

# TOUCH-N-GO PRODUCTIONS BYLAWS

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Article I. Name

Section 1. The name of this organization shall be Touch-N-Go Productions (TNG) and shall comprise a division of the Embry-Riddle Student Government Association in accordance with the policies, bylaws, and Constitution of the Student Government Association.

Article II. Purpose

Section 1. The purpose of Touch-N-Go is to improve the University environment by providing quality entertainment and educational events for the Embry Riddle Aeronautical University (ERAU) student body, alumni, faculty, and staff.

Section 2. Touch-N-Go strives to involve and unify the student body. This is to be done by producing and coordinating activities such as concerts, box office movies, stand-up comedians, and other innovative events.

Article III. Standards

Section 1. Touch-N-Go Productions will maintain professional operating standards in order to provide the best possible presentation to the students of Embry Riddle Aeronautical University and to proudly represent ERAU to students of other universities, the Daytona Beach community, and the entertainment industry.

Section 2. The actions of Touch-N-Go Productions are a direct reflection of ERAU's Student Government Association. Therefore it requires that both its Executive Board and General Board members act responsibly and in the best interests of Touch-N-Go Productions and the SGA.

(A) It shall be the responsibility of every member to promote Touch-N-Go Productions in a positive sense.

(B) Any person found guilty of unauthorized use or misuse of the Touch-N-Go Productions name, logo, or identification of its members as such, in printed or broadcast media shall be subject to dismissal.

Article IV. Meetings

Section 1. General Board and Executive Board meetings will be weekly, starting with the first full week of each semester, when logistically possible, with the exception of summer terms.

Section 2. Meetings shall be conducted using Roberts Rules of Order for guidelines, as the executive board deems fit, for the semester.

Article V. Membership

Section 1. The organization will be composed of General Membership, an Executive Board, and Staff Advisor(s).

Section 2. General Membership:

- (A) The General Membership will be comprised of all students who participate in the planning and production of Touch-N-Go events.
- (B) General Membership is open to all students of Embry-Riddle Aeronautical University that are taking at least 6 credit hours.

Section 3. Executive Board:

- (A) The Executive Board supports the Chairperson and the General membership, and oversees committees to coordinate entertainment events.
- (B) Each member shall have an assistant or person in training and a subcommittee as needed.
- (C) Each member will be required to post and attend five office hours per week, except the TNG Chairperson, which shall post and attend ten hours per week.
- (D) The Executive Board will be comprised of a Chairperson, Vice-Chairperson, Administrative Coordinator, Promotions Coordinator, Hospitality Coordinator, Productions Manager, Security Coordinator, and Budget Manager.

Section 4. Staff Advisor(s):

- (A) In order to fulfill University requirements, a University official(s) will serve as advisor to the committee.
- (B) The Department of Student Activities will name this person(s).

Article VI. Executive Board Positions

Section 1. Chairperson:

- (A) The Chairperson has overall responsibility and authority for the legal and financial operation of Touch-N-Go and will ensure the purpose and standards of Touch-N-Go are met.
- (B) Chair all meetings and will vote at Executive Board meetings.
- (C) The Chairperson will not vote at General Board meetings but will decide in the case of a tie vote.

- (D) Has ultimate responsibility for procuring entertainment, negotiating contracts and meeting contract requirements.
- (E) Returns agency phone calls within one week.
- (F) Must be in the Daytona Beach Area and maintain a posted office schedule for at least one summer session during their term of office.
  - (1) If the Chairperson and Vice-Chairperson will be absent during a summer semester, the Chairperson, in coordination with the Advisor, may appoint an Acting Chairperson from the Executive Board. The term of appointment will be for the summer semester only.
  - (2) During this time the Acting Chairperson is responsible to the Chairperson and Staff Advisor(s).

Section 2. Vice-Chairperson:

- (A) In the absence of the Chairperson, the Vice-Chairperson will assume the responsibilities of the Chairperson.
- (B) Is responsible for duties assigned by the Chairperson.
- (C) Is responsible for recruiting new members and member relations.
- (D) Is responsible for notifying the General Board of meeting times and places, as well as future events.
- (E) Is responsible for all Internet relations, including but not limited to Blackboard, except the TNG website.
- (F) Responsible for maintaining all archives, including but not limited to, photos and act materials.
- (G) Is responsible for overseeing the successful completion of jobs tasked to the Executive Board per the bylaws.

Section 3. Administrative Coordinator:

- (A) The Administrative Coordinator will record the minutes of all General Board and Executive Board meetings and present a copy of the minutes to the Chairperson prior to the next Executive Board meeting.
- (B) A copy of minutes will be posted for the Executive Board two days after the meeting.
- (C) Is responsible for the distribution of mail and messages to the Executive Board members.

- (D) Take attendance at each meeting/event and keep a current roster of the membership.
- (E) Is responsible for creating, conducting and analyzing evaluation data.
- (F) Is responsible for all administrative records excluding budget.
- (G) Order any necessary office supplies needed to complete any duty described above
- (H) Is responsible for coordinating, procuring, showing, and the prompt return of films.
- (I) Reserve the building(s) used for showing movies.
- (J) In addition, will be responsible for coordinating all aspects of the weekly pre-movie slide show.
- (K) Is responsible for maintaining and updating the glass movie case(s).

Section 4. Promotions Coordinator:

- (A) The Promotions Coordinator will be responsible for publicizing upcoming events to the student body at least two weeks prior to the event.
- (B) All available means of promotions shall be utilized, as deemed appropriate by the Executive Board.
- (C) Is responsible for delivering all available information, about events, to the campus newspaper and radio. The Promotions Coordinator will also maintain and update the Touch-N-Go bulletin board.
- (D) Is responsible for maintaining the TNG website.

Section 5. Hospitality Coordinator:

- (A) The Hospitality Coordinator will be responsible for securing lodging, meals, and beverages before, during, and after a show for the performer.
- (B) Is responsible for arranging transportation for performers to and from the show as stated in contractual agreements.
- (C) The Hospitality Coordinator will make catering arrangements for the TNG members.
- (D) All funds necessary to complete any of the aforementioned duties shall be requested by the Hospitality Coordinator and will be submitted to the Chairperson or Budget Manager at least two (2) weeks prior to the event.

- (E) Responsible for arranging catering that require out sourcing.

Section 6. Productions Manager:

- (A) The Productions Manager will secure a production company for any events in which it is a contractual requirement or when Touch-N-Go equipment is deemed insufficient.
- (B) Is responsible for coordinating sound, lighting, staging, set-up and teardown for all events.
- (C) Oversee the stage crew in designing and erecting stage sets.
- (D) Coordinate maintenance of all production equipment, including but not limited to stage, lights, and Audio/Video equipment.
- (E) During productions, the Productions Manager will communicate with road managers and will provide technical assistance.
- (F) The Productions Manager will also be responsible for coordinating technical and logistical requirements for the technical riders (i.e. with the Grounds and Electrical Departments).
- (G) Required to prepare a stage diagram two (2) weeks prior to the show.

Section 7. Security Coordinator:

- (A) The Security Coordinator will organize the volunteer security staff during events.
- (B) Will coordinate with the University Safety Department, and all other emergency services and act under their guidance to provide a safe atmosphere.
- (C) The Security Coordinator will arrange a mandatory orientation meeting with the University Safety Department and security personnel at least once per year at the beginning of the fall semester.
- (D) Responsible for ordering necessary security equipment (i.e. armbands, radios, etc.)
- (E) Is responsible for building lock-down before, during, and after events in compliance with the Chairperson and/or the Advisor.
- (F) Is responsible with maintaining an access list and distribution of keys for the office and the equipment rooms.
- (G) Will create a security diagram for all events at least two (2) week in advance.

Section 8. Budget Manager:

- (A) The Budget Manager will be responsible for preparing and maintaining all budget records.
- (B) Final approval for all transactions is required from the Chairperson.
- (C) Maintaining copies of all receipts up to three years for financial records.
- (D) Ensure that bills are paid and responding to all financial questions.
- (E) Is responsible for submitting weekly updates to the Chairperson and SGA.
- (F) All requests for funds must be processed at least two weeks before the event.
- (G) In addition, the Budget Manager will be responsible for designing, distributing and collecting tickets at all events that require tickets.

Article VII. Membership in National and State Organizations

Section 1. The active members of the organization shall have the authority to enter into membership with national, regional, and state campus activities organizations whose programs and services are deemed to be of value to the University and Touch-N-Go Productions.

Article VIII. National Association for Campus Activities (NACA)

Section 1. The NACA Mission Statement (2005)- NACA links the higher education and entertainment communities in a business and learning partnership, creating educational and business opportunities for out student and professional members.

Section 2. Delegates

- (A) Selection:
  - (1) Priority will be given to members who plan on returning to Touch-N-Go Productions the next semester.
  - (2) All members who wish to go will submit an application to the Chairperson and Vice-Chairperson.
  - (3) Delegates will be picked by the Chairperson and Vice-Chairperson and approved by the advisors.
  - (4) Members must be in good academic standing with the university.
- (B) All delegates must sign a Rules of Conduct form.
- (C) Delegates have the authority to choose acts for the following semester.

Section 3. Act Selection.

- (A) Delegates may spend up to half (1/2) of the General Acts budget, excluding movies and "Big Show(s)", determined by the previous semesters budget or as approved by the Executive Board.
- (B) Act selection at NACA must be a majority vote of all Delegates (Tie votes will not be chosen).

Article IX. Quorum, Elections & Voting:

Section 1. Quorum:

- (A) A Quorum for the purposes of an Executive Board meeting will be made up of at least 75% of the Executive Board present.
- (B) A Quorum for the purposes of a General Board meeting will be made up of at least 75% of the Executive Board and at least 33% of the General Membership's active roster.

Section 2. Elections:

(A) Nominations:

- (1) Nominations will be taken at the General Board meeting for the one meeting prior to elections, and on the day of elections.
- (2) Final nominations will be taken before each position is voted on.
- (3) Each person nominated can only be elected to one position.
- (4) The Chairperson and Executive Board members will be at least part time students, excluding the last semester of office if graduation is anticipated at the close of their term.

(B) Chairperson Eligibility:

- (1) The Chairperson must meet the GPA requirements set for an SGA official.
- (2) Only current Executive Board members are eligible to run for the Chairperson position.

(C) Executive Board Eligibility:

- (1) Eligibility for Executive Board members will require one active semester with Touch-N-Go Productions as an active General Board Member.

- (2) Executive Board Members will be required to have a cumulative GPA of 2.3 immediately preceding the election as well as maintain this GPA while in tenure.

(D) Standard Elections:

- (1) Regular elections will be held one week prior to the anticipated week of SGA elections.
- (2) Officers will begin their term the day of spring graduation.
- (3) Elections are suggested to proceed in the order listed in Article VI

(E) Special Elections:

- (1) If in the event the Chairperson vacates his/her position for any reason, the Vice-Chairperson will assume the role of Chairperson. A special election will be held for the position of Vice-Chairperson.
  - (a) This person must follow the eligibility guidelines for Chairperson.
  - (b) In the event the Vice-Chairperson refuses the role of Chairperson, or fails to meet the eligibility guidelines for Chairperson, a special election will be held for the position of Chairperson.
- (2) If in the event that any other member of the Executive Board vacates his/her position for any reason, nominations will be taken from the General Membership. The General Membership and Executive Board will select the person they deem appropriately fits the position.

Section 3. Voting

(A) Election Voting

- (1) The General Membership and the Executive Board will elect the officers at a regular Touch-N-Go meeting.
- (2) The Chairperson shall only vote to break a tie.
- (3) To be eligible to vote during elections, members must be part of the current active roster.
- (4) A simple majority vote will elect the new officer.

(B) General Business Voting

- (1) In order to vote on general business, the attendance of at least two meetings per semester is required prior to the vote.

- (2) All students attending a meeting about special events may have voting rights approved by the Executive Board for that meeting.
  - (3) For the first 2 meetings of each semester members with voting privileges from the prior semester have voting privileges.
- (C) There is no proxy or absentee voting.

Article X. Removal from Office:

Section 1. Chairperson:

- (A) Failure to comply with the bylaws of Touch-N-Go Productions is sufficient grounds for investigation leading to removal from office.
- (B) Charges against the Chairperson will be brought to the Staff Advisor(s), who will notify the Chairperson.
- (C) If the Staff Advisor(s) considers the charges to be valid, removal proceedings will be recommended to the Executive Board.
- (D) The Staff Advisor(s) and a specially appointed committee from Touch-N-Go would conduct the investigation.
- (E) At this time, the Chairperson will be suspended from his/her responsibilities.
- (F) At the next Touch-N-Go General Board meeting a discussion of the investigation will take place.
- (G) At the following regularly scheduled Touch-N-Go Productions General Board meeting, a vote will be taken on whether to retain or remove the Chairperson.
- (H) A two-thirds majority vote is needed to remove the Chairperson, and a quorum must be present.
- (I) The Chairperson in question does not have a vote in the removal proceedings.
- (J) The Chairperson is also subject to removal as outlined in the SGA Constitution.

Section 2. All Executive Board Members:

- (A) Failure to comply with the bylaws of Touch-N-Go Productions can lead to charges against an officer, which will be brought to the attention of the Staff Advisor(s) and the Chairperson.
- (B) Any two consecutive semesters with a semester GPA of below 2.0, one of which being in tenure, from any Executive Board member will result in an immediate dismissal from his/her position.

- (C) The Advisor(s) and Chairperson will review the allegation against the officer and determine the validity of the charges.
- (D) If the Staff Advisor(s) and the Chairperson find the charges to be valid, removal will be recommended to the Executive Board.
- (E) A two-thirds majority vote of the Executive Board is needed to remove the officer.
- (F) This officer does not have a vote in the removal proceedings.

Article XI. Attendance:

Section 1. Executive Board:

- (A) Any Touch-N-Go officer shall be automatically dismissed from his/her position if he/she accrues four (4) unexcused absences from meetings and events and/or attends less than 33% of the TNG movies.
- (B) In order for an absence to be considered excused, the Chairperson must be notified prior to the start of the meeting or event at which the absence will occur, and the Chairperson will deem whether the absence is excused.
- (C) The Chairperson will consider any extenuating circumstances no later than 24 hours after the meeting.
- (D) Any Touch-N-Go officer, who arrives more than fifteen (15) minutes after the meeting has been called to order or departs more than fifteen (15) minutes prior to the meeting's adjournment without approval, will have accrued an unexcused absence.
- (E) Any event scheduled during their registered class time is excused.

Section 2. General Members:

- (A) General Members of Touch-N-Go may voluntarily attend meetings and events.
- (B) In order to be on the active roster, a General Member must attend 50% of the General Board meetings and events.
- (C) Any incentives of membership shall be for members of the active roster, at the Executive Board's discretion.
- (D) Any event scheduled during their registered class time is excused.
- (E) All other non-originated TNG events may be counted as 1/3 bonus for attendance purposes at the Executive Board's discretion.

- (F) The Executive Board may declare any non-originated TNG event to be mandatory for attendance purposes, and must be declared before hand.

Section 3. Emergency Meetings:

- (A) In the event of special circumstances, the Chairperson may call an Emergency Executive Board Meeting in which Executive Board Members will be asked to exercise their voting rights.
- (B) In the event of extreme circumstances the Chairperson in consultation with available Executive Board members and the Advisor(s) will have the authority to make decisions after every reasonable attempt has been made to locate Executive Board Members.

Article XII. Revision of the Bylaws:

Section 1. The bylaws will be reviewed by the Chairperson and the Executive Board at the first meeting of the fall semester, but can be revised at any time.

Section 2. A proposed revision can be introduced at any Touch-N-Go meeting and is approved with a simple majority vote of the Executive Board.

Section 3. A proposed amendment must be tabled for one week.

Article XIII. Definitions

Section 1. An event is defined as any function that is originated by Touch-N-Go Productions, excluding movies.