Article I: Name

The name of this organization shall be Campus Activities Board (CAB). The mission of the Campus Activities Board is to provide the campus community with fun and safe activities to keep out student body entertained.

Article II: Composition of CAB

Section I: Membership

Campus Activities Board shall consist of representatives from the student body. Membership for CAB is open to any student who wants to participate in the planning of campus activities.

Section II: Executive Board

Within Campus Activities Board, there shall be an Executive Board. The Executive Board will be responsible for making sure the organization is run in an efficient manner, and that it is planning activities with the students in mind. The board shall consist of the following positions: President, Vice President, Treasurer, Secretary, and Committee Chairpersons. Any Executive Board member other than the President and the Vice President may serve on other organizations Executive Boards.

Section III: Types of Committees

There shall be two (4) committees consisting of the following: Daytime/Evening, Non-Traditional, Dance, Comedy/Concert. All Members are welcome to participate in any one or more of these committees throughout the course of the year.

Article III: Executive Board Officers Descriptions & Responsibilities

Section I: President

The role of the President is to ensure that the organization is running efficiently and to make sure all members have the resources they need. The President’s role is to act as a spokesperson for the position; the person must have been active in CAB for at least one year. The President can serve up to 6 semesters (3 school years) unless they choose to resign. Some of the duties assigned to the President position include:

- Presiding over both executive and general meetings
- Compose and distribute executive and general meeting agendas
- Planning a meeting schedule at the beginning of every semester and distributing copies to members
• Working closely with Vice President to maintain good organization with Executive Board members
• Creating a professional working relationship with the Executive Board
• Attended at least one meeting a week with the advisor of the CAB
• Discusses public relations with other organizations, faculty, and students
• Distribute all committee and event reports
• Meeting with the chairpersons once a week to discuss upcoming events
• Settling disputes that may come up in the group

Section II: Vice President

The role of the Vice President position is to assist the President with the day to day operation of the organization. It is very important for the Vice President to work closely with the President on all matters concerning the organization. The goal of this position is to have like and internship so the Vice President can step up in the future. The Vice President position is determined by election by the general members. Some of the duties performed by the Vice President include:

• Head executive board and general meeting in the absence of the president
• Gathering and ensuring committee fill out and return event reports
• Keep communication and organization with executive board members as advised by President
• Attending weekly meetings with President and Adviser
• Vice President is responsible for receiving and processing membership forms

Section III: Chairperson of Committees

The role of the Chairperson of the different committees is responsible for all matters of programming containing to events that take place in any on campus building. The Committees Chairperson will also work directly with the Executive Board and Adviser. She/he will also be responsible for carrying out all events. Some of the duties performed by the Chairperson of Committees include:

• Working with Campus Activities Board to determine what types of programs and entertainment are wanted by the student body
• Work with Executive Board in regards to the budget
• Contact, work and deal with agents and managers to attain entertainment and needed information (transportation, setup, etc.)
• Assist other organizations or the college departments with programming needs if requested.
The Chairpersons must work closely with all Executive Board members to ensure that the student body programming needs are being met.

The Chairpersons should meet with the President for at least one hour every two weeks.

**Section IV: Secretary**

This position is responsible for keeping attendance, minutes for all members of the organization. The general members elect the secretary position during the election meeting. Some of the duties performed by the Secretary include:

- Required to attend all executive board and general meetings
- Take attendance for each meeting
- Keep track of minutes of the meetings and distribute them to all other members via e-mail
- Responsible for creating the icebreakers for the weekly meetings
- Send reminders of up-coming meetings

**Sections V: Treasurer**

The role of the Treasurer is to maintain all financial records for the organization. General members elect the Treasurer during an election meeting. The general qualifications and duties performed by the Treasurer include:

**Qualifications:**

- Knowledge of budget skills
- Interest in and general knowledge of Campus Activities Board
- One year of Campus Activities Board experience

**Job Responsibilities:**

- Work with Campus Activities Board members to determine a budget for each semester
- Must attend each general and executive board meetings
- At each executive meeting give a budget report
- Prepare monthly written budget report for the executive board
- Work closely Student Government Associations Vice President of Finance
- Prepare and present semester budgets to Student Government Association (SGA)

**Section VI: Removal of the President, Vice President and Chairpersons**
All of these positions require a dedicated individual who wants to do a quality job and help the organization to achieve its goals. However, if the organization feels that a person is not doing their job they can be removed by the following procedure:

- A member can submit a written complaint that outlines why the person is not doing their job and secure the signatures of three other members and turn into the President
- The President will bring this up at the next Executive board meeting for a vote to remove the person from their position
- The person facing removal will have a chance to defend themselves for resign from the position
- If the person does not resign, a written vote will be taken at the Executive Board meeting and it takes 2/3 votes of the Executive Board to remove the person

Section VII: Removal of Other Executive Board Members

Individuals who serve on the Executive Board play an important and vital role in making decisions that formulate the direction of the organization. It is extremely important to have people who are committed to the organization and take their positions seriously. If any person is found not doing job they can be removed by the following procedure:

- A member can submit a written complaint that outlines why the person is not doing their job and secure the signatures of three other members and turn into the President
- The President will then contact the person for a conference
- At the discretion of the President the will decide if the topic needs to be discussed at the next Executive Board meeting
- If members of CAB determine the President’s decision to be bias it may be challenged by taking the complaint and signatures to the Advisor
- The person facing removal will have a chance to defend themselves for resign from the position
- If the person does not resign, a written vote will be taken at the Executive Board meeting and it takes 2/3 votes of the Executive Board to remove the person

Section VIII: Resignations

If during the course of the school year a member of the Executive Board resigns their position or is removed from office, the following procedure will be used to fill the position:
• The Executive Board member who wishes to resign must notify the President of their intentions
• Once the President is notified they will send out an e-mail to all members informing them on the open position(s) or bring it up at the next meeting
• The position(s) are open to any member of the Campus Activities Board who wants to take a more active role in the organization
• If interested in the position(s) on needs to reply back to the e-mail and inform the President of interest in the position
• The President will then contact all the applicants and then have them submit a written explanation as to why they deserve the position
• After all applicants submit their written explanations the Executive Board members will vote and elect a winner

**Article IV: Meetings and Voting**

**Section I: Meetings**

• There will be weekly general meetings every Tuesday at 5:00 P.M. In the 35 Commonwealth Avenue Student Lounge
• There will be bi-weekly Executive Board meetings on Tuesday 5:30 P.M. In the 35 Commonwealth Avenue Student Lounge

**Section II: Voting**

• When electing people into Executive Board positions, when put to vote in the group the person needs to win by a 2/3 vote