

## UCSD Sixth College Student Council Programming Bylaws

### Article I. Sixth College Student Council Programming Board

#### Section A. Statement of Purpose

1. The purpose of the Spell out "Sixth College Student Council Programming Board" shall be to program in accordance with the mission statement and C.A.T.(write out) themes of Sixth College in order to promote student engagement to act as a programming resource for other members of SCSC; and to comply with UC and UCSD rules and regulations, and city, state, and federal law.

#### Section B. Members

1. Members
  - a) Membership will be comprised of the following members of SCSC
    - The Vice President of Programming
    - Culture Director
    - Arts Director
    - Technology Director
    - Special Events Director
    - Spirit Director
    - Marketing Director
    - Festival Director
  - b) Members shall attend all SCSCP meetings unless excused by the Vice President Programming.
  - c) Members shall meet with a designated advisor at a time specified at the beginning of the quarter by all parties.
  - d) Members shall prepare a transition document for their successor
    - i.

#### Section C. Meetings

1. Regular Meetings
  - a) The regular weekly meetings of the SCSCP will be determined by the Vice President Programming. First meeting shall be no later than week 2 of each academic quarter.
2. Purpose
  - a) The purpose of these meetings is to foster collaboration between the programming bodies of SCSC, and provide resources and ongoing training
3. Special Meetings

- a) Special meetings may be called by the Vice President Programming or the SCSC advisor. The purpose of the meeting shall be stated in the call for the special meeting.
4. Quorum
- a) Quorum shall consist of a simple majority of SCSCP voting members.

#### Section D. Committees

1. SCSC Programming committees shall be comprised of the following committees
  - a) Culture
  - b) Art
  - c) Technology
  - d) Special Events
  - e) Spirit
  - f) Festival
2. Each Committee shall work with director assigned to that committee.
3. Meetings
  - a) Shall have weekly meetings specified and chaired by the committee director.
    - i. The regular meetings of the committee will be determined by the assigned director.
    - ii. First meeting shall be no later than week 2 of each academic quarter.
4. Each committee shall program a minimum of 2 events during the academic year promoting the core value of the committee.
5. Financial Expectations of committees
  - a) Shall proceed in accordance to the Financial Bylaws to request funds for each event.
  - b) Shall submit a post budget to the Vice President Finance and the Executive Assistant to the Dean at the conclusion of every event by the deadline specified in Article V, section A, item 3 of the SCSC Finance Bylaws.
  - c) The committee is responsible to identify and adhere to Financial Board procedures and budget deadlines.
6. Shall submit an event evaluation form and post budget to the Vice President Programming and Advisor at the conclusion of every event.
  - a) Shall work with the Culture Director to ensure that the core value of Culture is represented through the events available to SCSCB.
  - b) Shall have weekly meetings specified and chaired by Culture Director.
    - i. The regular meetings of Culture Committee will be determined by the Culture Director.

- ii. First meeting shall be no later than week 2 of each academic quarter.
- c) Shall program at least two SCSB events during the academic year promoting the core value of Culture.
  - i. Shall program a small scale event in Fall Quarter to recruit members and learn the basic of programming.
  - ii. Shall program a large scale event, such as CHAOS (“Cultures Having An Outrageous Scene”), in Spring Quarter.
- d) Shall contribute to the Sixth College festival, Kuncocshun, as determined by the Festival Director.
- e) Shall draft officer positions within the Culture Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.
  - i. Officer positions shall be added or removed at the discretion of the Culture Director.
- f) Shall proceed in accordance to the Finance Bylaws to request funds for each event.
- g) Shall submit an event evaluation form and post budget to the Vice President Programming and Advisor at the conclusion of every event.
- h) Shall submit a post budget to the Vice President Finance and the Assistant to the Dean at the conclusion of every event.

7. Arts Committee

- a) Shall work with the Arts Director to ensure that the core value of the Arts is represented through the events available to SCSB.
- b) Shall have weekly meetings specified and chaired by the Arts Director.
  - i. The regular meetings of the Arts Committee will be determined by the Arts Director.
  - ii. First meeting shall be no later than week 2 of each academic quarter.
- c) Shall program at least two SCSB events during the academic year promoting the core value of Culture.
  - i. Shall program a small scale event in Fall Quarter to recruit members and learn the basic of programming.
  - ii. Shall program a large scale event, such as Spirit of the Masters, in Spring Quarter.
- d) Shall contribute to the Sixth College festival, Kuncocshun, as determined by the Festival Director.
- e) Shall draft officer positions within the Arts Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.

- i. Officer positions shall be added or removed at the discretion of the Arts Director.
  - f) Shall proceed in accordance to the Finance Bylaws to request funds for each event.
  - g) Shall submit an event evaluation form and post budget to the Vice President Programming and Advisor at the conclusion of every event.
  - h) Shall submit a post budget to the Vice President Finance and the Assistant to the Dean at the conclusion of every event.
- 8. Technology Committee
  - a) Shall work with the Technology Director to ensure that the core value of Technology is represented through the events available to SCSB.
  - b) Shall have weekly meetings specified and chaired by Technology Director.
    - i. The regular meetings of Technology Committee will be determined by the Technology Director.
    - ii. First meeting shall be no later than week 2 of each academic quarter.
  - c) Shall program at least two SCSB events during the academic year promoting the core value of Culture.
    - i. Shall program a small scale event in Fall Quarter to recruit members and learn the basic of programming.
    - ii. Shall program a large scale event, such as Winter GameFest, in Winter Quarter.
  - d) Shall contribute to the Sixth College festival, Kuncocshun, as determined by the Festival Director.
  - e) Shall draft officer positions within the Technology Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.
    - i. Officer positions shall be added or removed at the discretion of the Culture Director.
  - f) Shall proceed in accordance to the Finance Bylaws to request funds for each event.
  - g) Shall submit an event evaluation form and post budget to the Vice President Programming and Advisor at the conclusion of every event.
  - h) Shall submit a post budget to the Vice President Finance and the Assistant to the Dean at the conclusion of every event.
- 9. Special Events Committee
  - a) Shall work with the Special Events Director to ensure that the core values of Sixth College are represented through the events available to SCSB.

- b) Shall have weekly meetings specified and chaired by the Special Events Director.
    - i. The regular meetings of the Special Events Committee will be determined by the Special Events Director.
    - ii. First meeting shall be no later than week 2 of each academic quarter.
  - c) Shall program at least two SCSB events during the academic year promoting the core value of Special Events.
    - i. Shall program a small scale event in Fall Quarter to recruit members and learn the basics of programming.
    - ii. Shall program a large scale event, such as Semi-Formal, in Winter Quarter.
  - d) Shall contribute to the Sixth College festival, Kuncocshun, as determined by the Festival Director.
  - e) Shall draft officer positions within the Special Events Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.
    - i. Officer positions shall be added or removed at the discretion of the Special Events Director.
  - f) Shall proceed in accordance to the Finance Bylaws to request funds for each event.
  - g) Shall submit an event evaluation form and post budget to the Vice President Programming and Advisor at the conclusion of every event.
  - h) Shall submit a post budget to the Vice President Finance and the Assistant to the Dean at the conclusion of every event.
10. Spirit Committee
- a) Shall work with the Spirit Director to ensure that the core values of Sixth College are represented through the events available to SCSB.
  - b) Shall have weekly meetings specified and chaired by the Spirit Director.
    - i. The regular meetings of the Spirit Committee will be determined by the Spirit Director.
    - ii. First meeting shall be no later than week 2 of each academic quarter.
  - c) Shall program at least two SCSB events during the academic year promoting the core value of Spirit.
    - i. Shall program a small scale event in Fall Quarter to recruit members and learn the basics of programming.
    - ii. Shall program a large scale event, such as Spirit Week, in Winter Quarter.

- d) Shall contribute to the Sixth College Festival, Kuncocshun, as determined by the Festival Director.
- e) Shall draft officer positions within the Spirit Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.
  - i. Officer positions shall be added or removed at the discretion of the Spirit Director.
    - 1. The position of Triton Tide Representative must be filled by the Spirit Director or be filled by a person appointed by the Spirit Director.
- f) Shall proceed in accordance to the Fiance Bylaws to request funds for each event.
- g) Shall submit an event evaluation form and post budget to Vice President Programming and Advisor at the conclusion of every event.
- h) Shall submit a post budget to the Vice President Finance and the Assistant to the Dean at the conclusion of every event.

#### 11. Marketing Committee

- a) Shall work with the Marketing Director to produce and distribute marketing materials that promote SCSC events and endeavors to the SCSB.
- b) Shall have weekly meetings specified and chaired by the Marketing Director.
  - i. The regular meetings of the Marketing Committee will be determined by the Marketing Director.
  - ii. First meeting shall be no later than week 2 of each academic quarter.
- c) Shall draft officer positions within the Marketing Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.
  - i. Officer positions shall be added or removed at the discretion of the Marketing Director.
- d) Shall include a liaison from each programming committee.
  - i. Marketing Committee will work closely with each liaison to ensure the successful promotion of events from that committee.

#### 12. Festival Committee

- a) The object of the SCSC Festival Committee shall be to program a large scale event in accordance with the mission statement and themes of Sixth College in order to promote student happiness; and to comply with UC and UCSD rules and regulations, and city, state, and federal law.
- b) Shall work with the Festival Director to ensure that the core values of Sixth College are represented through the events available to SCSB.

- c) Shall have weekly meetings specified and chaired by the Festival Director.
  - i. The regular meetings of the Festival Committee will be determined by the Festival Director.
  - ii. First meeting shall be no later than week 2 of each academic quarter.
  - iii. Shall program a large scale event, such as Kuncocshun, in Spring Quarter.
- d) Shall draft officer positions within the Festival Committee by eighth week of Spring Quarter, and shall fill those positions by fifth week of Fall Quarter.
  - i. Officer positions shall be added or removed at the discretion of the Festival Director.
- e) Shall proceed in accordance to the Finance Bylaws to request funds for each event.
- f) Shall submit an event evaluation form and post budget to the Vice President Programming and Advisor at the conclusion of every event.
- g) Shall submit a post budget to the Vice President Finance and the Assistant to the Dean at the conclusion of every event.

#### Section E. Special Duties

- a) Spirit Director
  - i. Shall serve as the official SCSC representative to the UCSD Spirit Night Committee

#### Article II. Amendments

Section A. The Programming Bylaws may be amended in accordance with Article VII, Section B of the SCSC Constitution.