Operating Charter for the Pitzer Activities Committee
Last revised April 2015

Section I. Organization Name
Pitzer Activities Committee (PAct)

Section II. Mission Statement
Acknowledging that significant education occurs outside the classroom, PAct aims to complement the educational objectives of Pitzer College through the promotion of holistic student development. The mission of PAct is to offer a range of opportunities, activities, and services to support our students in becoming involved members of a pluralistic society. Pitzer Activities is dedicated to providing support services to students, faculty, and staff who are interested in developing programming at Pitzer College. The organization maintains a special focus on creating alternative programming that offers “substance free” options for students who wish to be involved in a vibrant student culture.

Section III. Goals and Objectives
1. To offer broadly aimed programs that facilitate social and educational interactions for all members of the Pitzer community despite class status, academic discipline, or residence hall.
2. To provide on-campus activities for students that foster community.
3. To familiarize students with the surrounding area by planning off-campus events.
4. To provide resources, and support to students who want to plan their own social and cultural events.
5. To host programming in order to give students a variety of activities on weekends.
6. To oversee One Time Event grants to Pitzer students, designed to encourage and support students in coordinating programs that enhance campus life at Pitzer College.

Section IV. Organizational Role in the Pitzer College Community
The PAct Programming Board is designed to promote two things: access and involvement. This structure provides activities and events and makes it easy for any student to get involved in campus life. The PAct Programmers meet weekly, planning and conducting activities on and off campus, and making allocations for one-time events organized by any student. The PAct Programmers welcome volunteer assistance and event suggestions from any interested student, and are also ready to assist people who have an idea they want to put into action.

Section V. Membership Eligibility
1. All Pitzer students are eligible to apply to be a part of the PAct Programming Board. Each semester there shall be between 8 and 14 student programmers, plus one staff adviser. Membership generally carries over from semester to semester.
2. Selection for the PAct Programmer position will occur the first month of each semester and on occasion during the last month of the spring semester if there are not 8 current members of PAct returning for the fall.
3. The PAct Programming Board will advertise the selection timeline 2 weeks before interviews begin. All students that apply to be on the PAct Programming Board will be considered for an interview. Depending on the current size of the PAct Board, the number of students selected to be on the PAct Board each semester will vary.
Section VI. Officers
1. During the last spring PAct meeting, PAct will vote on the officers for the fall Programming Board.
   a. *President:* Serves as the official representative and spokesperson of PAct. Convenes and chairs all meetings. Works with adviser to set meeting agendas. May propose and vote upon all club matters.
   b. *Treasurer:* Handles all financial club matters, including, but not limited to: collecting receipts, processing RFCs, and keeping an accurate budget for the club. May propose and vote upon all club matters.
   c. *Secretary:* Records and distributes the minutes of all club meetings. May propose and vote upon all club matters.
2. The term for PAct officers will be one year, unless they leave PAct due to graduation, study abroad, or resignation.
3. If officers are not fulfilling the responsibilities of their role, PAct will bring up the concerns to the officer, and if improvement has not been made in one month the officer may be removed with a 2/3 majority vote.

Section VII. Meetings
1. PAct meets every Tuesday during the academic semester from 5:30pm-7:00pm in the McConnell Private Dining Room. The first meeting of the semester will be the first Tuesday during which classes are in session. The last meeting of each semester will be the Tuesday before finals week.
2. PAct will announce to the campus community that the Board will hear One Time Events requests from 5:30pm-6:00pm, and PAct business will occur from 6:00pm-7:00pm.
3. Meetings will be run by the President in collaboration with the adviser.
4. During extraordinary circumstances, the President has the power to call for a special or emergency meeting outside of the regularly scheduled time.
5. When there are no actionable business items, the President has the power to cancel a meeting.

Section VIII. Quorum
1. There must be 8 members of the PAct Programming Board present in order to allocate funds from the PAct budget, and to decide on actionable business items.
2. Exceptions can be made to allocate funds without a formal vote in the event that the President deems it necessary in an emergency situation or in extraordinary circumstances.

Section IX. Charter Amendments
1. An amendment may be initiated by any member of the organization and passed by a two-thirds majority vote of the members present at the meeting.
2. All amendments to the PAct Charter will be discussed at a PAct meeting and then voted on the following week that there is quorum.
3. Student Senate must be notified of any charter amendments within one week of adoption.

Section X. Dissolution
1. Dissolution will only be decided after consultation of the PAct Programming Board, the Office of Student Affairs, and the Pitzer College Student Senate.
2. The PAct Programming Board may vote to recommend Student Senate take action to dissolve the committee.
3. Dissolution requires a 2/3 vote of the entire Student Senate legislature.