COPPIN STATE UNIVERISTY

STUDENT ACTIVITIES PROGRAMMING BOARD

CONSTITUTION & BY-LAWS

ARTICLE I- Name

The name of this organization shall be the Student Activities Programming Board (SAPB).

ARTICLE II-Preamble

The purpose of SAPB shall be to assist the Office of Student Activities in providing events throughout the year for CSU students. These events allow students the opportunity to enhance their overall collegiate experience according to the mission and purpose of the Office of Student Activities. This aim can be achieved by these subsidiary goals and means:

1. Promoting interest of the students in social, cultural and academic activities.

2. Being an extension, support, and shall at all times function under the Office of Student Activities.

ARTICLE III- Organization and Membership

The Student Activities Programming Board shall consist of undergraduate Coppin State University students. Membership shall not exceed 30 people during any time of the school year. All members must have and maintain a cumulative average of at least a 2.5 in order to serve on SAPB.

Section 1. Executive Board

- Advisor, Director of Student Activities
- Chair
- Co-Chair
- Financial Secretary
- Secretary
- Royalty (consisting of a King and Queen)
- Sergeant of Arms

Section 2. Qualifications for Executive Board Officers

1. The Chair must have served a minimum of one year in another executive position in order to qualify. Shall no members meet this qualification then they must have served on SAPB for at least one full school year.

2. Must be a full-time undergraduate student for at least two semesters at Coppin State University immediately prior to assuming office.

3. Must be a full-time student during his or her term in office. (at least 12 credits)

4. Must have and maintain a cumulative GPA of at least 2.7 throughout his or her term.

5. Shall be placed on probation for up to one semester in office if any of these requirements are not maintained during his or her term.

6. Once the semester is through there will be a counseling session with the member and advisor to discuss progress and a decision shall be thereafter.

Section 3. Duties and Responsibilities of Officers

Chair:

1. Call, set agenda for, and preside over all meetings of SAPB unless otherwise stated by advisor.
2. Submit an agenda to the Student Activities Director (Advisor) and/or his or her assistant prior to all meetings
3. Responsible to the Director of Student Activities and/or their assistant for actions and functions of SAPB.
4. Shall appoint the chairperson of all SAPB committees subject to majority vote approval of SAPB.
5. To represent SAPB on all formal occasions.
6. To represent SAPB before Coppin State University faculty, staff and administrators.
7. Appoint all special committees and vacancies within the Executive Board, after approval of the Director of Student Activities.
8. Cannot miss more than two SAPB meetings per semester, unless it is an emergency. Subject to the approval of the Director of Student Activities.
9. To perform any other duty that may be required of this office.

Co-Chair:

1. To act as the general administrative officer of SAPB.
2. To assist the Director of Student Activities and Chair in the performance of the duties of his or her office as set forth in the constitution.
3. To assume the duties of Chair in the event of his or her absence or disqualification.
4. To represent SAPB when needed at formal events and before Coppin State University faculty, staff and administrators.
5. To perform any other duty that may be required of this office.

Financial Secretary:

1. To act as an administrative officer to SAPB.
2. To keep an accurate account of SAPB finances and issue a financial report at each meeting.
3. To ensure the payment of any balances created by SAPB.
4. To have the authority to freeze expenditures of all funds, with the approval of the Executive Board and Director of Student Activities.
5. To perform any other duty that may be required of this office.

Secretary:

1. To act as an administrative officer to SAPB.
2. To process all official correspondence of SAPB, including dissemination of agendas and minutes of meetings.
3. To keep an updated record of membership and minutes of all meetings.
4. To contact all members either by phone or email of all meetings.
5. To handle all correspondence such as letters, memos, invitations, etc.
6. To perform any other duties that may be required of this office.

Sergeant of Arms

1. To maintain decorum of all SAPB meetings.

2. To perform any other duties that may be required of this office.

SAPB King and Queen

1. To represent SAPB at all functions required of campus royalty.
2. To represent SAPB at formal functions and before CSU faculty, staff and administrators where needed.
3. To perform any other duties that may be required of this office.

ARTICLE IV. Election Process, Procedures and Composition of Officer Terms

The election process of SAPB shall take place no later than April 20th of each school year.

1. Each member must have served at least one full school year to qualify for voting during the election of officers.

2. All elections shall be conducted in accordance with the latest edition of Robert's Rule of Order.

3. The election shall be conducted by the SAPB Advisor, Director of Student Activities.

4. Each position requires majority vote in order for the vote to be valid. All members must vote who are in attendance of the election meeting.

5. Candidates can either nominate themselves or be nominated by another member with voting rights.

6. A transitional meeting of all executive board members should take place before the end of the spring semester each year.

ARTICLE V. Meeting times and locations

1. Once the election is complete for the upcoming year all members shall discuss and vote on a meeting time for the upcoming school year. The location shall be provided and announced by the Director of Student Activities. The board must meet once a week.
2. Special meetings shall be called by the secretary at the request of two or more executive board members and the approval of the Director of Student Activities.
3. Quorum for all meetings must consist of half of the total membership plus one and the Director of Student Activities or his/her assistant.
4. Absenteeism
    a. Any member of the Executive Board can miss only two unexcused meetings per semester. They shall be officially warned by the Director of Student Activities upon missing two meetings. Any meeting missed thereafter can result in the removal from office subject to the majority vote.
    b. Any member of SAPB cannot miss more than three unexcused meetings per semester. They shall be officially warned by the Director of Student Activities upon missing three meetings.
    c. Should a member not be able to make a meeting, they are to contact the chair in writing or via email before the meeting.
    d. Absences will be excused for emergencies only. All emergencies and absences are subject to approval by the Director of Student Activities. Please call Student Activities immediately should you have to miss a meeting.
    e. If a member fails to notify either the chair or Director before the meeting, their absence will be unexcused.
    f. Any member and executive member having missed more than the meetings they are allowed to miss during a semester, not excused in advance, shall automatically render their resignation.

ARTICLE VI. Amendments

Proposals for changes in this constitution shall be subjected to majority vote of the Board and the approval of the Director of Student Activities. Potential amendments are to be presented only in March of each year to be voted on during election time.