Campus Activities Board Constitution
Black Hills State University

Article I – Name

Section 1. This organization shall be known as Campus Activities Board or CAB.

Article II – Purpose/ Mission Statement

Section 1. The responsibility of CAB is to support the educational mission and to uphold the Student Code of Conduct of Black Hills State University.

Section 2. CAB, a comprehensive programming board, has been established for the said purpose of:

A. Providing experience and knowledge to the campus community through a volunteer student organization. The said organization will research and develop programs to meet the diversity, cultural awareness, recreation, education, entertainment and human interaction for all students of Black Hills State University.

B. Providing opportunities for students to exercise practical applications of their education through participation in campus programming.

C. Providing resources and financial support for recognized student organizations not directly funded by the General Activity Fee at Black Hills State University.

Article III – Membership

Section 1. We, members of CAB, will not discriminate on the basis of race, religion, color, creed, veteran status, national origin, sex, sexual orientation, age, marital status, disability or status due to receipt of public assistance.

Section 2. The members of, CAB, agree to comply with Black Hills State University and South Dakota Board of Regents’ policies governing organizational use of alcohol and other drugs.

Section 3. Membership is open to all enrolled BHSU students, and BHSU students must comprise 75 percent of the total membership.

Section 4. There shall be a President, Vice President, Operations Director, Activity Grants Director, and Marketing Director, as selected by
majority vote of the CAB, to form the Executive Directors on the Executive Team.

Section 5. There shall be a Social Media Officer, Variety and Entertainment Officer, Special Events Officer, Weekend Events Officer, Fine Arts Officer, and Lectures Officer, as selected by majority vote of the CAB, to form the Executive Officers on the Executive Team.

Section 6. There shall be Committee Members that work directly with the directors or officers of the specified committee.

**Article IV – Voting Procedures**

Section 1. A quorum for general meetings shall consist of one half plus one of the CAB Members.

Section 2. All CAB Team programs shall be presented to the board and voted on by the membership.

Section 3. All budgets for CAB approved programs shall be voted on by the Executive team with two-thirds approval.

Section 4. Executive Team vacancies shall be voted on by the Executive Team by a two-thirds vote.

Section 5. Committee member vacancies shall be voted on by the Executive team by quorum.

Section 6. Voting shall consist of a show of hands.

**Article V – Executive Team**

Section 1. To be eligible for office, members must have the following qualifications: currently enrolled BHSU student registered for a minimum of 12 credit hours, no less than 2.25 cumulative GPA, at least one semester experience on CAB Team.

Section 2. CAB will have the following officers and subsequent duties:

A. President

1. Preside over, and call all CAB meetings and provide an agenda for meetings.
2. Establish a regular channel of communications with University Administration, Faculty, and the Student Body.
3. Serve as community liaison for CAB.
4. Appoint vacant positions within CAB.
5. Act as the official CAB representative in all matters where such representation is needed, unless otherwise specified or delegated.
6. Schedule and conduct all special training seminars for CAB members, in conjunction with the CAB advisors.
7. In the event of a tie, the president vote shall count twice.
8. Hold three office hours a week.
9. Meet weekly with the advisors.

B. Vice President

1. Preside over meetings in the absence of the President.
2. Act as recruitment and retention liaison.
3. Carry on all official correspondence to CAB members.
4. Will keep track of membership fulfillment requirements.
5. Hold three office hours per week.
6. Meet bi-weekly with the advisors.

C. Operations Director

1. Record and maintain minutes at the CAB meetings
2. Maintain a historical record of the CAB activities by preserving event evaluations from the activities sponsored by the organization.
3. Maintain complete and accurate records of all CAB income and expenditures by collecting all receipts from members.
4. Provide members with written reports of the status of each budget area twice a semester.
5. Serve as committee chair for fundraising.
6. Carry on official correspondence for CAB.
7. Hold three office hours per week.
8. Meet weekly with the advisors.

D. Marketing Director

1. Promote campus awareness of CAB.
2. Publicize for membership of CAB.
3. Coordinate and oversee the promotional campaigns and initiatives for CAB.
4. Establish and maintain CAB web presence.
5. Establish a direct channel of communication with BHSU Media and Spearfish community resources.
6. Serve as committee chair for marketing.
7. Maintain a historical publicity record of the CAB activities by preserving event posters from the activities sponsored by the organization.
7. Hold three office hours per week.
8. Meet bi-weekly with the advisors.

E. Activity Grants Director

1. Chairs the joint committee with Student Senate that allocates programming funds and resources to recognized clubs and organizations.
2. Attend monthly student organization meetings in the Student Engagement and Leadership Center.
3. Oversee budget and expenditures for Activity Grants Committee.
4. Responsible for correspondence and paperwork with University Administrative Offices regarding budget allocations.
5. Maintain a historical record of programmed activities by preserving event program evaluations and budget records from the activities sponsored by organizations.
6. Responsible for ensuring minutes are archived each semester.
7. Serve as point person for activity grant requests.
8. Hold three office hours per week.
9. Meet weekly with the advisors.

F. Social Media Officer

1. Oversees and maintains CAB social media accounts.
2. Promote CAB events through social media outlets.
3. Coordinate with Marketing Director for promotional content.
4. Serve as committee chair for social media.
4. Hold two office hours per week.

G. Variety and Entertainment Officer

1. Oversees large contracted events.
2. Coordinate with the advisor to negotiate contracts.
3. Serve as committee chair for variety and entertainment.
4. Hold two office hours per week.

H. Special Events Officer
1. Oversees non-performance contracted events.
2. Coordinates and executes CAB manufactured events.
3. Serve as committee chair for special events.
4. Hold two office hours per week.

I. Weekend Events Officer

1. Oversees and coordinates any events taking place Thursday through Saturday.
2. Serve as committee chair for weekend events.
3. Hold two office hours per week.

J. Fine Arts Officer

1. Oversees and coordinates music, arts, and cultural events.
2. Serve as committee chair for fine arts events.
3. Hold two office hours per week.

K. Lectures Officer

1. Oversees and coordinates educational events.
2. Serve as committee chair of lecture events.
3. Hold two office hours per week.

L. Committee Members

1. Work directly with chair of committee.
2. Hold two office hours per week.

Article VI – Advisor

Section 1. CAB’s advisor will be the Student Engagement and Programming Coordinator along with his/her designee.

Section 2. The advisor will act as an ex-officio member of the CAB and who shall be the Student Engagement and Programming Coordinator as determined by the University.

Section 3. The duties of the advisor are:

A. Advise the board of University policies and known legal issues.
B. Advise CAB on long-range goals.
C. Carry on all official financial correspondence for CAB.
D. Have final authority over all actions requiring financial attachments.
E. Develop leadership among CAB members through retreats and special training.
F. Instruct the members in ways to solve problems during crisis.
G. Advise all members with problems concerning the organization.
H. Hold weekly or bi-weekly meetings with Executive Directors.

Article VII – Vacancies

Section 1. If any office is vacated, the President, with the advice and consent of Executive Team by two-thirds vote, shall appoint an individual to complete the unexpired term.

Article VIII – Terms of Office and Fulfillment Process

Section 1. Fulfillment process of the offices of the Executive Team shall take place as such:

A. Obtain an application form from the Advisor.
B. The form is to be completed and returned to the Advisor prior to week of election.
C. The candidate is then interviewed by the current CAB members during the designated elected meeting.
D. Members cast their vote via secret ballot to the Advisor.
E. The new executive team will be elected before the National Association of Campus Activities Conference.

Section 2. Elected officers shall serve one year terms beginning at the completion of the spring semester.

Section 3. CAB members are required to attend all board and committee meetings.

Section 4. CAB members are required to actively participate and attend 40% of CAB events not including community service, fundraisers, or all-hands-on-deck events.

Section 5. CAB members are required to participate in all community service, fundraisers, and all-hands-on-deck events.
**Article IX – Removal of Members**

Section 1. Any member may be removed from office for neglect of duties. Neglect of duties includes, but is not limited to, the lack of keeping office hours, missing more than five meetings per semester, missing events, and missing mandatory training sessions.

Section 2. Per semester, missing three meetings will result in a warning. The fourth meeting will result in a probationary period until the end of the semester. The fifth meeting will result in removal from CAB.

Section 3. The President, Vice President, and Advisor shall meet to determine if removal is necessary and deliver written notice to the member within one week of making the decision. In the event the President needs to be removed, the Vice President shall function in that capacity.

Section 4. The offending member will have a chance to address the membership in defense of the charges in the first meeting following receipt of the notification letter.

Section 5. If the member chooses to appeal their dismissal, they must do so in writing to the membership.

Section 6. The membership will review the written appeal and will vote via secret ballot to the advisor on re-admittance of the member. The decision to re-admit must be a three-fourths majority vote.

**Article X – Meetings**

Section 1. CAB shall meet once weekly from the first to the last full week of each semester.

Section 2. CAB Executive Team shall meet weekly from the first to the last full week of each semester.

Section 3. CAB Committee Meetings shall meet weekly or as needed from the first to the last full week of each semester.

Section 3. Special and Executive Team meetings may be called by the President or the Advisor.

Section 4. All CAB meetings are open to observation and discussion from all students, faculty, and administration of Black Hills State University.
Executive Team meetings are open only to CAB Executive committee members and invited persons.

**Article XI - Finances**

Section 1. The ultimate responsibility for financial obligations of CAB rests with the Executive Team.

Section 2. CAB will utilize an on-campus account to deposit and expend its funds. If CAB shall become and remain inactive for a period of eighteen consecutive months all funds in accounts belonging to CAB shall be transferred back to the University.

Section 3. The Advisor will sign off on all expenditures.

**Article XII - Activity Grants**

Section 1. This committee shall be chaired by the Activity Grants Director and comprised of two CAB members as well as the Student Senate Office Administrator and one designee by Student Senate.

Section 2. This committee shall allocate programming funds and resources to recognized Black Hills State University student organizations not exceeding 10% of the budget per event.

Section 3. CAB and Student Senate shall each appoint two alternates to serve in place of excused member absences.

Section 4. Budget expenditures will be approved with two-third’s vote.

Section 5. Two unexcused absences will result in removal from committee.

Section 6. This committee shall meet weekly.

**Article XIII - Quorum**

Section 1. One half plus one of the membership will constitute quorum.

**Article XIV - Absences**

Section 1. An excused absence includes: illness, class excused absence, and personal emergency, such as but not limited to family death or illness.
Section 2. An unexcused absence is any absence that is not covered by the stipulations of an excused absence.

**Article XV – Method to Amend Constitution**

Section 1. CAB constitution may be amended by the following process:

A. Present written amendment proposal at CAB meeting.
B. Discussion will be held at the following weekly meeting.
C. Voting shall take place at the second meeting following the proposal.

Section 2. Amendments must be approved by a two thirds vote of the membership.

Section 3. Amendments that are passed by CAB and Student Senate shall go into effect immediately following approval, unless specified by a clause of enactment.

**Article XVI – Statement of Parliamentary Authority**

Section 1. The rules contained in the current edition of Roberts Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order which the organization may adopt.