

Campus Activities Board Constitution

Article I - Name

The name of the organization shall be Campus Activities Board, here after referred to as CAB.

Article II - Purpose

1. To plan, promote, and produce, events for CSU students
2. To plan events that will boost morale of students
3. To educate the community about CAB by doing community service
4. To encourage unity among CAB members
5. To get commuters as involved as possible on campus

Article III – Membership

Section 1: Can sign up at club drop in or throughout the year.

Section 2: Must attend 3 meetings before joining

Section 3: Must sign a commitment sheet for a least one semester

Section 4: At third meeting must stand and recite the oath below

I (state full name) on this day of (state date) pledge my loyalty to the Charleston Southern University Campus Activities Board. I promise to abide by the CAB constitution and Bylaws in their entirety. I agree to assist the University in its mission of “Promoting Academic Excellence in a Christian Environment.” And to express the respect I have of this University I will conduct myself wisely on and of the University campus.

Article IV – Officers

Section 1: The current President along with the Director of Student Activities chooses the Vice-President, Secretary, and Publicity Chairperson through the application and interview.

Section 2: The former Vice-President may become President if interested, or someone may be chosen by the Director of Student Activities.

Section 3: The executive staff includes the President, Vice-President, Secretary, Publicity Chairperson and the Director of Student Activities.

Article V – Rules

Section 1: CAB's size will never exceed 35 members.

Section 2: Members are required to attend all meetings and major events.

Should there be a need for an absence, it is the responsibility of the member to contact the President or Vice-President and explain the reason for the absence.

Section 3: Members are required to do at least 2 on and off community service projects a semester.

Section 4: Members may not talk during the meeting unless acknowledged by the President.

Section 5: Members are required to attend all major events such as: Miss CSU, Mr. CSU, Homecoming events and others.

Section 6: Members are required to attend 75% of CAB events other than the major ones.

Section 7: Members will be asked to do devotions at each meeting.

Section 8: Any members who don't abide by the rules will be put on probation or dismissed from CAB.

Section 9: If you have to work during our regular CAB meeting then you will meet every other non-chapel Wednesday.

Article VI - Amendments

This constitution may be amended by a two-thirds vote of the active members at any meeting.

Description of Officers

Staff Advisor

1. Assist the President in running CAB
2. Trouble-shoots President's event plans
3. Orders supplies for events
4. CAB's link to the Dean of Students
5. Assists in making the events calendar
6. Make sure PO's are written

President

1. Is the overall coordinator and supervisor of the organization
2. Is responsible for planning and conducting meetings and making sure all preparation for events are being properly executed
3. Calls meeting to order and follows agenda
4. Trouble-shoots activities
5. Presides over executive meeting
6. Present executive report at meetings
7. Responsible for the events calendar set up each semester
8. Attend Board of Student Organization meets or send a representative
9. CAB's link to Director of Student Activities
10. Submits to Director a survey report on all activities including number attending
11. Awards "CAB Member of the Month" and "Member of the Year"
12. Oversees all club events

Vice-President

1. Close communication with committee chairmen making sure that activities are being planned and prepared accordingly
2. Responsible for coordinating and assisting in all off campus activities
3. Types up meeting agenda
4. Attends all CAB events unless excused by President
5. Presides at meeting in absence of President
6. Works with President: Setting up event calendar and submitting survey report for each event
7. Is in charge of organizing and implementing community service

Secretary

1. Takes detailed minutes at meeting
2. Types minutes and e-mailing them to members before next meeting
3. Responsible for keeping up with attendance
4. E-mail members when they are getting close to their unexcused absences limit
5. Documents event attendance and reports to President
6. Makes sure meeting room is set up for meeting
7. Keeps track of members' points and periodically informs members of their totals

Public Relations Coordinator

1. Responsible for making sure that proper advertising for events is carried out in a creative and timely manner
2. Works closely with committee chairmen in publicizing events
3. Makes sure all advertisement is signed on back and placed in assigned designated area
4. Makes sure all out-dated advertisement is taken down as soon as the event is over
5. Keeps check on all supplies and informs Director when supplies need to be ordered

Recruiting

1. Help recruit new members to C.A.B. each month
2. Help with publicity chair in recruiting each event that CAB holds
3. Meet regularly with the executive board, advisor to coordinate recruitment

Committee Chairman

Members are divided up into committees with a designed chairperson. The chairperson is responsible for organizing their assigned event and making sure it is successful. Chairpersons will be asked to report to the club the progress of the event at each meeting.

Events Committee: develops, plans and executes the events. This group is responsible for the majority of the programming.

Sunshine Committee: coordinates the membership activities. Chiefly responsible for the retention, training, and keeping records of members.

Public Relations Committee: responsible for promoting and publicizing events. They design and implement all publicity for the organization.

Community Service Committee: helps coordinates community service for on and off campus service projects. Keeps in contact with the volunteer coordinator on campus.

Recruiting Committee: responsible for recruiting members to the C.A.B. Help come up with new ideas on how to bring in new members to our club.

General 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.

Each active CAB member will be given a CAB t-shirt. Members should wear their club t-shirts to all CAB functions unless directed otherwise.