

The University of Colorado Boulder Student Government
Cultural Events Board
Bylaws and Funding Guidelines

Amended by 104th CUSG Legislative Council on 03/12/26

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I. Statement of Purpose

It shall be the purpose of the University of Colorado Student Government Cultural Events Board to provide an environment that facilitates programs and activities of interest to the student body and the University community. Moreover, these events will showcase cultures that are underrepresented and misrepresented on campus. Cultural Events Board will promote opportunities for interaction among students to create an environment that fosters respect, understanding, and appreciation for cultural differences. The Cultural Events Board will establish policies for the funding of student cultural events. It shall also be the purpose of the Cultural Events Board to recommend and assist in the development of cultural, intercultural, and informational/educational programs that create a dialogue around underrepresented perspectives on the CU-Boulder campus and create an understanding around the perspective presented at the event.

II. Mission Statement

The Cultural Events Board aims to broaden cultural knowledge by supporting the voices of underrepresented and misrepresented groups on campus, thereby promoting student engagement with their platforms. The Cultural Events Board encourages opportunities for interaction among students resulting in respect, appreciation, and understanding for cultural differences.

III. Definitions

- A. The University of Colorado Student Government Cultural Events Board defines "culture" as the frame of reference or identity of a group (or subgroup or community) generated by lifestyle, background, origin, beliefs/values, expression, or the law.
- B. The University of Colorado Student Government Cultural Events Board defines a "cultural event" as a program that educates, stimulates, espouses diversity of peoples, and/or lends itself to the broadening of perspectives.

IV. Name

- A. The University of Colorado Student Government Cultural Events Board shall here and after being referred to as CUSG Cultural Events Board or the Cultural Events Board shall here and after be referred to as the Board.

V. Governance

- A. Membership

1. Recruitment

- i. To produce a program in the interest of the student body, the Board recognizes the value of diversity among its members from all walks of life and will not discriminate on the basis of ethnic background, religion, race, national origin, color, creed, age, sex, gender identity, gender expression, sexual orientation, disability, pregnancy, veteran status, political or moral persuasion, or any other basis which would impede the applicants' civil or constitutional rights.
- ii. The Board will advertise and conduct interviews at least once per year for new members and may continue to hold interviews on a rolling basis.
 - (I) During the process of interviews, the Board shall facilitate interviews for the interviewees during Monday meetings.
 - (II) In the case of an interviewee's extenuating circumstances, the interviewee may be able to request another interview with a smaller group or select few members of the Board, which shall be determined by the Board's availability and desire to interview with the direction of the Secretary.
 - (III) If the interviewee(s) are absent due to extenuating circumstances, their interview can be rescheduled to the following week's meeting, and if not, will be rescheduled determined by availability.
 - (IV) While conducting smaller interviews, the group of members of the Board interviewing the interviewee(s) shall record the interview, with the approval of the interviewee(s), and with typed notes accessible to all current Board members.
 - (V) If not possible, steps will be taken to relay all relevant information to the rest of the Board.
 - (VI) All present voting members of the Cultural Events Board shall vote either for, against, or abstain when the vote is called on the new members.

2. Composition of the Board

- i. The Board shall be composed of fifteen (15) CU Boulder students total. Of the students, nine (9) will be voting members and the remaining will be non-voting associates of the Board. Board associates must be selected by the current board through a recruitment process that includes an application, interviews, and board vote.
- ii. All elected positions are ratified by CUSG Legislative Council are ratified by CUSG Legislative Council, with the remaining students being Board associates.
- iii. The Board shall include one (1) non-voting staff advisor.
- iv. The Board shall include up to three (3) liaisons from external entities: up to two (2) Representatives-at-Large from the Legislative Council and one (1) liaison from the Graduate and Professional Student Government (GPSG).
 - (I) The liaison(s) from the Legislative Council will be designated as a voting member(s), per the CU Student Government Constitution.
 - (II) The liaison from the Graduate and Professional Student

Government will be designated as a voting member, per the CU Student Government Constitution.

- (III) In addition to responsibilities to the entities they represent, these liaisons shall abide by all stated responsibilities of Board associates. If these positions are not filled within a month of the start of school, the Board shall appoint a fee-paying student to fill the position.

v. Student Voting Members

- (I) The four (4) officers and the remaining voting members are to be forwarded to the appointments committee by the CUSG Legislative Council and then approved for a term of one (1) year. The remaining Board associates are to be appointed by the Board for the term of one (1) year. Voting members are responsible for approving Student Organization budgets, Board project budgets, fund transfers within CEB accounts, earmark requests, and any other allocation of Board funds towards Student Organizations or Board projects.
- (II) Appointed voting members may proxy their vote up to three (3) times per semester unless it is otherwise approved by the Board. Voting members shall abstain from voting in any budget in which there is a conflict of interest. See Section D for the definition of Conflict of Interest.
- (III) The voting member status may be removed if a member fails to abide by the expectations outlined in Section D. A two-thirds ($\frac{2}{3}$) vote of all the members on the Board is required to complete the removal procedure.

vi. General Members

- (I) The remainder of the Board shall be non-voting associates.
- (II) Board associates shall participate in all duties, obligations, and responsibilities of the Board with the exception of voting on financial matters.
- (III) Duties include but are not limited to attending meetings, retreats, and Board projects, serving as liaisons to Student Organizations, participating in marketing for events, attending Board funded Student Organizations events, educating themselves on the topic and/or speaker(s) of upcoming events, and participating in anything else the Board needs. See Section D for other Board expectations.

vii. Internal Elections

- (I) All elected positions shall be granted by a majority consensus of all Board Associates present at the meeting in which elections take place. This excludes the Board Chair, who may vote only to break a tie.

viii. Staff Advisor

- (I) The Center for Student Involvement office shall appoint one (1) staff member to serve as a non-voting staff advisor regarding

university policy and a source of institutional knowledge on the Board. This staff member will hold bi-weekly check-ins/meetings with the CEB executive board as needed.

- ix. Center for Student Involvement Office (CSI)
 - (I) The Board shall establish consistent communication with the CSI office as a resource regarding university policy and institutional knowledge.

VI. Board Positions

A. Chair

1. Eligibility, Election, Term
 - i. The presiding officer of the Board shall be the Chair. The Chairperson shall be a fee-paying student-voting member of the Board and shall be elected by the Board when a vacancy in the position occurs. The Chairperson shall serve a term of one (1) year, subject to re-election. The Chair may not be a member of the CUSG Proper in the same term in which they serve as Chair. The CUSG Legislative Council must ratify the Chair.
2. Removal Procedure
 - i. The Chair may be removed from their position by a two-thirds ($\frac{2}{3}$) vote of all members of the Board and with a corresponding vote of the CUSG Legislative Council.
3. Voting Status
 - i. The Chair shall vote on voting matters only to break a tie
4. Duties
 - i. The Chair of the Board shall schedule Board meetings, prepare the agenda, and preside over meetings.
 - ii. The Chair shall meet with the Advisor as needed.
 - iii. The Chair will act as Parliamentarian during Board meetings, using Robert's Rules of Order Newly Revised.
 - iv. The Chair will keep the Board informed of pertinent information regarding the current Board business and ensure that all proposals addressed to the Board receive just consideration.
 - v. They are responsible for sending out letters denying CEB funding.
 - vi. The Chair is responsible for bylaw ratification.
 - vii. They abstain from all voting matters except to make or break a tie.
 - viii. They are responsible for forwarding members to the appointments committee for ratification by CUSG.
 - ix. The Chair will coordinate officer meetings as determined by the officer team.
 - x. In conjunction with UMC HR, the Chair is responsible for ensuring that all other appointed officers are enrolled in the CEB payroll, setting the wages, and hour caps for hourly-paid officers.
 - xi. The Chair is responsible for conducting a brief orientation for new

external liaisons.

- xii. The Chair is also responsible for overseeing the payroll budget and the admin CEB budget.
- xiii. They shall facilitate the transition for the incoming Chair.
- xiv. The Chair, Student Outreach Coordinator, and Marketing Coordinator shall work together to organize Board training, semester retreats, and workshops that provide educational tools for members to fulfill CEB's mission and comply with bylaws as well as work directly with contracts for Student Organization collaborations.

5. Conflicts of Interest

- i. In the event that the Chair is unable to chair a meeting due to either a conflict of interest or a scheduled absence, the Chair shall proxy their duties to the Student Outreach Coordinator for the duration of the meeting. In the case that the Student Outreach Coordinator is unable to fill this role, the duty shall be passed down to the Marketing Coordinator and then to the Speakers Coordinator.
 - (I) If no eligible person is able to fill the proxy role, the meeting shall be canceled.

6. Compensation

- i. The Chair shall receive a stipend from the CUSG Proper's payroll account at intervals approved by the CUSG Finance Board and the CUSG Legislative Council.

B. Student Outreach Coordinator

1. Eligibility, Election, Term

- i. The Student Outreach Coordinator shall be a fee-paying student voting member of the Board, elected and removed in the same manner as the Chair.
- ii. The Student Outreach Coordinator shall serve a term not to exceed one (1) year, subject to re-election.
- iii. The Student Outreach Coordinator may not be a member of the CUSG Proper.

2. Duties

- i. The Student Outreach Coordinator shall be responsible for organizing and maintaining the Liaison system, notifying Student Organizations of Board deadlines, advising sessions and workshops, and personally encouraging organizations that do not traditionally apply for Board funding to do so, keeping records of all Student Organizations that have requested and/or received funding, assisting in advertising for recruiting new members, facilitating frequent contact between CEB members and Student Organizations, and any other duties the Board deems necessary.
- ii. They shall contact Student Organization leaders prior to every funding cycle, along with maintaining a history of Student Organizations and maintaining working relationships with the CSI office, current Student Organizations that are applying for funding, and the Division of Student Life .
- iii. During funding cycles, the Student Outreach Coordinator shall check in

with liaisons of Student Organizations to ensure they are fulfilling their responsibilities with their respective organization(s).

- iv. They will be responsible for notifying the Board of any discrepancies between the liaison and Student Organization's reports.
- v. They will be responsible for facilitating new member orientation including a walkthrough of the Bylaws and Board expectations as well as setting up new member interviews.
- vi. The Student Outreach Coordinator should be well-versed in CEB history and will be responsible for educating members of the Board about CEB history.
- vii. They shall facilitate the transition for the incoming Student Outreach Coordinator.

3. Compensation

- i. The Student Outreach Coordinator shall receive a stipend from the Board's payroll account.

C. Marketing Coordinator

1. Eligibility, Election, Term

- i. The Marketing Coordinator shall be a fee-paying student-voting member of the Board and shall be elected and removed in the same manner as the Chair.
- ii. The Marketing Coordinator shall serve a term not to exceed one year, subject to re-election.
- iii. The Marketing Coordinator may not be a member of the CUSG Proper.

2. Duties

- i. The Marketing Coordinator, in addition to the Multimedia Coordinator, shall oversee the Board's public information coordination, including, but not limited to, public relations, Board branding, and advertising for the Board.
- ii. The Marketing Coordinator is in charge of putting together the Board's semesterly retreats and working with the Chair to coordinate workshops and Board training.
- iii. The Marketing Coordinator will design and purchase the Board's promotional materials.
- iv. The Marketing Coordinator shall assist the Chair and Speakers Coordinator as the need arises, as well as fulfill any other duties the Board deems necessary and relevant to the Marketing Coordinator position.
 - (I) This may include creating a marketing timeline for events and member recruitment.
- v. They shall facilitate the transition for the incoming Marketing Coordinator.
- vi. The Marketing Coordinator has the option to create marketing materials for event collaborations with Student Organizations based on their availability.
 - (I) If they choose to advise, the Marketing Coordinator is responsible for communicating a marketing plan for the Student Organization.

3. Compensation

- i. The Marketing Coordinator shall receive a stipend from the Board's payroll account.

D. Speakers Coordinator

1. Eligibility, Election, Term

- i. The Speakers Coordinator shall be a fee-paying student voting member of the Board, elected and removed in the same manner as the Chair.
- ii. The Speakers Coordinator shall serve a term not to exceed one (1) year, subject to re-election.
- iii. The Speakers Coordinator may not be a member of the CUSG Proper.

2. Duties

- i. The Speakers Coordinator is responsible for researching speaker availability and expenses for possible Board projects, corresponding with necessary agencies-agents, arranging venues, and overseeing event details.
- ii. They shall draw and present budgets to the Board, execute all event riders, check email, and perform any other duties the Board deems necessary.
- iii. They shall be responsible for ensuring that all Board project events adhere to Section 2.3.4 Event Accessibility of Student Fee Regulations.
- iv. They shall facilitate the transition for the incoming Speakers Coordinator.
- v. The Speakers Coordinator, in conjunction with the Chair, will work directly with contracts for event collaborations and set out guidelines for Student Organization roles during Student Organization events.

3. Compensation

- i. The Speakers Coordinator shall receive a stipend from the Board's payroll account.

E. Secretary

1. Eligibility & Term

- i. The Secretary shall be a fee-paying student member of the Board, elected and removed in the same manner as the Chair.
- ii. The Secretary shall serve a term not to exceed one (1) year, subject to re-election.
- iii. If the Secretary cannot be at the meeting, they shall pass on the duties to another member.
- iv. Holding this position does not ensure voting member status.

2. Duties

- i. The Secretary will take impartial minutes of every meeting to be provided for approval at subsequent meetings.
- ii. The Secretary will also maintain a separate document of information of Student Organizations for future funding cycles to reference, these records will be kept in the Board Drive.
- iii. They will be responsible for conducting and scheduling Board office hours.
- iv. They will also be responsible for updating and distributing changes to Bylaws, and any other duties the Board deems necessary.
- v. The Secretary will review Board minutes within 48 hours of the completion of the meeting to ensure the minutes are accurate.
- vi. The Secretary shall be responsible for keeping an accurate Board member

- attendance record.
- vii. They shall work in conjunction with the Multimedia Coordinator to ensure these materials are made available in part on the Board website and social media outlets.
- viii. The Secretary should be well-versed in CEB history and will be responsible for educating members of the Board about CEB history.
- ix. The Secretary shall be responsible for documenting and compiling internal reviews when undergoing an audit.
- x. The Secretary shall keep attendance records on the shared Drive, accessible to everyone to The Secretary shall create a Calendar with details about the Board's events each semester, which shall be readily accessible and available to all Board members.
- xi. They shall facilitate the transition for the incoming Secretary.
- xii. Will be responsible for updating probation tracker.

3. Compensation

- i. The Secretary shall receive an hourly rate from funds provided in the Board's payroll account.

F. Assistant Speakers Coordinator

1. Eligibility, Election, Term

- i. The Assistant Speakers Coordinator shall be a fee-paying student member of the Board, elected and removed in the same manner as the Chair.
- ii. The Assistant Speakers Coordinator shall serve a term not to exceed one (1) year, subject to re-election.
- iii. They will serve as Speakers Coordinator in the absence of the Speakers Coordinator at an event.
- iv. Holding this position does not ensure voting member status.

2. Duties

- i. The Assistant Speakers Coordinator is primarily responsible for event management in cooperation with the Speakers Coordinator.
- ii. The Assistant Speakers Coordinator will aid the Speakers Coordinator in arranging venue contracts.
- iii. They are responsible for coordinating tasks pertaining to the night of the event, including, but not limited to, seating, ticketing, security, reception, equipment, and Run of Day.
- iv. They must obtain approval from the Speakers Coordinator for all event-related expenses.
 - (I) This approval will be invoice-specific.
- v. The Assistant Speakers Coordinator has the option of organizing smaller events and documentaries at the discretion of the Board.
- vi. They shall facilitate the transition for the incoming Assistant Speakers Coordinator.
- vii. The Assistant Speakers Coordinator will plan at least two events per academic year.
 - (I) These events can include Cultural Connection Projects, smaller supplementary events, workshops, etc.

3. Compensation

- i. The Assistant Speakers Coordinator shall receive an hourly rate from funds provided in the Board payroll account and hours may not exceed the number of hours allocated per pay period unless otherwise approved by the Chair.

G. Multimedia Coordinator

1. Eligibility, Election, Term

- i. The Multimedia Coordinator shall be a fee-paying student member of the Board and shall be elected and removed in the same manner as the Chair. Such a person shall serve a term not to exceed one (1) year, subject to re-election.
- ii. Holding this position does not ensure voting member status.

2. Duties

- i. The Multimedia Coordinator shall be responsible for maintaining the Board website in regards to content, format, and layout.
- ii. In addition, they will be required to update the Board's contact information and minutes when new information becomes available or old information becomes out-of-date.
- iii. They shall be responsible for updating all social media sites, including but not limited to Facebook, Twitter, Instagram, and Snapchat.
 - (I) Regularly post and advertise on each web-based form of communication to provide information pertaining to upcoming Board and Student Organization events.

3. Compensation

- i. The Multimedia Coordinator shall receive an hourly rate from funds provided in the Board's payroll account, and hours may not exceed the number of hours allocated per pay period unless otherwise approved by the Chair.

H. Assistant Outreach Coordinator

1. Eligibility, Election, Term

- i. The Assistant Outreach Coordinator shall be a fee-paying student member of the Board and shall be elected and removed in the same manner as the Chair. Such a person shall serve a term not to exceed one (1) year, subject to re-election.
- ii. Holding this position does not ensure voting member status.

2. Duties

- i. The Assistant Outreach Coordinator is primarily responsible for maintaining a database of student organization activities and allocated funding.
- ii. They shall assist the Student Outreach Coordinator in creating the recruitment timeline and should aid in executing recruitment plans.
- iii. The Assistant Outreach coordinator will also aid in maintaining the liaison system.
- iv. They shall facilitate the transition for the incoming Assistant Outreach Coordinator.

3. Compensation

- i. The Assistant Outreach Coordinator shall receive an hourly rate from

funds provided in the Board's payroll account and hours may not exceed the number of hours allocated per pay period unless otherwise approved by the Chair.

I. Liaisons

1. Eligibility and Term

- i. The persons appointed as liaisons shall be fee-paying student members of the Board.
- ii. Such persons shall serve a term not to exceed the date the post-event evaluation form is submitted to the Student Outreach Coordinator.

2. Duties

- i. The liaisons shall be responsible for the overseeing of specific Student Organization events.
 - ii. These duties include submission and approval of advertising materials to the Board preferably one (1) month before the event, attending of a joint meeting with the CSI office and the Student Organization within two (2) weeks after the final budget allocation, attending the Student Organization event or finding another Board member to attend, establishing regular and consistent communication with the Student Organization before the event, and ensuring that post-event evaluation forms are turned in to the Board within two (2) weeks following the date of the program.
 - (I) The liaisons will share these evaluations with the whole Board.
 - iii. The liaisons will also ensure that groups have closed all event-related expenses through the CSI office within two (2) weeks following the date of the program.
 - iv. A minimum of one (1) liaison will be assigned per organization. The liaison may request a partner to work with and share all prescribed duties.
 - (I) Priority for liaison positions will be given to general (non-officer) Board members.
 - (II) General Board Members are encouraged to be a liaison to at least one (1) Student Organization or as many as the Board deems necessary.
 - v. The liaison will be responsible for reporting back to the Board the successes and failures of their event on Monday immediately following the event.
 - vi. The liaison will also be responsible for distributing survey links to the Student Organization.
 - vii. The liaison is responsible for relaying Student Organization event expectations and future thoughts for improving their event.
- ### 3. Conflict of interest
- i. Board members must not serve as liaisons for events of organizations in which they are members or have supervisory responsibilities when considered by the Board.

VII. General Conduct and Reporting of Meetings

A. Open to the Public

1. The Board shall meet once every week during the fall and spring semesters and will also meet for two (2) hearings of the first funding cycle events during the summer.
2. The Board reserves the right to go into a closed Executive Session.
 - i. The agenda for Executive Sessions must be posted in a public forum twenty-four (24) hours in advance of the meeting and can be made available upon request.

B. Public Records

1. All actions of the Board shall be a matter of public record, with the exception of officer and Board member elections and interviews, specifics related to budgets of RSO events, and potential speakers and events discussions prior to signed contracts.
2. The Secretary shall ensure that copies of the agendas, including all final motions made during first and second hearing of the Board meeting shall be distributed to the Board members and shared publicly. The Board members will approve the prior week's minutes each week.
3. In addition, the Chair shall ensure that copies of the original minutes are available to anyone upon request.

C. Quorum

1. Each meeting must reach a quorum in order to proceed. A Quorum shall consist of at least two-thirds ($\frac{2}{3}$) of the Board's voting members.

D. Proxy Voting

1. Any voting member may proxy their vote in their absence.
2. The proxy must be given to a non-voting member of the Board.
3. The Board shall pick a proxy and the proxy must be documented in the minutes.
4. A voting member may only assign a proxy three (3) times in one (1) semester unless otherwise approved by the Board as stated in Section V.A.2.c.2.

E. Conflict of Interest

1. Board members must disclose their involvement in Student Organizations and refrain from acting as liaisons or voting on proposals of organizations in which they are administratively involved.
 - i. This includes but is not limited to intensive involvement in a Student Organization event.

F. Attendance of Members

1. Reported Absences
 - i. A reported absence is one in which a member reaches out to the Chair prior to meeting-to report an absence.
 - ii. The Chair must also be informed if a member is coming late or leaving early. After more than three (3) reported late arrivals and early departures, the Chair or Retention Sub-Committee will reach out to the member, at which time the Board will vote on membership status and consequences, i.e. leave of absence, dismissal from the Board or implementation of consequences.
 - iii. All Board members are permitted a total of two (2) reported absences during the semester.

- (I) Upon the third absence, the Chair or Retention Sub-Committee will reach out to the member, at which time the Board will vote on membership status and consequences, i.e. leave of absence, dismissal from the Board, or implementation of consequences.
 - iv. The Secretary shall be responsible for keeping an accurate attendance record.
 2. Leave of Absence
 - i. For a Board member who chooses to do so, two (2) consecutive semesters may be granted for a leave of absence subject to Board approval via a two-thirds ($\frac{2}{3}$).
 - ii. During the leave of absence, all Board privileges are revoked.
 - iii. It is the Board's duty to ensure that there is a Board Associate position available upon the return of the individual taking a leave of absence.
 3. Resignation and Replacement of Members
 - i. A member shall notify the Chair of their intent to resign from the Board at least two (2) regularly scheduled Board meetings prior to their resignation.
 - ii. Transition and replacement procedures shall begin immediately upon said notification.
 4. Ad Hoc Elections
 - i. In the event that an officer position is vacated partway through the year, an election shall take place to fill the vacancy within two (2) weeks. During Ad Hoc Elections, officers already holding a position may run for the vacated office without stepping down from their current role.
 - (I) This will be the only way in which one individual can hold more than one officer position

G. Bylaw Changes

1. The Board shall make a general review of these Bylaws every year.
2. Any amendment shall require the approval of at least two-thirds ($\frac{2}{3}$) of the current Board membership.
3. Any amendment shall be submitted to the Legislative Council for review and approval.

H. Standing Rules & Definitions (consistent with Student Fee Regulations)

1. The Board can set and vote on standard amounts in conjunction with bylaw review (i.e. advertising, lodging per day, food per day,) that will be implemented for all funding cycles that year.
2. The board shall share all standard amounts with the current CSI advisor and CSI Director or designee.
 - i. The Student Organizations are encouraged to reuse decorations, costumes and props from previous years, and this will be relayed to the Student Organization by their appointed Liaison.
 - ii. The board shall consider previous funding for decorations, cultural attire, and props when funding these items and decide funding on a case-by-case basis.
3. A Student Organization may be funded for no more than one event per semester.
4. The Board can partially fund a Student Organization event.
4. All events must be in compliance with Section 2.3.4 of Event Accessibility of

Student Fee Regulations.

5. The Board will not fund a main-event speaker/performer within three (3) years of a previously funded Board event and/or if knowledge of a previous campus visit is disclosed to the Board--excluding panels. The Board can override this with a two-thirds ($\frac{2}{3}$) vote.
6. The Board does not fund First Class or Business Class airfare for Student Organization projects unless it is indicated on an all-inclusive speaker contract.
7. The Board does not fund purely social events or Student Organization recruiting events.
8. The Board will not fund a Student Organization proposal if a single contract exceeds \$9,999.00. Any speaker fee that exceeds \$9,999.00 must be considered a Board project or collaboration.
9. Student Organizations intending to invite an international speaker or artist must schedule a meeting with CSI Finance prior to submitting their funding request. This meeting is required to confirm that the funding and contract timelines are feasible given the proposed date of the event.
10. The Board will only fund food that promotes the purpose of an event and is culturally relevant. The Board may decide the relevancy of catering at the event by determining (on a scale of 1-10) the importance of food at the event, averaging the total sum of all numbers, and then accounting for the change in the original budget request for food.
11. The Board will not fund any event whose primary focus is solely to provide a meal to attendees.
12. Rather than providing a meal, the intention of funding food for an event shall be to increase cultural exchange and attendee experience with a sample of culturally relevant food.
13. Any student organization intending on utilizing an outside vendor (not EP&C) within the UMC may do so in alignment with the UMC policies and procedures. The student organization must follow the list of procedures on the CEB website including the submission of the following documents, having a pre-approval meeting with the assigned CEB liaison, and the completion of the event management form and exemption request form.
 - i. All vendors Certificate of Insurance
 - ii. All vendors Food License
14. All events serving food must accurately label each dish to identify non-vegetarian components and the 9 major allergens listed by the FDA.
15. If any portion of the event is not in English, an English translation must be available, excluding songs, anthems, poems, small dialogue, and expressions throughout the event; however, the Student Organization is responsible for providing a translation for the significant educational components of these elements to the event. The Board will provide funding for a translator or any other accessibility needs at a student-fee funded event.
 - i. Performances at events shall include a brief introduction explaining their cultural significance.
16. All food events funded by the Board must comply with 68LCB12. Such events are required to use reusable plate settings and flatware or compostable products.

17. Contracts compensating the University of Colorado students will be considered for payment if they have been paid previously in a professional capacity. Deviations from this will be considered on a case-to-case basis. The Student Organization must provide the student's credentials upon request.
 18. Events scheduled Friday through Sunday before or during academic breaks will not be funded by the Board.
 19. The Board will not fund any event that takes place over more than three (3) consecutive days.
 20. The Board reserves the right to not fund any events on the basis that they are in a tent--excluding the UMC terrace tent.
 21. The board will not fund items that are intended to be used as gifts or prizes for any event.
 - i. The board may fund an honorarium for a speaker or performer.
 - ii. If a speaker or performer forgoes an honorarium, an RSO may provide a gift to said speaker in its place.
- I. Internal Evaluation
1. During each spring semester, the Board shall conduct a review of its programming, procedures, and policies.
 2. Any permanent changes or additions to these Bylaws will be done during this review.
 3. The Board shall have an internal evaluation of each member of the officer team at the end of each semester. This will constitute suggestions for improvement, constructive criticism, and commendation for the officer. Each evaluation of an officer of the officer team by the Board will undergo an anonymous survey evaluation that can be relayed through the Chair or the Board. If the officer desires a private meeting, they may meet with the Chair and/or the Adviser whereby the Board members would send the comments, critiques, and compliments on the officer's job performance.
- J. Emergency Meetings
1. Emergency Meetings can be called by the Chair, Marketing Coordinator, Speakers Coordinator, or Student Outreach Coordinator provided that there is a notice to the general public and all members of the Board.

VIII. General Responsibilities of the Board

A. Board Projects

1. The Board is responsible for organizing Board projects annually, in accordance with the CUSG student fee regulation. The Board shall hold all organizational responsibility for the events it initiates, independent of Student Organization affiliation. The Board reserves the right to charge admission to Board project events.
2. With events where admission is to be charged, student prices must be lower than general admission in order to receive student fee support. Tickets for such events must be made available on campus. Students shall be prioritized and a majority of

tickets will be earmarked for student purchases. Other ticket outlets may be established, but not in place of campus outlets.

3. Speaker Event Project
 - i) A project coordinated by the speakers and assistant speakers coordinator with the aim of bringing a mission statement aligned speaker to educate the public on a topic of the board's choosing.
 - ii) The board shall aim to conduct at least one speaker event per academic semester.
 - iii) Upon a last-minute cancellation of a speaker event, the board shall determine course of action within three weeks following the notice of cancellation or one week prior to the event, whichever occurs first.
 4. Cultural Connections Project
 - i) A nontraditional project, such as the Elijah McClain Tribute (2020-2021), which shall be centered around a topic the Board deems to be important and relevant for the CU Boulder community.
 - ii) Cultural Connections Projects shall occur at least once per academic year.
- B. Student Organization Projects
1. The Board is responsible for allocating funds for programs sponsored by Student Organizations. In approving the scheduling of these programs, the Board will work with the proposing organizations.
- C. Eligibility (Student Organization Projects)
1. Programs shall be evaluated on the basis of benefits to students in accordance with existing standing rules. The Board provides funding for events, not internal operational funding. The proposed program should fall within the purview or purpose of the Student Organization in accordance with the Board's mission.
 2. Any Student Organization may submit proposals for consideration by the Board. The group must currently have or establish an account that is in good financial standing with the CSI office to receive funds.
 3. The Board will not consider any proposal designed for the primary purpose of the recruitment of students.
 4. Fees may not be used in support of or opposition to political candidates, political parties, ballot issues, or for programs related to political campaigning within a year before a general, midterm, or primary election. Requests for student fee support of partisan political activities will not be granted. The Board defines "partisan political activities" as events that endorse or repudiate a particular candidate, political party, or election ballot. In addition, the board will not fund events hosted by Student Organizations whose sole mission entails the promotion of a political candidate within the prescribed time frame of an election cycle.
 - i) Proposed events will not be defined as partisan and denied funding merely because Board members disagree with the political viewpoints that may be expressed during an event.
 - ii) Fees may be used to provide a forum for open discussion of political issues.
 5. *"Student-fee funding may not be allocated for charitable fundraising activities. Charitable fundraising is when a third-party outside CU is the beneficiary."*
 - i) Student Organizations may not collect voluntary donations inside or

outside the event venue. Because Student Organizations are not affiliated with the university, they would be a third-party benefiting from donations. *Funds contributing a cause*, as stated in the CEB bylaws is fundraising since a general donation to a Student Organization would be deposited into their revenue account where it is deemed “operational”.

6. Non-CU Boulder organizations or private donors may not organize or co-sponsor a Board-funded event in conjunction with a Student Organization unless the Board specifically approves the co-sponsorship.
7. The Board will attempt to resolve conflicts arising from scheduling and examine the overall cultural program in order to coordinate student-sponsored cultural activities whenever possible.
8. The Board shall not fund accommodations for volunteers involved in Student Organization events.
9. The Board reserves the right to decline to fund on the basis that event content will “break the law, unreasonably disrupt the learning environment or workplace, or be used to threaten or harass. Libel and slander have no special protections, nor does speech that unjustifiably invades privacy.”
10. All organizations applying for Board funding need to declare that they understand the CEB Bylaws.

D. Funding Caps

1. The Board reserves the right to set funding caps for any non-essential event items during any of the funding cycles based on the monies remaining in the Board accounts.

E. Pre-Funding Requirements

1. Proposals for funding will be heard at least four (4) times per year (subject to change depending on the number of funding cycles). Due to the time requirements involved in producing an event, all requests must be formally presented to the Board at a regularly scheduled meeting at least forty days prior to the event.
2. It is required that the funding request form be properly filled out and submitted to the CSI office by the scheduled deadline. This will ensure those making a formal presentation have a place on the meeting agenda fulfilling requirements. Any exception to this requirement shall be at the discretion of the Chair.
3. Proposals will be heard for two (2) hearings before funds are allocated. The first hearing shall consist of a discussion about the mission of the Board of the proposed events. The second hearing shall consist of the budgetary review, final vote, and an allocation of the final budget along with any stipulations on event funding. The organizations presenting a proposal must have a student representative present for the first meeting. If the representative fails to attend the first hearing, the budget hearing will be postponed or canceled at the Board’s discretion. Representatives are not allowed to attend the second budgetary review.
4. The Board reserves the right to place stipulations on any event allocation based on the previous experience working with a Student Organization and the observations made by the Liaison or any Board member/s who attended the event in previous years. For events occurring for the first time or organizations not previously funded by the Board, contingencies will be placed based on the scope of the event and predicted attendance. The Board will do its best to communicate

with the Student Organization the concerns with events before placing contingencies and recommendations on the allocation.

5. The Board reserves the right to limit the number of proposals heard at any given meeting.
6. The original proposal must include all known sponsors.
7. If a request to provide student fee support for activities for which academic credit is given or which are otherwise related to University curricula, academic departments, academic research, and/or academic use, the request will be considered solely on the merit of the event itself in accordance with the Board's mission.
8. The Board will budget all events in order to accommodate interpreting for the hearing impaired upon request. An effort should be made to ensure wheelchair access to all events.

F. Emergency Funding

1. Any group seeking funding after the final funding cycle will be considered for funding provided there are adequate monies remaining in Board accounts and Bylaw Section VI.C.1-9 are followed as applicable.
2. Emergency funding will be granted in one (1) meeting upon receiving a favorable majority vote of all present and student voting members.
3. Prior to the completion of the final funding cycle, the Board will not provide emergency funding for entire events.
4. Prior to the final funding cycle, emergency funding will only be rewarded to organizations that have already received an allocation but are met with unanticipated and unavoidable expenses.

G. Post-Funding Requirements

1. All funded groups are required to keep the Board updated as to the changes in their proposals. All changes must be communicated to the Liaison(s) unless otherwise specified by the Board. CSI Finance may approve any line item changes under \$50 or 5% of the overall line item within an allocation, whichever is greater. The Chair may autonomously approve budget changes of less than \$750. The Board must approve all other changes.
2. All advertising for sponsored programs shall include the Board name and CUSG name, and shall be subject to approval by the Board at least one (1) month before the event, whenever the program is sponsored in part or in full.
 - i) The Board reserves the right to rescind funding of any program at any time as a result of a violation of this provision.
 - ii) The Board reserves the right to revoke advertising funding if printing requests are not submitted at least two (2) weeks before the date of an event.
3. All Interdepartmental Invoices (INs) and Purchase Orders (POs) must be approved by the CSI office. The office cannot approve expenditures unless funds have been allocated for said expenditures.
4. Sale of books or other products at Board-sponsored/co-sponsored events is prohibited without prior approval of the Board. While student-fee funding may not be allocated for charitable fundraising activities, selling of books or other products may occur without student-fee funding.

5. Student Organizations must track attendance throughout the entire duration of all Board-sponsored events. Methods include card readers, ticket stubs, entrance/exit forms, etc. It is the organization's responsibility to collect this data and submit it to the Board within one week following the event.
6. Student Organizations shall submit a Student Organization evaluation form no later than two (2) weeks following the date of the program. Such evaluations must be electronic and failure to submit such evaluations shall constitute grounds for denial of future funding or retraction of previously allocated funds.
7. The Board reserves the right to revoke present funding or deny additional funding to a Student Organization for violation of these Bylaws.
8. The Board reserves the right to revoke present funding or deny additional funding to a Student Organization if the funded organization is not able to successfully produce the event as outlined by the bylaws.
9. The Board reserves the right to revoke present funding or deny additional funding to a Student Organization for the following additional reasons:
 - i) Record and/or history of continuous poor communication with the Board and/or CSI
 - ii) Record and/or history of disrespectful and/or poor communication with the Board and/or CSI
 - iii) Repeatedly disregarding Board requests and advice
 - iv) Not meeting deadlines set by the Board and/or CSI
 - v) Breaking clauses in the CSI Finance Agreement
 - vi) Violation of Student Fee Regulations
 - vii) Repeated disrespectful and/or poor communication with other campus services necessary for the event's success
 - (1) This includes but is not limited to Program Council, Events Planning and Catering, and CU Conference Services.

H. Miscellaneous

1. Funded organizations shall be responsible for any damages incurred to facilities, films, equipment, or other materials used in the event.
2. Security arrangements shall be made in cooperation with the facility's scheduling office. The Board reserves the right to require additional security and/or liability insurance at Board-sponsored events.

IX. Ad Hoc Sub-Committees

- A. Ad Hoc Sub-Committees may be established by the Board as needed, which may include but are not limited to publicity, Bylaws, an annual retreat, funding cycle preparation, and Board projects, and working with the Assistant Speakers Coordinator on smaller events.

X. Retention Sub-Committee

- A. The Retention Sub-Committee may be established by the Board as needed. Its purpose may include but is not limited to discussing member absences or neglect of duties as well as determining corresponding consequences, i.e. leave of absence, dismissal from the

Board, etc.

B. Prior to the establishment of the Retention Sub-Committee, the following shall occur:

1. Written documentation of any concerns shall be provided to the Chair and the advisor by any individual who wishes to make a complaint.
2. A meeting must occur between the individual in question, the Chair, and the advisor to discuss the complaints brought forward.

C. In the case that infractions continue:

1. The Chair will begin the process of forming the Retention Sub-Committee.
 - i. This shall occur during a weekly meeting of the entire Board.
 - ii. A meeting must occur between the individual in question, the Chair, and the advisor to inform the individual in question of the formation of the Retention-Sub Committee.
 1. An email must be sent to the individual in question at the end of this meeting with a summary of what was discussed.

D. Processes and Procedures

1. The committee shall meet for a minimum of three (3) separate meetings following the process as listed below.
2. The first meeting of the committee shall include:
 - i. A reminder/review from the Chair regarding the functioning and purpose of the committee formation
 - ii. A review of the appropriate and relevant documentation
3. The second meeting of the committee shall include:
 - i. A hearing from the person in question
4. The third meeting of the committee shall include:
 - i. Deliberation on a recommendation for the Board to vote on
 - ii. RSC will provide the entire Board with a copy of the RSC recommendation and a document of their process to reach that decision through an email
5. Next meeting of the Board - RSC presents its recommendation, and the person in question gets to present their recommendation (if they choose to).

E. Membership

1. The Chair will preside over all meetings of the Retention Sub-Committee.
 - i. If there is a major conflict of interest, the Board shall follow VI.A.5 of the CEB Bylaws
2. The Retention Sub-Committee will be made up of randomly selected members of the Board
 - i. The Retention Sub-Committee's size shall not surpass that of $\frac{1}{3}$ of the Board's members

F. RSC Rules and Regulations

1. Can suggest:
 - i. Removal from the Board wherein the student would instantly lose their position on the board and would not be able to reapply. Would require a $\frac{2}{3}$ rd vote of all voting members.

- ii. If the Member in Question is the Chair of the Board, the RSC will submit articles of impeachment to the Legislative Council President.
- iii. Removal from office. Would require a 2/3rd vote of all voting members.
- iv. Stripped of voting privileges. Would require a 2/3rd vote of all voting members.
- v. Temporary Removal from the Board for one to two semesters. Would require a 2/3rd vote of all voting members.
- vi. Retain the member

G. Appeals Process:

- 1. If the student in question wishes to appeal the Board's decision, they may choose to appeal via the Legislative Council or appropriate committee of the Legislative Council at the discretion of the Legislative Council President.
- 2. A second or simultaneous appeal may be made to the CUSG Judicial Branch.
- 3. A third appeal may be directed to the Vice-Chancellor of Student Affairs.

XI. Probation Process

- A. Probation refers to a specific timeframe, measured in semesters, wherein a Student Organization cannot receive funding from the Board for any events occurring during this period.
 - 1. An Organization may have a funding hearing during its probationary period for an event that takes place after the probationary period is over.
- B. The Board reserves the right to place a Student Organization on probation for violation of these Bylaws.
- C. The Board reserves the right to place a Student Organization on probation if the funded organization is not able to successfully produce the event as outlined by the bylaws.
- D. The Board reserves the right to place a Student Organization on probation for the following additional reasons:
 - 1. Record and/or history of continuous poor communication with the Board and/or CSI
 - 2. Record and/or history of disrespectful and/or poor communication with the Board and/or CSI
 - 3. Repeatedly disregarding Board requests and advice
 - 4. Not meeting deadlines set by the Board and/or CSI
 - 5. Breaking clauses in the CSI Finance Agreement
 - 6. Violation of Student Fee Regulations
 - 7. Violations of the UMC outside catering exemption expectations
 - 8. Repeated disrespectful and/or poor communication with other campus services necessary for the event's success
 - i) This includes but is not limited to: Program Council, Events Planning and

Catering, and CU Conference Services.

- E. If, during the planning of the event, the Board is made aware of any decisions made by the student organization that would violate the bylaws, a CEB liaison will notify the organization contact about the violation.
 - 1. Failure on the part of the student organization to respond to and amend the violation(s) they were notified of will constitute one of the ways in which the probation process will be enacted.
- F. Student Organization leaders will be notified of the enactment of the probation process after the Board reviews the organization's event and post-event survey results.
 - 1. With the exception of extraneous circumstances, the Board will conduct a review of the organization's event during the first meeting that takes place after the date of the given event.
- G. An organization may be put on probation for one (1) academic semester or one (1) academic year. This will be determined at the discretion of the Board.
 - 1. Requests for events that take place during the assigned probation term will not be reviewed by the Board.
- H. A Student Organization may appeal its probation status within a week of the Chair informing the Student Organization of the Board's decision. Student Organizations are encouraged to address the specific concerns the Board raised during the funding cycles and to communicate with the CSI office in order to have successful events in the future.
 - 1. An open hearing will be scheduled for the next available Board meeting after the Student Organization has informed the Chair or Liaison they wish to appeal its probation status. The Student Organization will be informed of the final Board decision a week or two (2) after the open hearing.
 - 2. If a Student Organization wishes to appeal its probation status for a second time, they may choose to appeal via the Legislative Council or appropriate committee of the Legislative Council at the discretion of the Legislative Council President.
 - 3. A third or simultaneous appeal may be made to the CUSG Judicial Branch..
 - 4. A fourth appeal may be directed to the Vice-Chancellor of Student Affairs.

XII. Appeal Process

- A. A Student Organization may appeal the Board's decision to decline to fund an event proposal within a week of the Chair informing the Student Organization of the Board's decision. A Student Organization may also appeal any stipulations the Board placed on an approved event allocation within a week of the Liaison informing the organization of the Board's decision. Student Organizations are encouraged to address the specific concerns the Board raised during the funding cycles and to communicate with the CSI office in order to have successful events in the future.
 - 1. An open hearing will be scheduled for the next available Board meeting after the Student Organization has informed the Chair or Liaison they wish to appeal. The Student Organization will be informed of the final Board decision one (1) week after the open hearing.
 - 2. If a Student Organization wishes to appeal for a second time, they may choose to appeal via the Legislative Council or the appropriate committee of the Legislative

- Council at the discretion of the Legislative Council President.
3. A third or simultaneous appeal may be made to the CUSG Judicial Branch..
 4. A fourth appeal may be directed to the Vice-Chancellor of Student Affairs.
- B. The grounds on which an organization may appeal must be one of the following reasons:
1. The decision made by the Board was deemed as inequitable or unfair by the Student Organization.
 2. The decision made by the Board would result in an unsuccessful event as deemed by the Student Organization.
 - i) The decision in question cannot be the Board's decision to deny funding for the event as a whole.
 3. The decision made by the Board disregarded documentation submitted by the Student Organization supporting the necessity of funds needed for the event.
- C. Student Organizations must provide sufficient evidence to the Board that one of the above statements is true. Documentation submitted by a Student Organization supporting one of the above statements must have been submitted by the Board's funding deadline.
- D. The Board may deny a Student Organization's appeal based on failure to adhere to these appeal guidelines.
- E. A Student Organization may escalate the appeal process in cases where the Board has denied its appeal according to the procedure described above.

XIII. Fundraising and Vendors in Special Use Facilities

- A. Any collection of money shall be arranged through the CSI office. Arrangements (cash boxes, tickets, etc.) for proper control of such funds must be made in advance of such an event.
1. If admission is charged for any event, the Board shall receive all revenue up to the funded amount of the event. After this point, the Board will split the revenue with the Student Organization. Percentages are to be determined at the discretion of the Board.
- B. Any outside vendor(s) (non-student) may sell goods at an event only if the vendor/s is approved by the Center for Student Involvement, Events Planning and Catering, the Board, and the Bookstore.
- C. Vendors must be approved two (2) weeks prior to the event.

XIV. Absorbed Projects

- A. The Board reserves the right to absorb a Student Organization proposal as a Board Project. The Board is not obligated to take on any proposal as a Board Project. The Board will fully organize and fund the event if absorbed.
1. The Student Organization will receive no more than thirty (30) tickets for the event to distribute among its members. Meet and greet logistics will be

- determined on an individual basis.
2. The Student Organization cannot design advertising or send out press releases unless approved by the Board.
 3. The Board will sign all contracts in working with campus procurement services.

XV. Collaborations

- A. The Board reserves the right to collaborate with other campus institutions in order to further the Board's mission when the Board cannot do so independently. Any speaker fee that exceeds \$9,999.00 must be considered a Board project or collaboration.
 1. Adequate discussion must take place prior to committing to the collaboration in order to ensure that the collaboration will further the mission of the Board and the Student Organization.
 2. Decision-making must be accessible to all Board members. This may require but is not limited to, alternative meeting times that must be discussed and decided upon prior to the decision to collaborate. All Board members must be allowed to participate in the collaboration to the same extent as would be expected if it were an independent Board project.
 3. The Board and additional Campus Organizations shall agree upon the share and distribution of work, responsibilities, and resources to ensure the success of the event including, but not limited to, marketing efforts, attending meetings to discuss event logistics and Run of Day, tabling at the event, Q&A moderators, etc.
 4. The Chair, Speaker's Coordinator, or Liaison, as well as a member of the additional Campus Organizations, must be present at any planning meetings in which event logistics will be discussed. All parties must be consulted before any event decisions are made.
 5. The Board shall seek as well as allocate recognition for the event in direct proportion to the financial or in-kind contributions of the collaborators. This may include, but is not limited to, introductions, advertising logos, media coverage, etc.
 6. The Board reserves the right to revoke an allocation for collaboration at any given point if any of the provisions of the Bylaws are not properly followed.

XVI. Financial and Clerical Responsibilities

- A. All contracts shall be forwarded to the Center for Student Involvement office for review and approval. Approved contracts shall then be forwarded to the University Procurement Service Center for final review and approval.
- B. The Chair shall maintain a working relationship with the CSI office; this shall include, at a minimum, a meeting every fiscal quarter to obtain necessary information for the Year-End Report, Quarterly Reports, and upcoming budget cycles. Every incoming (new) Chair shall meet with the CSI office within thirty days of being elected.

- C. The Chair or their designee shall regularly report their account balance, expenditures, and funded Student Organization requests to the Legislative Council President and Treasurer.
- D. All Student Organization funding requests that have been approved by the Board will be sent to the Legislative Council President and Treasurer after they have been approved to be reported by the Treasurer in their weekly update to the Legislative Council.