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Constitution

(Revised May 2008)

Article I Mission Statement

The Campus Activities Board (CAB) supports the overall mission and goals of Western Kentucky University by offering a wide range of "co-curricular" experiences for students, faculty, and staff. The primary purpose of CAB is to propose, plan, promote, and present a variety of activities designed to serve the cultural, educational, and social interests of the WKU community.

Article II Executive Cabinet

Section 1 Qualification

- 1.1 There shall be a President, Vice President of Membership, Vice President of Public Relations, Secretary, and the chairs of the CAB committees.
- 1.2 To qualify for an executive office a person must meet the following requirements:
 - 1.2.1 Candidates for President and Vice-Presidents must have a cumulative grade point average of 2.5 or higher.
 - 1.2.2 Candidates for all other CAB offices must have a cumulative grade point average of 2.25 or higher.
 - 1.2.3 Should grades decrease during his or her term, each Executive Board member is allowed one semester on CAB Academic Probation to improve his or her grades. If grades do not return to qualification standards, the member will be asked to relinquish his or her Executive position.
 - 1.2.4 Must be a full time student at the time of selection.
 - 1.2.5 Must be in good standing with the university.
 - 1.2.6 Be enrolled as a full time student while in office and not be a member of faculty or staff.
 - 1.2.7 May be an undergraduate or graduate student of Western Kentucky University.
 - 1.2.8 The President and the Vice Presidents will have completed one year (2 academic semesters) as a CAB chair.

Section 2 Powers and duties of the executive officers:

- 2.1 Powers and duties of the President
 - 2.1.1 To serve as chairman of the CAB.
 - 2.1.2 To report to the CAB on a weekly basis.
 - 2.1.3 To fulfill the duties of any committee chair position that may become vacant until the position is filled.
 - 2.1.4 To post and maintain 6 office hours per week during regular business hours.
 - 2.1.5 To establish the semester meeting schedule for the CAB.
 - 2.1.6 To enforce the provisions of this constitution and bylaws of the CAB.
 - 2.1.7 To serve as chair of Executive Action Committee.
 - 2.1.8 To serve as a liaison to Western Kentucky University's student body and to help determine their activity needs.
 - 2.1.9 To provide weekly updates of CAB activities to the advisor.
 - 2.1.10 To establish special committees within CAB as needed.
 - 2.1.11 To oversee the CAB budget and expenditures.
 - 2.1.12 Is considered the determining vote for a "tie breaker".
 - 2.1.13 To meet with WKU Administration and report back to the CAB.

2.2 Powers and duties of the Vice-President of Membership

- 2.2.1 To maintain a monthly and semester calendar of the CAB events.
- 2.2.2 To maintain attendance records and charts.
- 2.2.3 To coordinate all CAB committee chairs to ensure a diverse schedule of activities.
- 2.2.4 To ensure each committee chair is following the established procedures.
- 2.2.5 To assume President powers and duties in the event of absence
- 2.2.6 To establish policies for committee member recruitment, placement and retention by communicating with committee chairs.
- 2.2.7 To assume the position of the President in the event that the President is unable to fulfill the office due to illness, withdrawal, or failure to maintain the requirements of the office.
- 2.2.8 To post and maintain 6 office hours per week during regular business hours.
- 2.2.9 To be a voting member of the CAB.
- 2.2.10 To serve as a voting member of the Executive Action Committee
- 2.2.11 To meet with WKU Administration and report back to the CAB.

2.3 Powers and Duties of the Vice President of Public Relations

- 2.3.1 Provide publicity for all CAB meetings, activities and programs.
- 2.3.2 To maintain open communication channels with the media.
- 2.3.3 To oversee a PR Assistant, Webmaster, and PR Committee.
- 2.3.4 To assist all committees of the CAB in matters of public relations.
- 2.3.5 To post and establish 6 office hours per week
- 2.3.6 To be a voting member of the CAB.
- 2.3.7 To meet with WKU Administration and report back to the CAB.

2.4 Powers and duties of the Secretary

- 2.4.1 Record minutes and take role at CAB meetings
- 2.4.2 Establish a CAB membership roster and contact information sheet which will be submitted and supervised by the Vice President of Membership.
- 2.4.3 Maintain appropriate files of all CAB business. Maintain records of proposals and evaluations.
- 2.4.4 To maintain the Advisor's master calendar as well as in-office bulletin boards
- 2.4.5 To maintain the CAB inventory records.
- 2.4.6 To update the CAB mailboxes, filing system, and plaques.
- 2.4.7 Establish and post 6 office hours during business hours
- 2.4.8 Be a voting member of the CAB

2.5 Powers and Duties of Committee Chairs

- 2.5.1 Schedule regular committee meeting and bi-weekly one-on-one meetings with the president.
- 2.5.2 Make proposals for events after consultation with the members of the committee
- 2.5.3 Obtain the approval of the CAB before finalizing event plans
- 2.5.4 Attend all CAB and CAB Executive Board meetings
- 2.5.5 Encourage members of their committee to be involved in all CAB events
- 2.5.6 Develop relationships with other university groups, community organizations and businesses in trying to establish co-sponsorship opportunities.
- 2.5.7 Attend all meetings, events, and retreats
- 2.5.8 To maintain a committee consisting of a minimum of 4 WKU students.
- 2.5.9 Establish and post 4 office hours during regular business hours
- 2.5.10 To be a voting member of CAB

2.6 Powers and Duties of Committee Members

- 2.6.1 To attend committee meetings as requested by committee chairs.
- 2.6.2 Give all relevant contact information to the CAB.
- 2.6.3 Assist Committee Chairs in generating programming ideas, as well as the planning, presentation, and execution of CAB events.
- 2.6.4 Uphold the CAB Constitution and Bylaws.

Section 3 Selection of President and Vice Presidents

- 3.1 Election of the President and Vice Presidents of CAB shall occur one month prior to the end of the fall semester.
- 3.2 The President and Vice Presidents shall be determined by a simple majority of the votes cast by the CAB current, active executive officers and chairs.
- 3.3 Nominations for the President and the Vice President shall be made one regular meeting prior to the election date. Nominations will also be taken from the floor the day of election.
- 3.4 The PR Assistant will receive an automatic nomination for Vice President Public Relations.

Section 4 Attendance

- 4.1 All meetings, retreats, events, and one-on-ones are mandatory.
- 4.2 Excuses will be permitted and should be submitted within 48-hours before the event. It is the responsibility of the member wanting to be excused to event chair in case of an absence.
- 4.3 Reasonable excuses will be at the discretion of the event chair.
- 4.4 Attendance for all events will be maintained in the CAB office.

Section 5 Contracts

- 5.1 The CAB Advisor, Director of Student Activities, and/or the Associate Vice President of Student Affairs and Development are the only persons authorized to enter into a verbal agreement or sign contracts as said representatives of the Campus Activities Board. Anyone else within the organization or outside the organization, besides the advisor, assumes full responsibility of the legal bindings of that contract. This includes, but is not limited too, the contracted cost of the performer, artist, etc, and any other legal binding agreement with in such contract.

Section 6 Discipline

- 6.1 Campus Activities Board Members who are not in compliance with the constitution or University Policies are subject to the following disciplinary actions:
 - 6.1.1 The first violation of any WKU policies or CAB Constitution and Bylaws will result in the member being written up, and having a meeting with the Vice President of Membership.
 - 6.1.2 The second violation will result in a second write up, and a meeting with the President.
 - 6.1.3. The third violation will result in a third write up, and a meeting with the advisor, president, and vice president of membership. This panel will decide a disciplinary course of action.
 - 6.1.4 Should the member continue, an immediate proposal for termination would be presented to the board with a 2/3 vote determining termination.

- 6.1.5 All write-ups and disciplinary actions will be kept confidential between the Council and the chair involved. After the proposal of termination in 6.1.4, all information on write-ups and disciplinary actions are no longer subject to confidentiality. This is due to the fact that the board needs to make an informed discussion in termination.

Section 7 Impeachment

- 7.1 Any executive officer may be removed from office for failure to uphold any provisions of the Constitution or Bylaws.
- 7.2 An Impeachment proposal from position will also result from violating Article II Section 5, as well as being written up for the forth violation as listed in Article II Section 6.
- 7.3 Will require 2/3 affirmative vote of the full CAB at two consecutive meetings.

Article III Campus Activities Board

Section 1 The Board shall be composed of the following:

- 1.1 The members of the CAB Executive Board
- 1.2 Representative from the following organizations:
 - 1.2.1 Student Government Association appointed Representative
 - 1.2.2 Interfraternity Council appointed Representative
 - 1.2.3 Panhellenic Council appointed Representative
 - 1.2.4 Residence Hall Association appointed Representative
 - 1.2.5 NAACP appointed Representative
 - 1.2.6 ISO appointed Representative
 - 1.2.7 Campus Ministries appointed Representative
- 1.3 The following representative for the Faculty and Staff
 - 1.3.1 Dean of Students
 - 1.3.2 Director of Student Activities
 - 1.3.3 Campus Activities Board Advisor
 - 1.3.4 Campus Activities Board Advisory Committee

Section 2 CAB shall

- 2.1 Represent the interest of the university community in the planning, promotion and presentation of CAB programming
- 2.2 Have the authority to establish Bylaws and policy and procedures
- 2.3 To aid in the facilitation of CAB activities
- 2.4 Approve all programs before event plans are finalized
- 2.5 Commit to serve a one-year term within elected positions.

Section 3 Executive Action Committee

- 3.1 The separate act of executive action is to be instituted in cases where the entire board cannot convene and is to be initiated by the President or Advisor.
- 3.2 If executive action is used the President, Vice President of Membership, Vice President Public Relations, and the Advisor will approve or disapprove the said proposal.

Article IV Constitution Committees

Section 1 The standing committees and their respective duties:

- 1.1 Committees shall include but are not limited to: Concert (CON), Lecture (LEC), Multicultural Student Interests (MSI), and Special Events (SE). These committees shall meet on a regular basis to plan, promote, and present a variety of campus and community programming.

Section 2 The CAB meetings

- 1.1 Committee chairs will hold a minimum of two committee meetings per month
- 1.2 CAB Council; consisting of President, Vice Presidents, Secretary, and Advisor; will meet a minimum of twice per month during the academic year.
- 1.3 CAB Exec; consisting of the CAB Council and Chairs; will meet a minimum of twice per month during the academic year.
- 1.4 All-CAB; consisting of CAB Exec and any WKU student, faculty, or staff member; will meet a minimum of twice per month during the academic year.

Article VI Amendments

Section 1

This constitution may be amended by a two-thirds (2/3) vote of the full membership of the CAB.

Section 2

All changes in the constitution are subject to approval by the administration of the University.

Section 3

CAB voting members include only those of the executive board.

Section 4

The CAB Executive Board stipend is seen as an acknowledgement of dedicated service to WKU. Board members are responsible for the timely completion of the appropriate paperwork before stipends will be distributed. The amount of each individual's stipend is at the discretion of the Council based on finances. The board will be notified as soon as possible regarding any changes to the stipend amounts or processing. It is the sole responsibility of the individual board members to follow up with Student Activities department staff regarding stipend distribution.