

Council for Cultural Activities

University of Houston
Organizational Constitution

Revised July 29th, 2020

Article I

Name

The name of this organization will be the Council for Cultural Activities at the University of Houston, hereafter referred to as “CCA”.

Article II

Mission Statement, Vision, and Goals

Section I: Mission Statement

The Council for Cultural Activities is a source of support and a platform for registered student organizations to actively promote diversity and inclusion of all cultures and peoples to the University of Houston community.

Section II: Vision

The Council for Cultural Activities will establish its presence through a network of the UH community and student partnerships to endow the University of Houston with various cultural traditions.

Section III: Values and Goals

The following are the identified values of CCA:

- To reflect the diverse interests of the university community
- To promote and expand cultural awareness
- To not engage or take a stance in either political or religious affairs
- To create a social environment that encourages a sense of community
- To encourage and support student leaders and cultural and diversity-related Registered Student Organizations (RSOs) on campus

The following are the identified goals of CCA:

- To serve as an umbrella organization for CCA member organizations, providing co-sponsorship experience
- To grow partnerships between cultural student organizations, University leadership, and the greater Houston community

Article III

Board Membership

Section I: Executive Board

The Executive Board in CCA will consist of a Director and an Assistant Director.

- The term of the Executive Board will consist of a full year from May 1 to April 30.
- These positions reopen every year, and an incumbent must re-interview for a returning position.

- These positions must work 20 hours every week.

Section II: Non-Executive Board

The Non-Executive Board in CCA will consist of up to nine Council Liaisons and a Marketing and Outreach Liaison.

- The term of the Executive Board will last from July 1 to April 30
- These positions reopen every year, and an incumbent must re-interview for a returning position
- These positions must work 15 hours every week

Section III: Selection Process of the CCA Board

The selection of the CCA Board will take place in three parts:

- The selection of the Director
- The selection of the Assistant Director
- The selection of the Marketing and Outreach Liaison and the Council Liaisons

For the interview process, a committee will be formed consisting of the Director, Assistant Director, CCA Advisor, and Instructional Assistant. The final decision is made by the committee. If the Director or Assistant Director apply for the Director position, they will not serve on the committee.

Once a new Director has been selected, the Director may begin the interview process for the position of the Assistant Director. Following the selection of the Assistant Director, the Executive Board may begin the interview process for the positions of the Marketing and Outreach Liaison and the Council Liaisons.

Both the Executive Board and Non-Executive Board of CCA must meet the following criteria in order to be eligible for a position:

- Apply on Get Involved UH
- Be in good standing with the University (i.e. no outstanding fees or fines)
- Maintain a 2.5 GPA
- Be enrolled in a minimum of 9 credit hours at the University of Houston

Article IV Executive Board

Section I: Director

The Director of the Council for Cultural Activities will serve as the chief executive officer for CCA. It will be the responsibility of the Director to manage the overall operations of the Council for Cultural Activities. The Director's duties will include, but are not limited to:

- Ensure the organization is achieving its mission and goals
- Serve as liaison and advocate for students and organizations concerns, which include but are not limited to:
 - Issues affecting the diverse student population

- Provide co-sponsorship experience for the programming endeavors of CCA and its member organizations
- Lead organization meetings which include but are not limited to, collaboration meetings, signature event meetings
- Oversee the process of planning, marketing, and execution of CCA signature events for the campus community throughout the academic year, together with the Assistant Director
- Present Council Liaisons with the agenda and plan for events
- Review and approve program proposals submitted to CCA with the whole board
- Assist CCA member organizations with their programming efforts through active collaboration
- Assist RSOs in problem-solving issues regarding the event co-sponsorship process along with the Assistant Director and the respective Council Liaisons
- Be ultimately responsible in assuring that CCA's financial resources are disbursed and contribute to the overall good of CCA and the University of Houston
- Serve as the chairperson of the CCA Executive Board at all Executive Board meetings, CCA board meetings, informational sessions, and mixers
- Serve as a voting member of the Student Center Policy Board
- Work with the Assistant Director in preparing CCA's annual Student Fees Advisory Committee (SFAC) Program Questionnaire
- Be the representative for CCA in meetings with university administrators
- Maintain twenty office hours per week in which they have to be present in the office
- Meet weekly with the CCA Advisor on a weekly basis
- Assist the Assistant Director in overseeing social media:
 - Director will have the authority to delete posts from CCA's social media accounts, if found inappropriate
 - Director must review removal of a post with CCA Assistant Director, Advisor and Graduate Assistant before proceeding
 - Immediate email will be sent out to all CCA Council Liaisons, Graduate Assistant, Advisor and Assistant Director after the removal of the post. Any objections will be addressed in the board meeting

Section II: Assistant Director

The Assistant Director of the Council for Cultural Activities will serve as the executive financial officer for CCA together with the Director. The Assistant Director's duties will include, but are not limited to:

- Assist the Director in organization meetings which include but are not limited to, collaboration meetings, signature event meetings
- Assist in overseeing the process of planning, marketing, and execution of CCA signature events for the campus community throughout the academic year with the Director
- Present Council Liaisons with the agenda and plan for events
- Review and approve program proposals submitted to CCA with the whole board
- Assist the Director in maintaining the operations of CCA
- Oversee the development of member organizations through working closely with Council Liaisons and Member Organizations

- Assist RSOs in problem-solving issues regarding the event co-sponsorship process along with the Director and the respective Council Liaisons
- Coordinate the distribution of funds to support RSO events
- Assist the Director in overseeing all financial paperwork and maintenance of financial records for CCA
- Coordinate assessment and surveys for CCA's member organizations' events and programs
- Maintain twenty office hours per week in which they have to be present in the office
- Meet with CCA Advisor on a weekly basis
- Prepare the annual budget and budget requests for the following fiscal year for the Student Fees Advisory Committee together with the Director (SFAC)
- Serve as the chief executive officer in the absence of the Director
- Oversee social media:
 - Assistant Director will have the authority to delete posts from CCA's social media accounts, if found inappropriate
 - Assistant Director must review removal of a post with CCA Director, Advisor and Graduate Assistant before proceeding
 - Immediate email will be sent out to all CCA Council Liaisons, Graduate Assistant, Advisor and Director after the removal of the post. Any objections will be addressed in the board meeting

Article V Non-Executive Board

Section I: Marketing and Outreach Liaison

The Marketing and Outreach Liaison of the Council for Cultural Activities will serve as the strategic marketing plan developer for CCA. The Marketing and Outreach Liaison duties will include, but are not limited to:

- Identify and create recruitment and outreach initiatives for CCA to increase awareness of programs, services and resources co-sponsored by the Council for Cultural Activities
- Develop and implement a comprehensive marketing and public relations plan that generates brand recognition and attracts and caters to the diverse student body at University of Houston
 - Develop innovative marketing strategies for all CCA's resources, services and sponsored and co-sponsored events
- Work closely with the executive team to promote CCA's events, resources, and services
- Advise CCA member organizations with their event promotion and marketing
- Be responsible for promoting the organization and events to the University of Houston student body through various mediums such as web services, social media, press releases, print advertising, tabling, CoogTV, and The Cougar
- Work with CreationStation to ensure quality production of graphics, and promotional materials (e.g. newspaper ads, yard signs, posters, shirts, giveaways) for all CCA related events and programs, including creating concepts and designs for marketing materials
- Coordinate marketing distribution (poster run)
- Track and report effectiveness of marketing tactics

- Be responsible for developing and maintaining the CCA website and all social media outlets (Facebook, Twitter, Instagram, etc.)
- Promote growth in followers, presence and effectiveness of social media accounts
- Review and approve program proposals submitted to CCA with the whole board
- Coordinate with the Council Liaison to post on social media regarding the events of their assigned RSOs
- Maintain fifteen office hours per week in which they have to be present in the office
- Meet with CCA executives on a weekly basis

Section II: Council Liaisons

The Council Liaisons of the Council for Cultural Activities will serve as liaisons to registered student organizations with cultural and diversity-related missions at the University of Houston for CCA. The Council Liaisons' duties will include, but are not limited to:

- Communicate monthly through written and verbal communication with one of the top three executive officers of their assigned member RSOs to determine their needs from CCA and issues they may be facing on campus
- Attend board meetings to share information gathered from their assigned RSOs
- Review and approve program proposals submitted to CCA with the whole board
- Be assigned member RSOs by the executive board
- Send invitations to RSOs and encourage them to attend or participate in CCA's signature events at least six weeks in advance
- Advise RSOs in event planning
- Assist RSOs in problem-solving issues regarding the event co-sponsorship process along with the Director and Assistant Director
- Present topic ideas for CCA Informational Sessions and Mixers at board meetings
- Plan and lead CCA Informational Sessions and Mixers
- Receive on-going training on diversity and inclusion and attend local or national conferences to better function in their roles and improve their understanding of how to better assist their RSOs
- Attend SOLAR in either the fall or spring semester, if they have not previously attended SOLAR
- Attend one CDI workshop before the end of their term, in addition to working toward one of the following LeadUH certificate programs: Affirm, LeadWell, RISE, or SOLD
- Coordinate with the Marketing and Outreach Liaison to post on social media regarding the events of their assigned RSOs
- Maintain fifteen office hours per week in which they have to be present in the office
- Meet with CCA executives on a bi-weekly basis

Article VI Advisor

Section I: Advisor

The Advisor of the Council for Cultural Activities will serve as the supervisory role for all decisions made within CCA at the University of Houston. The Advisor duties will include, but are not limited to:

- Serve a supervisory role for all decisions made within CCA (but can only offer guidance and have no decision-making power)
- Advise CCA on university policies and regulations
- Attend all weekly board meetings
- Approve all vouchers, budgetary, and fiscal matters of CCA
- Assist CCA in all mediation duties

Article VII Organization Membership

Section I: Eligibility and Definition

All organizations that are currently registered student organizations with a cultural or diversity-related mission and in good standing at the University of Houston will be eligible to be a member organization of CCA. Our operational definitions are as follows:

- **Culture** – (can be defined as, but not limited to) the customary behaviors, beliefs, celebrations, values, symbols and material traits (i.e. art, cuisine, and clothing) of a racial, ethnic, religious, or social group. Culture can be passed along by communication and imitation from one generation to the next.
- **Cultural RSO** – an official registered student organization who seek to celebrate, explore, serve or educate on the group’s shared language, beliefs, cuisines, traditions and/or social identity.
- **Cultural Event** – an event with the objective of celebrating, exploring, serving or educating on a cultural group’s shared language, beliefs, cuisines, traditions, and/or social identity.

Section II: Registering for CCA Organization Membership

In order to become an official member organization of CCA, all organizations must complete the required online form found on Get Involved.

Section III: Maintaining CCA Membership

In order to maintain CCA membership, the organizations will complete the following:

- One of the RSO executive board members must attend a CCA informational session.
 - A minimum of one informational session will be held per semester.
- It is highly encouraged that one of the RSO executive board members attend a CCA mixer.
 - A minimum of one mixer will be held per semester.
- It is highly encouraged that one of the RSO executive board members attend one workshop hosted by the Center for Diversity and Inclusion (CDI). RSOs may select any of the available CDI workshops to attend.

Article VII Co-sponsorship Process

Section I: Event Proposal Submissions

Event proposal is an online form completed by one of the top three officers of the RSO on Get Involved to propose their upcoming events and provide details for CCA co-sponsorship.

- Event proposals may only be submitted from July 1st until April 30th
- Event proposals may be submitted for three forms of payment:
 - Direct Pay – CCA will pay directly to UH campus partners upon request.
 - Reimbursement – CCA will reimburse any approved purchases submitted by RSOs.
 - Advanced Payment – CCA will pay in advance for approved goods or services submitted by RSOs.
- Event proposals requesting reimbursement and direct pay must be submitted at least two (2) weeks prior to the proposed date of the event.
- Event proposals requesting for advanced payment must be submitted at least six (6) weeks prior to the first purchase.
- Event proposals will be voted on by the CCA board in weekly board meetings.
 - The Director, Assistant Director and Liaisons are eligible to vote.
 - Proposals may only be voted on if the quorum of five-eighths of voting members are present.
 - If the proposal receives a three-fifths majority of the votes from all board members, it will be approved.
- CCA can amend financial requests, if necessary, and send them back to RSOs for consideration before the final vote.
- There is no limit to the number of proposals that can be submitted by an RSO.
- The proposed budget must be divided into the following categories:
 - Advertising/Marketing – designing and/or printing of marketing materials
 - Facilities Fees – space reservations at the University of Houston and equipment rental
 - Food/Beverages – candy, soft drinks, catering, etc.
 - Performances – singers, presenters, and any performance fees for the event
 - Giveaways – T-shirts, hats, and other promotional items (with the name and date of event on them)
 - Services – photographer, DJ, non-performances, and labor costs
 - Supplies/Decorations – plates and utensils and non-reusable supplies and decorations
 - Other – anything that does not fit into the other categories.
- *Restrictions:*
 - All the events co-sponsored by CCA must be free and open to the entire UH student body.
 - Events must create awareness of culture and diversity and promote inclusion on campus.
 - All events co-sponsored by CCA must occur on campus.
 - Exceptions can be made for this restriction if the event is a non-overnight trip to a cultural event within Texas. This event must be for UH students only and must use approved UH transportation.
 - CCA co-sponsorship may not be used to support a candidate for public office, the outcome of legislation, or any groups acting as a “front” for groups or individuals participating in information exchange, presentations, or forums.

- CCA co-sponsorship will not go towards tailgating, general meetings, or informational and/or outreach tabling.
- CCA will not co-sponsor the purchase of alcoholic beverages, office supplies, stationery, office telephones, personalized gifts, equipment, off-campus advertising, or items that may be reused after the co-sponsored event.
- CCA will only co-sponsor promotional items that are free and can be obtained by all event attendees. These items must include the name and date of the co-sponsored event.
- CCA will consider the overall benefit that items requested for funding contributing to the success of the program.
- CCA will not provide co-sponsorship for charities, scholarships, awards, or philanthropic efforts, or any form of personal or organizational gain.
 - Gain is defined as income generated in excess of program expenses.
 - The only exception to this policy is support of events associated with and coordinating with the student organizations overseeing major campus traditions (Homecoming Board and Frontier Fiesta Association).
- CCA will not co-sponsor attendance to off-campus workshops or seminars.
- CCA will not co-sponsor competitions, tournaments, or any conference in which a student must apply or compete to attend.

Section II: Monetary Limits

- There is a \$2,000 limit per event per organization.
 - Exceptions will be made on a case-by-case basis and are subject to the approval of the CCA Board.
 - Exceptions can be made based on a three-year history of meeting expected attendance for the event and a budget that does not exceed a \$15 cost per attendee.
- There is a \$5,000 limit per year for member RSOs.
- There is a \$2,500 limit per year for non-member RSOs.
- No co-sponsored event may exceed a \$15 cost per attendee.
- No single co-sponsored event will receive more than \$5,000 co-sponsorship.
- If an organization has already received funds for an event from the Activities Funding Board, they are ineligible to receive CCA co-sponsorship.

Section III: Approved Event Proposals

- RSOs must set up a direct deposit to receive co-sponsorship.
 - The bank account must be in the organization's name.
- Space reservations must be made within one week after CCA approves the event. Failure to do so will void the approval of the event.
 - An email of the space reservation confirmation must be sent to their CCA Council Liaison.

- After the event proposal is approved, one of the top three officers from the RSO must sign an AFB/CCA Notice of Award form in order to receive co-sponsorship from CCA.
 - If approved for direct pay, any invoices from UH departments (UH Conference and Reservations Services [CARS], UH Dining Services, UH Creation Station, etc.) will be paid by CCA directly to UH departments instead of to the RSO.
 - If approved for advanced payment, any funds allocated but not used by the RSO must be returned to CCA within one week after the event. Failure to return the remaining funds may result in the suspension of that organization from receiving funds and co-sponsorship from AFB and CCA for the remainder of the academic year.
- Following the conclusion of the events, RSOs must complete the CCA Event Receipt Submission found on Get Involved.
- All purchases made using CCA funds must have copies of receipts submitted through Get Involved within 10 business days after the event
 - Pictures or scanned copies of itemized receipts are allowed.
 - Receipts should be accompanied by a CCA Event Receipt Submission
 - Failure to submit copies of receipts will result in the suspension of that organization from receiving co-sponsorship from CCA for the remainder of the academic year.

Section IV: Marketing

- All approved proposals must have the CCA logo displayed on their marketing materials.
- If the RSO marketing includes the UH name or logo, they must adhere to all UH branding guidelines.
- CCA reserves the right to advertise submitted event marketing on all major display screens around campus.
- A-frames will be provided on a first-come-first-serve basis, only if the design has been approved for temporary outdoor signage posting by the Dean of Students' office.

Section V: Equipment Rental

Equipment Rental can be reserved using an online form completed by one of the top three officers of the RSO on Get Involved and must be submitted at least two weeks before the event.

- CCA available equipment for rental includes:
 - Cooler
 - Cotton Candy Machine
 - Popcorn Machine
 - Snow Cone Machine
 - Cart/Dolly
 - A-Frames/Sandwich Boards
 - Pull-Up Dry Erase Banners
 - Beverage Dispenser

- Storage containers (Only for the day of the event)
- Equipment reservations will be on first-come-first-serve basis.
- Equipment can be reserved by any RSOs registered under CSI and in good standing with the University.
 - If two reservation requests are submitted at the same time, priority will be given to member organizations registered with CCA.
- Upon receiving equipment, the RSO representative will receive training on how to use and clean equipment.
- The reserving RSO is financially responsible for any damage to equipment, as deemed by the Director or Assistant Director. In the case of severe damage, the reserving RSO is responsible for replacement of the compromised equipment.
 - If the reserving RSO does not replace the damaged equipment, they might be subject to a suspension from co-sponsorship and equipment rental and be reported to the Dean of Students' office.

Article VIII Meetings

Section I: There will be, at minimum, one CCA board meeting every week.

Section II: Additional meetings may be called at any time by the Director or by majority of the board.

Article IX Voting on Major Organization Decisions

Section I: Each executive and non-executive board member will be entitled to one vote during CCA board meetings.

Section II: The Advisor and the Instructional Assistant will not be entitled to vote in any CCA proceedings.

Section III: Amendments to the constitution of CCA may be approved by three-fourth vote of the Board, provided that the amendments have been submitted to the Board in writing no later than the previous meeting.

Article X Director Override

In any case where the Director believes that the resulting vote of the board will lead the organization astray from goals or will not be good for the organization or the University, the Director can override the vote. The Director must follow an explicit process listed below to implement the directorial override:

- State a verbal override with reasoning in front of the board.

- Prepare a formal statement of override within two business days of the vote for the Assistant Director, Non-Executive board, Advisor, and Instructional Assistant.

Article XI Position Removal and Disciplinary Process

Section I: Failure to comply with expectations and duties as outlined in this Constitution may result in impeachment or removal from position.

Section II: If a board member has a formal complaint against the Director and Assistant Director, they are responsible for initiating the procedures listed below:

- Schedule a meeting with the Director, Assistant Director, and the Advisor to discuss the grievance.
- If a resolution cannot be reached with a meeting, the member may present the case in a special meeting with the entire CCA board.
- Passage of a motion to suggest impeachment must be addressed to the entire board and will require a two-thirds majority vote from the entire board to carry out the motion.

Section III: Absence from two regularly scheduled board meetings during one semester without a 12-hour notice and the approval from the executive board is grounds for removal.

Section IV: If the Executive Board is made aware through evaluations, individual conferences, personal observation, or other channels of input that there is a probable cause for the removal of a board member (probable cause is defined by (but not limited to) breaking the University Code of Conduct, not fulfilling requirements of their position as defined in the CCA Constitution, producing poor quality work, inappropriate work behaviors that may harm or make others feel uncomfortable), they will initiate the following procedures:

- First Occurrence
 - Issue a verbal warning detailing the problem, explaining what is expected and outlining the consequences
 - Email a written warning with Executive Board and Advisor carbon copied
- Second Occurrence
 - Meet with the Executive Board and Advisor with a written warning
 - Detail the problem in the meeting
 - Set the expectations and deadlines for change in behavior
 - Outline the consequences
 - Email a written warning with Executive Board and Advisor carbon copied
- Third Occurrence
 - Meet with the Executive Board and the Advisor
 - Detail series of problems and notifications
 - Explain the consequences
 - Provide suspension or termination letter
 - Email a suspension or termination letter with Executive Board and Advisor carbon copied

Article XII
Non-Discrimination Clause

As a Registered Student Organization at the University of Houston, we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the system prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Article XIII
Anti-hazing Clause

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

