Article I. APPELLATION

Section 1.01 SECTION 1. NAME
(a) The below constituted body shall be known as the Chapman University Program Board, hereafter referred to as The University Program Board. The University Program Board is a student-led organization that operates as its own department under Student Affairs, and is advised by the Program Coordinator for Student Engagement, and the Graduate Advisor.

Section 1.02 SECTION 2. MISSION
(a) The University Program Board strives to enhance the overall experience at Chapman University by actively engaging the students with entertaining, educational, and diverse programs throughout the academic year. The board provides opportunities for participation in the implementation of its programs in order to integrate the varied needs of the Chapman community.

Section 1.03 SECTION 3. VALUES
(a) Student-Driven | Service | Integrity | Inclusivity | Excellence | Impact

Article II. ARTICLE II: ORGANIZATION STRUCTURE

Section 2.01 SECTION 1. ADVISOR TEAM
(a) The main advising body, hereafter known as the Advisor Team, of The University Program Board shall be composed of The University Program Board Advisor and Graduate Advisor for Programming. Together, the Advisor and Graduate Advisor provide support and assistance for the Executive Board to help ensure efficient and effective planning, organizing, and smooth operations of the office. Advisors are available to answer questions and provide support, review contracts, approve spending and reimbursements. Advisors are not voting members of the University Program Board and are not available to perform the executive board’s responsibilities. While the University Program Board is a Student-Driven organization, the University Program Board cannot function without advisors.

Section 2.02 SECTION 2. LEADERSHIP TEAM
(a) The main advising body, hereafter known as the Leadership Team, of the University Program Board shall be composed of The University Program Board Advisor, Graduate Advisor, and Chair. The purpose of this body is to provide supervision, support, and guidance for The University Program Board.

Section 2.03 SECTION 3. EXECUTIVE BOARD
(a) The main governing body, hereafter known as the Executive Board, of the University Program Board shall be selected by the Chair, and then hired by the Program Coordinator for Student Engagement. The Executive Board shall be supervised by the Leadership Team, and shall be composed of the following hired positions:

(i) Chair;
(ii) Awareness Director;
(iii) Explore SoCal Director;
(iv) Panther Nights Director;
(v) Special Events and Traditions Director;
(vi) Campus Entertainment & Leisure Director;
(vii) Marketing Director;

Section 2.04 SECTION 4. MARKETING TEAM

(a) The marketing team of the University Program Board shall be hired and supervised by the University Program Board Advisor, Graduate Advisor, Chair, and Marketing Director. The Marketing Team shall be composed of the following hired positions:

(i) Marketing Director;
(ii) Graphic Designer;
(iii) Marketing Assistant;

Section 2.05 COMMITTEE MEMBERS

(a) The main body, hereafter known as Committee Members, of the University Program Board shall be selected by the Executive Board. Only registered Chapman University students may be considered members of The University Program Board; all others (friends, family, faculty, non-UPB staff) are considered guests. Guests may be welcome to attend events, but cannot work for or handle money on behalf of The University Program Board. Committee Members must meet all requirements set forth in the University Program Board Bylaws, Article IV Section II.
Article III. EXECUTIVE BOARD AND ADDITIONAL PAID STAFF

Section 3.01 JOB DESCRIPTION

(a) The University Program Board shall be responsible for carrying out programs as defined under Article I, Section 2 subject to University regulations and under authority delegated by The University Program Board Graduate Advisor for Programming and/or Advisor and/or the Program Coordinator, Student Engagement.

(b) Chair

(i) The Chair is the chief student programmer at Chapman University. In support of the Division of Student Affairs, the Chair is responsible for ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(c) Awareness

(i) The Awareness Director is a member of University Program Board executive board. In support of the Student Affairs Learning Outcomes, the Awareness Director is responsible for coordinating cultural, political, and sustainability programs, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(d) Campus Entertainment & Leisure

(i) The Campus Entertainment & Leisure Director is a member of the University Program Board executive board. In support of the Student Affairs Learning Outcomes, the Campus Entertainment & Leisure Director is responsible for coordinating artistic and entertaining programs, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(e) Explore SoCal

(i) The Explore SoCal Director is a member of the University Program Board executive board. In support of the Student Affairs Learning Outcomes, the Explore SoCal Director is responsible for coordinating off campus programs, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(f) Panther Nights

(i) The Panther Nights Director is a member of the University Program Board executive board. In support of the Student Affairs Learning Outcomes, the Panther Nights Director is responsible for coordinating on campus programs on Thursday or Friday evenings, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(g) Special Events & Traditions
(i) The Special Events & Traditions Director is a member of the University Program Board executive board. In support of the Student Affairs Learning Outcomes, the Special Events & Traditions Director is responsible for coordinating large traditional Chapman programs, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(h) Marketing

(i) The Marketing Director is a member of the University Program Board executive board. In support of the Student Affairs Learning Outcomes, the Marketing Director is responsible for coordinating the marketing strategy for the University Program Board, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(i) Graphic Design Assistant

(i) The Graphic Design Assistant is a member of the University Program Board marketing team. In support of the Student Affairs Learning Outcomes, the Graphic Design Assistant is responsible for creating graphic designs for the University Program Board, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

(j) Marketing Assistant

(i) The Marketing Assistant is a member of the University Program Board marketing team. In support of the Student Affairs Learning Outcomes, the Marketing Assistant is responsible for coordinating the public relations strategy for the University Program Board, and assisting in Graphic Design whenever necessary, ensuring that the University Program Board realizes its mission of enhancing student life and meeting student program needs and desires.

Section 3.02 RESPONSIBILITIES

(a) Below is a brief overview of the responsibilities of each position. For a more in-depth job description for each position, find the document “Job Description 18-19” on the University Program Board website, CampusLabs Engage, or the P Drive.

(b) The Chair shall:

(i) Create and effectively communicate a short-term and long-term vision for the University Program Board.

(ii) Work alongside professional staff to provide leadership in the development of a well-balanced offering of social, educational, cultural, and recreational programs for the Chapman student body.

(iii) Lead and supervise the team of Directors and marketing assistants.

(iv) Along with Advisor, and Graduate Advisor, coordinate Executive Board training and development including retreat planning and training.

(v) Lead the recruitment efforts for committee members in the Fall and Spring
(vi) Oversee the program planning process to ensure intentionality and high quality. This includes risk management, committee member involvement, marketing, quality control and learning outcome achievement.

(vii) Offer guidance to the Executive Board by challenging them while providing support.

(viii) Maintain a positive working relationship with other campus departments.

(ix) Advance the University Program Board’s relationship and image with other on-campus stakeholders.

(x) Along with the Advisor and Graduate Advisor, maintain a consistent and thorough assessment of University Program Board programming.

(xi) Serve as a student representative on campus-wide boards or committees when invited.

(xii) Assume the duties of executive members in their absence.

(c) The Directors shall:

   (i) Lead and supervise the students in their committees.

   (ii) Track meeting and UPBonding attendance.

   (iii) Input and keep track of points earned by CMs.

   (iv) Hold one UPBonding event during the semester, UPB CM Retreat to be included.

   (v) Prepare sign up documents for CMs to volunteer at events.

   (vi) Manage operations, basement organization, and supplies.

   (vii) Collaborate with the Marketing team to create a publicity strategy for their programs.

   (viii) Maintain a consistent and thorough assessment plan for their programs.

   (ix) Act as a liaison to University departments and student organizations to collaborate on various events.

   (x) Actively participate in weekly executive board meetings and weekly committee member meetings.

   (xi) Facilitate weekly meetings for their committee.

   (xii) Prepare for weekly meetings with the Chair.

   (xiii) Maintain a positive working relationship with the Chair, advisors, executive board members, and committee members.

(d) The Marketing Assistants shall:

   (i) Design fliers, posters, digital images, and t-shirts, in accordance with the University Program Board marketing strategy.

   (ii) Coordinate the public relations strategy for the University Program Board, in accordance with the overall marketing strategy, including social media, website, event publications, and ticketing.

   (iii) Cultivate new ideas for raising campus awareness of our events.

   (iv) Actively participate in weekly committee member meetings.
(v) Attend and assist the Marketing Director in leading weekly meetings of the marketing committee.

(vi) Maintain a positive working relationship with the Chair, advisor, executive board members, and committee members.

(vii) Prepare for weekly meetings with Marketing Director.

Section 3.03  SECTION 3. SEMESTER EVENT PLANNING MEETING

(a) At the beginning of each semester, The University Program Board Advisor, Graduate Advisor, and Exec Team will meet to discuss and plan dates for all events to occur during that semester. Directors will present the estimated budget and general concept for each event. After a description of the event, allow time for the team to ask questions, raise concerns, and provide feedback.

Article IV.  ARTICLE IV: COMMITTEE MEMBERS

Section 4.01  Section 1. Member Selection Process

(a) At the beginning of every semester, the University Program Board will go through a formal recruitment process. At the beginning of the semester, an application will go live on CampusLabs Engage. Once all applications have been submitted, and the application has closed, it is the directors’ responsibility to review applications, and select new members. After they have selected their committee’s new members, the Chair will set up a meeting with the executive board to discuss potential new committee members. During this meeting, each director explains who they are accepting, airs any concerns, and asks for feedback on the applications. By the end of this meeting new members will be decided, and the Chair will send out emails to all applicants with the decision of the executive board.

Section 4.02  Section 2. Requirements

(a) Weekly Committee Meeting

(i) Mandatory, except for illness and family emergencies

1) Note that class will no longer be an excused absence
   a) Committee members must email their Director stating why they will be absent
      i) Unexcused absences: didn’t feel like coming, dinner with family/friends
         a. Allowed 2 unexcused absences throughout entire semester (4 total throughout academic year)
      ii) If a committee member cannot attend their weekly meeting, they have to switch into another committee

2) Each committee meeting will be held once per week between Monday-Thursday for one hour between 8-11 PM. Committee meeting times will be scheduled in accordance to the director’s respective class schedules per semester.
(b) Friday Meetings
   (i) Friday meetings will be held the first Friday of every Month.
   (ii) Mandatory, except for illness, work, or class (proof of excuse must be provided).
       1) Committee members must email their Director stating why they will be absent, with proof of absence.
       2) Unexcused absences: leaving early for vacation, not staying for entire meeting, family gatherings, other interests, etc.
          a) Allowed 1 unexcused absence throughout the semester.
       3) Must be at ENTIRE meeting; leaving/arriving 15 minutes late will result in an unexcused absence

Section 4.03   Section 3. Dismissal of Membership
(a) Committee Meetings
   (i) If they miss 1 meeting in one semester: warning email
       1) The CM will receive a warning email from their director about their membership.
   (ii) If they miss 2 meetings in one semester, CM will meet with the Chair and their Director.
       a) In this meeting, CM will be warned that missing one more meeting will end in the termination of their membership, and review the importance of being present
   (iii) If they miss 2 meetings in one semester: termination of membership
       1) CM will receive an email from the Chair and director notifying them of their termination of membership
       2) Termination is immediate; CM will not be able to finish the semester as a member of the University Program Board

(b) Friday Meeting
   (i) If they miss 1 unexcused meeting in one semester: warning email
       1) The CM will receive a warning email from their director about their membership
   (ii) If they miss 2 unexcused meetings in one semester: immediate termination of membership

(c) Point and UPBonding Fulfillment
   (i) If a committee member does not meet minimum requirements as set forth in Article V, Section 1, their director and the Chair will meet with the member to discuss status of memberships

Article V.   OPERATIONS
Section 5.01   Point System
(a) Each returning committee member will be required to earn 10 points each semester. New committee members will be required to earn 6 points their first semester in the University Program Board. Failure to meet point requirement will result in the review of their membership by their Director and the Chair.

(i) Lead: 5 points

(ii) More points will be awarded for more strenuous events at the discretion of the Director (Ex. Fall Concert).

(iii) General Volunteer: 2 points (per shift)

(iv) Attending Another Committee’s Meetings: 1 point (max: 2 points).

(v) Marketing Assistant: 1 point (max: 2 points).

(vi) Committee Members can propose other forms of work to be approved for points by their Director and the Chair.

(vii) Unexcused Absences

1) As referenced in Article IV, Section 2b, committee members failing to show up to their event shift will count as an unexcused absence, unless a reason is specified to the respective director beforehand.

Section 5.02 UPBonding System

(a) The purpose of UPBonding is to strengthen the connection between members of different committees and grow the UPB Family as a whole. Returning members must attend 3 UPBonding events. New members must attend 2 UPBonding events.

(i) 6 UPBonding events are held throughout the semester, 2 per month

1) UPB Committee Member Retreat is included as one of the bonding events

Section 5.03 Committee Meetings

(a) The purpose of weekly committee meetings is to plan upcoming events, to give committee members training on planning events, and develop leadership skills among members. In these meetings committee members will help the Director brainstorm ideas for the entire event; this includes initial event ideas, potential guest speakers and performers, decorations, etc.

Section 5.04 Friday Meetings

(a) The purpose of monthly Friday meetings is to update committee members of past and upcoming events and help with member development and inter-committee collaboration. Friday meetings will be held the first Friday of every month throughout the semester from 1-2pm.

Section 5.05 Collaboration
(a) The University Program Board utilizes available opportunities to work with various departments and organizations on campus to co-sponsor a range of events. In doing so, the University Program Board hopes to share its resources and expertise with other members of the Chapman community, reach diverse audiences, and expand the scope of its programming capabilities.

(i) Collaboration Requirements:

1) The Collaboration Form must be submitted the semester prior to your program date.

2) Collaboration requests cannot be solely for marketing, catering, or funding. The form may only be submitted if the organization is interested in collaborating with the University Program Board throughout the entire process. This includes planning, marketing, execution, and program evaluation.

3) An in-person meeting of expectations is required before any planning can take place. This meeting will establish tasks, program deadlines, preferred program outcomes, and any other details necessary to help make the program a success.

4) Any collaborations with the associated student group will be marketed as a UPB sponsored event.

(ii) Collaboration Approval Process:

1) Once the form is submitted, the Chair reviews the information and discusses the program details with the University Program Board Leadership Team. If the program suits the vision and goals of the organization, then the Chair will pass the information over to the Director. From there, the program is treated like all other University Program Board programs, i.e. event approval deadlines, in-person meetings, etc.

Article VI. AMENDMENTS

Section 6.01 REVIEWS

(a) This Constitution of The University Program Board shall be reviewed on a yearly basis by the Chair and Graduate Advisor. Any amendments necessary will be documented, and will be subject to approval by The University Program Board Leadership Team.

Section 6.02 AMENDMENTS

(a) Amendments to these Articles shall be subject to the approval of all members of The University Program Board Leadership Team and must receive the official approval of The University Program Board Advisor.

Section 6.03 ENABLING CLAUSE

(a) This Constitution of The University Program Board shall take effect immediately upon final approval of The University Program Board by a unanimous vote of all members of the Leadership Team. This Constitution, upon final approval, supersedes any previous Constitutions of the said body.
Article VII. CHAPMAN UNIVERSITY POLICIES

(a) The University Program Board will abide by University policies at Chapman University, including but not limited to, the harassment and non-discrimination policy, sex and gender-based discrimination policy, and Title IX.

Section 7.02 CHAPMAN UNIVERSITY STATEMENT ON DIVERSITY AND INCLUSION

(a) Chapman University is deeply committed to enriching diversity and inclusion through on-going efforts to cultivate a welcoming campus climate for all members of the Chapman community. Chapman University strives to provide an inclusive academic curriculum, promote equity and access in recruitment and retention, and develop meaningful outreach programs and partnerships with our diverse local communities. Chapman University values diversity and inclusion in the learning environment and believes it is vital to the fulfillment of the university mission. It is Chapman University’s conviction that an inclusive learning environment facilitates complex, critical and creative thinking and that differences in identities, values, beliefs and perspectives are fundamental to a comprehensive education.

(b) At Chapman the term diversity implies a respect for all and an understanding of individual differences including race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law, so that all members of the community are treated at all times with dignity and respect.

Section 7.03 CHAPMAN UNIVERSITY STATEMENT ON FREE SPEECH

(a) Because Chapman University (the “University”) is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. The University fully respects and supports the freedom of all members of the University community to engage in robust, uninhibited discussion and deliberation on any and all topics.

(b) Of course, the ideas of different members of the University community will often not coincide and may quite naturally conflict. It is not the proper role of the University, however, to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.
(c) The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression, for example, that violates the law, that constitutes a genuine threat or harassment against a specific individual, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the essential activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University’s commitment to a completely free and open discussion of ideas.

(d) In a word, the University’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in thoughtful debate and deliberation in an effective and responsible manner is an essential part of the University’s educational mission.

(e) As a corollary to the University’s vibrant commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. While members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct, intimidate, or otherwise interfere with the freedom of others to express views they reject or even loathe in a manner which renders them substantially unable to express their views. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others may attempt to restrict it.