

# **UNIVERSITY EVENT PLANNERS**

## **Bylaws and Constitution**

### **ARTICLE I. Name**

The name of this organization is the University Event Planners, herein also referred to as UEP or Organization.

### **ARTICLE II. Mission Statement**

1. To cultivate a community of individuals who represent or serve the collegiate event industry.
2. Provide a professional outlet for future event planners to gain knowledge and experience, develop skills, and network.
3. Provide a forum for information sharing and networking.
4. Promote both professionalism of the membership and recognition of that professionalism within the general community.
5. Develop and strengthen relations with other state and national event organizations and our members.
6. Promote excellence and best practices in the event industry.
7. Advocate the value of the meetings, conferences, exhibitions and events industry.

### **ARTICLE III. SLOGAN**

The official slogan of UEP is “GoMeet!”

### **ARTICLE IV. MEMBERSHIP**

#### Section 1 Definition and Eligibility

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

#### **ORGANIZATION**

This type of membership is paid for by and belongs to the company or agency. A representative must be appointed as the UEP members. The membership is transferable within the company or agency.

#### **INDIVIDUAL**

This type of membership is paid for and belongs to the individual, even though he/she may be representing a company or agency. This membership is movable with the individual member, but is not transferable to another member.

Note: If a company or agency supports the member by paying the membership fee (directly or through reimbursement), the membership belongs to the Organization.

There are five categories of membership in UEP. Upon submission, through the website your application is presented to the UEP Membership Committee for approval. Effective September 1, 2014, in order to maintain the membership balance, a supplier applicant must join with a planner applicant.

#### UNIVERSITY PLANNER

Public, private, state, or local collegiate employees who have the responsibility for planning or implementing any type of meeting, conference, exhibition or convention as part of their official duties. Employees of private organizations, a majority of whose membership is comprised of collegiate employees, may also qualify as university planners if they plan and implement meetings as part of their official duties.

#### CONTRACT PLANNER

Individuals, organizations, or companies operating under contract to colleges and universities to assist in the planning or implementation of meetings, conferences, or conventions. Contracting organizations may include fraternal and recreational groups, and professional associations. Companies that operate under contract or commission to collegiate planners and suppliers will be considered suppliers.

#### ASSOCIATE SUPPLIER

Sole proprietors, organizations or businesses that serve the meeting/event planning industry with 50 or FEWER employees. Individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, cities, etc.) will be considered associate suppliers. This means that individuals, organizations or companies whose income in the planning or placement of collegiate meetings, conferences or conventions is derived from suppliers are also considered suppliers.

#### SUPPLIER

Organizations or businesses that serve the meeting/event planning industry with MORE than 50 employees. Companies or individuals who solicit business from and/or who provide facilities and services to collegiate planners outside of direct assistance in the planning and implementation of meetings. Suppliers include hotel representation firms, travel agencies convention & visitors bureaus, registration services, airlines, printers, exhibit managers, security services, etc.

#### EDUCATOR/STUDENT/RETIREE

Individuals who are educators or students who would not otherwise qualify for any other membership category. This is a non-voting category and does not count toward planner/supplier "matching" requirements. This category is not open to anyone who would be eligible for any one of the three other membership categories.

Note: If a person qualifies for membership in more than one category, he/she must join at the highest membership category for which they are eligible.

Section 2  
Membership Benefits

1. Access to an exclusive member portal on the UEP website, including member directory and form templates.
2. Free or discounted entrance into all member meetings and events sponsored by UEP
3. Leadership opportunities
4. Networking opportunities with professionals in the industry
5. Internship and volunteer opportunities through special programs
6. Advanced notification of educational resources and informational updates
7. Voting privileges at each meeting or at the annual election by written ballot. There shall be no voting by proxy.
8. Education and training.
9. Access to the membership to seek solutions and ask questions related to events.

Section 3  
“Member in Good Standing”

1. Individual has expressed a desire to join UEP by submitting a website application to the UEP Membership Committee.
2. Up to date in paying their annual dues.
3. Individuals who have not fulfilled the minimum annual requirements will not have the opportunity to vote or hold office

Section 4  
Membership: Function

1. The general membership body shall comprise the governing body of the UEP and shall carry forth programs that are consistent with the basic purpose, goals and principles of the UEP.
2. All members in good standing shall be entitled to vote on all matters pending before the organization.

**ARTICLE V. MEMBERSHIP DUES**

1. Dues shall be determined by the Advisory Board.
2. Dues must be made within the stated renewal period.

**ARTICLE VI. ADVISORY BOARD, EXECUTIVE BOARD,  
AND APPOINTED POSITIONS**

The Advisory Board provides advice and support to the Executive Board, secures the services of the Executive Director and is solely responsible for the contractual terms of the office, including but not limited to all matters involving termination of such Executive Director contracts; works to find and implement the best solutions to the organization’s toughest challenges. Works with the Executive Director to create a vision and future sustainability of UEP. Advisory Board will appoint an Audit Liaison to serve

on the Board. This person will work with the UEP Treasurer to ensure the financials are accurate, that the organization is compliant with federal guidelines and that any paperwork for federal reporting is completed on time.

The Executive Board shall be responsible for implementing the mission, goals and objectives set forth by the Executive Director and Advisory Board; and administering programs for UEP through committees designated herein. Between meetings of the general membership body, it shall carry on the work of the UEP.

### Section 1 Duties and Quorum

It shall be the duty of the Executive Board to have overall supervision of the affairs of UEP and determine the policies thereof. A majority of the Executive Board shall constitute a quorum. The Executive Board, by a majority vote, may bind the organization to such contracts as it deems necessary to carry out the business of the Organization.

### Section 2 Appointment of Team Leaders

The Executive Board shall appoint Committee Leaders for each standing and ad-hoc team/committee.

### Section 3 Composition

The Founders of the organization shall serve as the inaugural Advisory Board: Lynne E. Shivers, Carol Galle, CMP, and Laiwana Tutt, CMP. Past presidents and past 1<sup>st</sup> vice presidents shall automatically become a member of the Advisory Board at the end of their term of office. The Advisory Board shall have the discretion to appoint additional members to the committee as needed. Additionally, the current year recipient of the *Lynne Shivers Leadership Award* shall serve one year on the Advisory Board as a representative of the membership as a whole.

The Executive Board shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. Past presidents of UEP are recognized as ex-officio members and can attend Executive Board meetings. The Executive Board should strive to maintain an even balance of planner to supplier ratio. Executive Board shall meet when called by the President.

### Section 4 Qualifications

Executive Director:

1. The Advisory Board may contract the services of an Executive Director who shall be an independent contractor. The service fee to be paid to the Executive Director shall be a reasonable amount. It is currently anticipated that the service fee will be at the rate of \$500.00 per month.

2. The Executive Director shall be given the necessary authority and be held responsible for the direction, administration and coordination of UEP in all of its activities, subject only to such policy as may be adopted, and such orders as may be issued, by the Advisory Board.
3. The Executive Director shall have a term of employment based on his/her current contract or until resignation or termination by the Advisory Board.
4. The Executive Director shall be an ex-officio member of the Advisory Board and Executive Board without vote.
5. The Executive Director must be a member in good standing and current on his or her membership dues.
6. Must have previously functioned in an executive leadership position.
7. Must be knowledgeable of trends in conferences & events, ability to execute a vision & strategy for a conference program, previous Profit & Loss accountability
8. Must be able to create a vision, strategic planning, team building, goal setting; ability to facilitate change and work collaboratively.
9. Must be able to generate new ideas and revenue.
10. Must be able to develop partnerships with external and internal customers, highly collaborative, communicative style with capacity to foster relationships with key stakeholders, collegiate leaders, and community partners.
11. Must possess the ability to create long term goals, develop new initiatives and drive revenue.
12. Must exemplify the qualities of professionalism and ethical conduct.
13. Must be able to articulate the goals and objectives of the organization.
14. Must send regular communication to members as needed.
15. Maintains organization's website.
16. Creates signage for bi-monthly educational meetings.
17. The Executive Director shall be responsible for the safe keeping of equipment purchased by UEP for the intended use of UEP matters. Upon end of his/her contract, all equipment must be returned to the Advisory Board in good condition.
18. The Executive Director shall handle the registration process for the bi-monthly education sessions and prepare printed name badges for those attending.

#### President

1. Must be a member in good standing and current on membership dues.
2. Must have previously functioned in a leadership position within UEP.
3. Must be knowledgeable of UEP guidelines and procedures.
4. Must exemplify the qualities of professionalism and ethical conduct.
5. Must promote the objectives of the Organization.
6. If employed at an educational institution, must have the approval his or her supervisor to serve.

#### Section 2. First Vice President

1. The First Vice President shall oversee the planning of the Annual Education Conference.
2. The First Vice President shall serve for the President in the absence of the President or when so requested by the President.
3. The First Vice President shall discharge all other duties as prescribed by

Executive Board.

### Section 3. Second Vice President

1. The Second Vice President shall oversee the planning for the Annual Vendor Showcase.
2. The Second Vice President shall preside in the absence of the President and First Vice President.
3. The Second Vice President shall discharge all other duties as prescribed by Executive Board.

### Secretary:

1. The Secretary shall oversee the planning of the bi-monthly education sessions.
2. The Secretary must be experienced and knowledgeable of secretarial and clerical duties and responsibilities.
3. Must have their own computer and be willing to use it for purposes of executing the office of Secretary in UEP.
4. Must be knowledgeable of office machines, and equipment.
5. Must have proficient knowledge and use of electronic mail (e-mail) and the internet
6. Must have familiarity with Microsoft Office Suite (MS Word, Power Point, Excel, etc)
7. Should have the ability to draft and disseminate necessary correspondence.
8. Must promote the objectives of the Organization.
9. If employed at an educational institution, must have the approval his or her supervisor to serve.

### Assistant Secretary (if applicable):

1. Qualifications will be the same as those of the secretary.
2. The Assistant Secretary shall serve for the Secretary in the absence of the Secretary or when so requested by the President.

### Treasurer:

1. The Treasurer must be experienced in bookkeeping and accounting; and
2. Must have familiarity with Microsoft Office Suite (MS Word, Power Point, Excel, etc)
3. Must have proficient knowledge and use of electronic mail (e-mail) and the internet
4. Must promote the objectives of the Organization.
5. If employed at an educational institution, must have the approval his or her supervisor to serve.

### Assistant Treasurer (if applicable):

1. Qualifications will be the same as those of the Treasurer.

2. The Assistant Treasurer shall serve for the Treasurer in the absence of the Treasurer or when so requested by the President.

## Section 5 Duties of Officers

### President:

1. The President shall preside over all meetings of the Organization, excluding Advisory Board Meetings.
2. The president shall be empowered to appoint all committees and those who shall assist all elected officers.
3. The president shall be ex-officio of all committees except the nominating committee.
4. The president shall preside over monthly and annual meetings.
5. The president shall chair the Elkie Ferris Service Award and the Lynne Shivers Leadership Award selection process and create other awards as he or she deems appropriate.
6. The president presides over the annual Executive Board Strategic Planning Retreat.

### First Vice President

1. The First Vice President shall oversee the planning for the Annual Education Conference.
2. The First vice president shall serve the Organization as requested by the president.

### Second Vice President

1. The Second Vice President shall oversee the planning of the Annual Vendor Showcase.
2. The Second vice president shall serve the Organization as requested by the President and or in the absence of the First Vice President.

### Secretary:

1. The Secretary shall oversee the planning of the bi-monthly education sessions.
2. The Secretary shall record the proceedings of the Executive Board Meetings and will keep an accurate record of such proceedings. Copies of the proceedings shall be provided to the President thirty days prior to the Executive Board meeting.
3. The Secretary shall keep the President informed of all proceedings with a copy thereof, and provide requested information to the other Executive Board and committee leaders upon request.
4. The Secretary shall be responsible for keeping an up-to-date record of all new by-laws, committee heads and roster of members.
5. The Secretary coordinates the logistics for the annual Executive Board Strategic Planning Retreat.

Assistant Secretary (if applicable):

1. The Assistant Secretary shall aid the secretary and perform the duties of the Secretary in his or her absence.

Treasurer:

1. The Treasurer shall collect registration monies turned in at the bi-monthly educational sessions and record the amount that is given to a member of the Advisory Board to deposit in the bank. All collected funds must be deposited in the bank within 48 hours.
2. Any monies receive between bi-monthly sessions, the Treasurer shall record the funds and give the money to a member of the Advisory Board to deposit in the bank. All collected funds must be deposited in the bank within 48 hours.
3. The Treasurer will work with AACVB to report and record all receipts and disbursements
4. The Treasurer will work with AACVB maintain the account and provide a quarterly report to the President.
5. The Treasurer will work with AACVB to create an annual report and provide a copy to the Executive Board.
6. The Treasurer shall ensure that accurate financial records are kept in accordance with standard accounting procedures, and shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the Executive Board.
7. The Treasurer shall submit a quarterly report on the financial standing of UEP to the Executive Board and/or upon request by the Executive Board.

Assistant Treasurer (if applicable):

1. The Assistant Treasurer shall assist the treasurer in whatever capacity needed to maintain and complete the financial records of the auxiliary.
2. The Assistant Treasurer shall perform the duties of the treasurer in his or her absence.

#### Section 6

##### Term of Office of Advisory Board, Executive Board and Committee Leaders

1. The term of office for an Advisory Board member shall be six years or as until a member resigns.
2. The term of office for the Executive Director shall be 5 years or as until resignation or termination by the Advisory Board.
3. The term of office for the Executive Board officers shall be 3 years.
4. The term of office for all appointed Committee Leaders would be a two years renewable term starting in July 1st and ending in June 30th.

#### Section 7

##### Compensation

Advisory Board, Executive Board officers and Committee Leaders shall not receive any



compensation for their services. However, they may be reimbursed for expenses incurred in the performance of their duties.

## Section 8 Executive Board Meetings

1. The Executive Board shall arrange an Annual Strategic Planning Retreat at least once a year.
2. The Executive Board shall meet quarterly and when deemed necessary by the Executive Director.
3. All Past Presidents of the Organization shall operate in a non-voting advisory function to the Executive Board.
4. The Executive Director of UEP shall serve as an ex-officio, non-voting member of the Executive Board.

## **ARTICLE VII. STANDING COMMITTEES**

### Section 1 Duties of Committee Leaders

Committee Leaders shall arrange and preside at program team meetings, coordinate committee activities and tasks, attend Executive Board meetings when appropriate and report activity updates to the general membership when appropriate as well. Committee Leaders shall submit end-of-year-reports to the Executive Board by June 30<sup>th</sup>.

### Section 2 Function

The Executive Board shall establish standing committees as needed. The following committees have a long-standing history as part of the UEP.

#### A. Membership Committee

- Administers membership protocol and approves membership to UEP
- Develops recruitment and retention strategies.
- Responsible for annual recruitment drive.
- Maintains membership database.
- Provides a support system for members.
- Reports strategies with President and/or Executive Board.

#### B. Programming

- Develops ideas for monthly meetings, identify and secure meeting sites, and establish programs to promote the professional and personal development of UEP members.
- Provide quarterly reports to President and/or Executive Board.

#### C. Publicity/Promotions (Marketing)

- Markets UEP to the UEP membership and general public through media, advocacy, photography, press internet, e-mail and other communication venues.

- Seeks to promote UEP events.
- Develops “branding” of UEP.
- Develops and reports strategies with President and/or Executive Board.
- Provide quarterly reports to President and/or Executive Board.

#### D. Annual Vendor Showcase

- Plans all activities for UEP’s Annual Vendor Showcase.
- Secures exhibitors and assists with the promotion and execution of the event.
- Promotes relationships with University event meeting professionals, local vendors and others in the hospitality industry.
- Helps to identify vendors to display their products/services to promote and educate the meetings industry.
- Provide quarterly reports to President and/or Executive Board.

#### E. Annual Education Conference

- Plans all content and activities for UEP’s AEC (secure speakers, sponsorships and assists with the promotion and execution of the event)
- Works to organize the annual conference for the sole purpose of educating members on event planning, organization of conferences and events in addition to updates on current travel trends.
- Provides President and/or Executive Board with regular updates on planning process.

#### F. Bi-Monthly Education Meetings/Workshops

- Plans content and secures speakers and assists with the promotion and execution of the monthly meetings and education programs.

#### G. Welcome Committee at Bi-Monthly Meetings

- Responsible for greeting and registering members at bi-monthly meetings.
- Ensure members sign-in, distribute nametags and programs.
- Provide directions and answer general inquiries.
- Provide quarterly reports to President and/or Executive Board.

#### H. Website and on-line database maintenance

- Coordinates and regularly monitors website content and maintains calendar postings of UEP events.
- Plans, collects and writes content for newsletter and website blogs.
- Ensures annual maintenance and renewal account of website.
- Develops ideas to draw current and potential members to the website.
- Provide quarterly reports to President and/or Executive Board.

#### I. Community Service

- Coordinate and plan UEP’s community service efforts as determined by the Executive Board and strategic plan.

#### J. Student Leadership Development

- Provide opportunity to engage our student members through organized mentoring and volunteer opportunities.

K. Volunteer Development

- Recruit, coordinate and place volunteers for UEP committees and events, maintains volunteer database and regular contact with the volunteers to determine the level of participation and volunteer satisfaction and engagement.

L. Nominating

- Creates nomination process and informs UEP members
- Generates list of qualified candidates from UEP members for Executive Board elections.
- Presents nomination process to President and/or Executive Board for approval.

M. Balloting Committee

- Receives list of qualified individuals from Nominating Committee and generate ballot that will be sent to UEP members
- Presents strategy to President and/or Executive Board for approval

## **ARTICLE VIII. Elections and Appointments**

### Section 1

#### Nomination and Voting Process

1. In January of the election year the Executive Board shall select the Nominating and Balloting Committees from the UEP membership.
2. February 1<sup>st</sup> the nominating committee shall solicit suggestions from the General Membership for a list of qualified candidates for Executive Board offices and present the nomination process:
  - a. A member shall qualify for an Executive Board office if they are a member in good standing.
  - b. If a nominee works at an educational institution, he or she must be approved by their supervisor.
  - c. The Nominating Committee shall strive to ensure there is an equal balance of planner and supplier ratio.
3. The Nominating Committee ensures each candidate has met the qualifications stated for each position.
4. February 25<sup>th</sup> the Nominating Committee sends the final list of candidates to the Balloting Committee.
5. March 1<sup>st</sup> the Ballot Committee creates and sends the official voting ballot to the UEP general membership.
6. March 31<sup>st</sup> Voting closes.
7. By April 30<sup>th</sup> the Balloting committee notifies the winners and losers of the results and has informed the Executive Board.
8. At the AEC the Balloting Committee Chair presents the new Executive Board officers to the membership.
9. The current Executive Board then announces the new Board to the General Membership.

## Section 2 Elections

Elections shall be by secret ballot (plurality vote). When any candidate for office is unopposed, a unanimous vote will be cast.

## Section 3 Voting

1. To be eligible to vote, one must be a member in good standing of the UEP.
2. Elections will be conducted by the Balloting Committee, which shall include the solicitation of nominees and the preparation of ballots submitted electronically.

## Section 3 Appointment Process

1. The incoming Executive Board shall solicit active members to serve as Committee Leaders of standing or ad-hoc committees.
2. Prospective appointees shall be contacted by the Executive Board and informed of expected duties or tasks.
3. Executive Board shall notify the General Membership of all new appointees.

## Section 4 Vacancy

1. In the event of a vacancy on the Board (except the office of President) the President shall have the power to appoint an eligible member in good standing to fill the same for the remainder of the term. The appointment is subject to Board approval.
2. The vacancy in the office of the President shall be filled by the 1st Vice President.
3. A vacancy in the offices of President and 1<sup>st</sup> Vice President the 2<sup>nd</sup> Vice President shall fill the role.
4. In the event of several vacancies in the roster of Executive Board officers, including the President and 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, the Executive Director will select a committee from the general membership body to identify a process to elect persons to fill office vacancies until the end of the said term.

## Section 5 Removal of Officers and Appointed Positions

1. An Executive Board member or Committee Leader may be removed or suspended only for cause. For the purposes of this action, an Executive Committee will be formed by the Executive Board, excluding the member in question, to investigate the allegations. This committee will be led by the Immediate Past President. Such removal shall be only upon a two-thirds vote of the committee. The committee shall give at least 30 days notification and opportunity for defense. The Executive Board member or Committee Leader shall have the right of appeal at the next

- scheduled meeting of the Executive Board and shall inform the President of their intent to appeal 10 days prior to the next scheduled meeting. The Officer or Committee Leader shall be informed in writing of the Executive Board's action within 30 days following the meeting.
2. An appointed Committee Leader serves at the will of the Executive Board and may be removed by a majority consensus of that Executive Board.

## Section 6 Term of Office

1. A term of office for the Executive Board is equal to three years and will begin July 1 of the election year and continue until June 30 of the election year.
2. A term of office for Committee Leaders is equal to two years and will begin July 1 of the election year and end June 30 of the election year.
3. An Executive Board member or Committee Leader appointed to fill an unexpired term shall be eligible for election to the same office.
4. An Executive Board member or Committee Leader may be elected twice, even if the board tenure began as an appointment, but no more than six years is permitted in any one position.
5. No Executive Board member or Committee Leader shall serve more than eight total years in an elected and/or appointed position. No Executive Board member or Committee Leader may run for reelection if the elected term would exceed term or board limits.

## **ARTICLE IX. Meetings and Members Events**

### Section 1 Regular Membership Meetings

1. The general membership shall meet at least bi-monthly.
2. Meeting information and registration will be sent to the General Membership one month prior to the next meeting.

### Section 2 Annual Education Conference and Vendor Showcase

1. The Annual Education Conference is held the 1<sup>st</sup> or 2<sup>nd</sup> week in June.
2. The Vendor Showcase is held in February.
3. The Executive Board may choose to combine the AEC and Vendor Showcase any given year.
4. The Executive Board determines the event date and location to hold the events.

### Section 3 Executive Board & Committees

The Executive Board officers, Committee Leaders and/or Committee Members may meet as necessary with or without notice to the general membership body.

## **ARTICLE X. Amendment of Guidelines**

Amendments approved by the Executive Board will be presented to the membership by ballot and will become valid when ratified by a vote of two-thirds of the members of the Organization responding.

### **DISSOLUTION**

In the event of dissolution, all assets, real and personal, shall be distributed by the Advisory Board to an organization whose goals and missions are aligned with UEP.

Revised:  
January 23, 2014  
February 10, 2014  
March 4, 2014  
April 2, 2014  
April 15, 2014