

Constitution & By-Laws Of Blue Devil Productions

ARTICLE I NAME

Section 1: The name of the organization shall be Blue Devil Productions (BDP), which is a student organization of the University of Wisconsin-Stout (UW-Stout).

ARTICLE II ORGANIZATION PURPOSES

Section 1:

- A. The purpose of this organization is to serve as the campus-wide programming board by researching, selecting, and producing events and activities for the University of Wisconsin-Stout student body and campus community.
- B. BDP provides events and activities to enhance the students' educational experience while at UW-Stout.
- C. The membership of BDP shall experience personal growth and leadership development by taking part in researching, selecting, and producing BDP events and activities.

ARTICLE III AFFILIATIONS

Section 1: The National Association for Campus Activities (NACA)

Section 2: Recognized Student Organizations shall, in good faith and upon recognition by the Stout Student Association of the organization's Constitution and By-laws, abide by their rules / regulations / policies and procedures as outlined by their Constitution and By-laws. The Organizational Affairs Conduct Oversight Committee of the Stout Student Association will determine misconduct, non-compliance and/or violations of said Constitution and By-laws.

ARTICLE IV AMENDMENTS TO THE CONSTITUTION

Section 1: The constitution of BDP must be amended by a vote of 2/3 of the entire voting membership.

Section 2: Amendments shall be presented in writing at a scheduled meeting. Open discussion on the proposed amendments must take place. The proposed amendments are to be tabled and voted on at the next scheduled meeting.

BY-LAWS

ARTICLE I MEMBERSHIP

- Section 1:** A Recognized Student Organization, its members or designees may not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.
- Section 2:** Voting members: Any UW-Stout student with a 2.0 or higher cumulative GPA is eligible to attend BDP meetings and will achieve voting status upon receiving 5 points. Voting members will lose their points and their voting status upon missing three (3) consecutive scheduled meetings and will need to receive 5 points to regain voting status.
- Section 3:** The points system is as follows:
- A. If a member attends a meeting, that is one point.
 - B. If a member volunteers at an event, that is one point.
 - C. If a member exerts ambition and enthusiasm by assisting a production board member with an especially important task, then that production board member possesses the ability to grant that member one point.
 - D. If a member signs up to volunteer at an event and does not show up, it is that member's responsibility to inform the production board of their absence before noon on the day of the show. If a member is absent for their volunteer shift and they failed to give notice before noon, then that is a negative point.
- Section 4:** Officers of the organization shall be known as The Production Board. The Production Board shall be paid student employees supervised by the organization advisor. To be eligible to apply for the Production Board candidates must be UW-Stout students of at least half-time status and maintain a 2.5 or higher cumulative GPA. The Production Board are voting members of the organization.
- Section 5:** Non-voting members: UW-Stout students with non-voting status, faculty, staff, and community members are invited to attend meetings. Non-voting members will be given the opportunity to speak during the open-forum portion of scheduled meetings.
- Section 6:** Organization Advisor:
- 1. The organization advisor shall be the Events Coordinator employed by University Centers.
 - 2. The organization advisor shall be the supervisor of The Production Board.
 - 3. The organization advisor shall meet on a regular basis with the Executive Producer to discuss upcoming agenda items, long-range plans, finances of the organization, goals and problems concerning BDP.

4. The organization advisor shall attend the scheduled meetings of BDP as often as schedule allows.
5. The organization advisor shall work with the Communication Director on the recruitment, selection and training processes of The Production Board.
6. The organization advisor shall explain and clarify policies and procedures that apply to BDP.
7. The organization advisor shall serve as the university-contracting officer for all BDP entertainment and activities contracts.

ARTICLE II THE PRODUCTION BOARD

Section 1: The Production Board shall consist of the following positions:

1. Executive Producer
2. Communication Director
3. Comedy Director
4. Music Director
5. Special Events Director
6. Homecoming and Films Director
7. Web Development Director
8. Art Director
9. Public Marketing Director
10. Campus Marketing Director

Section 2: Duties of The Production Board.

1. The duties of the individual Production Board positions shall be stated on individual job descriptions kept on file by the Communication Director.

Section 3: **Employment of The Production Board**

1. The Communication Director and the organization advisor shall coordinate the recruitment, selection, and training processes. The Communication Director shall assemble a selection committee to be approved by the membership. The committee will include the organization advisor as an ex-officio member. The committee will submit candidate names to the advisor for approval. Appeal of denied candidates shall be taken to the Associate Director of University Centers for the Involvement Center upon 2/3 vote of the selection committee.
2. Term of Employment: The term of employment shall start spring semester (January) and end fall semester (December) the following academic year. All positions will become open at the end of fall semester. Incumbent Production Board members must re-apply to retain their position. Positions that become open mid-year will be filled as quickly as possible and the term of the position will end at the conclusion of the fall semester (December).

3. The Production Board shall be subject to the supervision of the organization advisor. The organization advisor shall provide Production Board members with appropriate feedback on job performance throughout the semester. The organization advisor shall perform performance appraisals at the end of each semester.
4. Termination: The organization advisor shall have the authority to terminate the employment of Production Board members in accordance with UW-Stout student employee guidelines. The terminated employee shall take appeals of termination to the Associate Director of University Centers for the Involvement Center.
5. All employment practices in addition to the ones listed above will be practiced in accordance with the Student Employment Handbook. A copy of the Student Employment Handbook will be available on the server.

ARTICLE III MEETINGS OF THE MEMBERSHIP

- Section 1:** Quorum: In order for BDP to conduct official business, two-thirds of the voting members must be present.
- Section 2:** Regular Meetings: Regular meetings will be held weekly throughout the regular academic year. The meeting schedule will be set according to the course schedules of the members of The Production Board. Attendance requirements of The Production Board will be outline in the individual job descriptions.
- Section 3:** Summer Meetings: Some members of The Production Board may be retained for summer employment as determined by the voting membership and the organization advisor. Members retained for summer employment will meet as needed if determined by the organization advisor. Members retained for summer employment have the authority to vote on and make decisions directly related to summer business only.
- Section 4:** Emergency Meetings: Circumstances needing immediate attention to solve problems related to show production, contractual matters, financial matters, or the reputation and well-being of BDP can warrant an emergency meeting. An emergency meeting may be held if the organization advisor, Executive Producer and one (1) other Production Board member are present. If the Executive Producer is not present an emergency meeting may be held if the organization advisor and two (2) Production Board members are present. If the organization advisor is not present an emergency meeting may be held if the Executive Producer and two (2) other Production Board members are present. The attendees of the emergency meeting have the authority to make decisions directly relating to the topic only. Note: If the advisor is not present the student staff may

not necessarily have legal authority to make contractual decisions or financial expenditures.

ARTICLE IV

FINANCE

Section 1:

BDP shall be funded and shall make expenditures within the rules and guidelines prescribed by the Financial Affairs Committee of the Stout Student Association, the University of Wisconsin Board of Regents and Wisconsin State Statues. The Executive Producer in coordination with the organization advisor and the Student Organization Account Manager shall do budget planning and ongoing budget management.

ARTICLE V

AMENDMENTS TO THE BY-LAWS

Section 1:

The By-Laws of BDP must be amended by a vote of 2/3 of the entire voting membership.

Section 2:

Amendments shall be presented in writing at a scheduled meeting. Open discussion on the proposed amendments must take place. The proposed amendments are to be tabled and voted on at the next scheduled meeting.

Revised & Ratified 12/11/17