

CAMPUS ACTIVITIES BOARD CONSTITUTION



Northern Illinois University
DeKalb, IL

Campus Activities Board Constitution
Northern Illinois University
Ratified: April 11, 2008

Constitution

**Campus Activities Board
Northern Illinois University
Ratified: December 04, 2008**

Promise of the Campus Activities Board to Northern Illinois University:

- A. Mission Statement: The mission of the Campus Activities Board shall be to provide the Northern Illinois University community with cultural, social, educational and entertainment programs that are responsive to the diverse needs of the university community
- B. The Campus Activities Board shall serve as the premier programming body of Northern Illinois University by providing programming at various university venues.
- C. The Campus Activities Board shall strive to stimulate a higher level of awareness and respect by being inclusive and steadfast in the programmatic needs of the NIU student community as a whole by utilizing the input and help from the students and student organizations of NIU.
- D. The Campus Activities Board shall seek to partner with other student organizations, faculty, staff, university departments, and the greater NIU community to provide the best possible social, academic, and cultural experiences to NIU students.
- E. The Campus Activities Board shall provide students with the opportunity to become involved in planning, promoting, implementing and assessing events.
- F. The Campus Activities Board shall provide opportunities for students to learn, grow, and develop into quality leaders.

ARTICLE I: Name

The name of this organization shall be the Northern Illinois University Campus Activities Board. The abbreviation shall be CAB.

ARTICLE II: Funding

- A. Members will not be expected to pay dues.
- B. CAB will receive a portion of the Students Activities Fee allocated by the Student Association.

ARTICLE III: Organizational Structure

Section 1. Executive Board: The Executive Board of CAB shall consist of the President, Vice President of Administration, Vice President of Finance, Vice President of Programming, the Advisor and the Graduate Advisor.

Section 2. General Board: The General Board of CAB shall consist of the Executive Board, the designated Associate Vice Presidents (AVP), the Advisor and the Graduate Advisor.

Section 3. Full Board: The CAB Full Board shall consist of the General Board, and Committee Members.

Section 4. Advisor:

The CAB Advisor and Graduate Advisor shall be appointed by the Director of Student Involvement & Leadership Development

ARTICLE IV: Committee Categories

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

(*The respective AVPs in these categories make up the Marketing and Advertising Team. This committee will be deemed complete with the addition of one other member.)

ARTICLE V: Committee Requirements

Section 1. Each committee accepts primary responsibility for programming activities for his or her committee title.

Section 2. Each committee will hold meetings regularly to conduct required business, solicit member feedback, keep members informed, benchmark other colleges and universities, and ultimately plan for future programs and events.

Section 3. Each committee will be responsible for timely program implementation as described in the By-Laws.

Section 4. Each committee shall have an Associate Vice President as Chairperson of the respective committee and at least four student members for a five member minimum committee.

Section 5. Each committee shall have a mentor from the Executive Board.

ARTICLE VI: AVP Requirements

- A. Chair their respective committees (for the marketing and advertising team the chair will be one of the member AVPs that is nominated /voted in the first committee meeting.)
- B. Must have a minimum of 5 committee members (for committee member criteria see article VII).
- C. Plan, promote, implement and assess activities related to their committee.
- D. Maintain a record of program expenses. Submit it to the Finance VP and Advisor.
- E. Submit and present all committee program proposals to the General Board.
- F. Organize all paperwork into a program de-brief file for future reference.
- G. Coordinate on-going committee assessment.

- H. Serve as General Board liaison to respective committees.
- I. Attend all General Board meetings.
- J. Attend all Full Board meetings.
- K. Attend all Special meetings as requested by the President.
- L. Serve as a voting member of the General Board.
- M. Maintain a minimum of 8 office hours during regular business hours (8:00AM- 4:30PM).
- N. Meet with assigned Vice President weekly.
- O. Sign and follow confidentiality agreement.
- P. Transition incoming AVP after completed term.
- Q. Meet with the graduate advisor bi-weekly.
- R. Complete other duties as assigned.
- S. Failure to comply with these requirements could result in a dismissal of membership in CAB as detailed in the Bylaws.

ARTICLE VII: Membership Criteria

- A. General Board membership is by appointment. Any appointment applications must be on file with the CAB Office Manager.
- B. All Executive Officers, AVPs and committee members of CAB must be in good academic and disciplinary standing.
- C. A minimum G.P.A. of 2.0 for undergraduates and 3.0 for graduate students is required before taking office and throughout term of office.
- D. Sustain full-time status as either an undergraduate (12 credit hours) or graduate (9 credit hours in a declared program) student is required before taking office and is required throughout term of office.
- E. Executive Officers and AVPs must be able to maintain office hours during regular business hours (8:00AM- 4:30PM).
- F. A term of office begins on May 15 and lasts through May 14 of the following year.
- G. AVP positions will be filled through the processes stated in Article X, Section 2.
- H. Members must attend all regularly scheduled meetings with no more than two excused absences per semester.
- I. By the 2009 regular elections, to be considered for candidacy of CAB Executive Board, an individual must have been a member of CAB for at least one full semester. The only exception to this is the CAB Vice-President of Finance who will be eligible for office if they have been a CAB member for one full semester, or, be an accounting or finance major.
- J. No member of the CAB Executive Board will be allowed to compete in any homecoming events or run for homecoming court.
- K. Executive Board members cannot concurrently serve as an elected or appointed member of the Executive Cabinet or the Senate of the Student Association of NIU.
- L. Members must participate in CAB events and in key events that require participation by all Board members.
- M. Failure to comply with these requirements could result in revoking of membership in CAB as detailed in the Bylaws.

ARTICLE VIII: Executive Board Position Responsibilities

Section 1- President

- A. Primary and official spokesperson of CAB.
- B. Coordinate and oversee the direction of CAB.
- C. Chair Executive Board, General Board, and Full Board meetings.
- D. Prepare agendas for Executive and General Board meetings.
- E. Call special meetings when necessary.
- F. Attend all special meetings.
- G. Meet with the Vice Presidents weekly.
- H. Maintain fifteen office hours weekly during business hours.
- I. Assist the Vice President of Finance to allocate CAB programming and operations budgets in conjunction with the advisors approval.
- J. Establish relationships with other Registered Student Organizations and University affiliations
- K. Coordinate the removal of CAB officers as outlined in Article XII.
- L. Enforce the Constitution, By-Laws, and Parliamentary Procedures (parliamentary procedures apply to Full Board meeting only).
- M. Represent CAB on University committees as needed.
- N. Meet with the Advisor(s) on a weekly basis.
- O. Sign, follow, and enforce confidentiality agreement.
- P. Complete other duties as assigned.
- Q. Be ultimately responsible for all operations at all CAB-sponsored events in conjunction with CAB Vice-Presidents.

Section 2. Vice President of Administration:

- A. Assume the Presidency if a vacancy occurs.
- B. Record minutes at all CAB Executive, General, and Full Board meetings and distribute to CAB members within two business days.
- C. Keep current files of CAB meeting minutes and provide duplicate records for the CAB office manager.
- D. Coordinate assessment and strategic planning in partnership with the Vice President of Finance.
- E. Keep attendance records for all CAB meetings.
- F. Coordinate logistics of CAB delegations for conferences, workshops and conventions in conjunction with and approval of the CAB Advisor.
- G. Work with the Advisor and Graduate Advisor to update and maintain a CAB resource manual for all officer positions to utilize.
- H. Maintain up to date program resource files in the CAB office.
- I. Perform administrative functions essential to the stability of the organization.
- J. Facilitate room reservation process.
- K. Coordinate retreats.
- L. Coordinate transition process of new incoming General Board members.
- M. Meet regularly with designated AVPs
- N. Meet weekly with the President.
- O. Meet weekly with the CAB Advisor.
- P. Serve as the Executive Board liaison to designated committees.

- Q. Assist the President upon request.
- R. Maintain fifteen office hours weekly during business hours.
- S. Attend all Executive Board meetings.
- T. Attend all General Board meetings.
- U. Attend all Full Board meetings.
- V. Attend all Special meetings
- W. Sign and follow confidentiality agreement.
- X. Complete other duties as assigned.
- Y. Be ultimately responsible at all events in conjunction with the President and the rest of the Vice-Presidents.

Section 3- Vice President of Programming:

- A. Assume Presidency if a vacancy of both the Presidency and Vice Presidency of Administration occurs.
- B. Chair program proposal meetings.
- C. Attend committee meetings regularly
- D. Meet with Committee Chairpersons regularly.
- E. Serve as the Executive Board liaison to designated committees.
- F. Manage the pre-program proposal process.
- G. Be a source of programming information and training for all AVPs and Full Board members.
- H. Be required at all times to assist and approve all planning and implementation actions of the CAB committees set forth by the CAB AVPs, as well as provide input for the committee programmatic agenda, and help CAB AVPs with programmatic goal setting.
- I. Assist the President when requested to do so by the President.
- J. Maintain fifteen office hours weekly during business hours.
- K. Meet regularly with AVPs.
- L. Meet weekly with President.
- M. Meet weekly with Advisor.
- N. Attend all Executive Board meetings.
- O. Attend all General Board meetings.
- P. Attend all Full Board meetings.
- Q. Attend all Special meetings
- R. Sign and follow confidentiality agreement.
- S. Complete other duties as assigned.
- T. Be ultimately responsible at all events in conjunction with the President and the rest of the Vice-Presidents.

Section 4. Vice President of Finance:

- A. Assume Presidency in the event that all three of the following offices become vacant: the Presidency, Vice Presidency of Administration, and Vice Presidency of Finance.
- B. Maintain accurate budget records for the CAB.
- C. Present the financial summary of CAB at all Executive, General and Full board meetings.
- D. Allocate programming funds to the AVPs in conjunction with and approval of the CAB Advisor.

- E. Coordinate assessment and strategic planning in partnership with the Vice President of Administration.
- F. Keep accurate records of CAB expenditures, which shall conform to standard University financial record-keeping practices.
- G. Manage budgetary responsibilities for program proposals.
- H. Keep record of all submitted time sheets and status reports which accompany them.
- I. Meet regularly with designated AVPs.
- J. Meet weekly with President.
- K. Meet weekly with CAB Advisor.
- L. Assist the President when requested to do so by the President.
- M. Serve as the Executive Board liaison to designated committees
- N. Maintain fifteen office hours weekly during business hours.
- O. Attend all Executive Board meetings.
- P. Attend all General Board meetings.
- Q. Attend all Full Board meetings.
- R. Attend all special meetings
- S. Sign and follow confidentiality agreement.
- T. Complete other duties as assigned.
- U. Be ultimately responsible at all events in conjunction with the President and the rest of the Vice-Presidents.

ARTICLE IX: Meetings

Section 1- Executive Board Meetings

- A. The Executive Board (President, Vice-President Administration, Vice-President of Programming, and the Vice-President of Finance) along with the Graduate Advisor and the Advisor will meet once a week at a designated time and day determined by the Executive Board.
- B. Any foreseen absences should be submitted to the President and Advisor at least 24 hours in advance of the Executive Board meeting.
- C. If the President is the absentee, he or she is to notify the Executive Board at least 24 hours prior to the Executive Board meeting at which time the Vice-President of Administration will chair the Executive Board Meeting.

Section 2- General Board Meetings

- A. The General Board (Executive Board, AVPs, the Advisor and the Graduate Advisor) will meet once per week at a time and day set forth by the Executive Board.
- B. In the event of an absence the missing AVP loses their vote on any business voted on in the meeting.
- C. Any foreseen absences should be submitted to the President and Advisor at least 24 hours in advance of the General Board meeting.

Section 3- Full Board Meetings

- A. The Full Board (Executive Board, General Board, and Committee Members) will meet once per month on the second Wednesday of the month at a time set forth by the Executive Board.

Section 4- Committee Meetings

- A. Each committee will meet bi-weekly or as scheduled by the committee chair (AVP).
- B. CAB AVPs are responsible for meeting with their specific committees weekly in the CAB office.
- C. Meeting times and days must be established no less than two (2) weeks in the start of a new semester.
- D. Meeting times and days shall be copied and given to the Office Manager to reserve a conference room for CAB.

ARTICLE X: Election Process

Section 1. Executive Board:

- A. CAB Executives will be selected by method of election.
- B. All candidates will be required to meet criteria outlined in an election packet.
- C. Applications shall be available to the entire student body.
- D. Applicants should meet all requirements outlined in the CAB bylaws.

Section 2. AVP Appointment:

- A. Applications shall be available to the entire student body.
- B. Applicants should meet all the requirements mentioned in Article VII.
- C. The current President shall determine the application timeline as outlined in CAB bylaws (article XVI).
- D. The selection committee is made up of the current CAB Executive Board, two General Board members, and one committee member.
- E. After all applicants have been interviewed, the selection committee will discuss and vote.
- F. Each applicant shall be viewed independently.
- G. Any appointments not made within the time frame will default to the vacancy filling process (Article XI).

ARTICLE XI- Filling Vacancies

Section 1. Should the CAB President position become vacant after president is sworn into office, the Presidency of CAB shall be filled in the following order:

- i. Vice President of Administration
- ii. Vice President of Programming
- iii. Vice President of Finance

Section 2. Vice-Presidential vacancies shall be temporarily filled by the CAB President until a new appointment can be made with advice and support from the selection committee.

Section 3. AVP vacancies shall be filled by the designated Vice President until a new AVP is appointed by the selection committee (see article X, section 2).

Section 4. Resignations of General Board members must be indicated in writing.

Section 5. After elections have occurred, any positions becoming vacant prior to taking office shall undergo an additional election process conducted by the Executive Board.

ARTICLE XII – Procedure for Removal

- A. CAB Executive Vice-Presidents may be removed from office by a majority (50% + 1) vote of the General Board and with the approval of the CAB advisor.
- B. The President of CAB may be removed from office by a two-thirds (2/3) vote of the General Board with the approval of the CAB advisor.
- C. CAB AVPs may be removed from office by a majority vote (50% + 1) of the Executive Board with the CAB Advisor casting a vote only in the event of a tie.
- D. Committee members may be removed from CAB by their respective committee chair (AVP) by providing written documentation to and with the approval of their respective Executive Vice-President.

ARTICLE XIII- By-Laws

By-Laws will be established to aid in the operation of CAB.

Section 1. To be established, By-Laws will require a majority vote of the General Board.

Section 2. To be amended, By-Laws will require a majority vote of the General Board.

Section 3. By-Laws must be established or amended at a meeting of the General Board.

Section 4. All By-Laws are public record.

ARTICLE XIV- Amending the Constitution and By-Laws

Section 1. All amendments to this constitution or the bylaws shall be submitted to the CAB President prior to the General Board meeting at which the amendment will be discussed.

Section 2. Any General Board member of CAB may propose an amendment by submitting the amendment in writing to the CAB President.

Section 3. A majority vote (50% +1) of the General Board is needed to approve the amendment.

Section 4. Any amendment approved under this article shall become effective at the time cited when the amendment is presented to the CAB.

ARTICLE XV: Ratification

Section 1. The President shall appoint an ad-hoc committee to assess current constitution within three years of initial ratification and every three years thereafter.

Section 2. Ratification of a Constitution will take place as follows:

- A. This Constitution will be presented to the CAB General Board.
- B. A majority vote is required to ratify the newest constitution.
- C. The updated document must be on file with the CAB Office Manager, and all appropriate parties.

ARTICLE XVI:

Section 1. This Constitution shall be the primary document governing all actions and policies of CAB and its members. Any Bylaws, Committee Rule, statute, or decisions of CAB or any of its parts that conflict with this Constitution shall be made void.

Section 2. This Constitution shall be interpreted to agree with the NIU Student Association, Northern Illinois University, State of Illinois, and United States of America Constitution.