



SB 2012-13: 06

**Associated Students Incorporated
Bronco Events and Activities Team Code**

Authored By

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ASI, Student Government
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ARTICLE I-PURPOSE AND GOALS

Section 1

The purpose of the ASI Bronco Events and Activities Team (herein referred to as BEAT) is to:

- A. Maintain strong student involvement, voice and decision-making in ASI programming activities and events.
- B. Create a comprehensive, diverse variety of events and programs for all students.
- C. Be efficient with the use of ASI funds and resources.
- D. Maintain ASI as the campus leader for events and activities management on the Cal Poly Pomona campus.
- E. Collaborate with campus departments, councils, student clubs and organizations representing all aspects of student life at Cal Poly Pomona.
- F. Ensure the successful planning, promotion and evaluation of all BEAT events and activities.
- G. Maintain working records of all programs for future reference.
- H. Have a strong marketing plan that is current and broad-based that encompasses traditional and digital media outlets.
- I. Build community pride and school spirit
- J. Encourage the retention of BEAT chairs, students and volunteers through campus programming
- K. Serve as a learning laboratory for the BEAT chairs and volunteers to gain skills, knowledge and experience in a collaborative setting
- L. Serve as the primary programming body of student government.

ARTICLE II-DUTIES AND RESPONSIBILITIES OF THE SECRETARY OF PROGRAMS & SERVICES

Section 1 – Function

The ASI Secretary of Programs and Services shall:

- A. Serve as the chair of BEAT and work in conjunction with the ASI Programming staff in program planning, implementation and evaluation.
- B. Be responsible for the general coordination of the ASI BEAT, including formulation of meeting agendas, minutes etc.
- C. Handle the recruitment, selection, training and retention of chairs and committee members of the ASI BEAT, and submit them for confirmation to the ASI Senate.
- D. Hold regular meetings with the ASI President and the ASI Executive Director or designee(s).
- E. Regularly report to the ASI Senate and Cabinet.
- F. Serve as spokesperson for the ASI BEAT
- G. Create and maintain partnerships with other student councils, clubs, and organizations.

Section 2 – Authority

The ASI Secretary of Programs and Services shall be have the authority to:

- A. Develop and reline the BEAT budget along with the ASI Executive Director or designee(s), which is submitted during annual budgeting procedures to the ASI Senate for approval.
- B. Give monthly reports on programs that have been authorized or programs pending authorization to the ASI Cabinet.
- C. Serve as the resident expert for event management and activities for the ASI Student Government and therefore shall be a consultant for any planned ASI Government initiatives and activities.

ARTICLE III-ASI BRONCO EVENTS AND ACTIVITIES TEAM

Section 1 – Membership

The BEAT shall consist of the following officers who shall each have one vote: The Secretary of Programs and Services, who shall serve as chair of the committee, each individual BEAT chair, and the ASI Senator Pro Tempore or designee serving as a liaison to the ASI Senate. The ASI Executive Director or designee(s), and additional BEAT Advisors shall serve as liaisons.

- A. All BEAT Chairs shall be appointed by the Secretary of Programs and Services, in consultation with the ASI President and ASI Executive Director or designee(s), and confirmed by the ASI Senate.
- B. The Secretary of Programs and Services may, subject to approval of the ASI President, add or remove chairs to better meet the programming needs of ASI BEAT.
- C. BEAT Chairs: The number of chairs and their specific focus as a programmer on BEAT shall be set by the Secretary of Programs and Services in consultation with the Advisors and the ASI President.
- D. The budget for the number of Chair positions shall be set during the annual budgeting process and included with the other student leader scholarships.
- E. Assistant Secretary of Programs and Services shall be appointed in the same fashion as the BEAT Chairs and shall act in the Secretary's place when the Secretary is not present.
- F. The advisors include the ASI Executive Director or designee(s) and other staff as deemed necessary by the ASI Executive Director.

Section 2 – Function

The BEAT shall:

- A. Meet weekly and post agendas in accordance with the Gloria Romero Open Meetings Act or if replaced, its successor act. Minutes from the meetings shall also be posted for review and comment by the student body online and shall be made available in hard copy upon request.
- B. Seek input and suggestions for programming ideas from the Cal Poly Pomona campus community, and evaluate all recommendations for programming events.
- C. Generate a wide variety of ASI programs meeting the diverse needs of the Cal Poly Pomona student body.

Section 3 – Expectations of BEAT Chairs

- A. Attendance at Meetings and Retreats
 - a. Weekly BEAT meetings are required. Missing two BEAT meetings in a given quarter is grounds for removal, with consultation of the ASI Attorney General.
 - b. Attendance at quarterly BEAT retreats is required. Failure to attend one of the retreats is grounds for removal. Excused Absences may be granted by the Secretary of Programs and Services.
 - c. Excused absences may be granted by the Secretary of Programs and Services.
- B. Event Attendance
 - a. All Chairs are expected to supervise the events they create and/or are assigned to. Chairs may be removed with one unexcused absence from an event that they were assigned to.
 - b. Excused absences are granted by the Secretary of Programs and Services
- C. Required Office Hours
 - a. Each chair is responsible for scheduling and maintaining at least four (4) hours in the office per week, in addition to the mandatory weekly BEAT meeting and individual meetings with the Secretary of Programs and Services and the BEAT Advisors.

Section 4 – Event Files and Evaluations

- A. Event files are due within ten days of the completion of the event and shall include the budget worksheet, all business paperwork and planning details, and the event evaluation.
- B. The event evaluations must be completed and signed by the Secretary of Programs and Services

ARTICLE IV-BEAT Advisors

Section 1 – Function

BEAT Advisors shall:

- A. Advise the BEAT and ASI Secretary of Programs and Services on issues of leadership and on all aspects of program planning.
- B. Oversee collaboration between Bronco Student Center Programming and ASI BEAT.
- C. Coordinate use of the ASI Gas Creative Group in the graphic design of promotional materials, public relations requests, and website additions and changes.
- D. Ensure fiscal evaluation and accountability of all BEAT events providing final approval for all financial documents.
- E. Oversee that complete and accurate documentation is maintained for all ASI BEAT event records and budgets.

Section 2 – Authority

The ASI Advisors shall have the authority to:

- A. Advise on all programming initiated by the BEAT, ASI, Senate, Cabinet; and ASI funded student organizations at Cal Poly Pomona.
- B. Draft all offer letters and ASI contracts for performances, events or entertainers and abide by the ASI financial policies, stipulations and guidelines for approvals.
- C. Oversee all budgets (expenditures, deposits, and transfers) for ASI BEAT and serve as final approval for all financial and programming matters.
- D. In the event that no standing BEAT or Secretary of Programs and Services have been appointed, the ASI Advisors shall have the authority to plan and coordinate performances or other events in collaboration with the ASI President and ASI Cabinet and utilize the funds that have been allocated to BEAT by the ASI Senate.

ARTICLE V – Program Proposals and Approval

Section 1 – Program Proposals

The following process shall be followed for programming events and activities:

- A. BEAT shall generate ideas for events and activities designed for a diverse and active student body .
- B. BEAT Chairs are responsible for outlining the event or activity details in a Program Proposal form that must be signed by an advisor and the Secretary of Programs and Services prior to being submitted for consideration by the BEAT committee.
- C. All Program Proposals shall first be discussed and then voted upon at separate committee meetings.
- D. Program Proposals shall be submitted to the Secretary of Programs and Services in advance to be scheduled for discussion and then action in accordance with the Gloria Romero Open Meeting Act or if replaced, its successor act.

1. Program Proposals shall be evaluated against the BEAT Budget taking into account all possible expenditures and revenue for the programming idea.
2. Program Proposals shall be evaluated on its adherence to the overall program plan for the quarter in question and the mission and purpose of ASI BEAT, taking into account the goals for the year.

Section 2 – Program Approval

- A. When considered as an action item, the Program Evaluation shall be presented again for the BEAT to review and may be passed by a majority vote of the BEAT.
- B. Upon approval from the ASI BEAT, the BEAT Chair who submitted the proposal must execute the approved activity in accordance with the approved budget and itemized details for the event or activity.
- C. The ASI Advisors shall coordinate the preparation of offer letters and ASI contracts for performances, events, vendors or entertainers. All offer letters and contracts shall be presented to the ASI Executive Director or designee(s) and Marketing for review and signature in a timely manner.

Section 3 – Program Marketing


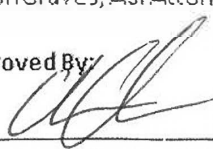
- A. BEAT must work with Gas Creative group in a timely manner and use Gas Creative Group as its primary resource in the creation of BEAT's marketing material.
- B. BEAT shall recognize that marketing is a key component to event planning and execution and therefore, shall put forward every effort to use both traditional and digital marketing options for all events.
- C. Marketing for BEAT events shall be targeted primarily to the Cal Poly Pomona students. External audiences are secondary and if marketing is to be distributed off campus, it must be first approved by the Director of Programs and Marketing.

Section 4 – Program Execution

- A. The BEAT shall abide by all ASI, University, CSU rules and policies as well as State and Federal laws in the execution of events and activities.
- B. When BEAT collaborates with a club, Council, University department or an outside entity, a formal Partnership or Sponsorship Agreement must be developed in accordance with the ASI Sponsorship and Partnership Policy.
- C. Financial records of the program expenses shall be maintained and tracked by the Chair, reviewed by the Secretary of Programs and Services and ultimately filed with the Advisors.
- D. The BEAT Chair shall maintain an accurate and complete contact list for all contracted performers and vendors in the event file.
- E. When planning an event, the BEAT Chair shall remain available to be contacted and shall be diligent in keeping the BEAT, the Secretary of Programs and Services, the ASI Advisors and any partners updated on the event progress.

Section 5 – Program Evaluation

- A. A complete record and evaluation of each programs executed by the BEAT shall be maintained and kept as a historical archive according to documentation standards set forth by ASI Policy.
- B. The BEAT Chair shall document any problems or issues that arise in the execution of the event and record them as a part of the formal event evaluation noting what occurred, what actions were taken to resolve the issue and the final outcome.
- C. An event evaluation report shall be filed within 10 days of the completion of the event and shall include signatures from a BEAT Advisor and the Secretary of Programs and Services
- D. The evaluation must contain all of the records and notes from the program execution and be filed along with the Program Proposal
- E. Program evaluations and the entire hard copy file for all BEAT events shall be held and maintained by the Advisors

<u>FOR ASI USE ONLY:</u>	
ASI Senate Approval Date:	6/6/2013
Verified By:	
Devon Graves, ASI Attorney General	6/29/13 Date
Approved By:	
Christopher Osuala, ASI President	7/1/13 Date