

# **PIONEER ACTIVITIES COUNCIL, MARIETTA COLLEGE**

## **CONSTITUTION**

**Last Updated: March 2017**

### **Article I – Name**

Section 1: The name of this organization shall be Pioneer Activities Council (PAC).

### **Article II – Mission Statement**

Section 1: The Pioneer Activities Council is a student-run organization committed to serve as the primary programming unit of Marietta College, and plan, provide, and assist in the implementation of quality, diverse, social, educational, and innovative activities for the campus community.

Section 2: The Pioneer Activities Council grants opportunities for students to develop their leadership, teamwork, professional, and interpersonal skills through their involvement.

### **Article III – Affiliation**

Section 1: This organization shall abide by the policies, expectations, procedures, and information contained in the Marietta College Student Handbook.

Section 2: The Pioneer Activities Council shall serve in auxiliary to the Office of Campus Involvement concerning campus programming.

### **Article IV – Membership**

Section 1: Membership in this organization shall be open to all full-time undergraduate students of Marietta College who maintain a 2.5 cumulative grade point average for Board of Director membership or maintain a 2.25 cumulative grade point average for General Body membership and are in good judicial standing throughout their term, as well as maintain their full-time status as determined by the College.

Section 2: Membership and participation shall be free from discrimination on the basis of age, gender, race, ethnic group, national origin, sexual orientation, political affiliation, marital status, veteran status, physical conditions, and creed.

Section 3: Members shall hold only one position on the board at one time and shall comply with the constitution and by-laws.

Section 4: The term of office shall begin following the last day of class of the Spring Semester, continuing through the last day of class of the following Spring Semester (e.g. May 4, 2013 – May 3, 2014). All new officers appointed in the sixth week of the Spring Semester shall shadow the appropriate Director until their term officially begins.

### **Article V – General Body**

Section 1: There shall be no event attendance requirements for General Body members, but individual Directors may set attendance requirements for their specific committee. The Director shall be in charge of enforcing these attendance policies.

Section 2: The duties of the General Body shall be as follows:

- A. May serve on at least one committee
- B. To work in conjunction with the Directors and Chairs to plan and execute events.
- C. To send all excuses for meeting or event absences to the appropriate committee Director no less than one day in advance.

Section 3: General Body meetings shall be as follows:

- A. The General Body shall attend the monthly all-member meeting, held the first Monday of each month.
- B. The Executive Committee or Directors may call additional meetings when deemed necessary.

### **Article VI – Board of Directors**

Section 1: Directors of the Pioneer Activities Council shall be as follows:

- A. President
- B. Vice President of Finance
- C. Vice President of Promotions & Marketing
- D. Education, Diversity, and Unity (EDU) Director
- E. Live Entertainment Director
- F. Tournaments and Recreation Director
- G. Traditions Director

Section 2: Incoming Directors shall shadow their predecessors through the end of the academic year and shall only officially take office upon the completion of that year. Directors will hold their position, unless the case of resignation or removal from office, until the end of the next academic year.

- A. Directors shall create and provide a transitional document for new Directors.

Section 3: The minimum attendance requirements for Directors shall be as follows:

- A. Attend a minimum of 65% of all events (at least 1 per programming committee) per semester, with excused absences being determined by Marietta College policy or at the discretion of the Advisor
- B. No more than 1 unexcused and 2 excused absences at all Advisor meetings.

Section 4: Board of Director meetings shall be as follows:

- A. Meeting times:
  - a. The Board of Directors shall attend the monthly all-member meeting, held the first Monday of each month.
  - b. The Board of Directors shall meet on Mondays at 6:00PM.
  - c. The Directors shall meet a minimum of twice a month with their Committee.
- B. Quorum:
  - a. A quorum of 65% of Directors is required.
  - b. A quorum shall be present in order for any official business to be conducted.
- C. Duties of the Board of Directors as a whole shall be as follows:
  - a. Approve by consensus all events.
  - b. Form any new Programming Committees.
  - c. Form any special committees.
  - d. Meet weekly with the advisor in a meeting.
  - e. Attend the weekly Board of Directors and General Body meeting(s).
  - f. Call and preside over committee meetings with Event Chair.
  - g. Plan and execute events within the purview of their committee duties in conjunction with the Committee, Board of Directors, and Advisor.
  - h. Communicate with the Board of Directors and advisor in a timely manner.
  - i. Give all pertinent program details to the Promotions and Marketing Committee per the appropriate timelines.
  - j. Represent Marietta College, Pioneer Activities Council, and the Board of Directors in a positive and professional manner both on- and off-campus and in communications with on- and off-campus entities.
  - k. Conduct evaluations and assessments per event or per semester as outlined in position descriptions.
  - l. In decisions and program planning, ensure the wants and needs of the Marietta College students are represented.

Section 5: A resigning Director must submit a written resignation to the Board of Directors and the Pioneer Activities Council Advisor prior to his or her official resignation.

Section 6: Should a position become vacant, the President shall appoint an interim officer. In the case of removal of the President, the Vice President of Finance shall become the interim President. A new officer shall be elected by a majority vote of Board of Directors no later than two weeks after the office is found vacant.

### **Article VIII – Annual Appointment Process**

Section 1: The annual process for the selection of new Directors shall be as follows:

- A. A Selection Committee will be appointed by the Pioneer Activities Council Advisor and the President.
  - a. The Selection Committee will be responsible for conducting position interviews and making the appointment decisions.
- B. Each outgoing committee, in conjunction with the Promotions & Marketing Committee, shall distribute and advertise applications for positions on the Board of Directors.

- C. Applications must be available starting the Monday of the third week of the Spring Semester.
- D. Candidates for positions must apply by 11:59pm on the Sunday before the sixth week of the Spring Semester (a period of 10 business days and the following weekend).
- E. The Selection Committee shall hold interviews the sixth week of the Spring Semester.
- F. Once interviews are completed, the Selection Committee shall notify candidates of the Committee's decision no later than the end of the sixth week of the Spring Semester
- G. No one member shall be given preference for previous position. At the end of each appointment process, each position will be open to all eligible student body members.

Section 2: The mid-year hiring process for new Directors shall be as follows:

- A. If a Director position should come available, the interim Director position may be offered to a committee Chair or General Body member, at the discretion of the Advisor and Executive Committee
- B. If no interim Director is successfully appointed, an application for the position may be released to the student body

Section 3: Upon the instance that a member of the Pioneer Activities Council should study abroad:

- A. The member forfeits their position and shall go through the hiring process upon returning.

#### **Article IX – Advisor**

Section 1: This organization shall have one Advisor, appointed by the Campus Involvement Office, who shall be a Marietta College faculty member or professional staff member.

#### **Article X – Removal from Position**

Section 1: Removal from Pioneer Activities Council shall be determined by the Advisor and the President. The Advisor and the President shall discuss the situation and come to an agreement. If no agreement can be met, the Advisor's decision shall be final. Failure to meet the above requirements for attendance and conduct are grounds for dismissal.

Section 2: Any Pioneer Activities Council member may approach the PAC Advisor regarding removal of any Director, Chair, or General Body member from their position. Should the President merit removal, the removal process will be conducted by the Advisor and Vice Presidents of Finance and Promotions & Marketing as needed.

#### **Article XI – Amendments**

Section 1: All proposed amendments to this constitution require notice to the Board of Directors at least one week prior to being discussed and voted upon.

Section 2: All proposed amendments require 75% approval vote from the Board of Directors, quorum being present, for adoption.

**Developed and Approved March 2017**