

Bylaws  
Campus Activity Board at Elizabeth City State University

**Section I      The officers of the Campus Activity Board shall be the:**

- a. The Executive Committee shall consist of:
  - President
  - Vice President
  - Chief of Staff
  - Secretary
  - Corresponding Secretary
  - Marketing and special events
  - Spirit and Traditions
  - Late Night and Weekends
- b. The General Members Shall Consist of:
  - Any enrolled students who has an interest in the planning and execution of all CAB programs and meet the minimum GPA requirement as outlined in Section 3.

**Section II      Powers and Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties as may be prescribed by the organization. The President shall participate in the annual trainings offered by the Office of Student Engagement & Leadership.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Chief of Staff shall remind the president of upcoming events as well as deadlines needed to be met. The Chief of Staff shall also manage the Committees that are having events and making sure they are good with support to have the event function to helping out the President or Vice President with tasks they need done but cannot do themselves.
- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.
- e. The Corresponding Secretary will handle the submission of event forms as well as post event surveys. The Corresponding Secretary will be responsible for telling the committee how events are going and how the organization is doing with hosting events that the Campus is happy with and enjoying.

- f. The Late Night and Weekend chair will host and handle events that are late in the day as well as events that are on the weekends. They will work with other student groups to create unique experiences for the students.
- g. The Spirit and Traditions chair will develop university traditions and creates events to promote them. This team will also work collaboratively with the screaming Vikings to promote school spirit in the campus events. Coordinates activities for 3:30 breaks, Viking fest, home game tailgates, Pre-dawn, and other annual campus events in collaborations with other programmers.
- h. The Marketing and Special events chair will work with the Executive Committee to coordinate publicity efforts within the campus community about CAB and its events. This person organizes CAB representation at the campus wide events such as orientation, student, organization fairs, SGA forums/activities etc. They create press release, CAB website content, and determine the visual identity of CAB. They will Host events that be streamed or viewed on social media. They will run CAB's social media page and the post we will be putting out.
- i. The General Board will assist the Campus Activity Board Executive Board in the planning and the execution of all programs. General members are expected to be redly available to serve when needed.

**Section III Qualifications necessary to hold office in the Campus Activity Board are as follows:**

- a. Elizabeth City State University policies require that to be eligible for office, candidates must be in good academic and disciplinary standing and current enrolled students at the Elizabeth City State University. Additionally, students must have at least a 2.5 GPA to be eligible to hold an Executive position and 2.3 GPA to hold a General board position.
- b. No member may hold more than one office. No member may serve more than two years in the same position on Executive Board.
- c. To hold a position on Executive board you will have to serve one semester on the General Board.
- d. If you have been removed from a Position on Executive board or general Board due to lack of work, slander against the organization, violence or aggression that can hurt the organizations image you cannot hold an Executive Board position.
- e. To apply for the president position, you will need to serve one semester on Executive board.

## **Section IV Elections**

- a. Elections are held not later than the 2<sup>nd</sup> Friday of March and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.
- b. Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- c. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes.
- d. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

## **Section V Executive Board/Committee**

- a. The Executive Board/Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).
- b. The Executive Board/Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- c. The Executive Board/Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Board/Committee may be rescinded or modified by the membership by a majority vote.

## **Section VI University Advisor(s)**

- a. The advisor shall fulfill the responsibilities specified in the Elizabeth City State University Student Organizations Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.
- b. The advisor shall participate in the advisor training or recertification process yearly.

## **Section VII Meetings and Voting**

- a. Regular meetings shall be scheduled during the academic year.
- b. Special meetings may be called by the President or a majority of the Executive Board/Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

- c. Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.
- d. Members must be present to vote. Absentee or proxy voting is not permitted.
- e. In order to vote a member must be in good standing. For a member to be in good standing would need to meet the GPA requirements and hold an Executive position and have held that position for a 30 day period.

## **Section VIII Special Committees**

- a. Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.
- b. The Executive Board/Committee shall appoint, and may remove, committee members and a Chairperson for each committee.

## **Section IX Finances**

- a. Occasionally the Campus Activity Board may need to assess a fee or collect money from the membership for special events/purposes. The amount of money collected shall be determined by a majority of the membership at a regularly scheduled meeting.
- b. Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

## **Section X. Discipline of members**

- a. When a member believes that another member has engaged in conduct that is detrimental to the organization, a conversation should be held with either the organization Advisor or the Executive Director of Student Engagement and Leadership.
- b. If warranted, a written charge may be filed with the Executive Director of Student Engagement and Leadership.
- c. The Executive Director of Student Engagement and Leadership shall review the charge(s) and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Director of Student Engagement and Leadership work with the Executive Board/Committee to determine if any sanctions are warranted. Possible sanctions may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or other corrective remedy.

## **Section XI. Dissolution**

- a. Upon the dissolution of the **Campus Activity Board** for any reason, all work, funds, and property controlled by the organization will be (action that will be taken).

## **Section XII. Non-Hazing Clause**

Elizabeth City State University requires that no fraternity, sorority, or student organization shall allow any of its alumni, associates, potential new members, new members, members, or others to participate in any form of hazing. Hazing is defined as any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; calculated to produce ridicule or harassment; produce physical or mental duress; reduce a person to a state of subjection by physical or psychological means which impairs or destroys an individual's freedom of thought; or in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- Any form of paddling
- Any activity which causes physical discomfort, pain or excessive fatigue
- Any morally demeaning, embarrassing or humiliating experience
- Activities which produce physical, psychological or emotional duress
- Any unnecessary, mandatory activities which interfere with academic class schedules or other scholastic activities

Individual or organizational violations will be immediately investigated and, if found guilty, issued sanctions of suspension. Additional sanctions may be appropriate depending on the severity of the violation.

## **Section XIII. Impeachment**

Any member may initiate officer removal by the following procedure.

- a. Petition executive board/committee with signature of 1/3 of all voting members petition should state reason for removal
- b. Executive Board with shall then notify officers and call for removal vote within fourteen days of filing the petition.
- c. Memberships shall be notified at least one week prior to removal vote meeting
- d. At the meeting for removal, the petition stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition
- e. Removal from office shall require a vote of 2/3 of all voting members.

## **Section XIII. Vacancy of Office**

- a. In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- b. The President shall call for an election within fourteen days after vacancy of any office.
- c. Elections shall be conducted as stated in the bylaws.
- d. Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with elections process set forth in the bylaws.

#### **Section XV. Amendments**

- a. Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.
- b. Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- c. A copy of any amendments to these bylaws must be submitted to the Elizabeth City State University Office of Student Engagement and Leadership within two weeks after adoption via Viking Connect portal.

These bylaws were adopted on 7/24/2020 and most recently revised on 7/24/2020.