

CAMPUS ACTIVITIES BOARD CONSTITUTION



Northern Illinois University
DeKalb, IL

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

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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: Bar to Discrimination

The right to enjoy the same opportunities and privileges of all students without discrimination or prejudice based on a student's race, creed, color, sex, national origin, sexual orientation, religious views or affiliation, political views or affiliation, marital status, or condition of disability.

ARTICLE IV: Organizational Structure

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

Section 2. General Board: The General Board of CAB shall consist of the Executive Board, the designated Coordinators, the Advisor and the Graduate Advisors.

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

Section 4. Advisor:

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

ARTICLE V: Committee Categories

Programming Coordinators

- A. Athletics
- B. Classic Events
- C. Educational Leadership
- D. Huskie Traditions
- E. Performing Arts
- F. Special Events

Marketing Coordinators

- G. Advertisement
- H. Campus Relations
- I. Digital and Social Media
- J. Graphic Design

ARTICLE VI: Membership Criteria

Section 1. Full Board Criteria

- A. CAB membership is noted by open membership until the 8th week of the semester. Any member must be on file with the Vice President of Operations.
- B. All Executive Officers, Coordinators and committee members of CAB must be in good academic and disciplinary standing.
- C. A minimum cumulative G.P.A. of 2.5 for undergraduates, 3.0 for student at large (SAL), and 3.0 for graduate students is required before taking office and throughout term of office. It is up to the discretion of the Executive Board to select Coordinators who demonstrate good work ethic despite GPA requirement. A probationary period may be implemented for selected Full Board Members not meeting GPA requirements. Full Board members who have a GPA of 2.3-2.49 will be required to submit a grade report from Blackboard at the beginning of the 8th week of the semester to show that they are passing all courses with a C or above. Individuals who do not meet the grade requirements or fail to submit a grade report by the specified time will be immediately removed from their positions within CAB.
- D. Sustain full-time status as an undergraduate (12 credit hours), SAL or graduate (9 credit hours in a declared program) student is required before taking office and is required throughout term of office.

Section 2. General Board Criteria

- A. Coordinators must be able to maintain office hours during regular business hours (8:00AM- 4:30PM) with no more than 2 unexcused absences per month
- B. A term of office begins on June 16 and lasts through May 15 of the following year.
- C. Members must attend weekly meeting regularly with no more than two unexcused absences per semester.
- D. Excused absences are defined as absences that meet the following criteria:
 - a. Notified the executive board no less than 24 hours in advance personal, home or health-related issues reasons determined as excused by the executive board.

Section 3. Executive Board Criteria

- A. No member of the CAB Executive Board will be allowed to run for homecoming court.
- B. 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.
- C. By the 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. In special circumstances members will be elected or appointed at the discretion of the Executive Board by majority vote.

ARTICLE VII: 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 Bylaws.

Section 4. Each committee shall have a Coordinator 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.

Section 6. Each committee shall have co-chair, secretary, and treasurer.

ARTICLE VIII: Committee Member Requirements

- A. Committee members are required to attend 50% of all events under the Campus Activities Board.
 - a. If unable to attend they must notify their respective Coordinator 24 hours prior of missing an event.
- B. Must meet with Coordinator(s) weekly or bi-weekly to go over programming and/or marketing details and tasks.
- C. Each committee member is required to attend 5 full board meetings for the academic semester.
- D. Serve as a voting member on the Full Board if eligible.
- E. Attend assigned committee meetings.

- F. Complete other duties as assigned
- G. If all requirements are met with attendance at meetings, events, and assignments then Committee Members are eligible to vote in Executive Board Elections and program proposals
- H. Failure to comply with these requirements could result in a dismissal of membership in CAB as detailed in Article XIV and the Bylaws.

ARTICLE IX: Coordinator Requirements

- A. General Board members are required to participate in 50% of events for a semester. This includes special meetings (Informational, diversity, emergency, parties)
 - a. General Board members must meet with Executive Board if unable meet requirements in Article VI
- B. Office hours will be exempt for any special meetings determined by the Executive Board.
- C. Chair their respective committees (for the marketing team the chair will be the Coordinator of Advertisement.)
- D. Plan, promote, implement and assess activities related to their committee.
- E. Must have at least 5 committee members (for committee member criteria see article VII) unless otherwise approved by the Executive Board
- F. Maintain a record of program expenses. Submit it to the Vice President of Finance
- G. Submit and present all committee program proposals to the General Board.
- H. Email the minutes, agendas, & attendance should be sent after every meeting, events, and programs to the Vice President of Operations within 2 business days of the meeting.
- I. Submit committee roster no later than the 6th week of the semester to the Vice President of Operations.
- J. Host elections for committee co-chair, secretary and treasurer following the voting procedure outlined in Article IV of the CAB Bylaws no later than the 3rd committee meeting of the semester.
- K. Organize all paperwork into a program transition binder for future reference.
- L. Submit all contract and booking related documents to the VP of Operations no later than 2 business days of receiving returned copy.
- M. Coordinate on-going committee assessment.
- N. Serve as General Board liaison to respective committees.
- O. Attend all General Board meetings.
- P. Attend all Full Board meetings.
- Q. Attend all Special meetings as requested by the President.
- R. Serve as a voting member of the General Board.
- S. Must maintain a minimum of 7 CAB hours weekly. If office work is to be done for CAB hours, it must be conducted during regular business hours (8:00AM- 4:30PM).
- T. Maintain 1 committee meeting weekly.
 - a. CAB hours are considered a combination of office event, and meeting hours.
 - b. Completed required CAB hour's does not excuse not meeting programming and/or marketing duties. If deemed necessary coordinators should not limit themselves to 5 hours a week, and should complete any and all current projects.
- U. Sign and follow confidentiality agreement.
- V. Transition incoming Coordinator after completed term.
- W. Meet with the graduate advisor weekly.

- X. Complete other duties as assigned.
- Y. Failure to comply with these requirements could result in a dismissal of membership in CAB as detailed in the Bylaws.

ARTICLE X: Executive Board Position Responsibilities

Section 1- President

- A. Provides leadership, vision, and oversees the direction of CAB.
- B. Primary official spokesperson of CAB, unless giving the proper authority of the President to speak on behalf of the Campus Activities Board.
- C. Chair Executive Board, General Board, and Full Board meetings.
- D. Prepare agendas for Executive, General, and Full Board meetings.
- E. Call and attend special meetings when necessary.
- F. Formulate CAB condition reports for the Advisor and Graduate Advisor of CAB.
- G. Meet with the Vice Presidents weekly.
- H. Maintain, at least, fifteen CAB hours weekly.
- I. Assist the Vice President of Finance with the allocation of CAB programming and operations budgets in conjunction with the CAB Advisors' approval.
- J. Establish relationships with other registered Student Organizations and University affiliates
- K. Coordinate the removal of CAB officers as outlined in Article XIV.
- L. Enforce the Constitution, Bylaws, and Parliamentary Procedures (parliamentary procedures apply to Full Board meetings 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.
- R. (Attend committee meetings regularly.)

Section 2- Vice President of Programming:

- A. Assume the Presidency if a vacancy occurs.
- B. Chair program proposal meetings.
- C. Attend committee meetings regularly.
- D. Serve as the Executive Board liaison to designated committees.
- E. Manage the pre-program proposal process.
- F. Serve as a resource for all Coordinators and Full Board members in regards to programming information and training.
- G. Assist and approve all planning and implementation actions of CAB Committees set forth by CAB Coordinators, as well as provide input for the committee programmatic agenda, and help CAB Coordinators with programmatic goal setting.
- H. Assist the President upon request.
- I. Maintain, at least, fifteen CAB office hours weekly.
- J. Oversee room reservations process for events.
- K. Meet regularly with Coordinators.
- L. Meet with President as needed.

- 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. Coordinate retreats for CAB.
- S. Sign and follow confidentiality agreement.
- T. Complete other duties as assigned.
- U. Be responsible for outcome at all CAB events in conjunction with the CAB Executive Board.

Section 3. Vice President of Operations:

- A. Assume Presidency if a vacancy of both the Presidency and Vice Presidency of Programming occurs.
- B. Record minutes at all CAB Executive, General, and Full Board meetings and distribute to CAB members within two business days.
- C. Serve as a liaison for the Executive Board at all Marketing Board meetings.
- D. Keep current files of CAB meeting minutes
- E. Strategic planning in partnership with the Vice President of Finance.
- F. Keep attendance records for all CAB meetings.
- G. Coordinate logistics of CAB delegations for conferences, workshops and conventions in conjunction with and approval of the CAB Advisor.
- H. Work with the CAB Advisor and Graduate Advisor to update and maintain a CAB resource manual for all officer positions to utilize.
- I. Maintain up to date program resource files in the CAB office.
- J. Perform operational functions essential to the stability of the organization.
- K. Facilitate room reservation process for meetings.
- L. Coordinate transition process of new incoming General Board members.
- M. Meet regularly with designated Coordinators
- N. Meet with the President as needed.
- 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 CAB hours weekly.
- 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.
- V. Be responsible for outcome at all CAB events in conjunction with the CAB Executive Board.
- W. (Attend committee meetings regularly.)

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 Operations, 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 Coordinators in conjunction with and approval of the CAB Advisor.
- E. Strategic planning in partnership with the Vice President of Operations.
- 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. Serve as the CAB Corporate Relations liaison to obtain funding from organizations inside and/or businesses outside of Northern Illinois University.
- J. Meet regularly with committee treasurers.
- K. Meet with President as needed.
- L. Meet weekly with CAB Advisor.
- M. Assist the President upon request.
- N. Serve as the Executive Board liaison to designated committees
- O. Maintain fifteen office CAB hours weekly.
- P. Attend all Executive Board meetings.
- Q. Attend all General Board meetings.
- R. Attend all Full Board meetings.
- S. Attend all special meetings
- T. (Attend committee meetings regularly.)
- U. Sign and follow confidentiality agreement.
- V. Complete other duties as assigned.
- X. Be responsible for outcome at all CAB events in conjunction with the CAB Executive Board.

ARTICLE XI: Meetings

Section 1- Executive Board Meetings

- A. The Executive Board (President, Vice President of Operations, Vice President of Programming, and the Vice President of Finance) along with the Graduate Advisors 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 Programming will chair the Executive Board Meeting.

Section 2- General Board Meetings

- A. The General Board (Executive Board, Coordinators, 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 Coordinator loses their vote on any business voted on in the meeting.

- C. Any foreseen absences should be submitted to the President, Vice President of Operations, and Advisors 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 at a time set forth by the Executive Board regularly.

Section 4- Committee Meetings

- A. Each committee will meet weekly which will be scheduled by the committee chair (Coordinator).
- B. CAB Coordinators are responsible for meeting with their specific committees when scheduled in the CAB office. These include weekly general board, marketing, and programming meetings held by Executive Board members.
- C. Meeting times and dates for Committee Meetings must be established no less than (3) weeks in the start of a new semester.

ARTICLE XII: Election Process

Section 1. Executive Board:

- A. CAB Executives will be selected by Full Board elections.

Election Requirements:

- A. All candidates must meet the Membership Criteria and have abided by the Committee Requirements (Article VI)
- B. In order to be eligible for an Executive position, candidates must have held a Coordinator position prior to running for election.
 - a. Each applicant is required to have been involved in CAB within the last school semester, this includes being a coordinator the first month of the academic semester in which elections are held In special circumstances members will be elected or appointed at the discretion of the Executive Board by majority vote.
 - b. Must be in good standing with the Campus Activities Board prior to elections.

Section 2. Coordinator Appointment:

- A. Applications shall be available to the entire student body.
- B. Applicants should meet all the requirements mentioned in Article VI in a timely matter; directed on the applications (at that time).
- 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 and new CAB Executive Board.
 - i. The selection committee will be formed a week prior to any interviews.
- E. After all applicants have been interviewed, the selection committee will discuss and the new Executive Board will 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 XIII).
- a. Any open position on the General Board after original application process is allowed to be filled by the Executive Board as long as there is unanimous consent among the Executive Board. If unanimous consent is achieved the General Board approves the decision with a simple majority vote.
 - i. There does not need to be another application process if deemed unnecessary.

ARTICLE XIII- 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 Programming
- ii. Vice President of Operations
- 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. Coordinator vacancies shall be filled by the designated Vice President until a new Coordinator is appointed by the selection committee. Selection committee can be the Executive Board, or other Coordinators who are designated to be on the committee.

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. (Not including coordinator vacancies since that is not an election)

ARTICLE XIV – Disciplinary Policy

Section 1 - Reasons for disciplinary action include:

- A. Failure to perform the duties/responsibilities outlined in the Constitution and Bylaws.
- B. Conduct that violates the Northern Illinois University Code of Conduct.
- C. Corrective action as a result of a grievance submitted against said member.
- D..(GPA below 2.5)

Section 2 – Reference Article XVI of the Bylaws for disciplinary process and removal procedure.

ARTICLE XV- Bylaws

Bylaws will be established to aid in the operation of CAB.

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

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

Section 3. Bylaws must be established or amended at a meeting of the General Board.

Section 4. All Bylaws are public record.

ARTICLE XVI- Amending the Constitution and Bylaws

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 XVII: 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 Advisor, and all appropriate parties.

ARTICLE XVIII: Governing Statement

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.