

CONSTITUTION OF ENTERTAINMENT UNLIMITED
REVISED MARCH 17, 2008

Article I. Name The name of the organization, established in 1973, shall be Entertainment Unlimited, hereafter known as E.U.

Article II. Purpose The purpose of E.U. shall be two-fold:

Section 2.01 E.U. shall provide social, recreational, cultural, and entertaining programming to Ferris State University and the surrounding community.

Section 2.02 E.U. shall provide its members with opportunities for leadership development and personal and professional growth through participation in its committees, programs, and activities.

Article III. E.U. Professional and Campus Affiliations

Section 3.01 E.U. shall be a member of the National Association of Campus Activities, hereafter known as NACA.

Article IV. Membership

Section 4.01 Eligibility: Membership in E.U. shall be open to any currently enrolled Ferris State University student in good standing (2.0 Cumulative Grade Point Average and no current judicial sanctions) without regard to race, religion, sex, sexual orientation, handicap, marital status, political persuasion, or national origin.

Section 4.02 Active Membership: A student shall be considered an active member of E.U. upon completion of the following:

- (a) Complete an informational card with current address, phone number, and e-mail address.
- (b) Attend a minimum of three consecutive meetings during the first semester of involvement.
- (c) Volunteer a minimum of 10 hours of participation at events and/or designated committee activities, particularly set-up and breakdown of all major events in which E.U. is the primary sponsor. Hours may also be completed through promotion of E.U. events (i.e. passing out pluggers).
- (d) To maintain active status, a member must attend a minimum of 75% of E.U. meetings per semester and continued involvement with committees and event participation.
- (e) Any requirements for active membership may be waived by a majority of

the E.U. officers, as they deem necessary, or by executive decision of the President with Advisor approval.

- (f)The Executive Board of E.U. shall consist of the following: President, Vice President of Programming, and Vice President of Internal Affairs, as stated in Article V, section 5.01, and Coordinators as stated in Article VII, section 7.01, and Advisors as stated in Article VI, section 6.01.

Section 4.03 General Membership: A student shall be considered a general member of E.U. upon completion of the following:

- (a)Completion of a Commitment Contract, for the purpose of providing volunteer services to E.U.

Article V. Officers

Section 5.01 E.U. officers shall consist of a: President, Vice President of Programming, Vice President of Internal Affairs, and Advisors as ex-officio members.

- (a)Each officer shall have the following general responsibilities along with specific responsibilities to their office:
- (1)Attend weekly E.U. General Assembly meetings.
 - (2)Attend regular Executive Board meetings as scheduled by the President.
 - (3)Schedule and serve five office hours per week.
 - (4)Operate within a budget provided by the Finance Division and the University.
 - (5)Volunteer for, support, attend, and promote all E.U. programs and events.
 - (6)Actively recruit new members throughout the year.
 - (7)Create, update, and maintain an officer manual and event files.
- (b)President: The President shall serve as the executive officer of E.U. In this capacity, the President is responsible for the efficient operation and organization of the entire membership. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT ARE:
- (1)Conduct all E.U. meetings, including General Assembly meetings and Executive Board meetings.
 - (2)Oversee overall operations of the board, including programs and activities.
 - (3)Coordinate and implement Officer and Coordinator selection processes with the Vice President of Internal Affairs.
 - (4)Supervise E.U. office staff.

- (5) Maintain open channels of communication between the Director of Student Leadership & Activities, the Student Activities Coordinator, and the University community, including the Music Industry Management Association, Student Government of Ferris State University, the Residence Hall Association, the Student Homecoming Committee, the Rankin Student Center, and the Office of Multicultural Student Services.
- (6) Supervise the Vice President of Programming, the Vice President of Internal Affairs, and the Special Events Coordinator and conduct regularly scheduled meetings with the Coordinators.

(c) Vice President of Programming: The Vice President of Programming of E.U. shall coordinate the marketing and promotions and programming activities of E.U. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT OF PROGRAMMING ARE:

- (1) Assume the duties of the President in her/his absence or should the President be unable to fulfill her/his obligations.
- (2) Supervise the Programming, Publicity, and Advertising Coordinators and conduct regularly scheduled meetings with each coordinator.
- (3) Be the liaison for all programming event contracts between EU and the professional staff members of Student Leadership & Activities.
- (4) Implement and coordinate a year-long E.U. marketing campaign.
- (5) Coordinate event surveys at each event and input into an Excel spreadsheet to be analyzed.

(d) Vice President of Internal Affairs: The Vice President of Internal Affairs of E.U. shall coordinate the membership functions of E.U. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT OF PROGRAMMING ARE:

- (1) Supervise the Recruitment & Retention, Communication & Co-Sponsorship, and Finance Coordinators and conduct regularly scheduled meetings with each coordinator.
- (2) Assist in the training and development of E.U. officers and coordinators.
- (3) Supervise and/or execute all grant requests via the Finance Committee of SGFSU, event evaluations and departmental monetary requests for programming.
- (4) Maintain all EU documents, including, but not limited to the EU Constitution.
- (5) Report volunteer hours for E.U. through the Volunteer Center website.

(6) Create a Five-Star binder showcasing our events and volunteers efforts throughout the year.

Section 5.02 Selection: All candidates for Officer positions shall meet the eligibility requirements described in Article IV, Section 4.01. All candidates shall follow an application process to include, but not limited to, an application and interviews by current E.U. Officers, Coordinators, Advisor(s), and/or equal parts current E.U. Eboard Members and Ferris State University Staff. A candidate shall be selected by a three-fourths (3/4) vote of the selection committee.

Section 5.03 Selection Process: Officer selection should consist of two levels of scrutiny. Phase I of selection shall include initial screen of applicants to verify the academic and class standing qualifications of all candidates. Phase II of selection shall consist of a committee of a minimum of five active members, to include current E.U. Officers not seeking reappointment, and one Advisor, who shall serve in an ex-officio manner. All committee members, with the exception of the Advisor, shall have voting privileges. The Advisor(s) must approve all appointments.

Section 5.04 Term of Office: Officers shall serve a one-year term, beginning May 1 and concluding at the end of the following Spring Semester, April 30. Officers shall participate in a training program in the month prior to the start of their term of office. Officers may reapply for their position at the beginning of the selection process.

Article VI. Advisors

The Director of Student Leadership and Activities and the Student Activities Coordinator shall serve as ex-officio members of E.U.

Article VII. Coordinators

Section 7.01 E.U. Coordinators shall consist of the following: Programming, Publicity, Advertising, Communication & Co-Sponsorship, Special Events, and Recruitment & Retention, and Finance.

Section 7.02 Each Coordinator shall have the following general responsibilities along with specific responsibilities to the area:

(a) General Responsibilities

- (1) Attend weekly E.U. General Assembly meetings.
- (2) Attend regular Executive Board meetings as scheduled by the President.

- (3) Meet regularly with designated supervisory officer.
- (4) Schedule and conduct at least two committee meetings per month.
- (5) Serve three office hours per week.
- (6) Operate committee activities within a budget provided by the Finance Coordinator.
- (7) Volunteer for, and support, other committee programs and events.
- (8) Actively recruit new members throughout the year.
- (9) Create, update, and maintain a coordinator manual and event files.

(b) Specific Responsibilities

(1) Communications & Co-Sponsorship Coordinator: The Communications & Co-Sponsorship Coordinator is responsible for increasing the amount of programming presented at least in part by E.U., and assisting the Programming and Special Events Coordinators with identifying and securing event co-sponsors. And, maintaining all communication within Entertainment Unlimited and all organizations and departments outside of E.U.

DUTIES AND RESPONSIBILITIES OF THE CO-SPONSORSHIP COORDINATOR ARE:

- i. Coordinate the involvement of E.U. members in co-sponsored events.
- ii. Regularly speak at meetings of other student organizations to promote co-sponsorship opportunities with E.U.
- iii. Collaborate with various University departments and committees on campus programming opportunities.
- iv. To train, schedule, and supervise any required student volunteers at any cash-collecting event.
- v. To maintain and update, as necessary, the E.U. Member Address and Phone Directory.
- vi. To record and distribute all Entertainment Unlimited meeting minutes by the following General Assembly meeting.
- vii. To create, publish, and administer to all Hall Directors, Resident Assistants, Registered Student Organization presidents, and Student Affairs staff an external newsletter once per semester.
- viii. Keep a record of General Member hours and attendance

(2) Programming: The Programming Coordinators are responsible for enhancing student life through entertaining and informative campus events throughout the week. DUTIES AND RESPONSIBILITIES OF THE PROGRAMMING COORDINATORS ARE:

- i. Plan and implement at least 8 events per semester (an average of two programs per month).
- ii. Plan, coordinate, and implement annual series programs, including the EU Comedy Series & / or novelty, movie, music or variety show events.
- iii. Plan at least one big screen movie per semester.
- iv. Work with University departments and other student organizations to plan events that coincide with other programs (Welcome Week, Homecoming Week, Career Services programs, Office of Multicultural Student Services Programs, Arts & Lectures events, Student Recreational Programs, etc.)

(3) Publicity: The Publicity Coordinator is responsible for increasing awareness and attendance at Entertainment Unlimited events.

DUTIES AND RESPONSIBILITIES OF THE PUBLICITY COORDINATOR ARE:

- i. Work with the Advertising Coordinator to develop a year-long plan to build student awareness and participation in Entertainment Unlimited and its planned events.
- ii. Produce promotional materials for all events, utilizing University Graphic Artist and University Printing when necessary.
- iii. Coordinate volunteers & supplies for all Atrium tables for event promotion.
- iv. Serve as the organization's delegated Booker for campus room reservations.
- v. Supervise the maintenance of the EU Web Page.
- vi. Work with University News Service to gain positive publicity for EU and its planned events.

(4) Advertising: The Advertising Coordinator is responsible for increasing awareness and attendance at Entertainment Unlimited events. DUTIES AND RESPONSIBILITIES OF THE PUBLICITY COORDINATOR ARE:

- i. Work with the Publicity Coordinator to develop a year-long plan to build student awareness and participation in Entertainment Unlimited and its planned events.
- ii. Design posters, pluggers, table tents, and the EU display cases. Utilize the copy center when necessary.
- iii. Design and place Torch Ads, other newspaper ads.
- iv. Coordinate any radio advertisements needed.

(5) Recruitment & Retention Coordinator: The Recruitment & Retention Coordinator is responsible for developing and implementing a campaign for the recruitment and retention of the Entertainment Unlimited membership. DUTIES AND RESPONSIBILITIES OF THE RECRUITMENT & RETENTION COORDINATOR ARE:

- ii. Develop a year-long plan to build E.U.'s membership.
- iii. To coordinate and implement EU recruitment events including, but not limited to, Bulldog Bonanza, Winter RSO Fair, and Ferris Fest.
- iv. To welcome and provide information to potential members with a membership packet at all General Membership meetings.
- v. To plan and coordinate one membership special dinner each semester, including contacting speakers relevant to the E.U. membership.
- vi. To develop and implement an activation ceremony for new members who have met active status requirements.
- vii. To plan and implement the E.U. End of the Year Banquet.
- viii. Implement and coordinate a year-long E.U. recruitment campaign.
- ix. Promote and develop retention programs to increase membership and unity.
- x. Work with the Advertising Coordinator to design pluggers for EU member recruitment.

(6) Special Events: The Special Events Coordinator is responsible for enhancing student life through several major campus-wide

events

Primarily sponsored by E.U. DUTIES AND RESPONSIBILITIES OF THE SPECIAL EVENTS COORDINATOR ARE:

- i. Plan and implement at least two major campus-wide events per semester, to include, but not limited to, Welcome Week, and Ferris Fest.
- ii. To act as a liaison between the Homecoming Committee and Entertainment Unlimited.
- iii. Serve as overall chair of Ferris Fest.

(7) Finance Coordinator: The Finance Coordinator of E.U. shall coordinate the financial activities of E.U. DUTIES AND RESPONSIBILITIES OF THE FINANCE COORDINATOR ARE:

- i. Work with the Vice President of Internal Affairs on all event proposals and event evaluations.

- ii. Oversee the balancing of accounts and manage the E.U. budget through a receipt book and a running excel sheet.
- iii. Generate bimonthly reports for review by the E.U. Executive Board and Advisor(s).
- iv. Meet regularly with the Student Activities Assistant to request and review account transactions.
- v. Work with the coordinators to create and approve semester budgets including lists of items and expenses anticipated.
- vi. Serve as the official representative for all budgetary and advisory meetings dealing with E.U.

Section 7.03 Selection: All candidates for Coordinator positions shall meet the eligibility requirements described in Article VI, section 4.01. All candidates shall follow an application process to include, but not limited to, an application and interview by current E.U. officers, officer-selects and Advisor(s), and/or equal parts E.U. E-board and Ferris State University Staff. A candidate shall be selected by a two-thirds (2/3) majority vote of the selection committee.

Section 7.04 Selection Process: An initial screen of applicants is conducted to verify the academic and class standing qualifications of all candidates. Coordinators selection shall consist of a committee of a minimum of five active members, to include E.U. officers, officer-selects, current coordinators not seeking reappointment, and one Advisor, who shall serve in an ex-officio manner. All committee members, with the exception of the Advisor, shall have voting privileges. The Advisor(s) must approve all appointments.

Section 7.05 Term of Office: Coordinators shall serve a one-year term, beginning May 1, and concluding at the end of the following winter semester, April 30. Committee Chairs shall participate in a training program in the month prior to the start of their term of office and may reapply for their position at the beginning of the selection process.

Article VII. Meetings

Section 8.01 General Assembly meetings of E.U. will be held weekly. A regular date and time will be determined by the President and will be announced to the membership by the second meeting of the semester.

Section 8.02 Executive Board meetings of E.U. will be held weekly. The President shall call a meeting of the Executive Board when deemed necessary.

Article IX. Voting

Section 9.01 General Member Voting

- (a) General Members are allowed voting privileges after attending three consecutive meetings and one E.U. event.
- (b) To maintain voting privileges E.U. general members must continue their 10 hours of service and attend 75% of meetings as stated in Section 4.02 of Article IV. Members must also attend 3 events outside of their 10 hours of service as a representative of Entertainment Unlimited.
- (c) If voting requirements are not met, one will have to start over from non-voting member status.

Section 9.02 Quorum: All voting matters will be approved by a majority vote (50% + 1) of the active membership present at any given meeting.

Section 9.03 E.U. Officers shall vote on all matters concerning preliminary budgets, changes to the constitution, co-sponsorship approval, policy, procedures, personnel removal, and all other matters that are necessary to conduct the procedures of E.U.

Section 9.04 The executive board shall vote on awards and any other matters deemed necessary by the President. The President votes in the event of a tie on all matters brought to the active membership.

Article X. Removal from Office and Filling Vacancies

Section 10.01 Grounds for Removal

- (a) Executive Board members may be removed from office for any of the following reasons:
 - (1) Non-performance or neglect of specified assigned duties including, but not limited to the job description.
 - (2) Performance in violation of E.U. constitution, University policy, local, state, or federal regulations.
 - (3) Failure to meeting the eligibility requirements as described in Article IV, Section 4.01.

Section 10.02 Procedures for Removal: Any active member of E.U. may file a written complaint requesting the removal of any Executive Board member based on the above-cited grounds. Complaints shall be referred to officers and the Advisor for action. The President, or the Vice President of Programming in the event that the President is the respondent, and the Advisor shall immediately notify the respondent in writing of the complaint. The President shall conduct a

hearing at the Executive Board meeting, to include officers, coordinators, the Advisor, and respondent, following the respondent's receipt of the letter. A vote shall be taken immediately following the hearing, with a $\frac{3}{4}$ majority required for removal.

Section 10.03 Filling Vacancies: In the event of a vacant position of the Executive Board, the vacancy will be announced at all General Membership meetings until the position is filled. Selection procedures shall follow those in Article V, Section 5.07 or Article IV, Section 7.04.

Article XI. Financial Accountability

Section 11.01 All financial procedures shall follow University regulations and guidelines.

Section 11.02 E.U.'s general operating budget is provided through University funding.

Section 11.03 Additional funds may be raised through event ticket sales and other activities as approved by the Executive Board.

Section 11.04 In the case that E.U. should dissolve, all assets will be reverted to Ferris State University and other sources of funding, from which they originated.

Article XII. Adoption and Amendments

Section 12.01 The E.U. Constitution shall be considered adopted by a $\frac{3}{4}$ majority vote of the Executive Board.

Section 12.02 The E.U. Constitution shall take effect immediately following ratification.

Section 12.03 All proposals to amend the E.U. Constitution shall be referred to the Executive Board for review. Amendments shall be considered adopted by a $\frac{3}{4}$ majority vote of the Executive Board.

Section 12.04 All amendments to the E.U. Constitution shall take effect immediately following ratification.