

Valparaiso University

Addendum II.A to the Valparaiso University Student Senate Bylaws

The Programming Commission

The Programming Commission shall be an advisory committee under the purview of the Operations Committee found in [Addendum II](#) of the Bylaws of the Student Senate. The Programming Commission, while not a standing committee, will have the authority to bring legislation through to the Operations Committee, and subsequently to the Student Senate General Assembly. The Programming Commission shall have its own set of bylaws under Addendum II.A.

Article I: Purpose of the Programming Commission

- A. The purpose of the Programming Commission shall be to assist the University in the administration and promotion of social, cultural, and entertainment programming at Valparaiso University. Furthermore, it shall be the purpose of the Programming Commission to administer any policies and procedures as directed by the University and Student Senate, and to allocate and administer a portion of the funds dedicated to the organizations within the Programming Commission.

Article II: Membership

- A. One (1) Student Senator serving as the Programming Commission delegate chair, ex-officio, non-voting.
- B. All presidents or equivalent positions, or a representative proxy voter, from each Programming Commission organization.
- C. All advisors of each Programming Commission organization, ex-officio, non-voting.
- D. The Director of Student Involvement and New Student Programs who will serve as the chair and convener of the Commission, ex-officio, non-voting.
- E. The Programming Commission Organizations include:
 - 1. Alliance
 - 2. Asian American Pacific Islander Coalition
 - 3. Black Student Organization
 - 4. Dance Marathon
 - 5. Latinx in Valparaiso for Excellence
 - 6. Social Action Leadership Team
 - 7. University Programming Commission
 - 8. Valparaiso International Student Association

Article III: Meetings

- A. The Programming Commission will meet at least three times per semester.
- B. The Programming Commission meetings will be convened by the Director of Student Involvement and New Student Programs.
- C. All Programming Commission organizations will be represented by a student at the commission meetings.

Article IV: Funding

- A. The Programming Commission will receive 35% of the student activity fee as allocated by the Valparaiso University Student Senate.
- B. The Programming Commission will only fund organizations that are officially registered with the University under the “Programming Commission” classification.
- C. The Programming Commission will schedule a budget meeting on an annual basis in the spring semester. All eligible organizations of the Programming Commission that wish to apply for a budget, on an annual basis, must submit a budget request by the set deadline announced by the Student Senate.
- D. The Programming Commission will make funding decisions by a simple majority vote of the present voting members.
- E. The Programming Commission will submit final budget decisions to the Student Senate.

Article V: Funding Expectations

- A. The Programming Commission considers funding any item(s) deemed to be normal and ordinary operating expenses in the operation of a programming organization.
- B. The Programming Commission does not allocate funds for events that are closed for specific populations. All events funded with dollars allocated by the Programming Commission must be open to all Valparaiso University students.
 - a. The only exception to this rule is any leadership training and development for the organization officers or end of the year recognition event for the members of the Programming Commission organizations.
- C. The Programming Commission does not fund food for organization meetings or sub-committee meetings.
- D. Programming Commission organizations are expected to use any University Contracted Vendor for purchases in those contracts.
 - a. Programming Commission organizations are eligible for one waiver from Parkhurst on an annual basis to use a minority vendor.
- E. All purchases must be made following the approved expenditure request process in myValpo.
- F. The funds allocated to Programming Commission organizations can be frozen, either temporarily or permanently, if that organization violates required business management procedures of the University or if that organization fails to comply with the requirements of its own constitution and by-laws.

Article VI: End of the Year Co-Sponsored Program

- A. The Programming Commission will allocate a portion of the allocated funds from Student Senate to put into a End of Year Co-Sponsored Programming line.
- B. The Programming Commission will decide annually how to spend these funds to co-host an end of the academic year event.