Northern Kentucky University
Activities Programming Board
Constitution

Article I - Name

The name of this organization shall be the Activities Programming Board (APB) of Northern Kentucky University. Any change or revision of this name shall require a 2/3 vote of the Board.

Article II - Mission Statement and Purpose

APB supports the mission of the Office of Student Life and Northern Kentucky University by providing diverse programs and activities that meet social, recreational, educational, and cultural needs and interests of the students. Furthermore, it is designed to be a leadership development and enhancement opportunity for all students involved in the programming process.

Article III - Membership

Membership into the Activities Programming Board shall be open to all students of Northern Kentucky University, through an application process. The organization does not tolerate hazing or discrimination of any kind.

Section A - Eligibility

1. The candidate must complete the application and interview process.
2. The candidate must be a full time student, with exceptions made by the Board of Directors.
3. The candidate must be in good standing with Northern Kentucky University, according to the NKU Student Honor Code.

Section B - Qualifications

1. The student must possess strong leadership qualities.
2. The student should be able to work independently as well as on a team.
3. The student should possess organizational skills.
4. The student should be able to display qualities of loyalty, honesty, helpfulness, and creativity.

Section C - Requirements for the Board of Directors

1. Must be able to attend mandatory weekly meetings.
2. Must actively assist with at least one other committee per semester.
3. Must work at least two office hours per week.
4. Must attend at least 50% of the events stated on the calendar. Multiple absences shall be discussed with the Board of Directors.
5. Must have weekly meetings with Advisor.
6. All Directors must present a weekly report at meetings.
7. In the event of an absence, or if a representative from your committee is not present, you must notify the Advisor with materials to be discussed at the weekly meeting.
Section D - Requirements for Liaison Representatives
1. Members must be able to attend mandatory weekly meetings.
2. Members must actively serve on at least two committees per semester.
3. Members must work at least one office hour per week.
4. Members must attend at least 50% of the events stated on the calendar. Multiple absences shall be discussed with the Board of Directors.

Section E - Requirements for General Members
1. Members must be able to attend mandatory weekly meetings.
2. Members must actively serve on at least two committees per semester.
3. Members must work at least one office hour per week.
4. Members must attend at least 50% of the events stated on the calendar. Multiple absences shall be discussed with the Board of Directors.

Article IV - Organization

The Activities Programming Board is made up of the Board of Directors, liaison representatives, and general members.

Section A - The Board of Directors shall consist of:
1. Executive Director
2. Public Relations
3. Special Events
4. Music for the Masses
5. Cultural Life Events
6. Week of Welcome
7. Homecoming
8. Rites of Spring
9. Wacky Wednesdays
10. Historian
11. Web Master

Section B - Liaison Representatives
APB liaison representatives will be selected by the Board of Directors through an application and interview process. This will provide voice and insight from students in diverse organizations all over campus. There is one liaison representative per group to be accepted into APB, with an unlimited number of groups.

Section C - General Members
The APB general members will be selected by the Board of Directors through an application and interview process. The number of committee members accepted into APB is left to the discretion of the Board.
Article V - Duties of the Board of Directors

1. Executive Director
   a. Preside over APB weekly meetings
   b. Plan weekly agendas with the help of the Advisor
   c. Develop goals and strategically organize a plan of action to achieve them
   d. Meet with Advisor on a weekly basis
   e. Handle internal and external conflicts of APB
   f. Maintain a working knowledge of the constitution
   g. Serve as ex-officio member of campus committees, unless otherwise noted
   h. Serve as APB liaison on campus by maintaining communication and encouraging collaboration among other student organizations, University departments, and administrators
   i. Acquaint the incoming Director-elect with the duties and responsibilities of the office
   j. Collect statistics on events including attendance and evaluations from the Historian
   k. Coordinate presentations to expose the APB to the student body through classes and organization meetings
   l. Help other Directors as much as possible

2. Public Relations
   a. Responsible for helping to organize PR efforts for all events
   b. Collaborate with other APB Directors
   c. Develop creative and innovative marketing ideas and campaigns to publicize APB
   d. Initiate discussions about theme and logo for APB and follow through
   e. Order promotional items for APB and planned events
   f. Inventory PR supplies
   g. Delegate pre-approved and stamped flyers, posters, and banners to APB members for distribution
   h. Contact radio, newspaper, and other forms of media for publicity
   i. Organize committee meetings
   j. Follow the University Posting Policy
   k. Help other Directors as much as possible

3. Special Events
   a. Organize Feast for Finals (fall and spring terms)
   b. Serve on Campus Life Team for Special Events
   c. Organize Pumpkin /Watermelon Bust (fall and spring terms)
   d. Develop other creative and unique programs on campus for students
   e. Organize a committee and committee meetings
   f. Work closely with the Director of Public Relations, Historian and Web Master
   g. Complete program evaluations at the conclusion of these events
   h. Help other Directors as much as possible
4. **Music for the Masses**
   a. Research, select, and book musicians for student entertainment
   b. Organize Battle of the Bands
   c. Develop other creative and unique programs on campus for students
   d. Collaborate with other campus organizations
   e. Organize a committee and committee meetings
   f. Work closely with the Director of Public Relations, Historian and Web Master
   g. Complete program evaluations at the conclusion of these events
   h. Randomly survey students to hear voices of the student body
   i. Help other Directors as much as possible

5. **Cultural Life Events**
   a. Develop programs diverse programs in the cultural area, reflecting the varied tastes of the students and campus community
   b. Assist in planning the Alumni Lecture Series
   c. Organize the Hunger Banquet
   d. Develop other creative and unique programs on campus for students
   e. Collaborate with other diverse organizations on campus
   f. Organize a committee and committee meetings
   g. Work closely with the Director of Public Relations, Historian and Web Master
   h. Complete program evaluations at the conclusion of these events
   i. Help other Directors as much as possible

6. **Week of Welcome**
   a. Serve on the Week of Welcome committee – a branch of the Campus Life Team
   b. Plan events for the first week of school for incoming students such as: Casino Night, Movie Night, Rock & Jock, Late Night at the Rec – but not limited to
   c. Organize a committee and committee meetings
   d. Work closely with the Director of Public Relations, Historian and Web Master
   e. Complete program evaluations at the conclusion of these events
   f. Help other Directors as much as possible

7. **Homecoming**
   a. Serve on the Homecoming committee – a branch of the Campus Life Team
   b. Plan events for the week of Homecoming that can develop into tradition
   c. Organize a committee and committee meetings
   d. Work closely with the Director of Public Relations, Historian and Web Master
   e. Complete program evaluations at the conclusion of these events
   f. Help other Directors as much as possible

8. **Rites of Spring**
   a. Organize the week of Rites of Spring
   b. Organize a committee and committee meetings
   c. Work closely with the Director of Public Relations, Historian and Web Master
   d. Complete program evaluations at the conclusion of these events
   e. Help other Directors as much as possible
9. **Wacky Wednesdays**
   a. Plan fun, innovative, and unique programming and novelty acts on campus on Wednesdays
   b. Organize a committee and committee meetings
   c. Work closely with the Director of Public Relations, Historian and Web Master
   d. Complete program evaluations at the conclusion of these events
   e. Help other Directors as much as possible

10. **Historian**
    a. Be available (or assign designee) to take pictures at all APB events and/or functions
    b. Create a scrapbook of APB activities
    c. Keep a journal of all APB events, to be approved at weekly meetings
    d. Form a committee to help with picture taking, scrap-booking, etc.
    e. Work closely with the Web Master
    f. Keep statistics on events including attendance and evaluations
    g. Help other Directors as much as possible

11. **Web Master**
    a. Develop and update the web page for APB
    b. Work closely with all other Directors to get updated information about events via the Event Form
    c. Develop e-mail “suggestions”, “guestbook”, and polling pages
    d. Work with PR to develop image promotion
    e. Help other Directors as much as possible

**Article VI - Elections and Appointments**

**Section A - Board of Directors**
The Board of Directors will be selected annually at the end of the Spring Semester after an application and interview process with the advisor and group of current APB members. A consensus of 2/3 of those present will determine membership. After serving on the Board of Directors, individuals may become Liaison Representatives or General Members as long as all requirements have been fulfilled through the past year.

**Section B - Liaison Representatives**
Liaison Representatives will be selected annually through an application and interview process with the advisor and new Board of Directors. A consensus of 2/3 of those present will determine membership. After one year of service, if the organization selects a new Liaison Representative, this individual may continue as a General Member as long as all requirements have been fulfilled through the past year.

**Section C - General Members**
General members will be selected through an application and interview process with the advisor and new Board of Directors. A consensus of 2/3 of those present will determine membership. General Membership in APB will remain throughout the academic career of the individual as long as all requirements continue to be fulfilled.
Article VII - Vacancies

Section A - Removal
A member failing to uphold their requirements and duties as stated in this constitution is subject to a warning meeting and potential dismissal of membership.

1. A warning meeting will consist of the Advisor, Executive Director, person of conflict, and member proposing the argument.
2. After a warning meeting, any director can call a meeting of the Board of Directors for removal of a general member, liaison member or director. The charged member may or may not be present, based on personal preference.
3. A 2/3 vote will be necessary in order for removal.

Section B - Resignation
Members no longer able to fulfill requirements and duties as stated in this constitution should submit a 2 week resignation notice in duplicate to Advisor’s office and APB office. Additionally, they must provide all documents pertaining to the position and brief his/her replacement of current projects in his/her care.

Section C - Filling Vacancies
In the event that a Director is removed or resigns, vacancies will be filled by application and interview process by the Board of Directors and Advisor.

Article VIII – Committees

Committees can be established, combined, or eliminated at the discretion of the board. Special committees may be established on a temporary basis when deemed necessary.

Article IX - Weekly Meetings

Section A - Meetings shall be held weekly with the Board of Directors, liaison representatives and general members and are open to all outside students, faculty, and administration of the University, (hereafter known as guests), unless otherwise specified by the board. Guests are there strictly to observe. The day and times of these meetings shall change according to the schedule of the board.

Section B - At weekly meetings, members will discuss and vote on the programs. All programs must be approved by a 2/3 vote of members present.

Section C - The Board of Directors will discuss and vote on the overall functioning of APB, following Robert’s Rules of Order.

Section D – 3 absences in one semester will result in a meeting with the Advisor and potential dismissal of membership.
Article X - Committee Meetings

Meetings may be organized by Directors as necessary to program for specific events pertinent to that committee and are open to guests, at the Director’s discretion. Guests may partake in the discussion, but not vote.

Article XI – Quorum

Quorum shall be set at 2/3 of the APB membership.

Article XII – Voting

Section A - All members of APB have the right to exercise a vote.

Section B – Quorum shall exist for voting to occur.

Section C – Voting should be done according to Robert’s Rules of Order:
   1. Motion
   2. Second
   3. Discussion
   4. Voting

Section D - 2/3 vote of members present is necessary for a motion to pass.

Section E – Half plus one of Directors must be present in order to vote in weekly meetings.

Article XIII – Accountability

Section A - It is the responsibility of all members to hold fellow members accountable for their positions and to uphold obligations of membership.

Section B - Any concerns should be directed to the Advisor and Executive Director.

Article XIV - Ratification of Constitution

Section A – The Board will review this constitution annually, at the conclusion of spring semester.

Section B - Amendment(s) to this constitution shall be approved by a 2/3 vote of the Board.

Updated: 10/15/03