

# CCAD STUDENT ORGANIZATION HANDBOOK

**2023 - 2024**

Student Engagement & Inclusion | **COLUMBUS COLLEGE OF ART AND DESIGN**

## PURPOSE

Congratulations! If you're reading this, you officially represent a student organization or collective here at Columbus College of Art & Design (CCAD). It is a unique and rewarding privilege to have your organization represent the college in a creative way. You will use this handbook as a guide to running your student organization. Included is information about event planning, useful contacts of staff across the college, and pertinent forms and policies that your student organization must abide by and utilize to the fullest. You will also find information pertaining to organization advisors, organization recognition, funding rules, and other important information.

Organization leaders should always review the handbook first before they reach out to an advisor or staff member at CCAD. Once a student organization feels as though they have completed an adequate search of the handbook, then they should reach out to their advisor or to [studentengagement@ccad.edu](mailto:studentengagement@ccad.edu). Please refer to the [Student Handbook and the Code of Student Conduct](#) if you would like more general information about student activities and organizations.

## MISSION STATEMENT

All student organizations, collectives, or other groups must maintain a respectable reputation across the college and the local Columbus community. Therefore, as part of the mission of each organization, CCAD's mission statement should be kept in mind:

*CCAD fosters a diverse community that educates students so they can unleash their creative power to shape culture and commerce.*

Student organizations are an extension of students' education and of college operations. They provide opportunities to think, grow, and thrive, pushing student potential beyond the classroom setting and allowing moments to apply their learned skills to practical situations, such as event planning and organization management.

## STUDENT AFFAIRS OFFICE DIRECTORY

Office Name	E-mail Contact
Assoc. Vice President for Student Affairs & Dean of Students	<a href="mailto:studentaffairs@ccad.edu">studentaffairs@ccad.edu</a>
Student Engagement	<a href="mailto:studentengagement@ccad.edu">studentengagement@ccad.edu</a>
Inclusion	<a href="mailto:inclusion@ccad.edu">inclusion@ccad.edu</a>
Counseling & Wellness Center	<a href="mailto:counseling@ccad.edu">counseling@ccad.edu</a>
Academic Advising	<a href="mailto:advising@ccad.edu">advising@ccad.edu</a>
Disability & Access Services	<a href="mailto:disability@ccad.edu">disability@ccad.edu</a>
Residence Life & Housing	<a href="mailto:housing@ccad.edu">housing@ccad.edu</a>

## I. ORGANIZATION ESTABLISHMENT & GENERAL POLICIES

### A. New Student Organization Request:

New student organization requests are submitted and reviewed once a semester in fall and spring. Deadline dates will be posted on the Student Engagement website. In order to request a new student organization, students must complete the following steps in order:

1. Establish an executive team, consisting of at least four unique students serving as President, Vice President, Secretary, and Treasurer.
2. Identify and seek support of a CCAD faculty or staff member to serve as the organization's advisor.
3. Once the first two items are in place, the student must complete the [New Student Organization Request Form](#). To successfully complete the form, the submitter should be prepared with a summary of the organization's mission/purpose, including goals of the organization, as well as the full names of the executive team, the role in which each person will serve, and the full name and contact email for the confirmed advisor.
4. Once this is submitted, the Assistant Dean of Residence Life & Student Engagement, or designee, will review the request and update the group on a decision. If approved, the organization will receive details about initial steps of launching the organization.
5. It's important to note that organizations may not begin to operate as an official student organization of the college until full approval is obtained. At that time, the group can begin to operate, including membership recruitment and event coordination.
6. Budgets may not be awarded until after one academic year of demonstrated functionality and membership.

### B. Membership Policy

The strongest student organizations are those that encourage and embrace the most diversity possible, whether it be visible or invisible diversity. Therefore, student organizations are not allowed, under any circumstance, to discriminate against any student for admittance into their student organization. All students are allowed to join any student organization regardless of any race, color, religion, national and ethnic origin, disability, sexual orientation, gender identity and expression, veteran status, age, or any other identity factor.

### C. CCAD Code of Student Conduct and Student Handbook

CCAD expects students to conduct themselves in a manner consistent with the high ideals and standards that the college has set for its community and its students. Students who violate college policies, cause harm to others, commit criminal acts, or engage in disruptive behavior on or off-campus may be subject to disciplinary sanctions by the institution.

The Code of Student Conduct is available on [MyCCAD](#). If a student organization member feels uncomfortable, or that their safety is at risk, they may contact the Assistant Dean of Residence Life & Student Engagement to voice their concern. The institution reserves the right to ban a student(s) from an organization should they violate the Code of Student Conduct. Similarly, CCAD may cease operations of an entire organization, should the group be in violation of CCAD policies.

## II. **ADVISORS**

An organization's advisor serves to provide a lending hand in operating the student organization. The students, and the advisor(s), are responsible for creating a rapport that best suits the needs of the students and the student organization. They are meant to be a liaison for students between faculty, staff, and other administrators across the college, as well as a resource for guidance to the organization.

## III. **STUDENT GOVERNMENT ASSOCIATION**

All student organizations are overseen by the institution's Student Government Association (SGA). The SGA is responsible for maintaining a relationship with students, student organizations, and other entities on campus that involve students. All student organizations are expected to file a budget to the SGA on an annual basis, who then determines final allocation of budget monies made available by Student Engagement.

## IV. **CONSTITUTION**

All student organizations are required to maintain a mission and/or purpose statement. Furthermore, for the purposes of maintaining order, student organizations are highly encouraged to create a constitution or bylaws that provide a foundation on which the organization operates. This can address items like establishing roles, responsibilities, and voting procedures. Please see Appendix One for a sample constitution that may be used as a guide or template to create an individualized student organization constitution.

## V. **ROLES & RESPONSIBILITIES OF EXECUTIVE MEMBERS<sup>1</sup>**

Each student organization is required to maintain an executive team consisting of at least a President, Vice President, Secretary, and Treasurer. Other roles may be necessary, based on the specific needs of individual organizations. Executive members are expected to work as a team. Not one position is more important than another executive position. Here are the executive roles and each role's respective responsibilities:

### A. **President:**

1. Conduct all official business meetings
2. Distribute and process the communications between members
3. Assist in expediting the general business of the organization
4. Appoint members to committees
5. Delegate activities, tasks, and other responsibilities to the executive board

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<sup>1</sup> Adapted from *The Outlook Executive Manual* and Brian Allen, 2015.

6. Responsible for keeping faculty, staff, and administrators aware of the proceedings of the student organization
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism
9. Set an example of courtesy
10. Responsible for ensuring the organization's adherence to the Student Organization Handbook

**B. Vice President:**

1. Preside over meetings in the absence of the President
2. Assist the President in delegating tasks
3. In charge of amending the constitution and bylaws, as needed
4. Provide assistance in completing all guest form and procedures for the organization and seeing that they are processed properly through CCAD in a timely manner
5. Be in constant communication with the President
6. Take into account all voices, whether in the general body or executive board
7. Encourage and allow for constructive criticism
8. Aid in creative ideas for meetings, advertising, etc.

**C. Secretary**

1. Official Record Keeper of the organization
2. Official Record Keeper of organization's committees
3. In the case of the absence of both the President and Vice President, the Secretary will preside over the executive or general body meeting
4. Record executive meeting minutes and send out pertinent information via email to the executive members at the conclusion of the weekly executive meeting; keep records of what was done, or assigned – not what was said
5. Send weekly to general body at least 24 hours in advance of the weekly meeting
6. Oversee the organization email and respond to correspondences
7. Take into account all voices, whether in the general body or executive board
8. Encourage and allow for constructive criticism
9. Aid in creative ideas for meetings

**D. Treasurer**

1. The organization's banker
2. Provide a Bi-Annual Report for the organizations funds at the first official executive meeting of each semester during the academic year
3. Provide a regular treasurer's report with weekly, monthly, and yearly spending and earnings
4. Oversee the budgeting process during the academic year, and ensure that the budget is complete and filled out correctly

5. Provide assistance in completing all guest forms and procedures for the organization, and seeing that they are processed properly through CCAD in a timely manner
6. Process reimbursement requests for members
7. In charge of gathering supplies for meetings
  - a. Food, drinks, crafts, etc.
8. Take into account all voices, whether in the general body or executive board
9. Encourage and allow for constructive criticism

## **VI. MANAGING A STUDENT ORGANIZATION**

### **A. General Body Meetings and Agendas**

Student organizations are encouraged to have regular general body meetings where attendance is taken. The President of the organization is responsible for conceptualizing the general body meeting agenda with the input of the executive board and other members. The Secretary of the organization is responsible for outlining the meeting agenda, and sending it out to the members of the organization. General body meetings should remain consistent throughout the semester and academic year. The frequency in which student organizations meet is at the discretion and need of the organization, however, it should remain consistent.

### **B. Retention and Recruitment**

Retaining students in your student organization is one of the most difficult parts of managing a student organization. That is why it is important to be mindful and plan ahead. The best student organizations have a plan for the semester on where they want to take their student organization. General body meeting outlines should be in place fairly early in the semester to ensure there is something to look forward to at the next meeting. If you give students a reason to come back and spend time with your organization they will, but if you don't really know what you will be doing for your next meeting then students will begin to feel it is a waste of their time.

Another great trick for recruitment and retention is giving students something to do. For example, a student organization has a major event coming up at the end of the semester, but is in the planning phase of the event. Here is where you can get the general body involved, and keep them coming. The trick is to organize sub-committees that oversee different aspects of the event. Sub-committees could be for anything from PR and advertising to A/V and technical work. To make the most out of a student sub-committee, make sure the sub-committee is headed by an executive member of the student organization, as they will have the most knowledge about the event. For students to come back week after week, they have to feel that they have purpose and are working towards a greater good.

### **C. Student Organization Best Practices**

1. Invite people to the conversation

It is far too easy to create an “us vs. them” dynamic between student organizations between the executive members and the general body of the organization. It is in the best interest of the student organization to take into account the wants and needs of the general body, as they are the audience that you are serving. It should never be an “us vs. them” dynamic in a student organization, but a collaborative effort to achieve a common goal.

2. Be Prepared and Organized

Students are keen on recognizing when things are not prepared or organized. It is best to have a plan, and be ready with that plan for general body meetings or events so that in the case of the plan not being implemented the way that the executive board envisioned it, at least they will have some sort of structure to be flexible with, instead of no structure at all. All general body meetings should have a meeting agenda that outlines the business for that particular meeting. Examples of a general body meeting agenda and an executive meeting agenda can be found in Appendix Two.

3. Take Attendance

Seeing who is showing up to your meetings, and who is not, is important for your organization’s livelihood. When you take attendance, ask students for their first and last name and their email on a sign-up sheet. This will allow ease of communication for sending reminders of when your events will take place and where they will take place. If you are getting the same five or ten people a week, ask your general body to think outside the box to try and reach more students.

4. Provide incentives

The easiest way to get students to keep coming to your meetings is to give them a reason to. Perhaps one week you challenge students who attended the meeting to come to the next meeting with a friend, and if 90% or everyone comes with a friend, there will be a pizza party or something similar. An example like this not only keeps students coming back but also brings more students to the student organization.

5. Be Creative!

Not every general body meeting should be boring and business based. Some of the best meetings are those in which students just come together and share a common interest or value and just hang out.

6. Collaborate

Another best practice in managing student organizations is one that collaborates with other student organizations, departments, or faculty members across the college. Not only will attendance be higher at collaborative meetings, student organizations also have the opportunity to find common interests with people they might not see on a regular basis. Plus collaborating means more resources and more

funding. Be mindful of this during the budgeting season. A collaborative event is much more successful than an event with just one student organization.

#### **D. Succession Plans**

One of the keys to a successful student organization is longevity. Student leaders should be educating newer members of the student organization about managing the student organization. Student organizations are encouraged to create a First-Year Student Representative Committee. The purpose of this committee is to allow newer students to learn about being an executive member of an organization and what it takes to manage a student organization. The committee should be tasked with special projects that help move the organization forward, and also help alleviate some tasks from the official executive board. Student organizations are encouraged to have newer students go through an application process to determine who should be on the board. Student organizations are also encouraged to allow positionality to be held on the first-year committee. The committee could also have some of its own plans and initiatives it would like the student organization to take on.

Ultimately, the goal of a succession plan, whatever form it may take, is to ensure that the hard work that a student leader has dedicated does not go to waste due to lack of knowledge of leadership when and if a student leader decides to vacate their position.

#### **E. Funding**

##### **1. Creating and Managing a Budget**

Student organizations that request funding are responsible for creating and managing an annual budget. The budget must outline all of the expenditures the student organizations expect to have throughout the academic year in order for the student organization to function properly. It is imperative that the student organization be extra cautious in requesting funds from CCAD. Student organizations are reminded to be creative and think of ways that are financially savvy options for expenditures rather than simply purchasing new items every year. Furthermore, student organizations should not think in a mindset of how much funding they can amass to use, but think more broadly by instead asking – how will the funds we request impact the student body for the upcoming year?

Student organizations that require a budget must also have a treasurer, as the role of the treasurer is to manage the budget requested on behalf of the student organization from CCAD. The treasurer should remain in consistent contact with the Assistant Dean of Residence Life & Student Engagement, or designee, in regards to the funds of the student organization.

To create a budget, consider the following items:

- What activities/events do we (the student organization) want to host for the year?



- How much funding will we need?
- Is the event/activity we are proposing a viable option?
- Have we thought about collaborating with another student organization to connect with more of the campus?
- What is most important for the organization to function?

It is important to consider these questions and more when determining what funds should be requested in the budget. Student organizations must use the annual [Student Organization Funding Proposal Form](#) to submit their funding proposals each year.

## 2. Budget Guidelines and Funding Rules

- a. Student Engagement and the SGA will only fund student organizations that have completed the New Student Organization Request Process, been formally approved by the Student Engagement Office, and can demonstrate a functional membership and activity schedule has been maintained for one academic year.
- b. Student organizations must remain in contact with Student Engagement about major changes to the organization, updates to events, or any officer position changes as it relates to the budget.
- c. Only budget requests in the proper format will be reviewed.
- d. Student organizations must seek input from their advisor(s) prior to submitting their budget request.
- e. Definitive plans are required. Student organizations should show thoughtful and intelligent research about items requested in the budgets. This includes including more than one price quote for an item, should that apply.
- f. Funding will not be approved for personal gifts, charitable donations, or requests/purchases that don't directly address the central purpose and mission of the student organization.
- g. All organization transactions and expenditures must be maintained in an Excel Spreadsheet. Copies of all receipts must be kept.
- h. Students should use their budgets sparingly on food.
- i. Student organizations are allowed to request up to \$1000 dollars for the academic year for their budget. However, not all, if any, student organizations will receive a full \$1,000. Level of campus engagement, membership size, and adherence to student organization policies all factor into budget decisions.
- j. Ultimately, funding will be prioritized to organizations that more adequately demonstrate actual need that aligns with the overall mission of the student organization and of the college. Funding is at the sole discretion of the SGA and the Student Engagement Office.

## 3. Additional Funds Request

Should a student organization find itself in need of extra resources for an event, or find that the student organization has been burdened by unforeseen expenditures, they reserve the right to present their case to the SGA by completing the

[Student Organization Funding Proposal Form \(To Request Additional Funds Form SGA\)](#) . In order to be considered to receive additional funding the student organization must show a dire need to the SGA and must schedule a hearing with the SGA during one of the senate’s regular business meetings, typically Mondays at 11am. To schedule a meeting with the SGA, please contact the SGA President with at least one week’s advance notice. Should the SGA’s meeting agenda allow for time to present a case, the student organization will be invited to present their case for requesting additional funds for an event or the student organization. After the case is presented, the SGA will make the decision as to whether or not to provide additional resources for the student organization. The additional funds requested may not exceed a total of \$1,000 dollars combined with the student organizations existing budget. For example, Should a student organization request \$800 additional dollars, but have already budgeted \$400 dollars for the academic year, they would not be eligible for \$600 of the additional request so as not to exceed \$1,000 total.

#### 4. Student Reimbursement

Any student wishing to seek reimbursement for their personal funds that they spent in order to carry out an event or activity directly related to their student organization may submit a [Student Organization Reimbursement Form](#). Students seeking reimbursement must submit the form and receipt within 5 business days from the purchase date. Students are encouraged to purchase all the items needed at one time. A form must be completed for each individual vendor and corresponding receipts. For example, if food was purchased from a pizza restaurant and event supplies were purchased from a local department store, two forms will be submitted with their corresponding receipts –one for the restaurant and one for the department store.

#### 5. Guest Policies and Procedures

a. If a student organization would like to host a guest as part of their programming, whether in-person or virtually, the guest must be pre-approved prior to any agreement between the organization and the guest. Approval rests with the Student Engagement Office. Requests must be submitted using the [Student Organization Guest Request Form](#). The form will collect information about the guest visit, including purpose, bio information, event details, and cost. If approved, the student organization must consider the following:

##### i. W-9 Form

For any approved student organization guest that requires payment, a W9 form must be collected from the guest. The student organization must submit this in advance of the event to [studentaffairs@ccad.edu](mailto:studentaffairs@ccad.edu), who will then file with the CCAD Business Office. A blank W 9 form [can be found here](#) called Form W-9 on the list of options.

##### ii. Guest Artist Accommodations

CCAD is not responsible for housing or lodging student organization guests, nor is CCAD responsible for providing any accommodations or specialized adjustments to approved guests. Student organizations may request lodging in their annual budgets, however, students are reminded to review the guest's contract before requesting funding for lodging because the guest artist might be requesting a lodging fee as part of their honorarium. CCAD is not responsible for providing any technical or audio/visual technology that they can't provide readily within the institution, but requests can still be made and pending availability, might be accommodated. CCAD is not responsible for accommodating guests' needs that exceed the resources of the college. Student organizations are reminded to treat their guests with the utmost respect and are expected to remain ambassadors of the college at all times.

#### 6. Student Conferences

Student organizations may request in their annual budget resources to attend a conference(s) throughout the academic year, however, the total amount cannot exceed the maximum annual budget allotment.

#### **F. Transportation:**

Throughout the academic year, student organizations may need to travel off-campus for an event. If a student organization is in need of transportation resources, they should first speak to their advisor for options, such as COTA. CCAD is not responsible for providing other means of transportation to student organizations. Organizations are highly encouraged to plan transportation needs well in advance and consider this in their budgets.

#### **G. Events and Programming:**

Events and programs are one of the most useful tools to which a student organization has access. Any event or program is a unique opportunity to bring students together for a purpose that they would not otherwise come together for on a regular basis. Consequently, the importance of creating a successful event or program is crucial for the success of the student organization.

##### 1. Planning 101

Executing a phenomenal event does not come without a series of integral planning steps. Thoughtful and well-developed plans usually equate to an overall successful and fun event for both the student organization and the audience to whom they are catering the event. With that in mind, here are some strategies for planning a successful event:

- Identify the type of program you want
  - Think about the audience of students you are trying to reach. What would they like to see? What would they not like to see at their event? How big do you want the program to be? Where would be the best place to have it?

- Organize and refine your program idea into manageable and workable tasks
- Review the budget for the event, and create a plan to make sure that you are staying on budget.
- Create a planning timeline
  - This should detail when certain tasks will be executed leading up to the event, and who should be working on completing them
- Reserve spaces, catering, and/or equipment on campus or elsewhere in advance
  - It is best to reserve spaces sooner rather than later, especially if you have a date that is negotiated by another party that does not have the ability to change. Student organizations will want to ensure spaces, or venues, are available and able to cater to their exact programming dates and times. To request campus space, catering, and/or equipment (bean bag boards, button machine, etc.), use the [Student Organization Event and Space Request Form](#).
- Work with a guest or other collaborators through the entire process.
  - Successful event planning has a lot to do with communication. All parties involved in the event should be in the loop at all times. No exceptions. Communication is key to make sure that there is not a breakdown in planning or executing the event.

Students working to create a successful event are highly encouraged to take the above steps seriously, and think through all of the aspects of an event. The best event planners are those that think about an event or program holistically, but also pay attention to the details involved to create a successful event. Student organizations are encouraged to create inclusive programming, that is, programs for all, regardless of disability, gender, sexual orientation, age, race, or another other distinguishing identity factor.

#### **H. Event Needs Requests**

Should a student organization need to reserve a space on campus for an event, order catering from food service, and/or request Student Engagement equipment, the following procedures are in place:

1. Complete the Event Request Form at least 2 weeks prior to the intended event date. Failure to do so may result in availability issues with the items requested.
2. Student Engagement will work to reserve the items you need and follow up via email with confirmations.

#### **I. Events with Alcohol**

Student Organizations are not permitted to obtain, distribute, consume, or possess alcohol at any event, whether on-campus or off.

#### **J. Performance Accommodations**

Guests and/or events that require modifications or accommodations of space must be approved by the Assistant Dean of Residence Life & Student Engagement, in consultation

with the Assistant Dean of Student Success & Transition Programs/Access Coordinator, before being implemented at an event space on-campus. Furthermore, student organizations should take into account the needs of guests or requirements for an event that requires any sort of technical lighting or audio visual components, like a microphone or sound system. Student organizations can contact [studentengagement@ccad.edu](mailto:studentengagement@ccad.edu) to begin a request process for these components. Do not wait until the last minute to request these items and they are not guaranteed.

#### **K. Safety & Security**

Safety & Security is committed to ensuring the safety of all students, at all times. As a courtesy to Safety & Security, known events or programs, outside routine organization meetings, must be requested in advance through CCAD's Events Process. Safety & Security reserves the right to end an event should it feel necessary to do so. To contact Safety & Security please call 614.222.6165.

#### **L. Advertising**

Student organizations are encouraged to get creative with advertising their event or program to the CCAD community and beyond. However, please note, per the Student Handbook:

CCAD reserves the sole right to use its name, logo, and other brand assets (e.g., Art sculpture) in all media, including online. Unauthorized use of the name and/or logo may result in disciplinary and/or legal action. Contact the Marketing & Communications Office at 614.222.3291 with any questions. All social media accounts that use the CCAD name, logos, or other brand assets must be approved and created in conjunction with Marketing & Communications. If you want to create a CCAD brand affiliated social media account, contact [webupdates@ccad.edu](mailto:webupdates@ccad.edu).

Advertising is crucial for letting students, faculty, and local communities aware of events that are happening on campus. Don't miss out on the opportunity to advertise your event well and be sure to plan ahead and thoroughly advertise the event.

Student organizations looking to hang up posters in the residence halls need to receive approval from the Assistant Dean of Residence Life & Student Engagement.

In order to receive approval the steps below must be followed:

- Student organizations will need to fill out the [Poster Approval Process Form](#).
- Once the form is submitted it will be reviewed and approved by Residence Life & Housing.
- Once approved students can hang the posters.
- When taping posters in the residence halls you must use the appropriate type of tape (blue tape).

***\*Posters that have not received the electronic email approval will be taken down immediately\****

**Poster requirements**

- Name of student organization/Logo
- Name of the event
- Location of the event
- Time and Date of the event
- Email address or contact information
- Mention of any partners of the event
- Any other details about the event

**VII. EVENTS CALENDAR**

Important Calendar Dates: Check [my.ccad.edu](http://my.ccad.edu) for all current events at CCAD

**Appendix One<sup>2</sup>:**

**Columbus College of Art and Design Student Organization Model Constitution  
Revised 6/2022**

This model outlines a sample constitution for student organizations. Model wording is provided for all sections and can/should be customized to meet the needs of each organization. The constitution should be a document that provides a foundation on which a student organization operates. Student Government is responsible for approving newly established constitutions, as well as reviewing substantive changes to continuing student organization constitutions. These establishment or change requests can be initiated by emailing [studentengagement@ccad.edu](mailto:studentengagement@ccad.edu)

**\*\*TEMPLATE\*\***

**[Name of organization] Constitution**

**Article I-Name**

The name of this organization shall be **[name]**.

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<sup>2</sup> Information provided by, and adapted from “The Denison University Campus Organization Model Constitution, Revised 2010,” Denison Campus Governance Association.

## Article II-Purpose and/or Mission Statement

The purpose of this organization shall be: **[state or list the purpose and goals of your organization]**

## Article III-Affiliation

Section 1. This organization shall be affiliated with **[insert name of national or regional organization]** and shall abide by its constitution and bylaws in all cases where there is no conflict between their constitution and bylaws and this constitution and/or the rules, regulations or policies of Columbus College of Art and Design.

Section 2. This organization shall abide by the constitution and bylaws of the CCAD Student Government Association and the regulations and policies of CCAD.

Section 3. If it is suspected that this organization has violated its own constitution or the constitution and bylaws of the SGA, it will be subject to an audit and investigation by the SGA

## Article IV-Membership

Section 1. Membership in this organization shall be open to any full-time or part-time CCAD degree seeking student.

Section 2. No person shall be denied membership on the basis of any race, color, religion, national and ethnic origin, disability, sexual orientation, gender identity and expression, veteran status, age, or any other identity based characteristic.

Section 3. (Methods of membership revocation. Be clear when defining what constitutes grounds for removal.)

## Article V-Executive Members

Section 1. Officers of the organization shall be as follows:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Any other officer role the organization chooses

Section 2. Officers of this organization shall be elected **[Designate approximate date]** by a majority vote, a quorum being present. Officers shall take office **[Specify length of time]** after being elected and hold office for a period of **[Specify term length]**

Section 3. Should it be found that an office is vacant, whether by removal or resignation, then **[describe process for replacing vacancies]**.

Section 4. **[Clearly define grounds for impeachment, votes required, ect.]**

Section 5. Should an office become vacant, then **[describe process for replacing vacancies]**

Section 6. Duties of officers **[list roles of executive members as defined in this handbook above]**

#### Article VI –Meetings

Section 1. A regularly scheduled general meeting shall be held at least **[specify an amount which is at least twice a semester]**. The officers may call additional meetings when the need arises.

Section 2. A quorum, 50% of regular members, shall be present in order for any official business to be conducted. Official business shall include election of officers and any other major decisions affecting the organization as a whole.

#### Article VII –Advisor

Section 1. This organization shall have one advisor who shall be a CCAD faculty or staff member. If the position becomes vacant, then **[Describe method for choosing a new advisor]**

#### Article VIII – Finances

Section 1. If the organization dissolves, any accumulated funds will be returned to the Student Engagement Office.

#### Article IX –Amendments

Section 1. All amendments to this constitution require notice of **[specify a period of time, at least 1 week]** prior to being discussed and voted upon.

Section 2. Amendments become effective only after a 2/3 vote by the organization, and a quorum being present.



**Appendix Two<sup>3</sup>:**

**\*\*TEMPLATE\*\***

**Official General Body Agenda**

Date: Weekday, Month DD, Year

Time: 00:00 am/pm

**Attendance:**

**Recap of Last General Body Meeting:**

**New Orders of Business:**

1. Topic One
  - a. Duration
  - b. Supplies needed
  - c. Instructions
2. Topic Two...

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**Official Executive Board Meeting Agenda/Minutes**

Date: Weekday, Month DD, Year

Time: 00:00 am/pm

**Attendance:**

Approval of Previous Minutes

A motion was made \_\_\_\_\_ (Executive Title, and Last name), and was seconded by \_\_\_\_\_ (Executive Title, and Last name).

**New Orders of Business:**

1. Main Topic Ex. Big Boo
  - a. This level is for general notes/tasks that still need to be done Ex. Get Contracts
    - i. This level is for who is assigned to it Ex: Amanda
2. Main Topic

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<sup>3</sup> Adapted from Brian Allen, "Minutes Template," Outlook.