

CAMPUS ACTIVITIES BOARD BYLAWS



Northern Illinois University
DeKalb, IL

Campus Activities Board Constitution
Northern Illinois University
Ratified: May 02, 2008

Bylaws

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ARTICLE I: The Campus Activities Board shall have the following committees:

- A. Concerts and Comedy
- B. Fine Arts
- C. Unity in Diversity
- D. Huskie Traditions
- E. Educational Leadership
- F. Seasonal Events
- G. Special Events
- H. Public Affairs*
- I. Marketing Concepts*
- J. Public Relations*
- K. Web Design & Technology*

****AVP's will coordinate to form the Marketing and Advertising Team. This committee will be deemed complete with the addition of one other member.*

ARTICLE II: Committee Mission Statements

Section 1 - Concerts and Comedy is committed to providing concerts, comedians and other forms of live performances of various magnitudes to the Northern Illinois University campus community.

Section 2 - Fine Arts is committed to exposing the Northern Illinois University campus community to the Performing Arts. For example: music, dance, theater, and visual arts.

Section 3 - Unity in Diversity is committed to achieving campus accord through inclusion and the belief that multiple perspectives from various lifestyles, cultures and backgrounds are essential to learning as a whole.

Section 4 - Huskie Traditions is committed to providing an outlet for the Northern Illinois University campus community to celebrate school pride and team spirit, while working together with the surrounding community to provide all-age, family entertainment in hopes of continuing and creating lasting traditions.

Section 5 - Educational Leadership is committed to planning contemporary and innovate styles of learning beyond the classroom for the Northern Illinois University campus community through various speakers, forums, and venues.

Section 6 - Seasonal Events is committed to expanding upon yearly festivals, traditions, and holidays through themed events and programs for the Northern Illinois University campus community.

Section 7 - Special Events is committed to providing programming for the Northern Illinois University campus community through technological, recreational, and alternative forms of entertainment which cater to the interests of the student body.

Section 8 - The Marketing and Advertising Team (Public Affairs, Marketing Concepts, Public Relations, and Web Design & Technology) is committed in partnering to create effective schemes and determining efficient methods in informing the Northern Illinois University campus community about upcoming events and programs.

ARTICLE III: Voting Procedure for General Board

Section 1 - All Executive Board members and Associate Vice-President's will each have one vote.

Section 2 - Any General Board member who does not attend a meeting forfeits their vote.

ARTICLE IV: Attendance policy (Executive, Full, and General Board meetings)

Section 1 - An unexcused absence is defined as a CAB staff member not attending a meeting with no prior notification to the CAB President.

Section 2 - An excused absence is defined as a CAB staff member giving notification to the CAB President no later than 24 hours prior to meeting.

Section 3 - An illness or emergency is considered as an excused absence.

Section 4 - The CAB Advisor will determine if any other absences are excused.

ARTICLE V: Office Hours

Section 1 - During normal, business hours of the University CAB must be available to answer specific questions related to projects, as well as be able to communicate with University officials and departments as it relates to their current projects:

- A. Executives are required to be in the office no less than fifteen (15) hours each week during business hours.
- B. AVPs are required to be in the office no less than eight (8) hours each week during business hours.

Section 2 - Office Hours must be visibly posted near each General Board member's desk and a copy should be given to the Office Manager no less than three (3) weeks into the new semester.

ARTICLE VI: Equipment Policy

Section 1 - Computers, phones, and various other office supplies will be assigned to CAB staff members on a semester basis.

Section 2 - Only CAB staff are allowed to use office computers, phones, and supplies in the CAB office.

Section 3 - Computers

- A. Office computers are for CAB staff ONLY. Anyone other than CAB staff using office computers will be escorted by a CAB Executive Board member or CAB Advisor out of the office.
- B. If any CAB staff member is found allowing other individuals to use office computers, disciplinary action may be taken.
- C. CAB computers and printers are for work purposes. Disciplinary action will be taken against individuals caught illegally downloading files, installing non-authorized files, printing class-related notes or papers, stealing data from CAB, or removing software from the office.
- D. All computer work stations must be locked by the respective CAB staff member using it when the terminal is unattended (i.e. staff member is not in the office) because of sensitive data.

Section 4 - Prints

- A. CAB staff members are allowed to print twenty (20) pages of any one document related to CAB from the office printer.
- B. Printing more than twenty (20) pages of a work-related document requires that one prints out one (1) page from the office printer and request the Copy Card from the Office Manager to make copies in the Student Involvement & Leadership Development Office.
- C. Printing and make copies for personal purposes are not allowed (i.e. class notes, PowerPoint slides, class papers) and may result in revoking of printing privileges.

Section 5 - Copies

- A. CAB staff members are only allowed to copy 40 pages of any one work-related document (the Copy Card is available from the Office Manager during business hours and must be signed out).
- B. Copying more than forty (40) pages of any work-related document requires that you complete a Copy Services Request form (Quick Print Form) and have it signed by the Office Manager and sent to Copy Services. The Office Manager will inform you once the product has been returned.

Section 6 - Phones

- A. Desk phones within the CAB office are for work-related phone calls ONLY and are only to be used by CAB staff members.
- B. Abusing of one's privileges with CAB office phones (i.e. talking with friends and family, other business purposes unrelated to CAB) may result in revoking of phone privileges.

ARTICLE VII: Guest Policy

Section 1 - All visitors to the CAB office must first check-in with the Office Manager before proceeding to the office area. The Office Manager must have prior notification of the visit to allow the visit (guest) past the lobby area.

Section 2 - All visitors to the CAB office must be present for official business (i.e. programming planning, marketing, co-sponsorships,) ONLY and must be escorted by a CAB staff member AT ALL TIMES.

Section 3 - Any visitor or guest (known and unknown) left unattended will be escorted from the CAB office by a CAB Executive Board member and/or CAB Advisor.

Section 4 - If a CAB staff member is found to be hosting a visitor or guest for unofficial business, the visitor/guest will be escorted from the CAB office; the CAB staff member who hosted the visitor/guest may be subject to disciplinary action.

Section 5 - Any CAB staff member hosting a visitor or guest is responsible for any and all actions by the visitor/guest.

- A. Any visitor or guest caught stealing, tampering, or is found to be in any way threatening will be removed from the office immediately and will not be allowed to return at any time for any reason.
- B. The CAB staff member who hosted the visitor/guest in question may be subject to disciplinary action.

ARTICLE VIII: Salary, Stipend and Wages

Section 1 - The President, Vice-President of Administration, Vice-President of Programming, and Vice-President of Finance shall be paid \$1.85 plus the current minimum wage for up to twenty hours a week for forty weeks.

Section 2 - All timecards of CAB executive officers shall be verified by the vice-president of Finance in conjunction with the CAB advisor.

Section 3 - The Assistant Vice-President (chairperson) positions of CAB shall be volunteer positions with no wage or reimbursement of any kind (effective July 1st, 2008).

ARTICLE IX: Conferences

Section 1 - Executive Board and CAB Advisor shall decide CAB representation at the annual NACA regional and/or national conference.

Section 2 - CAB members wishing to represent CAB at additional conferences shall:

- A. Complete conference request form.
- B. Submit conference request form to CAB President
- C. The executive board and CAB advisor will approve or dismiss request.
- D. Request is then processed by CAB advisor and submitted to SILD

ARTICLE X: Transitions

Section 1 - Transitional training process shall include but will not be limited to:

- A. Completion of training binder.
- B. Approval of training binder by Vice President of Administration.
- C. Completion of training retreat.
- D. Meeting with outgoing member.

ARTICLE XI: Professionalism

Section 1 - All CAB staff members are expected to act in the utmost professional manner in the office, while at events which are affiliated with, sponsored, or hosted by CAB, and at any other point and time in which you are identified as a member of CAB.

Section 2 – All CAB members will abide by the CAB Members Rules and Regulations

ARTICLE XII: Co-Sponsorships

Section 1 - Request Process

- A. Organizations looking for co-sponsorship funding must complete and submit a co-sponsorship application to the Office Manager who will then pass on the request to the CAB President and CAB Advisor.
- B. Organizations must submit co-sponsorship applications at least one month prior to event date.
- C. Organizations requesting co-sponsorship funding will be required to present their request at the next available CAB Full Board meeting.
- D. Co-sponsorship funding will be approved, denied, or amended by a majority vote of the CAB Full Board

Section 2 - Limitations and Rights of Request

- A. Organizational funding is available only to registered Student Organizations who are in good standing with the Student Association.
- B. CAB shall not be the sole source of funding for any co-sponsorship request.
- C. Co-sponsorship funding is explicitly limited to the funding of events open to all NIU students.
- D. Co-sponsorship funding cannot be used for the acquisition of office equipment, recovery from debt, or other expenses not pertinent to the event described in the request.
- E. Allocations cannot be used for the personal benefit of individuals or private corporations, for direct donations to charitable organizations, or for direct financing of political candidates and/or campaigns. Allocations cannot be expended for any activity contrary to the University policy, rules, or procedures and/or applicable state and federal law.
- F. The stipulations, terms, and conditions for all co-sponsorships with CAB are as follows :
 - i. The CAB logo must appear on any and all promotions.
 - ii. CAB has the right to market and recruit at the event.
 - iii. CAB reserves the right to request a substance-free event.

ARTICLE XIII: Program Proposal

Section 1 - Pre-Program Proposal

- A. Committees shall conduct research on the following aspects of program(s):
 - i. Agents
 - ii. Venues
 - iii. Other schools
 - iv. Student feedback
 - v. National Association for Campus Activities
 - vi. Past Program Proposals
 - vii. Past Post Program Assessments
 - viii. Price comparisons

- ix. Co-Sponsorships (on and off-campus) possibilities
- B. Committees shall prepare and write program proposals and budgets.
- C. Associate Vice-President's shall discuss other committee proposals with their committee to attain feedback.
- D. Committees shall give feedback to other committees about proposed programs.

Section 2 - Presentation of Proposals

- A. AVP's are responsible for presenting all proposals to the CAB Executive Board.
- B. Proposals pass by majority of vote of the CAB Executive Board.
- C. Approved proposals will be presented at General and Full Board meetings.

ARTICLE XIV: The Office Manager

- A. The CAB Office Manager is not a personal secretary. The purpose of the Office Manager is to manage the daily operations of the office.
- B. The CAB Office Manager is not a personal secretary. The purpose of the Office Manager is to manage the daily operations of the office.
- C. AVPs are required to perform general secretarial work on their own.
- D. It is the responsibility of all CAB staff members to inform the CAB Office Manager of all upcoming programs/events and all pertinent information regarding that program/event.
- E. It is the responsibility of the CAB staff members to notify the CAB Office Manager of any tardiness or change in office hours.

ARTICLE XV: Removal from Office

Section 1 - Reasons for removal of office shall include:

- A. Failure to perform the duties/responsibilities outlined in the Constitution and By-laws.
- B. Conduct that violates the Northern Illinois University Code of Conduct.
- C. Unexcused absence from more than one CAB General Board meetings per semester.
- D. Disciplinary action as a result of a grievance submitted against said member.

Section 2 - Reference Article XII of the constitution for removal procedures.