be interviewed by the Director of Student Activities and Co-Presidents who will then select individuals for each position.

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**ARTICLE VIII:**

**VACATION AND REMOVAL FROM OFFICE**

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**Section I: Vacated Positions**

1. In the event that the UPC Co-Presidents are unable to fulfill his or her responsibilities, the UPC Executive Board shall appoint a temporary replacement.
2. The selection of a permanent replacement for UPC Co-President shall follow the procedures outlined in Article VII, Section IV.
3. In the event that any other Executive Board position becomes vacant, the UPC Co-Presidents shall call for a replacement as outlined in Article VII, Section IV.

**Section II: Removal**

1. Any UPC member shall be removed from their position for conditions inconsistent with the expectation and responsibilities stated in this constitution.

2. A 4/7 vote of the Executive Board is necessary for the removal of an Executive Board member. Secret ballots shall be used and the person being voted on will not be allowed to vote.

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## **ARTICLE IX:**

### **RESPONSIBILITIES AND DUTIES**

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#### **Section I: Co-Presidents Shall:**

1. Maintain a 2.50 GPA.
2. Maintain 5 office hours per week and any meeting responsibilities.
3. Meet formally each week with the other Co-President and advisor.
4. Share facilitation responsibilities with the other Co-President over weekly executive board meetings and general member meetings.
5. Meet weekly with half of the Vice-Presidents to discuss their programming and events.
6. Attend the spring NACA Regional Conference unless you have a valid reason discussed with the advisor prior to conference registration.
7. Work with the Vice-Presidents to plan and present a variety of programs designed to reach as many UD students as possible.
8. Submit budget and other required items to SGA each semester.
9. Appoint a UPC executive board member to serve as the SGA representative and attend weekly SGA meetings.
10. Attend and help to conduct weekly training of the executive board before attendance at the spring NACA Regional Conference.
11. Preside at the meetings of UPC as a non-voting member, unless a tie exists.
12. Act as the major organization spokesperson in all cases including public events.
13. Attend all UPC events.
14. Coordinate both long and short term goals for the year.
15. Initiate and be responsible for facilitating all facets of group recognition including but not limited to awards, banquets, retreats, and involvement with institutional recognition.

16. Develop relationships with other universities' programming boards including exploring co-sponsorship possibilities.
17. Prepare the weekly agenda for the UPC executive and general member meetings.
18. Prepare the UPC general meeting minutes and distribute to all UPC members

**Section II: Vice-Presidents Shall:**

1. Maintain a 2.50 GPA.
2. Maintain 5 office hours per week.
3. Meet weekly one-on-one with one of the Co-Presidents.
4. Attend weekly executive board meetings.
5. Attend weekly general membership meetings.
6. Plan and present at least four (4) events per semester, including one during homecoming week and one during spring fling week, in designated programmatic area designed to reach as many UD students as possible.
7. Compile tasks to be conducted at the weekly general board meetings and items to delegate to general members.
8. Attend the spring NACA Regional Conference, unless you have a valid reason discussed with the advisor prior to conference registration.
9. Attend weekly training of the executive board before attendance at the spring NACA Regional Conference.
10. Assist the other Vice-Presidents as needed.
11. Support all UPC functions. This includes but is not limited to attending and publicizing all UPC events.
12. Act professionally whenever representing UPC.
13. Evaluate completed programs and projects and compile a file to be passed on to future officers.
14. Work with incoming Vice-Presidents to plan the following year's events.
15. Perform other duties as assigned by the Co-President's and/or advisor.
16. Perform duties outlined in contract and position description specific to their programmatic area.

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## **ARTICLE X:**

### **ADVISING**

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- Section I:** The Director of Student Activities shall serve as the advisor to UPC.
- Section II:** The Advisor shall serve as an ex-officio member of UPC with absolutely no voting privilege.
- Section III:** At the end of each semester, the Advisor shall check the GPA of all the potential and standing Executive Board members to determine eligibility for the coming semester.
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## **ARTICLE XI:**

### **STIPENDS**

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- Section I:** Stipends shall be given to the Executive Board members quarterly in the following amounts: two (2) Co-Presidents, \$400.00, six (6) Vice-Presidents, \$350.00.
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## **ARTICLE XII:**

### **CONSTITUTIONAL RATIFICATION**

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- Section I:** Copies of the Constitution shall be available upon request.
- Section II:** Ratification or added amendments shall be made by a majority of votes by attending members with approval of the Director of Student Activities.