Constitution of

Convocations Voice Network:
The Student Ushering Club

Preamble

We are in the customer service business; put a smile on your face ☺.

Article I: Name

The name of the organization is "Convocations Voice Network: The Student Ushering Club" and will be henceforth referred to as CVN.

Article II: Purpose

The purpose of CVN is to:

1. Provide ushers for performing arts events sponsored by Convocations at Purdue
2. Assist Convocations with publicity for performing arts events at Purdue
3. Offer opportunities for members of CVN to develop leadership skills
4. Build bridges between Purdue Convocations and the Purdue student body
5. Create a social environment that connects Purdue students with a passion for the arts
6. Help bring the performing arts to the Purdue and Greater Lafayette community

Article III: Definition of Membership

1. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin, ancestry, marital status, parental status, sexual orientation, or disability.
2. Purdue University and Ivy Tech students are eligible for regular membership in CVN.
3. The Advisor of CVN is hired by Convocations, with all the rights and privileges therein except for the right to vote or hold a club office.
4. Purdue University faculty and staff are eligible for adjunct membership, which means they may not vote or hold a club office.
5. To be a member, one must be registered on the website.
6. To maintain membership in CVN, members must usher at least one show per school year.
7. No dues are required for membership.

Article IV: Executive Board Membership

The Executive Board (hereafter referred to as the E-Board) consists of the group of officers (President, Vice President, Treasurer, and Secretary) and Usher Coordinators responsible for running the organization. The E-Board is the voting body of CVN.

Qualifications to become a member of the E-Board include:
1. Must have completed at least one full semester as a General Member
2. Must be a registered Purdue or Ivy Tech student in good standing with his/her University
3. Must be able to serve for one full academic year (two consecutive semesters fall/spring)

In the spring of each year, an application will be distributed for those who are interested in becoming a member of the E-Board. The application(s) will be reviewed and then interviews will be held. If approved by the Interview Committee, the applicant(s) will be asked to join the E-Board.

Once elected to the E-Board, term lasts until graduation, resignation, disqualification, or dismissal due to defaults.

After serving on the E-Board for at least one academic year, Usher Coordinators on the E-Board become eligible for election to an office in CVN:
- President
- Vice President
- Treasurer
- Secretary

All officers must be elected to their positions by a simple plurality vote of the E-Board. The officers serve **year-long terms.** Once a position term has expired, the incumbent has the right to run for that office again.

The elections process shall be as follows:
1) The President will solicit self-nominations for positions prior to the second-to-last E-Board meeting of the year
2) Nominated candidates will submit a written campaign paragraph to the President at the time of their self nomination
   a. Nominations to more than one position are allowed
3) At the second-to-last E-Board meeting of the year a secret ballot will be used for voting
   a. nominees will be elected to the highest position they have won as listed above
   b. results will be announced at the end of said meeting
4) New officers will work with outgoing officers to get up to speed on positions and will officially take office after the last E-Board meeting of the year

All Chair positions shall be appointed by the President and Vice President.

Article V: Roles and Responsibilities

Section I: E-Board Member Duties

All E-Board members/officers have duties within the organization, as described below.

All E-Board members must:
- Attend all E-Board meetings unless pre-approved by President or Vice President at least 48 hours in advance
  - All requests must be made via e-mail
  - If an E-Board member misses an E-Board meeting, they must meet with the President or Vice President to catch up
- Attend all E-Board professional development functions unless pre-approved by President or Vice President at least 48 hours in advance
  - This includes, but is not limited to, workshops and team building activities
  - All requests must be made via e-mail
- Attend half of all call outs and social events in a semester
- Ensure the happiness of General Members
- Reply to e-mails requiring response within 48 hours from time sent
- If unable to fulfill an obligation to which you have committed, the member is responsible for finding a replacement from the E-Board at least 48 hours prior to commitment
  - Notification of any changes must be sent, via e-mail, to the Secretary and follow all other e-mail protocol
- Sign the bottom of the attendance sheet at all events attended to track attendance of E-Board members
- Be on time to all events; tardiness will result in being sent home and attendance not counted
- Attend at least the predetermined minimum number of shows per semester which will be around one-third
  - Each member of the E-Board must sign up for a fair share of shows during each sign up period, as determined by the President and Vice President.
    - *Example:* There are 30 spots in Month X that need to be filled, there are 15 members of the E-Board, therefore each member of the E-Board must sign up for two spots (shows).
    - This will be done by passing the sign-up sheet around in a circle with each UC choosing only one on each pass until all slots are filled
- Sign up to work at least one show per semester
- Work concessions at least once per semester, unless the number of members exceed the number of position available
- Wear yellow UC dress shirt in professional condition or equivalently colored top to all shows attending as UC
- Fill out RSVP spread sheet and keep up to date. The event status indicated 24 hours before an event is final and member will be held accountable.

- Complete peer evaluations and performance review or exit interview prior to finals week to ensure the growth of the E-Board
- Create an atmosphere on the E-Board where thoughts and ideas can freely and comfortable be expressed.
- CC President and Advisor on all club-related emails
- Know his/her responsibilities on the day of a show
- Arrive 15 minutes before pizza call time at Elliott to communicate with other E-Board members about duties for the show (Primary UC will be there 30 minutes before pizza call time)
- Arrive 15 minutes before general member call time at Loeb (Primary UC will be there 30 minutes before general members)
- Help distribute pizza before Elliott shows
- Provide direction for ushers at shows
- Perform tasks as assigned by Primary UC
- Pull attendance 24 hours before the show if Primary UC and send the 24-hour reminder email
- Enter attendance within 48 hours of show if Primary UC
- Read and have a working knowledge of the entire CVN Constitution.
- Strive to uphold all parts of the Constitution.

Section II: Officers and Duties

President:
- Ensures that the President and/or the Vice President are present at all shows
- Enforces dress code and punctuality of both E-Board and General Members at shows
- Ensures that E-Board members know their roles for each show
- Ensures that event staffing needs are met
- Organizes and runs E-Board and General Member meetings and creates agenda
- Works to maintain the happiness of E-Board members, both with respect to their roles and the organization as a whole
- Ensures that the E-Board members fulfill their duties and are rewarded accordingly
- Meets regularly with the CVN Advisor and Convocations staff to assure that the club is fulfilling the department's expectations
- Mediates disputes among club members
- Ensures the sustainability of CVN
- Ensures that the Constitution is enforced fairly
- Holds office hours by appointment
- Fills in for an E-Board member in the event they are unable to fulfill their responsibility and cannot find a replacement for the commitment
- Approves the E-Board absences
- Assigns the minimum number of shows to be ushered by each member
- Appoints committee chairs
- Creates ad-hoc committees

- Works with the Advisor to monitor E-Board member defaults and notifies the member within 24 hours of their offense
- Manages and updates club GetInvolved page

Vice President:
- Ensures that the President and/or the Vice President are present at all shows
- Enforce dress code and punctuality of both E-Board and General Members at shows
- Runs E-Board and General Member meetings that the President is unable to attend
- Makes arrangements for food at E-Board meetings
- Prepares the presentations for callouts and sends it out to the usher coordinators no later than 24 hours before the meeting.
- Plans at least one professional development event for E-Board each semester
- Assists in mediation of disputes among club members
- Assists the President and any of the other officers in fulfilling their duties to the club
- Works with President to approve E-Board absences
- Works with President to appoint committee chairs
- Plans and executes orientation for newly-appointed members in the spring semester.
- Plans E-Board end of semester/year dinner

Treasurer:
- Keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations (BOSO)
- Prepares all paperwork for check requests, expenses, and reimbursements and submits these requests to the BOSO office within 48 hours of receiving them
- Works with the Advisor to create CVN ushering invoices for each semester
- Works closely with the President and Advisor to fulfill all duties
- Prepares Event Planning Forms for all events which will have expenditures that require reimbursement
- Develops and proposes a yearly budget for approval by the E-Board
- Prepares updated ledger and sends it to the President 48 hours prior to meeting
- Procures change fund for the concessions committee prior to events.

Secretary:
- Sends General Members a reminder e-mail about upcoming events 24 hours prior to event
- Records and distributes E-Board meeting minutes within 48 hours
- Records all motions and keeps track of votes made by the E-Board
- Works with the President and Advisor to ensure that event staffing needs are met
- Works with the Advisor to monitor E-Board member participation and sends updated participation sheet to President 48 hours prior to meeting
- Pulls attendance for shows seven days before the show
- Updates and maintains Facebook page

- Prepares newsletter prior to E-Board meeting for board's approval and then distributes to General Members on the first of every month
- Creates E-Board show signup sheet for E-Board meetings
- Creates all events on the website
- Monitors website for proper operations (i.e. duplicate requests, pre-show and show requests)
- Responsible for taking pictures at all events and other archival tasks for club records

Advisor:
- Acts as a liaison between Convocations and CVN
- Ensures sustainability of the club
- Maintains release time agreement between Convocations and CVN
- Maintains the book for information about the organization and the role of each position for his/her successor
- Performs exit interviews with non returning members

Section III: Committees

Committee Chair Roles and Responsibilities

- Completes and submits Event Planning Forms two weeks prior to events planned and executed by their committee
- Reports on committee activity at E-Board meetings
- Calls regular committee meetings, minimum of once per month
- Ensures that committee duties are met each semester
- Reports budget requests to Treasurer by April 1st
- Prepares report of last month's activities and submits to President prior to each E-Board meeting and keeps copy in binder

All Usher Coordinators must actively serve on at least one of the following standing committees. Each committee's roles and responsibilities are listed below.

Concessions:
- Maintains the concessions inventory in the Convocations office by coming to the Convocations office within two business days of a show to record inventory
- Maintains regular inventories of all CVN supplies by restocking as needed
- Orders water from Coca-Cola distributor
- Regularly updates the Advisor and the President on the status of concessions operations
- Updates E-Board on concessions revenue at E-Board meetings
- Ensures concessions staffing needs are met

Prize/Reward:
- Organizes CVN member reward system
- Ensures that General Members are fairly rewarded based on the income that CVN receives for their work
- Works with Recruitment and Media to solicit feedback from CVN members
- Organizes additional rewards for E-Board members
- Distributes complementary tickets
  - Writes questions, determines winner, places tickets at will call
- At the end of each semester, works with Advisor to order nametags for top 10 ushers returning the following semester
- Works with Advisor to order/distribute flashlight to top 10 who already have a name tag
- Works with Advisor to order/distribute third tier prize to ushers who have received a name tag and flashlight
- Procures gifts for retiring E-Board members
- Designs and orders club t-shirts by August 1st
- Works with Advisor to order yellow UC dress shirts and name tags for E-Board

Social:
- Organizes at least one CVN social event per month for General Members
- Organizes E-Board party at end of each semester
- Works with Recruitment and Media to solicit feedback from General Members on possible social activities
- Orders pizza for all call-outs and Elliott shows
- Plans icebreakers for all shows

Recruitment and media:

- Organizes all recruitment activities
  - BGR activity fair
  - Fall activities fair
- Works with other CVN members to design and distribute the various media used to recruit new members
- Reports to the E-Board about various recruitment opportunities
- Monitors show attendance one week prior to events and sends recruitment e-mail to members if attendance is low
- Keeps track of UC participation in recruitment activities and reports this information to the Secretary
- Forms interview committee to oversee E-Board selection process
  - See selection process manual for more information
- Forms subcommittees to oversee participation in campus-wide activities such as:
  - Homecoming
  - Grand Alternative
- Develops and conducts survey at the end of each school year to solicit feedback from General Members

Article VI: Defaults

Section I: Member Defaults of Duty

Default of Duty is defined as any of the following:
1. Unexcused absence from an E-Board Meeting
2. Unexcused absence from an activity or show for which the E-Board member has committed.
3. Tardiness to any activity for which the E-Board member has RSVP'd affirmatively.
4. Failure to attend the predetermined number of shows per semester
5. Failure to work an assigned position (primary, main floor, balcony) at least one show per semester
6. Failure to work one concessions shift per semester, unless the number of members exceed the number of position available
7. Failure to perform assigned tasks at shows as outlined in How-To Manual
8. Failure to perform other duties as outlined in the Constitution.

Section II: Member Not Fulfilling Duty

E-Board Member Not Fulfilling Duty is defined and handled as follows:
1. An E-Board Member Not Fulfilling Duty is defined as any E-Board member who obtains two Defaults of Duty.
2. After a Default is committed, the E-Board member will be notified and informed of consequences of further defaults.
3. After second Default, the E-Board member must attend mandatory meeting with President, Vice President and Advisor
   a. Meeting will discuss expectations of the E-Board member and discuss the course of action to be taken
4. After the third Default, the E-Board member will be dismissed pending anonymous majority vote of E-Board
5. If dismissed, the E-Board member in question has the opportunity to appeal the judgment to the Advisor, President and Vice president.
   a. If the E-Board member in question is the President or Vice president, a different E-Board member will be present at the appeal. This E-Board member will be picked based on majority consensus of the E-Board.
6. The Advisor and E-Board Members hearing the appeal will bring their findings back to the E-Board for another majority vote of dismissal.
7. A majority is needed to dismiss the E-Board member.

Article VII: Constitutional Changes

Revisions to the Constitution shall be made in the form of Amendments. Amendments may be submitted to the President at any time to be added to the agenda for discussion and vote.

Amendments will only be approved if a two-thirds majority of the entire E-Board votes in favor of the amendment.

All Amendments to the Constitution and By-Laws are subject to the approval of the Office of the Dean of Students.

Article VIII: By-Laws

I. Motions shall be decided by a majority vote. In the event of a tie, the President will cast the tie-breaking vote.

II. A Quorum of the E-Board, two-thirds of its membership, must be present to call official E-Board meetings to order.

III. CVN Point System
   a. Points are awarded based on the following scale:
      i. Shows/events = +10 points
      ii. Shows cut = +15 points
      iii. Attend social event/callout = +3 points
      iv. Returning member = +1 point/year
      v. No-show (failure to cancel) = -45 points
      vi. Cancel within 48 hours = -15 points
      vii. Sent home with dress code violation = 0 points
      viii. Minor dress code infraction = +5 points
      ix. Less than 15 minutes late = +5 points

IV. Member Participation and Selection
   a. Ushers are selected for a given show by sorting the requesting members by descending point total and then selecting from the top of the sorted list.

V. Show policies
   a. Call times for General Members
      i. Loeb: 1 hour before the show
      ii. Elliott: 1 hour and 15 minutes before the show
      iii. Ushers will be turned away if they are more than 15 minutes late (due to missing the mandatory pre-show meeting)
   b. Release policies
      i. Release time and policies shall be negotiated with Convocations and Hall of Music Productions
      ii. Policies to be documented and signed by all parties and copies to be kept in Venue binders
   c. Sold out Policies

        i. Sold out policies shall be negotiated with Convocations and Hall of Music Productions

        ii. Policies to be documented and signed by all parties and copies to be kept in Venue binders

    d. Emergency Procedures

        i. CVN is not responsible in an emergency; all members should behave as patrons and proceed to safety

VI. Advisor Selection

    a. President or Vice President of CVN must be present during the advisor selection process.

VII. Executive Resources

    a. Executive resources, such as the General Member mailing list, usher data from website, club funds, Convocations stationary, etc., may not be used for personal purposes without majority consent of E-Board

    b. E-Board members found doing so may be issued a Default of Duty

VIII. Endorsements

    a. CVN resources may not be used for endorsement of any political candidacy (including Purdue Student Government or other student positions) without majority consent of E-Board

    b. E-Board members may not use their position or executive resources for endorsements other than those approved by the E-Board

    c. Outgoing CVN officers may not endorse candidates for CVN offices in an official capacity

IX. Typographical errors

    a. Typographical errors found in official documents may be changed at any time without requiring E-Board approval

X. No member shall knowingly allow unauthorized personnel into an event nor knowingly allow others to do so

    a. Any member found in violation will be subject to automatic dismissal from the club

Article IX: Amendments

I.   The President shall only cast a vote to break a tie. (Passed 9/22/12)

II.   A motion carries when a majority of all E-Board Members, including those not present, vote in favor. Absence is counted as an abstention. (Passed 9/22/12)

III.   Each E-Board Member must act as Primary UC for one (1) show per year. Formal Primary UC training shall be offered once each semester. (Passed 10/14/12)

I _____ certify that I have read and understood the rules and regulations set forth in this Constitution and By-Laws. I promise to uphold the rules and regulations set forth herein and will do my best for the continuation and betterment of the club.

X_____   Date_____