

# **Middle Georgia State University Campus Activities Board (CAB)**

## Mission

To provide quality campus activities planned by students for students

## Description

The Campus Activities Board (CAB) provides opportunities for students to become effective and productive leaders, as well as develop personal, professional, and leadership skills through planning, implementing and evaluating activities for the students of Middle Georgia State University. CAB is a student-led organization, whose purpose is to enrich the lives of Middle Georgia State University students through educational, cultural and social events. CAB supports the mission of the Office of Student Life and the Office of Student Affairs.

## Constitution

### **Article I      Name**

The official name of this organization shall be the Campus Activities Board (CAB).

### **Article II      Preamble**

We, the members of the Campus Activities Board (CAB), strive to provide Middle Georgia State University with diverse programs of an educational, cultural and social nature through the efforts of students who actively plan, implement, and evaluate program.

CAB exists for the betterment of Middle Georgia State University as a whole and strives to remain responsive to student attitudes, interests and needs. It also provides programs that reflect and respond to social, intellectual and moral development of the students.

CAB shall not be discriminatory in terms of race, sex, religion, age, sexual orientation, social status, physical abilities, or ethnic and cultural backgrounds.

### **Article II      General CAB membership**

- |             |                                                                                                                                                                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section I   | Membership of CAB shall be open to all students currently enrolled in a minimum of six credit hours at Middle Georgia State University and a minimum overall GPA of a 2.0.                                                                         |
| Section II  | Students on disciplinary probation are ineligible to serve on CAB.                                                                                                                                                                                 |
| Section III | Members are allowed to have two unexcused absences per semester.                                                                                                                                                                                   |
| Section IV  | Excuses for absences must be submitted to the CAB President in writing prior to the absence. Excused absences will not be counted against a CAB member's eligibility.                                                                              |
| Section V   | CAB members may serve on as many committees as they choose and must actively serve on at least one committee. Actively serving is defined as attending every meeting and event sponsored by that committee with no more than two excused absences. |

### **Article III      Officers and Committee Chairs**

- |           |                                                                                                                                                                                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section I | General Information                                                                                                                                                                                                                                                                      |
|           | A) There are three officers, two committee chairs and an advisor that comprise CAB.                                                                                                                                                                                                      |
|           | B) CAB executive officers and committee chairs are expected to be present at every meeting and event. Officers and chairs may have two excused absences per semester. Excuses for absences should be received by the CAB advisor at least 48 hours prior to the missed meeting or event. |
|           | C) CAB officers and chairs must meet the same requirements of general CAB membership.                                                                                                                                                                                                    |
|           | D) The term of office for CAB officers and chairs is June to May.                                                                                                                                                                                                                        |

- Section II      President
- A) Description – The CAB president has oversight over the administration and function of the organization as a whole.
- B) Duties and Responsibilities
- a. Oversee regularly scheduled CAB meetings
  - b. Attend all CAB events unless excused in advance by the advisor
  - c. Represent CAB to the college administration
  - d. Serve as liaison to community constituents
  - e. Meet weekly with the CAB advisor
  - f. Work collaboratively with all CAB members
  - g. Serve as primary program evaluator
  - h. Other duties as assigned by the advisor
- Section III      Vice President
- A) Description – The CAB vice president has oversight over the committee chairs and event operations.
- B) Duties and Responsibilities
- a. Oversee regularly scheduled CAB meetings in the absence of the president
  - b. Attend all CAB events unless excused in advance by the advisor
  - c. Oversee the operation and function of committee chairs
  - d. Coordinate “traditional” events of the institution with committee chairs (i.e. – Week of Welcome, Fall Festival, Spring Fling, etc.)
  - e. Other duties as assigned
- Section IV      Secretary/Treasurer
- A) Description – The CAB secretary/treasurer maintains operational and financial records for the organization.
- B) Duties and Responsibilities
- a. Maintain accurate agendas and minutes of every CAB meeting
  - b. Submit meeting minutes to the Advisor for posting on the website
  - c. Maintain a current CAB membership roster
  - d. Record attendance at every CAB meeting
  - e. Work in conjunction with the advisor and committee chairs to maintain budget and expenses
  - f. Attend all CAB events unless excused in advance by the advisor
- Section V      Publicity Chair
- A) Description – The publicity chair works collaboratively with other chairs to promote CAB events.
- B) Duties and Responsibilities
- a. Provide effective marketing strategies for campus activities
  - b. Create print and digital flyers
  - c. Work with the CAB advisor on social media management
  - d. Work with other CAB chairs to ensure each event is sufficiently advertised
  - e. Hold regularly scheduled meetings with committee members
  - f. Attend all CAB events unless excused in advance by the advisor
- Section VI      Community Service Chair
- A) Description – The community service chair works with community members to promote civic engagement and responsibility to Middle Georgia State University student.
- B) Duties and Responsibilities
- a. Plan and coordinate community service opportunities for Middle Georgia State University students.

- b. Maintain accurate contact list of community agencies and non-profits with which CAB can work
- c. Hold regularly scheduled meetings with committee members
- d. Attend all CAB events unless excused in advance by the advisor

Section IX Advisor

- A) Description – A staff member in the Office of Student Life who provides guidance in the administration and decision-making of CAB.
- B) Duties and Responsibilities
  - a. Act as liaison between CAB and the Director of Student Engagement
  - b. Attend all CAB meetings and events
  - c. Serve as primary budget manager for CAB
  - d. Other duties as assigned by the Director of Student Engagement

**Article IV Officer Elections**

Section I Nominations for officers will be taken at the first CAB meeting in April.

Section II Elections will be conducted at the second CAB meeting in April.

Section III Elections will be conducted by secret ballot.

Section IV All CAB members including officers and chairs will have voting rights with the exception of the president.

Section V Terms of office are from June to May

Section VI In the event of a tie, the president will be allowed to vote

**Article V Resignations**

CAB members, officers or chairs wishing to resign must submit a letter of intent to the president or advisor

**Article VI Removal**

Section I Removal procedures for general members

- A) Any member of CAB may be removed due to any violation of CABs constitution, policies and procedures.
- B) In the event a CAB member becomes ineligible to serve, he/she will be removed.
- C) In the event a CAB member exceeds the maximum absences for a semester, he/she will be removed.

Section II Removal procedures for executive officers and chairs

- A) A CAB officer or chair may be removed for the same reasons as a general member (a student may not serve as an officer if they are not eligible for general members)
- B) A written request from at least half of the CAB general membership must be submitted to the advisor. The request should include the reasons for removal which must include a valid reason for removal. Valid reasons include violation of constitution, policies/procedures; failure to adequately fulfill the responsibilities of the position; and/or inappropriate or unbecoming behaviors inconsistent with the Student Code of Conduct and the mission of CAB.
- C) Written notification will be given to the officer or chair asking for their attendance at the next CAB meeting. If the individual is unable to attend the requested meeting, CAB reserves the right to conduct removal procedures in their absence.
- D) Following a discussion surrounding related issues, the CAB advisor will preside over a vote.
- E) Removal of an officer or chair must be met with  $\frac{3}{4}$  majority vote of the CAB membership.
- F) If removed, the CAB officer or chair will receive written notification.

- G) If necessary, the CAB officer or chair in question may be referred to the Office of Student Affairs for Student Conduct violations.

**Article VII      *Filling Vacancies***

Section I      In the event the president's position becomes vacant, the vice president will assume the role of president for the remainder of the term.

Section II      In the event the vice president, secretary/treasurer, or a chair position becomes available CAB will hold conduct a special election during the next regularly scheduled meeting.

**Article VIII      *Amendments***

Amendments to this constitution may be made by a majority vote by the CAB membership at a regularly scheduled meeting following parliamentary procedure.