



# North Carolina Agricultural and Technical State University Council of Presidents Constitution and By-Laws

## PREAMBLE

We the presidents of the registered student organizations comprising the Council of Presidents of North Carolina Agricultural and Technical State University, collectively serve to promote the general welfare and interest of all student organizations and to encourage responsibility within, hereby establish the following constitution.

### ARTICLE I. NAME

The name of this organization shall be the North Carolina Agricultural and Technical State University Council of Presidents, hereinafter referred to as COP.

### ARTICLE II. PURPOSE

The Council of Presidents serves as the governing council for all registered student organizations. Within its purpose, as established by the Division of Student Affairs, is charged to do the following:

- a) Manage the overall affairs of student organizations and serve as a liaison between administration and organizations
- b) Create a forum for discussion and serve as a voice for student organizations at NC A&T SU
- c) Formulate and facilitate programs which keep student organizational life meaningful, wholesome, stimulating, and active
- d) Assist the Office of Student Activities and Campus Involvement in the communication and evaluation of organization requirements

### ARTICLE III. ADHERENCE

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

All fee-sponsored programming must be open to the entire university community. All student organizations and their leaders must further comply with the NC A&T SU Code of Student Life, University policies and applicable state, federal, and local laws.

### ARTICLE IV. GENERAL MEMBERSHIP

**Non- Exclusionary Membership Clause:** It is the policy of NC A&T SU and the Council of Presidents that this organization practices an open membership policy for members of the university community without regard to age, color, disability, national origin, race, religion, military service member or veteran status, gender, sexual orientation, or gender identity, unless exempt under Title IX.

**There are three levels of membership within the body of the Council of Presidents:**

**Voting, Non-Voting, and Associate. Membership is composed of the Presidents and Vice Presidents of all student organizations, and their advisors.**

- a) **Voting Members** are all organizational Presidents and Vice Presidents

- of student organizations, registered and in good standing.
- b) **Non – Voting Members** are all organizational Presidents and Vice Presidents of registered student organizations, not in good standing, COP Interns, Advisors, and Delegates of registered student organizations regardless of standing.
- c) **Associate Members** are all organizational Presidents, Advisors and Delegates of organizations in the process of becoming recognized as a registered student organization by the Office of Student Activities and Campus Involvement.

All organizational Presidents and Vice Presidents of North Carolina A&T State University, upon registration and approval of their respective organizations, become members of the Council of Presidents for the duration of their respective term of office.

**All members are responsible for the following:**

- a) Adhering to the stated COP Attendance Policy
- b) Disseminating COP correspondence to their respective organizations
- c) Voicing all organizational related concerns

## **SECTION I**

### **VOTING MEMBERS**

**Presidents and Vice Presidents of student organizations, registered and in good standing serve as the voting body for the COP. Each organization is allowed one vote in any election or voting matter. Voting members are responsible for the following:**

- a) Voting on behalf of their respective organization as it relates to COP business.
- b) Ensuring each member of their respective organization is contributing 10 hours of community service to the community per semester.
- c) Fulfilling the goals and objectives of your organization.
- d) Abiding by all stipulations to remain in good standing.
- e) Submitting all required reports and other documentation by the stated deadlines

## **SECTION II**

### **NON-VOTING MEMBERS**

Presidents and Vice Presidents of Student organizations, not in good standing, COP Interns, Advisors, and Delegates of registered student organizations regardless of standing are all considered non- voting members of the COP.

## **SECTION III**

### **ASSOCIATE MEMBERS**

Presidents, Advisors, and Delegates of organizations in the process of becoming recognized as a registered student organization by the Office of Student Activities and Campus Involvement, and the COP are considered associate members until they are approved and registered with the University.

## **ARTICLE V.**

### **MEETINGS**

#### **SECTION I**

##### **MEETING DETAILS**

The Council of Presidents shall hold a monthly meeting, the first Wednesday of the month, for all registered student organizations at NC A&T SU. Regular meeting times and days shall be agreed upon by the newly elected Executive Board/Committee. Special meetings can be called by the President of the Council. Executive board meetings can be called the President at any time with proper notification to each Executive Board/Committee member.

#### **SECTION II**

##### **MEETING ATTIRE**

All Presidents, Vice Presidents, and Representatives attending the meeting must be dressed

in appropriate business casual attire failure to comply will result in a non-adherence violation (***Refer to Article VI, Section III***).

### SECTION III

### MEETING STRUCTURE

The Council of President Executive Board shall ensure that an open forum is maintained at all meetings in conjunction with *the Office of Student Activities and Campus Involvement*.

#### Order of Business

- a) Check-In
- b) Call to Order
- c) Review of Agenda
- d) Unfinished Business
- e) Organization/Leadership Development
- f) Announcements
- g) Roll Call
- h) Adjournment

### ARTICLE VI. ATTENDANCE POLICY

#### SECTION I

#### FULL BODY MEETINGS

The President and Vice President of each registered student organization are **REQUIRED** to attend all COP meetings unless otherwise indicated by the Executive Board/Committee.

In the case of an absence from the President or Vice President, an excuse form must be submitted to COP via a 1891 Connect Excuse Form 72 hours prior to the scheduled meeting. The form will be reviewed by the Secretary and approval, or denial will be sent at least 24 hours before the meeting. If your Excuse Form is approved, YOU MUST send a representative from your organization to attend the Full Body Meeting in your place. Failure to do so will result in an absence fine.

#### SECTION II

#### ANNUAL RETREATS

The elected President and Vice President of each student organization **MUST ATTEND and REMAIN IN ATTENDANCE FOR THE ENTIRETY** of the COP Student Organization Retreat to be active for the year. All circumstances preventing attendance will be reviewed by the COP Executive Board/Committee for approval or denial.

#### SECTION III

#### NON-ADHERENCE POLICY

#### ABSENCE FROM FULL BODY MEETINGS FOR THE ACADEMIC YEAR

- a) 1st Offense – \$15.00 fine
- b) 2nd Offense – \$35.00 fine
- c) 3rd Offense – The Student Club/Organization will be inactive for the remainder of the academic year.

#### LATE ARRIVAL TO FULL BODY MEETINGS (15 MINS PAST START TIME)

- a) 1st Offense – Warning
- b) 2nd Offense – \$15.00 Fine
- c) 3rd Offense – \$35.00 Fine
- d) 4th Offense – The Student Club/Organization will be inactive for the remainder of the academic year.

#### ATTIRE FOR FULL BODY MEETINGS

- a) 1st Offense – Warning and the chance to change your clothing
- b) 2nd Offense – \$15.00 Fine
- c) 3rd Offense – \$35.00 Fine

- d) 4th Offense – The Student Club/Organization will be inactive for the remainder of the academic year.

### **FLYERS**

- a) 1st Offense – \$5.00 Fine
- b) 2nd Offense – \$10.00 Fine
- c) 3rd Offense – The Student Club/Organization will be inactive for the remainder of the semester.

### **MID -YEAR REPORTS**

- a) Failure to complete the required Mid-Year Report will result in a \$15.00 Fine and the report be turned in prior to the First Day of Programming. Submission after the first day of programming will result in delayed programming in addition to the \$15 fine. Failure to submit the form within 1 week of the first day of programming will render the organization **Inactive for the Spring Semester (see Section III of Article XII)**.
- b) The three RSO requirements set by the current executive board communicated during the Organization Retreat must be met by the submission of your mid-year report. Only completing one of three COP requirements will result in an inactive status. Only completing two of the three requirements will result in a consequence set by the current executive board (I.e. fine, suspension, delayed programming, etc.).

### **END-OF-YEAR REPORTS**

- a) Failure to complete the required End-of-Year Report will result in a **\$35.00 Fine** before the organization can register for the next academic year.

### **CODE OF CONDUCT VIOLATIONS**

- a) Code of Conduct Violations are subject to review by the COP Executive Board. A vote of quorum is required to make any final decision on the penalty for the organization. (Article XII)

### **INACTIVE STATUS**

- a) If given an inactive status after the completion of 75% of the semester, the inactive status will carry on into the following semester (*Ex. For a semester starting August 20<sup>th</sup> and ending December 4<sup>th</sup>, after November 8<sup>th</sup> any inactive status given will carry on into the following Spring semester.*)

### **FUNDRAISERS**

Violating any fundraiser rules or policies may result in the following fines:

- a) 1st Offense – \$10 Fine
- b) 2nd Offense – \$15 Fine
- c) 3rd Offense – The Student Club/Organization will be prohibited from fundraising for the remainder of the academic year
- d) 4th Offense – The Student Club/Organization will be inactive for the remainder of the academic year.

### **EVENTS**

Hosting events not approved on 1891 Connect by the Council of Presidents will result in the following disciplinary actions, as outlined in the subsequent section:

- a) 1st Offense – \$10 Fine
- b) 2nd Offense – \$15 Fine
- c) 3rd Offense – Delayed programming in the following semester

## **ARTICLE VII. EXECUTIVE BOARD MEMBERSHIP**

The officers of the Council of Presidents shall consist of the President, Vice President, Secretary, Treasurer, Content Creator, and Event Coordinator. These officers constitute the Executive Board.

**PAYMENT** – A stipend of \$1,000.00 per semester will be paid to the President, Treasurer, and Content Creator beginning the first day of classes of the fall semester through the following April.

*In the case the President, Treasurer, or Content Creator does step down, they will receive payment only for the hours they have worked, and the remaining balance will stay in COP's budget for the year. If the person who is currently in one of these positions decides to step down, whoever takes over the position will receive the remainder of the stipend at the end of the semester. Due to this being a paid position, students will not be allowed to hold another paid position on campus at the same time.*

## **SECTION I.**

### **DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD**

#### **PRESIDENT**

The President shall:

- a) Be the Chief Executive Officer
- b) Be a member of the Executive Board and an ex-officio member of the Executive committee, unless there is no one eligible or able to run for office that currently serves on the Executive Committee
- c) Create agendas and preside over all scheduled Executive Board and Full Body Meetings
- d) Have the power to appoint individuals to address tasks as deemed necessary, which will be held for a consensus of the COP Executive Board
- e) Establish ad hoc committees as he/she deems necessary
- f) Serve on various committees or appoint a representative as requested by University Administrators
- g) Regularly meet with the COP Advisor to discuss upcoming events, programs, meetings, concerns, etc.
- h) Review and approve the budget of COP in conjunction with the Vice President, Treasurer, and the COP Advisor
- i) Complete all tasks as assigned by the Advisor so long as they do not conflict with COP constitution and the policies of the university
- j) Be a voting member of the Executive Board/Committee
- k) Maintain and keep office hours
- l) Approves and denies program flyers for clubs and organizations

#### **VICE PRESIDENT:**

The Vice President shall:

- a) Perform the President's duties in their absence
- b) Co-Preside over COP Executive Board or Full Body Meetings
- c) Preside over the COP Intern Program, including, but not limited to: arranging rotation schedules, assigning office hours, and presiding over bi-weekly meetings.
- d) Regularly meet with COP Advisor to discuss upcoming events, programs, meetings, concerns, etc. pertaining to the COP interns.
- e) Preside over student organizations/clubs' retention and management
- f) Conduct the Initial Review of all new and defunct student organization applications.
- g) Communicate and maintain accurate records for New Student Organization Application processing.
- h) Review constitutions for all student organizations and ensure that each has been updated within the past 2 years
- i) Review and approve the budget of COP in conjunction with the President, Treasurer, and the COP Advisor

- j) Serve as a voting member of all committees.
- k) Serve as the chief communicator between committees and the Executive Board/Committee.
- l) In the case of vacancy in the Presidential office, the Vice President shall automatically become President.
- m) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
- n) Be a voting member of the Executive Board/Committee
- o) Maintain and keep office hours

### **SECRETARY**

The Secretary shall:

- a) Record, maintain, and produce all Executive Board and Full Body Meeting minutes and agendas within 72 hours of their conclusion.
- b) Maintain an accurate record and Notify Student Organizations of Attendance/Absenteeism of COP Executive Board and Full Body Meetings
- c) Distribute all program feedback assessments to student clubs/organizations in conjunction with the Event Coordinator
- d) Update all COP Binding Documents, to be voted on by the Executive Board
- e) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
- f) Be a voting member of the Executive Board/Committee
- g) Maintain and keep office hours
- h) Upload programs and newsletter to 1891Connect in collaboration with the Content Creator

### **TREASURER**

The Treasurer shall:

- a) Serve as chief financial officer of the board and must monitor all expenditures
- b) Review and approve budget of COP in conjunction with the President, Vice President, and the COP Advisor
- c) Keep accurate account of monthly expenditures and reports
- d) Give accurate financial reports at each Executive Board meeting
- e) Serve on the COSA Fund Committee
- f) Review and approve all Fundraising and Solicitation Forms submitted by Student Clubs and Organizations via 1891 Connect.
- g) Maintain an accurate record and Notify Student Organizations of the following:
  - a. Status of Organizations
  - b. Fines
- h) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
- i) Be a voting member of the Executive Board/Committee
- j) Maintain and keep office hours
- k) Approves and denies programming flyers for clubs and organizations

### **CONTENT CREATOR**

The Content Creator shall:

- a) Be responsible for the creation and posting of all publicity, digital and hard copy.
- b) Document all COP activities, events, and programs through pictures, recording and a collection of various publications.
- c) Maintain the web page and all electronic mediums of communication (i.e. COP website, social media, newsletter, and 1891 Connect)
- d) Work with the Treasurer to keep an accurate record of social media fines
- e) Work with Event Coordinator for the completion of Full Body Meeting slides
- f) Oversee organizations' use of social media
- g) Complete all tasks as assigned by the President or Advisor so long as they do not Conflict with COP constitution and the policies of the university

- h) Be a voting member of the Executive Board/Committee
- i) Maintain and keep office hours
- j) Approves and denies social media posts for clubs and organizations

### **EVENT COORDINATOR**

The Event Coordinator shall:

- a) Serve as Lead Coordinator for all COP Events that are not specialized by position
- b) Lead Coordinator with the University Event Center for Room Scheduling (25Live) and Set Up
- c) Create all General Body Meeting PowerPoints
- d) Serve as the point of contact for campus-wide and community service
- e) Draft and conduct student club/organizations assessments
- f) Work with Content Creator for the completion of Full Body Meeting slides
- g) Complete all tasks as assigned by the President or Advisor so long as they do not conflict with COP constitution and the policies of the university
- h) Be a voting member of the Executive Board/Committee
- i) Host and coordinate monthly events for the student body
- j) Maintain and keep office hours
- k) Approves and denies events for clubs and organizations
- l) Approves and denies social media posts for clubs and organizations

## **SECTION II.**

### **EXECUTIVE BOARD MEETINGS**

- The Executive Board shall meet weekly during the academic school year and in accordance with the University Academic Calendar unless otherwise ordered.
- Every Executive Board Member is required to attend all Full Body and Executive Board Meetings.
- No official Executive Board Meeting may take place without quorum.
- An Executive Board Members absence from a meeting requires them to present written documentation to the President and Advisor 48 hours prior to the meeting.

**QUORUM-** Quorum shall be composed of 2/3 plus one of all positions filled. Four (4) Executive Board members must be present in all voting matters.

**VOTING-** A vote of 2/3 majority or quorum is needed to pass and constitute any action of COP.

## **SECTION III.**

### **ELIGIBILITY**

- All officers shall serve, simultaneously, as President or Vice President of a respective organization or have served in the previous year as President or Vice President of a respective organization.
- All applicants must be enrolled as an undergraduate full-time student at North Carolina A&T State University.
- All applicants must serve full term on the Executive Board. If an applicant 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. Students interested in serving as an Executive Board member must attend an Officer Review Session, held by the current Executive Board member of their desired position
- To run for any Executive Board position, one must have served in the COP Executive Board, have completed the COP intern program, or have served as a President or Vice President of an organization in good standing for the full current academic year.
- If an intern has never served as a President or Vice President of an organization, their experience as a COP intern will suffice. As a result, all COP interns are eligible to run for a COP Executive Board position.

- No applicant can be in office for another Executive Student Leader Organization this includes the *Student Government Association, Student University Activities Board, Joint Greek Council, or the Residence Hall Association.*
- All applicants 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.
- All applicants must be in good judicial standing.
- Must be a full-time undergraduate student

## SECTION IV.

### ELECTION PROCESS

Elections for Executive Board membership will take place at the second to last full body meeting prior to the end of the current academic school year, unless otherwise indicated by the President in agreement with the Executive Board/Committee. Voting shall take place by secret ballot, two thirds vote (67%) of the organizations present is required to be elected to an office.

**GENERAL VOTING-** Persons holding dual Presidency should arrange for the Vice President or designee to attend when voting, each organization is allowed one vote.

**GOOD STANDING-** Organizations in good standing are those that have met the criteria for recognition on A&T's campus and not under any alternative status due to being out of compliance with or in violation of policies, procedures and guidelines issued by the national/international headquarters, regional or state director, or the university (including but not limited to Office of Student Activities (OSA), Division of Student Affairs (DSA), or the Council of Presidents (COP), etc.

**DEBATES, SPEECHES, FORUMS-** Each candidate will be required to make a speech of no more than two (2) minutes in length. Questions will be taken from the floor after all candidates for each respective office have completed their speeches. The question-and-answer session will be limited to 5 minutes; extension will be made only if necessary.

**CANDIDATE BEHAVIOR** - Candidates will be expected to conduct themselves with decorum and tact in all matters concerning the election. Including but not limited to refraining from directly attacking other candidates and slander.

**DISQUALIFICATION** - Candidates may be disqualified by failing to meet the eligibility requirements; submission of an incomplete packet.

## SECTION V.

### EXECUTIVE BOARD REMOVAL PROCEDURES

1. Any Executive Board member may be removed from office for neglect of duty, misconduct, or malfeasance of office.
2. Failure to maintain GPA and completion requirements as mandated in the COP Constitution
3. Exceeding three unexcused absences from any COP related event including, but not limited to:
  - i. Executive Board meetings
  - ii. Full Body meetings
  - iii. COP Sponsored Events
4. Any Executive Board member may be removed by the following removal procedures as specified below:
  - i. The Executive Board will review the case thoroughly.
  - ii. A vote of 2/3 majority or quorum of the Executive Board is needed for removal
  - iii. The President of COP will preside unless proceedings of impeachment are upon him/her, in which case the Vice President of COP will preside.
  - iv. Written notification of the impeachment shall be given at least 48 hours in advance to the officer(s) who has violated the stipulations of COP Constitution.



5. Any Executive Board member can make recommendations for removal. Declaration Intent must be made in writing and given to the President prior to vote. The COP advisor must verify the letter.
6. Any officer removed through the impeachment proceeding may appeal in writing to the COP Advisor and the Executive Director of the Student Activities and Campus Involvement, who shall be the authority to make a final determination on the decision.
7. 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 COP, the COP Advisor may remove the officer from their position, giving written notification to the Executive Board of such action taken.

## **ARTICLE VIII. COUNCIL OF PRESIDENTS INTERNS**

The Council of Presidents Interns shall consist of full-time undergraduate students who work alongside the Council of President Executive Board. The Council of Presidents Interns will be appointed through an application and/or interview process as stated by the Executive Board. It is at the discretion of the Vice President to conduct interviews.

### **SECTION I. DUTIES AND RESPONSIBILITIES OF INTERNS**

The Council of Presidents Interns Shall:

- a) Obtain knowledge of various Executive Board members by shadowing all Executive Board positions one at a time throughout a 7-month rotational process.
- b) In the Spring semester, interns will intern under one executive board position.
- c) There is to be a maximum of 15 interns per cohort.
- d) Must attend all COP Full Body meetings and at least 2 specialized COP programs per semester.
- e) Must attend all bi-weekly intern program meetings. In the case of an absence, the intern must notify the Vice President at least 48 hours prior to the meeting.
- f) Must aid in the preparation of all Council of Presidents major events.
- g) Responsible for creating either one virtual or Event Staff program per semester.
- h) Monitor all physical and digital media to ensure they align with Council of Presidents/Office of Student Activities and Campus Involvement Guidelines. Training on this task will be provided by either the COP
- i) Attend weeklong programming events hosted by COP, to the discretion of the Vice President Executive Board and/or Advisor.
- j) Ensure all dress code guidelines are adhered to at Council of Presidents Full Body Meetings
- k) Responsible for removal of all old flyers from academic spaces.
- l) Complete all tasks as assigned by the Executive Board or Advisor so long as they. Do not conflict with the COP constitution and the policies of the university.
- m) Maintain and keep office hours, at least two hours per week.

### **SECTION II. ELIGIBILITY**

- All applicants must have a desire to gain leadership skills and aid in the growth of student organizations at NC A&T SU.
- All applicants must be enrolled as a full-time undergraduate student at North Carolina A&T State University.
- All applicants must serve a full term as a Council of Presidents Interns. In the event that an applicant is also a candidate for graduation during fall semester of the term one is applying for they will be ineligible to serve as an Council of Presidents Interns
- All applicants are subject to grade checks throughout the academic year.

### **SECTION III. COUNCIL OF PRESIDENTS INTERN REMOVAL PROCEDURES**

1. Any Council of Presidents Interns may be removed for neglect of duty, misconduct, or malfeasance of office.
2. Failure to maintain eligibility requirements as mandated in the COP Constitution
3. Exceeding three unexcused absences from any COP related event including, but not limited to:
  - i. Full Body Meetings
  - ii. COP sponsored events
4. Any Council of Presidents Interns may be removed by the following removal procedures as specified below:
  - i. The COP Executive Board will review the case thoroughly.
  - ii. A vote of quorum of the Executive Board is needed for removal.
  - iii. The President of COP will preside
  - iv. Written notification of the impeachment shall be given at least 48 hours in advance to the intern who has violated the stipulations of the COP Constitution.
5. Any Council of Presidents Interns or Executive Board Member can make recommendations for removal. Declaration of Intent must be made in writing and given to the President prior to vote. The COP advisor must verify the letter.
6. Any intern removed through the impeachment proceeding may appeal in writing to the COP advisor and the Executive Director of the Student Activities and Campus Involvement, who shall be the authority to make a final determination on the decision.
7. In cases where an intern 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 COP, the COP Advisor may remove the intern from their position, giving written notification to the Executive Board of such action taken.

## **ARTICLE IX.**

## **UNIVERSITY ADVISOR(S)**

### **SECTION I.**

### **QUALIFICATIONS**

The faculty advisor(s) for the Council of Presidents of NC A&T SU shall be an administrative staff person designated by the Office of Student Activities and Campus Involvement. The advisor(s) shall serve as the interpreter of but not limited to the COP Constitution and By-laws, University Policy, Policies and Procedures Governing the UNC System, and North Carolina State Law.

### **SECTION II.**

### **RESPONSIBILITIES**

- It is the responsibility of the COP advisor to meet at least once a week with the Executive Board and advise on University and Office policies.
- Meet one-on one with each Executive Board member to aid in their leadership skills, questions, and concerns regarding student organizations.
- The advisor will attend all COP events to help guide the COP Executive Board.
- The advisor will not have voting privileges within COP but will make Executive decisions when permitted and deemed necessary.

### **SECTION III.**

### **ORGANIZATION ADVISORS**

- Cannot be an advisor for more than two (2) registered organizations
- Attend 50% for their organization's events
- The advisor must have the desire to advise and knowledge of COP and OSA Policies and Procedures
- The advisor will serve for a renewable term concurrent with the Executive Committee.
- The advisor must be an on-campus, full-time faculty or staff member of N.C. A&T SU
- Faculty and staff members who are requested or interested in serving as a student organization advisor must be at least 5 years removed from the university as a student to be considered for approval by OSA. This policy is applicable to both campus and alternate (chapter/alumni) advisors.
- Advisors are required to attend advisor trainings and orientation provided by OSA & COP

## **ARTICLE X. COMMITTEES**

New committees can be created at the discretion of the Vice President with prior approval from the President and Advisor. The Vice President shall appoint the Committee Chairs, with an approval vote by the Executive Board. Committee meetings will be determined and scheduled by the Vice President.

The Council must be made aware of all committees for the current academic year at the time of the Organization Retreat

## **ARTICLE XI. FINANCES**

### **SECTION I. BUDGET**

- COP programs shall receive an annual budget awarded from the Division of Student Affairs which funds shall be used to plan and execute student organization programs in the spirit and mission of the organization and the university.
- The Funds of this organization shall be generated through the Office of Student Activities and Campus Involvement, Organization Registration and/or Fines established at the discretion of the current Executive Board. All funds are deposited into the University account.

### **SECTION II. COP EXECUTIVE BOARD PAYMENT –**

A stipend of \$1,000.00 per semester will be paid to the President, Treasurer, and Content Creator beginning the first day of classes of the fall semester through the following April.

In the case the President, Treasurer, or Content Creator does step down, they will receive payment only for the hours they have worked, and the remaining balance will stay in COP's budget for the year. If the person who is currently in one of these positions decides to step down, whoever takes over the position will receive the remainder of the stipend at the end of the semester. Due to this being a paid position, students will not be allowed to hold another paid position on campus at the same time. If the Executive Board members selected to receive payment have an on-campus job, the stipend will be paid to the Vice President, Secretary, Event Coordinator (based on preceding order).

*Executive board members with campus jobs cannot receive a stipend regardless of the order proceeding.*

### **SECTION III. REQUISITION OF FUNDS**

All fund requisitions will adhere to normal University protocol; all requisitions must be approved and signed by the Treasurer of the organization and/or cleared via the President and the Advisor.

### **SECTION IV. DUES**

The thirty-five (\$35) fees shall be paid annually when each organization registers. During the registration period, the money will be collected through 1891 Connect's OSA Store. The fee can also be paid online using a credit/debit card within the Office of Student Activities Store. A late fee of fifteen (\$15) dollars will be assessed the first Friday after the first week of classes, increasing the fee to fifty (\$50) dollars.

### **SECTION V. COSA**

- Items still in the OSA Office more than 15 days after a pickup notice is sent will be returned
- The COSA timeline for each academic year is decided by the current COP Treasurer

- COSA report forms must be completed
  - If not submitted by communicated deadline your organization will be deemed ineligible to apply for COSA, the following semester
- The Treasurer and President of an organization must attend a COSA workshop for that organization to apply for COSA

## **SECTION VI**

### **FUNDRAISERS**

- The use of CashApp or Venmo is strictly prohibited for collecting funds raised through fundraisers.
- A Fundraiser Report Form must be submitted within one week of your fundraiser taking place.

## **ARTICLE XII.**

### **PENALTIES**

All penalties can be modified at any time at the discretion of the current Executive Board/Committee. To implement a new penalty, the penalty must be proposed at the Executive Board/Committee meeting and be affirmed by a majority vote (*Refer to Article VI, Section III*).

## **SECTION I.**

### **FINES**

Fines are established at the discretion of the current COP Executive Board, in addition to any fines outlined in the constitution (*Refer to Article VI, Section III*).

## **SECTION II.**

### **DEFUNCT/DELAY**

Defunct organizations are those which have failed to submit the annual student organization registration for a full academic year. Organizations may be placed on delay due to violation of University outlined Policies and Procedures and/or lack of completion of COP reports. That organization will then be inactive until requirements are met, or for a period of one to two months at the beginning of the semester.

## **SECTION III.**

### **INACTIVE**

It has been determined that the organization has become inactive due to various reasons that include but are not limited to a lack of membership, absentee leadership, absence of the advisor, member apathy, restructuring, etc.

If an inactive organization is requesting reinstatement, the current COP executive board will determine which of the two following avenues the inactive organization must complete to proceed:

1. Apply as a New Student Organization
  - a. If the individual proposing reinstatement has never been a President or Vice President of a registered student organization, then they must proceed as a New Student Organization to achieve active status.
2. Pay the Re-registration Fee
  - a. If the individual proposing reinstatement HAS been a President or Vice President of a registered student organization, then they must pay the \$35 registration fee at the end of the Spring Semester prior to the Academic Year that they would like to be active for.

## **SECTION IV.**

### **DISCIPLINARY PROBATION**

A student organization may be placed on disciplinary probation for a specified period under the conditions stated in writing. Probation includes a warning that any violation of the conditions, misuse of OSA property, UEC space violation, or any further acts of misconduct will result in additional sanctions, which may include suspension or expulsion from the University. Suspended organizations will not be permitted to post on social media, host programs, collaborate with other registered or non-registered student organizations, partner with university departments, conduct community service activities, or participate in any university-sponsored events or activities. Once an organization's suspension period has ended, the organization may choose to submit a letter requesting

reinstatement (if eligible).

## **SECTION V. TERMINATION**

Organizational termination means the student organization will cease all activities and will be permanently banned from NC A&T SU. Terminated organizations cannot utilize university space for gathering purposes or participate in University activities. A student organization may be terminated due to a lack of participation from the student body OR severe violations of University outlined Policies and Procedures

## **ARTICLE XIII. RATIFICATION**

This constitution will become effective upon approval by two-thirds of the total membership of the Executive Board of COP. The Constitution shall then be presented to COP membership at the next full body meeting date.

Upon ratification, the Constitution shall become operative and shall supersede all previous versions of the Constitution and/or By-Laws of the Council of Presidents of North Carolina Agricultural and Technical State University

## **ARTICLE XIV. AMENDMENTS**

- Amendments to this constitution may be submitted by all members of the Council of Presidents.
- Amendments to the constitution must be submitted in writing to the President before the next scheduled Executive Board meeting.
- All amendments need a 2/3 affirmative vote of the Council of Presidents Executive Board, and the approval of their Advisor at an Executive Board meeting in order for them to become approved and added to the constitution.
- All amendments shall then be updated, communicated, and shared with the entire Council of Presidents at the next scheduled Full Body meeting.

## **ARTICLE XV. BYLAWS**

### **SECTION I. REPORTS**

There are two reports that must be submitted by all active organizations to remain in good standing: the Middle of the Year Report (Mid-Year Report) and the End of the Year Report. The Reports will be due at a time designated by the executive Board/Committee. Presidents will be given at least 3 weeks to submit the report. Late submissions will be accepted at the discretion of the Executive Board/Committee currently in office and may be subjected to a fine (*Refer to Article VI, Section III*).

### **SECTION II. TRANSITIONAL LUNCHEON/BREAKFAST/DINNER**

All newly elected presidents must attend the Transitional Meeting to remain in good standing or may incur a penalty fee due to an unapproved absence. Any absence due to a conference or prior scheduled exam must be emailed directly to the COP a week prior to the day of the Luncheon/Breakfast/Dinner. Advisers are encouraged to attend (virtually).

### **SECTION III. EXECUTIVE STUDENT LEADER RETREAT**

Attendance at the Executive Student Leader Retreat is MANDATORY for the incoming COP Executive Board/Committee. The retreat is held the immediate week following exams. Inability to attend retreat may deem candidate's ineligibility to run for office or result in forfeiture of office if already elected, unless properly communicated with Executive Board And/or Advisor.

## **ARTICLE XVI. HAZING POLICY**

**Hazing Policy** (North Carolina General Statutes; Chapter 14 (Article 9) 14-35

## Hazing; definition and punishment)

It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Any Violation of this section shall constitute a Class 2 misdemeanor.

***Please refer to the NC A&T SU Student Handbook for the University’s full policy on hazing.***