



EVENTS BOARD BYLAWS OF THE
PITZER COLLEGE STUDENT

SENATE

Updated Fall 2023

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Article I. General

1. Name

1.1 The official name of this organization is the “Pitzer College Events Board,” otherwise abbreviated as “Events Board.”

2. Purpose

- 2.1 To create a calendar available to all members of the Pitzer community that includes information regarding campus-wide events affiliated with Pitzer College.
- 2.2 To register events, provide advice, assistance, funding, resources, and support to students and organizations that are putting on campus events— this includes, but is not limited to: events, parties, speakers, and artists.
- 2.3 To create cohesive programming at Pitzer College by bringing together major student groups that organize programming and events.

3. Membership

- 3.1 The Events Board is a permanent committee of the Pitzer College Student Senate that is chaired by an individual appointed by the Executive Board.
- 3.2 In the event that the Events Chair is temporarily unable to attend the meeting, a permanent member of the Events Board will chair the meeting.
- 3.3 The committee is composed of a member from each of the following organizations:
 - (a) Grove House caretaker
 - (b) Events Staff Manager
 - (c) 5 Teaching and Learning and Campus Life Committee Representatives
- 3.4 The Events Board shall be advised by the Assistant Director of Student Engagement, or another staff representative, as designated by the Office of Student Affairs Campus Life.

Article II. Meetings

1. Events Board Meetings

- (1) Meeting time will vary semester to semester. Members of the board will find an agreed upon time that works for everyone’s schedule
- (2) The schedule for Events Board meetings shall go as follows:
 - (a) The Events Chair shall set the agenda and lead the meetings, and shall take attendance at the beginning of the meeting
 - (b) In an open session, the Events Board will listen to presentations from students requesting event funding and registration

- (c) In a closed session, the Events Board will deliberate and vote on all items presented during the open session. Only voting members of the Events Board, the chair and advisor are permitted to be present during deliberations and voting.
 - (d) The Events Board members shall discuss all upcoming events in the coming weeks for the purposes of calendar coordination.
 - (e) The Events Chair shall adjourn the meeting and students will be notified of the decision via email.
- (3) During the Events Board meeting a member will be responsible for one of the following tasks:
- (a) Meeting Minutes
 - (b) Budget
 - (c) Calendar

2. Quorum and Voting

- 2.1 Four of the seven positions on the Events Board must be present at any meeting in order to meet quorum.
- 2.2 Each of the members receive one vote, regardless of how many representatives are present at the meeting.
- 2.3 Approval of event registration or funding allocations requires a 4/7 majority vote of the Events Board.
- 2.4 Members may cast votes by email.
- 2.5 The Events Chair shall be a non-voting member of the Events Board unless there is a tie.

Article III. Budget

1. Annual Budget

- 1.1 The annual budget of the Events Board will be established by the Student Senate prior to the beginning of the academic year in accordance with procedures specified in the Budget Bylaws.

2. Restrictions

- 2.1 All funds for the Events Board must be allocated to events happening on the campuses of the

Claremont Colleges, or otherwise sponsored by approved student organizations of Pitzer College or the Claremont Colleges.

3. Approval

3.1 All budget allocations must be approved by a 4/7 majority of the Events Board.

Article IV. Event Approval and Planning

1. Event Approval Procedures

- 1.1 In order to be on the agenda for the Events Board meeting, students must fill out the online Events Registration & Funding Request Form by 11:59pm on the night before the Events Board meets.
- 1.2 Once the request is submitted, the representative must attend the Events Board meeting to present and answer questions regarding the request.
- 1.3 The Events Registration & Funding Request Form must be filled out a minimum of three weeks prior to the date of the proposed event in order to be approved by the Events Board for registration and funding. This allows sufficient time to ensure that the space can be reserved and the event can be properly staffed and funded.
- 1.4 Students from the other Claremont Colleges as well as Pitzer Staff members may also request money from the Events Board if they have a Pitzer student they are actively working with on the event.

2. Event Planning Logistics

- 2.1 All events funded by the Events Board must follow the Student Sponsored Event Guidelines outlined in the Pitzer Student Handbook and linked on the Student Senate website.

3. Consortium Event Scheduling

- 3.1 This Events Board shall be the official representative of Pitzer College and the Pitzer College Student Senate at all five-college meetings to discuss party planning and calendar coordination.
- 3.2 The Events Chair is responsible for attending 5C Event Heads meetings and must report back to the Events Board.
- 3.3 The Events Chair will select a minimum of two dates per semester to host the 5C Party for the weekend in coordination with the 5C Event Heads. Members of the Pitzer College student body can propose ideas for the selected dates by a deadline specified by the Events Board. The Events Board shall vote on the proposals and select an idea that will be implemented by the individual who proposed the idea along with the support of the rest of the board.
- 3.4 The Events Chair, or another assigned member of the Events Board, is responsible for

maintaining a calendar of events happening on the Pitzer College campus.

3.5 The Events Chair, or another assigned member of the Events Board, is responsible for notifying the student body on a weekly basis (via social media and e-mail) of all major upcoming parties and events taking place at the Claremont Colleges.

Article V. Amendments

1. Proposal and Approval of an Amendment

1.1 Any member organization of the Events Board, or member of the Pitzer College Student Senate, may propose an amendment to the Events Board Operating Charter and Bylaws.

1.2 Amendment must be approved by a 4/7 majority of the Events Board.

1.3 Approved amendments must be ratified by a simple majority of the Pitzer College Student Senate.

1.4 This document shall be amended whenever necessary so as to remain in compliance with the Pitzer College Student Senate Constitution and the Budget Committee By-Laws.

Article VI. Adoption of Charter and Bylaws

1. Ratification of the Events Board Bylaws

1.1 In order to be adopted, this document must be ratified by a simple majority vote of the Pitzer College Student Senate.

2. Enactment of the Events Board Bylaws

2.1 Upon ratification by the Pitzer College Student Senate, the Operating Charter and Bylaws of the Events Board shall take effect immediately.