CU Denver Student Government Association

Events and Planning Committee Bylaws

Article I. Title
The name of this standing committee of the UC Denver Student Government Association (UCDSGA) will be the Events and Planning Committee.

Article II. Purpose
The purpose of the Events and Planning Committee is to promote, plan, and execute UCDSGA events and activities for the benefit of the UC Denver Campus community.

Article III: Members
The membership of the Events and Planning Committee shall consist of not less than three but no more than seven senators.

A. At large members shall be elected by the student body in accordance with the UCDSGA constitution and the UCDSGA Election Code.

B. Senators shall be nominated into the committee by the President with the consensus of at least two of the three standing committee chairs and confirmed by the Senate.

C. Should a vacancy occur, the position will be filled in accordance with the UCDSGA Constitution.

Article IV. Officers
Among the three to seven members of the Events and Planning Committee there will be a Chair.

A. The Chair of the Events and Planning Committee will be appointed by the President in accordance with the UCDSGA Constitution.

Article V. Duties and Responsibilities
Events and Planning is required to fill the duties and responsibilities of the UCDSGA Constitution and the UCSCGA Senate Bylaws. In addition to those duties, members of the Events and Planning Committee shall fulfill the following responsibilities:
A. Shall help execute events for the UCD community whether it is by planning, promoting, or hosting.
B. Shall publicize the UCDSGA general elections.
C. The Chair shall send committee reports to the UCDSGA President and Vice President before Executive Council meetings in regards to current committee activities.
D. Shall give a report during Executive Council entailing new business and deadlines.
E. Committee members shall hold office hours every week in which they work on current projects and activities.

**Article VI. Meetings**

A. The Events and Planning Committee shall meet at least four times a month.
B. All Events and Planning Committee meetings shall be open to the public.
C. An agenda must be sent out to all committee members at least 48 hours prior to all meetings.
D. All meeting times must be posted in the Student Government Office.
E. Members must be notified of meetings whether it be by email, text, or voice message at least 72 hours prior to changing a meeting time.
F. A quorum of simple majority must be present in order to conduct business.
G. When necessary, the Chair may call for an emergency meeting. Events and Planning committee members must receive notice via email, text message, or voice message at least 24 hours in advance.
H. Should a tie occur within the committee, the UCDSGA Vice-President will serve as the tie-breaker vote.

**Article VII. Attendance**

A. Committee members are expected to attend every meeting of the Events and Planning Committee.
B. Should there be an emergency that requires a committee member to be absent, the member is expected to give the Chair notice of their absence.
C. All requests for excused absences must be approved by the Chair of the Events and Planning Committee and filed with the Judicial Council.
D. Committee members with more than one unexcused and three excused absences per semester from the Events and Planning Committee may be subject to impeachment pending a two-thirds (2/3) vote of the Senate.

E. Failure to attend an emergency meeting, having been announced at least 24 hours in advance, shall not be considered an absence.

Article VIII Amendments and Adoption

A. Amendments and adoption of these bylaws must be passed with a two-thirds (2/3) majority vote of the UCDSGA Events and Planning Committee and subsequently by the UCDSGA body with a two-thirds (2/3) majority vote.