# The Programming Policy Book is written in accordance with the Bylaws of Student Government to provide clarity and continuity to Student Government programming boards under the Vice President’s cabinet. With the vast amount of student money devoted to programming, Student Government must create diverse and inclusive events representing the student body. Entrusted with the major responsibilities that come with a wide slate of campus programming every year — including the financial and community-based responsibilities that come with this — it is imperative to provide yearly standards to this end. As per the Student Government Bylaws, these rules are binding on Student Government members.

# ARTICLE I. JURISDICTION

## Section 1. Matters within the jurisdiction of this policy book

### This policy book provides basic rules and procedures for the administration of Student Government programming, applicable to the cabinet of the Vice President. It is not a comprehensive guide for each programming organization.

## Section 2. Matters outside the jurisdiction of this policy book

### This policy book does not concern the programming of the President, Secretary, or Comptroller’s cabinet, which are covered by their policy books. Additional qualifications to the jurisdiction of this policy book are set out in Article VII, section 2, subsection vii of the Student Government Bylaws.

# ARTICLE II. POWERS OF THE VICE PRESIDENT

## Section 1. Programming Board Director Appointment

### The Programming Board directors shall be appointed by the incoming Vice President. The Vice President may consult with the outgoing Vice President and the current director of the respective programming board on appointments. The incoming Vice President may consult more people in the appointment process if they wish to do so.

## Section 2. Cabinet Training/Retreat

### The Vice President, along with necessary University officials, is responsible for organizing a cabinet training retreat during the summer break following their election. All members of the Vice President’s cabinet are required to attend.

## Section 3. Events

### The Vice President is required to host a Student Government Executive Board transition brunch, September 11th memorial event and co-sponsor an event with the University Library during finals testing season.

## Section 4. Cabinet Meetings

### The Vice President is required to hold bi-weekly meetings with their full cabinet and weekly meetings with their Chief of Staff. These meetings must have agendas shared with all members of the cabinet prior to the meeting.

# ARTICLE III. RESPONSIBILITIES OF THE PROGRAMMING BOARDS

## Section 1. Defining the Programming Board

### The following definition is applicable to all documents related to Student Government and its bylaws: The Programming Boards consist of four organizations: The Kennedy Political Union (KPU), Student Union Board (SUB), Women’s Initiative (WI), and Founders Week. The Programming Boards are a component of the Vice President’s cabinet, represented by their directors. The Vice President and the Vice President’s Chief of Staff are also considered part of the programming boards.

## Section 2. Staff Selection

### Selection and hiring of the staff of the organizations within the Programming Boards is at the discretion of the director of the respective organization, with advice from the Vice President.

## Section 3. Staff Trainings

### Programming directors are required to host a Fall and Spring semester training for all members of their team , both old and new to Student Government.

## Section 4. Staff Meetings

### Programming directors are required to have weekly meetings (or as needed) with their Deputy Directors and full staff. These meetings should be communicated with the staff via a social media platform available to everyone.

## Section 5. Office Hours

### Programming directors and staff are required to conduct 2 hours of office hours per week in their respective offices (MGC 250 or MGC 264). These office hours must be devoted to completing assignments and tasks for their programming boards.

## Section 6. Staff Ground for Removal

### Programming directors are required to adhere to a three-strike system in relation to removing a staff member. The first strike deems a conversation with the Director. The second strike deems a conversation between the Director and Center for Student Involvement advisor. The third strike deems a removal effectively immediately from the organization. Any and all strikes are subject to the Director’s supervision.

## Section 7. Senate Obligations

### Programming directors are required to present to the Undergraduate Senate once a month. The programming director shall notify the Speaker of the Undergraduate Senate three business days prior to the next meeting. If a programming director fails to notify the Speaker of the Undergraduate Senate about their presentation before the last meeting of the month, then the Speaker shall notify the Vice President, the Chair of the Judicial Board, the CATA Chair, and the respective Programming Director. If the respective Programming Director does not notify the Speaker of the Undergraduate Senate of the presentation within three business days, then the Senate will consider censuring the respective Programming Director at the following Undergraduate Senate meeting.

## Section 8. Communications

### Programming directors are required to carbon copy (cc) the Vice President on all emails sent to University officials. For the purposes of this policy book’s jurisdiction, University officials are defined as administrative officials.

## Section 9. Contract Approvals

### Rules related to the approval of contracts involving organizations within the Programming Boards are to be determined by the Vice President with advice from the Center for Student Involvement advisor.

## Section 10. Non-disclosure agreements

### All staff members of Programming Boards must sign, return, and adhere to a strict Non-disclosure agreement at the initial time of hire. The purpose of this agreement is to help one’s understanding regarding confidential information, while protecting it as outlined in the AUSG bylaws and university policies. If this agreement is ever violated, such person will be subject to discipline, which might include, but is not limited to, termination of position.

## Section 11. Evening Planning Checklist

### Programming directors should adhere to a general structure when planning an event: choose a speaker, secure a location, find co-sponsorships (either financial or promotional), get approval from Center for Student Involvement (i.e. for contracts paying speakers), submit the bid, finalize outstanding details, sign the contract (AU Procurement & Contracts)), launch communications (i.e. student government media(s) or specific programming boards), and executive event.

## Section 12. Student VIP Early Access/Reception

### Programming directors are required within reason based on the logistics of each event to provide student early entrance and access to the reception before and/or after the main event. These student officeholders are, but not limited to: the Student Government Executive Board (4), Programming Board directors (4), the Chief of Staff to the AUSG President (1), the Chief of Operations to the AUSG President (1), the Chief of Staff to the AUSG Vice President (1), and the Speaker of the Undergraduate Senate (1).

# ARTICLE IV. RECORD KEEPING

## Section 1. Creation

### It shall be the responsibility of the Vice President to maintain records of Student Government programming activity, including but not limited to, all event dates, expenditures, and revenues across all programming accounts in a Google Drive folder. This folder and its contents must only be shared with the Programming directors, Vice President’s Chief of Staff, and the Center for Student Involvement advisor.

## Section 2. Agendas/Minutes

### The Vice President must manage this subfolder of all agendas/minutes for official cabinet meetings. The agenda/minutes should be sent to the cabinet no later than 24 hours for proper review.

## Section 3. Applications

### The Vice President must manage this subfolder of any staff/First-Year Fellow applications created by the programming boards.

## Section 4. Budget

### The Vice President must manage this subfolder of the Programming boards budget spreadsheet of revenue and expenditures. The Comptroller as per Article III, section 1 of the Finance Policy Book should have access to this document.

## Section 5. Internal Directory

### The Vice President must manage this subfolder on a spreadsheet of all staff members of the Programming Boards. This information should include, but not limited to: Name, Position, Class Standing, AUID, AU Email, AUSG Email, Stipend Position, and those with SALTO Access Granted.

## Section 6. The Master Calendar

### The Vice President must manage a master calendar of programming events along with the Programming Boards. This calendar must only be shared with the Programming directors, Vice President’s Chief of Staff, and the Center for Student Involvement advisor for confidentiality reasons.

# ARTICLE V. BUDGETING RULES

## Section 1. Confidentiality

### All staff members of a Programming Board must sign, return, and adhere to a strict Non-disclosure agreement at the initial time of hire. This information includes, but is not limited to: artist/speaker/vendor and potential artist/speaker/vendor information (including artist fee), artist/speaker/vendor travel and lodging arrangements, artist/speaker/vendor hospitality requests, artist/speaker/vendor and representative’s contact information, AUSG and university information (i.e., financial records, strategic plans, internal reports, memos, contracts).

## Section 2. Cosponsorships

#### Subsection i. Financial

A financial cosponsorship is any club/organization willing to be involved in the planning process from brainstorming speakers, inviting them, planning the event and in execution. Financial cosponsors are expected to contribute to the cost of the event or other significant value from an early point in the planning process. This cosponsorship is involved in all major decisions of the event.

#### Subsection ii. Promotional

A promotional cosponsorship is any club/organization interested in being a part of a particular event that has already largely been planned. Promotional cosponsors should promote the event through their typical means of communication, whether it be email, social media, or word of mouth. They must become a part of the communications schedule for the specific Programming board hosting the event and should expect to make at least two posts per week after the launch, which will be communicated ahead of time. This cosponsorship is not involved in any major event planning decisions.

## Section 3. Academic Year Planning

### All Programming Directors should abide to a strict deadline for solidifying events and the signing of contracts by American University’s Procurement & Contracts (PCD) department, and the Center for Student Involvement. These deadlines shall be: August 1st for the Fall semester, and November 1st for the Spring semester.

## Section 4. University Finance Administrators

### All Programming Directors should maintain a positive working relationship with any/all financial administrators within the Center for Student Involvement and other University offices.