



Student University Activities Board Constitution

North Carolina Agricultural and Technical State University
Greensboro, North Carolina

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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

The Student University Activities Board (SUAB) shall serve as the primary student-led organization responsible for curating and implementing inclusive and engaging programming for the North Carolina Agricultural and Technical State University (NCAT) campus community. SUAB is dedicated to enhancing the social, moral, intellectual, cultural, and educational development of students through diverse and purposeful activities. In all endeavors, SUAB shall promote self-directed involvement, providing opportunities for individual growth, the development of social competency, and the advancement of effective group dynamics.

ARTICLE III - Finances

Section I – Classification and Budget

1. SUAB is considered an NCAT Affiliate Student Organization, under the supervision of the NCAT Office of Student Activities and Campus Involvement (OSA).
2. SUAB may annually review and submit a budget request to the Office of Student Activities and Campus Involvement, with review and approval from the SUAB Advisor
3. If SUAB would like to request an increase in funding for the following academic year, the SUAB President must compile data and submit a written request to the Assistant Director (SUAB Advisor). This request must contain the current budget, the proposed new budget, how it would be allocated, and why the increase is necessary to fulfill the mission of SUAB.

Section II – 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 III – Compensation

1. A stipend of \$250.00 per month will be paid to the President, Director of Intern Development, Director of Event Operations, Director of Internal Affairs, and Director of Marketing 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 IV - Membership

Section I – Membership Eligibility

1. Any currently enrolled, full-time, undergraduate or graduate student is eligible for membership in SUAB.

Section II – Membership GPA Requirements

2. All members of the Executive Board must have a 2.75, or greater, cumulative GPA and maintain this requirement throughout their appointment.
3. All other members of the organization must have a 2.50, or greater, cumulative GPA and maintain this requirement throughout their time of membership in SUAB.
4. Failure to maintain the GPA requirements may result in removal from the Executive Board or membership of SUAB. This consequence will be enforced by the Assistant Director (SUAB Advisor); or the Executive Director of Student Activities and Campus Involvement if there is no current full-time SUAB Advisor.

Section III – Minimum Responsibilities of All Members

1. Comply with the Student Code of Conduct.
2. Responsible for upholding the SUAB constitution at all times.
3. Support and actively participate in all SUAB sponsored programs and marketing, as required
4. Register on the SUAB 1891Connect roster.
5. Attend weekly meetings, as required.
6. Complete weekly, required, office hours.

ARTICLE IV - Organizational Leadership & Governance

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.

Section I – SUAB Executive Board will consist of the following members.

1. President
2. Director of Intern Development
3. Director of Event Operations
4. Director of Internal Affairs
5. Director of Marketing
6. Diversity, Equity and Inclusion Chair
7. Campus Culture Chair

8. Signature Events Chair
9. Lively Arts Chair
10. Sports and Recreation Chair

Section II – The Ex-Officio Members

1. Assistant Director of Student Activities (SUAB Advisor)
 - a. In cases deemed necessary by the: Office of Student Activities and Campus Involvement (OSA), or the OSA Executive Director, or Administrators, or the University, the SUAB Advisor may make decisions on behalf of the organization.
2. Executive Director for the Office of Student Activities & Campus Involvement
3. Ex-Officio members do not serve as voting members in SUAB matters.

Section III – Responsibilities of all Executive Board Members

1. Must comply with the Student Code of Conduct.
2. Responsible for upholding the SUAB constitution at all times.
3. Support and actively participate in all SUAB sponsored programs and marketing, as required
4. Register on the SUAB 1891Connect roster.
5. Uphold the SUAB Purpose.
6. Work collaboratively with fellow Executive Board members to determine the goals and direction of the organization.
7. Attend all meetings of the Executive Board.
8. Attend all SUAB events.
9. Attend all called events of the SUAB Executive Board, including but not limited to:
 - a. Mandatory Bonding
 - b. All ESL Required Events (examples below)
 - i. Homecoming Events
 - ii. Feb. 1 Breakfast
 - iii. Chancellors Dinner
10. Office Hours
11. Top 5 (President, Director of Intern Development, Director of Event Operations, Director of Internal Affairs, and Director of Marketing) must complete (10) office hours per week.
12. All other Officers must complete (6) office hours per week.
13. Attend 1-on-1 meetings as often as determined by the SUAB Advisor.
14. Operate with a clear understanding of University policies and procedures.
15. Maintain accurate records and organized files in order to fulfill all position-specific responsibilities and develop a comprehensive transition document for the role.
16. Attend all trainings, retreats, and leadership programs organized by the Top 5 or Office of Student Activities and Campus Involvement.
17. Serve as the “morale officers” to encourage SUAB Interns to remain engaged and active in the organization.
18. Appropriately delegate tasks and specific responsibilities to Interns, as needed.
19. Maintain accurate financial records, attendance/participation records, and event records.
20. Maintain and ratify the SUAB Constitution annually.
21. Establish meeting times, organizational standards, rules, and procedures annually with approval from the Assistant Director of Student Activities and Campus Involvement (SUAB Advisor).

22. Approve or disapprove amendments of SUAB Constitution with a simple majority vote, if quorum is present.
23. Any Executive Board member may make recommendations for the impeachment of another Executive Board member.
24. Demonstrate professionalism by supporting all SUAB programming and initiatives, and by representing the organization positively both in person and online.

Section IV – President

The President's duties shall be as follows:

1. Oversee and review all operations of SUAB and the Executive Board.
2. Preside over all SUAB meetings, including 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. Facilitate the annual SUAB constitution review and ratification process.
6. Oversee and/or facilitate delegation of all organizational responsibilities that are not otherwise delegated to other members of the Executive Board
7. Perform duties as assigned by the Assistant Director of Student Activities and Campus Involvement (SUAB Advisor), as requested.
8. Facilitate and organize all SUAB Executive Board Transition processes and activities.
9. Facilitate “Officer Removal” process for any Executive Board member.
10. Call special meetings of the SUAB Executive Board and/or SUAB Intern Class.
11. Serve as the Co-Chair for the Special Event Committees, which includes the following programs: Homecoming and Aggie Fest.

Section V – Director of Intern Development

The Director of Intern Development's duties shall be as follows:

1. Preside over the SUAB Intern Program.
2. Organize and facilitate all New Member Trainings, Intern Class meetings, bonding and all other necessary activities for the advancement of the Intern program.
3. Lead engagement and retention efforts for all SUAB Interns.
4. Call special meetings of the SUAB Executive Board and/or SUAB Intern Class.
5. Facilitate and organize all SUAB Election process and timelines.
6. Proposal for election timeline must be presented, voted on, and approved by the SUAB Executive Board at the last meeting of the Fall semester.
7. Facilitate and organize all SUAB Intern Program interviews and appointments.
8. Preside at all SUAB meetings in the absence of the President and Director of Event Operations, including Executive Board meetings.

Section VI – Director of Event Operations

The Director of Event Operations duties shall be as follows:

1. Preside at all SUAB meetings in the absence of the President, including Executive Board meetings.

2. 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
3. Create weekly task lists for Event Chairs and hold Chairs accountable for their workflow progress through weekly check-ins.
4. Organize and complete pre-event meetings with all Event Chairs at least 3 weeks prior to their event. Reports from these meetings must be sent to SUAB Advisor and President within 24 hours of meeting occurring.
5. Plan mandatory bonding and informal social activities for the organization. Call special meetings of the SUAB Executive Board and/or SUAB Intern Class.
6. Preside at all SUAB meetings in the absence of the President, including Executive Board meetings.

Section VII – Director of Internal Affairs

The Director of Internal Affairs duties shall be as follows:

1. 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.
2. Facilitate the tracking of membership attendance and active member status in the organization.
3. Maintain the strike system and conduct accountability meetings with organization members.
4. Facilitate the scheduling of all Executive Board meetings.
5. Maintain and manage the calendar of SUAB, ESL, and required OSA events. Calendar invites should be sent out to SUAB Executive Board and SUAB Interns for all events they must attend.
6. Keep accurate SUAB meeting minutes and send them out to the Executive Board and advisor no later than 48 hours after the meeting.
7. Compile agendas for all scheduled Executive Board meetings.
8. Maintain and organize the physical event folders and digital SUAB file systems (OneDrive/SharePoint).
9. Maintain and manage 1891 Connect Roster, feedback surveys, and event creation.
10. Call special meetings of the SUAB Executive Board and/or SUAB Intern Class.
11. Preside at all SUAB meetings in the absence of the President, Director of Intern Development, and Director of Event Operations, including Executive Board meetings.

Section VIII – Director of Marketing

The Director of Marketing Executive Board Member's duties shall be as follows:

1. Oversee the day-to-day operation of SUAB marketing materials, graphics, videos, campaigns, and giveaways.
2. Facilitate the creation of all event and general multimedia promotional materials.
3. Engage with NCAT students and stakeholders on social media platforms to promote SUAB events, create discussion around events, and represent the organization in an appropriate and professional manner online.
4. Manage all forms of social media that include, but are not limited to: Instagram, Twitter/X, Tik Tok, LinkedIn, Facebook, Spotify.
5. Responsible for all social media content including event pages, paid advertisements, and general postings.
6. Properly delegate social media usage to selected members on day-of-event, as needed.

7. Maintain a social media analytics document tracking interactions across all SUAB's social media platforms.
8. Recruit and select interns to serve and support SUAB marketing efforts. Specialties may include, but are not limited to: social media, content creation, graphic design, photography, and videography.
9. Create all Executive Board attire, logo and illustrations, including Homecoming, Aggie Pre Games, etc.

Section IX - 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 implementing programs that ensure 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. Act as a liaison for SUAB to the major identity caucuses and University departments related to diversity, equity, inclusion, belonging, and sustainability on campus.
3. Organize any and all expert-lead diversity, equity, and inclusion training activities/sessions. Maximum of 2 per semester.

Section X – 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 programing that enhances the university's student culture.
2. Plan and execute all pop-up events, recurring events, tabling activities, etc.

Section XI – 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:
 - a. Block Party
 - b. Food Truck Festival
 - c. Super Bowl Watch Party
 - d. Shoot Your Shot
 - e. Crank & Paint
 - f. Sex In the Dark
 - g. Aggie Pre Games

Section XII – Lively Arts Chairperson

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

2. The Lively Arts Chairperson is responsible for implementing programs that highlight the performing arts.
3. Plan at least one small-scale concert each semester which showcases NCAT student musicians, such as Aggie Tiny Desk or a Student Showcase.

Section XIII – 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

Section XIV- Internship Program

The Internship Program is an unpaid, experiential learning opportunity.

2. Appointed interns are up to the discretion of the Director of Intern Development and a simple-majority vote of the Executive Board.
3. 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.
4. There may be up to four people, maximum, serving as interns under each Executive Board position.

The Intern's duties shall be as follows:

5. Attend at least eighty percent of all events of SUAB.
6. Attend all intern meetings.
7. Help with the curation of programming for their respective chair.
8. Responsible for creating one Intern event in the spring semester while working with the Director of Intern Development.
9. Complete and fulfill all projects, development, and other tasks as dictated by the current Intern Program guidelines.
10. Perform other duties as assigned by the Director of Intern Development provided, they do not conflict with the policies of the SUAB constitution and university.
11. Remain in good standing in accordance with the Intern Reports.
12. Demonstrate professionalism by supporting all SUAB programming and initiatives, and by representing the organization positively both in person and online.

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. There is an exception for first year students.

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. Must be a full-time, registered, North Carolina A&T State University student in good academic and judicial standing.
2. Must be at least a rising sophomore
3. All candidates must serve a full term on the Executive Board. If a candidate is also a candidate for graduation during fall semester of the term one is applying for they will be ineligible to serve as an Executive Board member.
4. Usage of the Intern Report/ Executive Board Evaluation Report will serve as part of the internal criterion for eligibility to run for an officer position. If reports are deemed insufficient by the President, Director of Intern Development, and SUAB Advisor, the Intern and/or Executive Board Member, may not be eligible to run.
 - i. If a candidate would like to appeal, they may do so through the following process:
 - ii. Submit a written appeal to the SUAB Advisor containing, but not limited to: reason for appeal and evidence to support their appeal.
 - iii. The SUAB Advisor will review the documentation and return a decision within 2 business days.

Section III - Candidates for the Top Four positions: President, Director of Intern Development, Director of Event Operations, and Director of Internal Affairs

1. President, Director of Intern Development, Director of Event Operations, and Director of Internal Affairs must have served at least one (1) full term on the Executive Board before being appointed. The President role must be filled by a returning Executive Board member. In the event no one on the Executive Board is eligible/desires to run for President role, the current Interns in good standing may apply and go through the Officer Selection Process.
2. In the event no one on the Executive Board is eligible/desires to run for President, Director of Intern Development, Director of Event Operations, or Director of Internal Affairs, 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 members, at the discretion and delegation of the President and SUAB Advisor.

Section IV – Director of Marketing

1. Must have high quality experience in graphic design and content creation.
2. If candidate is a current member of SUAB, they must be in good standing with the organization, in accordance with the SUAB constitution, Intern/ Incident Reports, and the strike policy.

Section V - Diversity Equity, and Inclusion, Campus Culture, Signature Events, Lively Arts, Sports and Recreation Chairs

1. Must be at least a rising sophomore
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.

ARTICLE VI - OFFICER SELECTION

SECTION I – Selection Process

1. All positions must be selected through an application and interview process.
2. All applications and interview timelines, questions, details or procedures must be approved by the Top 5 and SUAB Advisor in January of each year.
3. Transitions of officer leadership will occur by a specific date set by the Executive Board.
4. All officer selection decisions will be made by a simple-majority vote of the Selections Interview Committee.
5. The Executive Board applications and interviews will be maintained and conducted by the outgoing and incoming Top 5 Board Members and SUAB Advisor.
6. Should the outgoing Executive Board feel the process should be conducted differently from years prior, they hold the jurisdiction to do so. The selection process should serve that particular year's circumstances and needs.
7. No exceptions will be made for applications submitted after the deadline.

SECTION II – President

1. The President interviews will consist of the following interviewers:
 - a. All available, outgoing, Top 5 members
 - i. In the event a sitting Top 5 member is running for President, they will not be permitted to sit on other President candidate interviews or cast a vote for that role during selection.
 - b. SUAB Advisor
 - c. Executive Director of OSA (at their discretion)
 - d. Assistant Director, SGA Advisor (at their discretion)
 - e. Additional interviewers may be requested from the Executive Student Leader group, should there not be enough student representation in the interviewer panel. This will be decided at the SUAB Advisor discretion.
2. After all President candidates have been completed, the interview committee will meet and select the President-elect within 1 business day.

SECTION III - The Remaining Top 5

1. Roles to be filled in this segment:

- a. Director of Intern Development, Director of Event Operations, Director of Internal Affairs, and Director of Marketing.
2. Interviews will consist of the following interviewers:
 - a. Outgoing President is removed from the voting, but they may provide advice or wisdom to the incoming President about the Top 5 candidates. Should the Outgoing and Incoming President be the same person, this point does not apply.
 - b. All available, outgoing, Top 5 members
 - i. In the event a sitting Top 5 member is running for one of the remaining Top 5 roles, they will not be permitted to sit on other remaining Top 5 candidate interviews or cast a vote for that role during selection.
 - c. Incoming President
 - d. SUAB Advisor
3. Attendance and discussion during interviews will be restricted to those referenced in Article VI, Section II, Point 1.abe. The Executive Director may sit in at their own discretion, but are not required to participate.
4. After all remaining Top 5 candidate interviews have been completed, the interview committee will meet and select the remaining Top 5-elect within 1 business day.
5. Decisions made concerning the filling of these positions must pass with a simple-majority vote.
6. Director of Marketing candidates will be required to present additional materials as required by the interview board.

Section IV - The Programming Chairs

1. Interviews will consist of the following interviewers:
 - a. All available, incoming, Top 5 members
 - b. SUAB Advisor
2. Decisions made concerning the filling of these positions must have majority rule by the incoming Top 5 and SUAB Advisor.

Section V - Board Selection 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 VII - Vacancy and Removal from Office

Section I – Grounds for Removal for All Members

1. 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. Violation of Strike Policy or exceeding strike policy limits.
4. Excessive absence or tardiness.
5. Failure to demonstrate professionalism or positive representation of SUAB, including conduct that undermines the organization's image, programming, or initiatives, both in person and online.

6. If an act or cause of significant concern arises, the SUAB Advisor has the discretion to remove an Executive Board Member or Intern from their position, in consultation with the Executive Director of the Office of Student Activities and Campus Involvement.

Section II – Impeachment Proceedings

- a. A Declaration of Impeachment must be made in writing and given to the President (unless the President is being brought up for removal, in which case they may be omitted), Assistant Director of Student Activities (SUAB Advisor), and Executive Director of Student Activities. The Declaration of Impeachment must include:
 - a. The date the letter was written
 - b. The intent behind writing the letter
 - c. Proof or evidence of intent
 - d. 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 prior to proceedings occurring.
- b. Once the Declaration of Intent has been received, the President will notify the Officer that is listed of an upcoming impeachment hearing via email. This notification should be sent within 1 business day of Declaration receipt.
 - a. If the President is being brought up for impeachment, the SUAB Advisor will send this notification.
- c. A special meeting will be called by the President of the organization, so long as the President is not the officer being impeached.
 - a. In the case that the President is being impeached, the Assistant Director of Student Activities (SUAB Advisor) will call and preside over this meeting.

Section III – Impeachment Hearing

- a. 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.
- b. 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. The officer shall be given a minimum of 5 minutes, and a maximum of 10 minutes.
 - 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 Director of Internal Affairs if the Director of Internal Affairs is not the Executive Board member being impeached.
- c. A vote will be held. The vote must pass with a three-fourths majority in favor of removal. 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.
- d. 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.

Section IV – Impeachment/Removal Finalization

- 1. After hearings and voting has been completed, the SUAB Advisor shall send an email to the Officer with the results of the hearing and required steps moving forward, should there be any.
- 2. If an officer is removed, or leaves the organization, they are required to return their swipe card to the SUAB Advisor, leave all SUAB group chats (where possible), and return any SUAB nametags, equipment, or other items outlined in removal email within 48 hours of receipt.
- 3. Removal from office can only be carried out by the Assistant Director of Student Activities (SUAB Advisor) or the Executive Director of Student Activities and Campus Involvement.
- 4. Removal from office makes the person ineligible to apply for another position with SUAB in the upcoming year(s).

Section V – Vacancies

- 1. Should Officer vacancies occur, the position(s) may be filled by eligible candidates (as listed in Article V), through a simple-majority vote of the Executive Board of SUAB.
- 2. Candidates for the vacant role must interview with the current Executive Board.
- 3. An Executive Board member may not hold multiple positions at once, without the written approval of the SUAB Advisor and Executive Director of the Office of Student Activities.
- 4. Should a vacancy be deemed unable to be filled, the President and SUAB Advisor will delegate the responsibilities to the remaining officers.

ARTICLE VII - Procedures

Section I – Quorum

- 1. Quorum as defined by SUAB is 50%+1 of all Executive Board members in good standing.
- 2. Quorum is required for any SUAB Executive Board business or votes 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.

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. Illnesses include both physical and mental health needs. While an honesty policy may be used, if there is concern that any policy (illness, mental health, or otherwise) is being abused, the Advisor may call a meeting if necessary.
6. Illness or Unavoidable Healthcare appointment of Executive Board member with documentation.
7. Personal Days: Each member is allowed **2** personal days per semester. If an event falls on your birthday, you are not required to attend, but it will count as one of your personal days. All other personal days may only be used for office hours.
8. Family Emergencies (death or illness) may be excused at the discretion of the SUAB Advisor with documentation.

Article VIII - 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. Executive Board members must attend all called activities, events, and meetings of SUAB.

Section II – Special Meetings

1. All Top Four positions (President, Director of Intern Development, Director of Event Operations, and Director of Internal Affairs) 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
 - d. Emergency Meeting

ARTICLE X – Ratification & Amendments

Ratification

This constitution will become effective upon approval by vote of quorum of the Executive Board of SUAB and review and approval by SUAB Advisor and the Executive Director of Student

Activities and Campus Involvement. 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 a simple-majority vote of the Executive Board.

Amendments made to the constitution that are purely grammatical, spelling, or formatting may be done without a vote of the Executive Board, with the approval of the President and SUAB Advisor.

ARTICLE XI - Definitions

Section 1 – Definitions

1. Quorum
 - a. Quorum shall be defined by SUAB as $50\% + 1$ of all members in good standing. Quorum is required for any formal SUAB business to be held, discussed, or voted upon. Quorum excludes those who are excused absences.
 - b. Examples:
 - c. If we have 10 Executive Board Members that are in good standing, and no one has requested to be excused from attendance, then we must have SIX (6) board members present to begin business.
 - d. If we have 10 Executive Board Members that are in good standing, and two (2) people are counted as excused absences, then our quorum required is now out of eight (8) members. This means we must have FIVE (5) members present for business to begin.
2. Voting Terms
 - a. Simple Majority
 - b. For a “simple majority” vote to pass, it requires $50\% + 1$ (over half) of all votes cast. Should abstentions be allowed, they are not counted towards the required half.
3. Called Events
 - a. Any meeting of the Executive Board or SUAB that is made required by those listed in the governing documents as having the power to do so. These events or occasions will have attendance counted.

Last revised January 2026