Constitution of Joint Events Council
College of Saint Benedict/Saint John’s University

Preamble
We, the Joint Events Council (JEC) of the College of Saint Benedict (CSB) and Saint John’s University (SJU), hereby establish “The Constitution of the CSB/SJU Joint Events Council.” The purpose of this document is to guide the JEC’s actions in providing the students of the College of Saint Benedict and Saint John’s University with cultural, social, and educational events. Actions shall be in accordance to the conditions and intentions stated below.

Article I: Name and Purpose
Section I: Name
The official name of the organization shall be the Joint Events Council (JEC) of the College of Saint Benedict (CSB) and Saint John’s University (SJU).

Section II: Mission
The Joint Events Council (JEC) is a student-led programming board that organizes campus-wide events, activities and social programming to unify and strengthen the College of Saint Benedict’s and Saint John’s University’s (CSB/SJU) community. Our mission is to enhance a vibrant CSB/SJU campus community with engaging, traditional, and diverse social events on both the CSB and SJU campuses. The council strives to create unique, innovative, and meaningful programs and events. The council aspires to increase valuable skills within its members by continuously planning, implementing, and assessing events.

Section III: Responsibilities of the JEC
As a programming board, we are responsible for the following:

- Provide events every Friday and Saturday evening of the academic school year*
- Provide alcohol-free programming as means of allowing all students to feel included and invited
- Provide events that are at low-cost/no-cost to students
- Create innovative programs, establish new traditions, and sustain continuing traditions for students
- Evaluate student wants and needs in a program or event and merge these to fit the institutional and JEC mission
- Collaborate with clubs, organizations, departments, and other members of the CSB/SJU community
- Be fiscally responsible when spending the student activities funds

Article II: Composition
Section I: Composition
The JEC shall be composed of 14 student executive members, committee members, and an advisor. Each student executive and committee member shall hold JEC membership for one academic year, and may reapply for subsequent involvement. The composition shall be as follows:
A. Six core executive group positions, consisting of two Co-Chairs, Membership Chair, Board Management and Assessment Chair, the Marketing Manager for SALD & JEC, and the PR & Marketing Chair shall be appointed in accordance with the appointment and interview procedures of Article IV, Section I.

B. The remaining eight executive board positions, consisting of a chair for the eight committees, shall be appointed in accordance with the appointment and interview procedures of Article IV, Section I.

C. The eight committees are made up of 10-15 JEC committee members. The specific number on each committee is determined by the executive core group and each committee chair at the beginning of each year. Members shall be appointed in accordance with the appointment and interview procedures of Article IV, Section I.

D. The advisor position shall be entitled to the Associate Director of Programming and Orientation of Student Activities and Leadership Development, or his/her designee, and selected by the institution’s administration according to institutional procedures.

Section II: Committee Structure

The JEC will be divided into the following committees:

A. Core Group: This group consists of the Co-Chairs, Membership Chair, Board Management and Assessment Chair, the Marketing Manager for SALD & JEC, and the PR & Marketing Chair. The core group’s responsibilities include obtaining an overarching view of the JEC and completing long-term projects.

B. PR and Marketing: This committee will consist of the marketing manager of SALD & JEC, one PR executive, and 1-2 PR representatives from each of the eight committees. Committee chairs will select one-two members on their committee to serve as the PR representative(s) at the beginning of each semester based on those who express interest in serving this role on their committee. The PR committee’s responsibilities include to actively and consistently work with all committees to promote their respective events through the four pillars of marketing: print, social media, personal, & innovation and to create new and innovative ways to reach and engage the CSB/SJU community via advertising.

C. Musical Events: The Musical committee’s responsibilities include organize events that allow students to experience a variety of type of music through student talent, small-scale music performances, and events with musical elements.

D. Contests: the Contests committee’s responsibilities include organizing events that encourage friendly competition and providing a variety of different contests throughout the year in order to fit a wide range of student interest.

E. Sports and Recreation: The Sports and Recreation committee’s responsibilities include providing various recreation activities to students, using of the numerous outdoor space locations, and partnering with groups on campus who also provide sports and recreation events to students.

F. Life & Culture: the Life & Culture committee’s responsibilities include organizing events that provide cultural experiences for students and an increase in cultural awareness within the CSB/SJU community.
G. Special Events: the Special Events committee’s responsibilities include organizing a variety of creative events that do not always fit into the other committee categories and creating events that fit the different interests of CSB/SJU students.

H. Spotlight: the Spotlight committee’s responsibilities include organizing events that showcase theater and student performers to bring a larger appreciation for the arts to campus, bringing performers in the Spring, helping determine what performers should be brought for WelcomeFest.

I. Dance: the Dance committee’s responsibilities include providing innovative themed dances monthly for students that showcases a range of music styles.

J. Traditions: the Tradition committee’s responsibilities include providing traditional JEC events each semester and providing assistance in the planning of larger traditional events including Family Weekend, Little Sibs Day, and Pines.

Committees, excluding Core Group & PR & Marketing, will plan 3-4 events per semester.

Article III: Executive Board & Member Positions

Section I: Qualifications

A. Qualifications of Members: all JEC members must be CSB/SJU students.

B. Qualifications of the Executive Board: All executive board members must be CSB/SJU students and have either previous leadership experiences or been a JEC member.

Section II: Positions

A. Member Positions: Members will each be assigned to a committee. Special member position includes PR representative. These representatives will report to the PR executives and their committee co-chairs to make sure their committee events are marketed properly.

B. Executive Board Positions: Executive Board positions include CSB & SJU Co-Chairs, Membership Chair, Board Management & Assessment Chair, Marketing Manager of SALD & JEC, PR & Marketing Chair, & eight Committee Chairs. See By-Laws for position descriptions.

Section III: Vacancy

A. Vacancy in Committees: If there becomes a vacancy in the fall semester, it may be filled at the beginning of the Spring semester. If the vacancy occurs during the spring semester, the vacancy will not be filled within that year.

B. Vacancy in the Executive Board: In the event a vacancy should occur (resignation or removal), a special application process will be conducted by Core Group. The role will be divided among current executives until the role can be filled.

Section IV: Removal

A. Grounds for Dismissal include conduct that reflects unfavorably on CSB/SJU or the Joint Events Council, conduct that is contrary to the Bennie Book and J Book, failure to fulfill their duty as JEC member or executive board member. Any executive board member who violates the executive
committee contract or misses a total of three unexcused weekly meetings and/or board events may also be dismissed from the board.

B. Resignation: Any JEC member or Executive Board member who finds that circumstances or obligations necessitate their absence from the meetings of the board for an indefinite period of time or that they cannot fulfill their duties of office shall meet with the Co-Chairs and/or the Advisor and submit a written resignation to the Co-Chairs.

C. Removal: Complains can be brought forth by any member or executive board member of the JEC to the Co-Chairs or Advisor. The individual shall first be given one warning letter from both of the Co-Chairs or the Membership Chair. The letter must be dated and list the reasons for the warning. If the individual does not rectify their actions, the Co-Chairs shall present them with a termination letter. This letter will be dated and reaffirm the reasons for the dismissal.

D. Appeal Process: Within 3 days of the receipt of the letter, the Membership Chair shall form a committee of three additional executive board members to hear the appeal of the dismissed student. This committee must hear the appeal and make its recommendation to the Co-Chairs within five working days of the hearing.

Article IV: By-Laws

Section I: Executive Board Positions

The JEC Executive Board members shall assume their duties and responsibilities starting on Study Day, following full training a few months prior. The JEC Executive Board must attend all regularly scheduled JEC Executive Board meetings and committee meetings.

A. CSB/SJU Co-Chairs: The JEC Co-Chairs’ responsibilities are to represent the council to administration; to ensure meetings are planned and effectively run; to interpret the JEC Constitution; to organize training and development of the council; to manage the executive board; and to communicate on a consistent basis with the club advisor. The Co-Chairs are also responsible for maintaining a working knowledge of the Executive Board’s programming decisions and to encourage co-sponsorship of events with other on-campus organizations. Each year, with the Executive Board, they must create and establish new goals for the overall council. Lastly, the Co-Chairs are to act as student delegates by maintaining communication between JEC and the CSB/SJU community.

Duties and Responsibilities

- Meet with the College of St. Benedict and St. John’s University Deans of Students to give an update on all aspects of the JEC once per semester
- Attend Joint Senate Meeting Once per Semester to give an update on all aspects of the JEC
- Co-lead a team of 12 executive board members and 80+ members
- Facilitate the executives of a comprehensive weekend programming schedule
- Plan and lead executive board meetings and core group meeting
- Meet with executive chairs about upcoming projects and events for support and suggestions
- Respond to emails directed toward the JEC as a whole
• Assist Membership and Board Management in writing quarterly and semester reports
• Assist Membership with interviewing JEC committee members in September
• Assist Membership with interviewing JEC Executive Board applicants in February/March
• Update information in the JEC documentation as needed
• Plan and lead executive board retreats
• Establish new yearly goals for the overall council
• Staff larger departmental events

B. Membership Chair: The Membership Chair’s responsibilities are to create and organize applications for committee members; to interview new members and assign students to appropriate committees; to plan an all-council meeting every semester; to keep communication with entire council by creating the all council monthly updates; and to generate an executive application and interview for new executive board positions in the spring. Due to the importance of our members being involved and feeling heard, this position allows our members’ voices to be heard within the Executive Board.

Duties and Responsibilities

• Attend the weekly Executive Board meeting and biweekly Core Group meeting
• Create and organize applications and interviews for committee members and executive board
• Ensure committees have the proper number of active members
• Plan at least one all-council meetings every semester
• Check-in with committee chairs to receive updates on members participation and attendance
• Implement the spring semester training of new executive board members and implement New Executive Series
• Assist Board Management and Co-Chair with writing semester reports (fall and spring)
• Staff larger departmental events

• Other projects as given by the Co-Chairs or Advisor

C. Chair of Board Management & Assessment: The Chair of Board Management and Assessment’s responsibilities are to schedule office hours each semester for the executive board; to keep detailed meeting notes at executive board meetings; to assist Membership with tasks; to check Event-A-Logs and write comments as needed to assist committee chairs; to keep the email account clean and organized; to keep the Outlook calendar up-to-date; to input event evaluations and write quarterly reports on JEC Programming; to update the JEC website as needed; and to monitor and analyze scanners. This position allows someone to focus on overseeing the Executive Board.

Duties and Responsibilities

• Attend the weekly Executive Board meeting and biweekly Core Group meeting
• Assist the Co-Chairs with scheduling office hours each semester for executive board
• Keep track of executive board attendance to office hours and meetings
• Keep detailed meeting notes at executive board and core group meeting
• Ensure EventALogs and BudgetALogs are being filled out properly
• Keep Master Calendar and Outlook Calendar up-to-date with all JEC meetings and events
• Organize email account by deleting emails, moving emails to correct folders, creating rules, etc.
• Keep track of event attendance
• Write quarterly reports with Co-Chairs and Membership chair
  ○ Keep a log of the events of the semester with something that went well and an improvement
• Prepare data for all reports (Pines, Little Sibs, Family Weekend, etc.)
• Update JEC webpage as needed
• Prep PowerPoints for executive board meetings
• Create all school surveys for Welcome Fest, Fall Semester, and Pines/End-of-Year
• Staff larger departmental events
• Other projects as given by the Co-Chairs or Advisor

D. Marketing Manager for SALD/JEC: The Marketing Manager in the Department of Student Activities and Leadership Development will support and lead SALD and JEC marketing and promotional operations. This individual will be responsible for managing materials produced and must reflect the high quality of service that Student Activities and Leadership Development strives to bring to the CSB/SJU communities.

Duties and Responsibilities

• Attend the weekly Executive Board meeting and biweekly Core Group meeting in addition to the SALD biweekly meeting
• Lead weekly PR meetings regarding upcoming promotional work
• Ensure proper marketing for all JEC and SALD programing
• Maintain a promotional schedule for SALD and JEC programs that includes but is not limited to: Record advertisements, daily emails, FB posts, Twitter, WOW's, Bulletin Board, Posters, Social Media
• Continually find ways to integrate SALD & JEC to assist departmental image and unity
• Manage Graphic Designers and Videographer
• Report monthly on brand development i.e.: FB statistics, current trends in social media, direct feedback
• Weekly meetings with Assistant Director and/or Director as well as student management team
• Maintain strong communication with SALD managers and JEC co-chairs
• Staff larger departmental events
• Special projects as assigned by the Co-Chairs or Advisor

E. Public Relations & Marketing Chair: The Public Relations/Marketing chair is responsible to actively and consistently work with all JEC committees to promote their respective events; to create new and innovative ways to reach the CSB/SJU community with advertising in order to increase student involvement in JEC Events; and to be responsible for the Public Relations/Marketing representative members.

Duties and Responsibilities
• Attend the weekly Executive Board meeting, PR Representative meetings, and biweekly Core Group meeting
• Meet with PR representatives biweekly in each committee to ensure proper marketing for JEC programming
• Host at least one PR promotional event every semester
• Plan 3-4 off campus events per year and ask other executives to help staff
• Assist Marketing Manager with daily social media posts and other marketing help
• Create innovative ideas to market events to student body
• Help other committee chairs with marketing needs
• Maintain strong communication with SALD managers and JEC Co-Chairs
• Staff larger departmental events
• Special projects as assigned by the Co-Chairs and Advisor

F. Traditions Committee Chair: The Traditions chair’s responsibilities include oversight and coordination of Family Weekend, Little Sibs Day, and help with the planning of Pines; to provide traditional JEC events each semester (i.e. comedian, speaker); and to request staffing from other committees for events. Family Weekend and Little Sibs Day give the students an opportunity to show their families what life on campus is like. It also gives us an opportunity to show prospective students what it would be like if they chose to come to CSB/SJU.

Duties and Responsibilities
• Office Hours: 10-12 hours per week
  ○ Including weekly meetings with Executive Board, and Advisor
• Attend the weekly Executive Board meeting and biweekly Core Group meeting.
• Assist in the planning of events for Family Weekend
• Assist Executive Chair of Board Management & Assessment with writing Family Weekend & Little Sibs Day
• Plan and coordinate events for Lil’ Sibs Day
• Help coordinate and plan Pines
• With the help of the Traditions Committee, plan and implement other traditional events on campus during weekend programming
• Staff committee events in addition to larger departmental events.
• Lead weekly meeting with the Traditions committee members to brainstorm event and PR ideas
• Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
• Other office basic duties as needed (answering phones, receiving packages, taking out garbage, etc.)
• Special projects as assigned by the Co-Chairs and the Advisor

G. Musical Events Chair: The Musical Events Committee Chair’s responsibilities include oversight and coordination JEC sponsored events that allow students to experience a variety of types of music through student talent, small-scale music performances, and other events with musical elements; and to be responsible for the Musical Events Committee. They also assist with planning the fall and
spring concert series in addition to completing day-to-day tasks for the Musical Events Committee in
the office.

Duties and Responsibilities

- Office Hours: 10-12 hours per week
  - Including weekly meetings with Executive Board, Committee, and Advisor
- Plan and coordinate 3-4 events with the Musical Events Committee each semester, including
  providing opportunities for student performers to be showcased through events on-campus and
  bringing in other artists
- Program one co-sponsorship event in the year, preferably with clubs
- Assist Co-Chairs with the planning of any larger concerts throughout the year
- Staff committee events in addition to larger departmental events.
- Lead weekly meeting with the Musical Events committee members to brainstorm event and PR
  ideas
- Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
- Other office basic duties as needed (answering phones, receiving packages, taking out garbage,
  etc.)
- Special projects as assigned by the Co-Chairs and Advisor

H. Contests Chair: The Contests Committee Chair’s responsibilities include organizing events that
encourage friendly competition and providing a variety of different contests throughout the year in
order to fit a wide range of student interest; and to be responsible for the Contests Committee. They
also complete day-to-day tasks for their events in the SALD office, as well as assisting other
committees and executives, as needed.

Duties and Responsibilities

- Office Hours: 10-12 hours per week
  - Including weekly meetings with Executive Board, Committee, and Advisor
- Plan and coordinate 3-4 events with the Contests Committee each semester; Ideas include
  minute to win it games, trivia competitions, etc.
- Program one co-sponsorship event in the year, preferably with clubs
- Lead weekly meeting with the Contests Committee members to brainstorm event and PR ideas
- Staff committee events in addition to larger departmental events
- Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
- Other office basic duties as needed (answering phones, receiving packages, taking out garbage,
  etc.)
- Special projects as assigned by the Co-Chairs and Advisor

I. Sports and Recreation Chair: The Sports and Recreation Committee Chair’s responsibilities include
providing various recreation activities to students, using some of the numerous outdoor space
locations, and collaborating with groups on campus who also provide sports and recreation events to
students; and to be responsible for the Sports and Recreation Committee. They also complete day-to-
day tasks for their events in the SALD office, as well as assisting other committees and executives, as
needed.

Duties and Responsibilities

• Office Hours: 10-12 hours per week
  ○ Including weekly meetings with Executive Board, Committee, and Advisor
• Plan and coordinate 3-4 events with the Sports and Recreation Committee each semester; Ideas
  include mini golf, capture the flag, etc.
• Staff committee events in addition to larger departmental events.
• Program one co-sponsorship event in the year, preferably with clubs
• Lead weekly meeting with the Sports and Recreation Committee members to brainstorm event
  and PR ideas
• Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
• Other office basic duties as needed (answering phones, receiving packages, taking out garbage,
  etc.)
• Special projects as assigned by the Co-Chairs and Advisor

J. Life and Culture Chair: The Life and Culture Committee Chair’s responsibilities include organizing
events that provide cultural experiences for students, working with other on-campus groups to
increase cultural awareness within the CSB/SJU community. The committee will also organize events
involving the daily life of students on campus, including events highlighting the needs of students on
campus. The chair will also complete day-to-day tasks for their events in the SALD office, as well as
assisting other committees and executives, as needed.

Duties and Responsibilities

• Office Hours: 10-12 hours per week
  ○ Including weekly meetings with Executive Board, Committee, and Advisor
• Plan and coordinate 3-4 events with the Life and Culture Committee each semester
• Program at least one co-sponsorship event in the year, preferably with clubs
• Lead weekly meeting with the Life and Culture Committee members to brainstorm event and
  PR ideas
• Staff committee events in addition to larger departmental events.
• Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
• Other office basic duties as needed (answering phones, receiving packages, taking out garbage,
  etc.)
• Special projects as assigned by the Co-Chairs & Advisor

K. Spotlight Chair: The Spotlight Committee Chair’s responsibilities include organizing events that
showcase theater and student performers to bring a larger appreciation for the arts to campus,
bringing performers in the spring, and helping to determine what performers should be brought for
WelcomeFest. They also complete day-to-day tasks for their events in the SALD office, as well as
assisting other committees and executives, as needed.
Duties and Responsibilities

- Office Hours: 10-12 hours per week
  - Including weekly meetings with Executive Board, Committee, and Advisor
- Plan and coordinate 3-4 events with the Life and Culture Committee each semester
- Program at least one co-sponsorship event in the year, preferably with clubs
- Lead weekly meeting with the Life and Culture Committee members to brainstorm event and PR ideas
- Staff committee events in addition to larger departmental events.
- Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
- Other office basic duties as needed (answering phones, receiving packages, taking out garbage, etc.)
- Special projects as assigned by the Co-Chairs & Advisor

L. Dance Chair: The Dance Committee Chairman’s responsibilities include providing innovative, themed, dances 3 times per semester for students that showcases a range of music styles. They also complete day-to-day tasks for their events in the SALD office, as well as assisting other committees and executives, as needed.

Duties and Responsibilities

- Office Hours: 10-12 hours per week
  - Including weekly meetings with Executive Board, Committee, and Advisor
- Plan and coordinate 3-4 events with the Life and Culture Committee each semester
- Program at least one co-sponsorship event in the year, preferably with clubs
- Lead weekly meeting with the Life and Culture Committee members to brainstorm event and PR ideas
- Staff committee events in addition to larger departmental events.
- Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
- Other office basic duties as needed (answering phones, receiving packages, taking out garbage, etc.)
- Special projects as assigned by the Co-Chairs & Advisor

M. Special Events Chair: The Special Events Committee Chair’s responsibilities include leading the Special Events committee in organizing a variety of creative events that do not always fit into the other committee categories; and creating events that fit the different interests of CSB/SJU students. The chair will also complete day-to-day tasks for their events in the SALD office, as well as assisting other committees and executives, as needed.

Duties and Responsibilities

- Office Hours: 10-12 hours per week
  - Including weekly meetings with Executive Board, Committee, and Advisor
- Plan and coordinate 3-4 events with the Special Events Committee each semester
• Program at least one co-sponsorship event in the year, preferably with clubs
• Lead weekly meeting with the Special Events Committee members to brainstorm event and PR ideas
• Staff committee events in addition to larger departmental events.
• Keep Outlook and master calendar up-to-date with JEC events, meetings, etc.
• Other office basic duties as needed (answering phones, receiving packages, taking out garbage, etc.)
• Special projects as assigned by the Co-Chairs & Advisor

**Article V: Appointment**

Section I: Application Process

A. Committee Member Application: Students can apply for membership in the September and January application period. Applications are accepted outside of these periods on a need-be basis. Following the submission of an application, two executive board members interview the student. The Core Executive Group will meet to determine committee placements following interviews.

B. Co-Chair Application: Co-Chairs will go through the same application process at the executive members. Those who mark that they are interested in the co-chair position will have a few additional application questions to answer. Following the application, the student will interview with the current Co-Chairs and the Advisor. The Co-Chairs will give recommendations of who should be hired to the Advisor, and the Advisor will make the final decision.

C. Executive Member Application: Students can apply for executive board positions during the application period in the spring prior to school year they will serve. The core group will decide the timeline for the executive application in the fall of each year. Following the submission of an application, two senior Core Executive Group members or next year’s Co-Chairs will interview each candidate. The Core Group and next year’s Co-Chairs will give recommendations of who should be hired to the Advisor, and the Advisor will make the final decision.

Section II: Special Applications

A. If there is an executive vacancy that needs to be filled or large member vacancy, a special application process can be called by the members of the core group. This application process must be in accordance with the appointment and interview procedures of Article IV, Section I.

**Article VI: Meetings**

Section I: Executive Board Meetings

A. Executive Board Meetings meet for 1 hour each week in Murray Large Conference room. The Executive Chair of Board Management and the Co-Chairs will determine the meeting time at the beginning of each semester based on the executives’ schedules. The Co-Chairs may decide to cancel or move meetings due to holidays or major campus events.

B. The JEC Co-Chairs will chair the meetings. In the event that both Co-Chairs are absent, the Co-Chairs will select another JEC executive to chair the meeting.
C. Attendance is mandatory at executive meetings. All absences should be notified to the Co-Chairs and the Advisor.

Section II: Committee Meetings

A. Committee Chairs must hold committee meetings weekly, regardless if an event is coming up or not, for a recommended 45-60 minutes.
B. Committee Chairs will decided at the beginning of the semester when and where their meeting will take place based on their members’ schedules. Cancelling meetings is up to the discretion of the Committee Chairs.

Section III: Core Group Meetings

A. Core group meetings are held two times a month and on a need be basis.
B. The time and location of the core group meetings will be determined at the beginning of the semester by the Executive Chair of Board Management and the Co-Chairs based on everyone’s schedules.
C. The Co-Chairs will chair the meetings and send out the meeting agenda prior.

Article VIII: Funding

After the 5% reserved by the Business Offices, the Joint Events Council (JEC) shall receive 26% of the Student Activity fee.

Article IX: Amendments

Any changes of the constitution can be made by the JEC Core Group and must be approved by 2/3 majority vote by the entire executive board.

Article X: Origin and Revisions

Section I: Origin

This document was created in the school year of 2017 based on the JEC Manual and the original constitution created in 1979.

Section II: Revision

Section III: Approval

1. This constitution was approved the JEC executive board on February 12, 2018

Article X

The Joint Events Council admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.

Article XI
The Joint Events Council considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. The Joint Events Council recognizes the dignity of every person and opposes all forms of hazing.