

University of Wisconsin-Superior Yellowjacket Activities Crew Constitution

- I. **Name**
The name of this organization shall be the Yellowjacket Activities Crew.
- II. **Purpose**
The Yellowjacket Activities Crew shall facilitate use of the Yellowjacket Union by coordinating social, recreational, and cultural programs and events for the campus community.
- III. **Membership**
The Yellowjacket Activities Crew shall consist of the following members:
 - A. **Board of Directors**
 1. Members on the Board of Directors must be currently enrolled UW-Superior students in good academic standing.
 2. Each member of the Board of Directors shall be a voting member of the Yellowjacket Activities Crew.
 3. The Board of Directors shall be composed of a Personnel Coordinator, Accounting Director, Public Relations Coordinators (2), Special Events Coordinators (2), and Entertainment Coordinators (2).
 - B. **Crew Members**
 1. Crew members may be any currently enrolled UW-Superior students not serving on the Board of Directors.
 2. Crew members are active participants, encouraged to propose program ideas and assist in the planning and production of events.
 - C. **Supervisor**
 1. The Yellowjacket Activities Crew Supervisor shall be the Student Activities Specialist reporting to the Department of Student Involvement.
 2. The Supervisor will serve in an ex-officio capacity only in matters pertaining to program selection.
 - D. There shall be no restriction to membership due to race, color, creed, religious belief, sexual orientation, gender identity or expression.
- IV. **Selection Procedures for Board of Directors Positions**
 - A. All Board of Directors positions shall be open for application each year. Students currently serving on the Board of Directors and seeking reappointment (for current or another position) must reapply each year.
 - B. Positions are open to eligible students as defined above, regardless of past participation in the Yellowjacket Activities Crew.
 - C. All interested students shall apply for open Board of Directors positions via written application by the posted application deadline. Selection of the Board of Directors will occur in the spring semester for the following academic year. Any vacant positions will be filled through additional selection processes following the same procedures.
 - D. Selection of the Personnel Coordinator will be held prior to the selection of the remaining Board of Directors positions. Therefore, the outgoing Personnel Coordinator will serve on the selection committee for the incoming Personnel Coordinator. The incoming Personnel Coordinator will then serve on the selection committee for the remaining Board of Directors positions.

- E. A selection committee consisting of the Student Activities Specialist, Yellowjacket Activities Crew Personnel Coordinator, one Campus Life staff member, one Student Government representative, and one student-at-large to be appointed by the Yellowjacket Union Director shall evaluate written applications and interview selected candidates. Final selection for each position will be by consensus of this group. No person who is a candidate for a particular position may sit in on the selection process for that position.

V. **Term, Vacancies and Removal**

A. **Term**

All Yellowjacket Activities Crew Board of Directors shall serve a one (1) year term commencing at the end of the academic year.

B. **Vacancies**

Any Board of Directors positions that become vacant may be filled temporarily by the other Directors and/or Crew members in consultation with the Personnel Coordinator and Supervisor.

C. **Removal from Position**

1. The Yellowjacket Activities Crew Supervisor may remove an individual from a position on the Board of Directors for any of the following reasons:
 - S/He has four absences from regularly scheduled meetings.
 - S/He has four unexcused absences from Yellowjacket Activities Crew events/programs.
 - S/He has failed to fulfill the duties as described in this Constitution.
 - S/He has misappropriated funds, services, or privileges associated with the Yellowjacket Activities Crew and/or the University of Wisconsin-Superior.
 - S/He does not maintain good academic standing.
 - S/He represents the University in a negative way during a sponsored event, on- or off-campus. This pertains to, but is not limited to alcohol/drug use or other inappropriate behavior.
2. Any individual removed from a position on the Board of Directors may appeal in writing, within three (3) business days, to the YAC Board of Directors.

VI. **Positions and Duties**

A. **Personnel Coordinator**

The Personnel Coordinator is responsible for facilitating meetings, trainings, and recognition of current members. Responsibilities are as follows:

1. Participate in the Board of Directors interview process.
2. Assist with leadership training and retreats for the Board of Directors and Crew members.
3. Schedule and facilitate weekly meetings.
4. Keep records of attendance at all Yellowjacket Activities Crew meetings, trainings, programs and events and prepare disciplinary documentation for the Supervisor, as necessary.
5. Recognize Directors and Crew members for their achievements during the year.
6. Coordinate selection and travel plans for the regional National Association of Campus Activities (NACA) conference.
7. Assist the Accounting Director to organize fundraising opportunities.
8. Attend all Yellowjacket Union Policy Board meetings as a voting member.

B. Accounting Director

The Accounting Director is responsible for the budget, meeting minutes, and office management. Responsibilities are as follows:

1. Submit budget(s) and report(s) to the Segregated University Fee Allocation Committee (SUFAC) and the Student Government Association (SGA) as necessary.
2. Keep an up-to-date record of Yellowjacket Activities Crew funds and present monthly financial reports to the Board of Directors.
3. Obtain and post office hours for the Board of Directors.
4. Record and post minutes for all Yellowjacket Activities Crew meetings.
5. Maintain office files and records. Maintain a posted calendar of Yellowjacket Activities Crew programs/events.
6. Coordinate the process for popcorn machine rentals.
7. Order office supplies as needed.
8. Submit an end-of-the-year report summarizing expenditures and the strengths and weaknesses of the different programs/events. Additional information may include program evaluations, photos, and news articles. Copies of this report are to be sent to the Supervisor and the Department of Student Involvement.
9. Work with the Personnel Coordinator to organize fundraising opportunities.

C. Public Relations Coordinators

The Public Relations Coordinators, along with their Crew, are responsible for the promotion of the Yellowjacket Activities Crew and its programs and events. The Public Relations Coordinators are also responsible for the recruitment efforts of prospective members. Responsibilities are as follows:

1. Oversee a working Public Relations Crew.
2. Create unique and effective publicity for the Yellowjacket Activities Crew.
3. Meet with specific Directors to discuss promotion and timely distribution of materials for upcoming programs and events.
4. Complete training on the campus web system.
5. Update and maintain the Yellowjacket Activities Crew online media, including the website, social networking profiles, and YAC email account.
6. Coordinate recruitment efforts for prospective members, including representation at campus recruitment events.
7. Organize a YAC Open House event each semester.
8. Develop and maintain positive working relationships with student organizations and campus departments.

D. Special Events Coordinators

The Special Events Coordinators, along with their Crew, are responsible for coordinating campus-wide social and recreational events, including Fans-in-the-Stands programs. Special Events Coordinators also serve as the Yellowjacket Activities Crew liaison to campus-wide event committees.

Responsibilities are as follows:

1. Oversee a working Special Events Crew.
2. Coordinate campus-wide social events which meet the diverse needs of the campus community.
3. Coordinate a movie series.

4. Coordinate Yellowjacket Activities Crew sponsored events for viewing home athletic games and professional sports events in collaboration with the Student Athlete Advisory Committee, Mascot Team, and Athletic Department. If possible, these programs should originate at the Yellowjacket Union.
5. Organize sign-ups for program/event assistance.
6. Serve as the YAC liaison on campus-wide event committees, such as Winterfest and Family Weekend.
7. Coordinate the process for co-sponsorship requests from student organizations and campus departments.
8. Solicit donations to assist in funding special events.
9. Organize one (1) volunteer/service event each year for Yellowjacket Activities Crew members and the campus community.
10. Meet with the Promotions Coordinator to discuss publicity needs.
11. Complete program evaluations and submit to the Accounting Director.

E. Entertainment Coordinators

The Entertainment Coordinators, along with their Crew, are responsible for coordinating various programs and events including comedians, musicians, novelty acts, and the Open Mic series. Responsibilities are as follows:

1. Survey student entertainment interests and trends.
2. Research entertainment programs and events that will meet the diverse needs of the campus community.
3. Develop and maintain positive working relationships with entertainment agencies and prospective artists.
4. Assist the Supervisor in preparing artist contracts and paperwork.
5. Reserve appropriate venues, notify facilities staff of special set up needs, and work collaboratively with the Yellowjacket Union Tech Team.
6. Coordinate event details with upcoming performers.
7. Organize sign-ups for program/event assistance.
8. Pick up performer checks from the Business Office.
9. Meet with the Promotions Coordinator to discuss publicity needs.
10. Complete program evaluations and submit to the Accounting Director.

VII. Additional Responsibilities of All Board of Directors Members

- A. Maintain three (3) office hours per week, between the hours of 8am and 5pm, Monday –Friday, in the Yellowjacket Activities Crew office (YU 160) in the Yellowjacket Union. Office hours will not be allowed to be held all in one (1) day.
- B. Attend all Yellowjacket Activities Crew meetings and specific Crew meetings.
- C. Attend and participate in all YAC leadership trainings and retreats.
- D. Meet regularly with the Yellowjacket Activities Crew Supervisor.
- E. Maintain a positive working relationship with other members by supporting programs with attendance, offering feedback, and volunteering to help with other programs.
- F. Perform additional tasks as requested by fellow Board of Directors and/or the Supervisor.
- G. Keep the YAC office neat and clean.
- H. Involvement in the National Association of Campus Activities is highly encouraged.

VIII. **Crew Member Duties & Responsibilities**

- A. Crew members are encouraged to attend all meetings and actively participate in discussion.
- B. Crew members shall assist in the selection, planning, promotion, execution, and evaluation of YAC programs and events through participation in Crews.
- C. Crew members are expected to attend YAC sponsored programs and events and assist with these programs/events as available.
- D. Crew members interested in applying for Board of Directors positions are invited to attend the spring training retreat.

IX. **Attendance Policy**

- A. Attendance of the Board of Directors at all regularly scheduled meetings is a necessity to the operation of the Yellowjacket Activities Crew. Directors are also required to attend all YAC trainings, retreats, and sponsored events. Crew members are highly encouraged to attend all regularly scheduled meetings, YAC sponsored events, and are invited to attend spring training.
- B. **Regular Meetings and Trainings**
 - 1. The Board of Directors and Crew members shall meet at least once a week while school is in session, unless otherwise specified.
 - 1. Crews shall meet regularly as determined by each Director.
 - 2. Quorum shall consist of a simple majority (50% + 1) of filled voting positions.
 - 3. YAC leadership trainings and retreats shall be held at the beginning of each academic semester and throughout the year, as deemed appropriate by the Personnel Coordinator and Supervisor.
- C. **Board of Directors Absences**
 - 1. An absence form must be submitted to the Personnel Coordinator prior to the meeting with a known conflict and no more than one (1) week after an unforeseen conflict whenever all or part of a meeting will be missed.
 - 2. Absences will not be granted due to study or employment conflicts.
 - 3. After four (4) absences, the Director will be reviewed by the Supervisor and Personnel Coordinator to determine further action, including possible removal from the Board of Directors.
 - 4. If a Director is absent from a retreat or training event, a total of two (2) regular meeting absences will be issued. The Director will also be required to pay 50% of any of the costs related to the event, if charges are incurred.

X. **By-Laws**

The Yellowjacket Activities Crew has the power to create By-Laws applicable to the stated purpose and function.

A. **Admission to Events**

The Board of Directors and specific event/program Crew members will receive free admission to YAC events, if admission fees are charged.

B. **Director Positions and Crews**

- 1. The Yellowjacket Activities Crew has the power to create and/or disband Director positions and Crews as necessary.
- 2. **Crews**
 - a. The Yellowjacket Activities Crew will have Crews of members representing various program functions, supervised by the appropriate Director.
 - b. Additional Crews may be created at the discretion of the Personnel

Coordinator and Supervisor in order to fulfill the purpose of the Yellowjacket Activities Crew.

C. Amendments

1. Proposed amendments to this Constitution and its By-Laws, other than Article X, Section C, which may not be amended, must be presented in writing at a regularly scheduled Yellowjacket Activities Crew Board of Directors meeting.
2. Constitutional amendments and/or amendments to the By-Laws must be approved by a two-thirds (2/3) vote of the quorum in attendance at the meeting.
3. No By-Laws inconsistent with this Constitution may be adopted.
4. Removal of the Yellowjacket Activities Crew Supervisor may not be accomplished via Constitutional/By-Law amendment or revision. Personnel issues pertaining to this individual will be addressed to/by the Department of Student Involvement and/or Human Resources.

D. Ratification

Ratification of the Constitution shall be upon a three-fourths (3/4) vote of the Yellowjacket Activities Crew Board of Directors.