

# **Student Entertainment Events Constitution**

Last revised by Student Entertainment Events on April, 2024

## **Preamble**

Student Entertainment Events (SEE) at the University of Maryland is charged with providing leisure time and educational activities in the areas of concerts, comedy, lectures, cinema, performing arts and special events. These programs will create a learning environment with opportunities for skill and personal development for the producers and the participants. SEE will also work to enhance The Adele H. Stamp Student Union - Center for Campus Life (The Stamp) 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 Stamp 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 Funding Board and the General Body.

Section B. SEE will derive its powers from the Student Government Association (SGA) and The Stamp. SEE, a separate entity from the Student Government Association, will maintain a relationship with the SGA as determined by the groups' Memorandum of Understanding.

## **ARTICLE II – SEE Executive Board**

Section A. Purpose

Subsection 1. SEE is the premier campus events programming board for the University of Maryland community. SEE's purpose is to balance excitement and education to program, promote and produce events highlighting professional and student talent. Through the areas of concerts, comedy, lectures, cinema, performing arts and special events, SEE provides platforms for the expression of diverse ideas and aims to transform the University of Maryland student experience. SEE takes pride in providing practical training to its members and is dedicated to maintaining professional standards in its sponsored events and services offered to student groups. Its programming supports the Adele H. Stamp Student Union - Center for Campus Life (The Stamp) and enhances the vibrant, stimulating community environment there.

Section B.                    Membership

- Subsection 1. Membership on 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 College Park, University of Maryland undergraduate students with a minimum cumulative GPA of 2.5. The General Body does not have a GPA requirement. Exceptions to the full-time student requirement may occur if a director remains a part-time student and has an extenuating circumstance (i.e. medical condition, financial hardship, etc.). The Program Coordinator, Stamp Manager for Student Programs and SEE President may only approve such exceptions.
- Subsection 3. The positions will consist of the President (as detailed in Article II, Section D), Vice President of Finance and Operations, Concerts Director, Comedy Director, Performing Arts Director, Lectures Director, Cinema Director, Special Events and Traditions Director(s), Marketing Director, Public Relations Director, Design Director(s), Multimedia Director, Venue & Technical Director, Security Director, Hospitality Director, Production Operations Director, Membership Director, Website & Research Director, and Collaborations Director (as detailed in Article II, Section C), and the Office Manager(s) (as detailed in Article II, Section E).
- Subsection 4. The SEE Advisory will consist of the Manager for Student Programs (as detailed in Article II, Section F), the Program Coordinator (as detailed in Article II, Section F), and any Graduate Advisors (as detailed in Article II, Section F).
- Subsection 5. Membership privileges outside of this Constitution to be considered part of the SEE Voting Membership are to be determined by a SEE Executive Board vote with the approval first of the Program Coordinator.
- Subsection 6. SEE does not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, religious affiliation, citizenship status, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution. (For definitions of “personal appearance” see the University’s Non-Discrimination Policy (“Code.”))
- Subsection 7. SEE understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.
- Subsection 8. The SEE Leadership team will consist of the President, VP Finance,

Membership, Production Ops, and elected members from the Programmers team and Promotions team. Each member of this team will act as a representative to their respective teams in updating the rest of the committee. This team meets weekly to discuss board wide issues, plan trainings, and keep a clear line of communication between the different sectors of SEE.

Section C.

Duties and Responsibilities of Voting Membership

Subsection 1. President – The President is responsible, but is not limited to, the overall coordination of the entire organization. Duties include running weekly Executive Board meetings, arranging an organizational retreat at the beginning of fall semester and acting as a liaison for SEE to the SGA, The Stamp Advisory Board, the SEE Funding Board and the campus community. The President is also in charge of communication and maintaining relationships with SEE alumni. In addition, 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. The President will further be responsible for coordinating the VIP Reception at Art Attack in conjunction with the SEE Membership director. The President is a member of the Operations Team and the head of the leadership team.

Vice President (VP) of Finance and Operations – The VP of Finance and Operations will be responsible for supervising all financial and budgeting activities as well as monitoring and improving organizational processes relating to all branches of SEE. They will act as a liaison between the SEE Funding Board and SEE Executive Board. They will submit the budget requests detailed in Article V of this Constitution, in conjunction with the SEE Program Coordinator and SEE President, as well as track revenues and expenditures through all SEE accounts. The VP of Finance will also be responsible for all activities related to fundraising, corporate sponsorships, and financial development. For any co-sponsorships with other UMD student organizations/departments, the VP of Finance will be responsible for constructing MOU documents to be signed. The VP of Finance and Operations director is a member of the Operations Team and the Leadership Team.

Membership Director – The Membership Director is responsible for coordinating and recruiting new members to SEE. This includes coordinating General Interest Meetings at the beginning of each semester (or as deemed appropriate), planning and coordinating General Body meetings alongside the Marketing director, and planning and implementing Incoming Director training. The Membership Director helps members of the SEE Executive Board to effectively supervise the

committees and teams for which they are responsible and create an atmosphere for bonding among SEE members. The Membership Director will further be responsible for coordinating an end-of-the-year banquet. The Membership Director is also in charge of communication and maintaining relationships with SEE alumni. The Membership Director is jointly responsible, along with the Marketing Director, for the organization, coordination and management of General Body Meetings. The Membership director will further be responsible for coordinating the VIP Reception at Art Attack in conjunction with the President. The Membership Director is a member of the Operations Team and the Leadership Team.

Website & Research Director – The Website & Research Director is responsible for all research conducted for SEE throughout the year. The Website & Research Director is responsible for providing research for each program proposal made by a SEE Director. They coordinate with other members of the SEE Executive Board, as well as programming boards at other universities, to ensure that meaningful and productive research is completed and used in decision making. The Website & Research director is also accountable for the content of the SEE website, including its accuracy, timeliness and usefulness, in addition to maintaining a digital archive of all SEE events. The Website & Research Director is a member of the Promotions Team.

Concerts Director – The Concerts Director is responsible for overall coordination, conceptualization, programming and management of all musical events reaching a wide range of musical tastes which can include, but is not limited to, a fall concert and Battle of the Bands. The Concerts director is responsible for the annual Art Attack concert. The Concerts Director programs in venues such as Ritchie Coliseum, Xfinity Center and SECU Stadium. The Concerts Director is a member of the Programmers Team.

Performing Arts Director – The Performing Arts Director is responsible for the overall coordination, conceptualization, programming and management of live, unique performances that range from theater to dance to poetry with an emphasis on events not covered under the concert, lecture or comedy areas. They will also strive to provide a wide variety of enriching cultural opportunities in The Stamp. The Performing Arts Director is responsible for the annual Drag Show. The Performing Arts Director is jointly responsible, along with the Special Events Director, for the organization, coordination and management of Art Attack Day Events. The Performing Arts Director is a member of the Programmers Team.

Special Events and Traditions Director(s) – The Special Events and

Traditions Director(s) is responsible for the overall coordination, conceptualization, programming and management of all non-musical, non-performing arts events. In addition, they may coordinate SEE contributions to community building events in The Stamp at their discretion. The Special Events and Traditions Director(s) is jointly responsible, along with the Performing Arts Director, for the organization, coordination and management of Art Attack Day Events. The Special Events and Traditions Director(s) is responsible for working in collaboration with the Manager for Student Programs, other SEE Directors, and other Stamp staff members to program events for the campus community to build and maintain Stamp and UMD traditions. These events may include but are not limited to the Stamp All Niter, Terp Carnival and Homecoming Events, and Maryland Day Events in the Stamp. The Special Events and Traditions Director(s) is a member of the Programmers Team.

Lectures Director – The Lectures Director is responsible for the overall coordination, conceptualization, programming and management of lectures and speaker-oriented events on campus. They will also strive to provide a wide variety of learning opportunities in The Stamp through engaging and enriching programs. The Lectures Director is a member of the Programmers Team.

Comedy Director – The Comedy Director is responsible for the overall coordination, conceptualization, programming and management of comedy events, including an event during the university's Homecoming week and student comedy showcases. They will strive to program diverse comedy events in The Stamp, but may also venture to Ritchie Coliseum, Xfinity Center and Maryland Stadium. The Comedy Director is a member of the Programmers Team.

Cinema Director – The Cinema Director is responsible for the overall coordination, conceptualization, programming and management of a diverse range of film showings and film related events including offerings in the Hoff Theater of The Stamp. The Cinema Director is responsible for hosting at least 20 film screenings, or film-related equivalent events, over the course of an academic year. The Cinema Director is a member of the Programmers Team.

Venue and Technical Director – The Venue and Technical Director coordinates all technical and mechanical aspects of SEE events (lights, sounds, etc.). In addition, the Venue and Technical Director will be the primary contact for all communication with The Stamp A/V Department and outside technical contractors. The Venue and Technical Director is also responsible for coordinating the venue needs of all SEE events. This

includes reserving venues, determining venue set-ups, ordering non-technical equipment and accommodating extra venue needs such as parking permits. They must follow University of Maryland policies to conduct a bidding process when selecting off-campus contractors. The Venue and Technical Director works closely with event programmers to determine needs and make sure all requests are met. They work with various campus departments such as Event and Guest Services, the Department of Transportation Services, Campus Recreation Services and Facilities Management, among others. The Venue and Technical Director is a member of the Production Team.

**Security Director** – The Security Director coordinates security needs for all SEE events. The Security Director contracts police and police aides, as well as trains and coordinates the ProTeam alongside Production Operations to provide security for various SEE programs. The Security Director will coordinate trainings, including crowd manager, hearing and public safety. The Security Director is also responsible for conducting meetings 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 overseeing the safety of all SEE staff, performers and audience members at all SEE events. The Security Director is responsible for the ProTeam and any communication between the ProTeam and the SEE Executive Board. Lastly, the Security Director must create signage plots for events, and keep track of signage inventory. The Security Director will organize and schedule crews for all talent-based or large-scale events in conjunction with The Production Operations Director. The Security Director is a member of the Production Team.

**Hospitality Director** – The Hospitality Director coordinates the hospitality needs for all SEE events including event staff and performer needs, as well as coordinates Motorpool. The Hospitality Director is also responsible for the overall atmosphere in the greenroom setting at SEE events. Lastly, the Hospitality Director must accommodate for talent related parking permits and passes. The Hospitality Director is a member of the Production Team.

**Production Operations Director** – The Production Operations Director is responsible for production-related admin duties, which include Google Calendar deadline management, onboarding Pro-Team (with Office Managers), Life Safety Plan management, and leading production meetings. This director is responsible for attending talent advance meetings with the relevant programming director. In addition, the Production Operations Director creates event timelines, manages the hospitality closet, and provides extra support for production on event days. They lead load-in and load-out day-of events when applicable. The Production Operations Director will organize and schedule crews for all

AHOD events alongside the security director. The Production Operations Director is a member of the Production Team and the Leadership Team.

**Marketing Director** – The Marketing Director is responsible for brainstorming, coordinating and implementing campus-wide marketing campaigns alongside the Promotions Team. The Marketing Director, in coordination with the Promotions Team, may assist in purchases of promotional materials for SEE events. The Marketing Director is responsible for targeting students and student organizations through email marketing, including the newsletter and listserv. They will assist the Public Relations Director in social media promotions, such as ticket giveaways and contests. Lastly, the Marketing Director is jointly responsible, along with the Membership Director, for the organization, coordination and management of General Body Meetings. The Marketing Director is a member of the Promotions Team.

**Design Director(s)** – The Design Directors are responsible for designing and ordering all promotional print and digital materials for each event such as flyers, posters and any other materials deemed necessary for the promotion of events. The Design Directors may also be tasked with creating promotional materials for production/other purposes. The Design Directors are also responsible for researching and developing new advertising formats. The Design Director is a member of the Promotions Team.

**Public Relations Director** – The Public Relations Director is responsible for coordinating all written and verbal communication between SEE and the general public specifically through news and media outlets. Their responsibilities include writing press releases, updating information outlets and managing social media accounts. The Public Relations Director will be the sole SEE contact for mass media outlets. The Public Relations Director works closely with the SEE Advisor for promo to coordinate the Promotions Team. The Public Relations Director is a member of the Promotions Team.

**Multimedia Director** – The Multimedia Director is responsible for generating and curating digital media content including, but not limited to, videography and photography. They are accountable for live recording and photography of the organization's events, editing of media content, and the creation of videos and other supplemental promotional materials.. The Multimedia Director is also responsible for supervising all camera team personnel. The Multimedia Director is a member of the Promotions Team.

**Collaborations Director** – The Collaborations Director is responsible for acting as the liaison between the SEE Funding Board and the SEE

Executive Board. The Collaborations Director chairs the SEE Funding Board and organizes, facilitates, and runs the SEE Funding Board meetings. They also respond to inquiries from organizations seeking co-sponsorship funds and support on an as-needed basis. In addition, the Collaborations Director will actively seek to develop relationships between SEE and other student organizations at the university. They will also work to offer support that is not financial (planning, promotion, contract support, etc.) The Collaborations Director is a member of the Operations Team.

Office Manager(s)—The Office Managers are responsible for the maintenance of the SEE office, taking minutes at the SEE Executive Board meetings, coordinating payroll, assisting the SEE President, Program Coordinator and Stamp Manager for Student Programs and managing all daily transactions. The Office Managers are members of the Operations Team.

Subsection 2. The Website and Research Director, Membership Director and Multimedia Director will act as historians, which includes, but is not limited to co-facilitating digital and hardcopy storage of past event archives in addition to the creation of a slideshow to be presented at the end of the year banquet.

Subsection 3. The Programmers, otherwise known as the Concerts, Comedy, Lectures, Performing Arts, Special Events, Cinema and Special Events and Tradition Directors, will act as the official SEE booking agents for their respective areas. Only the SEE President and SEE Advisory, or other Directors designated as Interim for the position by the SEE Advisory, may act as official SEE booking agents in the absence of the Director such as the prolonged illness or termination of membership of the Director. Directors may not make bids on a program before the programming decision has been discussed and approved by the SEE Executive Board. Directors cannot enter into contract without approval by 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 General Body shall confirm the SEE President (as outlined in Article II, Section G, subsection 2). By November 30 of each year, the current Promotions Team will have advertised the availability of the position of SEE President to the undergraduate student body. The current SEE President, with the assistance of the Office Managers, will collect a pool of applicants and schedule interviews first with the SEE Advisory, the SGA President or their designee, an appointed current SEE Director



and the current SEE President and then with the SEE Funding Board. The newly selected SEE President will serve an apprenticeship for the spring semester, and will assume their 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 the University of Maryland, College Park and have an overall GPA of at least 2.5.

- Subsection 2. Any member of the SEE Funding Board can move to replace the SEE President. Following such a motion, the General Body must allow two (2) weeks for an inquiry including statements from the SEE President and members of the SEE Executive Board. A motion to remove the SEE President must pass with a 2/3-majority vote of the SEE General body membership. Justification for removal shall be for not upholding the SEE Constitution, failure to maintain an overall GPA of 2.5 and/or ethics violations.
- Subsection 3. Should the office of SEE President become vacant at any point during the fall semester, the VP of Finance and Operations will act in their 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 II, Section G). If the vacancy takes place at any point during the spring semester, the VP of Finance and Operations 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 SEE and University of Maryland paperwork, maintaining the office, taking minutes at the SEE Executive Board meetings, coordinating payroll, assisting the SEE President, Program Coordinator and Stamp Manager for Student Programs and performing basic secretarial duties.
- Subsection 2. The Office Manager(s) is/are paid position(s). The SEE Program Coordinator or Stamp Manager for Student Programs shall act as the supervisor of all duties performed by the Office Manager(s).
- Subsection 3. 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 Manager of Student Programs will be hired within University personnel guidelines by The Stamp. The hiring committee shall be formed by the Assistant Director for Activities and should include the SEE President or his/her/their designee.
- Subsection 2. The Manager for Student Programs shall function under a written job description to be reviewed annually by The Stamp. The performance of the Manager for Student Programs shall be reviewed annually by The Stamp.
- Subsection 3. The SEE Program Coordinator will be hired within University personnel guidelines by The Stamp. The SEE President, a SEE Graduate Advisor, the Manager of Student Programs, and the SGA President or their designee, may act as the representatives of SEE and the SGA respectively in this process.
- Subsection 4. The SEE Program Coordinator shall function under a written job description to be reviewed annually by The Stamp. The performance of the SEE Program Coordinator shall be reviewed annually by The Stamp.
- Subsection 5. The SEE Graduate Advisor(s) will be hired within University personnel guidelines by The Stamp. The SEE President and SEE Program Coordinator will act as the representatives of SEE in this process. The SEE Graduate Advisor(s) may be supervised by the SEE Program Coordinator and/or the Manager for Student Programs.
- Subsection 6. The SEE Graduate Advisors shall function under a written job description to be reviewed annually by The Stamp. The performance of the SEE Graduate Advisor(s) shall be reviewed annually by The Stamp.

Section G. Selection and Termination of the Voting Membership

- Subsection 1. Available positions will be advertised by the Promotions Team following the selection of the incoming SEE President. The current SEE President, with the assistance of the Office Manager(s), will collect a pool of applicants and 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 incoming SEE President will be recommended first by a selection committee made up of the current SEE President, the SGA President or their designee, an appointed SEE Director and the SEE Advisory. The current SEE President will present the recommendation of the selection committee to the SEE Funding 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 may consist of the SGA Director of Student Groups or their designee, a representative from The Stamp Advisory Board, the SEE Advisory, the current SEE President and the incoming SEE President and one senior SEE director. There must be a minimum of three interview committee members present at all interviews.
- Subsection 4. Each newly selected Director appointed in the fall semester will serve an apprenticeship during the following spring semester, and will assume full responsibility for their appointed position on June 1. That 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 Funding 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 ethics violations, except special circumstances approved by the SEE President and SEE Program Coordinator.
- Subsection 6. Should a SEE Director appeal their termination, an appeal committee will be formed by the SGA President in conjunction with the SEE Program Coordinator and the SEE President or the Vice President for Finance and Operations if the appeal directly involves the SEE President.
- Subsection 7. In the case of the resignation or termination of a SEE Director, the SEE President may appoint a person to fill the vacancy, with the approval of the SEE Advisory and the SEE Funding Board. The vacant position will be advertised to the campus, if time allows, at the discretion of the SEE Advisory and the SEE President. The selection process will follow normal director selection protocol as outlined in this Constitution.
- Subsection 8. The SEE Advisory and the SEE President will select the Office Manager(s) through the normal SEE Director application process unless termination occurs. The Office Manager(s) may have employment terminated at the discretion of the SEE Program Coordinator or Stamp Manager for Student Programs, subject to all appropriate personnel policies. The SEE Program Coordinator will evaluate the Office Manager(s)' performance at the end of each semester.

**ARTICLE III - The SEE Funding Board**

Section A. Purpose

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

Section B. Membership

Subsection 1. Membership on the SEE Funding Board shall be broad in an attempt to represent the various interests of the campus community. To the best of its ability the SEE Funding Board will include one representative from each registered student organization below:

Asian American Student Union  
Black Student Union  
Jewish Student Union  
Latino Student Union  
Pride Alliance  
Residence Hall Association  
Transfer and Off-Campus Student Life

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

SEE Funding Director  
SEE President  
SEE VP of Finance and Operations  
Four At-Large Students

One representative of the Student Government Association designated by the SGA President

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

No representative to the SEE Funding Board can also be a member of SEE or SGA with the exception of SEE President, SEE VP of Finance, SEE Funding Director and SGA representative.

Any student who sits on the SEE Funding Board who is also an incoming SEE Director shall be allowed to hold their seat and maintain voting power on the SEE Funding Board, representing their organization, until June 1st. Said Board member shall relinquish their position when a new

Board member is selected by the organization he or she or they represents.

- Subsection 2. Membership will be reviewed according to the SEE Funding Board Bylaws. There must be a 2/3 vote by all the voting members of the SEE Funding Board to add new groups. Provisions in the form of applications will be made for organizations who seek membership by the SEE Funding Director. If an organization is inactive for one year they will be removed from the SEE Funding Board for the remainder of the academic year. All voting members must be registered undergraduate students at the University of Maryland, College Park. In addition, all organizations who are added to or removed from the SEE Funding Board must also be approved by the SEE Executive Board.
- Subsection 3. The above listed organizations shall appoint an alternate to take the place of their representative should he or she or they be unable to attend a meeting. However, should a representative or alternate have more than three unexcused absences, their organization will be suspended from the SEE Funding Board until the following semester. Warnings will be sent by the SEE Funding Director to an organization's president after its representative or alternate has missed two meetings. Organizations suspended due to absences will have their absences taken into account when applying for funding from the SEE Funding Board.
- Subsection 4. The SEE Funding Director shall appoint through an application process the four At-Large Students. These students may not be active members in any of the above listed organizations.
- Subsection 5. The Stamp shall appoint staff to service on the SEE Funding Board. This member will not have voting privileges.
- Subsection 6. The SEE Funding Director shall act as chair for the SEE Funding 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 Funding Board. This individual shall provide assistance to both the Funding Board and the Funding Director as well as organizations receiving funding, but shall not hold voting rights. This advisor is additionally responsible for the coordination of event contracts.

### Section C. Duties

- Subsection 1. There shall be clear communication between the SEE Funding Board and

SEE Executive Board about the planning of campus-wide programs. The SEE Funding Director will provide a weekly status report to the SEE Executive Board. Should an event be approved by the SEE Funding Board, the SEE Funding Director will then propose the event to the SEE Executive Board for a final vote, with the exception of emergency funding.

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

Subsection 3. The SEE Funding Board shall confirm the SEE President on a yearly basis.

- a. The top candidates for the position of SEE President will be brought before the Funding Board for an official interview.
- b. All voting members of the Funding 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 Advisory.
- d. The SEE Funding Board must elect the next SEE President by a two-thirds (2/3) affirmative vote.

Subsection 4. The SEE Funding Board must approve any amendments to the SEE Constitution by a two-thirds (2/3) affirmative vote. The Director of Student Affairs of the SGA or their designee will give final approval for any SEE constitutional amendments.

#### Section D. Meetings

Subsection 1. The SEE Funding 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 Funding 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. 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. The SEE Funding Board will operate according to these Bylaws.

- Subsection 2. The SEE Funding Board Bylaws may be amended by a two-thirds (2/3) affirmative vote of the SEE Funding Board. The Vice President of Student Affairs of the SGA or their designee must grant final approval for any changes to the Bylaws.

Section F. SEE Funding Board Co-Sponsorship Guidelines

- Subsection 1. Applications for co-sponsorship must be made available by the SEE Funding Director. All groups seeking funding and/or resource support must fill out an application to be reviewed by the SEE Funding Board.
- Subsection 2. Any SGA-recognized student organization in good standing is permitted to apply to the SEE Funding Board for co-sponsorship of events.
- Subsection 3. The Student Government Association may not request funding from the SEE Funding Board due to a conflict of interest.
- Subsection 4. Only SGA Recognized student organizations that are eligible for undergraduate student activities fees can be funded by the SEE Funding Board.

Section G. Process

- Subsection 1. The SEE Funding Board shall only conduct business when a quorum of one-half (1/2) plus one of the voting membership is present.
- Subsection 2. Applications for all co-sponsorships, with the exception of emergency financial co-sponsorship, must be submitted no less than 3 weeks prior to the proposed event to the SEE Funding Director and SEE Funding Board Advisor. The SEE Funding Director and SEE Funding 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 Funding Board meeting assigned to them by the SEE Funding Director to explain and answer questions concerning the proposed event. The meeting will occur at least 3 weeks prior to the proposed event. The organization's treasurer and event program coordinator(s) must present the proposal to the SEE Funding Board. Advisors will not be allowed to present. All members of the organization must leave the room while the SEE Funding Board decides and votes on funding. This includes representatives from the applying organization on the SEE Funding Board.

- Subsection 4. Emergency financial co-sponsorship funding is available only for programs that have already received co-sponsorship funding from the SEE Funding Board or are unable to meet the cost of a program. Emergency financial co-sponsorship funding is designed to meet additional, unexpected costs. As such, emergency financial co-sponsorship funding 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 representative, SEE President, SEE Funding Director and SEE Funding Board Advisor.
- Subsection 5. Any organization planning an event that falls within the first 6 weeks of the fall semester must seek funding at least one week before the event unless contracts are required then there must be at least 3 weeks. Applications must be heard and unanimously approved by the SGA representative, SEE President, SEE Funding Director and the SEE Funding Board Advisor.
- Subsection 6. The SEE Funding Board must approve funding for an event by majority vote of board members present no later than the Wednesday 3 weeks prior to the proposed event. Exceptions may be made upon consultation and the unanimous approval of the SGA representative or designee, SEE President, SEE Funding Director and SEE Funding Board Advisor
- Subsection 7. It shall be the duty of the SEE Funding Director to notify the SEE Executive Board and present approved applications at the next regularly scheduled SEE Executive Board meeting. SEE must then consider proposed events within one week of SEE Funding 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 Funding Board in writing to inform them of the results of its vote counts prior to the next meeting of the SEE Funding Board. Vote counts for events vetoed by SEE should be accompanied by an explanation for their disapproval. The SEE Funding Board may overturn the SEE Executive Board's veto by a two-thirds (2/3) majority vote at the next SEE Funding Board meeting. This process does not apply to emergency funding. During the first three weeks of the semester, the SEE Executive Board will be able to pass SFB proposals to allow for SFB recruitment process. A representative of the group will attend the SEE Executive Board meeting on the Wednesday following their application submission. We will follow the same voting procedures outlined in Section G. Subsection 3.

Section H.

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

- Subsection 1. Financial infeasibility. During the fall semester, one group cannot claim



more than 35% of the entire funding budget for the year. This policy can be adjusted based on financial need and will be evaluated on a case by case basis. A motion to exceed the 35% policy must be passed with a 2/3-majority vote of the SEE Funding Board membership.

Subsection 2. The Funding Board is the sole source of funding. Funding should be supplemental in nature, unless it is a newly started program.

Subsection 3. Repetitive programming, where there have been too many similar events in one year or too many planned programs on the suggested date.

Subsection 4. 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 that funding was received.
- 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 Funding Board reserves the right to determine what constitutes an annual event.

Subsection 5. Organizations or groups may only co-sponsor one program with the SEE Funding Board per academic semester.

Subsection 6. The SEE Funding Board may not co-sponsor any concerts deemed “large scale” by the Event Management Handbook which can be found on The Stamp website.

Subsection 7. The SEE Funding Board cannot provide funding to any form of banquet or award ceremony.

Subsection 8. The SEE Funding Board cannot provide funding to any form of party or similar social event.

Subsection 9. The SEE Funding Board cannot fund the purchase of clothes, hats, other wearables or the rental of costumes.

Subsection 10. The SEE Funding Board cannot fund the purchase of food, drinks, or other edible items.

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

Subsection 12. The SEE Funding 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 must be in good standing with the University. Organizations must also be in good standing with the SEE Funding Board.

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

Subsection 15. No member of the SEE Funding Board may add their 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. The SEE Funding Board cannot fund any event in any off-campus venue. Off-campus venues shall be defined as: those locations we cannot transfer funds through an Internal Service Request (ISR).

Subsection 18. Half (50%) of All financial contributions provided by the SEE Funding 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, if applicable. The other half (50%) of financial contributions that is distributed back to the group must be put into the group's KFS account.

Subsection 19. Only payments to U.S. based vendors will be funded.

#### Section I.

The Funding Board requires a co-sponsoring group or organization to sign a co-sponsorship agreement with the SEE Funding 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 Funding Board agrees to co-sponsor programs where contracts are dependent on funding, the contracts must be handled by the SEE Funding Board Advisor. If the contract amount exceeds the amount of funding the group was approved for by the SEE Funding Board, the group

must transfer the difference to the SEE Funding Board account before contracts are completed.

- Subsection 3. If co-sponsorship is granted, the SEE Funding Board must be advertised in all promotional material and at the program. All materials created post-co-sponsorship will be reviewed by the SEE Funding Board Advisor.
- Subsection 4. SEE Funding Board will directly pay for all co-sponsored expenses and no transfers will be made into the organization's accounts.

**Article IV- SEE General Body Membership**

**Section A.** Purpose

- Subsection 1. The SEE General Body is a large body 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. The General Body serves to expand and enhance SEE's operations and also functions as a training ground for future leaders of the organization.

**Section B.** Membership

- Subsection 1. The term "General Body" is considered the umbrella term encompassing all the different committees and teams in SEE.
- Subsection 2. Membership in the SEE General Body is open to any undergraduate student at the University of Maryland, College Park, who serves on an established team, committee or position under a Director for Student Entertainment Events. 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 Funding Board is considered an ex officio member of the SEE General Body.
- Subsection 3. To be considered "in good standing" with the SEE General Body, a member must be in good standing with their team(s) of choice at the discretion of the Director responsible for the team. A member can remain a SEE General Body member as long as the Director is aware of the member's intention to remain as active as the Director deems appropriate on a case-by-case basis.
- Subsection 4. 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 Director responsible for that team member and the SEE President.

Section C.                    Structure

- Subsection 1. The SEE General Body will consist of the ProTeam, Marketing Team, Cinema Team, Camera Team, program committees and ad hoc committees.
  
- 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 SEE Membership Director has the right to overturn any decision to create a committee if deemed unnecessary and with the approval of the Program Coordinator. Each program committee will be assigned to a particular program and will be primarily supervised by the 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 SEE 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 SEE Membership Director, to institute a selection process to appoint members to a particular committee.
  
- Subsection 3. The appropriate Director will supervise the SEE team assigned to them as part of the Director’s permanent responsibilities.
  
- Subsection 4. Team meetings will be scheduled and chaired by the supervising Director at their discretion.
  
- Subsection 5. Program and ad hoc committees must meet at least once each month, when in existence. Committee meetings will be scheduled and chaired by the supervising Director.

**Article V- Finances**

Section A.                    The financial agreements between SEE and the Student Government Association will be outlined in a Memorandum of Understanding to be on file with both student organizations and the Vice President of Student Affairs or their designee.

Section B.                    The SEE Vice President of Finance and Operations and SEE President will

submit a budget request annually during the spring semester to the Stamp Advisory Board of the Adele H. Stamp Student Union - Center for Campus Life, in order to secure funding from The Stamp.

Subsection 1. The number of events and attendance in The Stamp throughout the calendar year will be dictated in the MOU between SEE and The Stamp. SEE will be responsible for keeping track of the number of programs within The Stamp and reporting to the Stamp Advisory Board.

Section C. All monies will be drawn exclusively from the SEE Funding Board account for SEE Funding Board events. It shall be the duty of the SEE Funding Board to administer all funds allocated for SEE Funding Board Co-Sponsorship.

Section D. Either the SEE President, SEE VP of Finance and Operations or SEE Program Coordinator has the authority to sign requisitions less than \$500.00. The SEE Program Coordinator along with either the SEE President or SEE VP of Finance and Operations must sign requisitions for more than \$500.00 during the fall and spring semesters.

Section E. All programs sponsored by SEE must include the SEE logo on all promotional materials. All programs receiving co-sponsorship funding from the SEE Funding Board must include the SEE Funding Board logo on all promotional materials.

#### **ARTICLE VI- Voting Procedures**

Section A. Each member of the SEE Executive Board will have a vote, with the exception of the SEE Advisory. The General Body membership will have the opportunity to provide feedback on a curated list of programs prior to voting by the SEE Executive Board.

Section B. A three-fifths (3/5) affirmative vote, of voting members present, is required for approval of any item. Abstaining is only appropriate if the voting member: a) was involved in the proposal of the item or b) was absent for any part of the proposal given and/or discussion that followed.

Section C. During the spring semester, the Incoming SEE Directors' training semester, Incoming SEE Directors can fully participate in Executive Board Meetings, with the exception of voting. Incoming SEE Directors do not have a vote unless the item being voted on is relevant to their term as a full time SEE Director. At such times all Outgoing SEE Directors' vote is given to their Incoming SEE Director.

Section D. The SEE Executive Board shall only conduct a vote when a quorum of two-thirds (2/3) of the total voting membership is present. Quorum will be determined by voting members present throughout the entire duration of the proposal and/or discussion. If quorum is not present, the remainder of the SEE Executive Board meeting can still occur.

Section E. The current SEE President is allowed veto power of only event amendments. The SEE Executive Board can override said veto with a three-fifths (3/5) affirmative vote, of quorum, if motioned. The vote to override a presidential veto must be completed within 48 hours of the president's veto.

***ARTICLE VII - By-laws and Amendments***

Section A. The SEE Executive Board, SEE Funding Board and SEE General Body will operate according to this Constitution and the respective By-laws of each entity.

Section B. The SEE Funding Board By-laws may be amended by a 2/3 affirmative vote of the SEE Funding 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 Advisory Board and SGA approval as detailed in their Constitution and Bylaws. Approval of any constitutional amendment must be given by the Vice President for Student Affairs or their designee.