

7220 Entertainment Policies & Operating Procedures

Table of Contents

Article I.	<u>Name</u>
Article II.	<u>Mission, Purpose, and Core Values</u>
Article III.	<u>Organization Structure</u>
Article IV.	<u>Executive Board</u>
Article V.	<u>Duties of the Executive Board</u>
Article VI.	<u>Executive Board Eligibility & Application/Selection Process</u>
Article VII.	<u>Termination or Resignation of an Executive Board Member</u>
Article VIII.	<u>Quorum and Voting Power</u>
Article IX.	<u>Executive Board Meetings</u>
Article X.	<u>Committee Membership Eligibility, Expectations, and Incentives</u>
Article XI.	<u>Termination or Resignation of a Committee Member</u>
Article XII.	<u>Committee Meetings</u>
Article XIII.	<u>Changes to Policies & Operating Procedures</u>

Article I. Name

Section I. This organization shall be known as 7220 Entertainment.

Article II. Mission, Purpose, and Core Values

Section I. The mission of 7220 Entertainment is to function as the student fee-funded entertainment programming organization for students at the University of Wyoming. Through its five programming committees, members of 7220 Entertainment select, plan, promote and present a variety of popular entertainment programs and films that enhance the social and cultural life of the students of the University of Wyoming.

Section II. The purpose of 7220 Entertainment shall be to provide cost-effective, diverse events that entertain and educate students, faculty/staff, the University and Laramie communities. 7220 Entertainment strives to enrich the co-curricular experience for students through leadership and involvement opportunities with the organization and in the production of events. 7220 Entertainment contributes to student satisfaction and retention by creating a dynamic, lively campus social environment.

Section III. The core values of 7220 Entertainment are as follows:

Teamwork: To provide an environment that fosters the development of teamwork skills that will promote success during the student's college experience and in the post-graduation workforce. Members of 7220 Entertainment will gain valuable experience working with students, faculty, and staff of varying backgrounds and will enhance their skills in practical, hands-on situations.

Stewardship: To efficiently and effectively manage all financial affairs, give back to the student body, promote leadership, preserve integrity and be accountable.

Cultural Enrichment and Diversity: To expose the University of Wyoming and Laramie communities to new ideas and cultures by providing access to a diverse range of entertainment and learning opportunities.

Article III. Organization Structure

Section I. 7220 Entertainment shall be an entirely student run organization consisting of and representative of the University of Wyoming student body. 7220 Entertainment shall be directly advised by and housed within the Campus Activities Center.

Section II. The primary function of 7220 Entertainment shall be to plan and implement social, recreational, cultural, and educational programs for the campus community.

Section III. The five Programming Committees that constitute 7220 Entertainment are as follows:

Films

The Films Committee is responsible for providing free full-length feature films on a weekly basis to the student population. Selections may include current major studio releases, documentaries, cult films, throwback films, and public domain films.

Fine Arts & Lectures

The Fine Arts & Lectures Committee is responsible for providing the University of Wyoming and surrounding community with free cultural, artistic, educational programs and thought provoking lectures. The purpose of this committee is to enhance and cultivate diversity and to provide educational and cultural opportunities that are unique to the campus and expand the knowledge of participants. This committee is also charged with overseeing the operations and exhibits for Gallery 234 in the Wyoming Union.

Late-Night Events

The Late-Night Events Committee is responsible for providing the University of Wyoming student body with free, quality entertainment that is fun, unique and exciting, that take place during targeted prime social hours. The Late-Night Events Committee is expected to plan and execute larger scale, multi-tiered programs on specifically targeted nights and weekends as determined by the Campus Activities Center.

Club Events

The Club Events Committee is charged for providing events and activities for the student population to enjoy on a consistent basis. The committee should be intentional in developing a comprehensive, diverse schedule of events throughout the year. This includes, but is in no way limited to: music, comedy, speakers, spoken word, trips, special events, etc.

Large Scale Events

The Large Scale Events Committee is responsible for bringing large name entertainers to the University of Wyoming. The committee attempts to deliver diverse acts throughout the academic year, including speakers, musicians, comedians, and other performers. The Large Scale Events Committee is expected to generate revenue from their events in order to offset costs to allow the committee to bring more acts throughout the academic year. Large Scale Event programs should cater to the University of Wyoming and Laramie communities.

Article IV. Executive Board

Section I. The Executive Board of 7220 Entertainment shall be composed of administrative positions as described in Article IV, Section 2; and Ex-Officio members as described in Article IV, Section 3.

Section II. The positions included in the Executive Board shall include the following:

- 1) Films Coordinator
- 2) Fine Arts & Lectures Coordinator
- 3) Late-Night Events Coordinator
- 4) Club Events Coordinator
- 5) Large Scale Events Coordinator
- 6) Honorary Members of the Executive Board, as stipulated in Article IV, Section IV

Section III. Ex-Officio Non-Voting Members of the Executive Board shall include:

- 1) Associate Director, Center for Student Involvement & Leadership
- 2) 7220 Entertainment Advisor(s), Campus Activities Center
- 3) Campus Activities Center Graduate Assistant(s) when applicable
- 4) Director, Center for Student Involvement & Leadership

Section IV. General members of 7220 Entertainment who have rendered outstanding service to the Center for Student Involvement & Leadership may be named as honorary members of the Executive Board through a majority vote of the Executive Board. These members will have the same voting rights and privileges as the Executive Board as stipulated in this document. However, this position will be upheld on a voluntary basis and the honorary member shall not be compensated as stipulated in Article VI, Section IV of this document. This appointment is limited to one-member representative per committee, per semester. The Executive Board shall maintain the option to renew this privilege for an honorary member for an additional semester.

Article V. Duties of the Executive Board

Section I. General Duties shall include:

- 1) Uphold mission, purpose, and core values of 7220 Entertainment and the Center for Student Involvement & Leadership;
- 2) Uphold professional and courteous conduct before and during events when working with agents, artists, tour managers, committee members, event service providers, etc.
- 3) Conduct and complete a program evaluation within two weeks after each program;
- 4) Obtain feedback on events from committee members and campus participants to include in program evaluation;
- 5) Complete and archive the program evaluation for each event;
- 6) Assist committee members in their development as leaders and members of 7220 Entertainment;
- 7) As necessary, be available to advisor and committee members during office hours.

- 8) Discuss other potential and/or current extracurricular involvement opportunities with direct advisor to ensure proper time management measures can be taken and that the extra activities will not impact performance level of current position. On a case by case basis, the Event Coordinator must receive approval before accepting other paid positions or high-level leadership positions on campus.
- 9) Coordinate and chair meetings of their respective committees. The expectation of how regularly (i.e. weekly, bi-weekly, monthly) each committee should meet will be determined by the Event Coordinator and direct Advisor prior to the start of the semester. Once set, the dates, times, and locations, should be communicated to the respective committee members and also made known publicly for recruitment and informational purposes. As often as possible, committee meetings should remain consistent and not be done on an ad-hoc basis;
- 10) Work with the Administrative members of the Campus Activities Center and the members of the Executive Board;
- 11) Attend weekly meetings of the Executive Board;
- 12) Establish a list of expectations for committee members;
- 13) Evaluate committee members at the end of each semester;
- 14) Actively work on recruitment efforts of new members to 7220 Entertainment;
- 15) Work with Marketing Office in marketing and promotion efforts in relation to events planned;
- 16) Meet with the respective Committee Advisor weekly;
- 17) Attend all mandatory Union/Center for Student Involvement & Leadership trainings, workshops, and retreats;
- 18) When necessary and as assigned, attend ASUW meetings as a representative of the Center for Student Involvement & Leadership;
- 19) Work with other committee chairs, departments, and recognized student organizations to collaborate on events throughout the semester; and
- 20) Assist with other Campus Activities Center/Center for Student Involvement & Leadership events as determined by the Director or Associate Director, Center for Student Involvement & Leadership or 7220 Entertainment Advisor(s).
- 21) Assist in the training/transition process of the incoming Committee Coordinator who will be taking their positions.

Section II. Specific Duties

- 1) Films Coordinator
 - a. Create film-related programs within the Wyoming Union (and other venues, as appropriate) for the students of the University of Wyoming, faculty/staff, and Laramie community;
 - b. Work with Swank Motion Pictures and other film distributors to book films to develop a comprehensive and diverse, weekly film series and special film programs.
 - c. Work 15 - 20 hours per week, including events and office hours;
 - d. Set and maintain specific office hours set per semester;
 - e. Work with Union Events Office and other event service providers on set-up, breakdown, and clean-up of venue where films are screened;

- f. Supervise committee members during programs;
- g. Troubleshoot and report any film/technical issues as they arise;
- h. Coordinate event management and logistical needs with event service providers;
- i. Learn and implement ADA regulations and mitigate risk management issues as they arise;
- j. With committee, brainstorm and implement unique and new techniques to market and enhance the movie going experience on campus (i.e. hosting panel discussion to go along with film, double feature, etc.);
- k. Work in conjunction with academic departments and other offices/organizations on campus to bring events;
- l. Oversee a budget set annually by the Director, Center for Student Involvement & Leadership for programming events*;
- m. Assist with at least one event per semester for all other committees of 7220 Entertainment;
- n. Attend other committee events whenever possible; and
- o. Other duties as assigned by direct advisor, Associate Director, Center for Student Involvement & Leadership and/or the Director, Center for Student Involvement & Leadership.

2) Fine Arts & Lectures Coordinator

- a. Plan programs that broaden the horizons and heighten awareness of arts, social issues, and other cultures within the Wyoming Union (and in other facilities, as appropriate) for the students of the University of Wyoming, faculty, staff and Laramie community;
- b. Plan programs that stimulate thought/action or that deal with current events and hot topics relevant to college students, faculty, staff, and Laramie community;
- c. Oversee daily operations of Gallery 234, including maintenance and clean up between exhibits;
- d. Work 15 - 20 hours per week, including events and office hours;
- e. Solicit submissions for gallery exhibits for academic year and summer;
- f. Work with artists and coordinate gallery shows, its promotion campaign and awareness outreach, and plan one reception for each show;
- g. Contract negotiation;
- h. Coordinate event management and logistical needs with event service providers;
- i. Learn and implement ADA regulations and mitigate risk management issues as they arise;
- j. With committee, brainstorm and implement unique and new techniques to market events and Gallery;
- k. Supervise committee members during programs;
- l. Work in conjunction with academic departments and other offices/organizations on campus to bring events;
- m. Oversee a budget set annually by the Director, Center for Student Involvement & Leadership for programming events*;
- n. Assist with at least one event per semester for all other committees of 7220 Entertainment;

- o. Attend other committee events whenever possible; and
- p. Other duties as assigned by direct advisor, Associate Director, Center for Student Involvement & Leadership and/or the Director, Center for Student Involvement & Leadership.

3) Late-Night Events Coordinator

- a. Plan larger scale, multi-tiered programs within the Wyoming Union (and other venues, as appropriate) during prime social hours as an alcohol alternative on specifically targeted dates as determined by the CAC;
- b. Be open to suggestions and promote diverse, alcohol-free programming;
- c. Work 15 - 20 hours per week, including events and office hours;
- d. With committee, brainstorm and implement unique and new techniques to market programs to student body;
- e. Seek out collaboration opportunities with other committees, student groups and departments;
- f. Contract negotiation;
- g. Coordinate event management and logistical needs with event service providers;
- h. Learn and implement ADA regulations and mitigate risk management issues as they arise;
- i. Supervise committee members during programs;
- j. Oversee a budget set annually by the Director Center for Student Involvement & Leadership for programming events*;
- k. Assist with at least one event per semester for all other committees of 7220 Entertainment;
- l. Attend other committee events whenever possible; and
- m. Other duties as assigned by direct advisor, Associate Director or Director, Center for Student Involvement & Leadership.

4) Club Events Coordinator

- a. Plan consistent events within the Wyoming Union (and other venues, as appropriate) for the students of the University of Wyoming, faculty, staff and Laramie community;
- b. Plan an intentionally diverse scope of programs throughout the duration of the academic year;
- c. Whenever possible, utilize the lower level of the Wyoming Union to plan 'club' style programs
- d. Work 15 - 20 hours per week, including events and office hours;
- e. With committee, brainstorm and implement unique and new techniques to market programs to student body;
- f. Seek out collaboration opportunities with other committees, student groups and departments;
- g. Supervise committee members during programs;
- h. Contract negotiation;
- i. Coordinate event management and logistical needs with event service providers;
- j. Learn and implement ADA regulations and mitigate risk management issues as they arise;

- k. Oversee a budget set annually by the Director, Center for Student Involvement & Leadership for programming events*;
 - l. Assist with at least one event per semester for all other committees of 7220 Entertainment;
 - m. Attend other committee events whenever possible; and
 - n. Other duties as assigned by direct advisor, Associate Director, or Director, Center for Student Involvement & Leadership.
- 5) Large Scale Events Coordinator
- a. Oversee 3-4 large scale popular programs including (but not limited) musicians, comedians, and lectures.
 - b. Plan an intentionally diverse scope of programs throughout the duration of the academic year.
 - c. Supervise during programs;
 - d. Work 15 - 20 hours per week, including events and office hours;
 - e. With committee, brainstorm and implement unique and new techniques to market programs to student body;
 - f. Seek out collaboration opportunities with other committees, student groups and departments;
 - g. Contract negotiation;
 - h. Coordinate event management and logistical needs with event service providers;
 - i. Learn and implement ADA regulations and mitigate risk management issues as they arise;
 - j. Oversee a budget set annually by the Director, Center for Student Involvement & Leadership for programming events*;
 - k. Assist with at least one event per semester for all other committees of 7220 Entertainment;
 - l. Attend other committee events whenever possible; and
 - m. Other duties as assigned by direct advisor, Associate Director or Director, Center for Student Involvement & Leadership.

*Budget amounts are set each fiscal year and subject to adjustment, including reductions due to financial limitations set forth by the President or Board of Trustees, or reductions in enrollment projections.

Section III. Roles of Advisors

The role of the Advisor is multifaceted. Perhaps the most important factor is the constant contact with and advising of 7220 Entertainment members. This includes working with each of the students on the Executive Board as individuals, providing encouragement, helping each to realize their potential in the development of the total student, including academics and co-curricular activities. 7220 Entertainment members desire that their Advisors encourage the development of new and varied programs for the involvement of the entire university community. Their role extends to advising procedures for facility and program reservations, maintaining expense records, and suggesting program ideas.

The following is a breakdown of 7220 Entertainment's expectations of their advisors:

- 1) Visit with the Executive Board members on ideas, duties, and problem areas, helping each to develop personally and to deal with programming responsibilities;
- 2) The Advisor shall attend all Executive Board meetings, all specific committee meetings, and activities as appropriate.
- 3) Facilitate all Executive Board meetings;
- 4) Provide leadership training for the Executive Board members;
- 5) Coordinate application, registration, and preparation for relevant national and regional conferences; and
- 6) Represent and advocate for 7220 Entertainment's interests in the Center for Student Involvement & Leadership, and Student Affairs meetings.

In the instance the Executive Board feels an Advisor is not fulfilling their duties as described, the Associate Director, Center for Student Involvement & Leadership shall be notified in writing in order to work with the Advisor to determine the best course of action.

Article VI. Executive Board Eligibility & Application/Selection Process

Section I. In order for a student to be eligible for membership on the 7220 Entertainment Executive Board, the following criteria must be met:

- 1) All Executive Board members shall be full-time students (12 hours undergraduate, or 9 hours graduate).
- 2) All Executive Board members shall maintain a 2.5 GPA (3.0 for Graduate Students) or above during their term in office.
- 3) While not required, priority consideration is given to those who have been members of 7220 Entertainment for at least one semester.
- 4) The Campus Activities Center professional staff will evaluate the performance of the Executive Board Members; those that have successfully met the duties of their positions for one year will be given the option of one additional year without re-applying.

Section II. Selection Process

- 1) The application and selection process shall open at a time determined by the advisors of 7220 Entertainment; typically, in the middle of the spring semester and shall remain open for two weeks.
- 2) The Selection Committee shall be comprised of the Campus Activities Center professional staff and graduate assistant(s) when applicable and whenever possible outgoing Executive Board members and current committee members.
- 3) The Executive Board-elect will not assume full control of the Board or gain voting privileges until their formal installation is complete after the end of the year appreciation event; and
- 4) During the time between election and installation, newly elected Executive Board members will serve in an apprenticeship capacity as they attend weekly executive meetings of the current coordinators; current coordinators should use this time as a period of transition to fully inform new board members of their duties and responsibilities;

Section III. Executive Board Vacancies

- 1) In the event that an Executive Board position becomes vacant, applications shall be accepted for a two-week period;
- 2) The selection procedures outlined in Article VI, Section II shall be followed for unexpected vacancies; and
- 3) In certain circumstances, the Campus Activities Center professional staff may determine to leave an Executive Board position vacant for the remainder of an academic year. The Campus Activities Center administration may also decide to appoint a student committee member on an interim basis. In the event that the appointed student wants to hold the Executive Board position for the following term, they would need to go through the full application process.

Section IV. Executive Board Compensation

- 1) Executive Board members are expected to maintain set office hours and work between 15-20 hours a week, including event hours. Executive Board members are selected for a term of one year and are compensated hourly for their work.
- 2) The current pay rate is outlined in the Center for Student Involvement & Leadership student wage scale. Pay rates are subject to adjustment and Executive Board members are eligible for annual raises in conjunction with a successful employee evaluation and at the determination of the Campus Activities Center professional staff.

Article VII. Termination or Resignation of an Executive Board Member

Section I. Any member of the 7220 Entertainment Executive Board can be removed from office if just cause is shown to warrant such removal. Just cause for removal shall include, but not limited to:

- 1) Deliberate violation or disregard for the 7220 Entertainment Policies & Operating Procedures;
- 2) Failure to maintain a standard of conduct that is exemplary of a student leader as recommended by an advisor of 7220 Entertainment or the Director, Center for Student Involvement & Leadership;
- 3) Mismanagement of 7220 Entertainment funds;
- 4) Failure to perform any of the responsibilities of the position as recommended by a 7220 Entertainment advisor;
- 5) More than three (3) unexcused absences per semester from the Executive Board meetings. Notification should be made to the direct 7220 Entertainment Advisor(s) by phone, in writing or by e-mail at least one full day prior to the event in which attendance is required, with the exception of emergencies;
- 6) Failure to maintain the proper number of office hours as established in this document or other guiding documents (i.e. training manual);
- 7) Failure to maintain good academic progress and standing with the University; and
- 8) Deliberate violation of the Wyoming Union Policies and Operating Procedures, Center for Student Involvement & Leadership policies, the Student Code of Conduct, University of Wyoming Regulations, or local, state, or federal laws.

Special note: In the instance, one or more committee member(s) feel an Event Coordinator is not fulfilling their duties as described in this document, the Associate Director, Center for Student Involvement & Leadership or direct advisor shall be notified in writing in order to work with the Event Coordinator to determine the best course of action.

Section II. The process in determining just cause for removal will be carried out by the Campus Activities professional staff. The member in question will be notified in writing or by e-mail and given the following options: (1) The member may voluntarily turn in a letter of resignation as outlined in Article VII, Section 4; or (2) the Campus Activities Center professional staff will conduct a removal process in accordance with the policies set forth by the University of Wyoming Human Resource Department. The professional staff shall provide no longer than 2 weeks to allow the other Executive Board members to make a recommendation per the process outlined in Section III.

Section III. Should a member of the Executive Board be subject to removal, members may conduct a process to make a formal recommendation to the professional staff of the CAC. This process may be set into motion regardless of whether or not the professional staff of the CAC has started termination procedures.

Steps in the recommendation process shall include:

- 1) The member in question will be given the opportunity to write a letter on their behalf to the Executive Board or present at a meeting regarding the issue at hand;
- 2) At the meeting in which the issue is presented to the Executive Board, the member in question will be given the opportunity to speak on their behalf or their statement will be read;
- 3) After the member has been given the opportunity to speak on their behalf or their statement has been read, they will be excused from the meeting and discussion of the issue will begin;
- 4) Voting procedures shall follow the guidelines described in Article VIII; and
- 5) It will be the advisor's responsibility to inform the member in question of the Executive Board's recommendation.

Section IV. All resigning Board members shall present an official letter of resignation to their advisor or the Associate Director, Center for Student Involvement & Leadership.

Article VIII. Quorum and Voting Power

Section I. In order to conduct the formal business of 7220 Entertainment, a quorum shall be defined as two-thirds of the voting members of the Executive Board.

Section II. All Executive Board members, excluding Ex-Officio members, shall have equal voting and administrative power. Decisions dealing with 7220 Entertainment or related functions will normally be made by consensus. If consensus cannot be reached, a simple majority vote of the Executive Board present at the announced meeting will be taken, provided a quorum is present. In the event that the Advisors of 7220 Entertainment are not available, the Associate Director or the Director, Center for Student Involvement & Leadership shall serve in this capacity, for interim decisions.

Section III. The Executive Board shall have the right to accept or reject any or all parts of a co-sponsorship or funding request submitted to them. If any part of the proposal or funding request is rejected, the submitter shall have the opportunity to revise the proposal and resubmit for the next scheduled Executive Board meeting.

Article IX. Executive Board Meetings

Section I. The official meeting time of the Executive Board shall be determined by the Board Members and advisors each semester of the regular academic year. If an alternate meeting time is needed it shall be arranged at the discretion of the Executive Board at least one full day in advance. The meetings shall be open, although only the members of the Executive Board shall have voting privileges.

Section II. Any 7220 Entertainment trips such as national or regional conferences, or entertainment industry engagements, shall, at the determination of the 7220 Entertainment Advisor(s), be first reserved for Executive Board members, and then other available spots may be filled by 7220 Entertainment Committee members.

Article X. Committee Membership Eligibility, Expectations, and Incentives

Section I. 7220 Entertainment shall adhere to Section 1 of UW Regulation 1-3, Equal Education and Employment Opportunity Statement and Policy/Diversity (Affirmative Action) Program in regards to admitting students to join the organization as committee members.

Section II. Any full-time student at the University of Wyoming may be considered a candidate for committee membership to 7220 Entertainment provided they are currently considered to be in good academic standing at the time of joining. Once a part of 7220 Entertainment, the student must remain in good academic standing with the institution for the duration of their membership. Good academic standing is defined as a 2.0 minimum cumulative GPA. Grades will be checked on a semesterly basis.

Part-time students may be considered for committee membership, provided they meet the academic requirement outlined above and pay the UW student fees for the semester(s) during which they serve on a committee.

Section III. Membership Expectations

- 1) Attend at least 75% of the weekly meetings;
 - a. If member has a conflict due to class or other legitimate engagement, additional requirements may be implemented by the Committee Event Coordinator on a case by case basis to count toward meeting attendance;
- 2) Assist in planning and implementing specific committee events, meetings or socials;
- 3) Develop new and innovative ideas for events to be implemented by the committee;
- 4) Collaborate with other members of the committee to complete tasks in a timely manner;
- 5) Attend other committee events whenever possible;
- 6) Assist in the recruitment of new members to 7220 Entertainment;
- 7) Distribute marketing materials for each event hosted by your committee;

- 8) Complete at least 20 marketing hours/tasks throughout the duration of the academic year as determined by the Committee Event Coordinator;
- 9) Work at least 75% of the events programed by the committee in which you serve;
- 10) Assist committee event coordinators in completing tasks at events;
- 11) Assist in collecting and providing positive and critical feedback on each event hosted by your committee;
- 12) Although not required to be a member, students are encouraged to volunteer for programs hosted by other 7220 Entertainment programming committees; time spent helping with another committee's event will result in additional incentive points as outlined in Section IV; and
- 13) Other duties as assigned by the Committee Coordinator or CAC professional staff.

Section IV. Membership Incentives

- 1) There are many incentives for joining 7220 Entertainment; students have the opportunities to:
 - a. Meet and make new friends and connections;
 - b. Develop as student leaders;
 - c. Add new and exciting experiences to their resume; and
 - d. Meet and work with many artists and professionals in the entertainment industry;
- 2) Members of 7220 Entertainment may be eligible to win prizes offered during 7220 Entertainment events given that the value of the prize is equal to or less than \$500;
- 3) The committee member who works the most events through the duration of the entire academic year, as verified by the Cowboy Check-In program, in conjunction with the advisor(s) of 7220 Entertainment and Executive Board members shall be awarded \$500 at the end of the academic year;
- 4) All committee members of 7220 Entertainment shall be given the opportunity to participate in an incentive program. Through this incentive program, members are eligible to receive awards and swag by volunteering for events, attending meetings, and helping out with marketing efforts. The incentive program system will be presented to members at their respective committee meetings; and
- 5) Members who exceed expectations as set forth in Article X, Section III shall receive opportunities to be eligible to receive additional prizes/awards beyond the incentive program at the end of the academic year.

Article XI. Termination or Resignation of a Committee Member

Section I. Any member of a 7220 Entertainment Committee can be removed from their position if just cause is shown to warrant such removal. Just cause for removal shall include:

- 1) Deliberate violation or disregard for any part of the 7220 Entertainment Policies & Operating Procedures;
- 2) Failure to maintain a standard of conduct that is exemplary of a student leader as recommended by the 7220 Entertainment Advisor(s);

- 3) Failure to perform any of the responsibilities of the position as recommended by the 7220 Entertainment Advisor(s);
- 4) More than four (4) unexcused absences per semester from the Committee meetings. Notification should be made to Committee Coordinator by phone, in writing or by e-mail at least one full day prior to the event in which attendance is required, with the exception of emergencies;
- 5) Failure to maintain good academic progress and standing with the University;
- 6) Deliberate violation of the Student Code of Conduct, University of Wyoming Regulations, Policies, Procedures, or local, state, or federal laws.
- 7) The process for determining just cause for removal will be carried out by the Committee Coordinator and Executive Board. The member in question will be notified in writing or by e-mail and given the following option: (1) The member may voluntarily turn in a letter of resignation as outlined in Article XI; or (2) a termination hearing shall be initiated for that member.
- 8) Any member terminated will be eligible for reinstatement six (6) months following their removal, or less, at the discretion of the Executive Board.

Section II. Steps in the termination process shall include:

- 1) The member in question will be given the opportunity to write a letter on his or her behalf to the Executive Board or present at a meeting regarding the issue at hand;
- 2) At the meeting in which the issue is presented to the Executive Board, the member in question will be given the opportunity to speak on his or her behalf or his or her statement will be read;
- 3) After the member has been given the opportunity to speak on his or her behalf, or their statement has been read, he or she will be excused from the meeting and discussion of the issue will begin;
- 4) Voting procedures shall follow the guidelines described in Article VIII;
- 5) It will be the responsibility of the 7220 Entertainment Advisor(s) to inform the member in question of the Executive Board's action; and
- 6) Any further questions or discussion of the matter should be directed to the 7220 Entertainment Advisor(s).

Article XII. Committee Meetings

Section I. The official meeting time of the Committees shall be determined by the Executive Board each semester of the regular academic year. If an alternate meeting time is needed it shall be arranged at the discretion of the Committee Coordinator at least one full day in advance. Notification must be made to the 7220 Entertainment Advisor(s) with any change in meeting time as well as any potential missed meeting. The meetings shall be open, although only the members of the Committee shall have voting privileges

Article XIII. Changes to the Policies & Operating Procedures

Section I. Changes to any or all parts of the 7220 Entertainment Policies & Operating Procedures may be recommended by any members of the Executive Board (including Ex-Officio members).

A simple majority vote of the Executive Board and ratification by the Campus Activities Center professional staff is required to for approval of these changes.

Section II. This document and policies therein, shall be subject to annual review by the Executive Board.