

University of Virginia
CULTURAL PROGRAMMING BOARD
2013-2014

I. Purpose:

- A. The Cultural Programming Board (CPB) is charged by the Vice President and Chief Student Affairs Officer with the responsibility of supporting the development and implementation of cultural programming at the University of Virginia.
- B. In support of this charge, a portion of the University's comprehensive fee is set aside at the discretion of the Vice President and Chief Student Affairs Officer to fund the CPB.
- C. The CPB will function as a funding resource for student-initiated cultural programming.

II. The CPB shall operate within the framework of the following definitions:

- A. **Culture:** Culture shall be defined as shared traditions, values, ideologies and customs that exist over time and as a method through which communities and individuals identify and relate to one another.
- B. **Cultural Programming:** Cultural programming shall be defined as programs that provide for the intellectual and artistic expression and exploration of culture as defined herein.
 - i. Programs are expected to contribute to and enrich the University community. The CPB is committed to implementing and supporting cultural programs that are open to the University community and that further three or more of the following goals:
 - 1. Increasing the presence of underrepresented cultural perspectives;
 - 2. Contributing to the education of the University community;
 - 3. Fostering greater links among students of different backgrounds; and
 - 4. Stimulating new and creative thinking about culture, inclusiveness and community

III. Membership

- A. **Student Members:** The membership of the CPB shall consist of 5 student members, including at least two representatives from the Minority Rights Coalition (MRC) and at least one representative from the University Programming Council (UPC). Each member of the CPB shall serve for a term of one academic year. At the end of their term, members are eligible for reappointment.
- B. The Vice President and Chief Student Affairs Officer shall appoint the remaining student members
- C. **Faculty Advisor:** The faculty advisor shall be appointed by the Vice President and Chief Student Affairs Officer. In the event of a vacancy on the CPB, the faculty advisor shall appoint an individual to fill the vacancy. Individuals appointed in this manner shall serve out the remainder of the term and are eligible for reappointment.

- D. At the first meeting of the CPB, student members shall appoint a chair and a secretary. The chair shall handle all administrative functions of the CPB and serve as the main person of contact for the CPB. The secretary is in charge of keeping minutes of all meetings and a log of all presentations made in front of the CPB.

IV. Meetings

- A. It is expected that the CPB shall meet at least once per month during the fall and spring semesters. The student chair or faculty advisor or any two voting members may call a meeting at any time as deemed necessary.
- B. A quorum shall consist of at least the chair or faculty advisor and a majority of voting members.
- C. Any motion before the CPB requires a simple majority of quorum for passage.
- D. Minutes from meetings shall be kept on file.

V. Responsibilities

- A. The CPB must ensure that all applicable University policies and guidelines, Commonwealth of Virginia, and Federal laws are upheld.
- B. The CPB shall develop any forms, procedures or guidelines deemed reasonable and necessary to accomplish its mission in a timely and efficient manner. Those procedures or guidelines shall include, but not be limited to, funding eligibility guidelines, procedures for funding requests, and programming guidelines.
- C. The CPB has sole discretion in determining what proportion of available funds shall be designated for CPB-initiated programs versus the funding of requests proposed to the CPB by members of the University community. The chair shall be responsible for ensuring fund accountability and record-keeping for all expenditures.
- D. Members of the CPB are expected to take seriously their responsibilities and to attend all board meetings. In the event that a member accumulates more than two unexcused absences from meetings in the course of the academic year, that member will be removed from office.
- E. The chair shall appoint other officers or sub-committees as deemed appropriate to accomplish relevant functions of the CPB.

VI. General CPB Funding Eligibility

- A. In order to be considered for funding, organizations must be in “good standing” and included in one of the following categories at the time of their request, as determined by Student Council: Contracted Independent Organization (CIO), organizations governed by the Fraternal Organization Agreement (FOA), Special Status organizations, Agency organizations, and Residence Life groups. Organizations not comprised in any of the aforementioned categories, and individual members of the University community, may seek co-sponsorship with (an) eligible organization(s).
- B. All proposals must be submitted on a CPB Event Proposal form in order to be considered by the board. Each proposal must include the rationale for requesting funds from the CPB and details and projected expenses of the proposed event.

- C. Proposal Requirements
 - a. Must have at least one other co-sponsor or explanation why no cosponsor for event could be found
 - b. Must honestly prove that event will have an impact on multiple communities on Grounds
 - c. If the proposed event repeats something that has occurred in the past (as is the case for annual events, for example), the proposal should highlight how the proposed iteration will improve on previous occurrences.
- D. Proposals with multiple co-sponsors will be given priority over other proposals
- E. Grounds for not considering proposals may include, but are not limited to:
 - a. Failure to submit a proposal by any deadline set by the Board
 - b. Failure to comply with any one of the Board's procedures and guidelines
 - c. Failure to provide additional information as requested by the Board
- F. All rejected proposals are encouraged to reapply after the necessary modifications to their proposal have been made
- G. The CPB will not fund an event that has already taken place.
- H. The CPB cannot disburse funds if there is a net profit to the CIO.
- I. We may help cover expenses of fundraisers for charitable causes on a case by case basis. Charities should be external 501c3 non-profit organizations.

VII. Special Project Funding

- A. Every year CPB can grant ONE award of \$5000 in seed money for an event at its discretion.
- B. Once the Special Project Grant has been awarded to a particular program, it is no longer eligible for this funding, but can still apply for general CPB funds in future years
- C. If the award has not been awarded by the end of the Fall Semester of the current academic year, the funding will be reverted back as general CPB funds.
- D. Proposals for this money will be open on a rolling basis, but once it has been awarded, only general use is now available for awarding by the CPB.
- E. The criteria to award this seed money is the same as for all CPB proposals, but there will be greater emphasis on how this project will affect the entire University community in a long-term and lasting way.
- F. The CPB is under no obligation to grant this money every academic year.

VIII. Procedure for Funding Requests

- A. The CPB shall set deadlines for the submission of proposals.
- B. All proposals must be submitted on a CPB Event Proposal form in order to be considered by the board. Each proposal must include the rationale for requesting funds from the CPB and details and projected expenses of the proposed event.
- C. Review Process
 - a. The CPB will review properly submitted written proposals to determine if the:
 - i. information on the application is complete;
 - ii. request fits within the definition of *culture* as defined by the CPB;
 - iii. financial request is reasonable (given resources of the Board)

- b. If all requirements in step 1 are met, the requesting organization will be invited to present to the CPB.
- D. The procedure for presenting a proposal shall be as follows:
 - a. A presentation of the proposed event and a question and answer session with CPB members that may last no longer than 30 minutes.
 - b. Deliberation by CPB members (at a time determined by the board)
- E. The CPB may request information regarding any aspect of the group's activities or finances.
- F. The CPB may take into consideration the unwillingness or inability of the sponsor of the proposal to provide requested information in its awarding of grants.
- G. The CPB shall conduct deliberations on proposals in closed session at its discretion.
- H. The final vote on the proposal shall be by voiced approval, opposing or abstention.
- I. The CPB shall formally notify the group of its decision in writing (via e-mail), not more than one week following the decision.
- J. All proposals and the subsequent decision by the CPB are to be considered public record and copies are to remain on file in the Newcomb Hall Programs Office.
- K. Appeals of CPB decisions may be made to the Vice President and Chief Student Affairs Officer. Any appeal must be submitted in writing to the Vice President and Chief Student Affairs Officer within seven days of the CPB's decision. The decision of the Vice President and Chief Student Affairs Officer shall be final.
- L. General use funding proposals may request funding up to \$1,000.

IX. Amendments

- A. Amendment of these by-laws requires a three-fifths majority of all voting members for passage.