

# CAMPUS ACTIVITIES BOARD BYLAWS



---

Northern Illinois University  
DeKalb, IL

Campus Activities Board Constitution  
Northern Illinois University  
Ratified: April 6, 2017

# Bylaws

**Campus Activities Board  
Northern Illinois University  
Ratified: April 6, 2017**

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

- A. Athletics
- B. Classic Events
- C. Educational Leadership
- D. Huskie Traditions
- E. Performing Arts
- F. Special Events
- G. Advertisement\*
- H. Campus Relations\*
- I. Digital and Social Media\*
- J. Graphic Design\*

*\*Coordinators will coordinate to form the Marketing and Advertising Team.*

**ARTICLE II: Committee Mission Statements**

**Section 1- Athletic Events** is a committee providing the Northern Illinois University campus community with attachments to the athletics, recreational, and alternative forms of programming and events through the Athletics teams/coordinators of NIU.

**Section 2 – Classic Events** is committed to providing concerts, comedians and other forms of live performances of various magnitudes to the Northern Illinois University campus community.

**Section 3 - 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 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 - Performing Arts** is committed to exposing the Northern Illinois University campus community to the Fine Arts and live music. For example: music, painting, poetry, dance, theater, and film.

**Section 6 - 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 7 - The Marketing and Advertising Team (Advertisement, Campus Relations, Graphic Design and Digital and Social Media)** 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: Elections procedure for Executive Board**

- A. The order of elections shall be President, Vice President of Programming, Vice President of Operations, and Vice President of Finance.
- B. After each candidate gives his/her presentation, the Full Board will be given the opportunity to ask questions.
- C. After all candidates for each position have given their respective speeches and answer questions, they will leave the room while members discuss the candidate's qualifications and a secret ballot vote will be taken.
- D. The voting membership shall consist of the full board (Vice President of Programming, Vice President of Operations, Vice President of Finance, Coordinators and Committee Members). The President votes only in the case of a tie.
  - A. In the event the current President is running for another term, the CAB Advisor will give the tie vote.
- E. The vote required for election to the Executive Board is a simple majority.
- F. After the President has been elected, those not elected may then choose to run for Vice President of Programming, Vice President of Operations, Vice President of Finance and so forth.
- G. Priority is given to the Coordinators and current executive board to run for elections. After the votes were cast for each position(s) there will be an opportunity for coordinators to interview for the vacant positions. If no one was deemed qualified or the board was unsuccessful to fill positions with committee members, the opportunity shall be open to the public.
- H. A CAB advisor must be present.

**ARTICLE IV: Voting procedure for General Board**

**Section 1** - All Executive Board members and Coordinators will each have one vote.

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

**Section 3** – Committee members will have same voting rights as coordinators, assuming all criteria are met for committee member responsibilities.

**Section 4** – All members voting must be in good standing with the University and organization, or they forfeit their vote.

**ARTICLE V: Attendance policy (CAB Hours and 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 Executive Board.

**Section 2** - An excused absence is defined as a CAB staff member giving notification to the CAB President and Vice President of Operations at least 24 hours in advance of the 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.

**Section 5** – The CAB Disciplinary Policy is the primary order as referred to in Article XVI.

#### **ARTICLE VI: CAB 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 available in the office for no less than fifteen (15) hours each week. Office hours must be during business hours. (8:00am-4:30pm).
- B. Coordinators are required to be available in the office for no less than five (5) hours each week. Office hours must be during business hours. (8:00am-4:30pm).

**Section 2** - Office Hours must be visibly posted near the computer desks and a copy should be given to the front desk no less than three (3) weeks into the new semester.

**Section 3** – CAB hours are defined as Office hours. Event hours cannot be used for office hours.

#### **ARTICLE VII: Equipment Policy**

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

**Section 2** - CAB staff are allowed priority use of office computers, phones, and supplies in the CAB office.

#### **Section 3 - Computers**

- A. be taken.
- B. CAB computers are for work purposes. Disciplinary action will be taken against individuals caught illegally downloading files, installing non-authorized files, stealing data from CAB, or removing software from the office.
- C. 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 fifteen (15) pages of any one document related to CAB from the office printer with a CAB issued Courtesy Card only.
- B. Printing and make copies for personal purposes are not allowed (i.e. class notes, PowerPoint slides, class papers) unless you are using your personal accounts on the anywhere printers and using the business account option will result in disciplinary action.

#### **Section 5 - Copies**

- A. Copying more than fifteen (15) pages of any work-related document requires that you complete a Copy Services Request form (Quick Print Form) (and confirmation submitted to advisor, immediately after ordering.)

## **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 VIII: Guest Policy**

**Section 1** - All visitors to the CAB office must first check-in at the front desk before proceeding to the office area. The front desk must have prior notification of the visit to allow the visit (guest) past the lobby area. Front desk worker should notify CAB member of guest via phone and have guest seated in CAB living room.

**Section 2** - All visitors intending to stay longer than 5 minutes to the CAB office must be present for official business (i.e. programming planning, marketing, co-sponsorships,) ONLY.

**Section 3.** If a CAB staff member is found to be hosting a visitor or guest for unofficial business, the visitor/guest will be asked to leave from the CAB office; the CAB staff member who hosted the visitor/guest may be subject to disciplinary action.

**Section 4.** - 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 IX: Salary, Stipend and Wages**

**Section 1** - The President, Vice President of Operations, 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 Coordinator (chairperson) positions of CAB shall be volunteer positions with no wage or reimbursement of any kind (effective July 1<sup>st</sup>, 2008).

## **ARTICLE X: 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 XI: 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 Operations.
- C. Completion of training retreat.
- D. Meeting with outgoing member.

### **ARTICLE XII: 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 XIII: Co-Sponsorships**

**Section 1** - Request Process

- A. Organizations looking for co-sponsorship funding must complete and submit a CAB Partnership Agreement form to the CAB President who will then pass on the request to the CAB Advisor, Graduate Assistants. (via email and/or paper).
- B. After reviewing the agreement, Executive Board will vote on co-sponsorship. If the agreement is approved only then will an organization need to fill out a collaboration contract and turn it in to the CAB President.
- C. Organizations must submit co-sponsorship applications at least two months prior to event date.
- D. Organizations requesting co-sponsorship funding will be required to present their request at the next available CAB General Board meeting.
- E. Co-sponsorship funding will be approved, denied, or amended by a majority vote of the CAB General Board members eligible to vote.

**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.
- D. 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.
- E. 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 XIV: 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. Coordinators 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. Coordinators are responsible for presenting all proposals to the CAB Full Board.
- B. Proposals pass by majority of vote of the CAB General Board.
- C. Approved proposals will then have a final review by Executive Board

## **ARTICLE XV: Disciplinary Process and Removal Procedure**

### **Section 1 – Disciplinary Process**

Executive Board shall execute the following disciplinary process in accordance with infractions listed in Article XIV in the CAB Constitution. The VICE PRESIDENT of Operations shall be responsible for managing the process for any CAB member on an individual basis.

- A. Verbal Warning
- B. Written Warning
- C. 1:1 with respective Vice President
- D. Meeting with CAB President
- E. Meeting with Advisor
- F. Implementation of Removal Procedure (see Section 2).

### **Section 2 – Removal Procedure**

- A. 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.
- B. 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.
- C. CAB Coordinators 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 (Coordinator) for not abiding by the duties outlined in Article VIII. Coordinators

must provide written documentation to and with the approval of their respective Executive Vice President.