



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 in the educational journey. In all its processes, it encourages self-directed activity; giving maximum opportunity for self-realization, 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 expanded. 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.
4. All members must attend all full body meetings held by SUAB in the 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. Media Relations
6. Cultural Affairs Chair

7. Concerts and Lively Arts Chair
8. Novelty Chair
9. Gaming and Cinema Chair
10. Speakers Chair
11. Evening & Weekend Chair
12. Diversity & Inclusion 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 members 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. SUAB governing body 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 North Carolina Agricultural and Technical State University campus community.
2. Review with possible recommendations for revision on all signature SUAB programs and projected costs of the
 - i. Block Party
 - ii. Food Truck Festival
 - iii. Superbowl Watch Party
 - iv. Casino Night

- v. Aggies At The Apollo
 - vi. Shoot Your Shot
 - vii. Trap Bingo
 - viii. Crank & Paint
 - ix. Sex In The Dark
 - x. Aggie Pre Games
 - xi. Sound Bath
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 with approval from Vice President of Student Affairs.
 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.
5. Create agenda topics for all scheduled 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 (minimum 15 hours a week) and attend ALL events.
9. Train and educate shared interns under the top 4 positions.

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 (minimum 15 hours a week) and attend ALL events.
8. Train and educate shared interns under the top 4 positions.

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 hours 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 event folders.
5. Compile agenda for all scheduled executive board meetings.
6. Schedule all event reservations following the University Event Center (UEC) requirements in conjunction with Assistant Director of Student Activities/ SUAB Advisor.
7. Complete and maintain all major event forms as required by UEC.
8. Preside at meetings in the absence of the President and Vice President.
9. Draft and conduct program surveys via 1891Connect and access/discuss results with executive board.

10. 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.
11. Serve as an Executive Board member with voting privileges.
12. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.
13. Train and educate shared interns under the top 4 positions.

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.
2. Review and approve budget of SUAB in conjunction with the President and Assistant Director of Student Activities/ SUAB Advisor.
3. Give accurate financial reports at each Executive Board meeting.
4. Represent SUAB on the Tuition and Fees committee, so long as it exists.
5. Perform duties as may be assigned by the President so long as they do not conflict with SUAB and the policies of the university.
6. Serve as an Executive Board member with voting privileges.
7. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.
8. Train and educate shared interns under the top 4 positions.

Section V – Media Relations

The Media Relations executive board member duties shall be as follows

1. Facilitate and organize all marketing 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. Train and educate interns under media relations.
5. Serve as an Executive Board member with voting privileges
6. Maintain and keep office hours (minimum 15 hours a week) and attend ALL events.
7. Be appointed via interview and vote of the Executive Board.

Section VI- Cultural Affairs Chairperson

The 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 Food Truck Festival.
2. Train and educate interns under cultural affairs.
3. Perform duties as assigned by the president so long as they do not conflict with SUAB constitution and the policies of the university.
4. Serve as an Executive Board member with voting privileges.
5. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.

Section VII - 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, Aggies at the Apollo, etc.
2. Train and educate interns under concerts and lively arts.
3. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitution and university.
4. Serve as an Executive Board member with voting privileges.
5. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.

Section VIII - 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. Train and educate interns under novelty.
3. Perform other duties as assigned by the President provided they do no conflict

with the policies of SUAB constitution and university.

4. Serve as an Executive Board member with voting privileges.
5. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.

Section IX - 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. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitution and university.
3. Serve as an Executive Board member with voting privileges.
4. Train and educate interns under Gaming & Cinema.
5. Maintain and keep office hours (minimum 5 office hours) and attend ALL events.

Section X – Speakers Chairperson

The Chairperson's duties should be as follows:

1. The Speakers Chairpersons will be responsible for bringing impactful lecturers, presenters, speakers, etc--- to engage the campus community. A signature program is Sex In The Dark.
2. Train and educate interns under speakers.
3. Assist University Observances programs per request.
4. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitution and university.
5. Serve as an Executive Board member with voting privileges.
6. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.

Section XI- Evening & Weekend Chairperson

The Chairperson's 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. A signature program is Aggie Pre Games.
2. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitution and university.
 3. Train and educate interns under Evening & Weekend.
 4. Serve as an Executive Board member with voting privileges.
 5. Maintain and keep office hours (minimum 5 hours a week) and attend ALL events.

Section XII – Diversity & Inclusion Chairperson

The Chairperson’s duties should be as follows:

1. Diversity and Inclusion chair will be responsible for ensuring identity based groups are appreciated, valued, and respected in SUAB programming efforts. These identity based groups include but not limited to; race, ability, age, gender, sexual orientation, ethnicity, religion, non-traditional students, commuters, and socio economic status (Big 8 identities). Also this chair shall be an ally for underrepresented communities on campus. A signature program is Sound Bath.
2. Work with the executive board and advisor to set SUAB’s diversity & inclusion goals at the start of the term.
3. Assist University Observances programs per request.
4. Perform other duties as assigned by the President provided they do no conflict with the policies of SUAB constitution and university.
5. Train and educate interns under Diversity & Inclusion.
6. Serve as an Executive Board member with voting privileges.
7. Maintain and keep office hours (minimum 5 hours a week) 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. Responsible for creating one Intern event in the spring semester while working with the Vice President.

Section XIV – General Committee

The General Committee should assist SUAB on a voluntary basis with events.

Communication will be provided via GroupMe and Remind 101 via Vice President.

ARTICLE V

Qualifications and Eligibility for Service

Section I - GPA Requirements

1. All applicants for executive board 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.

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 Vice 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.
4. President, Vice President, Secretary, and Treasurer, has to have served at least one (1) full term on the Executive Board.

5. In the event no one on the executive board is eligible/chooses to run for President, Vice President, Secretary, or Treasurer the Interns will apply. If no interns choose to apply, responsibilities of vacant positions will fall to current executive board.

Section VI – Cultural Affairs, Concerts and Lively Arts, Novelty, Gaming & Cinema, Diversity & Inclusion, Evening & Weekend, and 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 – Appointments

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.

Section VIII- Elections Qualifications:

1. 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 student has been released from the intern program, they are ineligible to run for a position in that election cycle.
2. Must attend interest meeting in the spring semester to be eligible.
3. Must attend all full body meetings held by SUAB each academic semester.

Section IX- Compensation

1. A stipend of \$250.00 per month will be paid to the President, Vice President and Media Relations for the period of first day of classes of the fall semester through the following April.
2. In the case the President, Vice President or Media Relations does step down or removed, they will be paid for only the hours that they have worked and the remaining balance will stay in SUAB's budget for the year. If the person who is currently in one of these positions decides to step down, whoever takes over the position will not receive the stipend at the end of the semester.
3. Due to this being a paid position, students are not allowed to hold another paid position on campus at the same time.

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. SUAB sponsored events

Section II – Impeachment Proceedings

1. Any Executive Board member may be removed by impeachment proceedings as specified below:
 - c. The Executive Board will review the case thoroughly.
 - d. A vote of quorum of the Executive Board is needed for removal.
 - e. The President of SUAB will preside unless proceedings of impeachment are upon him/her, in which case the Vice President of SUAB will preside.
 - f. 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 Advisor 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 Advisor 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. In case of a tie in all affairs concerning SUAB, a re-vote will occur. If the tie still remains, the president will remove their vote.

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 –

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 following the meeting.
5. Members of the Executive Board of SUAB are required to attend every regular Full Body and Executive Board meeting.

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. Payment stipends will also come from the budget awarded.

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.

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. Annual revisions will be made to the constitution.

Last revised August 2022