



2018-2019
Programs Board By-Laws

PROGRAMS BOARD BY-LAWS

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1) Purpose and Goals

- a) To provide social, cultural, recreational, and educational opportunities for students and the community through a yearly series of student-initiated and student-managed lectures, panel discussions, recreation activities, diversity programming, concerts, special events, fine arts, charitable drives and health and wellness programs.
- b) To provide students with practical experience in program selection, organization, publicity, implementation, and evaluation; creation and maintenance of budgets including contract negotiations; and group processes, dynamics, and leadership skills.
- c) Continue a service of training and advising for student coordinators to ensure a quality series of programs, events, and activities.
- d) To recruit new students to plan, organize, implement, and program student events such as panel discussions, recreation activities, diversity programming, concerts, special events, fine arts, health and wellness programs, and to establish year-to-year continuity in these program areas.
- e) Programs Board will aim, initiate and be open to collaboration with Executive Council, the Student Ambassadors, and other groups on campus such as EvCC chartered clubs and other departments.

2) Membership and Selection

- a) The Student Programs Board consists of the Student Programs Board Manager, Social Justice and Current Events Coordinator, Diversity and Engagement Coordinator, Health and Wellness Coordinator, Arts and Entertainment Coordinator, and Special Events Coordinator. All positions are selected during Spring Quarter.

The Student Programs Board Manager is selected by a hiring committee which consists of three to five students, the Programs Board Advisor (ex officio), and is chaired by the current Student Programs Board Manager, unless the current Programs Board Manager is applying for a Programs Board position.

In the event the current Programs Board Manager is applying for a position, a current Board member will be selected by the Board to serve as Chair. If there is not a Board member available, the Board will select a qualified Chair from existing Student LIFE Office student staff that is not applying for a Board position.

If there is not a sufficient pool of applicants and/or alternates for the Spring Quarter Hiring Committee, then the position(s) that are not filled will be re-advertised during Fall Quarter.

If the positions are advertised during Fall Quarter, the Student Programs Board Manager is responsible for the coordination of the Fall Quarter Hiring Committee.

- b) The Programs Board Advisor serves as the advisor/supervisor to the Student Programs Board.
- c) All members of the Student Programs Board serve on the Board for three consecutive quarters during the same academic year. Board members hired Spring Quarter may work Summer Quarter. Work during Summer Quarter is dedicated to orientation, training, planning, and leadership activities.

Members who want to serve on the Board for another academic year must re-apply Spring Quarter.

Positions on the Student Programs Board may be identified or revised as deemed necessary by the Student Programs Board Manager, members of the Board, and the Programs Board Advisor.

- d) When a vacancy occurs on the Board, if an alternate has been selected for that vacant position, the alternate may be offered that position.
 - i. If the alternate selected is unavailable to take the position, the Board may offer the position internally within Student LIFE to a student that has an application on file (turned in to Student LIFE no earlier than the previous Spring Quarter).
 - ii. The student must currently work in Student LIFE and meet all minimum requirements
 - iii. Or the Board may absorb the duties of the position, or the position may be re-advertised.

The Board will vote on which option is most feasible based on time of year and any other circumstances.

- e) A candidate for Programs Board must be currently enrolled as an Everett Community College student in a minimum of ten credit hours for the current quarter and/or the quarter in which the position begins (excluding Summer Quarter) and have a cumulative and quarterly GPA of at least 2.5. If minimum GPA and credit requirements are not met, they are subject to the review of the Programs Board Advisor.
- f) A Programs Board member must complete at least ten credit hours each quarter to maintain his/her position and must maintain a quarterly GPA of at least 2.5.

3) Brief Job Description of Each Board Position

Programs Board Manager

Working closely with the Student LIFE advisor, this position is responsible for managing the Student Programs Board team in the selection, coordination, implementation and evaluation of an annual diverse programming series designed to be fun and educational. The Programs Manager will organize and chair weekly staff meetings in order to facilitate collaboration, track progress and to drive the team towards the production calendar. The Manager will also conduct weekly meetings with individual coordinators in order to monitor, oversee and assist with all tasks and projects associated with event development and assessment. Additional responsibilities include: maintaining and monitoring work schedules, assisting with Programs Board hiring and By-Law review, budget development and team building.

Preferred Qualification: Previously served on Student Programs Board.

Social Justice and Current Events Coordinator

Coordinates a series of events and activities to enhance the overall education and awareness of diversity and social justice topics as well as highlighting impacts and diverse perspectives relating to current events around the world. Topics will range from, but are not limited to diversity and inclusion, awareness campaigns, current political, global and regional issues as well as human rights movements. Events may include small-scale programming such as: spoken word, music or open mic events or larger scale options such as panel discussions, film screenings or lectures. This position will collaborate with the Pride Center, Diversity and Equity Center and the Diversity and Engagement Coordinator.

Diversity and Engagement Coordinator

Coordinates a Diversity and Intercultural Awareness series focused on enhancing the overall education and awareness of diversity topics. Programming may include, but is not limited to: Cultural Awareness Months, Human Rights awareness, LGBTQIA+, etc. This coordinator will serve in a leadership role on the Student Diversity Advisory Council (SDAC), with the purpose of providing diversity/identity based clubs the opportunity to connect, support one another, as well as working together to implement large scale diversity programs that will increase educational opportunities and create an inclusive and supportive campus climate. Events may include lectures, workshops, film screenings, panel discussions, etc. This position will also collaborate with the Pride Center,

Diversity and Equity Center and the Social Justice and Current Events Coordinator.

Health and Wellness Program Coordinator

Coordinates a Health/Wellness series to inform and educate the campus on topics such as, but not limited to: healthy lifestyles, responsible choices, drug and alcohol awareness, mental health, stress management/self-care, sexual health, nutrition, domestic violence, healthy relationships, etc. Programmer will work closely with team members to present topics through a diverse and inclusive lens in formats such as: lectures, workshops, recreational activities, etc. Position will also work closely with Bloodworks Northwest to plan quarterly Blood Drives.

Arts and Entertainment Coordinator

Coordinates an Arts and Entertainment series to include a variety of fun, inclusive and engaging events with the purpose to entertain and build community amongst students with events such as concerts, open mic performances, comedians, magicians, spoken word poetry, etc. These events are designed to enhance the daily campus life at EvCC. The Arts and Entertainment Coordinator will also work closely with the Special Events Coordinator to enhance larger scale events by coordinating elements such as the live band for the Fall Kick-Off and Spring Fling.

Special Events Coordinator

Coordinates a Special Events series designed to enhance the college experience by organizing larger scale events to give students an opportunity to have fun, build community and encourage campus pride. Coordinator will work both independently and with a team to organize multi-layered events such as, but not limited to: Fall Kick-Off, Spring Fling, Student Dance, Drive-In Movie, etc. Position will work closely with the Arts and Entertainment Coordinator on many events, as well as the V.P. of Clubs and Club Council to organize quarterly Club Fests.

4) General Responsibilities of Members

- a) All members must attend Student Programs Board meetings, unless approved by Programs Board Manager and Programs Board Advisor.
- b) Each member will schedule and maintain quarterly office hours.
- c) All members assist with the preparation of the annual request for their individual program's budget and present this budget to the S & A Fees Budget Committee during Winter Quarter.

- d) All members must adhere to all State of Washington, Everett Community College and Student LIFE policies, procedures and guidelines as directed by the Programs Board Advisor and Associate Dean of Student LIFE.
- e) Members should adhere to their individual job description. Complete job descriptions of all Programs Board positions are available in Student LIFE.
- f) Members will collaborate with Publicity Services and fellow Student Programs Board Members.
- g) All members must attend all Student Programs Board events as class schedule permits, unless absence is approved by the Programs Board Manager and Programs Board Advisor.
- h) Members will network outside Student Programs Board as needed, including but not limited to: Executive Council, Student Ambassadors, Diversity and Equity Center, Pride Center, and other entities.

5) Meetings

- a) The Student Programs Board will meet as often as necessary to fulfill its purposes and responsibilities, with a minimum of one meeting every week of the school year (Fall, Winter, and Spring Quarters).
- b) The Student Programs Board Manager is the Chairperson of the Board meetings and is responsible for scheduling all meetings, preparing meeting agendas, and notifying members of meeting times and locations.
- c) Student Programs Board meetings give members an opportunity to brainstorm ideas for events and activities, to discuss problems, and to utilize the combined resources of the Board to arrive at solutions. Board members report on their own individual programs and will be asked to participate outside the scope of their own area and to assist other members to plan and/or implement programs.
- d) Members with unexcused absences from two meetings in a quarter are dismissed from the Board.
- e) If the Programs Board Manager is absent from a meeting, the Programs Board Manager or Programs Board Advisor will assign an alternate Board member to serve as Chair.

6) Voting

- a) A quorum consists of two-thirds of those Board members currently hired.
- b) Each member of the Student Programs Board has one vote pertaining to all matters considered by the Board.
- c) In case of a tie, the Student Programs Board Manager will decide the outcome.

7) Salary

- a) The Student Programs Board members receive an hourly wage as outlined in the S & A Fees Budget.

8) Application/Interview Process

- a) The application process and the selection committee interview are the first steps in a continuing process of training and advising of Board members. During Spring Quarter, written job announcements containing a synopsis of each position's duties and responsibilities are posted on campus for a minimum of two weeks.

Successful applicants are granted an interview with the Student Programs Board Hiring Committee. At this time, applicants are given an opportunity to state their program ideas and objectives, experiences as a team player, and time commitments for the academic school year.

9) Training of Members

- a) Summer Quarter orientation meetings for the Student Programs Board provide the following: Training Manual (which includes training in the use of the event checklist, publicity requests, press releases, venue schematics, etc.), rules and regulations for Board membership, and an overview of EvCC's resources and services. Other concerns deemed necessary by the Board are included in the orientation.

During Fall, Winter, and Spring Quarters, each member may be scheduled for a quarterly assessment with the Student Programs Board Advisor. This quarterly assessment includes an evaluation of the Board member's performance, questions and answers, and an in-depth discussion of job expectations.

10) Probation

- a) If a Board member does not maintain minimum requirements for work, such as, but not limited to: non-performance of job expectations and/or duties, not meeting minimum grade point average and/or credit load, a probationary period will be established as deemed appropriate by the Programs Board Advisor. A probationary contract will be written, reviewed by both student and Programs Board Advisor, dated and signed by both parties. If requirements of probation are not met in the time established, the Board member will be required to vacate the position.

11) Removal of Board Members

- a) Members with unexcused absences from two meetings in a quarter are dismissed from the Board.
- b) Members not fulfilling their job expectations and/or duties as outlined in their job description will be placed on probation (See Part Ten). If no improvement occurs after agreed upon probationary period, the member is dismissed from the Board.
- c) Members must meet academic requirements as specified in Part Two, Section (e). Members not meeting these requirements will be dismissed from the Board after an agreed upon probationary period (See Part Ten).

12) Amendments

- a) Amendments to the Student Programs Board by-laws are initiated by a majority of the members of the Student Programs Board and ratified by the Associated Student Body (ASB) Senate.

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment.

The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979.