

Student Entertainment Events Constitution

Last revised by Student Entertainment Events on April 13, 2005

Preamble

Student Entertainment Events at the University of Maryland is charged with providing leisure time and educational activities in the areas of concerts, comedians, speakers, films, and cultural presentations. These programs will create a learning environment with opportunities for skill and personal development for the producers and the participants, respectively. SEE will also work to enhance the Stamp Student Union and its community atmosphere. As the university's main student programming body, SEE's programming will emphasize its mission of service to the campus community and to the Union in particular. In fulfilling these responsibilities, SEE should consider the diverse and broad-based interests of the campus community.

ARTICLE I - Name

Section A. The name of this organization shall be Student Entertainment Events (SEE) and shall be made up of the SEE Executive Board, the SEE Review Board, and the General Body Membership.

Section B. SEE will derive its powers from the Student Government Association, the Stamp Student Union, and the Office of Campus Programs.

ARTICLE II - The SEE Review Board

Section A. Purpose

Subsection 1. The SEE Review Board will have, as its purpose, to provide student groups with a means to present diverse programming for the University of Maryland campus community. In serving this purpose, it will compliment the programming of SEE.

Section B. Membership

Subsection 1. Membership of the SEE Review Board shall be broad in an attempt to

represent the various interests of the campus community and shall include one representative from each of the following:

Asian American Student Union	Pan-Hellenic Association
Black Student Union	Pan-Hellenic Council
Jewish Student Union	Pride Alliance
Interfraternity Council	Residence Hall Association
International Student Council	University Commuter Association
Latino Student Union	

The following people shall serve as representatives to the SEE Review Board:

SEE President
SEE Co-Sponsorship Director
Two (2) At-Large Students
An elected representative of the Student Government Association designated by the SGA President

No representative to the SEE Review Board can represent two organizations.

No representative to the SEE Review Board can also be a member of SEE or SGA with the exception of SEE President, Co-Sponsorship Director and SGA representative.

Any student who sits on the SEE Review Board who is also an incoming SEE Director, shall be allowed to hold his or her seat on the SEE Review Board, representing his or her organization until June 1st. He or she shall have and maintain his or her position and all voting power until June 1st. Said Board member shall relinquish his or her Board position when a new Board member is selected by the organization he or she represents.

Subsection 2. Membership will be reviewed according to the SEE Review Board Bylaws. There must be a 2/3 vote by all the voting members of the SEE Review Board to add new groups. Provisions in the form of applications will be made for organizations who seek membership. If an organization is inactive for two (2) years they will be removed from the SEE Review Board. All voting members must be registered undergraduate students at the University of Maryland, College Park. All organizations who are added or removed must be approved by SEE.

Subsection 3. The above listed organizations shall appoint an alternate to take the place of the representative should he or she be unable to attend a meeting. However, should a representative or alternate miss more than three meetings, his or her organization will be suspended from the SEE Review Board until the following semester. Warnings will be sent by the Co-Sponsorship Director to an organization's president after its representative or alternate has missed two meetings. Organizations suspended due to absences will have their absence taken into account when funding is granted.

Subsection 4. The Co-Sponsorship Director shall appoint through an application process the two At-Large students. These students may not be active members in any of the above listed organizations.

Subsection 5. The Office of Campus Programs shall appoint staff to serve on the SEE Review Board. These advising bodies will not have voting privileges.

Subsection 6. The SEE Co-Sponsorship Director shall act as chair for the SEE Review Board. Responsibilities of the chair include preparation of applications, facilitation of meetings, and serving as a liaison and advisor to all funded organizations.

Subsection 7. The SEE Program Coordinator or an appointed designee by SEE Program Coordinator shall serve as the advisor to the SEE Review Board. This individual shall provide assistance to both the Review Board and the Co-Sponsorship director as well as organizations receiving funding, but shall not hold voting rights.

Section C. Duties

Subsection 1. There shall be clear communication between the SEE Review Board and SEE about the planning of campus-wide programs. The Co-Sponsorship Director will provide a weekly status report to SEE.

Subsection 2. The SEE Review Board shall provide co-sponsorship funds and/or advising/production resources for registered student groups and organizations. Production resources may be provided per the SEE bylaws.

Subsection 3. The SEE Review Board shall select the SEE President on a yearly basis.

- a. The top candidates for the position of President of SEE will be brought before the Review Board for an official interview.
- b. All voting members of the Review Board will be permitted to pose questions to the candidate.
- c. Before deliberation is to begin, the current SEE President will read a recommendation as submitted by the SEE Program Coordinator.
- d. The SEE Review Board must elect the next SEE President by a two-thirds (2/3) affirmative vote.

Subsection 4. The SEE Review Board must approve any amendments to the SEE constitution by a two-thirds (2/3) affirmative vote. The Vice President of Student Affairs or designee will give final approval for any SEE constitutional amendments.

Section D. Meetings

Subsection 1. The SEE Review Board will meet as needed during the academic year and at least once a semester.

Subsection 2. A quorum shall consist of at least one-half (1/2) plus one of the voting members of the Review Board. Suspended organizations shall not count toward quorum. Unfilled positions will not count toward quorum. Business will only be conducted at meetings in which a quorum is present.

Subsection 3. The SEE Review Board shall abide by Robert's Rules of Order. All motions, in order to pass, must be voted upon affirmatively by a majority, which is defined as one-half (1/2) plus one, of the members present.

Section E Bylaws and Amendments

Subsection 1. SEE Review Board will operate according to these bylaws.

Subsection 2. The SEE Review Board bylaws may be amended by a two-thirds (2/3) affirmative

vote of the SEE Review Board. The Vice President of Student Affairs or designee must grant final approval for any changes to the bylaws.

Section F. SEE Review Board Co-Sponsorship Guidelines

Subsection 1. Applications for co-sponsorship must be made available by the SEE Co-sponsorship Director. All groups seeking funding and/or resource support must fill out an application to be reviewed by the SEE Review Board.

Subsection 2. Any group currently registered by the Office of Campus Programs and in good standing is permitted to apply to the SEE Review Board for co-sponsorship of events.

Subsection 3. The Student Government Association may not request funding from the SEE Review Board due to conflict of interest. However, all other arms of the Student Government Association, with the exception of SEE, may submit applications to the SEE Review Board.

Subsection 4. Only those registered student organizations that are eligible for undergraduate student activities fees can be funded by SEE Review Board.

Section G. Process

Subsection 1. The SEE Review Board shall only conduct business when a quorum of one-half (1/2) plus one of the voting membership in present.

Subsection 2. Applications for all co-sponsorships, with the exception of emergency financial co-sponsorship, must be submitted no less than forty-five (45) academic days prior to the proposed event to the SEE Review Board Advisor. The SEE Review Board Advisor will initially review applications for completion and accordance with all necessary criteria for co-sponsorship.

Subsection 3. Approved applicants must attend the SEE Review Board meeting assigned to them by the Co-Sponsorship director to explain and answer questions concerning the proposed event. The meeting will occur at least 30 days prior to the proposed event. The organization's treasurer and event program coordinator(s) must present the proposal to the SEE Review Board. Advisors will not be allowed to present. All members of the organization must leave the room while the SEE Review Board decides on funding. This includes representatives from the applying organization on the SEE Review Board.

Subsection 4. Emergency financial co-sponsorship funding is available only for programs that have already received co-sponsorship funding or are unable to meet the cost of a program that falls within forty-five (45) days of application submission. Emergency funding is designed to meet additional, unexpected costs. As such, it may not exceed \$1,000.00 and must be requested at least one week before the event. Emergency funding applications must be heard and unanimously approved by the SGA VP of Human Relations or designee, SEE President, SEE Co-Sponsorship director, and the SEE Review Board Advisor.

Subsection 5. Any organization planning an event that falls less than forty-five (45)

academic days after the first day of classes fall semester must seek funding at least one week before the event. Applications must be heard and unanimously approved by the SGA representative, SEE President, SEE Co-Sponsorship director, and the SEE Review Board Advisor.

Subsection 6. The SEE Review Board must approve funding for an event by majority vote of board members present no later than thirty-five days (35) prior to the proposed event. Exceptions may be made upon consultation and the unanimous approval of the SGA representative or designee, SEE President, SEE Co-Sponsorship Director, and the SEE Review Board Advisor.

Subsection 7. It shall be the duty of the Co-Sponsorship director to notify SEE and pass along approved applications at the next regularly scheduled SEE meeting. SEE must then consider proposed events within one (1) week of SEE Review Board approval for funding. SEE may veto proposed events with a two-thirds (2/3) majority for events it feels are not feasible. The SEE President must contact the SEE Review Board in writing to inform them of the results of its vote counts prior to the next meeting of the SEE Review Board. Vote counts for events vetoed by SEE should be accompanied by an explanation for their disapproval. The SEE Review Board may overturn SEE's veto by a two-thirds (2/3) majority vote at the next SEE Review Board meeting.

Section H. The SEE Review Board may choose not to sponsor an event for any of the following reason(s):

Subsection 1. The Review Board reserves the right to define what enhances diversity by its own parameters and fund programs accordingly.

Subsection 2. Financial infeasibility.

Subsection 3. The Review Board is the sole source of funding. Funding should be supplemental in nature, unless it is a newly started program.

Subsection 4. Repetitive Programming. Too many similar events in one year or too many planned programs on the suggested date.

Subsection 5. Annual Programs.

- The first year an organization requests funding it is eligible to receive full co-sponsorship funding.
- The second year an organization requests funding it is eligible To receive one-half (1/2) of the amount that was allocated The previous year.
- The third year an organization requests funding it is eligible to Receive one-fourth (1/4) of the amount that was allocated the first year.
- An organization is not eligible for co-sponsorship funding the fourth year.
- On the fifth year an organization is eligible to repeat the process.

Funding of annual programs is based on the program, not the organization seeking co-sponsorship. The SEE Review Board reserves the right to define what are annual events.

Subsection 6. Organizations or groups may only co-sponsor one program with the SEE Review Board per academic semester.

Subsection 7. The SEE Review Board may not co-sponsor any concerts deemed large scale by the Concert Task Force standards.

Subsection 8. The SEE Review Board cannot provide funding to any form of banquet or award ceremony.

Subsection 9. The SEE Review Board cannot provide funding to any form of party or similar social event.

Subsection 10. The SEE Review Board cannot fund the purchase of clothes, hats, other wearables, or the rental of costumes.

Subsection 11. The SEE Review Board cannot fund any event in which money is being collected for fundraising purposes or donated to charitable causes.

Subsection 12. The SEE Review Board will not sponsor any programs in which there is a clearly documented threat of death or overwhelming injury to either the producers or participants.

Subsection 13. Organizations seeking co-sponsorship may not have any sanctions against them from the University. Organizations must also be in good standing with the SEE Review Board.

Subsection 14. Only SEE may make negotiations with outside promoters.

Subsection 15. No member of the SEE Review Board may add his or her group or organization to a proposed event as a condition for approval.

Subsection 16. All events must be open to the entire University of Maryland community.

Subsection 17. All financial contributions provided by the SEE Review Board must be repaid to it out of the revenues from the co-sponsored event, with the exception of merchandise sales, before any money earned is distributed back to the group.

Section I. The Review Board requires a co-sponsoring group or organization to sign a Co-Sponsorship Agreement with the SEE Review Board Advisor before SEE will officially recognize the event.

Subsection 1. No contracts may be signed before co-sponsorship is granted.

Subsection 2. If the SEE Review Board agrees to co-sponsor programs where contracts are dependant on funding, the contracts must be handled by the SEE Review Board Advisor.

Subsection 3. If co-sponsorship is granted, SEE Review Board must be advertised in all promotional material and at the program.

Subsection 4. SEE Review Board will directly pay for all co-sponsored expenses, no transfers will be made into organization's accounts.

ARTICLE III – SEE Executive Board

Section A. **Purpose**

Subsection 1. SEE is a dynamic student organization that sponsors ethnically, socially, and culturally diverse concerts, comedians, films, lectures and cultural events designed to educate and entertain the University community. Its programming supports the Stamp Student Union and enhances the vibrant, stimulating community environment there. Dedicated to maintaining professional standards in its sponsored events and in the services offered to other student organizations, SEE takes pride in providing practical training to its staff and members in the planning, promotion and production of small and large-scale events.

Section B. **Membership**

Subsection 1. Membership in the SEE Executive Board will consist of the voting membership and the SEE Advisory.

Subsection 2. All positions in the SEE voting membership will be limited to full-time undergraduate students. The positions will consist of the President (as detailed in Article III, Section D), Vice President of Finance, Concert Director, Musical Arts Director, Comedy Director, Performing Arts Director, Lectures Director, Cinema Director, Special Events Director, Marketing Director, Public Relations Director, Advertising Director, Communication Systems Director, Technical Director, Security Director, Hospitality Director, Venue Director, Membership Director, Research Director, and Co-Sponsorship Director; the Office Manager (s) (as detailed in Article III, Section E); and the SGA VP of Student Groups. The SEE Advisory will consist of the Program Coordinator (as detailed in Article III, Section F), and any SEE Graduate Advisors.

Subsection 3. Membership privileges outside of this constitution for the SEE Voting Membership and supporting body are to be determined by the SEE President with the approval of the Program Coordinator.

Section C. **Duties and Responsibilities of Voting Membership**

Subsection 1 President – The president is responsible for the overall coordination of the entire SEE organization. Duties include running weekly meetings, arranging an organizational retreat at the beginning of each fall and spring semester, and acting as a liaison for SEE to the SGA, Union Advisory Board, and to the SEE Review Board. The president also coordinates the recruitment and interview process for new SEE Directors. It is the responsibility of the SEE President to oversee all decisions made and actions taken by any of the branches of the organization.

Vice President of Finance – The VP of Finance will be responsible for supervising all financial and budgeting activities relating to all branches of SEE. He or she will submit the budget requests detailed in Article V of this constitution and track revenues and expenditures through all SEE accounts. The VP of Finance will also be responsible for all activities related to fundraising and financial development.

Membership Director – The Membership Director is responsible for coordinating and recruiting new members to SEE. This includes coordinating monthly General Body meetings, overseeing the committee structure, and maintaining list services for events and for members. The Membership Director helps members of the SEE Executive Board to effectively supervise the committees and teams for which they are responsible. The Membership Director will further be responsible for coordinating an end-of-the-year banquet.

Research Director – The Research Director is responsible for all research conducted for SEE throughout the year. This includes but is not limited to, at his or her discretion, conducting the annual Art Attack research survey. He or she coordinates with other members of the SEE Executive Board to assure that meaningful and productive research is completed and used in decision making. In addition, the Research Director acts as a historian, which includes, but is not limited to, ensuring that a scrapbook of past events is up to date. The Research

Director is responsible for supervising any ad hoc committees assigned to him or her.

Concert Director – The Concert Director is responsible for overall coordination, conceptualization, programming, and management of large-scale musical events reaching a wide range of musical tastes including the annual Art Attack concert. The Concert Director is also responsible for supervising any Program Committees assigned to him or her.

Musical Arts Director – The Musical Arts Director is responsible for the coordination of small scale musical events and has the discretion to continue the All-Niter, and the Battle for Art Attack. The Musical Arts Director will provide diverse musical experiences in the Stamp Student Union. He or she will also be responsible for any musical series events including coffeehouse and open mic programming, and for supervising any Program Committees assigned to him or her.

Performing Arts Director – The Performing Arts Director is responsible for programming live performances that range from theatre to dance to poetry with an emphasis on events not covered under the concert, lecture, or comedy areas. He or she will also strive to provide a wide variety of enriching cultural opportunities in the Stamp Student Union. The Performing Arts Director is also responsible for supervising any Program Committees assigned to him or her. The Performing Arts Director is jointly responsible, along with the Special Events Director, for the organization, coordination, and management of Art Attack day events.

Special Events Director – The Special Events Director is responsible for all non-musical, non-performing events and for TerpTrot. In addition, he or she will coordinate SEE contributions to Maryland Day, New Resident Orientation programming, and community building events in the Stamp Student Union. The Special Events Director is also responsible for supervising any Program

Committees assigned to him or her. The Special Events Director is jointly responsible, along with the Performing Arts Director, for the organization, coordination, and management of Art Attack day events.

Lectures Director – The Lectures Director is responsible for the coordination and programming of lectures and speaker-oriented events on campus. He or she will also strive to provide a wide variety of learning opportunities in the Stamp Student Union. The Lectures Director is also responsible for supervising any Program Committees assigned to him or her.

Comedy Director – The Comedy Director is responsible for coordination and programming of comedy events, including an annual homecoming comedy event. He or she will strive to program diverse comedy events for the Stamp Student Union community. The Comedy Director is also responsible for supervising any Program Committees assigned to him or her.

Cinema Director – The Cinema Director is responsible for coordinating a diverse range of film showings and film related events including offerings in the Hoff Theater of the Stamp Student Union. The Cinema Director is also responsible for supervising any Programming Committees assigned to him or her.

Technical Director – The Technical Director coordinates all technical and mechanical aspects of SEE events (lights, sounds, etc.) and manages the Technical Team. The Technical Director will organize and schedule crews for all events. In addition the Technical Director will communicate with the Stamp Student Union A/V Department and outside contractors. The Technical Director must follow University of Maryland policy to conduct a bidding process for selecting outside contractors.

Security Director – The Security Director coordinates security needs for all SEE events. The Security Director contracts police and police aides. In addition, the

Security Director trains and coordinates the Security Team to provide security for various SEE programs. The Security Director is also responsible for meeting with the talent and/or talent's manager prior to each show to coordinate a security plan unless previous arrangements have been made. The Security Director is responsible for the safety of all SEE staff, performers, and audience members at all SEE events.

Venue Director – The Venue Director is responsible for coordinating the venue needs of all SEE events including venue reservation and accommodations during the event. He or she is responsible that all facilities required for the event are appropriately provided. The Venue Director will work with campus facilities, reservations, Department of Transportation Services, the Union Ticket Office, University Concessions, and off-campus contractors to meet event needs. He or she also rents any non-technical equipment needed for an event and must follow University of Maryland policies to conduct a bidding process when selecting off-campus contractors.

Hospitality Director – The Hospitality Director coordinates hospitality needs for all SEE events including event staff and performer needs. The Hospitality Director is also responsible for the overall atmosphere of the greenroom setting.

Marketing Director – The Marketing Director is responsible for the development of marketing strategies for each SEE event. He or she is also responsible for distributing any SEE promotional materials. The Marketing Director is responsible for supervising the Marketing Team.

Advertising Director – The Advertising Director is responsible for creating all promotional print material for each event such as advertisements, flyers, and posters. The Advertising Director is also responsible for researching and developing new advertising formats.

Communication Systems Director – The Communication Systems Director is responsible for all technology used to communicate with SEE members and constituents. He or she is also accountable for the content of the SEE website including its accuracy, timeliness, and usefulness.

Public Relations Director – The Public Relations Director is responsible for coordinating all written and verbal communication between SEE and the general public especially through news and media outlets. His or her responsibilities include writing press releases, updating an event hotline as well as any other information outlets, and sending weekly event updates to student organizations and list services. The Public Relations Director will be the sole SEE contact for mass media outlets.

Co-Sponsorship Director – The Co-Sponsorship Director is responsible for acting as a liaison between the SEE Review Board and the SEE Executive Board. The Co-Sponsorship Director chairs the SEE Review Board and organizes, facilitates, and runs the SEE Review Board meetings. He or she also provides programming and technical support to all groups obtaining co-sponsorship funds. In addition, the Co-Sponsorship Director will actively seek to develop relationships between SEE and other student groups at the university.

Subsection 2. The Concerts, Comedy, Lectures, Performing Arts, Musical Arts, Special Events, and Cinema Directors will act as the official SEE booking agents for their respective areas. Only the SEE President and the SEE Advisory may act as official SEE booking agents in the absence of the Director, and only in the case of prolonged illness or termination of membership of the Director. Directors may not make bids on a program before the programming decision has been discussed with the concerned committee where applicable and the SEE Executive Board, and approved by the SEE President and the SEE Program Coordinator. Directors cannot enter into contract without approval by the appropriate University authority and the SEE Program Coordinator. Directors will be held personally

liable for financial and/or legally binding actions taken before approval has been granted.

Section D. SEE President

- Subsection 1. The SEE Review Board shall select the SEE President (as outlined in Article III, Section G, subsection 2). By November 30 of each year, the current Promotions Team will have advertised to the campus community the availability of the position of SEE President. The SEE Office Manager will collect a pool of applicants and schedule interviews with first the SEE Advisory and the current SEE President and then with the SEE Review Board. The newly selected SEE President will serve an apprenticeship for the Spring semester, and will assume his/her position as President at the end of the school year. The term will last one calendar year, starting June 1. Anyone applying for SEE President must be a full-time, undergraduate student at UMCP and have an overall GPA of at least 2.5.
- Subsection 2. The SEE Review Board will review the performance of the SEE President no less than once a year at the end of each fall semester. Additional reviews can be conducted at the discretion of the SEE Review Board. They will do this by examining a report to be completed by the SEE Advisory and SEE Voting Membership.
- Subsection 3. Any member of the SEE Review Board can move to replace the SEE President. Following such a motion, the SEE Review Board must allow 2 weeks for an inquiry including statements from the SEE President and the SEE Executive Board. A motion to remove the SEE President must pass with a 2/3 majority vote of the SEE Review Board membership. Justification for removal shall be for not upholding the SEE Constitution, for failure to maintain an overall GPA of 2.5, and/or for ethics violations.

Subsection 4. Should the office of SEE President become vacant at any point during the fall semester, the VP of Finance will act in his or her place until a replacement is selected. It will be the responsibility of the SEE Membership Director to find a replacement for the remainder of the term following the selection process outlined in Article 3, Section G, Subsection 2. If the vacancy takes place at any point during the spring semester, the VP of Finance will assume the responsibilities of the President until the end of the term.

Section E. SEE Office Manager

Subsection 1. Duties include managing the daily transactions of SEE including all processing of University of Maryland paperwork and basic secretarial duties.

Subsection 2. The Office Manager(s) is/are paid position(s). The SEE Program Coordinator shall act as the supervisor of all duties performed by the office manager(s).

Subsection 3. The Office Manager(s) will have one vote equivalent to other voting members, only if, the Office Manager(s) is/are registered UMCP undergraduate student(s).

Subsection 4. The termination of the Office Manager(s) shall be conducted as defined in Article II, Section G, Subsection 7

Section F. SEE Advisory

Subsection 1. The SEE Program Coordinator will be hired within University personnel guidelines by the Office of Campus Programs. The SEE President and SGA VP of Student Groups will act as the representatives of SEE and the SGA respectively in this process.

Subsection 2. The SEE Program Coordinator shall function under a written job description to be reviewed annually by the Office of Campus Programs. The performance of the

SEE Program Coordinator shall be reviewed annually by the Office of Campus Programs.

Subsection 3. The SEE Graduate Advisors will be hired within University personnel guidelines by the Office of Campus Programs. The SEE President and SGA VP of Student Groups will act as the representatives of SEE and the SGA respectively in this process.

Subsection 4. The SEE Graduate Advisors shall function under a written job description to be reviewed annually by the Office of Campus Programs. The performance of the SEE Graduate Advisors shall be reviewed annually by the Office of Campus Programs.

Section G. Selection and Termination of the Voting Membership

Subsection 1. Available positions will be advertised by the Promotions Team concurrently with the availability of the Presidency. The Office Manager(s) will collect a pool of applicants and will schedule interviews. Directorship positions will be selected and new Directors notified by the last day of classes in the Fall semester. It is advised that the selection process be completed by Thanksgiving Break.

Subsection 2. The SEE President will be recommended first by a selection committee made up of the current SEE President and the SEE Advisory. The current SEE President will present the recommendation of the selection committee to the SEE Review Board for final approval by a majority vote.

Subsection 3. An interview committee will be formed to interview and select all prospective directors. The committee will consist of the SGA VP of Student Groups or his or her designee, a representative from the Stamp Student Union Advisory Board, the SEE Advisory, the current SEE President, and the incoming SEE President. There must be a quorum of four interview committee members at all interviews.

Subsection 4. Each newly selected Director will be appointed in the fall, will serve an apprenticeship for the following spring semester, and will assume full responsibility for their appointed position on June 1. The Director will remain in their position until June 1 of the following year.

Subsection 5. A SEE Director may be terminated from office after a review by the SEE President and the SEE Advisory. All terminations may be appealed by a 2/3 vote by the SEE Review Board following an inquiry including statements from the Director being terminated and other members of the SEE Executive Board. Reasons for termination can include failure to meet minimum requirements listed in the Bylaws, violating the SEE constitution, failure to maintain an overall GPA of 2.5 and/or for ethics violations.

Subsection 6. In case of the resignation or termination of a SEE Director, the SEE President will appoint a person to fill the vacancy, with the approval of the SEE Review Board.

Subsection 7. The SEE Advisory and the SEE President will select the Office Manager(s). The Office Manager(s) may have employment terminated at the discretion of the SEE Program Coordinator, subject to all appropriate personnel policies. The SEE Program Coordinator will evaluate the Office Manager(s)' performance at the end of each semester.

Article H. Organizational Evaluation

Subsection 1. At the beginning of each semester but no later than the 20th day of classes, a committee will meet to develop a list of goals to be added to internally developed goals for the semester.

Subsection 2. The committee will be comprised of the SEE President, SEE Program Coordinator, SGA VP Student Groups, SGA Speaker of the Legislature, the Director of the Stamp Student Union or his or her designee, and a representative of the Union Advisory Board.

Subsection 3. The committee will convene a second time each semester, within 20 days of the last day of classes, to evaluate SEE's progress toward achieving the goals set forth at the first meeting. The committee will produce a report of their evaluation to be submitted to the legislature of the SGA and to the Union Advisory Board.

Article IV SEE General Body Membership

Section A. Purpose

Subsection 1. The SEE General Body is a large committee of dedicated members, committed to the mission of Student Entertainment Events. Through innovative ideas, a broad perspective on campus, and commitment to the organization, its members provide a foundation for the wide range of programming offered by SEE each year. It also serves as a training ground for future leaders of the organization.

Section B. Membership

Subsection 1. Membership in the SEE General Body is open to any undergraduate student at the University of Maryland. Any member in good standing of any SEE committee or team is automatically a member of the SEE General Body. Any member of the SEE Executive Board or the SEE Review Board is considered an ex officio member of the SEE General Body. SEE will not discriminate from membership by ethnic background and/or origin, creed, religion, gender, or sexual orientation.

Subsection 2. To be considered "in good standing" by the SEE General Body, a member must: attend at least 90 percent of scheduled SEE General Body meetings and/or at least 75 percent of applicable committee or team meetings. A member can remain in good standing without attending 90 percent of scheduled meetings and/or at least 75 percent of applicable meetings as long as the Director is aware of member's intention to remain as active as Director deems appropriate on a case-by-case basis.

Subsection 3. Membership in the SEE General Body may be terminated at any time at the recommendation of any member of the SEE Executive Board and the approval of the SEE President.

Section C. Structure

Subsection 1. The SEE General Body will consist of its Tech Team, Security Team, Marketing Team, program committees, ad hoc committees, and General Members not affiliated with one of these areas.

Subsection 2. Program committees and ad hoc committees are to be formed temporarily to support specific SEE events or functions. A committee must be recommended by a member of the SEE Executive Board and approved by a simple majority vote of that board. The Membership Director has the right to overturn any decision to create a committee. Each program committee will be assigned to a particular program and will be primarily supervised by the programming Director planning the event. Any Director with responsibilities directly related to a program supported by a program committee can assign tasks to that committee. Each ad hoc committee will be assigned by the Membership Director to an appropriate Director who will supervise the activity of that committee. The term of any committee will be no longer than the remainder of the term of the current Directors at the time the committee is formed. The supervising Director may choose, with the approval of the Membership Director, to institute a selections process to appoint members to a particular committee.

Subsection 3. The entire SEE General Body Membership will meet once each month. The Membership Director will chair these meetings.

Subsection 4. The appropriate Director will supervise the SEE Team assigned to him or her as part of the Director's permanent responsibilities.

Subsection 5. Team meetings will be scheduled and chaired by the supervising Director at his or her discretion.

Subsection 6. Program and Ad hoc committees must meet at least once each month in addition to the monthly General Body Membership meeting. Committee meetings will be scheduled and chaired by the supervising Director.

Article VI- Finances

Section A. SEE VP of Finance will submit a budget request annually to the SGA and to the Stamp Student Union, and will use these funds as the primary source of funding.

Subsection 1 SEE will include in its SGA budget request, a separate request for co-sponsorship funding to be used by the SEE Review Board as its primary source of funding.

Subsection 2. SEE will hold programs in the Stamp Student Union on no fewer than 75 separate days throughout the school year. SEE will be suspended from adding any events outside the Union if it has not held programs on at least 27 different days by the end of the fall semester, at least 58 different days by April 1, or at least 75 different days by the end of the spring semester. The suspension will be lifted when SEE has made arrangements to comply with the next programming goal.

Section B. All money generated from co-sponsored events using SEE Review Board funds will return to the SEE Review Board's account. All monies will be drawn exclusively from the co-sponsorship account for co-sponsored events. It shall be the duty of the SEE Review Board to administer all funds allocated for SEE Co-Sponsorship.

Section C. Any one of the SEE President, the SEE VP of Finance, or SEE Advisor has the authority to sign requisitions less than \$500.00. The SEE Advisor along with either the SEE President or SEE VP of Finance must sign requisitions for more than \$500.00.

Section D. All programs sponsored by members of the SEE Executive Board must include the SEE logo on all promotional materials as well as the phrase “sponsored in part by student activities fees.” All programs receiving co-sponsorship funding from the SEE Review Board must include the SEE Review Board logo on all promotional materials.

ARTICLE VII - By-laws and Amendments

Section A. SEE Review Board, SEE Executive Board, and SEE General Body will operate according to this constitution and the respective by-laws of each.

Section B. The SEE Review Board by-laws may be amended by a 2/3 affirmative vote of the SEE Review Board and approved by a majority of the SEE voting membership

Section C. The SEE Executive Board and SEE General Body by-laws may be amended by a 2/3 affirmative vote by the SEE voting membership.

Section D. This constitution may be amended by a 2/3 affirmative vote of the SEE voting membership, a 2/3 affirmative vote of the Stamp Student Union Advisory Board, and a 2/3 affirmative vote of the legislature of the SGA. Approval of any constitutional amendment must be given by the Vice President for Student Affairs or his or her designee