

# **Constitution of the University Program Council**

## **PREAMBLE**

We, the members of the University Program Council at the University of Northern Colorado, in order to coordinate and execute the entertainment function within the University proper; to promote cooperation among students, faculty, and administration do hereby promulgate this Constitution.

## **ARTICLE I. NAME AND DESCRIPTION OF ORGANIZATION**

### **Section 1:**

The name of this organization shall be the University Program Council (hereinafter referred to as UPC).

### **Section 2:**

The role of UPC is to present a diverse and well rounded schedule of social, recreational, educational, and multi-cultural activities for members of the University of Northern Colorado and surrounding communities.

A. To fulfill this role, UPC shall:

1. Be responsible for initiating, planning, developing, promoting, executing, and evaluating programs and activities for the students, faculty, staff, and alumni of the University of Northern Colorado community.
2. Actively recruit and maintain a diverse committee of volunteers.

### **Section 3:**

UPC is a student organization which operates with student fees and program revenues to program for the UNC campus community and to serve as the primary programming organization at UNC.

### **Section 4:**

The University Program Council shall be under the auspices of the Student Activities Office at the University of Northern Colorado.

### **Section 5:**

UPC shall abide by all Student Activities, University of Northern Colorado, state and federal regulations.

## **ARTICLE II. MEMBERSHIP**

### **Section 1:**

UPC shall operate under a volunteer, committee system structure with membership open to all students, faculty, staff, alumni and community members.

- A. Each Coordinating Board member shall utilize volunteer committee members necessary for the proper administration of its functions.
- B. UPC volunteer committee members are nonvoting members.

**Section 2:**

Ex-officio, nonvoting members of the Board, shall include a staff advisor from the Student Activities Office and the Graduate Assistant, who will serve as the primary advisors for the organization.

**Section 3:**

Coordinating Board meetings will be open to the public.

**ARTICLE III. GENERAL ORGANIZATION**

**Section 1:**

The Coordinating Board of the UPC shall consist of the following voting members:

- A. President (votes in case of a tie and on selection and removal of members)
- B. Coordinators of the following committees: Arts & Entertainment, Public Relations, Traditional Events, Diverse Programs, Variety Entertainment, and Production Manager.
- C. Quorum shall be set at four voting members for all votes.

**Section 2:**

The UPC Advisor and the University Program Council Graduate Assistant shall serve as Council advisors.

**Section 3:**

The term of office for the Coordinating Board members shall be as follows:

- A. The President and the Traditional Events Coordinator shall serve from the date of the last spring Coordinating Board meeting to the last spring Coordinating Board meeting of the following year.
- B. Coordinators shall serve from three weeks prior to the first day of the fall semester classes, or as determined by the President, UPC Graduate Assistant, and UPC advisor through the last spring semester Coordinating Board meeting.

**ARTICLE IV. QUALIFICATIONS**

**Section 1:**

To be qualified for the office of PRESIDENT the candidate must:

- A. Have held a UPC Coordinator position or a leadership position in a University organization and have demonstrated programming and leadership experience.
- B. Be currently enrolled in and complete at least 12 undergraduate credit or 9 graduate credit hours, and provide verification of UNC enrollment for the fall term.

- C. Be in good standing on a per term basis with UNC and maintain a cumulative grade point average of 2.5 on a 4.0 scale.
- D. Maintain a minimum of 20 hours per week between UPC office hours and events.
- E. If the semester G.P.A. is below a 2.5, the UPC President will be placed on automatic probation.

**Section 2:**

To be qualified for a position as Coordinator, the candidate must:

- A. Have demonstrated leadership ability.
- B. Be currently enrolled in and complete at least 12 undergraduate credit or 9 graduate credit hours, and provide verification of UNC enrollment for the fall term.
- C. Be in good academic standing on a per term basis with UNC and maintain a cumulative grade point average of 2.5 on a 4.0 scale.
- D. Maintain a minimum of 14 hours per week between UPC office hours and events.
- E. If the semester G.P.A. is below a 2.5, the Coordinator will be placed on automatic probation.

**Section 3:**

To be an advisor to the University Program Council, the candidate must be a professional staff member of the Student Activities Office or a designated Graduate Assistant.

**ARTICLE V. SELECTIONS**

**Section 1:**

Criteria, application forms, and interview process shall be outlined and defined in the UPC Policies and Procedures.

**Section 2:**

The selection of the UPC President and The Coordinating Board will take place during the spring semester.

- A. Positions not filled during the Spring Term shall be filled by appointment or selection process of the Coordinating Board and approved by a 2/3 vote during a closed UPC session.

**Section 3:**

It shall be the responsibility of the current UPC President and Public Relations Coordinator to advertise the selection dates, deadlines, and application process as determined by the recruitment process established with advice from the UPC Advisor.

**Section 4:**

The selection committee will consist of one coordinator, one support authority, and at least one student at large. Others may be added as necessary.

**Section 5:**

During the selection process the committee will select an overall alternate candidate. The alternate candidate will be offered a UPC position in the event that a position is vacated during the following year.

**ARTICLE VI. VACANCIES**

**Section 1:**

If a position becomes vacant, the method of replacement shall be through contacting and appointing the designated alternate. If the alternate is unable to fill the position, the position is to be filled through the interview process and appointment by the Coordinating Board.

**Section 2:**

A voting member who wishes to resign must give two weeks notice in writing to the Coordinating Board. Payment of the coordinator's stipend will be prorated according to the number of days worked that month.

**ARTICLE VII. PROBATION AND REMOVAL**

**Section 1:**

If a Coordinating Board member is not fulfilling responsibilities of the position as stated in the UPC Constitution, Policies, Procedures, Guidelines, and Coordinating Board Member Agreement, the Coordinating Board will place them on probation.

A. Terms of probation shall be decided by the Coordinating Board, in a closed session, and given in writing to the Coordinator.

**Section 2:**

If any member of the Coordinating Board is not fulfilling the responsibilities of the position, as stated in the UPC Constitution, Policies, Procedures, and Guidelines, and Coordinator Board Agreement, any UPC member may bring the matter to the attention of the UPC Coordinating Board, in a closed UPC session, for investigation. A thorough investigation of the charges will then be made. If necessary the Coordinating Board, in a closed session, will make recommendations for needed improvement for the person in the position.

**Section 3:**

Just cause for bringing a removal petition to the Coordinating Board shall be:

- A. Deliberate violation of or disregard for any part of the UPC Constitution, Policies, Procedures, and Guidelines, and Coordinating Board Member Agreement.
- B. Failure to maintain a standard of conduct that is exemplary of a student leader.
- C. Mismanagement or embezzlement of UPC funds.
- D. Failure to perform any of the responsibilities of the position as listed in the Constitution, Policies, Procedures, and Guidelines or Coordinating Board Member Agreement.

**Section 4:**

Any Coordinating Board voting member shall be automatically dismissed if one of the following conditions occurs:

- A. Failure to be enrolled and pay fees as a student of UNC or failure to maintain the academic standards required for application.
- B. The individual has more than TWO unexcused absences from the Coordinating Board meetings or other mandatory meetings, including training, during their term of office. Excused absences are determined by the Coordinating Board and tracked by the UPC Public Relations Coordinator.
- C. Failure to perform job duties as outlined in the Constitution, Policies, Procedures, and Guidelines, Coordinating Board Member Agreement or as outlined by the Advisor.
- D. There is evidence of consumption of alcohol and/or illegal substances before or during an event.

**ARTICLE VIII. FINANCES**

**Section 1:**

The fiscal year shall be the budgetary period from July 1 to June 30.

**Section 2:**

It shall be the duty of the Coordinators to monitor committee funds and to make weekly budget reports to the President.

- A. All Coordinators will be responsible for creating a financial notebook. This notebook shall contain all expenditures regarding UPC monies.

**Section 3:**

No UPC monies will be spent on alcoholic beverages.

**Section 4:**

The University Center Business Office will process all monies to and from the UPC accounts.

**Section 5:**

Signature authority for the UPC accounts will rest with the UPC Advisor.

## **ARTICLE IX. POLICIES, PROCEDURES, AND GUIDELINES**

### **Section 1:**

When consistent with the Constitution, Bylaws may be adopted and amended by a 2/3 vote of the entire Coordinating Board. The President shall present all proposed Bylaws to the Council, who, shall table the vote until the next meeting.

## **ARTICLE X. AMENDMENTS**

### **Section 1: Constitution**

- A. The power to amend and repeal this Constitution or any part thereof rests in the Coordinating Board.
- B. This power shall not be exercised except by a unanimous vote of the entire Coordinating Board.
- C. Amendments may not be voted upon at the same meeting at which they are presented.

### **Section 2: Policies, Procedures, and Guidelines**

- A. The power to amend and repeal the Policies, Procedures, and Guidelines or any part thereof, rests in the Coordinating Board.
- B. This power shall not be exercised except by a 2/3 vote of the entire Coordinating Board.
- C. Amendments may not be voted upon at the same meeting at which they are presented.

## **UPC POLICIES, PROCEDURES, and GUIDELINES**

### **ARTICLE I. COORDINATING BOARD POLICIES, PROCEDURES, AND GUIDELINES**

#### **I. PRESIDENT AUTHORITY AND RESPONSIBILITIES**

##### **Section 1:**

The President of the UPC acts as a guide, resource, and motivator for the Coordinating Board.

##### **Section 2:**

The President of the UPC shall have the following authority:

- A. To chair, plan, and attend weekly Coordinating Board Meetings.
- B. Organize all committees in maintaining a balanced programming calendar of events.
- C. To supervise the UPC Coordinating Board members through an established weekly one-on-one meeting, with the advise and support of the UPC Advisors.

1. During these weekly sessions, the President and Coordinating Board member will review upcoming events, program evaluations, the Coordinator's budget, paperwork for accuracy, and any other details that may be presented.
- D. May appoint an assistant or assistants to aid in any area deemed necessary, subject to majority approval of the Coordinating Board.
- E. Review the UPC budget for the coming year with the UPC Advisor, and assist in the presentation of the budget to the Student Fee Allocation Process Committee for discussion and review.

### **Section 3:**

The President of the UPC shall have the following responsibilities:

- A. Maintain a minimum of 20 hours per week between UPC office hours and events. (At least half of these hours must be during the standard business day.)
- B. To be thoroughly familiar with, implement and uphold the UPC Constitution, Policies, Procedures, and Guidelines, Coordinating Board Member Agreement, and working procedures and policies.
- C. To sign and abide by the UPC Coordinating Board Member Agreement.
- D. Attend all training workshops and required events (Welcome Week, Homecoming, Family & Friends Weekend, Spring Fest, etc.).
- E. Attend all UPC events as needed.
- F. To be responsible for wisely spending Student Activity fees and be accountable to the student body for all expenditures of those monies.
  1. Create a financial notebook to include all expenditures and matters regarding Committee monies.
- G. Assist the Public Relations Coordinator in the coordination and promotion of the selection process for the UPC Board.
  1. To be a voting member of the UPC Selection Committee.

## **II. COORDINATOR RESPONSIBILITIES**

### **Section 1:**

All Committee Chairs shall have the following responsibilities:

- A. Maintain a minimum of 14 hours per week between UPC office hours and events. (At least half of these hours must be during the standard business day.)
- B. To be thoroughly familiar with, implement and uphold the UPC Constitution, Policies, Procedures, Guidelines, Coordinating Board Member Agreement, Student Activities and University policies and procedures.
- C. To sign and abide by the UPC Coordinating Board Member Agreement.
- D. Attend all regular and special meetings of the Coordinating Board and to serve as a voting member.
- E. Attend all training workshops and any additional required events (Welcome Week, Homecoming, Family and Friends Weekend, Spring Fest, etc.).
- F. Attend all UPC events as needed.
- G. Work directly with the Public Relations Coordinator to recruit and maintain an available and diverse group of volunteers/members for each Committee.

1. Actively recruit and train new Committee members.
- H. To be responsible for wisely spending Student Activity fees and be accountable to the student body for all expenditures of those monies.
  1. Create a financial notebook to include all expenditures and matters regarding Committee monies.
- I. Establish a weekly meeting time with the UPC President.
- J. Establish a weekly meeting time with the designated Advisor.
- K. Complete and submit required administrative work (e.g. paperwork) by the deadlines.
- L. Coordinate ticket sales with the UPC Advisor and the UNC Ticket Office Manager.
- M. Effectively market UPC events to UNC campus community as outlined in the UPC marketing plan.
- N. Review contracts and rider requirements with Advisor.
- O. Redistribution of committee responsibilities to current UPC committee chairs will occur if vacancies occur on the UPC Coordinating Board.

### **III. SPECIFIC AUTHORITY GIVEN TO EACH COORDINATOR**

#### **A. ARTS & ENTERTAINMENT COORDINATOR AUTHORITY**

##### **Section 1:**

The Arts & Entertainment Coordinator shall program events that include, but are not limited to concerts, art shows, and events oriented towards the performing and visual arts.

##### **Section 2:**

The Arts & Entertainment Coordinator shall have the following authority:

- A. Preside over regular meetings of the Arts & Entertainment Committee and vote in the case of a tie.
- B. Plan and execute one large-scale concert each semester as directed
  1. Consult with surrounding universities and colleges to research entertainment trends in Colorado and surrounding areas.
  2. Research the possibility of working with a middle agent as a means of obtaining the best act for the best price.
- C. Plan and execute performing or visual arts events as determined by the Coordinating Board.

#### **B. TRADITIONAL EVENTS COORDINATOR AUTHORITY**

##### **Section 1:**

The Traditional Events Coordinator shall coordinate traditional University events such as Homecoming, Fall and Winter Welcome Weeks, Family and Friends Weekend, and Spring Fest.

**Section 2:**

The Traditional Events Coordinator shall have the following authority:

- A. Preside over regular meetings of the Traditional Events Committee and vote in the case of a tie.
- B. Plan and execute Homecoming Week activities.
  - 1. Develop Homecoming activities schedule in conjunction with the UPC Advisor.
  - 2. Work with the Coordinating Board, volunteers, and Alumni Office in selecting a Homecoming theme in a timely manner.
  - 3. Select Homecoming design element after consultation with appropriate graphic designers.
  - 4. Communicate to the Coordinating Board and volunteers of all events relating to Homecoming to ensure they are present at all events.
- C. Develop Fall & Winter Welcome Week activities schedule in conjunction with UPC Advisor.
- D. Develop Family & Friends Weekend activities schedule in conjunction with the UPC Advisor.
- E. Plan and execute other event(s) as determined by the Coordinating Board.

**C. DIVERSE PROGRAMS COORDINATOR AUTHORITY****Section 1:**

The Diverse Programs Coordinator shall present programs of educational and/or entertaining value with the primary goal being to inform and raise awareness (i.e. issues of a political, social, national, local, or controversial nature).

**Section 2:**

The Diverse Programs Coordinator shall have the following authority:

- A. Preside over regular meetings of the Diverse Programs Committee and vote in the case of a tie.
- B. Plan and execute one or two large-scale speaker(s)/event(s) each year depending on budget.
  - 1. Consult with surrounding universities and colleges to research entertainment trends in Colorado and surrounding areas.
  - 2. Research the possibility of working with a middle agent as a means of obtaining the best act for the best price.
- C. Produce an International Week involvement for UPC.
- D. Develop a semester lecture series or other semester series involving faculty and/or staff.
- E. Plan and execute other speaker(s)/event(s) as determined by the Coordinating Board.
- F. Actively seek and establish a solid working relationship with the Cultural Centers, Diversity Council, and other organizations aimed at diverse programming on the UNC campus.

## **D. VARIETY ENTERTAINMENT COORDINATOR AUTHORITY**

### **Section 1:**

The Variety Entertainment Coordinator will program the events that represent the wide variety of student interests.

### **Section 2:**

The Variety Entertainment Coordinator shall have the following authority:

- A. Preside over regular meetings of the Variety Entertainment Committee and vote in the case of a tie.
- B. Plan and execute the UPC Movies each semester.
- C. Develop a semester weekend program series with direction from the UPC Advisor.
- D. Plan and execute other event(s) as determined by the Coordinating Board.
  1. Consult with surrounding universities and colleges to research entertainment trends in Colorado and surrounding areas.
  2. Research the possibility of working with a middle agent as a means of obtaining the best act for the best price.

## **IV. SUPPORT AUTHORITY AND RESPONSIBILITIES**

### **A. PUBLIC RELATIONS COORDINATOR AUTHORITY**

#### **Section 1:**

The Public Relations Coordinator shall focus on outreach, recruitment, and the Volunteer Incentive Program.

#### **Section 2:**

The Public Relations Coordinator shall have the following authority:

- A. Preside over regular meetings of the Public Relations Committee and vote in the case of a tie.
- B. Develop a plan for outreach with the UPC President and UPC Advisors.
  1. Represent UPC, or arrange representation, to other campus departments including Cultural Centers, Residence Life, and other campus departments as determined by the Coordinating Board.
  2. Represent UPC, or arrange representation, at other campus organization meetings including RHA, SRC, Panhellenic, IFC, and other organizations as determined by the Coordinating Board.
- C. Coordinate the recruitment process for UPC with the assistance of the UPC President and UPC Advisors.
- D. Coordinate the Volunteer Incentive Program.
  1. Focus given to recruitment, recognition and generating enthusiasm.
- E. Develop and produce general UPC marketing tools (e.g. web, print, phone, brochures, etc.).
- F. Plan and execute event(s) for UPC and UPC Volunteers as determined by the Coordinating Board.

- G. Conduct a representative survey to accurately determine student interest for performers.

## **B. PRODUCTION MANAGER**

### **Section 1:**

The Production Manager will be responsible for coordinating all production aspects at requested UPC and UPC Co-Sponsored events.

### **Section 2:**

The Production Manager shall have the following authority:

- A. Recruit, lead, and oversee the technical crew on all aspects of production.
- B. Hire technical assistance when necessary, with the approval of the UPC Advisor.
- C. Maintain and update the UPC equipment.
  - 1. Conduct a yearly review of UPC equipment and replace or fix any necessary problems.
  - 2. Research the companies available in Colorado that have the necessary equipment for large-scale concerts and other UPC needs.

### **Section 3:**

The Production Manager shall have the following responsibilities:

- A. Arrange and maintain office hours as agreed upon with the UPC Advisor.
  - 1. The Production Manager is expected to be present from load in to load out on the day of concerts.
- B. To be thoroughly familiar with, implement, and uphold the UPC Constitution, Policies, Procedures, and Guidelines, Coordinating Board Member Agreement, and working procedures and policies.
- C. To sign and abide by the UPC Coordinating Board Member Agreement
- D. Attend regular and special meetings of the Coordinating Board.
- E. Attend all training workshops.
- F. Establish a time with the designated UPC Advisor for one-on-one meetings.
- G. Set up and removal of all equipment used at any UPC event.
- H. Conduct training with the Coordinating Board so all are familiar with the equipment.
- I. Develop and/or maintain the UPC equipment rental program.

## **ARTICLE II. ADVISOR AUTHORITY AND RESPONSIBILITIES**

### **Section 1:**

The UPC Advisor, the UPC Professional Staff Advisor, shall fulfill the following:

- A. Work closely with the University Program Council to ensure Student Activities expectations are being met.

1. Will work with the President in establishing a weekly meeting time for the Coordinating Board.
2. Will establish weekly one-on-ones with Coordinating Board members.
- B. Attend all meetings and appropriately designated programs of the UPC Coordinating Board.
- C. To be thoroughly familiar with the UPC Constitution, Policies, Procedures, and Guidelines, Coordinating Board Member Agreement and working procedures and policies.
- D. To assist the Coordinating Board in implementing the UPC Constitution, Policies, Procedures, and Guidelines, and Coordinating Board Member Agreements.
- E. To evaluate the UPC President and assist the UPC President with the evaluation of the remaining members of the Coordinating Board.
- F. To assist in the planning, development, and evaluation of leadership workshops for the UPC members.
- G. Chair the UPC Selection Committee (voting only in the case of a tie).
- H. To oversee the financial activity of UPC including budget review, revenue forecasts, and committee expenditures.
- I. Oversee UPC proposals and presentations in the student fee allocation process.
- J. To coordinate contracts for talent booked by the committees.

**Section 2:**

The Graduate Assistant shall fulfill the following:

- A. Work closely with the University Program Council to ensure Student Activity expectations are being met.
  1. Will work with the President in establishing a weekly meeting time for the Coordinating Board.
  2. Will establish weekly one-on-ones with Coordinating Board members.
- B. Attend all meetings and appropriately designated programs of the UPC Coordinating Board.
- C. To be thoroughly familiar with the UPC Constitution, Policies, Procedures, and Guidelines, Coordinating Board Member Agreement, and working procedures and policies.
- D. To assist the Coordinating Board in implementing the UPC Constitution, Policies, Procedures, and Guidelines, and Coordinating Board Member Agreement-
- E. To assist the UPC Advisor in evaluation of the UPC President and assist the UPC President with the evaluation of the remaining members of the Coordinating Board. To assist in the planning, development, and evaluation of leadership workshops for the UPC members.
- F. The Graduate Assistant shall be a voting member on the UPC Selection Committee.

## **ARTICLE III. MEETING POLICIES**

### **Section 1:**

The Coordinating Board shall conduct business only when quorum is present.

### **Section 2:**

Coordinating Board Meetings will be held at a time agreed upon by all of UPC and shall be open to the public.

### **Section 3:**

Volunteers will be encouraged to attend as non-voting members in order to increase the student involvement with UPC decisions.

## **ARTICLE IV. SELECTION PROCEDURES**

### **Section 1:**

The selection process shall be reviewed and updated by the UPC Executive Council before the end of December of each academic year.

### **Section 2:**

The Selection Process will be in the spring semester, as determined by the Coordinating Board.

### **Section 3:**

Coordinating Board members wishing to return must reapply and be selected from the pool which includes all potential candidates from the selection process.

### **Section 4:**

The Selection Committee will consist of the following members:

- A. One UPC Coordinator & One UPC Support Authority
- B. UPC Graduate Assistant
- C. One student at large
- D. UPC Advisor (non-voting Chair of Committee)
- E. Incoming UPC President (will join committee for Coordinator selections)
- F. Others as determined by the UPC Coordinating Board.

### **Section 5:**

The Selection Process will include:

- A. Public notification of positions, job descriptions, and qualifications, to be completed by the Public Relations Coordinator in the timeline directed by the Coordinating Board.
- B. An application form approved by the Coordinating Board.
- C. An interview with the Selection Committee.

1. Candidates must meet the qualifications listed in the UPC Constitution before being interviewed.

**Section 6:**

The promotion of the selections shall be the responsibility of the Public Relations Coordinator and shall be funded out of the Administrative Operations budget.

**Section 7:**

All actions of the Selection Committee and the selection process will follow guidelines of equal opportunity and affirmative action. It is preferable to have the SRC AAEO Facilitator sit on the selection committee.

**Section 8:**

The Selection Committee shall meet prior to selections to unanimously decide on a slate of questions to ask the candidates.

**Section 9:**

If the candidate agrees, the interview may be tape recorded to assist the Selection Committee in the review of the candidate.

**Section 10:**

The Selection Committee will be responsible for creating a rating/evaluation sheet for their use during the interview.

**Section 11:**

The Selection Committee will use the application form and the rating sheet in making their final decisions for positions.

**Section 12:**

All records of the Selection Committee and their comments will be kept on file, and remain in confidence, in the Student Activities Office for a period of one year. Interview tapes shall also be kept on file for one year.

**Section 13:**

The decision of the Selection Committee is final.

**ARTICLE V. TRAVEL POLICIES**

**Section 1:**

The UPC Advisor shall approve any workshops or conferences and the number of delegates that will represent the University Program Council at these activities.

**Section 2:**

UPC shall send representation to a campus activities conference every year.

- A. Only UPC Coordinating Board members will be eligible for financial support of attendance.

**Section 3:**

The procedure for the selection of the delegation to any conferences is left to the majority vote of the Coordinating Board.

**Section 4:**

Alcohol consumption at any UPC event on travel is prohibited.

**ARTICLE V. BOX OFFICE POLICY, ADMISSION, AND TICKETING GUIDELINES**

**I. Admissions**

**Section 1:**

Any free UPC event, with limited seating shall adhere to the following priorities for admission.

- A. University of Northern Colorado students, with valid ID cards shall be admitted on a first-come, first-served basis.
- B. Faculty and general public may be required to wait from five to fifteen minutes prior to the beginning of an event to gain admission provided ample space is available.

**Section 2:**

If the UPC shares the charges for an event with another organization, admission policies should be mutually agreed upon prior to the event. In the case where a grant helps fund an event, general public should be admitted. The committee responsible for the event should decide the option of priority admission for students.

**Section 3:**

Any UPC event that sells tickets shall adhere to the following guidelines:

- A. The committee sponsoring an event shall establish admission prices, to be approved by the Coordinating Board. All rates will be approved prior to ticket sales.
- B. UNC students shall receive a reduced rate due to UNC student fees funding UPC.
- C. Students attending other universities or high schools, groups, senior citizens, or children may receive a reduced rate at the discretion of the sponsoring committee and the Coordinating board.

**Section 4:**

UPC shall provide accommodations for persons with disabilities at UPC sponsored events.

## **II. Box Office Policy**

### **Section 1:**

All sales of any article involving UPC income shall be handled through the UNC Ticket Office in the University Center. The Director of the University Center, and UPC Advisor must approve any exception of this rule.

### **Section 2:**

The UNC Ticket Office, or ticket sales representative, shall be open one hour before a UPC event and remain open at least one half hour after the event begins, or as directed by the UPC Advisor.

### **Section 3:**

Arrangements for special box office needs must be approved by the UPC Advisor.

## **III. Complimentary Ticket Policy**

### **Section 1:**

All Coordinating Board members shall receive complimentary tickets for UPC events. Coordinators can request complimentary tickets for committee members. Complimentary tickets will be dispensed at the discretion of UPC Coordinating Board members and Advisors.

## **ARTICLE VI. CONTRACT AND RIDER REQUIREMENTS**

### **Section 1:**

No UPC member has the authority to enter into or alter a contract at any time.

### **Section 2:**

The UPC Advisor must coordinate all contracts.

## **ARTICLE VII. CO-SPONSORSHIP GUIDELINES AND PROCEDURES**

### **Section 1:**

It is UPC's responsibility to sponsor educational and entertaining programs for the student body at UNC. Limited co-sponsorships may be available at the discretion of the Coordinating Board and UPC Advisor.

- A. Co-sponsorship is defined as any financial or technical equipment commitment by UPC or an outside group to assist in producing or promoting a UPC event.
- B. All UPC co-sponsorships will follow all UPC guidelines and procedures.
- C. A UPC representative shall meet with a representative of the co-sponsoring organization to discuss all details of the event.
- D. A co-sponsorship agreement will follow the co-sponsorship packet and will be agreed upon in writing.

## **Section 2:**

The other guidelines for all co-sponsorships are as follows:

- A. The event or program must be open to the entire UNC campus and community.
- B. The event or program must be advertised campus wide.
- C. No alcoholic beverages may be purchased with co-sponsorship money.
- D. If food and/or beverages are a major part of the program, the cost of such must be included in the admission price to the event.
- E. The co-sponsoring organization must be in good financial standing with the University.
- F. No money will be used for individual club and organization travel to conferences, workshops, activities, etc.
- G. No UPC money will be used to facilitate or incorporate profit-making for any club or organization. Co-sponsoring organizations should be aware of the fact that UPC programs are to break even and not to make a large profit.
- H. The UPC Coordinating Board and co-sponsoring group will agree upon a complimentary ticket list.
- I. All advertisement mediums including newspaper and radio advertisements, featured stories, flyers, and posters must include the UPC logo, follow standard UPC promotion guidelines, and be approved by the UPC Advisor.

## **ARTICLE VIII. PUBLICITY**

### **Section 1: PROMOTION GUIDELINES**

- A. "UNIVERSITY PROGRAM COUNCIL" shall be printed in all promotion. This includes but is not limited to MIRROR ads, tee shirts, posters, and press releases. Whenever possible, the UPC logo will be included.
- B. University of Northern Colorado shall be printed in promotion items.
- C. The line "UPC is student fee funded" will appear whenever possible.
- D. The UPC Advisor or the Graduate Assistant must approve all publicity.
- E. All co-sponsorships will use these standard guidelines.

### **Section 2: THE MIRROR**

- A. The UPC President shall have the option to secure an advertising contract with the Mirror, with input from the UPC Advisor.
- B. It shall be the responsibility of each Coordinator to work with the Public Relations Coordinator to arrange advertising for each committee event.

### **Section 3:**

Two copies of all printed promotional material shall be given to the following:

- UPC Advisor for event file
- UPC Graduate Assistant for publicity notebook
- Coordinator for event file

**Section 4:**

**PRESS RELEASES**

A press release should be completed for all major events, as directed by UPC Advisors.

- A. Distribute the information to the UNC Publications Office requesting distribution to a wide variety of sources.
- B. A press release should be sent to the Greeley Tribune and any other outlet as directed by UPC Advisors.
- C. If an event is canceled, a program information update shall be submitted to each for notification.

**Section 5:**

No UPC money shall go toward the purchase of any alcohol. However, if alcohol will be served at a UPC event, the following will appear on all promotion material: "UPC Encourages the Responsible Use of Alcohol."

**Section 6:**

Promotional materials will be distributed in accordance with University policies; no writing on sidewalks, approval of flyers and poster in halls, etc.

**ARTICLE IX. TECHNICAL EQUIPMENT RENTAL POLICY**

The University Program Council owns and operates a wide variety of technical equipment to be used for various programming purposes. In order to insure the protection of this equipment, renting organizations must adhere to the following guidelines:

**Section 1:**

The organization renting the equipment must be a University of Northern Colorado chartered student club or organization, a University department, or an established Greeley business or organization. UNC chartered organizations will be given priority on all rentals. If special circumstances should arise, where a group or individual who does not fall under one of the categories listed above wishes to rent equipment, the UPC Coordinating Board reserves the right to vote whether or not to rent to such persons. This decision will be determined by a three-fourths majority approval at a regular UPC Board meeting.

**Section 2:**

Requests for use of technical equipment must be presented and approved by the UPC Production Manager a minimum of two (2) weeks in advance of the event. In addition, the UPC Production Manager must be provided with complex specifications (lighting, sound, etc.) a minimum of three (3) weeks before the requested date, and simple specifications a minimum of seven (7) days before the requested date. A check list of everything needed for the rental request can be obtained from the Production Manager.

**Section 3:**

Upon approval of the UPC Production Manager and/or the UPC Coordinating Board, the renting organization will be required to sign the Technical Equipment Rental Agreement and submit it to the Production Manager before the equipment may be used.

**Section 4: MOVING, LOAD-IN, AND LOAD-OUT**

UPC will provide personnel and transportation for the equipment, load-in, operation, and load-out at an additional cost of ten dollars (\$10) per hour, per person. A minimum of two (2) people are required for most load-ins and load-outs. Normally only one person will be needed to operate the equipment. These operations will be overseen by the UPC Production Manager. The additional cost will appear on the bill for payment. Only an estimate of time can be given ahead of time upon request, not a quote. The renting organization may provide its own people if and only if they are proven competent and have knowledge of the equipment. Arrangements for equipment rental must be made two (2) weeks in advance. If notice is not given at least two (2) weeks in advance or if the equipment is needed in an emergency, the renting organization is subject to an additional charge. This charge is non-refundable.

**Section 5:**

Events that are cancelled within two (2) weeks of the event date will be charged a cancellation fee. The cancellation fee will consist of the total charge for labor plus a percentage of the total equipment rental charge.

**Section 6:**

Organizations renting equipment from the UPC must provide a safe storage area for the rented equipment for the duration of the rental. Any equipment that is lost or stolen during the duration of the rental is the financial responsibility of the renting organization. Any damage done to the equipment, by no fault of UPC employees, is the financial responsibility of the renting organizations. Normal wear is expected.

**Section 7:**

The renting organization is responsible for providing ample power relatively near the equipment. If the above is not available, a qualified electrician is required to perform the installation, temporary or permanent. An electrician may be provided upon request to UNC organizations.

**Section 8:**

When a rental requires a cable run, the renting organization will need to provide sufficient carpet or other such covering for cables crossing the floor. This is the fire code for UNC.

**Section 9:**

The outdoor use of equipment must be approved by the UPC Production Manager, no exceptions.

**Section 10:**

The organization renting the equipment shall assume all responsibility and liability of the equipment while it is in their use. Normal wear is expected. Any damage beyond that shall be at the expense of the organization. Should damage occur, the renting organization must immediately inform the UPC Production Manager who will decide on the necessary actions to be taken. Damage that requires repair or replacement must be repaired or replaced by the renting organization within thirty (30) days of the event.

**Section 11:**

Should any of the equipment become unusable due to the actions of the renting organization, it shall be agreed that the renting organization will pay for the rental of any equipment as requested by contract for other rentals or UPC events occurring while the equipment is inoperable.

**Section 12:**

The renting organization shall agree to hold the UPC harmless from liability for injury to any person or property that may occur at the event including, but not limited to: electrical shock, falling objects, or equipment malfunction. The renting organization will agree to insure against liability to any persons in attendance of the event and to assume full responsibility for any claim for damage to person or property.

**Section 13:**

The UPC shall assume responsibility for any damages that are the result of UPC personnel.

**Section 14:**

A guarantee of payment for the use of equipment must be received within thirty (30 days) of the event.

**Section 15:**

Payments will be deposited into the UPC Arts & Entertainment revenue account.

**Section 16:**

The UPC Production Manager has final authority in approving all technical equipment rental requests and reserves the right to refuse any request.

**Section 17:**

The Technical Equipment Rental Information Sheet becomes an integral and binding part of this contract.

## **ARTICLE X. PAYMENT OF TECHNICAL CREW**

### **Section 1:**

In order to be eligible for payment, a person must:

- A. Be a currently enrolled UNC student,
- B. Obtain a work authorization.

### **Section 2:**

Priority order for working at UPC show, for payment, shall be regular technical crew members, then UPC committee members.

### **Section 3:**

The UPC Production Manager shall have final say regarding who is on the crew.

### **Section 4:**

Payment will be subject to UNC policy. Payment for employees will come from the Arts & Entertainment revenue account.

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