

***University Activities Board  
Clarion University***

**PREAMBLE**

We, the students of Clarion University, in association with the faculty, administration and Student Senate, do hereby establish the University Activities Board with the following objectives:

The University Activities Board shall be a vital part of the education process of the University, providing for diverse cultural, social, and recreational programs and services through its committees and staff.

**ARTICLE I**

**NAME**

**Section I:** The name of this organization shall be the University Activities Board, Clarion University, herein referred to as "UAB".

**Section II:** The UAB Executive Board, Committee Chairpersons, Faculty Advisor and University hired Advisor shall serve as, and herein be referred to as, the "Board."

**ARTICLE II**

**PURPOSE**

**Section I:** The purpose of the Board shall be to coordinate and govern the functions and operations of activities, events, services and programs for the student body of Clarion University through its committees.

**ARTICLE III**

**THE BOARD**

**Section I:** The Board shall be composed of:

- A. Five students in good academic standing to be elected by the Board with the approval of the Board in session to serve as the Executive Board:
  - 1. One student to serve as President.
  - 2. One student to serve as Vice-President.
  - 3. One student to serve as Secretary.
  - 4. One student to serve as Financial Coordinator.
  - 5. One student to serve as Technology Coordinator
  
- B. Ten students in good academic standing shall be elected by the Board to serve as Committee Chairpersons:
  - 1. One student to serve as Chairperson for the Special Events Committee.
  - 2. One student to serve as Chairperson for the Arts Committee.
  - 3. One student to serve as Chairperson for the Recreation Committee.
  - 4. One student to serve as Chairperson for the Gemmell Activities Committee.
  - 5. One student to serve as Chairperson for the CampusFest Committee.
  - 6. One student to serve as Chairperson for the Lecture Committee.
  - 7. Two students to serve as Co-Chairpersons for the Public Relations Committee.
  - 8. One student to serve as Chairperson for the Multicultural Committee.
  - 9. One student to serve as the Chairperson for the Collaboration/Community Service Committee.

- C. Up to three representative from the faculty, administration, or staff of Clarion University who shall be elected in the same manner as Executive Board Members as designated:  
ARTICLE VII Section I
- D. A University designated professional shall be Advisor to the Board.

Section II.

Executive Board Duties:

- A. The President of the Board shall have the following duties:
  - 1. Call the meetings of the Board.
  - 2. Preside at the meetings of the Board.
  - 3. Oversee all activities of the Board.
  - 4. Represent the Board at all occasions where his/her presence may be required or deemed necessary.
  - 5. To vote only in the case of a tie.
  - 6. Prepare and set the agenda of the Board.
  - 7. Meet regularly with the UAB Advisor.
  
- B. The Vice-President of the Board shall have the following duties:
  - 1. Assume the duties of the President in the absence of the President.
  - 2. Aide the President in overseeing the activities of the Board.
  - 3. Coordinate the operations of the standing committees.
  - 4. Serve on the Board in a voting capacity.
  - 5. Meet regularly with the UAB Advisor.
  
- C. The Secretary of the Board shall have the following duties:
  - 1. Keep a complete and accurate record of business transacted at the meetings of the Board.
  - 2. Maintain a file of committee minutes.
  - 3. Carry on such correspondence as shall be needed by the Board to conduct its business.
  - 4. Have a list, including addresses and phone numbers of the current members of the Board and the committee members.
  - 5. Serve on the Board in a voting capacity.
  - 6. Meet regularly with the UAB Advisor.
  
- D. The Financial Coordinator of the Board shall have the following duties:
  - 1. Keep a complete, up-to-date record of all financial records of the Board, working with the Board Advisor and Business Manager of CSA in all matters pertaining to the budget.
  - 2. Coordinate all expenditures and income.
  - 3. Report to the Board weekly with up-to-date financial standings of the committees' budgets.
  - 4. Serve on the Board in a voting capacity.
  - 5. Meet regularly with the UAB Advisor.

- E. The Technology Coordinator of the Board shall have the following duties:
1. Maintain and update the UAB webpage.
  2. Maintain correspondence with the Center for Computer Services regarding University Upgrades.
  3. Maintain all technology based promotions and social networking accounts.
  4. Maintain the computers(s) hardware, software and peripherals directly associated with UAB.
  5. Prepare a weekly report concerning computer related recommendations, changes and upgrades to be presented at the meeting of the Board.
  6. Serve on the Board in a voting capacity.
  7. Meet regularly with the UAB Advisor.

Section III. Committee Chairperson Duties:

- A. Creating a list, including names, addresses, phone numbers and email addresses of committee members each semester for submission to the Vice-President and the Board.
- B. Calling the meetings to order of the committee.
- C. Preside over the meetings of the committee.
- D. Preparing and setting the agenda of the committee.
- E. Coordinating all activities of the committee.
- F. Representing the committee at all occasions where his/her presence may be required or deemed necessary.
- G. Represent the committee on the Board in a voting capacity.
- H. Act as a liaison between the committee and the Board.
- I. Initiate payments for committee expenditures upon approved Board allocation
- J. Appoint a Vice-Chairperson for the committee.
- K. Meet regularly with the UAB Advisor.
- L. Hold at least one committee meeting monthly while school is in session.
- M. Take minutes and attendance at all committee meetings and send copy to the Vice-President within the week.

Section IV: Faculty Member Duties:

- A. Attend and present weekly reports at Board meetings.
- B. Inform the Board of any known, conflicting events which may arise.
- C. Maintain regular contact with the UAB Advisor.

Section V: Advisor to the Board Duties:

- A. Actively negotiate with other universities and agencies on recommendation of the individual committee and approval of the Board.
- B. Stimulate, encourage and provide leadership for diversity of programming interests.
- C. Affirm the academic eligibility of all UAB members as established in the UAB By-Laws.  
ARTICLE X
- D. Serve the Board in a non-voting capacity.
- E. Meet individually with Board Members on a regular basis.

**ARTICLE IV**  
**SUMMER BOARD**

**Section I:** Summer Board Function:

- A. The Function of the Summer Board shall be to carry out decisions made by the Board and/or refer information to the appropriate committees.

**Section II:** Summer Board Composition:

- A. The Summer Board shall be appointed by the Board before the end of the spring semester.
- B. Any Board member on campus during the summer shall be appointed to the Summer Board.
- C. During the summer session, a student shall be considered a member of the Summer Committee if he/she is eligible to enroll the following semester.
- D. If a Summer Board is not able to convene or be reached, the UAB Advisor shall act on behalf of the Summer Board.

**ARTICLE V**  
**PERMANENT COMMITTEES**

**Section I:** Committee Names:

- A. UAB shall be organized into the following permanent committees:
  - 1. Special Events
  - 2. Arts
  - 3. Recreation
  - 4. Lecture
  - 5. Gemmell Activities
  - 6. CampusFest
  - 7. Public Relations
  - 8. Multicultural
  - 9. Collaboration/Community Service

**Section II:** Committee Purposes:

- A. The Special Events Committee shall be responsible for programming events during special occasions at Clarion University including but not limited to Homecoming, Stuff-a-Plush, and Siblings Weekend.
- B. The Arts Committee shall be responsible for programming art related activities for students including but not limited to a monthly Craft Series and Open Art Night.
- C. The Recreation Committee shall be responsible for providing recreational activities, whether indoors or outdoors. These include but are not limited to Mid-October Madness, bus trips, and on-campus fitness activities.
- D. The Lecture Committee shall be responsible for programming entertaining and educational lectures on a variety of diverse and contemporary issues for the campus.

- E. The Gemmell Activities Committee shall be responsible for planning events in the Gemmell Student Complex. These events include but are not limited to Open Mic Nights, novelty/variety acts, comedians, and other acts that can take place in Gemmell.
- F. The CampusFest Committee shall be responsible for providing musical entertainment for students, and may also include comedy acts as well.
- G. The Public Relations Committee shall be responsible for publicizing UAB as a whole; publicizing vacancies in the Board, updating the UAB bulletin boards, changing the kiosk outside Gemmell, and designing/distributing flyers for events at least two weeks prior to the scheduled event.
- H. The Multicultural Committees shall be responsible for programming diverse activities for students in all areas of diversity and multiculturalism and diversity.
- I. The Community Service/Collaboration Committee shall be responsible for acting as a liaison between RSO's/Academic Departments and UAB to plan collaborative events, coordinate UAB participation in campus community service events, coordinate donations to benefit charitable foundations at UAB events, and planning one (1) UAB highway clean up through the Adopt a Highway program per semester.

Section III: Committee Composition:

- A. Each Committee shall be composed of:
  - 1. One or more student member(s) elected by the Board to serve as Chairperson(s).
  - 2. One student member appointed by the Chairperson to serves as Vice-Chairperson.

Section IV: Committee Duties:

- A. The Chairperson shall have the duties as designated in the constitution. ARTICLE V, Section II
- B. The Vice-Chairperson shall have the following duties:
  - 1. Assume the duties of the Chairperson in his/her absence.
  - 2. Represent the committee at the Board meetings and functions in absence of the Chairperson.
  - 3. Aid the Chairperson in the coordination of all activities of the committee.

Section V: Selection and Terms of Committee Members:

- A. The Chairperson shall be selected in the manner designated by: ARTICLE VII, Section II
- B. The Vice-Chairperson shall be selected in the manner designated by: ARTICLE V, Section III
- C.
  - 1. Students shall be eligible for committee membership according to the following:
    - a. During the academic year, a student member of a committee must be a currently registered student of the University.
    - b. During the summer session, a student shall be considered a member of the summer committee if he/she is eligible to enroll the following semester

**ARTICLE VI**  
**MEETINGS AND PROCEDURES**

**Section I:** Parliamentary Authority:

- A. Robert's Rules of Order shall be the parliamentary authority for the Board and its Committees.

**Section II:** Board Meetings and Procedures:

- A. The Board shall meet at least 13 times during the regular academic semester at a predetermined meeting time.
- B. Special meetings of the Board may be called by the majority vote of the Board or the President.
- C. All meetings shall be opened to the University community and invited guests.
- D. A Quorum of the Board shall be a 2/3 its voting members. No official business may be transacted without quorum.

**Section III:** Committee Meetings and Procedures:

- A. Committees shall meet at least once monthly during the regular academic year.
- B. Special committee meetings may be called by a majority of the committee members or the Committee Chairperson.

**ARTICLE VII**  
**ELECTING AND REMOVING BOARD MEMBERS**

**Section I:** Executive Board Elections:

- A. Executive Board members shall be elected by the Board in session through evaluation of an application during the month of November.
- B. Applications will be distributed the first week of November and collected the third week of November.
- C. Interviews will take place at the regularly scheduled meeting following the application due date.
- D. Students may run for any/all offices of interest. To be eligible, the student must be able to hold the office for the entire school year they are applying for.
- E. Any student wishing to apply for an Executive board position must be in good academic standing and have a minimum cumulative QPA of 2.0.
- F. Candidates must receive 2/3 of the votes cast from the Board in attendance at the meeting in order to be elected to their respective office.
- G. Any vacancies created shall be filled by the application process with applications being open to students for one week prior to voting.
- H. Term of office shall run for an Academic Year (from May to May) with an apprenticeship beginning in January before the term of office begins. At this time the outgoing board will train the incoming Board and assist them in the setting their budget and calendar for the following academic year. The new Board member will be responsible for completing one office hour per week in the spring semester before taking

office. Full responsibility of the office shall be assumed at the last meeting of the spring semester.

Section II: Committee Chairperson Elections

- A. Committee Chairpersons shall be elected by the Board in session through evaluation of an application during the month of November.
- B. Applications will be distributed the first week of November and collected the third week of November.
- C. Interviews will take place at the regularly scheduled meeting following the application due date.
- D. Any student wishing to apply for a chairperson position must be in good academic standing and have a minimum cumulative QPA of 2.0.
- E. Candidates must receive 2/3 votes from the Board in attendance at the meeting in order to be elected to their respective Committee Chair.
- F. The newly appointed Chairperson shall assume apprenticeship capacity at that time holding one office hour per week.
- G. Full responsibility of the office shall be assumed at the last meeting of the spring semester.

Section III: Board Member Event Excuses and Removal:

- A. Any Board member needing to miss a weekly Board meeting must submit an excuse to the Advisor by 12pm (noon) on the day of the meeting.
- B. Any Board member who misses a mandatory event must then make a motion under “New Business” at the following meeting to be deemed excused from the function. The Board will then vote, and a 2/3 vote will be needed to deem the absence excused. Excused absences include University Excused events, illness, death in the family, and class requirements.
- C. Any members of the Board will be removed from the Board after 5 unexcused absences. All Board meetings, events for one’s Committee, Committee Meetings, and other official UAB functions are considered mandatory, and missing them may result in an unexcused absence.
- D. Any member of the Board found not to be fulfilling his/her duties may be removed from office by a 2/3 vote of the Board. The member being considered for removal must be notified of the specific charge one week prior to the meeting so that he/she may defend himself/herself.
- E. Board Members shall also be removed if their cumulative QPA falls below a 2.0 or they are placed on Academic Probation.

**ARTICLE VIII**

*AMENDMENTS TO THE CONSTITUTION*

Section I: Amendments must be presented to the Board in writing at a regularly scheduled Board meeting to be voted on at the next scheduled meeting.

Section II: All amendments must be approved by a 2/3 vote of the Board.

Section III: All amendments shall take effect upon the approval of the Board, the Student Senate, and the President of Clarion University.

**ARTICLE IX**  
**RATIFICATION**

Section I: This Constitution shall become effective upon the approval of the Board, the Student Senate, and the President of Clarion University.