

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

Article I: Organization Name

The name of this organization is the Texas A&M University- Kingsville, Campus Activities Board also known as TAMUK CAB.

Article II: Mission Statement

We as the Texas A&M University-Kingsville Campus Activities Board seek to enhance the campus life of TAMUK through a variety of cultural, social, recreational, entertaining, and educational programs or activities. This is to ensure we provide a welcoming environment that offers a variety of opportunities for participation, engagement, and membership.

Article III: Purpose

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

Article IV: Membership

Membership in this organization will be open to any student meeting qualifications and who is interested in furthering the purposes of this organization. *This organization will not discriminate on the basis of race, color, national or ethnic origin, religion, sex*, disability, age, sexual orientation, or veteran status.*

Article V: Meetings and Events

- A. The Campus Activities Board shall meet no less than twice in one month during each semester. A quorum must be present in order to conduct business. Quorum is considered 50% of the Executive Board Directors and at least 2 General members
- B. National Association for Campus Activities (NACA)
 - 1. The Executive Board Directors considered “in good standing” with the organization and its Advisor will attend the NACA Live Conference during the Spring Semester.
 - 2. In the event funds are not available for all Directors, the President and a Director will be taken to the conference.
- C. Any event or activity that is co-sponsored by CAB must be submitted in writing to the Director of Public Relations for the Executive Board and Advisor for review and approval.
- D. Any programming decisions that cannot be made during the academic year and/or requires immediate decision will be up to the discretion of the Executive Director and Advisor.

Article VI: Categories of Membership

- A. General Member
 - 1. Qualifications: Must be enrolled at Texas A&M University-Kingsville for a minimum of twelve (12) credit hours for undergraduate students and a minimum of three (3)

- credit hours for graduate students each Fall and Spring semester and must maintain a 2.0 cumulative and term GPA.
2. Selection: Applications will open in April and interviews will be held at a scheduled time and day.
 3. Attendance: The student must attend 75% of all general meetings and volunteer for 50% of the activities hosted by CAB.
 4. Removal Procedure: The Executive Board, Advisor, and the General Member in question will meet to discuss the matter and reach a solution regarding the status of membership.

B. Executive Board

1. Qualifications: Must be enrolled at Texas A&M University-Kingsville for a minimum of twelve (12) credit hours for undergraduate students and a minimum of nine (9) credit hours for graduate students each Fall and Spring semester and must maintain a 2.0 cumulative and term GPA.
 - i. Credit hours for Graduating Seniors will be approved/denied at the discretion of the Advisor.
 - ii. Directors are required to attend all general meetings and executive board meetings.
 - iii. At least two Directors are required to be present at the scheduled event.
 - iv. A notice of absence is required 24 hours in advance unless it is considered a family or medical emergency.
 - v. All Directors must provide a work and class schedule every semester in Office to the Advisor.
2. Selection: Executive Board Directors must apply and will be interviewed and selected by the current Executive Director and Advisor four (4) weeks before the end of the Spring Semester.

Article VII: Executive Board Directors and Duties

The Executive Board shall consist of the Executive Director, Director of Recruitment and Retention, Director of Public Relations, Director of Day Programming, Director of Night Programming and Secretary.

A. Duties of Officers

1. Executive Director

- i. *The Executive Director Shall:*
- ii. Call and Preside at all general meetings of the Campus Activities Board and the Executive Board Meeting in the event the Advisor is absent.
- iii. Be responsible for regular communication with each Executive Board Director.
- iv. Maintain overall responsibility for the operations of the Campus Activities Board and serve as the Representative to the Campus and Community.
- v. May establish committees as necessary.
- vi. Meet weekly with the CAB Advisor to remain current on issues and matters of importance to the CAB and Campus community.

- vii. Review and Approve contracts involving all events sponsored or presented by the Campus Activities Board.
- viii. Have at least one year of experience as an Executive Board Director.
- ix. May conduct business on behalf of the organization when it is unreasonable for a quorum to meet.
 - 1. Examples may include but are not limited to NACA Conferences, Summer Terms, etc.
- x. Oversee annual registration of the Organization via Collegiate Link.
- xi. Aid in the election committee of the incoming Executive Board Directors.
- xii. In the event the said officer is running for re-election, they will not aid in the selection of the incoming Executive Board Directors.
- xiii. In the event the said officer is running for re-election unopposed, they will aid in the selection of the incoming Executive Board Directors.
- xiv. Assist in the planning of Fall Carnival and Spring Fling.
- xv. Maintain and be familiar with all governing documents of the Campus Activities Board.
- xvi. Provide the Secretary with topics for discussion and additional content needed for the agenda for General Meetings.
- xvii. Perform all other duties of this Office, or as called upon by the CAB Advisor.

2. Director of Recruitment and Retention

- i. *The Director of Recruitment and Retention Shall:*
- ii. Develop and implement a recruitment program that seeks to inform and interest students in the function of the Campus Activities Board.
 - 1. This program must include a minimum of one social event per month within the academic semester.
- iii. Maintain and upload all records of the General Members Point System via Microsoft Teams.
- iv. Must attend all recruitment-based events that occur on-campus (i.e.: New Student Orientations, Organization Fairs, or any event that requires the promotion of CAB)
- v. Collect all CAB marketing materials and promotional items from the *Director of Public Relations and Secretary* in time for the New Student Orientations, Organization Fairs, or any event that requires the promotion of CAB.
- vi. Ensure each general member that attends an event hosted or presented by CAB scans into the event or signs in to record attendance.
- vii. Assist in the planning of Fall Carnival and Spring Fling.
- viii. Undertake or assist in special projects or assignments delegated by the Executive Director and/or Advisor.

3. Director of Public Relations

- i. *The Director of Public Relations Shall:*
- ii. Report directly to the Campus Activities Board Advisor
- iii. Assist in the planning of Fall Carnival and Spring Fling.
- iv. Coordinate with the Secretary in the creation of a monthly calendar that consists of important dates and reminders (e.g.: Birthdays, International Days,

- General Meetings, Executive Board Meetings, Social Media Marketing Plan, and all events hosted or presented by CAB).
- v. Provide the CAB marketing materials in time for the New Student Orientations, Organization Fairs, or any event that requires the promotion of CAB.
 - vi. Serve as the Campus Activities Board Representative in all social media or engagements.
 - vii. Work with the CAB Advisor to coordinate and design all marketing materials to be distributed to incoming as well as current students.
 - viii. Assist the *Director of Recruitment and Retention* in the development and implementation of the recruitment program that seeks to inform and interest students in the function of the Campus Activities Board.
 - ix. Serve as the Liaison to *The South Texan and the Kingsville Record*
 - x. Serve as the liaison for student organizations or departments that are wishing to coordinate an event with CAB.
 - xi. Provide annual updates to the Student Activities Marketing Student Worker to update the CAB website.
 - xii. Undertake or assist in special projects or assignments delegated by the Executive Director and/or Advisor.

4. Director of Day Programming

- i. *The Director of Day Programming Shall:*
- ii. Coordinate the selection of a diverse array of cultural, social, recreational, entertaining, and educational day programs or activities.
- iii. Be the second point of contact for all outside vendors assisting CAB in the said day event.
- iv. Recruit, coordinate, and supervise the day programming committee.
 - 1. This day committee consists of general members that are wanting to enhance the day events presented by CAB and assist in the set-up and/or takedown of all scheduled day events.
- v. Coordinate with Advisor to purchase materials needed for said day events.
- vi. Assist in the planning of Fall Carnival and Spring Fling.
- vii. Must meet with the Advisor (3) Business Days before the Scheduled Day Event to discuss final event details.
- viii. Coordinate with the Day Committee to fill out the respected sections noted in each Assessment. It will be turned in to the Secretary before the next Executive Board Meeting.
- ix. Undertake or assist in special projects or assignments delegated by the Executive Director and/or Advisor.

5. Director of Night Programming

- i. *The Director of Night Programming Shall:*
- ii. Coordinate the selection of a diverse array of cultural, social, recreational, entertaining, and educational night programs or activities.
- iii. Be the second point of contact for all outside vendors assisting CAB in the said night event.

- iv. Recruit, coordinate, and supervise the night programming committee.
 - 1. This night committee consists of general members that are wanting to enhance the night events presented by CAB and assist in the set-up and/or takedown of all scheduled night events.
- v. Coordinate with Advisor to purchase materials needed for said night events.
- vi. Assist in the planning of Fall Carnival and Spring Fling.
- vii. Must meet with the Advisor (3) Business Days before the Scheduled Night Event to discuss final event details and materials needed.
- viii. Coordinate with the Night Committee to fill out the respected sections noted in each Assessment. It will be turned in to the Secretary before the next Executive Board Meeting.
- ix. Undertake or assist in special projects or assignments delegated by the Executive Director and/or Advisor.

6. Secretary

- i. *The Secretary Shall:*
- ii. Call and Preside at all general meetings of the Campus Activities Board in the event the Executive Director is absent.
- iii. Keep records and minutes of all meetings, including but not limited to the Campus Activities Board General and Executive Board Meetings.
- iv. Type and print the agenda of each General meeting after the Executive Board Directors have reviewed and approved it.
- v. Maintain updates via Collegiate Link
- vi. Type the minutes of each General Meeting and post to the General Members chat via GroupMe or Microsoft Teams, whichever chat is considered active at the time.
- vii. Coordinate with the Public Relations Chair in creating a monthly calendar that consists of important dates and reminders (e.g.: Birthdays, International Days, General Meetings, Executive Board Meetings, Social Media Marketing Plan, and all events hosted or presented by CAB).
- viii. Maintain a current inventory document of all available CAB promotional items.
- ix. Provide and distribute the CAB promotional items to the *Director of Recruitment and Retention* in time for the New Student Orientations, Organization Fairs, or any event that requires the promotion of CAB.
- x. Maintain and be familiar with all governing documents of the Campus Activities Board.
- xi. Ensure contact information and office hours are present and updated for all Executive Board Directors and the Advisor.
- xii. Assist in the planning of Fall Carnival and Spring Fling.
- xiii. Ensure each student that attends an event hosted or presented by CAB scans into the event or signs in to record attendance.
- xiv. Reserve and keep records for all events hosted or presented by CAB.
- xv. Undertake or assist in special projects or assignments delegated by the Executive Director and/or Advisor.

B. Term of Office:

1. All Executive Board Directors must serve one (1) full term which is the equivalent of one (1) academic year (August through May).

C. Scholarship Amounts and Requirements

1. The Executive Board Directors must serve one (1) full term to receive the said amount.
2. Each Director must fulfill all duties and requirements as well as be in good standing with the Organization to receive the full awarded amount.
 - i. If the Director is considered to not be in good standing with the Organization, the Advisor shall intervene and may cut the awarded amount in half (1/2) or offer a third (1/3) of the awarded amount.
 - ii. The amount awarded is up to the discretion of the Campus Activities Board Advisor.
3. Each scholarship will be cut in half (1/2) and awarded once during the last academic week of each Fall and Spring Semester. Each Executive Board Director will receive the following:
 - i. Executive Director- \$600
 - ii. Director of Recruitment and Retention- \$500
 - iii. Director of Public Relations- \$500
 - iv. Director of Day Programming- \$500
 - v. Director of Night Programming- \$500
 - vi. Secretary- \$400

D. Election Process

1. Applications will be available online the week after Spring Break in March and will be due the first week of April.
2. Elections will be scheduled and held the week(s) after the application is due.
3. The Election Committee will consist of the Executive Director and Advisor.
 - i. In the event that the Executive Director is a vacant position the Director of Student Engagement and Campus Life will join the Election committee.
 - ii. In the event that the Executive Director is running for re-election, the Director of Student Engagement and Campus Life and Leadership Coordinator will join the Election Committee.
4. The newly elected Executive Board Directors will be announced at the Spring Banquet.
5. In the event of emergency elections, the process will be noted by the Advisor.

E. Removal from Office

1. In the event of removal, the Executive Director and Advisor will meet the Executive Board Director in question to discuss the matter and reach a solution regarding the status of Office.
 - i. First Offense: The Director in question will be given a list of allegations (minimum of three) and will be required to select the status of Office: Probation or Resignation. After selection, the Director in question, the Executive Director, and Advisor will be required to sign and date the form.
 1. In the event the Executive Director is the Director in question, the Advisor and Director of Student Engagement and Campus Life will discuss and decide the status of membership.

- ii. Second Offense: In the event the terms of agreement have been violated, the Director in question will be removed from Office.

F. Executive Board Stole Recognition

1. A Director of the Executive Board may be eligible to receive a Stole upon completion of a full year term for their respected graduation date.
2. The Stole will be awarded and presented by the Advisor at the last Campus Activities Board General Meeting of the respected graduation semester.

Article VIII: 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.

Article IX: Dues

No dues will be required or asked of to be considered a General Member or Executive Board Director.

Article X: Awards

Awards will be voted on and rewarded at the Annual Spring Banquet.

Executive Director's Award

1. This can be awarded to any General Member as chosen by the Executive Director for Outstanding Service to the Campus Activities Board.

Executive Board Director of the Year

1. This can be awarded to an Executive Board Director voted on by the General Members of the Campus Activities Board Organization for outstanding leadership.

General Member(s) of the Year

1. This can be awarded to any General Member(s) voted on by the Executive Board Directors for consistent dedication and outstanding service to the Campus Activities Board Organization.

Nino Mendietta Award

1. This can be awarded to any member of the Campus Activities Board Organization as nominated by the Advisor (must nominate a minimum of three (3) members) and voted on by the entire Campus Activities Board Organization for outstanding membership.

Article XI: Advisor

The Advisor Shall:

1. Be a professional staff member of the Student Engagement and Campus Life.
2. Give advice and suggestions on matters on interest to the organization

3. Inform the Executive Director and Executive Board Directors 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 the violations of local, state, and/or federal laws, or any instances of severe liability exposure to the organization and University.
5. Verify expenditures of the organization and manage its account.
6. Serve on the Election Committee.
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 being available for advice and consultation.
9. Preside over all executive board meetings.
10. Check grades of Executive Board Directors before election and in the Months of August and January.
11. Attend all, if not most, meetings and supervise events along with the Director of Day Programming and Director of Night Programming and its committees.
12. Be removed for deliberate violations of the constitution with a $\frac{3}{4}$ vote of the membership upon discussion with the Director of Student Engagement and Campus Life regarding the situation.

Article XII: 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 XIII: Amendments

This constitution may be amended and formally submitted in writing at any time by a two-thirds vote of the Executive Board, subject to the approval of the Advisor and Student Engagement and Campus Life.

Signature of President

Date

Signature of Advisor

Date