

St. Lawrence University Association for Campus Entertainment (A.C.E.) Constitution

ARTICLE I NAME

The name of this organization shall be the Association for Campus Entertainment, hereafter referred to as ACE.

ARTICLE II PURPOSE

The purpose of ACE shall be to contribute to the educational, social, cultural, and recreational development and enjoyment of students, faculty, administrators, and alumni of St. Lawrence University through entertainment events and services. These programs shall be initiated, planned and implemented by the students under the advisement of the Office of Co-Curricular Education and Programming staff.

ARTICLE III MEMBERSHIP

All students, faculty, administrators, and alumni at St. Lawrence University may become members of ACE.

ARTICLE IV EXECUTIVE BOARD

Section 1: The ACE Executive Board shall consist of the following positions:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Chairpersons of the Programming Committees

Section 2: The President shall oversee ACE and shall organize and manage all meetings for ACE.

Paragraph A The President shall be responsible for external ACE affairs, which include overseeing the general state of ACE, finances, publicity, and all other business matters.

Paragraph B The President shall preside over all ACE meetings and shall have the power to call special meetings at his or her discretion upon due notice to all members.

Paragraph C The President shall attend Thelomathesian Society's monthly open meetings and give an update on ACE. If the President is unable to attend, he/she shall delegate somebody from the ACE Executive board to be present.

Paragraph D The President shall be elected from within the organization, having been a chairperson, member of the executive board, or active member of ACE who has shown participation and involvement in ACE meetings, events, and committees.

- i. In the event that there are no eligible members of ACE to fill the position of President, it will be left to the discretion of the Executive Board to fill the position with a candidate who meets all the criteria of the previous membership.

Section 3: The Vice President shall organize and manage ACE in the absence of the President.

Paragraph A The Vice President shall be responsible for internal relations of the following programming committees: Comedy, Miscellaneous, Concert, and Java.

Paragraph B The Vice President shall be responsible for all affairs concerning ACE-BO and films.

Paragraph C The Vice President shall assume special projects as delegated by the President.

Paragraph D The Vice President shall take over as President if the acting President is unable to complete his or her term in office.

Paragraph E The Vice President shall be elected from within the organization, having been a chairperson, member of the executive board, or active member of ACE who has shown participation and involvement in ACE meetings, events, and committees.

- i. In the event that there are no eligible members of ACE to fill the position of Vice President, it will be left to the discretion of the Executive Board to fill the position with a candidate who meets all the criteria of the previous membership.

Section 4: The Treasurer shall maintain a complete and accurate financial record of all ACE expenditures and revenues.

Paragraph A The Treasurer shall process all payment requests for ACE. He or she shall also provide the other officers with periodic financial reports.

Paragraph B The Treasurer, in conjunction with the Executive Board, shall prepare and defend, before Thelomathesian Society the following year's budget at the end of spring term.

Paragraph C The Treasurer shall be elected from within the organization, having been a chairperson, member of the Executive Board, or a member of ACE who has shown participation and involvement in ACE meetings, events, and committees.

- i. In the event that there are no eligible members of ACE to fill the position of Treasurer, it will be left to the discretion of the Executive Board to fill the position with a candidate who meets all the criteria of the previous membership.

Section 5: The Secretary shall keep accurate and well organized minutes of each ACE meeting.

Paragraph A The Secretary shall be responsible for checking ACE voicemail and CMR and relaying messages or documents to the appropriate parties.

Paragraph B The Secretary shall assume special projects as delegated by the President.

Paragraph C The Secretary shall be responsible for sending copies of the minutes taken at each ACE meeting to all officers via email.

Paragraph D The Secretary shall organize all ACE programming sheets and other documents which will be kept on file in the ACE office.

Paragraph E The Secretary shall be elected from within the organization, having been a chairperson, member of the Executive Board, or a member of ACE who has shown participation and involvement in ACE meetings, events, and committees.

- i. In the event that there are no eligible members of ACE to fill the position of Secretary, it will be left to the discretion of the Executive Board to fill the position with a candidate who meets all the criteria of the previous membership.

Section 6: The Chairpersons of the Programming Committees shall act as steering parties for the members of their particular committee under guidance of the

President and Vice President. The Programming Committees shall be the following: Concerts, Java, Promotional, Miscellaneous, and Comedy

Paragraph A The Chairperson(s) shall be elected from within the organization, having been a chairperson, member of the Executive Board, or a member of ACE who has shown participation and involvement in ACE meetings, events, and committees.

- i. In the event that there are no eligible members of ACE to fill the position of a chairperson, it will be left to the discretion of the Executive Board to fill the position with a candidate who meets all the criteria of the previous membership.

Paragraph B The Concert Chairperson(s) is responsible for booking large concert events each semester.

- i. The Concert Chairperson shall form a committee as described in Article IV, Section 7.
- ii. The Concert Chairperson along with his/her committee shall research bands of all genres in the price range of the ACE budget.
- iii. The Concert Chairperson shall create a list of available acts and poll the entire student body.
- iv. The Concert Chairperson shall bring the student poll results to the ACE Executive Board and the board will discuss which band would be most feasible and successful.
- v. The Advisor will then contact the agencies and book the concert.
- vi. The Chairperson is responsible for all details of the concerts, including reserving space, ordering tickets, working with Promotional Chairs, etc.
- vii. Any responsibilities of the Concert Chairperson may be delegated to committee members, but the chairperson must see through that tasks are completed in a timely fashion.

Paragraph C The Java Chairperson(s) shall provide the student body with weekly musical acts and opportunities for students to share poetry, literature, and musical talents.

- i. The Java Chairperson shall form a committee of members from the Java Residential House as well as members from the general student body.
- ii. The Chairperson shall book small band acts to perform each weekend and/or hold Open Mic nights for students to share poetry, literature, or other musical talents.
- iii. The Chairperson is responsible to make sure all details for the events are taken care of – such as sounds, lights, food, etc.
- iv. The Chairperson shall work with the Promotional Chairs to advertise the bands each weekend.

- v. Any responsibilities of the Java Chairperson may be delegated to committee members, but the chairperson must see through that tasks are completed in a timely fashion.

Paragraph D The Promotional Chairperson(s) shall promote and publicize all ACE events alongside of the Chairperson responsible for the event.

- i. The Promotional Chairperson shall form a committee as described in Article IV, Section 7.
- ii. The Promotional Chairperson shall meet with the chairperson responsible for running an event to discuss advertising needs.
- iii. The Promotional Chairperson is responsible for designing and printing any posters/flyers for events.
- iv. The Promotional Chairperson shall advertise using innovative methods to gain interest in the ACE events.
- v. All events shall be advertised to the student body at least one week in advance.
- vi. All emails regarding ACE meetings and events shall be sent out from the ACE email account (ACE@stlawu.edu).
- vii. Any responsibilities of the Concert Chairperson may be delegated to committee members, but the chairperson must see through that tasks are completed in a timely fashion.

Paragraph E The Miscellaneous Chairperson(s) shall provide the student body with a creative and innovative range of social programming including late night, lectures, music, diversity, and cultural programs.

- i. The Miscellaneous Chairperson shall form a committee as described in Article IV, Section 7.
- ii. The Miscellaneous Chairperson and committee shall research all types of events that would be of interest of the student body.
- iii. The Miscellaneous Chairperson is responsible to notify the Advisor of an event that the committee wants to book. The Advisor will then contact the agency to book the event.
- iv. The Miscellaneous Chairperson is responsible to make sure all details for the events are taken care of – such as the room reservation, room set-up requests, food orders, etc.
- v. Any responsibilities of the Miscellaneous Chairperson may be delegated to committee members, but the chairperson must see through that tasks are completed in a timely fashion.

Paragraph F The Comedy Chairperson(s) shall provide the student body with various comedy events such as professional comedians, hypnotists, jugglers, stand-up events, etc.

- i. The Comedy Chairperson shall form a committee as described in Article IV, Section 7.
- ii. The Comedy Chairperson and committee shall research comedians that would be of interest to the student body.

- iii. The Comedy Chairperson is responsible to notify the Advisor of an event that the committee wants to book. The Advisor will then contact the agency to book the event.
- iv. The Comedy Chairperson is responsible to make sure all details for the events are taken care of – such as the room reservation, room set-up requests, food orders, etc.
- v. Any responsibilities of the Miscellaneous Chairperson may be delegated to committee members, but the chairperson must see through that tasks are completed in a timely fashion.

Paragraph G All emails regarding ACE general meetings, committee meetings, event promotions, student body surveys, etc. shall be sent out through the ACE email account (ACE@stlawu.edu).

Paragraph H All Chairperson(s) are required to fill out a programming sheet for each event, as well as the follow-up after the event. All sheets shall be turned into the secretary and kept on file in the ACE office.

Section 7: The formation of the aforementioned committees in Article IV, Section 6 shall be the responsibility of the individual Chairperson(s).

Paragraph A Committee meetings shall be held at the discretion of the committee chairperson(s), as needed to plan events, but at the very minimum committees should meet twice per month, on regular dates decided at the beginning of each semester. Meetings for the committees shall be open to the general student body and well publicized by email (at least 48 hours in advance) using the ACE email account.

Paragraph B The responsibility of the committees is to create and put on various entertaining events. All event ideas should be presented to the ACE Executive board before booking or putting on the event.

Paragraph C Any person or group sponsored by ACE shall be introduced by the Chairperson of the appropriate committee the day of the event. The President shall be present and involved with ACE events whenever possible.

Section 8: All of the aforementioned positions will be held for one calendar year (January – December). If an officer wishes to continue his/her duties after the one year term, then he/she must apply for reelection.

Section 9: All of the ACE executive positions will work under the guidance of the ACE Advisor(s) from the Office of Co-Curricular Education & Programming. The Advisor(s) of ACE shall regularly attend meetings, ensure that ACE tasks are completed, serve as a sounding board for ideas and standards,

assist in the coordination of ACE functions with other activities on campus, manage contracts for performers and coordinate/plan ACE retreats.

Section 10: All ACE Executive Board members are required to meet weekly with the ACE Advisor(s) and attend all ACE Retreats held by the Advisor(s).

Section 11: Each ACE Executive Board member is required to hold weekly Office Hours in the ACE Office, located in the Student Center.

Paragraph A Each ACE Executive member shall hold 2 hours of Office Hours per week.

Paragraph B The time during Office Hours shall be spent for ACE purposes such as researching event ideas, planning events, making phone calls to agents, working on promotions for events, sending out emails, etc.

Section 12: The ACE general body meetings shall be held the first week of each month for everyone to come together and discuss opinions and ideas for ACE. The ACE Executive Board shall meet weekly to discuss any and all issues regarding ACE. All Executive members are required to be present at general body and Executive meetings.

ARTICLE V ELECTION PROCEDURE

Section 1: All officer positions on the ACE board are held for one year on alternating schedules further explained in Article V, Sections 2 and 3.

Section 2: The positions of President, Vice President, Treasurer, and Secretary will be held for one academic year (Beginning of the Fall Semester through the end of the Spring Semester).

Paragraph A The announcement of elections and applications shall be made by a campus wide email on the first Monday after Spring Break in March. Applications will be made available at the Office of Co-Curricular Education and will be due the first Friday of April.

Paragraph B After the application deadline the current President will contact the applicants to schedule their interviews with the Executive Board. Interviews will take place the following week after the application deadline, at the discretion of the ACE Executive Board. All interviews and position decisions shall be completed within two weeks from the application due date.

- i. Any student interested in holding a position, but is studying abroad during the time of elections may still apply. The abroad applicant

must submit his/her application via email to the current President of ACE. The Executive Board will review his/her application and either hold a phone interview or email any further questions to the applicant. The abroad applicant will be equally considered for the position for which he/she is applying.

Paragraph C The current Executive Board will interview the applicants and fill the positions. Any officers currently holding a position and applying for a new or same position are not permitted to take part in the other candidate's interviews or the decision process for that position.

Paragraph D Priority will go to current members of ACE who have shown dedication and interest to the organization.

Paragraph E The applicant with the majority of votes from the ACE board will be elected for the position they applied for.

Paragraph F All applicants will be notified of whether or not they have received a position by email following the interviews and election decisions.

Paragraph G If a position is left unfilled due to unqualified applicants or lack of interest, the positions will be reannounced and the recruitment and application process will start over for any open positions.

Section 3: The positions of all Chairpersons (Concert, Java, Promotional, Miscellaneous, and Comedy) will be held for one year.

Paragraph A Each Chair position will be filled by two people (Co-Chairs) who will be elected on alternating schedules – academic and calendar years, at the end of each semester. One Chairperson will be referred to as the Academic Year Chairperson who will hold his/her position from the beginning of the Fall Semester through the end of the Spring Semester. The other Chairperson will be referred to as the Calendar Year Chairperson who will hold his/her position from the beginning of the Spring Semester through the end of the Fall Semester. The reason for this is to have the incoming Chairperson receive a semester of training from the outgoing Chairperson; to allow for consistency through each semester.

Paragraph B Elections for the Academic Year Chairperson will be held in concurrence with the elections for President, Vice President, Treasurer, and Secretary and shall follow the same procedure outlined in Article V, Section 2, Paragraphs A – G.

Paragraph C Elections for the Calendar Year Chairperson will be announced by a campus wide email on the first Monday of the last full week in October.

Applications will be made available at the Office of Co-Curricular Education and will be due the first Friday of November.

- i. The rest of the election procedure shall follow the guidelines set out in Article V, Section 2, Paragraphs B-G.

Section 4: ACE Executive Board positions are a one year commitment.

Paragraph A All applicants interested in the President, Vice President, Treasurer, or Secretary positions are required to be on campus for both semesters of their term and may not study abroad during this time.

Paragraph B All applicants interested in any of the Chair positions are preferred to hold their position for the full one year commitment. While this is not a requirement, preference will be given to all qualified applicants that will be on campus for their full term and who do not plan on studying abroad during their term.

Section 5: If for any reason an officer is unable to complete his/her term in office the ACE general body will be notified of the open position(s) and elections will be held following the procedures laid out under Article V. Applicants who have been prior ACE Executive Board members will take precedent over other applicants.

Section 6: If an officer is not fulfilling his/her duties, any member of the executive board may suggest the removal of that individual from their position.

Paragraph A The Executive member shall be notified by the President of their nomination to be removed from the Executive Board.

Paragraph B At the next Executive meeting the individual up for removal may attend and ask questions or plead their case as to why they should remain on the board.

Paragraph C After there are no more questions from the individual up for removal or from other members of the Executive Board, the individual up for removal shall be excused from the meeting. The executive board shall then vote, with a 2/3^{rds} majority needed for the removal of the individual.

Paragraph D The individual shall be notified by the President of their removal within 24 hours from the meeting. If the individual was voted to remain on the board, the President must remind the individual with the duties they are required to fulfill.

ARTICLE VI DISTRIBUTION OF FUNDS

Any request for funding from any organization, department, or faculty person not associated with ACE shall provide the organization with a written proposal at least 3 weeks before the date of the event. The A.C.E. President will contact the person or organization requesting funding to schedule them to present their proposal at the next available Executive Board Meeting. A discussion will take place after the party is dismissed. The request will be decided upon through a closed ballot, two-thirds majority vote. The party will be notified of the decision by the President within 48 hours of the proposal presentation.

ARTICLE VII AMENDMENTS

Any Amendment to this constitution shall require a closed ballot, two-thirds majority vote of ACE, and seven days consideration of the amendment by the Officers of ACE.

ARTICLE VIII HAZING

ACE fully agrees with St. Lawrence University's policy on hazing.

ARTICLE IX SUPREMACY

The St. Lawrence Thelomathesian Society constitution supersedes all articles of this constitution.