

Preliminary Bylaws of the Cultural Events Committee, Idaho State University

ARTICLE ONE: NAME and REPORTING CHAIN

The Cultural Events Committee (CEC) is a standing committee of the College of Arts & Letters. The CEC reports directly to the dean of the College of Arts & Letters.

ARTICLE TWO: PURPOSE AND GRANTS

The purpose of the Cultural Events Committee is to bring together the University and surrounding communities through cultural events. The committee understands “cultural event” to mean any event that celebrates human creativity or human experience, with particular attention to human diversity and its relevance, from the perspectives of the arts, the humanities, or those aspects of the social sciences, the sciences, and technology which have artistic or humanistic content and employ artistic or humanistic methods.

According to University policy, neither of the grant funds below can be used to pay stipends for ISU employees. We encourage applications that address diversity and social justice.

Proposals will be prioritized according to these criteria:

- Evidence of cost-sharing
- Evidence of concrete plans for student engagement
- Evidence of concrete plans for community engagement

All ISU faculty members are eligible to submit an application. An ISU faculty member is any person who holds faculty status at the time of the submission.

1) Mini-Grants

The CEC has allocated money to be awarded as Mini-Grants. The Mini-Grant program is designed to help departments, colleges, and units bring speakers, artists, special programs, and other cultural events in areas important and relevant to the interests of the University community. The intention of this program is to provide cost-share money; if possible, fifty percent of the cost should be provided by the individual department/unit, and priority will be given to proposals with substantial cost-sharing. The maximum amount for any one Mini-Grant is \$1000.

2) Large Grants

The CEC has funds available to be awarded for larger grants. This program is designed to help departments, colleges, and units bring speakers, artists, special programs, and other cultural events in areas important and relevant to the interests of the University community. The amount of each grant varies according to the specific needs of the events. These grants are distributed throughout the year but before the end of the fiscal year, and to the extent of the allocated budget, which varies each year. Whereas cost-sharing is not required, it is encouraged whenever possible. All events must either be free and open to the public or, if admission is charged, the CEC will request a portion of the proceeds proportionate to the amount funded. For example, if the CEC funds 50% or more of the costs of an event, it would receive 50% of the profits. If the

CEC funds less than 50% of the costs, then it would receive the equivalent percentage of the profits (e.g., if 30% of the costs, then 30% of the profits).

ARTICLE THREE: MEMBERSHIP, SELECTION, AND RECALL

The membership of the Committee is composed of five (5) voting members, serving staggered three (3)-year terms, from the following constituencies:

- A. Three (3) faculty from the College of Arts & Letters, with no more than one member from the same department. The Chair shall be selected from one of these three members.
- B. Two (2) faculty from departments, colleges, and/or units outside the College of Arts & Letters, with suggested rotating membership representation, and no more than one member from a single department or unit. The dean of Arts & Letters will annually call upon department chairs and college and unit leadership for new member nominations.
- C. Attendance at Committee meetings is important. Any Committee member who misses three meetings in one academic year is subject to recall by their appointing constituency, the dean of Arts & Letters. If recalled, the member may submit a written appeal to the dean that identifies the meeting dates missed and the reasons for missing them.
- D. Duties of CEC members include, but are not limited to: Developing the CEC's vision; meeting to review and vote on grants; promoting the submission of grants among constituent groups; discussing possible reasons for revising or updating extant procedures.

ARTICLE FOUR: OFFICERS AND MEETINGS

A. The chair, in principle, will serve a one-year term from July 1st through June 30th. Elections for the chair will be held during the spring semester of the chair's term, or as necessary. The chair may be elected to a second term. The duties of the chair are to prepare an agenda, call meetings, advertise grant availability, keep records and make sure everything sponsored by the CEC is properly administered. The chair-elect is responsible during the spring semester for planning the events of the coming academic year and takes over all chair duties after July 1.

B. If the office of the chair becomes vacant, the CEC will elect a new chair in accordance with Article 4, A.

C. The CEC meets upon the call of the chair, who is responsible for informing CEC members in advance of the meeting's time, place, and agenda. Generally speaking, CEC meets several times a semester as needed to process grant applications and update CEC information.

D. If three members of the CEC request a meeting, the chair will schedule it within two weeks of the request in accordance with the provisions of Article 4, C.

E. Removal of the CEC chair, should this become necessary or desirable, requires approval by three-fifths (3 out of 5) of the voting members of the Council.

ARTICLE FIVE: MINUTES, QUORUM, AND VOTING

A. Minutes are kept for each meeting, are prepared in accordance with conventional format, and are submitted in a timely manner to the dean of Arts & Letters for review and approval/acceptance. Minutes will be taken by a CEC member, either the chair or another member.

B. A quorum will be one more than one half of the five voting members, i.e., three (3).

C. A motion is passed when it receives a majority of the votes cast.

1) Abstentions do not count as votes.

2) Tie votes fail.

3) The chair has a right to vote on all motions.

4) Proxy or absentee votes are allowed (email, paper, telephone, or multimedia). All necessary materials will be sent in advance of the meeting so members who cannot attend have the opportunity to submit their opinions and comments by email to be read at the meeting as part of the discussion. A discussion summary will be emailed to absent members who then shall have 48 hours to consider the issues and submit their votes.

ARTICLE SIX: STANDING SUBCOMMITTEES

In the event that a subcommittee would be appropriate, it would be created with the approval of the dean of the College of Arts & Letters.

ARTICLE SEVEN: BYLAWS AMENDMENT PROCESS

A. Changes in the bylaws are made by a vote of at least two-thirds of the five voting members of the Committee (4 votes needed), and must be approved by the dean of Arts & Letters.

B. CEC allows for bylaws changes to be introduced and voted upon in the same meeting.

ARTICLE EIGHT: BUSINESS ITEMS

A. Items or policy not completed in one academic year should be considered old or continuing business to be completed by the CEC in the next academic year.

B. New business may be initiated in the CEC by any of the following means:

1. Business referred to CEC by the dean of the College of Arts & Letters.
2. Items brought in by a member or the chair of CEC.
3. Items referred by the University community.

It will be the responsibility of the chair to introduce new business items on subsequent agendas.

END

Approved September 2012 (Alan Johnson, English; Chair; Bennett Palmer, Math; Katie Kostohyrz, Counseling).

Most recent update: August 2020.