

Undergraduate Student Government  
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Alexander E. Dimitriyadi  
Executive Vice President

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President Pro Tempore

## SENATE

# ESTABLISHMENT OF EVENTS MANAGEMENT BYLAWS ACT

*An Act to establish bylaws for Events Management*

*Be it enacted by the Senate of the Undergraduate Student Government,*

### SECTION 1. TITLE

This Act may be referred to and cited as the “Establishment of Events Management Bylaws Act.”

### SECTION 2. FINDINGS

The Senate finds that—

1. At this time, there are no rules or guidelines for the Events Management Agency.
2. Historically, the Events Management Agency has been corrupt rife with employees and directors consistently claiming fraudulent hours and cronyism.

### SECTION 3. ENACTMENT

The Act shall establish the appended Document as the Bylaws for the Events Management Agency immediately upon the enactment of this Act.

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Alexander E. Dimitriyadi  
Executive Vice President

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Date

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Matthew H. Graham  
President

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Date

# **UNDERGRADUATE STUDENT GOVERNMENT EVENTS MANAGEMENT BYLAWS**

## **PREAMBLE**

*The Events Management Agency of the Undergraduate Student Government is hereby established, the purpose of this agency shall be to provide the skillful management of events by undergraduate students.*

## **ARTICLE I**

### **GENERAL PROVISIONS**

#### **1.0 Structure**

- 1.1 The Executive Vice-President, or his designee, shall be the Chair of the Events Management Agency. The Executive Vice-President by and with the advice and consent of the President may designate a Director of the Events Management Agency as needed.
- 1.2 The Director of the Events Management Agency shall hire all Supervisors and Workers in accordance with the hiring procedures of the Undergraduate Student Government, as defined by the Constitution of the Undergraduate Student Government. In the event that no Director exists, the Executive Vice-President shall assume the authority and duties of the Director.

#### **2.0 Administrative**

- 2.1 The Administrative Director of USG shall be ultimately responsible for the administrative tasks of the Agency, including but not limited to, the receipt and maintenance of internal/external communications regarding contracts requesting the services of the Events Management Agency and the review and authorization of compensation for employees of the Events Management Agency.

## **ARTICLE II**

### **BUDGETARY MATTERS**

#### **1.0 Restrictions**

- 1.1 The Events Management Agency may not operate at a loss. Any organization or entity that contracts the services of the Events Management shall be billed for any and all expenses incurred relating to the event, including but not limited to, the time and effort of the employees of the agency.
- 1.2 Expenditures of the agency shall be limited to those necessary for the operation of the organization, including but not limited to, uniforms and equipment.

## 2.0 Expenses

- 2.1 The Chair of Events Management shall be the sole signatory of allocations and expenditures of the agency.

## **ARTICLE III**

### **PROCEDURES**

## 1.0 Events

- 1.1 The Director shall inform the employees of the Events Management Agency at least seventy-two hours prior to an event of the availability of workable hours.
- 1.2 The Director shall be ultimately responsible for the adequate staffing of events contracting the services of Events Management.
- 1.3 The University's guidelines on the ratio of supervisors to workers shall serve as the authority on the staffing of events contracting the Events Management Agency. The Executive Vice-President and Administrative Director may, in writing, provide exceptions at their discretion.
- 1.4 An employee designated as a supervisor may not work as a worker and receive the pay rate of a supervisor. An employee designated as the director may not work as a supervisor or worker and receive the pay rate of the director. Each individual employee shall complete the work he is designated for and shall be paid accordingly.

## **ARTICLE IV**

### **AMENDMENTS**

All amendments shall be appended to the end of this Document and not inserted therein.