

**Western Kentucky University
Campus Activities Board
Constitution**

MISSION STATEMENT

The WKU Campus Activities Board (CAB) seeks to enrich the educational experience of students at WKU through the support of the overall mission of Western Kentucky University by offering a wide range of co-curricular experiences for students. Through these experiences, the Campus Activities Board strives to bring students together to enhance student involvement and create a campus atmosphere that addresses student needs outside of the classroom. In addition, CAB seeks to provide opportunities for group collaboration with other campus organizations, as well as opportunities for professional growth.

BYLAWS of the Campus Activities Board ARTICLE I:

NAME & PURPOSE

Section A: Name - The name of this organization shall be the Campus Activities Board, hereinafter referred to as CAB.

Section B: Purpose - The purpose of this organization shall be:

1. To provide a wide variety of programs and activities meant to enhance, educate and entertain the entire Western Kentucky University community.
2. To plan, promote, and produce, events for WKU Students
3. To plan events that will boost morale of students
4. To provide leadership and professional development opportunities for its members.

ARTICLE II: MEMBERSHIP

Section A: Eligibility – Membership shall be open to currently enrolled students at Western Kentucky University who have attended a minimum of one CAB meetings and assisted at two CAB events.

ARTICLE III: Leadership Team

Section A: Leadership Team – The team shall be a president, vice-president, operations director, social media coordinator, and activities coordinators.

Section B: Eligibility – Any CAB member who has been part of the organization for a minimum of one semester can hold an officer position. Should have a cumulative and semester GPA of a 2.5 to join the board and remain on the board through their term.

Section C: Election – Nominations for officers will be accepted the second week of November. Voting will take place prior to Finals Week.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the end of the Fall semester.

Section E: Responsibility – Management of this organization shall be place on the Leadership Team to be responsible to the entire membership to uphold these bylaws.

Section E: Attendance – Leadership Team members are expected to attend all events and meetings unless they have an excused absence. Any team member with more than 3 unexcused absences will be removed from their position

Section F: Vacancy – If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – It shall be the duty of the President to:

- Preside at meetings
- Organize and facilitate the business of CAB meetings
- Work with the Advisor to organize training sessions at least once per semester
- Meet monthly with Leadership Team Members
- Be a resource for other activities coordinators and cabbies
- Help recruit new members to CAB each month

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Recruit new members and track contact information for all members
- Serve as the liaison between Leadership Team and campus partners
- Attend monthly Info. Exchange events put on by the Office of Student Activities
- Organize events that build Leadership Team morale
- Assist in planning retreats and training seminars
- Help recruit new members to CAB each month
- Attend all meetings

Section B: Operations Director – It shall be the duty of the Operations Director to:

- Take minutes during all CAB meetings (Monthly LT and General Body meetings)
- Send meeting minutes to the appropriate group 48 hours after the meeting
- Create and maintain the CAB Programming Calendar
- Keep track of attendance at events and meetings (use card readers)
- Review internal program proposal form
- Help recruit new members to CAB each month
- Attend all meetings

Section C: Social Media Coordinator – It shall be the duty of the Work-Study to:

- Utilize Hoot Suite to post about CAB on a daily basis
- Take photos at events and post on CAB's social media outlets
- Create and distribute surveys to improve our programs and events
- Develop the CAB Band
- Ensure CAB swag is being distributed at events and meetings
- Help recruit new members to CAB each month
- Attend all meetings

Section E: Activities Coordinators – It shall be the duty of the Activities Coordinators to:

- Attend all meetings
- Contract events, event set-up, advertising and other business as it relates to the planning and carrying out of events
- Help recruit new members to CAB each month

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular academic year.

Section B: Special Meetings – the President with the approval of the Advisor may call Special meetings as necessary.

ARTICLE VI: ADVISOR

Section A: Duties – The responsibilities of the WKU CAB advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by CAB.
- Meet on a regular basis with the leaders of the student organization to discuss upcoming meeting agendas, long range plans, goals, and problems of the organization.
- Attend regular meetings and Leadership Team meetings as often as the advisor's schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to CAB.
- Serve as the liaison between the Student Activities Office and CAB.
- Provide advice in the area of meeting facilitation, group building, goal setting, and program planning.
- Monitor expenditures to maintain an accurate and up-to-date account sheet.
- Counsel organization members of those factors that constitute unacceptable behavior of the part of the organization members, and the possible consequences of said behavior.

ARTICLE VII: PROGRAMMING

Section A: Programming Procedures – The fall calendar should be planned in the previous spring term so that it allows for a full range of events for the fall semester. The spring calendar should be planned at the end of the fall semester.