

Falcon Activities Board Constitution

Article I Name

The name of the student organization shall be Falcon Activities Board.

Article II Affiliation (optional article)

This organization is affiliated with Undergraduate Student Government.

Article III Purpose

It shall be the purpose of this organization to provide student inspired events and activities to students in accordance with the Notre Dame College Mission.

Article IV Membership

Membership in the organization is open to any currently enrolled Notre Dame College student. Members can comprise of various "committees" that support the officers i.e. Communication team. Students can serve in a leadership role after 1 semester of active membership.

Article V Authority and Responsibility

Section 1 – Authority: The organization operates under the authority of Notre Dame College Student Engagement and Undergraduate Student Government (USG).

Section 2 – Power: The officers of the organization have the power to administer and enforce the constitution and bylaws of the organization.

Section 3 – Responsibility: The organization will adhere to the policies and procedures of Notre Dame College, including, but not limited to the USG Constitution and Bylaws and the Student Code of Conduct. The organization will also adhere to the laws and regulations of Cuyahoga County and the State of Ohio.

Article VI Notice of Non-Discrimination and Equal Opportunity

It is the policy of Notre Dame College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.

Article VII Notice of Anti-Hazing

The organization shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave or dissociate without fear of retribution or harassment.

Article VIII Officers

Section 1 – Titles: The organization shall have a Vice President, Vice President of Communications, Vice President of Marketing, and Treasurer. These officers comprise the Executive Committee. Officer Selection be a group decision by Vice President, Advisor, and Coordinator of Student Engagement. Another Student Affairs Professional may be asked to serve if necessary.

Section 2 – Qualifications: All officers must be currently enrolled students, carrying a minimum of three credits and members of the organization for at least one semester. Students must be in "good" standing with the College. A required 2.5 GPA minimum and minimal conduct cases.

Section 3 – Term of Office: The term of office shall be from election until the end of the term set by Undergraduate Student Government. The term of office will run from December to December of each school year. A student may serve as an officer for no more than two terms.

Section 4 – Election: For future years to come we hope to move in the direction of having elections of officers annually.

Section 5 – Duties of Officers:

Section 5.1 – Vice President

1. The Vice President shall be the chief executive officer.
2. The Vice President shall appoint all committee chairpersons.
3. The Vice President, with approval of the Executive Committee, directs the budget.
4. The Vice President will oversee the social media accounts with help from the communication officer.
5. The Vice President will facilitate all general and executive meetings.

Section 5.2 – The Vice President of Marketing

1. The Vice President of Marketing will advertise for events on campus, including print and electronic media.
2. The Vice President of Marketing will collaborate with the Vice President of Communications on various projects when notifying the student body.
3. The Vice President of Marketing will bring all designs and flyers to Executive board meetings to be approved by the board.
4. The Vice President of Marketing will oversee a committee of general members.

Section 5.3 – The Vice President of Communications

1. The Vice President of Communications shall be responsible for keeping, distributing, and archiving the meeting minutes of all general and executive meetings.
2. The Vice President of Communications will keep and have available current copies of the constitution and bylaws.
3. The Vice President of Communications shall maintain a complete and accurate account of attendance and membership status.
4. The Vice President of Communications will oversee a committee of general members.

Section 5.4 – Treasurer

1. The Treasurer shall keep a current record of all financial transactions.
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the executive board and Advisor(s).
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

Section 6 – Resignation: An officer advisor may by submitting a letter to the Advisor and the Vice President.

Section 7 - Removal of Officers: Two warnings will be issued to an officer if said officer is not following rules and duties of group or Notre Dame College. Meeting between Officer and Vice President will be had if actions continue. (Advisor will act as a mediator if needed).

Article IX

Vacancies

A vacancy shall be declared when an officer leaves the institution, resigns, or is removed from office. Any vacancy which may occur in an office shall be filled by appointment by the Vice President of the organization pending ratification at the next group business meeting.

Article X

Advisor

Section 1 – Eligibility: The advisor to the organization shall be an employee at Notre Dame College.

Section 2 – Selection: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Dean of Students.

Section 3 – Term of Service: The advisor may be confirmed yearly by the general membership of the organization. Should the organization chose not to confirm the advisor, the organization must select another employee to serve as the advisor and have the advisor approved by the Dean of Students. The advisor may resign by submitting a letter to Dean of Students if prior to yearly confirmation or by asking to have his/her name withdrawn from confirmation.

Section 4 – Duties of Advisor:

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

Article XI

Voting

Section 1 – Eligibility: Each member in good standing with the organization may vote.

Section 2 - Quorum: Quorum in a general meeting of the organization shall constitute a minimum of three officers.

Section 3 – Proxy voting: Members are allowed to vote on the business of the organization by submitting a vote in writing to the Vice President. The proxy must state the name of the voter, the business for which the member is voting and if the member is voting in support of, against or abstaining.

Article XII

Committees

Section 1 – Establishment: The Executive Committee may establish both standing and special committees. Members shall be appointed by the Vice President subject to ratification by the organization during a regular business meetings.

Section 2 – Responsibilities: The purpose and duties of the committees shall be defined by the Executive Committee.

Article XIII

Finances

Section 1 – On-Campus Account: The organization shall be assigned a budget code for revenues and expenses by the college. The organization shall not maintain an off-campus account.

Section 2 – Fiscal Year: The fiscal year is during the academic school year, and the organization’s fiscal year is per semester. Funds are allocated by Undergraduate Student Government.

Section 3 - Revenues: The organization may generate revenues through fund-raising activities approved by the Coordinator of Student Engagement. Appropriate accounting procedures shall conform to college and state policy.

Section 4 - Expenditures: The organization may make expenditures with the approval of the organization Treasurer and Advisor. Expenditures shall conform to college and state policy.

Article XIV Meetings

Section 1 – Open Public Meetings: All general meetings of the organization and its committees shall be open and public, and all persons shall be permitted to attend any meetings except when in violation of conduct policies. Meetings will be held twice monthly.

Section 2 – Notice of Regular Meetings: At least 3 days notice shall be given for each regular business meeting.

Section 3 – Special Meetings: Special or emergency meetings may be called with at least twenty-four hours notice by the Executive Committee.

Section 4 – Executive Committee Meetings: The Executive Committee Members will meet weekly at a set date and time discussed amongst the group.

Section 5- Structure: The meetings shall include a quorum, order of business, and disposition of the minutes, new agenda items, upcoming events.

Article XVI Bylaws

The Bylaws shall be the lawful means by which the provisions of the Constitution shall be implemented.

Article XVII Interpretation

The interpretation of the Constitution shall be the responsibility of the organization’s Vice President, with advice from the Advisor. Initial appeals to interpretation will be made to the USG Executive Board. Appeals may be made to the USG Executive Board and subsequently, the Coordinator of Student Engagement.

Any interpretation of the Constitution shall be made with the view of its basic principles, which are to increase and foster student responsibility, interest, and participation in the activities and programs of the organization.

Article XVIII Amendments

Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization. Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each and every previously recognized corresponding article or section null and void.

Article XIX Adoption and Implementation

The Constitution shall be implemented upon its adoption by a majority vote of Undergraduate Student Government Executive Board