

**Texas A&M University-Kingsville
Campus Activities Board
Constitution & By-Laws**

Article I: Name

The name of this organization will be the Campus Activities Board of Texas A&M University-Kingsville (CAB).

Article II: Purpose

The organization serves as the student programming component of the Texas A&M-Kingsville Office of Student Union & Activities. The organization strives to efficiently and effectively provide a variety of cultural, social, recreational, entertaining and educational programs for the Texas A&M-Kingsville community.

Article III: Membership

Section 1. Eligibility

Membership in this organization will be open to any interested student meeting criteria. CAB will not discriminate on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

Section 2. Categories

A. Executive Officers

The President, Vice-President, Secretary and Treasurer will serve as the executive officers of the organization. Officer descriptions are referred to in the by-laws of this constitution.

1. Qualifications

- a. Be enrolled at TAMUK for a minimum of nine (9) credit hours during each long semester of their term and maintain a minimum 2.25 cumulative GPA during each semester of their term.
- b. Maintain the position as their primary leadership position on campus.

2. Selection

- a. Applications for executive officers will be received by the advisor beginning in February of each year, and continue to be received until the First Friday in April.
- b. An interview committee composed of the advisor, Student Union & Student Activities Staff Member designated by director, SGA President or designee and current CAB President unless seeking re-appointment will select the officers. If CAB President is seeking re-appointment, the Vice President will sit in.
- c. Officer interviews will be conducted during the second week of April.

3. Term of Office
 - a. Executive officers will serve a term of approximately one (1) year.
 - b. Term is to begin approximately two weeks after completion of elections and/or in mid-April.

- B. Program Board

The Program Board shall consist of the Executive Officers and Program Board Members which are Films, Music, Comedy and Special Events.

 1. Qualifications
 - a. Be enrolled at TAMUK for a minimum of nine (9) credit hours during each semester of their term and maintain a minimum 2.2 cumulative GPA.
 2. Selection

Program Board members will be interviewed and selected by the Campus Activities Board Executive Officers in consultation with the advisor.
 3. Term of Office

Program board members will serve a term of approximately one (1) year.
 4. Non-voting members

Advisor of the Campus Activities Board
Student Union & Activities staff members.

- C. General membership
 1. Qualifications
 - a. Be enrolled at Texas A&M-Kingsville for a minimum of six (6) credit hours each long semester and maintain a 2.0 cumulative GPA.
 2. Selection

All registered students choosing to be active with CAB activities and meeting the qualifications will be considered general members.

Section 3. Attendance

Attendance at all meetings and some organizational events is mandatory, and only university recognized excuses may be accepted. No more than three unexcused absences per semester will be allowed. CAB shall meet no less than twice monthly during each long semester. A quorum of 50.1% of the Program Board voting members and at least one person from the general membership must be present in order to conduct business.

Section 4. Disciplinary Procedures

Any member who fails to perform according to the duties and responsibilities outlined in this constitution and by-laws, whether stated or implied, is subject to removal from office or the organization.

Procedure for Removal

1. Mediation between the President, advisor and the member in question to discuss the matter and reach an agreement. If the President is the member in question, the matter will be referred to the SGA Judicial Branch.
2. If an agreement is not reached then a mediation meeting between the executive officers, advisor and member in question will be conducted to reach a solution.
3. If no solution is reached, the member in question will be asked to submit their resignation from the Campus Activities Board.
4. If resignation is not submitted, the removal will be considered and voted upon. Two-thirds vote of the members present will be required for removal of the member.

Article IV: Meeting

Section 1.

CAB shall meet no less than twice monthly during each semester. A quorum must be present in order to conduct business.

Section 2.

CAB follows Robert's Rules of Order, Newly Revised.

Article V: Dues

No dues will be assessed to members.

Article VI: Officers

Section I. Requirements for Officers

- a. Be enrolled at TAMUK for a minimum of nine (9) credit hours during each semester of their term.
- b. Maintain a minimum 2.25 cumulative GPA during each semester of their term.
- c. Maintain the position as their primary leadership position on campus.

Section II. Officers and Duties

Refer to By-Laws for Duties

Section III. Election Process

Vacant officer seats will be filled by an interview committee as referred to in Article III, Section 3, A, 2

Article VII: Advisor

The Advisor shall:

1. be a professional staff member of the Office of Student Union & Activities

2. Give advice and suggestions on matters of interest to the organization.
3. Inform the President and/or the Membership when the organization may be taking an action that could violate applicable laws and/or policies.
4. Refrain from overriding the organization, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as violations of local, state, and/or federal laws, or in instances of severe liability exposure to the organization and University.
5. Verify expenditures of the organization and manage its account.
6. Serve on the Executive Committee, without a vote.
7. Assist the organization and members in planning and evaluation of programs, general meetings, and in meeting its goals.
8. Aid in the continuity of the organization by attending meetings and by being available for advice and consultation.
9. Meet regularly with the Officers.
10. Check grades of officers a minimum of one time in January and one time in June.
11. Advise the board in development of programs.
12. Attend all meetings and supervise events along with program board members.
13. Be removed for deliberate violations of the constitution with a $\frac{3}{4}$ vote of the membership upon discussion with the Director for Student Union & Activities regarding the situation.

Article VIII: Responsibilities

This organization will adhere to all municipal, state, and federal laws, the Texas A&M University-Kingsville Student Code of Conduct (<http://osa.tamuk.edu/dean/studenthandbook>) and all university policies and procedures.

Article IX: Amendments

Section I.

This constitution may be amended at any time by a two-thirds vote of the active membership, subject to the approval of the Office of Student Union & Activities.

Signature of Member	Date
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Signature of President	Date
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Signature of Advisor	Date
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Student Union & Activities	Date
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Texas A&M University-Kingsville
Campus Activities Board
By-laws

Section I. Mission

The mission of the Campus Activities Board (CAB) of Texas A&M University-Kingsville is to enhance the campus life of TAMUK through a variety of cultural, educational, recreational and social programs. This is accomplished by student involvement in planning and implementation of these programs by means to insure the opportunity for participation, experimentation and education of the organization members.

The mission of the Campus Activities Board should always remain consistent with the mission of the Office of Student Union & Activities.

Section II. Structure

The Campus Activities Board is comprised of the following categories.

A. Executive Officers

This serves as the administrative arm of the board. It is responsible for coordination and evaluating the overall activities of the board to ensure smooth and accountable operations.

1. President

- a. Spokesperson of the the organization and serves as Co-op buyer at NACA Conferences
- b. Oversee all operations of the organization
- c. Preside over all meetings
- d. Establish committees as necessary
- e. Serve as consultant to the organization on all matters
- f. Have at least one year experience on Program Board and/or have a proven record of leadership ability/experience.
- g. Conduct business on behalf of the organization when it is unreasonable for quorum to meet (i.e. NACA Conferences, summer terms)
- h. Assign any unspecified duties
- i. Serve as Event Coordinator as assigned

2. Vice-President

- a. Serve as liaison between CAB and Student Government
- b. Promote CAB as the organization who plans and coordinates major campus wide events.
- c. Develop a recruitment program alongside recruitment chairs to inform and interest students in the functions of CAB.
- d. Update and distribute the information brochure in time for Hoggie Days Orientations.
- e. Assist in planning of Homecoming and Spring Fling
- f. Serve as Event Coordinator as assigned.

- g. Presides over parliamentary procedure and maintains order and time during meetings and events.

3. Secretary

- a. Keep minutes of all meetings
- b. Maintains list of current membership database
- c. Assist in distribution and implementation of information brochure at Orientation Programs
- d. Acts as chief correspondent in regards to messages distributed to membership

4. Treasurer

- a. Encourage and promote fiscal responsibility
- b. Maintain current budget and records for CAB
- c. Maintains responsibility of cash at all events with Chairperson of event
- d. Reports budget at meetings when required

B. Program Board

The Program Board members are in charge of events as assigned by the Executive Officers; the board is primarily responsible to plan and implement activities in accordance with the goals and mission of the organization.

1. Films

- a. Coordinate the selection of a diverse schedule of movies each semester.
- b. Coordinate and supervise the implementation of the movie schedule.
- c. Develop and implement any special movie presentations or series.
- d. Recruit, coordinate and supervise a committee.
- e. Coordinate events with other campus organizations.
- f. Oversee the creation and distribution of all campus-wide fliers, flip-charts, posters, banners and emails
- g. Maintain an update publicity file
- h. Coordinate a work schedule for Program Board to run a minimum of two movies throughout the semester and provide necessary training and support.
- i. Maintain Committee budget and evaluate all events within seven (7) days of the event and submit evaluation to Vice President
- j. Select an event Coordinator for each event.

2. Comedy/Lecture

- a. Coordinate, promote and implement a diverse array of comedy and lecture entertainment.
- b. Maintain a file of available entertainment in college market
- c. Recruit, coordinate and supervise a committee.
- d. Coordinate events with other campus organizations.

- e. Coordinate a work schedule for Program Board to run events throughout the semester and provide necessary training and support.
 - f. Oversee the creation and distribution of all campus-wide fliers, flip-charts, posters, banners and emails
 - g. Maintain an update publicity file
 - h. Design and order promotional materials such as cups, pens, t-shirts, and other like items
 - i. Maintain Committee budget and evaluate all events within seven (7) days of the event and submit evaluation to Vice President
 - j. Select an event Coordinator for each event.
3. Special Events/Novelty
- a. Coordinate, promote and implement a diverse array of entertainment.
 - b. Maintain a file of available entertainment in college market
 - c. Recruit, coordinate and supervise a committee.
 - d. Coordinate events with other campus organizations.
 - e. Coordinate a work schedule for Program Board to run one event throughout the semester and provide necessary training and support.
 - f. Oversee the creation and distribution of all campus-wide fliers, flip-charts, posters, banners and emails
 - g. Maintain an update publicity file
 - h. Design and order promotional materials such as cups, pens, t-shirts, and other like items
 - i. Maintain Committee budget and evaluate all events within seven (7) days of the event and submit evaluation to Vice President
 - j. Select an event Coordinator for each event
4. Music/Performing Arts
- a. Coordinate, promote and implement a diverse array of musical entertainment.
 - b. Maintain a file of available entertainment in college market
 - c. Recruit, coordinate and supervise a committee.
 - d. Coordinate events with other campus organizations.
 - e. Coordinate a work schedule for Program Board to run one event throughout the semester and provide necessary training and support.
 - f. Oversee the creation and distribution of all campus-wide fliers, flip-charts, posters, banners and emails
 - g. Maintain an update publicity file
 - h. Design and order promotional materials such as cups, pens, t-shirts, and other like items
 - i. Maintain Committee budget and evaluate all events within seven (7) days of the event and submit evaluation to Vice President
 - g. Select an event Coordinator for each event

5. Marketing
 - a. Develop marketing plans for the organization for recruitment of additional members and to maintain a positive reputation.
 - b. Serve as a liaison for any printing establishments.
 - c. Serve as publicity consultant to the Executive Officers.
 - d. Recruit, coordinate and supervise a committee.
 - e. Maintain committee budget.
 - f. Design and order promotional materials such as cups, pens, t-shirts, and other like items
 - g. Serve as event coordinator as assigned.
 - h. Maintain information for the Campus Activities Board website.

6. Historian
 - a. Maintains visual records of all events through photos, videos, and multimedia methods for the group.
 - b. Develop display areas including but not limited to lobby area cube, window display cases, recruitment board, etc.
 - c. Maintains online accounts and updates with photos and event information such as but not limited to facebook, twitter, myspace

6. Recruitment Chair
 - a. Chief committee responsible for increasing new membership.
 - b. Maintains database of newly interested members and relays this information to CAB Secretary as they become official members.
 - c. Creates a method to monitor transition and acclimation of new members and aids in their retention in the organization.

C. General Members

General members are the main part of the structure and shall assist in running and planning activities. Members must serve actively on one committee.

Section III. Roles and Responsibilities

A. Executive Officers

1. The Executive Officers shall evaluate the performance of the Program Board. It should make recommendations to the Program Board concerning their individual operations.

B. Program Board

1. Program Board shall evaluate the performance of Executive Officers through the advisor or a structured evaluation.
2. Program Board shall be responsible for using funds made available for its use appropriately.
3. Program Board is responsible for evaluating all their assigned programs. Formal evaluations should be submitted to the Vice President one week after the completion of the program.

4. Program Board members should be willing to devote several hours a week for the fulfillment of their leadership role. The Vice President and advisor should be made aware of their office hours.
 5. Program Board is expected to remain in contact with the office by phone, mail or in person throughout the summer. Members who are on campus during the summer should participate in Hoggie Days Orientation activities.
 6. Program Board members shall attend all meetings.
 7. Program Board members shall attend all events. If this is not feasible, only academic related excuses or family emergencies will be accepted.
 8. Program Board members shall attend all scheduled workshops and training sessions.
 9. Program Board members shall train their general members on basic procedures.
- C. General Membership
1. General members shall plan and implement all programs in their area.
 2. General members shall be aware of and proactive in the implementation of diversity and special interest programs.
 3. A formal list of goals shall be set by all members with the assistance of the officers and advisor.
 4. General members hear all program proposals by CAB members
 - a. Proposals must have adequate program and budget information as reviewed by the Executive Officers and the Advisor prior to consideration.
 - b. All programs must be approved by all members prior to implementation unless granted special permission by the advisor.
 - c. Program Board may veto proposals if they deem inappropriate after passage by the general membership. A $\frac{3}{4}$ vote is needed to veto the program.
 - d. A simple majority is needed to approve any program.

Section IV Meetings & Events

All events should have one program board member present and be approved by the majority of current membership before the advisor can contract.

- A. Executive Officer Meetings
Meetings between officers and advisor will occur weekly during the academic year at a time determined at the beginning of the year for the purpose of discussing internal and organizational matters.
- B. Program Board Meetings
Meetings of the CAB Program Board will be held weekly during the academic year at a time determined at the beginning of the year for the purpose of discussing internal and organizational matters. President may use discretion to cancel meetings when necessary.

- C. CAB Meetings
Regular CAB meetings will be held twice a month during the academic year for the purpose of conducting regular business of the organization and providing an opportunity for input from the campus community.
- D. Special Meetings
The President of CAB may call special meetings of either the Executive Officers, Program Board or all of CAB membership provided 24 hours notice is given in advance of the meeting.

Section V Attendance

- A. All Program Board are required to attend all CAB meetings and events. Executive Officers are required to attend all Executive Officer meetings and events. Members who are unable to attend must notify the Vice President as soon as they are aware of the conflict. Unexcused absences will be determined by the Executive Officers and recorded by the secretary/treasurer in the attendance log. Two (2) unexcused absences will warrant an evaluation by the president and a third (3) unexcused absence will warrant removal from the Board. Absences will carry on a semester to semester basis.
- B. NACA
 - 1. A minimum of two (2) members of CAB will attend a National Association for Campus Activities (NACA) Regional Conference during the fall semester. If funds permit, more than two (2) delegates will be sent. Other delegates will be selected on a point system.
 - 2. If funds permit at least two (2) members of CAB will be sent to the NACA National Conference held in the Spring Semester. Delegates will include:
 - a. President
 - b. Designee on point system.

Section VI Tenure for Officers and Chairpersons

New program board shall assume office at the Annual CAB Programs Award Banquet and shall retain their position until the following awards banquet. New members shall train with the outgoing Board from the time of their appointment until they assume office.

Section VII Programming Guidelines

- 1. Event Coordinators
The Event Coordinator is the individual who is assigned to coordinate all aspects of a particular event. They can carry out the responsibilities themselves or delegate to committee members.
 - a. Make sure all hospitality needs are met for the performer (food, transportation, props for the show, etc.)

- b. Recruit all necessary manpower from CAB general members, Program Board, and Executive Officers as needed and/or outlined in the performer's contract.
 - c. Ensure that publicity information regarding the event is out at least ten (10) days in advance of the program.
 - d. Verify the location has been reserved through the Event Planning Office and obtain any necessary paperwork and keys.
 - e. Coordinate additional assistance from police, security, or dining services as necessary.
 - f. Be the first and last person in attendance at the event to assure preparation and cleanup occurs properly and be available for any last minute adjustments and decisions.
 - g. Prepare for interviews with the South Texan if referred by the President.
 - h. Be available to work through and coordinate any additional preparations or cleanup before, during or after the event not outlined in this constitution and by-laws.
2. Program Co-Sponsorship
Any activity or event that is co-sponsored by CAB and Student Activities must be submitted in writing for the Executive Officers for review and approval.
- Any activity or event that is co-sponsored by CAB and another organization must be submitted in writing for the Executive Officers to review and receive approval of two-thirds (2/3) majority in the Program Board.
3. Program Decisions
Any program decisions that cannot be made during the academic year and/or requires immediate decision must be decided among the President, appropriate committee chair and the advisor.

Section VIII Constitution

The CAB constitution shall be the primary governing document of the board. If they by-laws conflict with the constitution, the constitution shall take precedence.

Section IX Awards

CAB will present several awards annually at the Awards Banquet

Presidents Award

The award will be awarded to any member or members as chosen by the President for outstanding service to CAB.

Program Board Member of the Year

This award will be awarded to an outstanding Program Board member as voted on by the Executive Officers for excellence in programming.

General Member of the Year

This award will be given to any General member as voted upon by the Program Board who demonstrates consistent dedication.

Nino Mendieta Award

This award will be given to any member, nominated by the advisor and voted on by the entire membership of CAB for outstanding leadership.

Section X Amendments

- A. Proposals to amend these by-laws may be voted upon by the membership.
- B. Amendments shall go into effect upon approval by the advisor and the Office of Student Union & Activities