



North Carolina Agricultural and Technical State University

Greensboro, North Carolina

Student University Activities Board Constitution

ARTICLE I

Name

The name of the organization shall be the North Carolina Agricultural and Technical State University Student University Activities Board (SUAB).

ARTICLE II

Purpose

SUAB is a part of the educational program of the university. The primary function is to provide cultural, social, and recreational programs; aiming to make activities a cooperative factor with study in education. In all its processes, it encourages self-directed activity; giving maximum opportunity for self-realization and growth in individual social competency and group effectiveness. The goal of SUAB is the development of a person at the intellectual and social levels. Through independent action, the student acquires a sense of responsibility and leadership.

SUAB is the primary student organization responsible for planning and implementing student activities for the North Carolina Agricultural and Technical State University community.

These activities are designed to enhance the social, moral, intellectual, cultural and political life of the individual student. Through membership with SUAB, the character of the student is intended to be broadened, for this organization is designed to help the student achieve a higher elevation on the ladder of life.

ARTICLE III

Membership

General membership of SUAB shall be open to all students registered at North Carolina Agricultural and Technical State University during the academic year, with the following guidelines.

Section I – General Duties of All Members

1. All members are to be responsible for upholding the constitution at all times.
2. All members must promote and comply with the Student Code of Conduct.
3. All members must assist in creating and executing social, educational, and cultural programs through committees or special projects work.
4. All members must attend the full body meeting held by SUAB each academic semester.
5. All members must register on the SUAB 1891Connect roster.

Section II – SUAB leadership will be comprised of an Executive Board consisting of the following members.

1. President
2. Vice President
3. Secretary

4. Treasurer
5. Parliamentarian
6. Media Relations
7. Cultural Affairs Chair
8. Concerts and Lively Arts Chair
9. Novelty Chair
10. Gaming and Cinema Chair
11. Speakers Chairs
12. Evening & Weekend Chair

Section III – The Ex-Officio Members consist of the following:

1. Chancellor of the University
2. Vice Chancellor of Student Affairs
3. Assistant Director of Student Activities/ SUAB Advisor
4. Executive Director for the Office of Student Activities & Campus Involvement
5. Student Government Association Vice President of External Affairs

Ex-Officio do not serve as voting members in SUAB matters.

ARTICLE IV

Government

The governing authority of SUAB shall be vested in its Executive Board members with advisement from the Assistant Director of Student Activities/ SUAB advisor and is subject to the rules and regulations of the university and the student code of conduct.

SUAB shall:

1. Curate and implement inclusive and engaging programming for the NCAT campus community.
2. Review with possible recommendations for revision on all signature SUAB programs and projected costs of the
 - i. Block Party

- ii. International Food Night
 - iii. Superbowl Watch Party
 - iv. Casino Night
 - v. Aggies At The Apollo
 - vi. Shoot Your Shot
 - vii. Grocery Bingo
 - viii. Fake It Til You Make It
 - ix. Crank & Paint
3. Establish its own meeting times and rules of procedures as provided for in the constitution, so long as they do not conflict with the policies of the university.
 4. Shall establish its own regulations.
 5. Approve or disapprove amendments of SUAB Constitution.
 6. Have the power to impeach any member of the Executive Board of the Student University Activities Board for cause in which the president will preside. In proceeding of impeachment of the president, the vice president will preside.

Section I – President

The President’s duties shall be as follows:

1. Preside at all meetings of SUAB to include all Executive Board meetings and SUAB full body meetings.
2. Represent SUAB at university sponsored functions as requested.
3. Review the budget of SUAB in conjunction with the Treasurer and Assistant Director of Student Activities/ SUAB Advisor.
4. Call special meetings of SUAB upon petition of the members and at such times as in his/her judgment that SUAB requires.
5. Create agenda for all scheduled executive board and full body meetings.
6. Serve as the Co-Chair for the Special Event Committees, which includes the following programs: Homecoming and Aggie Fest.
7. Serve as an Executive Board member with voting privileges.
8. Maintain and keep office hours and attend ALL events.

Section II – Vice President

The Vice President's duties shall be as follows:

1. Preside at meetings of SUAB in the absence of the president.
2. Presides over Event Staff also known as the SUAB Intern Program.
3. Perform duties as may be assigned by the President so long as they do not conflict with SUAB constitution and the policies of the university.
4. In the event that the President is not available the Vice President will serve as acting President.
5. Facilitate over the elections process for the next board. If VP is running for a position on the following executive board, the Assistant Director of Student Activities/ SUAB Advisor shall appoint a graduating senior executive board member to preside over elections.
6. Serve as an Executive Board member with voting privileges.
7. Maintain and keep office hours and attend ALL events.

Section III – Secretary

The Secretary's duties shall be as follows:

1. Keep complete and accurate minutes of the meetings of SUAB and send out to Executive Board and advisor no later than 48 hrs. after the meeting.
2. Keep attendance at all meetings and include record in the meeting minutes.
3. Maintain the receipt of all co-sponsorship request applications.
4. Maintain and manage the SUAB email account and event folders.
5. Schedule all event reservations following the University Event Center (UEC) requirements.
6. Complete and maintain all major event forms as required by UEC.
7. Preside at meetings in the absence of the President and Vice President.
8. Perform duties as may be assigned by the President so long as they do not conflict with SUAB constitution and the policies of the university.
9. Serve as an Executive Board member with voting privileges.
10. Maintain and keep office hours and attend ALL events.

Section IV – Treasurer

The Treasurer’s duties shall be as follows:

1. Serve as chief financial officer of the board and must monitor all expenditures. This position works close with OSA office manager in regards to budgets.
2. Review and approve budget of SUAB in conjunction with the President and Assistant Director of Student Activities/ SUAB.
3. Give accurate financial reports at each Executive Board meeting.
4. Keep accurate account of monthly expenditures and reports.
5. Represent SUAB on the Tuition and Fees committee, so long as it exists.
6. Perform duties as may be assigned by the President so long as they do not conflict with SUAB and the policies of the university.
7. Serve as an Executive Board member with voting privilege.
8. Maintain and keep office hours and attend ALL events.

Section V – Parliamentarian

The Parliamentarians duties shall be as follows:

1. Assist with special SUAB projects and commitments as they arise.
2. Preside over attire decisions for the group in regards to signature events and university special events.
3. Manage decorum/order in all meetings in relations to Roberts Rules of Order and voting.
4. Perform duties as may be assigned by the President so long as they do not conflict with SUAB and the policies of the university.
5. Serve as an Executive Board member with voting privilege.
6. Maintain and keep office hours and attend ALL events.

Section VI – Media Relations

The Media Relations executive board member duties shall be as follows

1. Facilitate and organize all Marketing and Media efforts for SUAB.
2. Market and promote all activities of SUAB via 1891Connect, digital media, social media, flyers, giveaways, etc.
3. Responsible for a photo catalog of all SUAB events through 1891Connect.

4. Maintain all electronic mediums of communication (i.e. social media and 1891Connect)
5. Draft and conduct program surveys and access/discuss results with executive board.
6. Train and educate interns under media relations.
7. Serve as an Executive Board member with voting privileges
8. Maintain and keep office hours and attend ALL events.
9. Be appointed by the President with quorum vote of the Executive Board.

Section VII- Cultural Affairs Chairperson

The Cultural Affairs Chairperson's duties shall be as follows:

1. The Cultural Affairs Chairperson is responsible for the implementation of culturally enriching programs. A signature program of this chair is International Food Night.
2. Assist University Observances programs per request.
3. Preside over all Cultural Affairs Committee meetings.
4. Train and educate interns under cultural affairs.
5. Perform duties as assigned by the president so long as they do not conflict with SUAB constitution and the policies of the university.
6. Serve as an Executive Board member with voting privileges.
7. Maintain and keep office hours and attend ALL events.

Section VIII - Concerts and Lively Arts Chairperson

The chairperson's duties shall be as follows:

1. The Concerts and Lively Arts Chairperson is responsible for the implementation of programs and events that engage the campus community through sonically driven programming. Signature programs include but not limited to SUAB Block Party, Fake It 'Til You Make It, Aggies at the Apollo, etc.
2. Preside over Concert and Lively Arts committee meetings.
3. Train and educate interns under concerts and lively arts.
4. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitutions and university.

5. Serve as an Executive Board member with voting privileges.
6. Maintain and keep office hours and attend ALL events.

Section IX - Novelty Chairperson

The chairperson's duties shall be as follows:

1. The Novelty Chairperson is responsible for facilitating the implementation of unique and personalized programming including but not limited to pop-up events, Shoot Your Shot, Crank & Paint etc.
2. Preside over Novelty committee meetings.
3. Train and educate interns under novelty.
4. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitutions and university.
5. Serve as an Executive Board member with voting privileges.
6. Maintain and keep office hours and attend ALL events.

Section X - Gaming and Cinema Chairperson

The chairperson's duties shall be as follows:

1. The Gaming and Cinema Chairperson is responsible for implementing gaming tournaments and cinematic events, including but not limited to the Superbowl Watch Party.
2. Preside over Gaming and Cinema committee meetings.
3. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitutions and university.
4. Serve as an Executive Board member with voting privileges.
5. Train and educate interns under Gaming & Cinema.
6. Maintain and keep office hours and attend ALL events.

Section XI – Speakers Chairperson

The Speaker Chairperson duties should be as follows:

1. The Speakers Chairpersons will be responsible for bringing impactful lecturers, presenters, speakers, etc--- to engage the campus community.
2. Preside over Speakers committee meetings.

3. Train and educate interns under speakers.
4. Assist University Observances programs per request.
5. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitutions and university.
6. Serve as an Executive Board member with voting privileges.
7. Maintain and keep office hours and attend ALL events.

Section XII- Evening & Weekend Chairperson

The Evening & Weekend Chairperson duties should be as follows:

1. Evening & Weekend Chairperson will provide enriching evening and weekend programs to curb potential negative behaviors between the hours and days of Thursday through Sunday after 5pm. Signature programs include Pre Games and Game Night.
2. Preside over Evening & Weekend committee meetings.
3. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitutions and university.
4. Train and educate interns under Evening & Weekend.
5. Serve as an Executive Board member with voting privileges.
6. Maintain and keep office hours and attend ALL events.

Section XIII – Internship Program

The internship program is an unpaid experiential learning opportunity.

The Intern's duties shall be as follows

1. Must attend all events, programs, and full body meetings hosted by SUAB.
2. There are only to be four people maximum serving under each executive board member.
3. Interns must help with the curation of programming for respective chair.
4. Must attend all committee meetings under their respective executive board member.
5. Responsible for creating one Intern program a semester while working with the Vice President.

Section XIV – Committee Members

The Committee Members duties shall be as follows

1. Must attend all Committee meetings and events for the respective chair they are under.
2. All committee members must attend the full body meeting held by SUAB each academic semester.
3. All committee members will be under guidance and direction of parliamentarian.

ARTICLE V

Qualifications and Eligibility for Service

Section I - GPA Requirements

1. All applicants must have a minimum 2.75 cumulative GPA at the time of elections and upon submission of one's application for any Executive Board position.
2. All interns must have a minimum 2.5 cumulative GPA at the time of selection and upon submissions of one's application for the Internship program.
3. Committee members do not have a GPA requirement.

GPA Maintenance Clause

It is the policy of the Division of Student Affairs that all students serving in an Executive Student Leadership position have and maintain a minimum cumulative GPA of at least 2.75 throughout one's leadership term. In the event that one's cumulative GPA becomes lower than the required 2.75 while serving in a leadership capacity, the advisor will remove the officer from office as mandated by the Vice Chancellor of Student Affairs. In addition, all officers must have completed 80% of their attempted hours and under no circumstances shall any student carry or have on their record a grade of Incomplete during or immediately following the election process. All Executive Board members must also be in good judicial standing.

Section II – Selection Process

1. The election process for all Executive Board members will be based on a voting system in accordance with the by-laws of SUAB constitution.
2. All currently enrolled students are eligible to vote.

Section III – Application

1. The Executive Board shall host an interest meeting providing a copy of the descriptions and qualifications for all positions along with an application.
2. The Assistant Director of Student Activities/SUAB Advisor along with the President will administer a list of dates regarding deadlines for application submission, interview (if any), and voting.
3. No exceptions will be made for applications submitted after the deadline.
4. All applications will be reviewed by the Assistant Director of Student Activities/SUAB Advisor and Vice President to ensure qualifications are met.

Section IV – Candidates

1. All candidates must be enrolled as a full-time student at North Carolina A&T State University.
2. All candidates must serve a full term on the Executive Board. In the event that a candidate is also a candidate for graduation during fall semester of the term one is applying for he/she will be ineligible to serve as an Executive Board member.
3. No candidate may be added or change positions under any circumstances after the application deadline.

Section V – Candidates for President, Vice President, Secretary, and Treasurer are as follows:

1. Must be at least a rising junior, having completed at least half of their credit hours
2. Must be able to serve throughout the entire term of office.
3. Must be a registered North Carolina A&T State University student in good academic and judicial standing.

Section VI – Cultural Affairs, Concerts and Lively Arts, Novelty, Gaming & Cinema,

Speakers Chairs qualifications are as follows:

1. Must be at least a rising sophomore, having completed at least half of their credit hours.
2. Must be able to serve throughout the entire term of office
3. Must be a registered North Carolina A&T State University student in good academic and judicial standing

Section VII – Appointed Positions (Media Relations)

1. Must be appointed by the President with quorum vote of the executive board.
2. Must be at least a rising sophomore, having completed at least half of their credit hours.
3. Must be able to serve throughout the entire term of office.
4. Must be a registered North Carolina A&T State University student in good academic and judicial standing.

Qualifications:

1. President, Vice President, Secretary, or Treasurer, if he/she has served at least one (1) full term on the Executive Board.
2. In the event no one on the executive board is eligible/chooses to run for President, Vice President, Secretary, or Treasurer the Interns will have priority to apply. If the position(s) are still vacant it will open to all committee members.
3. Any student seeking a position as a chairperson must have served as an SUAB Executive Board member or Intern in the current academic year. If the position(s) are still unfilled it will open to committee members.
4. Must attend interest meeting in the Spring semester to be eligible.
5. Must attend the full body meeting held by SUAB each academic semester.

ARTICLE VI

Removal from Office

Section I – Grounds for Removal

1. Any Executive Board member may be removed from office for neglect of duty,

- misconduct or malfeasance of office.
2. Failure to maintain GPA and completion requirements as mandated in the SUAB Constitution.
 3. Exceeding three unexcused absences from any SUAB related event including, but not limited to:
 - a. Executive Board meetings
 - b. Full body meetings
 - c. SUAB sponsored events

Section II – Impeachment Proceedings

1. Any Executive Board member may be removed by impeachment proceedings as specified below:
 - d. The Executive Board will review the case thoroughly.
 - e. A vote of quorum of the Executive Board is needed for removal.
 - f. The President of SUAB will preside unless proceedings of impeachment are upon him/her, in which case the Vice President of SUAB will preside.
 - g. Written notification of the impeachment shall be given at least 48 hours in advance to the officer(s) who has violated the stipulations of SUAB Constitution.
3. Any Executive Board member can make recommendations for removal. Declaration of Intent must be made in writing and given to the President prior to vote. The Assistant Director of Student Activities/SUAB advisor must verify the letter.
4. Any officer removed through the impeachment proceeding may appeal in writing to the Assistant Director of Student Activities/SUAB and the Executive Director of the Student Activities, who shall be the authority to make a final determination on the decision.
5. In cases where an officer has committed a violation of the Student Code of Conduct or commits such egregious behavior as to be detrimental to the standards and mission of SUAB, the Assistant Director of Student Activities/SUAB may remove the officer from their position, giving written notification to the Executive Board of such action taken.

ARTICLE VII
Right of Succession

Section I - President

In the event the SUAB President is removed from office, the Vice President will temporarily assume the position. Within two (2) weeks there will be a meeting of the Executive Board of SUAB called by the Secretary. At this meeting, the Executive Board must formally accept the Vice President as the President of the Executive Board by a vote of quorum, given that the appointment meets the qualifications listed in the constitution, and the new Vice President will then be appointed by the President and approved by the Executive Board.

Section II – Other Executive Board Members

Should vacancies occur, after elections, the position will be filled by qualified vetted candidates, from appointment of the President with quorum approval of the Executive Board of SUAB.

ARTICLE VIII

Section I - Quorum

1. Quorum as defined by SUAB is one-half plus one of all positions filled. Seven (7) executive board members must be present in all voting matters.

Section II- Voting

1. A vote of majority of the voting members present at a meeting in which there is quorum shall constitute the action of SUAB.
2. The President should only vote in case of a tie in all affairs concerning SUAB.

Section III – Legitimate Excuses

1. Academic class or exam with proof of schedule.
2. Participation in a sport representing North Carolina A&T State University.
3. Traveling/Participating in official University business with documentation.
4. Illness of Executive Board Member with documentation.

5. Serious illness or death of family member.

Meetings

Section I – Attendance

1. Regular Meetings – the Executive Board shall meet weekly during the regular academic school year and in accordance with the University Academic Calendar unless otherwise ordered.
2. Every Executive Board Member is required to attend ALL meetings.
3. No official Executive Board meeting may take place without quorum.
4. Minutes must be submitted to the President and the Assistant Director of Student Activities/SUAB Advisor 48 hours before the following meeting.
5. Members of the Executive Board of SUAB are required to attend every regular Full Body and Executive Board meeting.
6. Quorum must be met by the Executive Board at all SUAB events; with submission of legitimate excuse one week prior.
7. An Executive Board member absence from a regular meeting must present written documentation to the President 7 days prior to the meeting. Failure to do so will result in an unexcused absence.
8. The Secretary shall maintain attendance and excuses.

ARTICLE IX

Budget

1. SUAB programs shall receive an annual budget awarded from the Division of Student Affairs which funds shall be used to plan and execute campus programs in the spirit and mission of the organization and the university.
2. All programs and approximate costs shall receive final review and approval by the Assistant Director of Student Activities/SUAB Advisor.
3. Cost estimate must be included in all proposals by deadline of the Treasurer.
4. The Assistant Director of Student Activities/SUAB Advisor and the Treasurer

- shall provide budget management, initial review and authorization for all programming expenditures and develop and implement budget projections, revisions and re-allocations.
5. The Assistant Director of Student Activities/SUAB Advisor shall consider for approval, all expenditure recommendations from SUAB then expedite and process all necessary paperwork.

ARTICLE X

Ratification

This constitution will become effective upon approval by two-thirds of the total membership of the Executive Board of SUAB. The Constitution shall then be presented to SUAB membership at the next meeting date.

ARTICLE XI

Amendments

Amendments to this constitution may be initiated by any member of SUAB and shall be ratified by two-thirds of the Executive Board vote.

ARTICLE XII

By-Laws

1. Any revisions to the constitution can be made through the by -laws.
2. All Executive Board members should keep up to date and accurate files of assigned duties.
3. The president does not have the power to appoint any special assistants.
4. All SUAB functions/activities shall be conducted with a “value-added” standard but are not specifically prohibited from requiring a reduced admission fee.
5. No more than 10% of SUAB activities can be authorized with an additional admission to students.

Last revised August 2020