



North Carolina Agricultural and Technical State University

Greensboro, North Carolina

Student University Activities Board Constitution

ARTICLE I

Name

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

ARTICLE II

Purpose

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 educational life of the individual student. In all its processes, it encourages self-directed activity; giving maximum opportunity for self-realization, growth in individual social competency, and group effectiveness.

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 must promote and comply with the Student Code of Conduct.
2. All members are responsible for upholding the constitution at all times.
3. All members must assist in creating and executing SUAB programs.
4. 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. Chief of Staff
4. Secretary
5. Media Relations
6. Diversity, Equity and Inclusion Chair
7. Campus Culture Chair
8. Signature Events Chair
9. Lively Arts Chair
10. Sports and Recreation 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). The 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. Establish its own meeting times and rules of procedures with approval from the Executive Director of Student Activities and/or the Assistant Director of Student Activities (SUAB Advisor).
3. Approve or disapprove amendments of SUAB Constitution with quorum.
4. 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.

Section I – President

The President's duties shall be as follows:

1. Preside over all SUAB meetings, including Executive Board meetings.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
3. Represent SUAB at university-sponsored functions as requested.
4. Review the budget of SUAB with the Assistant Director of Student Activities (SUAB Advisor).
5. Call special meetings of SUAB.
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 10 hours a week.
9. Train and educate shared interns under the Top Four leadership positions. (President, Vice President, Chief of Staff, Secretary).

Section II – Vice President

The Vice President's duties shall be as follows:

1. Preside at all SUAB meetings in the absence of the President and Chief of Staff, including Executive Board meetings.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.

3. Preside over the SUAB Intern Program.
4. Call Special meetings for the organization.
5. Serve as an Executive Board member with voting privileges.
6. Perform duties as assigned by the President so long as they do not conflict with SUAB constitution and the policies of the university.
7. Maintain and keep office hours; minimum 10 hours a week.
8. Train and educate shared interns under the Top Four leadership positions. (President, Vice President, Chief of Staff, Secretary).

Section III – Chief of Staff

The Chief of Staff's duties shall be as follows:

1. Preside at all SUAB meetings in the absence of the President, including Executive Board meetings.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
3. Serve as the liaison between the Executive Board and the Assistant Director for Student Activities/SUAB Advisor.
4. Create weekly task lists and hold members accountable for their workflow progress through weekly check-ins.
5. Compile agendas for all scheduled Executive Board meetings.
6. Curate professional development training and co-plan bonding activities for the organization with the President and Vice President.
7. Maintain the strike system and conduct accountability meetings with organization members.
8. Responsible for communication between the Assistant Director for Student Activities/SUAB Advisor, Executive Board, and Intern class.
9. Call Special meetings for the organization.
10. Perform duties as 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 10 hours a week.
13. Train and educate shared interns under the Top Four leadership positions. (President, Vice President, Chief of Staff, Secretary).

Section IV – Secretary

The Secretary's duties shall be as follows:

1. Preside at all SUAB meetings in the absence of the President, Vice President, and Chief of Staff, including Executive Board meetings.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.

3. Act as the organization's student liaison for the University Event Center by scheduling all events, as well as completing and maintaining all major event forms as required by UEC.
4. Keep accurate SUAB meeting minutes and send them out to the Executive Board and advisor no later than 48 hours after the meeting.
5. Maintain the receipt of all co-sponsorship request applications.
6. Maintain and manage the physical and digital SUAB event folders.
7. Maintain and manage 1891 Connect.
8. Call Special meetings for the organization.
9. 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.
10. Serve as an Executive Board member with voting privileges.
11. Maintain and keep office hours; minimum 10 hours a week.
12. Train and educate shared interns under the Top Four leadership positions. (President, Vice President, Chief of Staff, Secretary).

Section V – Media Relations

The Media Relations Executive Board Member's duties shall be as follows:

1. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
2. Market and promote all activities of SUAB via 1891Connect, digital media, social media, flyers, giveaways, etc.
3. Create all Executive Board attire, logo and illustrations, including Homecoming, Aggie Pre Games, etc.
4. Perform duties as assigned by the President so long as they do not conflict with SUAB constitution and the policies of the university.
5. Serve as an Executive Board member with voting privileges.
6. Maintain and keep office hours; minimum 10 hours a week.

Section VI- Diversity, Equity and Inclusion Chairperson

The Diversity, Equity, and Inclusion Chairperson's duties shall be as follows:

1. The Diversity, Equity and Inclusion chair will be responsible for ensuring that identity-based groups are appreciated, valued, and respected in SUAB programming efforts. These identity-based groups include race, ability, age, gender, sexual orientation, ethnicity, religion, non-traditional students, commuters, and socio-economic status.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
3. Serve as a liaison between SUAB and the Office of Accessibility Resources to ensure that all SUAB programming is inclusive to the student body.
4. Perform duties as assigned by the President so long as they do not conflict with SUAB constitution and the policies of the university.
5. Serve as an Executive Board member with voting privileges.

6. Maintain and keep office hours; minimum 6 hours a week.
7. Train and educate interns under Diversity, Equity, and Inclusion chair.
8. Train and educate the Executive Board and Interns on Diversity, Equity, and Inclusion.

Section VII –Campus Culture Chairperson

The Campus Culture Chairperson’s duties shall be as follows:

1. The Campus Culture Chairperson is responsible for implementing unique and personalized programming that enhances the university's student culture. This includes pop-up events, recurring events, tabling activities, etc. This chairperson handles all tabling matters of SUAB.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
3. Perform other duties as assigned by the President provided, they do not 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 6 hours a week.
6. Train and educate interns under Campus Culture chair.

Section VIII –Signature Events Chairperson

The Signature Events Chairperson’s duties shall be as follows:

1. The Signature Events Chairperson is responsible for the curation and revision of SUAB signature events. A signature event is an SUAB event executed for at least three consecutive years with strong student engagement. This chairperson is not required to execute each signature event. These events include but are not limited to the following:
 - i. Block Party
 - ii. Food Truck Festival
 - iii. Super Bowl Watch Party
 - iv. Shoot Your Shot
 - v. Crank & Paint
 - vi. Sex In the Dark
 - vii. Aggie Pre Games
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
3. Perform other duties as assigned by the President provided, they do not 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 6 hours a week.
6. Train and educate interns under Signature Events chair.

Section IX – Lively Arts Chairperson

The Lively Arts Chairperson’s duties shall be as follows:

1. The Lively Arts Chairperson is responsible for implementing programs that highlight the performing arts.
2. Attend at least eighty percent of all events of SUAB and Executive Board Meetings.
3. Perform other duties as assigned by the President provided, they do not 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 6 hours a week.
6. Train and educate interns under Lively Arts chair.

Section X –Sports and Recreation Chair

The Sports and Recreation Chairperson’s duties shall be as follows:

1. The Sports and Recreation Chairperson is responsible for implementing enriching sporting, cinema, and recreational programs to curb potential negative behaviors preferably between Thursday through Sunday after 5pm. This chairperson is welcome to program on days outside of this time, although this is the desired preference.
2. Attend at least eighty percent of all events of SUAB.
3. Perform other duties as assigned by the President provided, they do not 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 6 office hours.
6. Train and educate interns under Sports and Recreation chair.

Section XI- Internship Program

The Internship Program is an unpaid, experiential learning opportunity.

1. Appointed interns are up to the discretion of the Vice President and a vote of quorum from the Executive Board.
2. If an applicant has served in the intern program previously, their application will be reviewed given that they were in good standing according to their intern report for the previous year.
3. There may be up to four people, maximum, serving as interns under each Executive Board position.

The Intern’s duties shall be as follows:

1. Attend at least eighty percent of all events of SUAB.
2. Attend all intern meetings.
3. 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.

5. Perform other duties as assigned by the Vice President provided, they do not conflict with the policies of SUAB constitution and university.
6. Remain in good standing in accordance with the Intern Reports.

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 submission of one's application for the Internship program.

GPA Maintenance Clause

It is the policy of the Student University Activities Board that all students serving in an Executive Board position have and maintain a minimum cumulative GPA of at least 2.75 throughout one's leadership term. If 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 Assistant Director of Student Activities (SUAB Advisor).

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 – Candidates

1. All candidates must be enrolled as a full-time student at North Carolina Agricultural and Technical 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.

Section III - Candidates for the Top Four positions: President, Vice President, Chief of Staff, and Secretary

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, Chief of Staff, and Secretary must have served at least one (1) full term on the Executive Board before being appointed.
5. In the event no one on the Executive Board is eligible/desires to run for President, Vice President, Chief of Staff, or Secretary, the current Interns in good standing may apply and be appointed. If no interns desire to apply, responsibilities of vacant positions will fall to current executive board.

Section IV - Diversity Equity, and Inclusion, Campus Culture, Signature Events. Lively Arts, Sports and Recreation 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.
4. Must have served as an intern or an Executive Board member without being released from the respective role.
5. Must attend an interest meeting in the spring semester to be eligible.
6. Must be in good standing with SUAB, in accordance with the SUAB constitution, Intern/ Incident Reports, and the strike policy.

Section V – Appointments

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.
4. The existing Executive Board members and interns can be appointed to positions.
5. If an Executive Board position is vacant, appointments will be made with a quorum vote by the current Executive Board.
6. In the existing Executive Board selection process, appointments will be made with a quorum vote of all graduating seniors on the current Executive Board.

Section VI – Overall Selection Process

1. Usage of the Intern Report/ Executive Board Evaluation Report will serve as the internal criterion for eligibility to run for chair and/or Leadership position. If reports are insufficient, the Intern and/or Executive Board Member, is not eligible to run during the campaign season.
2. The election process for all Executive Board members will be based on an electoral voting system in accordance with the by-laws of SUAB constitution.
3. All currently enrolled students are eligible to vote.

4. No exceptions will be made for applications submitted after the deadline.
5. The Chief of Staff position is an application and interview-based position. This application will include the Executive Board Evaluation form, and a written letter of intent for the position. The interview will be held by the Assistant Director of Student Activities, current SUAB President and current Chief of Staff. A vote of quorum by the current Executive Board will solidify this position.
6. The Media Relation Executive Board Member is an application and interview-based position. This position is open to the entire North Carolina Agricultural and Technical State University Student Body. The application will include a portfolio of the applicant's media and marketing work, a mock flyer that represents the given application prompt and a written letter of intent for the position. The interview will be held by the Assistant Director of Student Activities (SUAB Advisor), current SUAB President and current Media Relations Executive Board Member. A vote of quorum by the current Executive Board will solidify this position.
7. Should vacancies occur after elections, the position will be filled by qualified vetted candidates, through a vote of quorum of the Executive Board of SUAB.

Section VII – Existing Executive Board Selection Process

The selection process for existing Executive Board Members shall be as follows:

1. All existing Executive Board members seeking to gain another position shall submit an application to the Assistant Director of Student Activities (SUAB Advisor). This application will include the Executive Board Evaluation form, and a written letter of intent for their desired position and second choice.
 - a. The Chief of Staff and Media Relations Executive Member will be chosen prior to the Existing Executive Board Selection Process. Applicants who desire to seek the office of the Chief of Staff must go through the application process before seeking office of another position.
2. Per the discretion of the Assistant Director of Student Activities (SUAB Advisor), all applicants will be deemed as one of the following options;
 - a. Fit for a Top Four Position
 - b. Fit for a chairperson position only
 - c. Unfit to remain on the Executive Board
 - i. In the event that an applicant is unfit to remain on the Executive Board, they will not be extended privileges to apply for the Intern Program in the following academic school year.
3. The highest ranking graduating Executive Board Member shall call a special meeting in which the existing eligible Executive Members will prepare a speech and/or presentation to convince the graduating Executive Board of their qualifications for their desired position.
4. The order of speeches and/or presentations will be as follows:

- a. All candidates seeking the office of the Sports and Recreation Chair
 - b. All candidates seeking the office of Lively Arts Chair
 - c. All candidates seeking the office of Signature Events Chair
 - d. All candidates seeking the office of Campus Culture Chair
 - e. All candidates seeking the office of the Diversity, Equity and Inclusion Chair
 - f. All candidates seeking the office of Secretary
 - g. All candidates seeking the office of Vice President
 - h. All candidates seeking the office of President
5. Voting on the new Executive Board will be conducted by the current members of the Executive Board who are not seeking another term, the Chief of Staff for the next academic school year, and the Media Relations Executive Member for the next academic school year.
 6. Executive Board Members voted into a new position will receive it for the following academic school year.
 7. Executive Board Members who do not get voted in for their desired position will be placed in a secondary position by the Assistant Director of Student Activities (SUAB Advisor) and the highest ranking graduating Executive Board Member.

Board Completion Secrecy Clause

Once Executive Board members receive their position for the next academic school year, their positions shall not be disclosed to any other students, faculty, or persons not associated with the new Executive Board professionally until the formal announcement of the new Executive Board is released.

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.
2. Failure to maintain GPA and completion requirements as mandated in the SUAB Constitution and Student Code of Conduct.
3. Exceeding three unexcused absences from any SUAB related event including, but not limited to:
 - a. Executive Board meetings
 - b. SUAB-Sponsored events
 - c. Office Hours

- d. Executive Student Leader responsibilities
- 4. Removal from office can only be carried out by the Executive Director of Student Activities and Assistant Director of Student Activities (SUAB Advisor).

Section II – Impeachment Proceedings

1. Any Executive Board member may make recommendations for the impeachment of another Executive Board member.
2. Any Executive Board member may be impeached from office for neglect of duty, misconduct or malfeasance.
3. Any Executive Board member may be removed by impeachment proceedings as specified below:
 - a. A Declaration of Impeachment must be made in writing and given to the Executive Director of Student Activities and Assistant Director of Student Activities (SUAB Advisor). The Declaration of Impeachment must include:
 - i. The date the letter was written
 - ii. The intent behind writing the letter
 - iii. Proof or evidence of intent
 - iv. Declaration of Impeachment letters can be anonymous or signed
 - I. If made anonymous, the Assistant Director of Student Activities (SUAB Advisor) must be informed of the author of the Declaration of Intent
 - b. Following the collection and approval of the Declaration of Intent by the Executive Director of Student Activities and Assistant Director of Student Activities (SUAB Advisor), notification of an upcoming impeachment hearing must be given to the Executive Board member who has violated the stipulations of the SUAB Constitution within 48 hours (about 2 days).
 - c. A special meeting will be called by the President of the organization, so long as the President is not the officer being impeached.
 - i. In the case that the President is being impeached, the Assistant Director of Student Activities (SUAB Advisor) will call this meeting.

Section III – Impeachment Hearing

1. All Executive Board members must be in attendance for the Impeachment Hearing to commence; where the President will preside over the meeting.
 - a. In the case that the President is being impeached, the Assistant Director of Student Activities (SUAB Advisor) will preside over this meeting.
2. The impeachment hearing will be as follows:
 - a. The President will read the Declaration of Impeachment(s).
 - i. In the case that the President wrote a Declaration of Impeachment, the next highest-ranking Executive Board member who did not write a letter will read them.
 - b. All impeachment hearing evidence from the Executive Board members who contributed to the calling of this special meeting will be presented to the Executive Board.

- c. The officer who is being impeached will have the opportunity to plead their case to the attendees of the impeachment hearing for the number of minutes it took for the Declaration of Impeachment(s) to be read.
 - d. The officer being impeached will have the chance to present evidence to support their acquittal.
 - e. Ten minutes will be allotted for questions, comments, or concerns about the evidence presented at the meeting from either side of the impeachment hearing.
 - i. The time will be kept by the Secretary if the Secretary is not the Executive Board member being impeached.
 - f. A vote will be held; the Executive Board member getting impeached, and the author(s) of the Declaration of Intent cannot vote.
 - i. The vote must reach quorum as outlined in the Constitution.
3. 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.
 4. 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

Procedures

Section I – Quorum

1. Quorum as defined by SUAB is one-half plus one of all positions filled.
2. At least six (6) members of the Executive Board must be present for a vote to occur.

Section II – Voting

1. Voting regarding official SUAB actions must occur during a meeting.
2. A vote of quorum during a scheduled meeting shall constitute the action of SUAB.
3. In case of a tie in all affairs concerning SUAB, the president will remove their vote. If the president is not present, the highest-ranking officer 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. Traveling/participating in professional or academic conferences, interviews, and/or meetings that aid in a member's academic or professional success with documentation.
5. Illness of Executive Board member with documentation.
6. Birthday Observances

Meetings

Section I – Regular Meetings

1. 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 can take place without a quorum.
4. Minutes must be submitted to the Executive Board and the Assistant Director of Student Activities (SUAB Advisor) 48 hours (about 2 days) following the meeting.
5. Members of the Executive Board of SUAB must attend every regular full body and Executive Board meeting.

Section II – Special Meetings

1. All Top Four positions (President, Vice President, Chief of Staff, and Secretary) may call a special meeting.
2. A special meeting may be classified as, but not limited to the following:
 - a. Impeachment Hearing
 - b. Executive Board Accountability Meeting
 - c. Organization Wide Accountability Meeting

ARTICLE IV

Budget

Section I – Program Allocation

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. Payment stipends will also come from the budget awarded.
3. All programs and approximate costs shall receive final review and approval by the Assistant Director of Student Activities (SUAB Advisor).

4. The Assistant Director of Student Activities (SUAB Advisor) 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.

Section II – Compensation

1. A stipend of \$250.00 per month will be paid to the President, Vice President, Chief of Staff, Secretary, and Media Relations for the period of the first day of classes of the fall semester through the following April, given that they execute their duties and responsibilities.
2. If any Executive Board member does step down or is removed, they will be paid for only the hours that they have worked, and the remaining balance will return to SUAB’s budget for the year.
3. 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.
4. Due to this being a paid position, students are not allowed to hold another paid position on campus at the same time.

ARTICLE X

Ratification

This constitution will become effective upon approval by vote of quorum of the Executive Board of SUAB. The constitution shall then be uploaded to 1891Connect and the University’s website within 2 weeks.

Amendments

Amendments to this constitution may be initiated by any member of SUAB in the following semester of the enactment date of the current constitution. The constitution shall be ratified by vote of quorum by the Executive Board.

Last revised August 2024