Vice President of Programming

Bylaws 2013-2014

1. At the beginning of each semester, each Recognized Organization will be notified about the Programming Model. Organizations recognized under Student Government Association at Pace University, Pleasantville are expected to follow the Universities program model entitled: **“P.A.C.E. U”** when planning events. Duties and responsibilities for each organization include the following:
	1. Ensure that the Programming Model requirements are completed prior to the end each semester. Each organization must choose **four** out of the five options to have completed.
	2. Each organization must have an Executive Member send in a completed programming model and co-sponsorship (should it apply) form online via [www.orgsync.com](http://www.orgsync.com) within 72 hours of event for approval. 72 hours of the event includes weekends, holidays, etc.
		1. Under the discretion of the Vice President of Programming, Programming Models can either be accepted or rejected if received after the 72-hour time period.
	3. If an organization is interested in co-sponsoring an event with another organization, a Co-Sponsorship Agreement form must be submitted along with the Programming model. Should you co-sponsor with another organization(s) and file the model under the letter “C”, the model will only fulfill the co-sponsorship requirement (Letter C) for all organizations involved.
		1. Co-sponsoring organizations must have the co-sponsorship agreement form signed with an active email and/or telephone number in order for the form to be valid. Should a co-sponsorship agreement form not be included, the event cannot count as a “C”.
		2. Each organization will have 24 hours from the time they are notified to either (A) get the co-sponsorship agreement completed and sent back in, (B) choose another letter under which they would like to file the programming model or (C) forfeit that model.
	4. One of the four required programming models must occur sometime during Thursday to Sunday and therefore be classified as a weekend event.
2. Missing Programming Models
	1. Programming models will be reviewed weekly to ensure that programming models are being met.  In the event that requirements are not met, the following steps will be taken:
		1. If an organization is in non-compliance for programming models, the consequence now falls under the Vice President of Finance’s bylaws.
3. Media Groups (Pace Chronicle and Presentia)
	1. Programming models will no longer be collected from the above media groups. Media groups, in order to comply with the programming aspect of being recognized under Student Government must:
		1. Cosponsor at least two events each semester.
		2. Participate and/or table at two SDCA/SGA sponsored events, such as:
			1. Campus Involvement Fair
			2. Tunnel of Oppression
			3. Philanthropy Events (Pace 4 Kids, Relay for Life, etc.)
4. Stamping of Flyers
5. Flyers must be approved and stamped by the Vice President of Programming or any staff member of SDCA at least one week prior to the date of the event.
6. It is the responsibility of an organization to give updates on events, flyers, etc.
7. All events flyers must be stamped before the start of advertisement (including social media and digital signage).
8. Compliance with Posting Policy
9. Flyers hung without authorized stamp will be taken down and the organization will be contacted through email and/or phone.
	1. If a second incident occurs with improper signage posting, posters and flyers will be taken down and the organization will incur a second strike and be contacted through email and/or phone.
	2. If a third incident occurs with improper signage posting, posters and flyers will be taken down and the organization will be notified by phone and/or email that their posting privileges have been **revoked**.
10. All flyers must be taken down within 72 hours of the completion of the event.

V.      Disclaimer: Any and all by-laws are subject to change with the adoption of the new constitution or constitutional changes, but not without two-thirds approval from the senate.