



CONSTITUTION

Spotlight Programs Board
Georgia State University

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**Spotlight Programs Board
Georgia State University
Constitution**

Article I: Name and Affiliation

This organization shall be known as Spotlight Programs Board at Georgia State University, located in Atlanta, Georgia, herein after referred to as SPB. SPB will be the student activities programming component of the Student University Center, which is within the Division of Student Affairs at Georgia State University (hereinafter referred to as GSU).

The principal office is located on the Georgia State University Campus at 44 Courtland Street Suite 380 Atlanta, Georgia 30303

Article II: Mission

Section 1 – Organization Description

Spotlight Programs Board is the official programming board for Georgia State University. SPB coordinates activities that enhance and enrich the quality of student life by addressing the needs and interests of its diverse student body. SPB is a part of the Division of Student Affairs.

- A. Programs will complement the academic program of studies and enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance program.
- B. Involvements in SPB also exist to encourage the development of leadership skills through active participation as an Executive Board member, committee member, and volunteer.
- C. To encourage collaboration efforts among all campus constituents.

Article III: Participation

SPB is primarily responsible for the operational planning associated with GSU's Student Activity Fees. All enrolled students, as confirmed by the Office of the Registrar, shall have the right to attend all SPB sponsored programs created for the general student body. SPB shall not be discriminatory in terms of race, sex, religion, age, sexual orientation, social status, physical abilities, or any other protected status.

Article IV: Organizational Structure

SPB is composed of an executive board, committee members and volunteers. Each of these entities work together to provide quality programs for the GSU community.

Section 1 - Executive Board

Executive board consists of a President, Vice-President and Directors of the following committees: Daytime Programs, Films, Live Entertainment, Marketing, Membership, Panther Prowl, Special Events, and Traditions, who work closely with the Advisors.

Section 2 - Committee Members

Committee Members work closely with directors to plan and execute events while giving great customer service, maintaining good communication with the Executive Board, and are committed for the entire academic year. In addition, committee members must attend scheduled committee meetings, fall retreat, and all events related to their committee.

Section 3 – Volunteers

All GSU students are eligible to become volunteers with SPB. Volunteers assist with the final execution of committee-planned programs, and report to the Membership director on the day of event to receive tasks and duties.

The Constitution and decisions of the Executive Board shall in no way supersede the Georgia State University Student Code of Conduct as outlined in the student handbook.

Article V – Executive Board Duties and Responsibilities

Section 1

- A. No one student may hold more than one SPB Executive Board position simultaneously.
- B. All candidates for an Executive Board position must meet the following qualifications:
 - 1. Have a 2.5 cumulative GPA and maintain at least a 2.25 semester GPA.
 - 2. Have completed at least one semester or 12 hours at Georgia State University.
 - 3. Must be enrolled in a minimum of six (6) hours (undergraduate students) and three (3) Hours (graduate students) in a degree seeking program during the fall and spring semesters of his/her term of office.
 - 4. Must be able to stay within the state mandated maximum hours for student employees per calendar year.
- C. The official term of office for each executive board position shall be from May 1st, following selection of position, through April 30th of the following year.

Section 2 - Positions

- A. The President
 - 1. Schedules and chairs the Executive Board meetings
 - 2. Oversees all activities of the Executive Board
 - 3. Stands as ex-officio member of all committees
 - 4. Coordinates retreats for SPB with the Staff Advisors

5. May recommend suspension of the stipend of any Executive Board member in consultation with the Staff Advisors for inattention to duties as per Article V, Section 2C
6. Designates mandatory attendance of directors at certain activities/functions
7. Serves as the representative of SPB to university committees, departments, student organizations (or his/her designee)
8. Serves as final vote in Executive Board meetings only in the case of a tie
9. Chairs the Standing Budget and Sponsorship Committees
10. Meets weekly with Staff Advisors
11. Meets with Vice President consistently
12. Submits information in order to participate in NACA Regional Awards
13. Serves a minimum of 15 scheduled and posted office hours
14. Works with Staff Advisors to assure compliance with university policies and procedures
15. Keeps consistent archive of Executive Board and committee minutes
16. Attends all SPB sponsored or co-sponsored programs
17. Supports all Spotlight programs and initiatives
18. Serves as a liaison between the student body, other organizations, GSU departments, and organizations within the Atlanta area to foster collaboration

B. The Vice-President

1. Assumes the Presidency if a vacancy occurs
2. Executes the duties of the President in his/her absence
3. Holds at least 12 scheduled and posted office hours
4. Coordinates committee and volunteer retreats and socials with committee directors for the smooth running of Spotlight programs
5. Coordinates the Committee Meet and Greet and application process with committee directors
6. Coordinates the planning of the Spotlight Banquet
7. Creates and implements new leadership and committee development initiatives
8. Serves as the representative of SPB to university committees, departments, student organizations (or his/her designee)
9. Oversees the Collaboration and Assessment Sub-Committee
10. Attends all SPB sponsored or co-sponsored programs

C. Committee Directors

1. Meet at least weekly with Staff Advisors
2. Select a committee to assist with planning and implementing of events
3. Submit goals for each semester to the President and Staff Advisors
4. Coordinate and facilitate regular committee meetings
5. Develop and submit program proposals to the Budget Committee for approval of expenditures and to the Executive Board for overall program approval

6. Ensure budget requirements are met
7. Evaluate events after programs by completing event evaluation form
8. Fulfill requirements as per Article V, Section 1B
9. Attend all regular and special executive board meetings
10. Maintain a roster of active committee members
11. Attend all SPB sponsored or co-sponsored programs
12. Hold a minimum of 10 scheduled and posted office hours
13. Serve as a member on a sub-committee
14. Actively work to promote Spotlight and events as directed by the Marketing Directors

D. Advisors

1. Shall sign all contracts and co-sign all financial transactions
2. Assist the Executive Board with planning and execution of programs
3. Have the authority to veto decisions made by SPB or its members for the following reasons:
 - a. Violation of SPB constitution
 - b. Violation of the GSU Student Code of Conduct
 - c. Violation of applicable local state or federal laws
 - d. Violation of National Association for Campus Activities Code of Ethics
 - e. Inadequate financial planning, insufficient funds, or poor financial judgment

Section 3 – Voting and Privileges of the Executive Board

- A. Each member of the Executive Board shall have one vote, except for the Advisors. The President serves as the tie-breaker.
- B. Quorum must be established to conduct business. Quorum consists of having over 50% of voting directors present.
- C. The Executive Board shall meet weekly during the academic year and bi-weekly during summer semester.
 1. The President or the Staff Advisors may call special meetings as situations warrant.
 2. Notice of special meetings shall be given at least twenty-four hours prior to the meeting date and time.
- D. Executive Board members shall have the following privileges:
 1. Free admission to all programs sponsored by SPB, any exception, must be approved by a majority vote of the Executive Board and subject to the approval of the Staff Advisors
 2. Executive Board members are eligible for two complementary tickets per event. It is up to the discretion of the Committee Director and Staff Advisors to distribute complementary tickets elicited by administration or other parties.

Section 4- Ticket Policy

- A. Press Complementary Tickets. Any complementary tickets needed by press must be submitted in writing to the Marketing Directors. The Marketing Directors are responsible for distributing the complementary tickets.
- B. Contractual Limitations. In the event that a contract limits the number of complementary tickets available, it is the responsibility of the Committee Director to inform the Staff Advisors of the limitations.

Section 5 – Attendance Policy

- A. Committee Directors must notify the President and Staff advisors prior to any meeting from which they will be tardy or absent.
- B. In order to be considered present at an Executive Board meeting, one must not miss more than 15 minutes of the allotted meeting time.
- C. Tardiness is defined as arriving at an SPB meeting, including Executive Board meetings and Sub-Committee meetings, between 1 and 15 minutes after the scheduled meeting time.
- D. Absence is defined as arriving at an Executive Board meeting 16 or more minutes after the scheduled meeting time or not at all.
- E. An excused absence from a program and/or meeting is defined as a family emergency, sickness, and/or class. Any other excuse must be approved by the President in advance.
- F. Two unexcused tardies are equal to one absence. Two unexcused tardies or one unexcused absence will result in a written/verbal warning. A third unexcused absence will result in suspension (withholding of stipend), and a fourth unexcused absence will result in removal from office.

Section 6 – Removal from Office

- A. Four unexcused absences from regular meetings of the Board, per year, will result in removal from office.
- B. Unexcused absences that result in a Board member missing two or more of all SPB sponsored or co-sponsored programs, will result in removal from office. Reference Article V, Section 5 for definition of unexcused absence.
- C. Any inattention to duties as per Article V, Section 1 A, B, and/or C, which persists for more than four weeks in a semester shall be grounds for dismissal with the approval of the Staff Advisors.
- D. In a consistent case of insubordination or negligence by a Committee Director towards other directors and/or advisors will result in immediate removal from office.

- E. A member who is no longer enrolled at Georgia State University will be immediately removed from their position.

Section 7 – Complaint Procedure for Executive Board

- A. A complainant must submit a written complaint that outlines how and why the director is not doing their job, secure the signature of five additional Executive Board members, and turn it in to the advisors.
- B. The Staff Advisors will bring up the complaint at the next Executive Board meeting for a vote for the director to either be removed from their position or be placed on probation. The length of the probationary period will be determined by the Staff Advisors and President, based on the severity of the matter.
- C. The Committee Director facing removal will have the opportunity to either defend their case and/or resign from the position.
- D. If the person does not resign, a written vote will be taken at the Executive Board meeting. A majority vote will determine the removal or probation of the Committee Director.

Article VI – Executive Board Selections

Section 1 – President/Vice-President

Applications for President and Vice-President shall be available beginning of spring semester. The selection of the President and Vice-President will occur no later than the first week of March.

- A. The President and Vice-President shall be selected by a committee composed of the following:
 - 1. President (outgoing)
 - 2. Vice-President (outgoing)
 - 3. Staff Advisors
 - 4. Three non-returning Committee Directors (appointed by Staff Advisors)
 - 5. Additional staff representative to be selected by the SPB Advisors
- B. In the absence of the Staff Advisors, an alternative Georgia State University Staff member should be the replacement appointed by the Staff Advisors.
- C. In the case that the outgoing President and Vice-President are up for re-selection, they are prohibited from being a part of the interviewing process for other candidates.

Section 2 – Committee Directors

- A. Applications for the position of Committee Directors shall be available in the spring semester. The selection of directors will occur no later than the last week of March.

- B. The Committee Directors shall be selected by a committee composed of the following:
 - 1. President (outgoing)
 - 2. Vice-President (outgoing)
 - 3. Two non-returning Committee Directors (appointed by Staff Advisors)
 - 4. Newly selected President
 - 5. Newly selected Vice-President
 - 6. Staff Advisors

Section 3 – Procedures

- A. Individuals applying for an Executive Board position shall not be allowed to serve on the selection committee.
- B. The selection deliberations shall be kept confidential until such time that final selections have been announced.
- C. After individuals selected have been notified, Executive Board positions will be posted in the Spotlight Office.

Section 4 – Vacancies

- A. A vacancy for the office of President, Vice-President or Committee Director shall be filled by a qualified student (as per Article V, Section 1 A, B, and C) and by two-thirds of the Executive Board present and voting.
- B. In the case that a Committee Director position becomes available, the position vacancy will be advertised for a minimum of one week. Applications will be reviewed by the President, Vice-President, and Staff Advisors. All applicants will be presented to the Executive Board. The President will present a recommendation for the Executive Board to vote on. The Executive Board has the right to reject the recommendation and vote on another candidate.
- C. In the case that the President position becomes available, the position will be filled by the Vice-President.
- D. In the case that the Vice President position becomes available, the position vacancy will be advertised for a minimum of one week. Applications will be reviewed by the Staff Advisors and newly appointed President. All applicants will be presented to the Executive Board. The newly appointed President will present a recommendation for the Executive Board to vote on. The Executive Board has the right to reject the recommendation and vote on another candidate.

Article – VII Committees Responsibilities

Section 1 – Standing Executive Board Committees

- A. Assessment Committee

1. The assessment committee oversees all assessment processes for SPB which includes any individual program assessment, idea generating assessment, and overall SPB assessment.

The assessment committee will facilitate the writing and execution of the assessments, and compiling the final assessment data. Once the assessment committee has completed all steps, a small presentation of information found through the assessment will be presented at an Executive Board meeting.

B. Budget/Logistics Committee

1. The budget/logistics committee exists to ensure that the SPB executive members are being good stewards with the student activity fees and complying with student and university procedures.
2. The budget/logistics committee will approve the proposed budget before the program proposal is approved by the SPB Executive Board. Committee Directors will attend a budget committee meeting where they must present the proposed budget for the program(s) they would like to propose to the board. Budgets must contain detailed descriptions of proposed expenses and stay within the overall allocated expenses of the committee. The budget/logistics committee has the right to reject the initial budget during the meeting if the director(s) cannot communicate a well-thought out plan or provide the required documents.
3. Additionally, the budget/logistics will ensure that SPB is complying with student and university procedures. If the event extends outside of Georgia State University boundaries, proper documentation should be presented to the budget/logistics committee that the event is in compliance with the procedures of that outside entity. The budget/logistics committee will make sure that clearance for all events are complete and up-to-date, including but not limited to, reservations, security forms, layouts, etc.

C. Collaboration Committee

1. As stated in Article II, Section 1C: SPB is to encourage collaboration efforts among all campus constituents. Therefore, SPB strives to offer opportunities for other student organizations and departments on campus to collaborate with SPB.
2. The collaboration committee will look at each collaboration application and decide if the collaboration opportunity should be brought up to Executive Board for a final vote. If collaboration is approved, one member of the Executive board will serve as a liaison from the beginning of the collaborative event to the end.

Section 2 - Ad Hoc Committees

1. Executive Board can create ad hoc committees for specific issues and topics. Ad hoc committees can be established for no more than 12 months, but may exist for shorter periods of time.

Section 3 – Committees

A. **Daytime Programs:**

The committee is responsible for planning and implementing a series of home-grown activities, campus brown bag forums, live performances, or novelties over the lunch hour and other parts of the day. At least every other week, the main focus of this committee is to plan a wide-range of activities that vary in size and budget, but ultimately work to build community on campus. The directors advise the Daytime Programs committee and help develop a programming schedule for the year. The director is responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.

B. **Films:** The committee is responsible for booking various types of movies, which include blockbusters, classics, independents, shorts, and “sneak peek” screenings. The committee strives to create educational, as well as entertainment, appeal for students of all ages and backgrounds. By providing at least two (2) mainstream movies per month and matinee showings; the committee will broaden cultural understanding of this particular media. Responsibilities include, but are not limited to, selecting movies, overseeing all special events and rentals. The directors advise the Films committee and help develop a programming schedule for the year. The director is responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.

C. **Live Entertainment:** The committee is responsible for programming, promoting, and implementing large- and small-scale live acts on campus including but not limited to Pantherpalooza, Open Mic Nights, and novelty acts. The directors advise the Live Entertainment committee and help develop a programming schedule for the year. This committee selects diverse musicians and other talents, works through agents and managers, and arranges the co-programming of musical events within Spotlight and with other groups on campus as needed.

D. **Marketing:** The committee is responsible for coordinating all aspects of publicity and promotion of SPB events and programs through a variety of media, including but not limited to WRAS, GSTV, Signal ads, flyers, handbills, posters, information tables, and selecting SPB giveaways ensuring that the student body is aware of all of SPB events. The committee is also responsible for designing all materials for SPB programs and events. The director will coordinate the ordering and pickup of the printed materials and work with the Committee director to develop suitable timelines. The directors advise the Marketing committee and help develop a programming schedule for the year. The director is responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.

E. **Membership:** The committee coordinates volunteer opportunities with Committee Directors for the smooth running of SPB programs. The Membership Director is responsible for distributing and accepting volunteer applications, maintaining a current roster of active volunteers and minutes from membership meetings. The Membership Director informs volunteers of opportunities, delegates assignments and serves as a point of contact for the volunteers. Duties also include coordinating the volunteer recognition in fall and spring

semesters with the Vice-President. The directors advise the Membership committee and help develop a programming schedule for the year. The director is responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.

- F. **Panther Prowl:** The committee is responsible for programming, promoting and implementing monthly late-night non-alcoholic activities, for example musical acts, novelty acts, interactive games, and comedians. These events are to enhance the Georgia State community by providing traditional and late-night programming alternatives for Georgia State students. The directors advise the Panther Prowl committee and help develop a programming schedule for the year. The directors are responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.
- G. **Special Events:** The committee is responsible for programming, promoting, and implementing a balanced and diverse selection of events, for example comedy shows, novelty acts, interactive games, and performing arts that reflect the interests of the entire student population. The directors advise the Special Events committee and help develop a programming schedule for the year. The director is responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.
- H. **Traditions:** The committee is responsible for programming, promoting, and implementing events that raise school spirit and awareness. The Traditions committee focuses on preserving staple events that fall under the traditions umbrella, while actively creating new traditions throughout the GSU community. Homecoming Week, Amateur Night and the Greek Showcase are just a few examples of Traditional events. The directors advise the Traditions committee, help develop a programming schedule for the year, and represent Spotlight Programs Board in Homecoming related issues. The directors are responsible for arranging the co-programming of events with other groups within SPB or on campus as needed.

Article – VIII Amendments

This Constitution may be amended at any SPB executive board meeting by a two-thirds majority vote, provided that the proposed amendment has been read and posted at least one week prior to the meeting.

Article – IX Ratification

This Constitution shall be in effect with a three-fourths vote of the Executive Board present.

Article X. Hazing Policy

“This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.” (The most revised version of the Code of

Conduct can be found on the Dean of Students website <http://codeofconduct.gsu.edu/>).

'Hazing' means any intentional, negligent or reckless action, activity or situation that endangers or is likely to endanger the physical health of an individual or causes an individual pain, embarrassment, ridicule or harassment as a condition or precondition of gaining acceptance, membership, office or other status in a student group, whether or not such group is formally recognized by the University and regardless of the individual's willingness to participate. Actions and situations that may constitute hazing may include, but are not limited to, the following:

- forcing or requiring the drinking of alcohol or any other substance;
- forcing or requiring the consumption of food or any other substance;
- Calisthenics (e.g., push-ups, sit-ups, jogging, runs);
- treeing's (e.g., tying someone up and throwing food or other substances on them);
- paddle swats;
- Line-ups (e.g., yelling at or harassing people in a formation);
- Theft of any property;
- Road trips (e.g., dropping someone off and leaving him/her to find his/her own way back);
- Scavenger hunts;
- causing an individual to have fewer than six (6) continuous hours of sleep per night;
- conducting activities that do not allow adequate time for study (e.g., not allowing an individual to attend class, causing one to miss group projects);
- forcing or requiring partial or complete nudity at any time;
- performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, and laundry);
- forcing or requiring the violation of University policies, federal, state or local law."

Article XI. Organization Agreement

Spotlight Programs Board agrees to abide by the Georgia State University Student Code of Conduct.

Furthermore, SPB agrees to abide by all Student Activities policies, check the organization's OrgSync mailbox, communicate via email upon request, update the organization's records on OrgSync, attend a student organization orientation annually, and renew the organization by May 1st.

Article XII. History of Constitution

Revision:

➤ August 13, 2014

- June 14, 2012
- September 30, 2011
- June 3, 2010
- April 29, 2008