Article I – Name

The name of this student organization shall be the North Carolina Central University Student Activities Board (NCCUSAB).

Article II – Mission

The Student Activities Board provides fun and creative social, multicultural, recreational and educational activities that promote student involvement on and off campus. From movies, lectures, cultural celebrations, concerts, comedy shows, cookouts, homecoming, and much more, SAB provides co-curricular activities that enhance the student experience at the NCCU. SAB events are an integral component of the students' overall education and social development.

Article III – Membership Requirements

Section 1. Membership

1. Every student officially enrolled, whether full-time, or part-time, at NCCU, is an active member of the Student Activities Board
2. Membership is open to all enrolled students without regard to race, creed, color, religion, sexual orientation, national origin, or physical disability.
3. NCCUSAB consists of two branches: the Executive Board and the General Members.

   A. The Executive Board shall consist of:
      i. President
      ii. Vice President
      iii. Marketing & Graphics Design Chair
      iv. Spirits & Traditions Chair
      v. Late Night & Weekend Programming Chair
      vi. Cultural Arts Chair
      vii. Mr. Student Activities Board (Mr. SAB)
      viii. Miss Student Activities Board (Miss SAB)
B. The General Members shall consist of:
   i. Any enrolled student who has an interest in the planning and execution of all NCCUSAB programs and meet the minimum GPA requirement as outlined in Section 2.

Section 2. Requirements For All Members

1. Maintain a cumulative GPA of 2.5 (Executive Board), 2.3 (General Members)
2. Be in good financial & judicial standing with NCCU
3. Make a one-year commitment to SAB (Fall, Summer, & Spring Semesters)
4. Must have been involved with NCCUSAB for at least two semesters (Executive Board Positions Only)
5. Actively promote and support student academic and co-curricular success
6. Plan & execute diverse quality programming
7. Foster collaboration across campus
8. Establish & maintain healthy relationships
9. Communicate effectively (oral & written)
10. The desire to grow professionally and personally

Section 3. Selection Process

1. President & Vice-President
   a. Nominees for president and vice-president must have held a position on the executive board or been an active general member of NCCUSAB for at least one academic school year
   b. Nominations for president and vice-president will be held the third week of February and selections will take place the fourth week of February of each school year.
   c. Anyone who meets the qualifications may self-nominate, or may be nominated by executive board and general members
   d. Nominations are to be accepted or declined during a meeting designated by NCCUSAB Executive Board
   e. In the event there are no nominations or eligible candidates, the advisor will open the position for application campus wide
   f. Nominees will be interviewed by the Executive Board, General Members, & others members deemed necessary by the advisor
   g. The nominee receiving the majority vote will be declared the winner
2. Executive Board
   a. President Elect and Vice President Elect shall conduct an application and interview process for the remaining positions on the executive board the no later than three weeks following their appointment.
   b. All candidates must meet the membership requirements outlined in Article III of the Constitution.
   c. Candidates must submit an application and go through an interview process for their desired position.
   d. The president elect, vice-president elect, SGA representative and others deemed necessary by the advisor will review all applications and make recommendations for interviews.
   e. The candidates with majority vote will be declared the new executive board.
   f. The new executive board shall fill general member positions no later than two weeks following their appointment.

Section 4. Term in Office
   a. Term in office for all members shall be for one year, beginning May 1 and ending April 30.
Article IV

Section I – Description NCCUSAB Positions

a. **President:** Serves as the leader of the Student Activities Board and oversees its operations. This person acts as the liaison for SAB and the campus administration. This person will work closely with the advisor to implement assessment procedures for SAB events to maintain the evolution of the organization. In collaboration with the Programming Chairs, the President will assist in developing the organization’s events calendar. This person also represents SAB on the SGA executive board.

b. **Vice-President:** Serves as the co-leader of the Student Activities Board. This person will regularly review event checklists for all events and will be responsible for researching new opportunities for programming in the surrounding community. This person will handle all administrative needs of the Student Activities Board. This person will record and manage all paperwork to keep accurate records on behalf of SAB.

c. **Marketing & Graphics Design Chair:** Works with the Executive Board to coordinate publicity efforts within the campus community, neighboring campuses and the city of Durham about SAB and its events. This person organizes SAB representation at campus wide events such as Orientation, Student Organization fairs, SGA forums/activities etc. They create press releases, SAB website content; social media updates, and determine the visual identity of SAB and its programs. They are responsible for documenting all of the activities conducted by SAB. This person will capture documentation via photos, new articles, maintaining event fliers/promotions, etc. This person will also work collectively with the SAEM Marketing and the University Public Relations team.

d. **Mr. & Miss Student Activities Board:** Organizes community outreach initiatives for SAB. This team works to reach underrepresented student populations and organizations building collaboration for programming initiatives. Miss/Mr. AESU will serve as the SAB representatives at campus events and outreach programs.

e. **Spirit & Traditions Chair:** Develops university traditions and creates events to promote them. This team will also work collaboratively with the Screaming Eagles to promote school spirit and participation in campus events. Coordinates activities for the 10:40 breaks, Spring Fling, Pre-Dawns and other annual campus events in collaboration with other programmers.
f. **Late Night & Weekend Programming Chair:** Develops late night and weekend programming. This team will collaborate with other student groups to create unique programming for the evening and weekends.

g. **Cultural Arts Chair:** The Cultural Arts Chair will host events to encourage the NCCU community’s understanding and appreciation of various cultures. These programs may take the form of speakers, debates, forums, musical groups, performances, and/or artist exhibits. This group will promote Asian Heritage Month, Women’s History Month, Hispanic Heritage Month, African American History Month, Disability Awareness Month, to name a few, through their programmatic efforts.

h. **General Member:** Assist the Student Activities Executive Board in the planning and execution of all programs. General members are expected to assist where needed with various programs and events. All members are expected to be readily available to serve when needed.

Section II – General SAB Meetings

A. The President shall determine regularly scheduled meetings with the assistance of the Executive Board.

B. Copies of all minutes shall be submitted to the Advisor, President, and Vice President, and filed **no later than one week after each meeting.**

C. All Committee Chairpersons are required to hold at least one (1) committee meeting per month and is responsible for notifying each member on that committee.

**Article V – Amendments**

Any articles to this Constitution or By-Laws may be amended by at least a two-thirds vote of the total membership of SAB Executive Board and approval of the Advisor.
Article VI – Attendance Policy

Executive Board Members may not miss more than two (2) consecutive executive board meetings and must also be present at all SAB activities unless communicated to the advisor 24 hours in advance. General Members may not miss more than three (3) consecutive meetings; or they will be automatically removed from group. No verbal or written notice is necessary.

Article VI – Removal of Members from the Executive Board

A. A member or executive board member may be removed from SAB for a demonstrated lack of interest, ineffectiveness, unsatisfactory performance of duties, or lack of attendance at scheduled meetings.

B. Before removal is considered, a “conference” will be held between the President, Vice President and Advisor, to determine methods to motivate members/officers in question, to become more involved.

C. If the officer continues to demonstrate a lack of interest or ineffectiveness, unsatisfactory performance of duties, then he/she will have a “conference” with the Executive Board.

D. If the officer continues to demonstrate a lack of interest or ineffectiveness, unsatisfactory performance of duties, then he/she will receive a “written dismissal” from the advisor.

E. Any removal of a general member or executive board must have 2/3 majority of the executive board. The advisor shall have the right to veto any decision made from the executive board.
Article VII – Appointment of Members to the Executive Board

A. Positions vacant due to an officer being removed from office or not being filled during the regular election process may be filled by the next ranking officer. If that officer chooses not to take the new position, a qualified member of SAB will be asked to fill the position by the President. Before this appointment can become final, the appointee has to be approved by the President, Vice President, and Advisor. Each appointee must meet the same qualifications used during the regular selection process.

Revised March 2015