

Jaguar Production Crew Bylaws Augusta University

Article I: JPC Student Assistant Duties & Responsibilities

Section 1 – Student Assistants

A. Leadership Development

The Student Assistant of Leadership Development of the JPC shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
 - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
 - Serve as the JPC Representative to university committees, entities, and student organizations.
- Set a positive example of leadership.
- Consider unbiased programming desires of the student body.
- Oversee, investigate, and report all grievances against the JPC.
- Work with the JPC Advisor(s) to assure JPC's compliance with Augusta University policies and procedures.
- Act as a coordinating agent between Student Life & Engagement and the members of the Jaguar Production CREW
- Complete other duties as assigned by the Advisor(s).
- Submit goals each semester to the Advisor(s).
- Preside over all JPC biweekly meetings.
 - Serve as final vote in biweekly and Leadership meetings in the case of a tie.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Maintain communication with the Student Assistant Leadership Team and Advisor(s).
- Attend all JPC meetings, retreat, training sessions, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Plan leadership activities and/or presentations for workshops such as June Prep, Fall, and Spring Retreats.
- Complete the number of designated Office Hours each week given by your Advisor(s), as outlined in the JPC Constitution in Article XIV, Section 4.
- Participate in place of anyone not present at the activity and/or event.
- Coordinate all assessment related elements, which includes assisting Chairpersons with Assessment Plans.
- Conduct the semester evaluation process for all Stipend Contracted JPC members, as stated in Article XVI of the JPC Constitution with the assistance of the appropriate Student Assistants.
- Submit one presentation proposal to ACUI Regional or NACA Regional/Nationals Convention per year.
- Submit all relevant award applications to NACA Regional/National Convention each year.
- Assist in distributing and packing materials at Takeover Tuesday events.
- Communicate with Event Staff on event updates, meetings, Mock Up Days, etc.

- Distribute event volunteer sign ups to Event Staff.
- Shall oversee the JPC Student Assistant and Event Staff application and selection process.
- Prepare a transition plan for the incoming Student Assistant for Leadership Development before the end of term and implement the plan on approval from the Advisor(s). This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the Advisor(s).

B. Administration

The Student Assistant(s) of Administration shall have the following duties and responsibilities:

- Serve as the official representative of the JPC in the absence of the Student Assistant for Leadership Development.
 - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
 - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased programming desires of the student body.
- Maintain communication with the fellow Student Assistant Leadership Team and Advisor(s).
 - Complete other duties as assigned by the Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training sessions, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete the number of designated Office Hours each week given by your Advisor(s), as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
 - Participate in place of anyone not present at the activity and/or event.
- Coordinate correspondence for Student Assistant Leadership and Event Staff matters.
- Assist the Graduate Assistant(s) with the set-up of Student Assistant meeting schedules
- Document all incoming purchases into the Storage Spreadsheet.
- Organize all items and supplies in the Storage Unit.
- Assist the Graduate Assistant(s) in organizing The CREW office.
- Create a list of items/supplies needed for The CREW before the beginning of Fall/Spring Semester (ex: event today/tonight shirts, backpacks, notebooks, etc.)
- Ensure that inventory is updated at least 3 days after each event and/or when orders arrive.
- Ensure that all storage locations are kept orderly.
- Collect and record all JPC meeting minutes and attendance records.

- Prepare a transition plan for the Vice President for Administration-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

C. Marketing

The Student Assistant for Marketing shall have the following duties and responsibilities:

- Serve as the official representative of the JPC in absence of the Student Assistant for Leadership Development, and Administration.
 - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
 - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased programming desires of the student body.
- Maintain communication with the Student Leadership Team and Advisor(s).
 - Complete other duties as assigned by the Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training sessions, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete the number of designated Office Hours each week given by your Advisor(s), as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
 - Participate in place of anyone not present at the activity and/or event.
- Create a Marketing Plan each semester.
- Shall facilitate the planning and execution of all marketing plans for JPC.
- Provide marketing oversight through print media, web and any other available media.
- Plan and create audio visuals for social media to help promote events, competitions, etc.
- Create flyers for events (upon request).
- Take pictures at all CREW events.
- Update all CREW visual boards, (ex: triboards, upstairs/downstairs bulletin boards)
- Assist the Graduate Assistant in making sure The CREW website is updated.
- Coordinate all publicity related elements, which includes assisting with marketing plans for event checklists.
- Oversee production of photography for all promotional uses.
- Prepare a transition plan for the Student Assistant for Marketing-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

Article II: Event Staff (General Members) Duties & Responsibilities

Section 1 - Event Staff

- General Members will be known as the Event Staff. As a voting member of The CREW, they shall following the following duties and responsibilities:
 - Attend and actively participate in all bi-weekly meetings.
 - Volunteer at events such as Takeover Tuesday, Late Night events, Spring Kickoff, Homecoming, Mr./Miss Augusta University Competitions, etc.
 - Actively assist in the activities for events and provide theme suggestions.
 - Assist with event preparation tasks as needed.
 - Participate in all leadership events with the SLE Office.

Article III: Advisor(s) Duties & Responsibilities

The JPC Advisor(s) shall have the following duties and responsibilities:

- Shall be appointed by the Dean of Student Life.
- Oversee the general operations of the JPC and must give the final approval on all decisions made by the organization.
- Meet with the Student Assistant Leadership Team twice a month or as needed.
- Attends all bi-weekly meetings.
- Ensure the Constitution and Bylaws are being upheld.
- Shall be informed of all JPC activities.
- Approve all activities, events, and advertising necessities, including promotional materials and all financial expenditures.
- Communicate with all entertainers outside of Augusta University.