

## CHAPTER 800 TOUCH-N-GO PRODUCTIONS BYLAWS

- 800.01 Sections 800.001 through 899.999 shall be known as the “Touch-N-Go Productions Bylaws”.
- 800.02 The Touch-N-Go Productions Bylaws shall be arranged by subject matter in “10” parts, each composed of numerically designated sections, according to the following scheme:
- Part 1 (Sections 800.001-809.999) General Provisions
  - Part 2 (Sections 810.001-819.999) Standards and Meetings
  - Part 3 (Sections 820.001-829.999) Membership
  - Part 4 (Sections 830.001-839.999) Executive Board Positions
  - Part 5 (Sections 840.001-849.999) Revision of the Bylaws
  - Part 6 (Sections 850.001-859.999) Membership in National & State Organizations
  - Part 7 (Sections 860.001-869.999) Quorum, Elections, and Voting
  - Part 8 (Sections 870.001-879.999) Removal from Office
  - Part 9 (Sections 880.001-889.999) Attendance
  - Part 10 (Sections 890.001-899.999) Compensation
- 800.03 The following words and phrases when used in 800.001 to 899.999 shall have the meaning as ascribed to them in this section:
- a) “Event” is defined as any function that is originated by Touch-N-Go Productions, excluding movies presented in the IC Auditorium.

## CHAPTER 810 – STANDARDS AND MEETINGS

- 810.01 The purpose of Touch-N-Go Productions is to improve the University environment by providing quality entertainment and educational events for the Embry-Riddle Aeronautical University (ERAU) student body, alumni, faculty, and staff. Touch-N-Go Productions strives to involve and unify the student body. This is to be done by producing and coordinating activities such as concerts, box office movies, stand-up comedians, and other innovative events.
- 810.02 Touch-N-Go Productions will maintain professional operating standards in order to provide the best possible presentation to the students of Embry-Riddle Aeronautical University and to proudly represent ERAU to students of other universities, the Daytona Beach community, and the entertainment industry.
- 810.03 The actions of Touch-N-Go Productions are a direct reflection of ERAU's Student Government Association. Therefore, it requires that its members act responsibly and in the best interests of Touch-N-Go Productions and the SGA.
- 810.04 It shall be the responsibility of every member to promote Touch-N-Go Productions in a positive manner.
- 810.05 Any person found guilty of unauthorized use or misuse of the Touch-N-Go Productions name, logo, or identification of its members as such, in printed or broadcast media shall be subject to dismissal.
- 811.01 The Executive Board and member meetings will meet weekly, starting with the first full week of each semester, when logistically possible exempting summer terms.
- 811.02 Meetings shall be conducted using Roberts Rules of Order for guidelines, as the Executive Board deems fit.

## CHAPTER 820 – MEMBERSHIP

- 820.01 The organization will be comprised of students who participate in the planning and production of Touch-N-Go events.
- 820.02 Membership is open to all students of Embry-Riddle Aeronautical University that are enrolled in at least (6) credit hours, three (3) credit hours for graduate students, and holds/maintains a minimum cumulative GPA of 2.0.
- 820.03 Members of the organization shall have the opportunity to hold one of the positions listed within these codes.
- 821.01 The Executive Board shall be comprised of a Chairperson, Vice-Chairperson, Administrative Coordinator, Special Events Coordinator, Productions Manager, Marketing Director, Hospitality Coordinator, and Security Coordinator.
- 821.02 The Executive Board supports the Chairperson and all members by overseeing committees and coordinating events.
- 821.03 Each Executive Board member shall have an assistant or person-in-training and/or a committee as needed.
- 821.04 Each Executive Board member will be required to post and attend five (5) office hours per week.
- 821.05 The Chairperson shall post and attend ten (10) office hours per week.
- 821.06 Each Executive Board member must have a minimum cumulative GPA of 2.5. Failure to uphold the GPA and credit hour requirement will result in dismissal.
- 821.07 Each Executive Board member shall keep track of their transaction receipts and report the transactions to the Administrative Coordinator in a timely manner.
- 821.08 Each Executive Board member must be present during all Orientation, Homecoming, and B&G Week Touch-N-Go events, unless it affects the eligibility to receive University funding or personal emergencies arise.
- 821.09 In the event it is deemed necessary by the Executive Board with a 2/3 majority authorizing vote, the Chairperson may appoint a member as an unvouchered Executive Board Officer-at-Large for a defined term decided at the authorization vote not to exceed fifteen business days. The Chairperson's nominee must be unanimously confirmed by the Executive Board after the 2/3 authorizing vote.
- 821.10 Members who have made active in the last year shall be eligible to serve, provided they meet criteria detailed per 821.06

- 821.11 The Officer-at-Large will be a voting member of the Executive Board with defined duties assigned by the authorizing vote. A copy of these duties will be kept on record.
- 822.01 Sound Technicians will be comprised of individuals who have demonstrated exceptional knowledge of and experience with equipment and demonstrated skill as it pertains to production events and services
- 822.02 Sound Technicians shall be appointed at the discretion of the Sound Engineer, to a term of one academic year. An appointed Sound Technician must be approved by a two-thirds majority vote of the Executive Board.
- 822.03 Each Sound Technician must have a minimum cumulative GPA of 2.5. Failure to uphold the GPA and credit hour requirement will result in dismissal.
- 822.04 All Sound Technicians must sign a contract of services.
- 822.05 All Sound Technicians will be supervised by a Sound Engineer.
- 823.01 The Sound Engineer shall be appointed by the Chairperson, to a term of one academic year, after the Chairperson's election during the spring semester and before spring commencement.
- 823.02 The Sound Engineer must fulfill the following requirements:
- a) Be a current or past Sound Technician or Sound Assistant
  - b) Be responsible for the maintenance and operational control of all sound equipment.
  - c) Assist the Productions Manager in the coordination of technical and logistical requirements for events.
- 823.03 There shall be no more than one (1) Sound Engineer and two (2) Sound Technicians at any time.
- 823.04 There shall be at least one (1) Sound Assistant or person-in-training, as needed.
- 824.01 The Lighting Designer will be an individual who has demonstrated exceptional knowledge of and experience with lighting design, programming, and the maintenance of lighting fixtures.
- 824.02 There will be no more than one (1) Lighting Designer.
- 825.03 There shall be at least one (1) Lighting Assistant or person-in-training, as needed.
- 824.04 The Lighting Designer will be supervised by the Productions Manager.
- 824.05 The Lighting Designer will be appointed at the discretion of the Productions Manager, to a term of one academic year. An appointed Lighting Designer must be approved by a two-thirds majority vote of the Executive Board.

- 824.06 The Lighting Designer must have a minimum cumulative GPA of 2.5. Failure to uphold the GPA and credit hour requirement will result in dismissal.
- 824.07 The Lighting Designer shall assist the Productions Manager in the coordination of technical and logistical requirements for the lighting of events.
- 824.08 The Lighting Designer shall be responsible for the maintenance and operational control of all lighting equipment.
- 824.09 The Lighting Designer must sign a Contract of Services.
- 824.10 Sound Technicians, Sound Engineer, and Streaming Technician cannot also hold the Lighting Designer position.
- 825.01 The Streaming Technician will be an individual who has demonstrated exceptional knowledge of and experience with live streaming equipment and demonstrated skill as it pertains to production live streaming systems.
- 825.02 There will be no more than one (1) Streaming Technician.
- 825.03 There shall be at least one (1) Streaming Assistant or person-in-training, as needed.
- 825.04 The Streaming Technician will be supervised by the Productions Manager.
- 825.05 The Streaming Technician will be appointed at the discretion of the Productions Manager, to a term of one academic year. An appointed Streaming Technician must be approved by a two-thirds majority vote of the Executive Board.
- 825.06 The Streaming Technician must have a minimum cumulative GPA of 2.5. Failure to uphold the GPA and credit hour requirement will result in dismissal.
- 825.07 The Streaming Technician shall assist the Productions Manager in the coordination of technical and logistical requirements for the live streaming of events.
- 825.08 The Streaming Technician shall be responsible for the maintenance and operational control of all live-streaming equipment.
- 825.09 The Streaming Technician must sign a Contract of Services.
- 825.10 Sound Technicians, Sound Engineer, and Lighting Designer cannot also hold the Streaming Technician position.
- 826.01 In order fulfill University requirements, a University official will serve as advisor to the organization.
- 826.02 The Office of Student Engagement and Student Union will name the organizational Advisor.



## CHAPTER 830 – EXECUTIVE BOARD POSITIONS

- 830.01 The Chairperson has overall responsibility and authority for the legal and financial operation of Touch-N-Go Productions and will ensure the purpose and standards of Touch-N-Go Productions are met.
- 830.02 The Chairperson chairs all meetings and will vote at Executive Board meetings.
- 830.03 The Chairperson will not vote at weekly member meetings, but will vote in the case of a tie.
- 830.04 The Chairperson has ultimate responsibility for procuring entertainment, negotiating contracts and meeting contract requirements.
- 830.05 The Chairperson shall return agency phone calls and emails in a timely manner.
- 830.06 The Chairperson is responsible for booking all appropriate event locations and resources on SCHEDULER.
- 830.07 The Chairperson must be in the Daytona Beach Area and maintain a posted office schedule for at least one summer session during their term of office.
- 830.08 If the Chairperson and Vice-Chairperson will be absent during a summer semester, the Chairperson, in coordination with the Advisor, may appoint an Acting Chairperson from the Executive Board. The term of appointment will be for the summer semester only.
- 830.09 The summer Acting Chairperson is responsible to the Chairperson and Staff Advisor.
- 831.01 The Vice-Chairperson, in the absence of the Chairperson, will assume the responsibilities of the Chairperson.
- 831.02 The Vice-Chairperson is responsible for duties assigned by the Chairperson.
- 831.03 The Vice-Chairperson is responsible for the purchasing and inventory of polos and event staff t-shirts.
- 831.04 The Vice-Chairperson is responsible for recruiting new members through the activities fair and other creative means.
- 831.05 The Vice-Chairperson is responsible for all member relations, including but not limited to, members of the month, executive board retreats and incentives, event hours, meeting attendance and “Active” member status.
- 831.06 The Vice-Chairperson is responsible for notifying members of meeting times, uniforms, and places, as well as future events.

- 831.07 The Vice-Chairperson is responsible for creating, in coordination with the Executive Board, a strategic plan due at the first executive board meeting of the fall semester.
- 832.01 The Administrative Coordinator will record meeting minutes and post them to the Student Government Association website pending Executive Board approval.
- 832.02 The Administrative Coordinator is responsible for the distribution of mail and messages to the Executive Board members.
- 832.03 The Administrative Coordinator will order any necessary office supplies.
- 832.04 The Administrative Coordinator is responsible for creating, conducting and analyzing evaluation data to include event attendance, event feedback, and surveys.
- 832.05 The Administrative Coordinator is responsible for preparing and maintaining all budget records. Final approvals for all transactions are required from the Chairperson.
- 832.06 The Administrative Coordinator will maintain copies of all receipts for up to three years for financial records.
- 832.07 The Administrative Coordinator shall ensure that bills are paid and respond to all financial questions.
- 832.08 The Administrative Coordinator is responsible for submitting weekly financial updates to the Chairperson and SGA Treasurer.
- 832.09 The Administrative Coordinator is responsible for designing, distributing and collecting tickets, as well as working with the Marketing Director to design said tickets, at all events that require tickets.
- 832.10 The Administrative Coordinator is responsible for maintaining all archives, including photos.
- 832.11 The Administrative Coordinator will create all quotes and invoices for services provided to non-Registered Student Organizations.
- 833.01 The Special Events Coordinator is responsible, with help from the Chairperson, for booking, coordinating, and running all daytime programs, or “In-Flight Entertainment” events.
- 833.02 The Special Events Coordinator is responsible for weekly Thursday night movie program. Duties include:
- a) Coordinating, procuring, downloading, and showing films.
  - b) Coordinating with IT Events for technical support.
  - c) Purchasing movie prizes.



- 833.03 For co-sponsorships, The Special Events Coordinator will act as a liaison between Touch-N-Go Productions and the co-sponsoring organization and shall oversee the event on the day of the show.
- 833.04 The Special Events Coordinator shall fulfill the following when handling co-sponsorships:
- a) Outline Touch-N-Go Productions' co-sponsorship process, deadlines, and rules.
  - b) Determine the viability of the event via consultation with the Productions Manager and Security Coordinator.
  - c) Assist the co-sponsoring organization with reserving the appropriate event locations and resources in SCHEDULER.
  - d) Organize deliverables to include script and media files for use by Touch-N-Go Productions.
  - e) Complete the co-sponsorship event review form and communicate the results of the event to the co-sponsoring organization within two (2) weeks.
- 834.01 The Productions Manager will secure a productions company for any events in which it is a contractual requirement or when Touch-N-Go Productions equipment is deemed insufficient.
- 834.02 The Productions Manager is responsible for coordinating sound, lighting, staging, set-up, and teardown for all events.
- 834.03 The Productions Manager oversees the members in designing and erecting stage sets.
- 834.04 The Productions Manager shall coordinate maintenance of all production equipment, including but not limited to stage, lights, audio/video equipment, and outdoor movie screen.
- 834.05 During Productions, the Productions Manager will communicate with road managers and will provide technical assistance.
- 834.06 The Productions Manager is responsible for coordinating technical and logistical requirements for the technical riders (i.e. with the Facilities, Grounds, Materials Management, Electrical Departments, and with Sound Engineer, Lighting Designer, and Streaming Technician).
- 834.07 The Productions Manager is required to prepare a stage diagram prior to the show.
- 834.08 The Productions Manager will oversee the Sound Engineer, Sound Technicians, Lighting Designer, and Streaming Technician
- 835.01 The Marketing Director is responsible for publicizing upcoming events and movies to the student body.

- 835.02 The Marketing Director shall have marketing material ready at least two (2) weeks prior to the event.
- 835.03 The Marketing Director shall utilize all available means of promotions, as deemed appropriate by the Executive Board including but not limited to A-frames, flyers, banners, mailbox stuffers, movie magnets, social media, table tents, and t-shirts.
- 835.04 The Marketing Director is responsible for delivering all available information, about events, to the campus newspaper and radio.
- 835.05 The Marketing Director is responsible for maintaining the TNG website with upcoming events and movies and current information.
- 835.06 The Marketing Director is responsible for coordinating and chairing the Marketing Committee.
- 835.07 The Marketing Director is responsible for creating and maintaining the office promotions TV slideshow.
- 835.08 The Marketing Director is responsible for maintaining and updating the glass movie case(s).
- 835.09 The Marketing Director is responsible for coordinating all aspects of the weekly pre-movie slideshow.
- 836.01 The Hospitality Coordinator is responsible for securing lodgings, meals, and beverages before, during, and after a show for the performer.
- 836.02 The Hospitality Coordinator is responsible for the arrangement of green rooms when needed for event performers.
- 836.03 The Hospitality Coordinator is responsible for arranging transportation and reserving vans for performers and TNG members.
- 836.04 The Hospitality Coordinator will make catering arrangements for members of Touch-N-Go Productions and is responsible for supervising the serving of said catering.
- 836.05 The Hospitality Coordinator is responsible for arranging catering that requires outsourcing.
- 836.06 The Hospitality Coordinator is responsible maintaining a well-stocked cabinet of hospitality related supplies.
- 836.07 The Hospitality Coordinator is responsible for the organization of all hospitality supplies.
- 837.01 The Security Coordinator will organize the volunteer security staff during events.

- 837.02 The Security Coordinator will coordinate with the University Safety Department and all other emergency services and work in conjunction to provide a safe atmosphere.
- 837.03 The Security Coordinator is responsible for ordering necessary security equipment (i.e. armbands, radios, etc.).
- 837.04 The Security Coordinator is responsible for recording the number of attendees at each event and forwarding the information to the Administrative Coordinator.
- 837.05 The Security Coordinator is responsible for securing the venue before, during, and after events as needed.
- 837.06 The Security Coordinator is responsible for maintaining a card access list for the office and equipment room.
- 837.07 The Security Coordinator will create a security diagram for all events at least one (1) week in advance.
- 837.08 The Security Coordinator is responsible for operating and maintaining radio equipment which includes but is not limited to, keeping up to date and in full compliance with all current FCC regulations.
- 838.01 Committees may be utilized by its respective Executive Board member to assist in the completion of tasks and involve interested members of TNG in the field of production.
- 838.02 Committees will run in accordance with their guiding documents. Guiding documents will be approved by the Executive Board by a simple majority.
- 838.03 Existing committees for Touch-N-Go Productions are as follows:
- a) Marketing Committee
  - b) Programming Committee
- 838.04 The Marketing Committee will be chaired by the Marketing Director to assist in the promoting of events.
- 838.05 The Programming Committee will be chaired by the Special Events Coordinator to assist in the planning of upcoming co-sponsorships and daytime programming.

## CHAPTER 840 – REVISION OF THE BYLAWS

- 840.01 The bylaws will be reviewed and approved by the Chairperson and the Executive Board in the Fall Semester by the second week of November.
- 840.02 The bylaws can be revised at any time.
- 840.03 A proposed revision can be introduced at any Touch-N-Go meeting and is approved with a simple majority vote of the Executive Board.
- 840.04 A proposed revision must be tabled for one week.
- 840.05 Once a revision is approved by the Executive Board, it must be presented at the next Member Meeting with a quorum of Active Membership. Following open discussion, it must then be passed by a simple majority of Active Members.
- 840.06 After a revision has been approved by the Active Membership, the revised bylaws must be presented to the SGA Student Court for review and record-keeping.

## CHAPTER 850 – MEMBERSHIP IN NATIONAL AND STATE ORGANIZATIONS

- 850.01 The active members of the organization shall have the authority to enter into membership with national, regional, and state campus activities organizations whose programs and services are deemed to be of value to the University and Touch-N-Go Productions.
- 850.02 Touch-N-Go Productions is a member of the following organizations:
- a) National Association for Campus Activities (NACA)
- 851.01 Delegate selection for NACA are as follows:
- a) Priority will be given to members who plan on returning to Touch-N-Go Productions next semester.
  - b) All members who wish to serve as a delegate will submit an application to the Chairperson and Vice-Chairperson.
  - c) Delegates will be picked by the Chairperson and the Vice-Chairperson with approval of the Advisor.
  - d) Delegates must fulfill organization membership requirements as stated in Chapter 820.
- 851.02 All NACA delegates must sign a Rules of Conduct form.
- 851.03 NACA delegates have authority to choose acts for the following semester.
- 851.04 Act selection at NACA must be approved by a majority vote of all delegates.

## CHAPTER 860 – QUORUM, ELECTIONS, AND VOTING

- 860.01 A quorum for purposes of an Executive Board meeting will be made up of at least 75% of the Executive Board present.
- 860.02 A quorum for the purposes of a member meeting will be made up of at least 75% of the current active members.
- 861.01 Nominations for Executive Board Elections shall be conducted as follows:
- a) Nominations will be taken at the member meeting one (1) week prior to elections and on the days of elections. Nominations can be made during the week leading up to elections.
  - b) Two (2) Executive Board members must be present and communicate the nomination to the Chairperson.
  - c) Final nominations will be taken before each position is voted on.
- 861.02 Each person nominated can only be elected to one position.
- 861.03 Individuals nominated must be present at the elections meeting to be elected to the respective position (at the discretion of the Chairperson).
- 862.01 To be eligible for Chairperson, candidates are required to hold a 2.5 GPA.
- 862.02 Only current Executive Board members are eligible to run for Chairperson.
- 863.01 To be eligible to serve on the Executive Board, candidates are required to hold a 2.5 GPA.
- 863.02 Candidates for the Executive Board must have made active member status at least once in the past year.
- 864.01 Regular elections will be held one week prior to the anticipated week of the SGA Election.
- 864.02 Executive Board members will begin their term the day of spring commencement.
- 864.03 Elections shall proceed in the order listed in Chapter 830.
- 864.04 The active membership will elect officers by a simple majority vote.
- 864.05 There is no absentee or proxy voting.
- 865.01 If in the event the Chairperson permanently vacates their position for any reason, the Vice-Chairperson will assume the role of Chairperson temporarily until a vote of confidence to confirm them permanently can be held at the next regularly scheduled member meeting. A special election will be held for the position of Vice-Chairperson.

- 865.02 In the event the Vice-Chairperson refuses the role of Chairperson or fails the vote of confidence, a special election will be held at the next member meeting for the position of Chairperson.
- 865.03 In the event the Chairperson is temporarily unable to fulfill their duties, the Vice-Chairperson shall be authorized by the Chairperson to exercise the powers necessary to fulfill the necessary job duties.
- 865.04 In the event the Chairperson and Vice-Chairperson are temporarily unable to fulfill the job duty of Chairperson another Executive Board member shall be chosen and authorized to fulfill said job duties by the Chairperson.
- 865.05 If any other member of the Executive Board vacates their position for any reason, nominations will be conducted in accordance with 861.01.
- 866.01 Nominations for vacancies during the spring semester will take place two (2) weeks prior to the end of the fall semester in accordance with 861.01.
- 866.02 Members who have met the requirements to be on the active roster in 863.02 may run for a position even though the fall semester has not yet been completed
- 866.03 Special elections concerning spring vacancies will take place at the last meeting of the fall semester.
- 866.04 Members who have met the requirements to be on the active roster in 863.02 may vote even though the fall semester has not been completed.
- 866.05 Newly elected Executive Board members elected as a result of spring vacancies shall take office immediately.
- 867.01 If there is work to be done by an Executive Board member over the summer, and the person elected to the position is unable to attend summer sessions or unable to do such work, the Chairperson may appoint another person to the position for the duration of summer sessions. The person appointed to such a position must have at least one semester experience on the Executive Board.
- 868.01 All students attending a meeting about special events may have voting rights approved by the Executive Board for that meeting. For the first two meetings of the current semester, only members with voting privileges from the previous semester will be allowed to vote.
- 868.02 A member's voting rights may be revoked with a 2/3 majority vote of the Executive Board. The Vice-Chairperson will contact the member and advocate for them during the meeting. This suspension expires at the end of the academic year.
- 868.03 A member's voting rights can be restored by a simple majority of the Executive Board. The member has the option to appeal the decision at any time to the Executive Board or to the Student Court.





## CHAPTER 870 – REMOVAL FROM OFFICE

- 870.01 Sections 870.02 through 870.10 shall apply only to the Chairperson.
- 870.02 Failure to comply with the bylaws of Touch-N-Go Production is sufficient grounds for investigation leading to removal from office.
- 870.03 Charges against the Chairperson will be brought to the Staff Advisor(s), who will notify the Chairperson.
- 870.04 If the Staff Advisor considers the charges to be valid, removal proceedings will be recommended to the Student Court.
- 870.05 The Staff Advisor and The Student Court would conduct the investigation. At this time, the Chairperson will be suspended from their responsibilities.
- 870.06 At the next Touch-N-Go Member meeting a discussion of the investigation will take place.
- 870.07 At the following regularly scheduled Touch-N-Go Productions Member meeting, a vote will be taken on whether to retain or remove the Chairperson.
- 870.08 A two-thirds majority vote is needed to remove the Chairperson, and a quorum must be present.
- 870.09 The Chairperson in question does not have a vote in the removal proceedings.
- 870.10 The Chairperson is also subject to removal as outlined in the SGA Constitution.
- 871.01 Sections 871.02 through 871.11 shall apply to Executive Board members.
- 871.02 Failure to comply with the bylaws of Touch-N-Go Productions is sufficient grounds for investigation leading to removal from office.
- 871.03 Charges against an Executive Board member will be brought to the Chairperson and/or Staff Advisor, who will notify the Executive Board member.
- 871.04 If the Staff Advisor and Chairperson consider the charges to be valid, removal proceedings will be recommended to the Student Court.
- 871.05 The Staff Advisor and The Student Court would conduct the investigation.
- 871.06 At this time, the Executive Board member will be suspended from their responsibilities. The Chairperson may appoint another member to the position during the investigation.
- 871.07 At the next Touch-N-Go Member meeting a discussion of the investigation will take place.

- 871.08 At the following regularly scheduled Touch-N-Go Productions Member meeting, a vote will be taken on whether to retain or remove the Executive Board member.
- 871.09 A two-thirds majority vote is needed to remove the Executive Board member, and a quorum must be present.
- 871.10 The Executive Board member in question does not have a vote in the removal proceedings.
- 871.11 Executive Board members are also subject to removal as outlined in the SGA Constitution.
- 872.01 Sections 872.02 through 872.06 shall apply to Sound Engineer, Lighting Designer, Sound Technicians, and Streaming Technician.
- 872.02 Failure to comply with the bylaws of Touch-N-Go Productions and/or a violation of the Contract of Services can lead to charges against the Sound Engineer, Lighting Designer, Streaming Technician, or Sound Technician, which will be brought to the attention of the Staff Advisor and the Chairperson.
- 872.03 The Advisor and the Chairperson will review the allegations and determine the validity of the charges.
- 872.04 If the Staff Advisor and the Chairperson find the charges to be valid, a recommendation of removal will be presented to the Executive Board.
- 872.05 During this time, the Sound Engineer, Lighting Designer, Streaming Technician, or a Sound Technician in question will be unable to work for compensation or interact with any piece of production equipment.
- 872.06 A two-thirds majority vote of the Executive Board is needed to dismiss the Sound Engineer, Lighting Designer, Streaming Technician, or a Sound Technician.

## CHAPTER 880 – ATTENDANCE

- 880.01 Members of Touch-N-Go may voluntarily attend meetings and events
- 880.02 In order to be considered an active member, a member must attend one half of the Member meetings and one half of the total hours for the current semester's events.
- 880.03 Any incentives of membership shall be for active members, or other members at the Executive Board's discretion.
- 880.04 Any event scheduled during a member's registered class, the hours lost are not compensated for.
- 880.05 If at the end of the semester a member does not meet the minimum requirements to be on the active roster, they may appeal for the missed class time hours on a case-by-case basis at the discretion of the Executive Board.
- 880.06 All other non-originated TNG events (co-sponsorships and equipment rentals) will be counted towards attendance unless determined by the Executive Board and must be declared at the Executive Board meeting beforehand.
- 881.01 Sections 881.02 through 881.06 shall apply only to Executive Board members.
- 881.02 Any Touch-N-Go officer shall be automatically dismissed from their position if they accrue three (3) unexcused absences from Touch-N-Go meetings, events or less than 33% of the Touch-N-Go movies per semester. For attendance at a movie to count, the officer must stay for the entire duration of the movie
- 881.03 In order for an absence to be considered excused, the Chairperson must be notified prior to the start of the meeting or event at which the absence will occur, and the Chairperson will deem whether the absence is excused.
- 881.04 The Chairperson will consider any extenuating circumstances no later than twenty-four (24) hours after the meeting.
- 881.05 Any Touch-N-Go officer who arrives more than fifteen (15) minutes after the meeting/event has been called to order or departs more than fifteen (15) minutes prior to the meeting/event's adjournment without approval, will have accrued an unexcused absence.
- 881.06 Any event scheduled during their registered class time is excused.
- 882.01 Sections 882.02 through 882.04 shall apply only to Sound Technicians.
- 882.02 The number of Sound Technicians required will be decided on an event basis by the Sound Engineer at the Executive Board meeting proceeding the event.

- 882.03 Designated Sound Technicians shall be decided by the Sound Engineer. Reasonable attempts to include all appointed Sound Technicians for compensation should be made by the Sound Engineer.
- 882.04 Any event scheduled during their registered class time is excused.
- 883.01 In the event of special circumstances, the Chairperson may call an Emergency Executive Board Meeting in which Executive Board Members will be asked to exercise their voting rights.
- 883.02 In the event of extreme circumstances, the Chairperson in consultation with available Executive Board members and the Advisor(s) will have the authority to make decisions after every reasonable attempt has been made to locate Executive Board Members.

## CHAPTER 890 – COMPENSATION

- 890.01 All Executive Board members are eligible to receive a Student Leadership Assistance Voucher through the Student Government Association.
- 890.02 Sound Engineer, Lighting Designer, Streaming Technician, or a Sound Technician are paid positions in Touch-N-Go Productions.