



C P A B

<u>History And Mission</u>	<u>Members Of The Board</u>
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The cultural Programming Advisory Board, CPAB, once Known as the Minority Student Programming Advisory Board was founded in 1980. The Primary focus of the Board is to provide quality, culturally enriched programs for African American students. The CPAB acts as an advisement resource for prospective programs and activities that will positively impact the African American campus community. In the hopes to work collectively with other on - campus organizations, the CPAB. also provides moneys, ideas and leadership to other student organizations in the area of programming.

Cultural Programming Advisory Board Constitution

Article I - Name

The name of the organization shall be the Cultural Programming Advisory, hereafter known as the CPAB.

ARTICLE II - PURPOSE

The purpose of the CPAB. will be two - fold. First it will serve as the advisory board to the professional administrator of the Center for Black Culture whose primary goal is to provide cultural activities with an Afrocentric emphasis. The CPAB. will advise on what types of cultural activities would best appeal the black students at the University Of Delaware. The CPAB will also be consulted by the professional administrator on matters as they may benefit / affect the stability of the Center for Black Culture. Finally, the CPAB is to be instrumental in providing moneys, ideas, and leadership to other student organizations for campus - wide programming as they may be requested by such.

ARTICLE III - FULL MEMBERSHIP

Membership shall be open to any full - time undergraduate student who has at least 12 credit hours and a minimum of a 2.0 cumulative average. All CPAB. members will undergo a leadership orientation training at the beginning of each academic year.

ARTICLE IV - EXECUTIVE BOARD SECTION 1 - EXECUTIVE OFFICERS

The Executive officers shall be the President, Vice President, Treasure, Corresponding Secretary, Recording Secretary, Parliamentarian, and the BLC Representative. The Executive officers of the CPAB. should personify and represent the ideas of the CPAB. to the best of their ability. The term of

the office should be for one year, beginning in the fall semester of each academic year. All officers of CPAB. must have at least a 2.3 cumulative average. The Executive Board shall submit an annual report of programs and activities of the CPAB. no later than June 1 of each year.

Section 2 - Duties of Executive Officers

The president shall:

- 1. Preside over the general meetings and the Executive Board meetings.***
- 2. Call a special meeting of the Executive Board and or the CPAB. when it deems necessary.***
- 3. Delegate duties and responsibilities to the CPAB. when deemed necessary.***
- 4. Give general guidance and supervision to the Executive in the discharge of their duties and responsibilities.***
- 5. Carryout the aims and objectives of the CPAB.***
- 6. Acts as the group representative and spokesperson for the CPAB.***
- 7. Acts the liaison between the CPAB. and the advisory when deemed necessary.***

The Vice President shall:

- 1. Preside over the general meetings and Executive Board meetings, in the absence of the President.***
- 2. Carryout the aims and objectives of the CPAB.***
- 3. Act as a group representatives and spokesperson for the CPAB. in the absence of the president.***
- 4. Assume all responsibilities in the absence of the President.***
- 5. Carryout the Duties of the parliamentarian in their absence.***

The Treasurer shall:

- 1. Keep accurate records of all finance material holdings of the CPAB. His/her signature must appear on all checks, forms, letters, etc.***
- 2. Make deposits promptly from allocation checks, sales, payments and donations.***
- 3. Report all financial information at the Executive Board and general membership meetings.***
- 4. Keep receipts for all transactions in the Treasurer's ledger.***
- 5. Keep account of all moneys coming into and out of the organization's budget.***
- 6. Consult with the President and advisor before action on all financial transactions.***
- 7. Be responsible for the preparation and presentation of the yearly budget in conjunction with the President.***
- 8. Serve as the chairperson to the proposal and fund - raiser committees.***
- 9. Get request for money a week in advance and it must be signed by the advisor.***

The Corresponding Secretary shall:

- 1. Give notification of regular and special meetings of members of the Executive Board and the CPAB. at least five days in advance of the date of the respective meeting.***
- 2. Conduct and review all official correspondence for the Executive Board and the CPAB.***
- 3. In the event of an emergency meeting, notify the members at least 1 day in advance of the date of the meeting.***
- 4. Be responsible for logging in all CPAB. correspondence and maintain a correspondence log.***

The Recording Secretary shall:

- 1. Conduct roll call at every meeting, as well as maintain a permanent record of the minutes and agendas of the Executive Board and general membership meetings.***
- 2. Distribute Copies of the minutes of all Executive Board and general memberships meetings to the advisor, Executive Board and CPAB.***

members, prior to the next meeting.

3. Maintain custody of the record book of the Executive Board and CPAB. meetings, and deliver the record book at the end of the school year to the newly elected Recording Secretary.

4. Maintain a copy of agendas and minutes for all meeting in the CPAB. files, located in the CPAB office.

5. Type all agendas and minutes in preparation for the upcoming meetings.

6. Be responsible for reserving facilities for all general meetings.

The Parliamentarian shall:

1. As inconspicuously as possible, call to the attention of the President and any errors in the proceedings that may affect substitutive right(s) of any CPAB. member

2. Be well versed with Robert's Rules of Order for the basic guide to parliamentary procedures for the organization.

SECTION 3- ELECTION AND VACANCIES

The officers will come from the sophomore, junior and senior classes with a minimum of 2.3 academic average. The officers shall be elected no later than the fourth Thursday of April each year and must be elected through the democratic process. This procedure shall hold true for all legislation with the quorum (2/3rds) of the members present at the meetings. The quorum shall consist of the full membership holders. Any vacancy shall be filled by a majority vote of the members and a willingness on the part of the nominee to accept the position. A vacancy shall be filled within two weeks or at the following meeting.

SECTION 4- IMPEACHMENT OF EXECUTIVE OFFICERS

All officers of the organization are subject to impeachment by a three - fourths vote of the general membership.

A. The grounds for impeachment are as follows:

1. Failure to fulfill the duties and responsibilities of their office.

2. Mis - use of organizational funds.

3. Failure to carryout the aims and objectives of their office and of the CPAB.

B. The impeachment process consists of the following:

1. Present issue(s) to the advisor who will address the Executive Board on the matter.

2. Hearing - The hearing will serve as a formal introduction of the grounds of impeachment.

The CPAB. will then decide on the impeachment by 3/4ths vote.

ARTICLE V - COMMITTEES

SECTION 1 - EXECUTIVE BOARD

The Executive Board shall be comprised of the Executive officers of the CPAB. The Executive Board will meet as needed but no less than two days of each regularly scheduled CPAB. general meeting. The Executive Board shall be responsible for the preparation of the agenda for all CPAB. general meetings. The Executive Board will also serve as the governing body for evaluating probationary periods, resignations and full and part - time memberships of the CPAB.

SECTION 2- STANDING COMMITTEES

The standing committees for the CPAB. will be comprised of a chairperson and committee members.

ARTICLE VI - ADVISOR

An administrator from the Center for Black Culture shall serve as the professional staff advisor to the CPAB. The advisor's administrative office shall be located in the Center for Black Culture. The

Advisor shall be responsible for providing leadership and guidance, promoting programming techniques and serving as a mentor to the individual CPAB. members when deemed necessary. The advisor must adhere to the vote of the CPAB. The advisor must oversee the planning, contacting, negotiation, promoting and advertising for musical artists.

ARTICLE VII - MEETING, QUORUM AND VOTING

The active members of the organization shall meet as one body at least twice a month. All general meetings are only open to CPAB. members and their advisor, unless outside participation is required. Quorum for elections and general meetings shall be two - thirds of full membership. Voting for elections must be secret ballot. Voting in the general and the Executive Board meetings shall be called for by the president in accordance with the Robert's Rules of Order. In the event of an absence of a full member, their vote may be made by proxy.

ARTICLE VIII - BY LAWS **SECTION 1 - PROBATION**

Every - newly elected CPAB. member will participate in a mandatory full semester probationary period. Upon the completion of this probation, each semester will be evaluated for full membership by the full members of the CPAB.

SECTION 2 - EVALUATION PROCESS

The evaluation process will be conducted by the full members and the CPAB. advisor. Each member being evaluated will be reviewed based on attendance, responsibilities, and creativity. Upon the results of the evaluations, those members evaluated negatively will participate in an additional thirty day probationary period or dismissal from the CPAB. At the end of the thirty day period, the CPAB. members involved will be evaluated again by the said parties for full membership status.

SECTION 3- PART - TIME MEMBERSHIP

No member shall be considered for part time membership until two consecutive semesters have been served. To request part - time membership, one must submit a formal letter to the Executive Board for review. Upon review of the request, the Executive Board will meet with the request to evaluate reasons for a change in membership status. Upon review of the request, a change in membership may or may not be granted by the full membership of the CPAB. In the event that a change in status is granted, a part - time membership shall not last for more than one semester.

The part - time membership positions available are:

A. Associate Member: This position is granted to those persons who feel that for some reason they cannot function in the capacity of a full member. The reasons for requesting associate membership can vary depending on circumstances and will be reviewed independently by the Executive Board and the advisor. A person in this capacity is still responsible for those duties assigned, but cannot hold any chairs or executive offices or vote.

B. Absentee Member: This position is granted to those persons whose G.P.A falls below the minimum qualifications required to be a full member. A leave of absence will be granted to the individual for one semester. This time will be used to bring the G.P.A back to the required level. A person in this capacity is not responsible to the CPAB in any manner but they will be expected to meet with the Executive Board and the advisor upon completion of the leave of absence.

C. Intern : (any student)

1. An intern is a freshman, transfer, or other student who applies for membership to the CPAB, but meets more of the following requirements:

- a. **G.P.A of 2.0**
 - b. **12 credit hours**
 - c. **Is not familiar with the procedures of the CPAB**
- 2. The intern, once selected, will serve on the CPAB in a probation status for a semester, to be evaluated at the end of the semester by the full members.**
- 3. The following are the Responsibilities of the intern:**
- a. **To attend all meetings as required.**
 - b. **To attend all CPAB activities unless excused by the President.**
 - c. **To serve at least one hour a week in the CPAB. office or in the Center for Black Culture.**
- 4. The intern will not have a voting right until he/she has properly been evaluated by the full members of the CPAB to become a full member,**

SECTION 4 - TERMINATION

Any member who has three consecutive unexcused absences and/or four unexcused absences per semester from the CPAB. general meetings and programs are subject to termination of their membership. Termination of a member from the CPAB will be decided upon by the majority of the CPAB general membership. Any person subject to termination will have one week to address an appeal to the Executive Board. Grounds for termination are as follows:

- 1. Failure to fulfill the duties and responsibilities of their membership.**
- 2. Misuse of organizational Funds.**
- 3. Any member who brings disgrace to the CPAB.**
- 4. Failure to carry out the aims and objectives of the CPAB.**

SECTION 5 - VOTING PRIVILEGES

Members who have two consecutive unexcused absences from the CPAB. will lose their voting privileges for the following two meetings.

SECTION 6 - RESIGNATION

Any member of the CPAB. who feels they must resign due to specific circumstances must first address this resignation to the advisor who will in turn meet with the member to discuss the resignation. If the resignation is affirmative, the advisor will present it to the general membership

SECTION 7 - OFFICE HOURS

CPAB. members are obligated to spend no less than one hour per week in the CPAB. office or the Center for Black Culture. Hours shall be posted on the office door and with the advisor. Failure to voluntary post hours will result in the assignment of hours by the President. Executive Board members are required to spend no less than two hours per week in the CPAB. office or the Center for Black Culture.

ARTICLE IX - AMENDMENTS

Any section of the constitution may be amended by two - thirds vote of the membership in an election meeting.