North Carolina Agricultural and Technical State University
Council of Presidents Constitution and By-Laws

PREAMBLE

We the presidents of the registered student organizations comprising the Council of Presidents of North Carolina Agricultural and Technical State University, collectively serve to promote the general welfare and interest of all student organizations and to encourage responsibility within, hereby establish the following constitution.

ARTICLE I. NAME

The name of this organization shall be the North Carolina Agricultural and Technical State University Council of Presidents, herein after referred to as COP.

ARTICLE II. PURPOSE

The Council of Presidents, serves as the governing council for all registered student organizations. Within its purpose, as established by the Division of Student Affairs, is charged to do the following:

a) Manage the overall affairs of student organizations and serve as a liaison between administration and organizations
b) Create a forum for discussion and serve as a voice for student organizations at NC A&T SU
c) Formulate and facilitate programs which keep student organizational life meaningful, wholesome, stimulating and active
d) Assist the Office of Student Activities and Campus Involvement in the communication and evaluation of organization requirements

ARTICLE III. ADHERENCE

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

All fee sponsored programming must be open to the entire university community. All student organizations and their leaders must further comply with the NCATSU Code of Student Life, University policies and applicable state, federal, and local laws.
ARTICLE IV. GENERAL MEMBERSHIP

Non-Exclusionary Membership Clause: It is the policy of NCATSU and the Council of Presidents that this organization practices an open membership policy for members of the university community without regard to age, color, disability, national origin, race, religion, military service member or veteran status, gender, sexual orientation, or gender identity, unless exempt under Title IX.

There are three levels of membership within the body of the Council of Presidents: Voting, Non-Voting, and Associate. Membership is comprised of the Presidents of all student organizations, their advisors and or other representatives.

a) Voting Members are all organizational presidents of student organizations, registered and in good standing.

b) Non-Voting Members are all organizational presidents of registered student organizations, not in good standing; advisors, and delegates of registered student organizations regardless of standing.

c) Associate Members are all organizational presidents, advisors and delegates of organizations in the process of becoming recognized as a registered student organization by the Office of Student Activities and Campus Involvement.

All organizational Presidents of North Carolina A&T State University, upon registration and approval of their respective organizations, become members of the Council of Presidents for the duration of their respective term of office.

All members are responsible for the following:

a) Adhering to the stated COP Attendance Policy

b) Disseminating COP correspondence to their respective organizations

c) Voicing all organizational related concerns

SECTION I VOTING MEMBERS

Presidents of student organizations, registered and in good standing serve as the voting body for the COP. Voting members are responsible for the following:

a) Voting on behalf of their respective organization as it relates to COP business.

b) Ensuring each member of their respective organization is contributing 10 hours of community service to the community per semester.

c) Fulfilling the goals and objectives of your organization.

d) Abiding by all stipulations to remain in good standing.

e) Submitting all required reports and other documentation by the stated deadlines

f) Requesting, obtaining, and submitting an official proxy form prior to the scheduled vote.

SECTION II NON-VOTING MEMBERS

Presidents of Student organizations, not in good standing, advisers, and delegates of registered student organizations regardless of standing are all considered non-voting members of the COP.

SECTION III ASSOCIATE MEMBERS

Presidents, advisers, and delegates of organizations in the process of becoming recognized as a registered student organization by the Office of Student Activities and Campus Involvement, and the COP are considered associate members until they are approved and
ARTICLE V. MEETINGS

SECTION I MEETING DETAILS

The Council of Presidents shall hold a monthly meeting for all registered student organizations at NC A&T SU. Regular meeting times and days shall be agreed upon by the newly elected Executive Board/Committee. Special meetings can be called by the President of the Council. Executive board meetings can be called the President at any time with proper notification to each Executive Board/Committee member.

SECTION II MEETING ATTIRE

All Presidents, Vice Presidents, and Representatives attending the meeting must be dressed in appropriate business casual attire.

SECTION III MEETING STRUCTURE

The Council of President Executive Board shall ensure that an open forum is maintained at all meetings in conjunction with Roberts Rules of Order.

Order of Business

a) Check-In
b) Call to Order
c) Review of Agenda
d) Unfinished Business
e) New Business
f) Leadership Development
g) Announcements
h) Roll Call
i) Adjournment

ARTICLE VI. ATTENDANCE POLICY

SECTION I FULL BODY MEETINGS

Attendance at all COP meetings MANDATORY unless otherwise indicated by the Executive Board/Committee.

In the case of an absence, an excuse form must be submitted to the COP Orgsync Portal 72 hours prior to the scheduled meeting. YOU MUST send a replacement member to attend the meeting. The form will be reviewed and by the Corresponding Secretary and approval or denial will be sent within 24 hours before the full body meeting is held.

SECTION II ANNUAL RETREATS

The elected President and one executive board member of each student organization MUST ATTEND the COP Student Organization Retreat to be active for the year. All circumstances preventing attendance will be reviewed by the COP Executive Board/Committee for approval or denial.

SECTION III NON-ADHERENCE POLICY

ABSENCE FROM FULL BODY MEETINGS

a) 1st Offense- $15.00 fine
b) 2nd Offense – Loss of one Program at the decision of the Executive Board/Committee
c) 3rd Offense – Disciplinary action at the discretion of the Executive Board/Committee
LATE ARRIVAL TO FULL BODY MEETINGS
a) 1st Offense – Warning
b) 2nd Offense - $15.00 fine
c) 3rd Offense - Disciplinary action at the discretion of the Executive Board/Committee

ATTIRE FOR FULL BODY MEETINGS
a) 1st Offense – Warning and the chance to change your clothing
b) 2nd Offense - $15.00 fine
c) 3rd Offense - $35.00 fine

FLYERS
a) 1st Offense – Warning
b) 2nd Offense - $5.00 fine per posting
c) 3rd Offense – Inactive for the semester

REPORTS
a) 1st Offense – Delayed programming
b) 2nd Offense - $35.00 fine
c) 3rd Offense – Inactive for the semester

ARTICLE VII. EXECUTIVE BOARD MEMBERSHIP

The officers of the Council of Presidents shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and Parliamentarian. These officers constitute the Executive Board.

SECTION I. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

PRESIDENT
The President shall:

a) Be the Chief Executive Officer
b) Be a member of the Executive Board and an ex-officio member of the Executive committee, unless there is no one eligible or able to run for office that currently serves on the Executive Committee
c) Create agendas and preside for all scheduled Executive Board and Full Body meetings
d) Have the power to appoint individuals to address tasks as deemed necessary, which will be held for a consensus of the COP Executive Board
e) Establish ad hoc committees as he/she deems necessary
f) Serve on various committees or appoint a representative as requested by University Administrators
g) Regularly meet with the COP Adviser to discuss upcoming events, programs, meetings, concerns, etc.
h) Complete all tasks as assigned by the Advisor so long as they do not conflict with COP constitution and the policies of the university
i) Be a voting member of the Executive Board/Committee
j) Maintain and keep office hours

VICE PRESIDENT:
The Vice President shall:

a) Perform the President’s duties in his/her absence
b) Co-Preside over COP Meetings
c) Preside over student organizations/clubs retention and management
d) Review and approve the budget of COP in conjunction with the President, Treasurer, and the COP Advisor
e) Serve as a voting member of all committees.
f) Serve as the chief communicant between committees and the Executive Board/Committee.
g) In the case of vacancy in the Presidential office, the Vice President shall automatically become President.
h) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
i) Be a voting member of the Executive Board/Committee
j) Maintain and keep office hours

**RECORDING SECRETARY**
The Recording Secretary shall:

a) Record, maintain, and produce all Executive and Full Body Meeting minutes within 72 hours of their conclusion.
b) Maintain attendance records and absenteeism of all Executive Board meetings
c) Maintain an accurate record of the following:
   i. Status of organizations
   ii. Attendance
   iii. Fines
   iv. New application processing
d) Conduct initial review of all new and defunct organization applications.
e) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
f) Be a voting member of the Executive Board/Committee
g) Maintain and keep office hours

**CORRESPONDING SECRETARY**
The Corresponding Secretary shall:

a) Communicate on behalf of COP for new student organization application processing
b) Responsible for maintaining communication with all student organizations
c) Notify student organizations of attendance and fines in conjunction with the Recording Secretary
d) Work closely with the Recording Secretary to ensure that all meeting minutes and agendas are made public in a timely manner
e) Distribute all assessments to student clubs/organizations in conjunction with the Parliamentarian
f) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
g) Be a voting member of the Executive Board/Committee
h) Maintain and keep office hours

**TREASURER**
The Treasurer shall:

a) Serve as chief financial officer of the board and must monitor all expenditures
b) Review and approve budget of COP in conjunction with the President, Vice President, and the COP Advisor
c) Give accurate financial reports at each Executive Board meeting
d) Serve on the COSA Fund Committee
e) Perform duties as may be assigned by the President so long as they do not conflict with COP and the policies of the university
f) Keep accurate account of monthly expenditures and reports
g) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
h) Be a voting member of the Executive Board/Committee
i) Maintain and keep office hours
j) Notify organizations of their fines
k) Keep a record of all fines with Recording Secretary

HISTORIAN
The Historian shall:

a) Be responsible for the creation and posting of all publicity, digital and hard copy.
b) Document all COP activities, events, and programs through pictures, recording and collection of various publications.
c) Maintain the web page and all electronic mediums of communication (i.e. COP website, social media, and OrgSync)
d) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
e) Be a voting member of the Executive Board/Committee
f) Maintain and keep office hours

PARLAMENTARIAN
The Parliamentarian shall:

a) Obtain knowledge and regulate all meetings according to Robert’s Rules of Order
b) Serve as the point of contact for campus-wide and community service
c) Draft and Conduct student clubs/organizations assessments
d) Updating all COP related binding documents
e) Serve as an Executive Board member with voting privileges
f) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
g) Be a voting member of the Executive Board/Committee
h) Maintain and keep office hours

SECTION II. ELIGIBILITY

- All officers shall serve, simultaneously, as President of a respective organization or have served in the previous year as President of a respective organization.
- All applicants must be enrolled as a full-time student at North Carolina A&T State University.
- All applicants must serve a full term on the Executive Board. In the event that a applicant 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.
- To run for President one must have been a member of the COP Executive Board/Committee for one full year.
- To run for any other Executive Board/Committee positions one must be President of a student organization in good standing for one full academic year, or going into their second term of presidency in an organization within good standing.
- 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.
- All applicants must be in good judicial standing.

In the event that there is no one eligible to run for President from the current
Executive Board/Committee, the following provisions are for candidates who would be eligible to run for office:

a) A candidate will be able to run for office as long as they are the outgoing President of a student organization in good standing for one full academic year, or going into their second term of presidency in an organization within good standing.

b) Will not be in office for another Executive Student Leader Organization

SECTION III. ELECTION PROCESS

Elections for Executive Board membership will take place at the second to last full body meeting prior to the end of the current academic school year, unless otherwise indicated by the President in agreement with the Executive Board/Committee. Voting shall take place by secret ballot.

GENERAL VOTING- Persons holding dual Presidency should arrange for the Vice President or designee to attend when voting, each person’s vote shall count as one.

GOOD STANDING- Organizations in good standing are those that have met the criteria for recognition on A&T’s campus and not under any alternative status due to being out of compliance with or in violation of policies, procedures and guidelines issued by the national/international headquarters, regional or state director, or the university (including but not limited to Office of Student Activities (OSA), Division of Student Affairs (DSA), or the Council of Presidents (COP)), etc.

SECTION IV. EXECUTIVE BOARD REMOVAL PROCEDURES

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 COP Constitution

3. Exceeding three unexcused absences from any COP related event including, but not limited to:
   i. E-board meetings
   ii. Full body meetings
   iii. COP sponsored events

4. Any Executive Board member may be removed by the following removal procedures as specified below:
   i. The Executive Board will review the case thoroughly.
   ii. A vote of quorum of the Executive Board is needed for removal.
   iii. The President of COP will preside unless proceedings of impeachment are upon him/her, in which case the Vice President of COP will preside.
   iv. Written notification of the impeachment shall be given at least 48 hours in advance to the officer(s) who has violate the stipulations of COP Constitution.

5. 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 COP advisor must verify the letter.

6. Any officer removed through the impeachment proceeding may appeal in writing to the COP Advisor and the Executive Director of the Student Activities and Campus Involvement, who shall be the authority to make a final determination on the decision.

7. 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 COP, the COP Advisor may remove the officer from their position, giving written notification to the Executive Board of such action taken.

ARTICLE VIII. UNIVERSITY ADVISOR(S)

Revised May 2019
SECTION I. QUALIFICATIONS

The faculty advisor(s) for the Council of Presidents of NC A&T SU shall be an Administrative staff person designated by the Office of Student Activities and Campus Involvement. The advisor(s) shall serve as the interpreter of but not limited to the COP Constitution and By-laws, University Policy, Policies and Procedures Governing the UNC System, and North Carolina State Law.

SECTION II. RESPONSIBILITIES

- It is the responsibility of the advisor to meet at least once a week with the Executive Board and advise on University and Office policies.
- Meet one-on-one with each Executive Board member to aid in their leadership skills, questions, and concerns regarding student organizations.
- The advisor will attend COP Full Body meetings in order to help guide the COP Executive Board.
- The advisor will not have voting privileges within COP, but will make executive decisions were permitted, and deemed necessary.

ARTICLE IX. COMMITTEES

New committees can be created at the discretion of the Vice President with prior approval from the President and Advisor. The Vice President shall appoint the Committee Chairs, with an approval vote by the Executive Board. Committee meetings will be determined and scheduled by the Vice President.

ARTICLE X. FINANCES

SECTION I. BUDGET

- COP programs shall receive an annual budget awarded from the Division of Student Affairs which funds shall be used to plan and execute student organization programs in the spirit and mission of the organization and the university.
- The Funds of this organization shall be generated through the Office of Student Activities and Campus Involvement, Organization Registration and/or Fines established at the discretion of the current Executive Board. All funds are deposited in to the University account.

SECTION II. REQUISITION OF FUNDS

All fund requisitions will adhere to normal University protocol; all requisitions must be approved and signed by the Treasurer of the organization and/or cleared via the President and the Advisor.

SECTION III. DUES

The thirty-five ($35) fee shall be paid annually when each organization registers. During the registration period, the money will be collected in the form of cash, check/money order, and credit/debit card in the University’s Treasurers office. The fee can also be paid online using a credit/debit card within the Office of Student Activities Store. A late fee of fifteen ($15) dollars will be assessed the first Friday after the first week of classes, increasing the fee to fifty ($50) dollars.

ARTICLE XI. PENALTIES

All penalties can be modified at any time at the discretion of the current Executive Board/Committee. To implement a new penalty, the penalty must be proposed at the Executive Board/Committee meeting and be affirmed by a majority vote.

SECTION I. FINES

Fines are established at the discretion of the current COP Executive Board, in addition to any
fines outlined in the constitution.

SECTION II. DEFUNCT/ON-DELAY

Defunct organizations are those which have failed to submit the annual student organization registration for a full academic year. Organizations may be placed on delay due to violation of University outlined Policies and Procedures and/or lack of completion of COP reports. That organization will then be inactive until requirements are met, or for a period of one to two months at the beginning of the semester.

SECTION III. INACTIVE

It has been determined that the organization has become inactive due to various reasons that include but are not limited to a lack of membership, absentee leadership, absence of the advisor, member apathy, restructuring, etc.

SECTION IV. DISCIPLINARY PROBATION

Organizations under disciplinary probationary status are those who have either fallen out of compliance with the university, COP, of the Office of Student Activities and Campus Involvement Office.

A student organization may be placed on disciplinary probation for a specified period of time under conditions stated in writing. Probation includes a warning that any violation of the conditions, or any further acts of misconduct, will result in additional sanctions, which may include suspension or expulsion from the University.

SECTION V. SUSPENDED

Organizational suspension from NC A&T SU means the student organization will cease all activities, denounce campus recognition, and/or disband for a set period of time or indefinitely. Suspended organizations cannot utilize university space for gathering purposes or participate in University activities. Once an organization's suspension period has ended, the organization may choose to submit a letter requesting re-instatement (if eligible).

SECTION VI. TERMINATION

Organizational termination means the student organization will cease all activities and will be permanently banned from NC A&T SU. Terminated organizations cannot utilize university space for gathering purposes or participate in University activities. A student organization may be terminated due to a lack of participation from the student body OR severe violations of University outlined Policies and Procedures.

ARTICLE XII. RATIFICATION

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

Upon ratification, the Constitution shall become operative and shall supersede all previous versions of the Constitution and/or By-Laws of the Council of Presidents of North Carolina Agricultural and Technical State University.

ARTICLE XIII. AMENDMENTS

- Amendments to this constitution may be submitted by any and all members of the Council of Presidents.
- Amendments to the constitution must be submitted in writing to the President before the next scheduled Full Body meeting.
- All amendments need a 2/3 affirmative vote of the voting body at the meeting in order for them to become approved and added to the constitution.

ARTICLE XIV. BYLAWS
SECTION I. REPORTS

There are two reports that must be submitted by all active organizations to remain in good standing; the Middle of the Year Report (Mid-Year Report) and the End of the Year Report. The Reports will be due at a time designated by the executive Board/Committee. Presidents will be given at least 3 weeks to submit the report. Late submissions will be accepted at the discretion of the Executive Board/Committee currently in office, and may be subjected to a fine.

SECTION II. TRANSITIONAL LUNCHEON/BREAKFAST

All newly elected presidents must attend the Transitional Luncheon to remain in good standing, or may incur a penalty fee due to an unapproved absence. Any absence due to a conference or prior scheduled exam must be emailed directly to the COP a week prior to the day of the Luncheon/Breakfast. Advisers are encouraged to attend.

SECTION III. EXECUTIVE STUDENT LEADER RETREAT

Attendance at the Executive Student Leader Retreat is MANDATORY for the incoming COP Executive Board/Committee. The retreat is held the immediate week following exams. Inability to attend retreat may deem candidate’s ineligibility to run for office or result in forfeiture of office if already elected, unless properly communicated with Executive Board and/or Advisor.

ARTICLE XV. HAZING POLICY

Hazing Policy (North Carolina General Statues; Chapter 14 (Article 9) 14-35 Hazing; definition and punishment)

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Any violation of this section shall constitute a Class 2 misdemeanor.

Please refer to the NC A&T SU Student Handbook for the University’s full policy on hazing.