Section 1 – Governance

A. Ethos/Philosophy

01. SPA Mission Statement, Purpose and Learning Objectives

SPA Mission Statement
The mission of the Student Programming Association (SPA) is to enhance the academic, cultural, recreational, and social life of Nicholls State University. The SPA accomplishes this by providing students with unique educational and entertaining experiences and by exposing students to standard business practices of the entertainment industry. The goals of the SPA are as follows:

- To address the needs and interests of a changing student population.
- To enhance and encourage school pride and spirit.
- To promote and offer cultural, educational, and motivational programs.
- To encourage participation and support the University’s mission, Creed, and traditions.
- To provide fun.

SPA Purpose
The purpose of the Student Programming Association is to provide activities and entertainment for the students of Nicholls State University. The SPA was established in 1981 in order to provide these events to enhance the social and educational atmosphere of the university and community. Five committees were established: Entertainment, Special Events, Multi-Cultural and Speakers, Union Activities, and Spirit and Travel.

SPA Learning Objectives
Students will be exposed to environments in which they will:
- Design and implement programs to enhance social, cultural, intellectual, recreational, social justice, services and campus governance for the Nicholls community.
- Learn of and use campus facilities and other resources.
- Plan, market, implement and assess programs.
- Learn about diverse cultures.
- Explore ideas and issues through arts and entertainment.
- Understand institutional policy and procedures including deadlines and timelines.
- Form working relationships with campus employees and entertainment agencies.
- Experience individual and group activities that will enhance personal growth and development.
02. **SPA Logo and Colors**

The SPA logo colors are yellow-orange, aqua hue, and aqua tint. The font used is Arial Rounded. The design elements consist of round-cornered squares stacked on each other to symbolize structure and unity. The printing colors are (CMYK): yellow-orange: PANTONE DS 22-1 U (0.39, 8, 99.54, 0), aqua: PANTONE DS 255-2 U (78.97, 11.25, 43.78, 0.13), and aqua tint: (58.51, 0.09, 32.43, 0). TV/Web colors (RGB): yellow-orange: (250, 166, 26), aqua: (0, 166, 158), and aqua tint: (98, 196, 186).

The Student Programming Association logos are provided below:

![SPA Logo](image)

A.) The full logo consists of the design, tagline, abbreviation, and full organization name. Full logo is suggested on A4 size paper if enough space is allowed to poster size.

B.) The simple logo consists of design and abbreviation. Simple logo can be used in small space. Logo can be adapted to single color or black and white.

03. **Nicholls State University Mission and Vision Statements**

**NSU Mission Statement**

Nicholls State University provides a unique blend of excellent academic programs to meet the needs of Louisiana and beyond. The University cultivates productive, responsible, engaged citizens in a personalized, culturally rich and dynamic learning environment through quality teaching, research, and service.

**NSU Vision Statement**

Within the initial decade of the new millennium, Nicholls State University will be recognized as a premier, selective admissions institution of higher education dedicated to the needs of its diverse student body. The University will become the center for collaborative scientific, technological, cultural, educational, and economic leadership and services in South Central Louisiana.
04. Nicholls State University Creed and Values

**Creed**

As a member of the Nicholls State University Community, I believe in the values that promote citizenship, concern for self and others, and the desire to build a better world. To these ends, I pledge myself to the following:

- I will value all members of the Nicholls community, respecting and appreciating their differences.
- I will hold myself and others to the highest standards of academic, personal and social integrity.
- I will conduct myself civilly in all things.
- I will think before I act, and will accept responsibility of my words and my actions.
- I will challenge what is wrong.
- I will strive to make Nicholls State University a safe and clean educational environment.
- I will respect the rights and the person of all human beings and will avoid all acts of violence and abuse.
- I will respect my body by not abusing it.
- I will continuously work to improve my community, now and in the future.
- I will afford myself the best opportunity to succeed.

**Values**

The Nicholls State University Community supports the Nicholls Creed, affirming “values that promote citizenship, concern for self and others, and the desire for a better world,” and embraces as its core values:

- **DIVERSITY**: We respect differences among members of society by providing a nurturing and tolerant environment.
- **EXCELLENCE**: We strive to achieve the highest quality in all endeavors. We strive for excellence in teaching, research, and service, and empowerment through learning.
- **INTEGRITY**: We strive to be fair and truthful in all instances.
- **LEADERSHIP**: We are good stewards and representatives of the University because we value our collective role as a regional leader and model for all we serve.
- **RESPECTFULNESS**: We commit to the customs and amenities of a civil society. We respect the rights of others and are responsive to the needs and interests of our constituents.
- **RESPONSIBILITY**: We are responsible for our actions. We adhere to the doctrine of individual accountability in all our activities and contributions.
B. Organizational Charts

01. SPA Structure

- University President
- Vice President for Student Affairs
- Executive Director of Auxiliary Services
- Asst. Dir. of Student Union for Campus Activities & SPA Advisor

- SPA President
- SPA Vice President
- SPA Secretary
- SPA Business
- SPA Publicity

- SPA Entertainment
- SPA Multicultural
- SPA Special Events
- SPA Spirit & Travel
- SPA Union Activities

- SPA Assistant Publicity
- SPA Web Designer
02. Student Affairs Structure
04. SPA Constitution and Bylaws

The SPA Constitution defines the broad powers of the Executive Board. The Constitution is open for interpretation and all official interpretations are to be made by the Student Supreme Court. The Constitution defines what offices are to be held, qualifications for officers, and descriptions of committees. The Executive Board, by power of the Constitution, has the power to create or dissolve committees, both standing and ad-hoc committees, as they see fit by a ¾ majority vote.

The Constitution can only be changed by a vote to the student body. Constitutional changes can be made during the Fall semester (during Homecoming Court voting) or during the Spring semester (SGA/SPA Elections).

The SPA Bylaws exist to help guide the Executive Board and more clearly defines the powers that the board has. The Bylaws can be changed by a ¾ majority vote of the Executive Board.
NICHOLLS STATE UNIVERSITY
STUDENT PROGRAMMING ASSOCIATION CONSTITUTION

We, the students of Nicholls State University, in order to provide activities and entertainment and
to enhance the social, and educational atmosphere of the university and the community,
do hereby ordain and establish this constitution.

ARTICLE I - The Association

Section I - Name
The name of organization shall be the Student Programming Association of Nicholls State University.

Section II - Purpose
The purpose of this organization shall be to provide activities and entertainment for the students of Nicholls State University.

Section III - Membership
Any student paying student activity fees to the Student Programming Association at registration shall be a member of this organization.

ARTICLE II - Organization Structure

Section I - Executive Board
The Executive Board shall be comprised of the President, Vice President, Business Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, five committee chairpersons, and one faculty/staff representative.

Section II - Committees
The following committees shall exist:
   A. Entertainment
   B. Multicultural and Speakers
   C. Special Events
   D. Spirit and Travel
   E. Union Activities
The Student Programming Association Executive Board shall have the authority by a 2/3 vote to create or dissolve Student Programming Association standing or special committees. Such changes must be proposed as a constitutional amendment at the Spring student elections as indicated in Article XIII, Section II. The action will stand and take effect as approved by the Executive Board. The student vote is to serve as affirmation or rejection of the Executive Board action.

Section III - The Student Supreme Court
The Student Supreme Court shall be the judiciary authority of the Student Programming Association. Composition will be the same board that is provided for in the SGA Constitution/Student Programming Association will have one appointment.
ARTICLE III - Executive Board

President

- Conducts Executive and Core Executive meetings on weekly basis.
- Provides leadership and support SPA officers.
- Assists committee planning and attend committee meetings as needed.
- Communicates with Advisor on regular basis.
- Serves as liaison between Administration and student body.
- Attend ALL SPA events.
- Attend as needed meetings with committee heads.
- Hold weekly meetings with VP, Business Officer, Secretary, Publicity Director, and Advisor.
- Attend ALL E-Board meetings.
- Support everyone in the organization.
- Attend at least one conference.
- Be there to help committee head; in their planning.
- Support the rest of the core board.
- Shall be the chief executive officer of the Student Programming Association and the chairperson of the Executive Board.
- Shall serve as the liaison between the Nicholls State University administration and the students.
- Shall have the power to call special sessions of the Student Programming Association.
- Shall assist in the formation of the budget.
- Shall co-sign requisitions issued by the Student Programming Association.
- Shall keep designated office hours.
- Shall attend meetings of the Student Programming Association.
- Shall be ex-officio member of every committee.
- Shall appoint a member to the Student Supreme Court when the office becomes vacant.
- Shall appoint a committee chairperson, Business Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, or Vice President in the event of a vacancy, with the approval of the Executive Board—selection based on an interview by a committee composed of president, vice president, faculty/staff advisor, and if it is a committee chairperson, a member of the committee selected by the committee. A majority vote of Executive Board is necessary to approve an appointment of a vacant position.
- Shall assist with implementation of Student Programming Association programs and activities.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
Vice President

- Holds weekly meetings with committee heads and advisor
- Assists committee planning and attend committee meetings as needed.
- Monitors and manage Event Matrix system and committee paperwork.
- Attend ALL SPA events
- Hold weekly meetings with committee heads and advisor
- Hold weekly meetings with VP, Business Officer, Secretary, Publicity Director, and Advisor
- Attend ALL E-board meetings
- Support everyone in the organization
- Attend at least one conference
- Be there to help committee heads in their planning
- Support the rest of the core board
- Shall serve as a voting member of the Executive Board.
- Shall receive reports of various committees under his/her supervision and relay this to the President.
- Shall attend Student Programming Association meetings.
- Shall assist in the formation of the budget.
- Shall assume duties of the office of President in the absence of the President.
- Shall keep designated office hours.
- Shall insure that all approved programs under his/her supervision are executed in a proper manner and all necessary reports are filed to the proper authority.
- Shall assist with implementation of Student Programming Association programs and activities.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
Secretary

- Takes minutes at all meetings (Core-Executive and Executive) and keep committee meeting minutes on file.
- Distributes Executive Board minutes to Executive Board officers.
- Follows up with Webmaster to ensure Executive Board and Committee minutes are on SPA website.
- Maintains attendance for SPA Executive Board officers and notify Core Executive Board when an officer has accrued three absences.
- Picks up mail from Student Life and Student Union Office and distributes to appropriate person.
- Assists committee heads with agenda, minutes, and attendance for weekly committee meetings.
- Attend ALL SPA events
- Attend as needed meetings with committee heads
- Hold weekly meetings with VP, President, Publicity Director, and Advisor
- Attend ALL E-board meetings
- Support everyone in the organization
- Attend at least one conference
- Be there to help committee heads in their planning
- Support the rest of the core board
- Shall serve as a voting member of the Executive Board.
- Shall possess qualifications as set by the Executive Board.
- Shall attend meetings of the Student Programming Association.
- Shall record and type all the minutes to all Executive Board meetings then post them to the web page.
- Shall head a committee composed of all SPA committee secretaries.
- Shall be the official records keeper of the Student Programming Association.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
- Submit Nicholls Worth ads and related paperwork.
- Keep inventory of office supplies and order supplies when low
- Organize and file SPA documents.
**Business Officer**

- Assists with development and accurate maintenance of budget.
- Tracks committee spending and keeps running balance for committee heads.
- Serves as Parliamentarian during meetings.
- Updates and maintains Policy and Procedure Manual.
- Attend ALL SPA events
- Attend as needed meetings with committee heads
- Hold weekly meetings with VP, President, Publicity Director, and Advisor
- Attend ALL E-board meetings
- Support everyone in the organization
- Attend at least one conference
- Be there to help committee heads in their planning
- Support the rest of the core board Shall serve as a voting member of the Executive Board.
- Shall prepare the budget formally approved by the Executive Board in a detailed format.
- Shall post the approved budget at a location on campus so that the members of the Student Programming Association may see it.
- Shall possess qualifications as set by the Executive Board.
- Shall be responsible for keeping all financial records on file.
- Shall know and enforce the Constitution and Bylaws of the Student Programming Association.
- Shall attend meetings of the Student Programming Association.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
Publicity Director

Designs and implements advertisements for SPA events (collaborates with committee chairs).

Produces advertisements that are in compliance with SPA and university policies (in good taste).

The Publicity Director is responsible for all tools used in completing the advertisements. The SPA copier may be used to reproduce flyers, table tents, etc. for advertisements. This includes the copier, poster machine, computer, and printer. All policies are to be followed in their operations.

The NSU Publications and Printing and other printing companies may also be used for printing with prior approval of the Executive Board.

- Have well designed and good publicity ready two weeks before an event
- Make sure to know when all deadlines are approaching and not to fall behind on them
- Delegate authority to the co-publicity person
- Design day of publicity routine
- Work with committee heads and co-pub to figure publicity stunts
- Work on recruitment plan for organization
- Conduct Fall Activity Survey
- Hold weekly meetings with President, VP, Business Officer, Secretary, and Advisor
- Attend ALL SPA events
- Hold as needed meetings with committee heads
- Attend All E-board meetings
- Attend as needed core board meetings
- Attend at least one conference
- Support everyone in the organization
- Shall serve as a voting member of the Executive Board.
- Shall plan and implement advertisement for Student Programming Association sponsored or co-sponsored events.
- Shall attend Student Programming Association meetings.
- Shall assist in the formation of the budget.
- Shall keep designated office hours.
- Shall insure that all approved programs under his/her supervision are executed in a proper manner and all necessary reports are filed to the proper authority.
- Shall be responsible for all tools used in completing the advertisements, including the Student Programming Association copier.
- Shall be responsible for conducting surveys at the beginning of the semester and work with the webmaster to create an online survey after for each event.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
- Design animation and ads for Nicholls Worth, then send them to the secretary for him/her to submit it.
- Approve the Student Activity Calendar
- Create an organized electronic documentation of PR documents, ads, flyers, etc.
Assistant Publicity Director

- Coordinate t-shirt sales for campus-wide SPA events (Welcome Back Day, Crawfish Day, and Winterfest)
- Complete work in a quick efficient manner
- Work as a team with the publicity director
- Complete duties assigned by the publicity director quickly
- Work to design recruitment plans along with Publicity Director
- Attend ALL SPA events
- Hold weekly meetings with co-pubs
- Hold as needed meetings with committee heads
- Attend All E-board meetings
- Attend as needed core board meetings
- Attend at least one conference
- Support everyone in the organization
- Work as a team with the publicity director
- Complete duties assigned by the publicity director
- Work to design recruitment plans along with Publicity Director
- Work with committee heads and publicity director to create publicity stunts
- Attend all publicity meetings
- Shall serve as a voting member of the Executive Board.
- Shall plan and implement advertisement for Student Programming Association sponsored or co-sponsored events.
- Shall attend Student Programming Association meetings.
- Shall keep designated office hours.
- Shall insure that all approved programs under his/her supervision are executed in a proper manner and all necessary reports are filed to the proper authority.
- Shall be responsible for all tools used in completing the advertisements, including the Student Programming Association copier.
- Shall be responsible for assisting the director in conducting surveys at the beginning of the semester and work with the webmaster to create an online survey after for each event.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
- Shall assist in the formation of the budget.
- Create marketing strategies by meeting with chairs, and then meet with marketing team to create PR deadline calendar.
- Create student surveys (paper and electronic)
- Create the Student Activity Calendar with Webmaster
Web Master

- Create website and monitor its contents on a weekly/daily basis
- Comply with University regulations and guidelines for image consistency
- Obtain approval from University website committee for new ideas.
- Attend ALL SPA events
- Hold as needed meetings with committee heads
- Attend All E-board meetings
- Attend as needed core board meetings
- Attend at least one conference
- Support everyone in the organization
- Shall serve as a voting member of the Executive Board.
- Shall plan and implement advertisement for Student Programming Association sponsored or co-sponsored events.
- Shall attend Student Programming Association meetings.
- Shall keep designated office hours.
- Shall insure that all approved programs under his/her supervision are executed in a proper manner and all necessary reports are filed to the proper authority.
- Shall be responsible for updating the website, corresponding with students via Facebook and Myspace.com and other technological forms of communication.
- Shall perform duties as outlined by the Student Programming Association Policy/Procedure Manual.
- Shall assist in the formation of the budget.
- Update: webpage, Facebook, Twitter, and Collegiate link.
- Print and distribute the jobs that PR Director creates.
- Online Marketing (including assisting with surveys)
- Keep up with PR committee’s inventory.
- Create the Student Activities Calendar with Assistant Public Director.
Entertainment Committee Chair

This committee plans, produces and staffs Winterfest, variety acts, comedian, block parties, pool parties, etc. The members of this committee are responsible for all aspects of putting on the events they sponsor. Plan Comedy Night and Winterfest. Sponsor or co-sponsor music/concert type events.

- Plan methods for buying and distributing tickets to one concert per semester, plan Comedy night in the spring, plan DJ for Crawfish Day, Homecoming Parade/Bonfire
- Hold weekly meetings
- Attend ALL SPA events
- Hold weekly meetings with VP and advisor
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have an official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Have all plans for the next semester completed by the final meeting of the semester
- Attend a conference
- Support everyone in the organization
- Plans, produces, and staffs a variety of comedy acts, musical talent and the annual Winter Fest as well as other events that provide an entertainment value for students on campus.
- List Events with description and listing of paperwork needed to complete.

Committee Chair Duties/Responsibilities

- Recruit and train committee members.
- Chair committee meetings.
- Represent the committee at Executive Board meetings.
- Prepare and present committee proposals to the Executive Board.
- Coordinate activities approved by the Executive Board.
- Record minutes of committee meetings and turn in reports to the Vice President/Secretary.
- Submit written evaluations from activity surveys
- Submit budget expense reports of all committee activities.
- Help the publicity coordinator publicize all events.
- Attend all SPA sponsored functions and/or events.
- Shall serve as a voting member of the Executive Board.
- Shall plan and execute all activities or programming of his/her committee.
- Shall attend Student Programming Association meetings.
- Shall perform duties as outlined in the Student Programming Association by-laws.
- Shall be selected as specified in the Student Programming Association by-laws.
- Shall assist with implementation of the Student Programming Association programs and activities.
- Shall chair committee meetings.
Multicultural and Speakers Committee
The Multicultural and Speakers Committee sponsors artists and lecturer activities, and selects, produces. The Committee Chairperson shall represent SPA on the University Artists and Lecturers Committee. This Committee provides suggestions, production support, technical support, and assists with implementation of University Artists and Lecturer Committee activities also known as Jubilee. The Multicultural and Speakers Committee will provide programs of cultural, educational and creative nature.

Plan programs of cultural, educational and creative nature and work with African-American History Month, Women’s History Month, and Jubilee. Sponsor or co-sponsor artists and lecturer activities as well as events that focus on diversity and culture. Works in conjunction with other campus departments to sponsor artist and lecturer activities (Black History Month, Women’s History Month, Jubilee), promotes cultural awareness through Diversity Week events as well as provide cultural activities.

- Hold at least 4 events per semester, 2 of which are diversity events
- Hold weekly meetings
- Hold events that focus on diversity and cultural events
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have an official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Have all plans for the next semester completed by the final meeting of the semester
- Attend a conference
- Hold weekly meetings with VP and Advisor
- Work with other organizations on campus to help plan your events
- Sit on Jubilee, Sexual Assault Awareness, Black History, & Women's History month committees; support everyone in the organization
- List Events with description and listing of paperwork needed to complete.

Committee Chair Duties/Responsibilities
- Recruit and train committee members.
- Chair committee meetings.
- Represent the committee at Executive Board meetings.
- Prepare and present committee proposals to the Executive Board.
- Coordinate activities approved by the Executive Board.
- Record minutes of committee meetings and turn in reports to the Vice President/Secretary.
- Submit written evaluations from activity surveys
- Submit budget expense reports of all committee activities.
- Help the publicity coordinator publicize all events.
- Attend all SPA sponsored functions and/or events.
- Serve as a voting member of the Executive Board.
- Shall plan and execute all activities or programming of his/her committee.
- Attend Student Programming Association meetings.
- Perform duties as outlined in the Student Programming Association by-laws.
- Shall be selected as specified in the Student Programming Association by-laws.
- Shall assist with implementation of the Student Programming Association programs and activities.
Special Events Committee Chair
As the name implies, this committee coordinates the efforts of several SPA committees for big events such as Family Day, Welcome Back Day, Halloween Breakfast, Mardi Gras Breakfast, and Crawfish Day. Though the committee programs for several specific activities, it takes months and months of preparation to make it successful. This committee organizes the most awaited events each fall and spring.

- Shall chair committee meetings.
- Hold weekly meetings
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have a official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Have all plans for the next semester completed by the final meeting of the semester
- Work with other organizations to co-sponsor your events
- Attend a conference
- Sit on Family Day, Welcome Back Day Committees
- Hold weekly meetings with VP and Advisor
- Support everyone in the organization
- Coordinates the efforts of several committees to produce and provide larger scale events for the students.

Events coordinated by this committee include: Welcome Back Day, Homecoming, Family Day, Midterm Breakfast, and Crawfish Day.
- List Events with description and listing of paperwork needed to complete.

Committee Chair Duties/Responsibilities
- Recruit and train committee members.
- Chair committee meetings.
- Represent the committee at Executive Board meetings.
- Prepare and present committee proposals to the Executive Board.
- Coordinate activities approved by the Executive Board.
- Record minutes of committee meetings and turn in reports to the Vice President/Secretary.
- Submit written evaluations from activity surveys
- Submit budget expense reports of all committee activities.
- Help the publicity coordinator publicize all events.
- Attend all SPA sponsored functions and/or events.
- Shall serve as a voting member of the Executive Board.
- Shall plan and execute all activities or programming of his/her committee.
- Shall attend Student Programming Association meetings.
- Shall perform duties as outlined in the Student Programming Association by-laws.
- Shall be selected as specified in the Student Programming Association by-laws.
- Shall assist with implementation of the Student Programming Association programs and activities.
- Shall chair committee meetings.
Spirit and Travel Committee Chair
This committee is in charge of promoting school spirit through home athletic events, tailgating activities, pep rallies, road trips etc. Each month each sporting team should be recognized with a “Spirit Night” where publicity is used to encourage participation and possibly have promotional items to give away. More specifically, highlight each sporting team once a month at a home game. Exceptions to this rule would be football games.

They are also in charge of the annual pirogue races held in the Fall semesters. Equipment for Pirogue Races is held at Campus Recreation. SPA has 3 pirogues, paddles and life vests in our inventory. In addition to athletic road trips, this committee can also sponsor trips to various destinations (amusement park and service learning, etc.)

- Hold weekly meetings
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have a official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Hold weekly meetings with VP and Advisor
- Have all plans for the next semester completed by the final meeting of the semester
- Work with other organizations to help co-sponsor your events
- Attend a conference
- Support everyone in the organization
- List Events with description and listing of paperwork needed to complete.
- Hold at least 3 events per semester, possible ideas…
- At least 1 bus trip per semester
- DJ and giveaways during tailgating at game
- Support everyone in the organization
- Plans promotional events such as pep rallies and tailgating, while promoting school spirit at Colonel athletic events. Also provides students with experiential learning and travel opportunities. Plans various recreational tournaments.

Committee Chair Duties/Responsibilities
- Recruit and train committee members.
- Chair committee meetings.
- Represent the committee at Executive Board meetings.
- Prepare and present committee proposals to the Executive Board.
- Coordinate activities approved by the Executive Board.
- Record minutes of committee meetings and turn in reports to the Vice President/Secretary.
- Submit written evaluations from activity surveys
- Submit budget expense reports of all committee activities.
- Help the publicity coordinator publicize all events.
- Attend all SPA sponsored functions and/or events.
- Shall serve as a voting member of the Executive Board.
- Shall plan and execute all activities or programming of his/her committee.
- Shall attend Student Programming Association meetings.
- Shall perform duties as outlined in the Student Programming Association by-laws.
- Shall be selected as specified in the Student Programming Association by-laws.
• Shall assist with implementation of the Student Programming Association programs and activities.
• Shall chair committee meetings.

Union Activity Committee Chair
This committee is in charge of any type of interactive events for the students held in the Student Union. This is a committee with broad areas and responsibilities. This committee, while working with large vendors, does well making their own creative events, generally due to budget constrictions. Activities should reflect the needs of our diverse student body: commuter/resident students, tradition/non-tradition students, etc. (movies, Casino Night, tournaments, etc.). Plans activities held in the student union, such as movies, game room tournaments, Casino Night, interactive events/games, Poetry Slam, stress busters and special receptions.

Implemented in 2006 was a campus recreation tournament series that feeds into the regional tournament series, as part of the ACUI Region 12 Recreational Tournament held in February of each year. Events include chess, dominoes, 9-ball, table tennis, spades, College Bowl, Poetry Slam. Advertisement and sign up for the rec tournament will be held at the beginning of the fall semester followed up with brackets of play to determine the campus winner in each event. Students eligible to participate in the Regional Rec Tournament will be determined at the end of the fall semester, pending academic eligibility, SPA collaborates with the Student Union (Allie Johnson) and Campus Recreation (Michael Matherne)

• Hold at least 1 event per month, possible ideas
• Weekly occurring event… Movie Monday, Tournament Tuesday etc.)
• Hold weekly meetings
• Utilize facilities on campus to hold your events (game room, racquetball, gyms, etc)
• Attend ALL SPA events
• Have a committee roster of at least 20 people
• Must have a quorum of at least 5 people to have a official meeting
• Effectively and efficiently manage your budget
• Attend all E-Board meetings
• Hold weekly meetings with VP and Advisor
• Have all plans for the next semester completed by the final meeting of the semester
• Work with other organizations to help co-sponsor your events
• Attend a conference
• Support everyone in the organization
• List Events with description and listing of paperwork needed to complete.

Committee Chair Duties/Responsibilities
• Recruit and train committee members.
• Chair committee meetings.
• Represent the committee at Executive Board meetings.
• Prepare and present committee proposals to the Executive Board.
• Coordinate activities approved by the Executive Board.
• Record minutes of committee meetings and turn in reports to the Vice President/Secretary.
• Submit written evaluations from activity surveys
• Submit budget expense reports of all committee activities.
• Help the publicity coordinator publicize all events.
• Attend all SPA sponsored functions and/or events.
• Shall serve as a voting member of the Executive Board.
• Shall plan and execute all activities or programming of his/her committee.
• Shall attend Student Programming Association meetings.
• Shall perform duties as outlined in the Student Programming Association by-laws.
• Shall be selected as specified in the Student Programming Association by-laws.
• Shall assist with implementation of the Student Programming Association programs and activities.
• Shall chair committee meetings.

ARTICLE IV - The Student Supreme Court

Section I - Responsibilities
A. Shall coordinate, oversee, observe and record results of all elections pertaining to the Student Programming Association.
B. The Student Supreme Court shall establish all guidelines and regulations for the elections.
C. Shall adjudicate impeachment proceedings brought forth against any elected member, upon a 2/3 vote (request of dismissal) of the Student Programming Association Executive Board.
D. Shall adjudicate complaints and appeals regarding the Student Programming Association Constitution.

Section II - Membership
A. Membership of the Student Supreme Court as provided for in the SGA Constitution.

Section III - Term of Office
A. The term of office shall go by the provisions in the SGA Constitution.

ARTICLE V - Funds

Section I – Student Activity Assessment
A. The Student Programming Association will receive its funding from the Student Activity Assessment and any monies generated from programs.

Section II - Budgets
A. The Business Officer, President, and Advisor shall be responsible for all financial aspects of the Student Programming Association with assistance of the Executive Board.
B. All expenditures shall be approved by the President and the Advisor as approved by the Executive Board. In the absence of the President, the Business Officer shall be allowed to approve authorized expenditures. In case of an emergency, when a quorum of the Executive Board cannot be convened, the Executive Committee by majority vote of three members, may conduct emergency business for the association. The Executive Committee shall be the President, Vice President, Business Officer, Secretary, and Student Programming Association Board Advisor. All decisions of the Executive Committee must be presented for review at the next meeting of the Executive Board.
C. The Executive Board shall be responsible for the formation of the budget.
D. The Executive Board may amend or reallocate budgeted funds as deemed necessary.

Section III - Guidelines
A. The fiscal operations of the Student Programming Association shall conform to all regulations governing such operations.
ARTICLE VI - Removal from Office

Section I - Grounds for Removal
A member of the Student Programming Association may be relieved of his or her duties for the following reasons.
   A. Malfeasance in office, including dishonesty and/or failure to perform the duties of the office.
   B. Nonfeasance in office, including failure to perform duties as outlined in the constitution and by-laws.
   C. Failure to meet attendance requirements.
   D. Failure to meet or maintain membership requirements.

Section II - Procedures for Removal (Elected or Appointed Officials)
A. Charges brought forth must be approved by a 2/3 vote of the Executive Board.
B. A written statement of charges must be forwarded to the accused and the Student Supreme Court within twenty-four hours of the vote for impeachment proceedings.
C. The Student Supreme Court will meet no later than ten school days after the receipt of the charges.
D. A majority vote of the Student Supreme Court will render the final decision.

Section III - Meetings
A. The Student Programming Association Executive Board shall hold regular meetings during the academic year. Student Programming Association Committees shall hold regular meetings during the academic year.

ARTICLE VII - Attendance Requirements
The Executive Board, by a majority vote, may remove from office any board member who acquires in excess of three absences during any semester.

ARTICLE VIII - Elections / Appointments

Section I - Elections / Appointments
A. The offices of President and Vice President shall be elected positions. In order to be eligible to run for the offices of President and Vice President a student must:
   - Be a member of the Student Programming Association maintaining full-time status of 12 or more hours at Nicholls State University.
   - Not be on scholastic or disciplinary probation at the time of election or appointment and throughout the term of office.
   - Must have a least a 2.5 earned grade point average at the time of appointment/election.
   - Must have at least a 2.0 semester average throughout the term of office.
   - To be eligible to run for Executive Office (President or Vice President), candidates must have at least forty-five (45) hours of University credit at the time of election.
   - Officers must meet the requirements in Article I, Section III.
B. The Business Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, and Committee Chairpersons shall be appointed by the Executive Board. Screening committee(s) will be appointed to screen applicants and to submit a nominee to the Executive Board for approval. The screening committees will consist of no less than four persons. At least one member will be from the outgoing Executive Board, one member from the current committee (if for a committee chairperson position) and the Executive Board Advisor or representative. To be appointed to the position of Business
Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, or the Committee Chairperson the student must:

- Be a member of the Student Programming Association maintaining full-time status of 12 or more hours at Nicholls State University.
- Not be on scholastic or disciplinary probation at the time of election or appointment and throughout the term of office.
- Must have at least a 2.5 earned grade point average at the time of appointment/election
- Should have a least thirty (30) hours of university credit completed at the time of assuming office.

C. The Faculty/Staff representative will be appointed by the Vice President for Student Affairs. The faculty/staff representative must be a full-time unclassified employee of the University.

Section II – Length of Office Term

A. The term of office for President, Vice President, Business Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, or the Committee Chairperson shall expire on May 1 of each year. Executive Board members may be re-elected or re-appointed to office following the same qualifying procedures listed in Article VI and Article VIII.

Section III – Clarification of Election Procedures

A. The Election Commissioners shall determine election/qualifying procedures for Student Programming Association elected officers. Nominations must come from Student Programming Association fee paying students.

Section IV – Officer Installation Speech

A. All elected and appointed officials shall make the following pledge during installation ceremonies:

"I, ____, do solemnly affirm that I will faithfully uphold the Constitution of Nicholls State University Student Programming Association."

ARTICLE IX - Advisors

Section 1 – General Information

A. The advisor shall be determined by Vice President of Student Affairs.
B. All expenditures of the Student Programming Association must be approved by the Student Programming Association Executive Board Advisor.
C. The advisor will serve as a member of the Executive Committee.

ARTICLE X - Vacancies

Section I - President

A. If the office of President becomes vacant. Vice President shall assume the position of President.

Section II - Vice President

A. If the office of Vice President becomes vacant, the Executive Board shall appoint a Vice President.
B. The Vice President shall be selected by Executive Board and must come from one of the current Committee Chairpersons.
C. All Committee Chairperson will be interviewed by the President, Faculty/Staff Advisor, and two committee chairperson who are not seeking the office of Vice President.
Section III - Committee Chairperson, Business Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, and/or Faculty/Staff Representative

A. If a Committee Chairperson, Business Officer, Secretary, Publicity Director, Assistant Publicity Director, Webmaster, and/or Faculty/Staff Representative positions becomes vacant, the Vice President shall assume their duties and the President shall appoint a replacement member with the approval of the Executive Board following the interview selection procedure.

B. The Interview committee will consist of the President, Vice President, Faculty/Staff Advisor, and one Committee Chairperson.

ARTICLE XI - Compensation

Section 1 – General Information

A. The Executive Board may approve compensation for Student Programming Association officers.

B. Salaries may be given for each month each semester (4 months - Fall Semester, 4 months - Spring Semester).

C. Summer session compensation shall be for two months, June and July. Any person receiving pay must be enrolled in the summer session to receive compensation — only the President, Vice President, Business Officer, Secretary, and the Publicity Director can receive compensation in the summer semester. The pay for these summer positions will be half of a month's compensation for the Fall and Spring semester.

ARTICLE XII - Summer Operation

Section 1 - Meetings

A. There shall be three meetings of the Student Programming Association during the summer session.

B. The first meeting shall be held no later than two weeks into the summer session.

ARTICLE XIII - Amendments

Section I - Amendment by Election

A. In order to amend this document, all motions must be approved by 2/3 vote of the Student Programming Association Executive Board.

B. The proposed change must be displayed in public as proposed in a manner so as not to mislead the public on the actual impact of the change for at least five (5) full school days before the election.

C. The proposed amendment will be forwarded to the Student Supreme Court. The Student Supreme Court will set a date for the election to decide ratification or rejection of the proposed amendment.

D. A majority vote of all votes tabulated is required to adopt proposed changes to this document.

Section II - Amendment by Public Petition

A. A written petition stating what changes are requested shall be submitted to the Student Supreme Court.

B. The petition must consist of at least ¼ of the activity fee-paying students currently enrolled.

C. The Student Supreme Court shall then post the requested amendment in the same manner as stated in Section I of the Article.

D. A majority of all votes tabulated is required to adopt changes to this document.
Section III – Clarification of Constitution Content
   A. Any change in grammar or wording in order to clarify a specific point may be done with a 2/3 vote of the Executive Board and the Student Supreme Court.

Section IV – Amendment Schedule
   A. Amendments can only be made during a regular full semester.

ARTICLE XIV
   Audits

Section 1 – General Information
   A. Financial reviews or audits will be performed as requested by a 2/3 vote of the Student Programming Association Executive Board or Student Supreme Court.
STUDENT PROGRAMMING ASSOCIATION BY-LAWS

The SPA hereby establishes the following By-Laws for SPA Committees and the Executive Board:

1. Committees may be established, dissolved, or suspended for a designated period of time by a 2/3 vote of the Executive Board.

2. Committees will consist of NSU students paying SPA assessment fees. Faculty or Staff may be invited to serve as ex-officio members of SPA committees. Voting privileges are earned after attending three consecutive meetings. Voting privileges are lost for two consecutive absences and may be regained by attending three consecutive meetings.

3. Committee meeting schedules will be approved by the SPA Executive Board. Meetings will be held at least one day prior to the SPA Executive Board meeting. Exact days and times must be approved by the Executive Board prior to the beginning of each semester.

4. Executive Board meetings will be held at a regularly scheduled time each week during the semester.

5. Minutes are to be approved by the membership at each committee meeting and each Executive Board meeting.

6. Any additional rules concerning committee membership must be submitted to and approved by the Executive Board. These rules and regulations shall be amended or changed by a 2/3 vote of the seated Executive Board.

7. A formal presentation of a program must be presented to Executive Board before a vote can be taken.

8. Programs sponsored by SPA Committees must be approved by the Executive Board.

9. In the event the President is unable to attend an SPA meeting, the Vice President will chair the meeting.

10. A quorum for the Executive Board shall consist of seven permanent members. A simple majority of those permanent Executive Board members present and voting is required to pass any measure.

11. In the event a Committee Chairperson cannot attend an Executive Board meeting, another committee member selected by the committee may present proposals to Executive Board.

12. The SPA Business Officer will maintain an accurate record of all expenditures by SPA in conjunction with the President.

13. All Executive Board members are expected to attend 80% of the events for each academic semester to remain in good standing. At the beginning of each semester, a point system will be created by the Vice President and voted on by the Executive Board that will deal with attendance and absences. The point system will weight different events according to their importance. Either the Executive Board member will be present for the entire event to receive full credit or at the discretion of the Vice President.

14. A proposal must have the approval of the sponsoring committee, before it is submitted to the SPA Executive Board. The sponsoring committee's vote must be recorded in committee records, minutes must endorse the vote.