

# **PIONEER ACTIVITIES COUNCIL MARIETTA COLLEGE**

## **CONSTITUTION**

### Article I – Name

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

### Article II – Mission Statement

**Section 1:** The Pioneer Activities Council is a student-led organization committed to serving as the primary programming unit of Marietta College. Its mission is to 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 3.00 cumulative grade point average for Board of Director positions or maintain a 2.50 cumulative grade point average for the Programming Board. Eligible members must also be in good judicial standing throughout their term, as well as maintain their full-time status as determined by the college. Acceptance on the Programming Board may include CCP and graduate students attending Marietta College. It is up to the discretion of the Board of Directors to move forth with membership qualifications.

**Section 2:** Membership and participation shall be free from discrimination based on age, gender, race, ethnicity, national origin, sexual orientation, political affiliation, marital status, veteran status, physical condition, or creed.

**Section 3:** Terms of office shall begin on the last day of classes of the Fall Semester and continue through the last day of classes of the following Spring Semester. All new officers appointed in the Fall Semester shall shadow the appropriate Director until their term officially begins.

## Article V – Programming Board

**Section 1:** Although attending all events is highly encouraged, the Programming Board will only be required to attend three events per semester, which will be enforced by the Director of Recruitment. However, individual Directors may establish attendance requirements for their events if deemed necessary. The Director shall then be in charge of enforcing these attendance policies.

**Section 2:** The duties of the Programming Board shall be as follows:

- A. To work in conjunction with Directors to help plan and execute events.
- B. Programming Board members are permitted to be excused from one (1) meeting per month. All excuses for meeting or required event absences must be submitted to the President and Vice President at least 24 hours in advance.

**Section 3:** Programming Board meetings shall be as follows:

- A. The Programming Board shall attend bi-weekly meetings, unless otherwise specified by the President and/or Vice President.
- B. The Board of Directors may call additional meetings when deemed necessary.

## Article VI – Board of Directors

**Section 1:** Directors of the Pioneer Activities Council with their respective duties shall be as follows:

### A. President:

Administration and Management: The President must be well-informed about all organizational operations, including maintaining an event calendar, understanding organizational needs, being aware of recruitment schedules, effectively conducting meetings in line with their objectives, and having comprehensive knowledge of project management and communication systems.

Communication: The President shall maintain clear and open communication channels within the organization, ensuring that all members are informed and engaged. Additionally, the president must set the vision and direction for the organization, inspiring and motivating members to achieve common goals.

Representation: The President will act as the primary representative of the organization, advocating on its behalf to external individuals, such as the student body, Programming Board, and college faculty and administration.

Accountability Leader: The President must keep members motivated and accountable. This shall include assistance to any of the Directors when it is deemed necessary. The President shall also address and resolve conflicts within the organization, fostering a collaborative and supportive environment.

Operations: The President is responsible for holding weekly/bi-weekly meetings with the Pioneer Activities Council Advisor(s), attending PAC sponsored events as outlined in the constitution, and controlling all external communications.

### B. Vice President

Operational Oversight: The Vice President is responsible for taking charge of specific operational aspects, act as the President in their absence, and maintain organizational stability to ensure smooth and efficient functioning of the organization.

Support: The Vice President will assist the President in carrying out their duties, ensuring alignment and support in achieving the organization's goals and objectives.

Administration & Organization: The Vice President must create and maintain a semesterly/yearly calendar of events and send meeting invites when necessary. Furthermore, they must create agendas for executive meetings and take meeting minutes. It is then their responsibility to send these minutes to the Programming Board. Furthermore, the Vice President shall also be responsible for location bookings, unless otherwise specified among the Board of Directors.

Operations: The Vice President must assist in planning, organizing, executing events, attending PAC sponsored events as outlined in the constitution, and controlling internal communications.

C. Director of Education, Diversity, and Unity (EDU)

Educational Programming: The Director of EDU shall plan and execute educational events and events that promote diversity and unity among the student body. They are also responsible for holding at least one EDU per month.

Diversity and Inclusion Initiatives: The Director of EDU shall implement and promote initiatives that foster diversity, equity, and inclusion within the organization, ensuring a welcoming environment for the student body and fostering an environment of innovation and diversity.

D. Director of Promotions & Marketing

Brand Management: Director of Promotions & Marketing will be responsible for developing and maintain the organization's brand, ensuring a consistent and positive image is presented across all platforms and communications.

Marketing Strategy Development: The Director of Promotions & Marketing shall create and implement comprehensive marketing strategies to promote the organization's events, initiatives, and activities, aligning with the organization's goals and target audience. Social Media Management: The Director of Promotions & Marketing will manage the organization's social media presence, including posting updates, engaging with followers, and analyzing metrics to optimize reach and engagement.

Event Promotion: The Director of Promotions & Marketing shall plan and execute promotional campaigns for events and programs, utilizing various marketing tools and techniques to maximize attendance and participation.

E. Director of Traditions

Event Planning and Coordination: The Director of Traditions shall organize and oversee traditional events and activities, ensuring they are executed smoothly and align with the organization's values and history. Furthermore, events shall include, but not limited to Family Weekend, Homecoming, Spirit Week, and Doo Dah Day.

Collaboration and Coordination: The Director of Traditions is responsible for working with other directors and members to integrate traditional elements into broader organizational activities, ensuring that traditions are upheld across various initiatives and events. Finally, if new traditions arise or are created, it is their responsibility to plan and execute those events.

F. Director of Finance:

Budget Management: The Director of Finance must develop, manage, and oversee the organization's budget, ensuring funds are allocated appropriately and spent according to the organization's priorities and goals.

Financial Reporting: The Director of Finance will prepare and present regular financial reports to the executive board and Advisor(s), while providing transparency and accountability for the organization's finances. Additionally, they shall also prepare and present a detailed budget for the next fiscal year to the Student Government Association.

Expense Tracking and Reconciliation: The Director of Finance will be responsible for monitoring and tracking all expenses, ensuring accurate record-keeping and timely reconciliation of financial statements. They must also communicate with the Business Office regularly to ensure all organization's finances are maintained.

Financial Planning: The Director of Finance will provide financial planning and advice to the executive board, helping to guide decisions that affect the organization's financial health and long-term sustainability.

G. Director of Recruitment

Application Management: The Director of Recruitment will be responsible for collaborating with the President and Vice President to create and publish the application for open positions. They shall also ensure elections are fair, transparent, and designed to identify the best candidates for the organization. Additionally, they will handle all recruitment and training responsibilities of new members.

Outreach and Engagement: The Director of Recruitment shall conduct outreach efforts to engage with potential members through events, presentations, and information sessions. Finally, they shall be responsible for putting on recruiting events and cultivating relationships with the student body through networking, face-to-face promotion, and coordination with Director of Promotions & Marketing to build brand awareness and commitment.

**Section 2:** Directors of the Pioneer Activities Council shall be eligible to receive honoraria for their service. The President and Advisor(s) reserve the right to evaluate Directors to determine their eligibility for such honoraria. Honoraria shall be a percentage of the current fiscal year approved budget not exceeding 7.00% and shall be granted in the form of two payments, once per semester. Honoraria for Directors shall be as follows:

A. President

- i. The President shall be allocated honoraria equivalent to 2.00% of the approved PAC budget for the current fiscal year.

B. Vice President

- i. The Vice President shall be allocated honoraria equivalent to 1.50% of the approved PAC budget for the current fiscal year.

C. Director of Education, Diversity, and Unity (EDU)

- i. The Director of EDU shall be allocated honoraria equivalent to 1.00% of the approved PAC budget for the current fiscal year.

D. Director of Promotions & Marketing

- i. The Director of Promotions & Marketing shall be allocated honoraria equivalent to 0.75% of the approved PAC budget for the current fiscal year.

E. Director of Traditions

- i. The Director of Traditions shall be allocated honoraria equivalent to 0.75% of the approved PAC budget for the current fiscal year.

F. Director of Finance

- i. The Director of Finance shall be allocated honoraria equivalent to 0.50% of the approved PAC budget for the current fiscal year.

G. Director of Recruitment

- i. The Director of Recruitment shall be allocated honoraria equivalent to 0.50% of the approved PAC budget for the current fiscal year.

**Section 3:** Incoming Directors shall shadow their predecessors through the end of the calendar year and shall officially assume office at the beginning of the Spring term. Directors will hold their position, unless in the case of resignation or removal from office, until the end of that calendar year. Outgoing Directors may provide guidance and assistance to the incoming Board through the conclusion of the academic year in order to ensure a smooth transition. All Directors shall modify and provide a transitional document for new, incoming Directors.

**Section 4:** The minimum attendance requirements for Board of Directors shall be as follows:

- A. Attend a minimum of 70% of all events per semester.
- B. No more than one unexcused and two excused absences at all Executive Board and Programming Board meetings.

**Section 5:**

A. Quorum:

- i. A quorum shall be present in order for any official business to be conducted.
- ii. A quorum of four (4) out of the seven (7) Board of Directors is required. In the event that there are not 7 Board members, a quorum of 60% of the Executive Board shall be required.
- iii. The Advisor(s) shall only be permitted to vote on constitution revisions, financial decisions, and otherwise any actions directly related to the college.
- iv. In all decisions requiring a quorum, the Board Member bringing forth the vote must provide other Executive Board members a minimum of 24 hours to cast their vote.
- v. In the event an Executive Board Member does not vote by the deadline decided by the President and Vice President, they shall forfeit their vote. The vote will then move forward, requiring a quorum of 60% of the voting Executive Board members.

B. Duties of the Board of Directors as a whole shall be as follows:

- i. Approve by consensus all events.
- ii. Form any new Programming Committees if deemed necessary.
- iii. Form any special committees if deemed necessary.
- iv. Meet, when necessary, with the Advisor(s).
- v. Attend the weekly/bi-weekly Board of Directors and Programming Board meeting(s).
- vi. Plan any pre-semester events during the summer months, if deemed necessary.
- vii. Communicate with the Board of Directors and Advisor(s) in a timely manner. This means responding to important messages within 24 hours during the fall and spring semesters and 48 hours during breaks and the summer semester.
- viii. Give all pertinent program details to the Promotions and Marketing Committee per the appropriate timelines.
- ix. 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.

- x. In decisions and program planning, ensure the wants and needs of the Marietta College students are represented.
- xi. Represent Marietta College, Pioneer Activities Council, and the Executive Board in a positive and professional manner at all PAC events and in communications about PAC.

**Section 6:** A resigning Director must submit a written resignation to the Board of Directors and the Pioneer Activities Council Advisor(s) prior to his/her official resignation.

#### **Section 7:**

- A. Should a position become vacant, the Selection Committee shall hold an election and select a new officer from the Programming Board no later than two weeks after the position is found vacant. However, should the position not be filled successfully by the Programming Board, the application may be sent out to the student body, and an additional two weeks is granted to fill the position.
- B. Should the President position become available, either by removal or resignation, the Vice President shall become the interim President. Anyone on the Board of Directors must then notify the Advisor(s) within one week of the position becoming vacant if they wish to be considered for President. The new President shall then be elected by a majority vote, of the Board of Directors, conducted by the Advisor(s). This process must be completed within two weeks of the position becoming vacant.

**Section 8:** Directors shall not serve in more than one position on the Board during the same term. A Director may not serve simultaneously on the Executive Boards of both the Pioneer Activities Council and Marietta College Student Government Association.

## Article VII – Annual Appointment Process

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

- A. Selection Committee shall be comprised of the Advisor(s), President, and Vice President. This committee shall be overseen by the Director of Recruitment to ensure elections are fair, transparent, and designed to identify the best candidates for the organization.
- B. The Selection Committee will be responsible for conducting position interviews and making final appointment decisions.
- C. Each outgoing Director, in conjunction with the Promotions & Marketing Director, shall distribute and advertise applications for positions on the Board of Directors.
- D. Applications must be available starting the first week of November, or a mutually agreed upon date.
- E. Candidates for positions must apply by the week before Thanksgiving Break.
- F. The Selection Committee shall hold interviews during the last week of November.
- G. Once interviews are completed, the Selection Committee shall notify candidates of the Committee's decision no later than the end of finals week in the Fall semester.

**Section 2:** Upon the instance that a member of the Pioneer Activities Council should study abroad, the member forfeits their position and shall go through the hiring process upon their return

## Article VIII – Advisors

**Section 1:** This organization shall have up to two Advisor(s), who shall be Marietta College faculty members or professional staff members.

## Article IX – Removal from Position

**Section 1:** Removal from Pioneer Activities Council shall be determined by the Advisor(s) and 75% of the Board of Directors. The Advisor(s) and the Board of Directors shall discuss the situation and come to an agreement. If no agreement can be reached, the Board of Director'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(s) or chair member 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(s) and Board of Directors.

## Article X – 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 a 75% approval vote from the Board of Directors, quorum being present, for adoption.