CAMPUS ACTIVITIES BOARD
CONSTITUTION AND BYLAWS

PREAMBLE

Within the academic community at Southwest Tennessee Community College, it is necessary for some degree of organization for the purpose of unifying and expressing student opinion, promoting student activities in both social and academic areas, and to communicate with the administration, faculty, and staff of Southwest Tennessee Community College. It is for the pursuit of these goals and for the promotion of the general welfare of the student body, that the student Campus Activity Board of Southwest Tennessee Community College established this constitution.

ARTICLE I
Name

The name of this organization shall be the Southwest Tennessee Community College Campus Activity Board, hereinafter referred to as CAB.

ARTICLE II
Governance

The Campus Activity Board, also known as CAB, will be empowered to act on behalf of and represent the student body in all matters concerning campus activities.

ARTICLE III

Purpose

CAB is committed to providing diverse quality programs that will enhance the Southwest Tennessee Community College student's educational experience via on - campus entertainment, i.e. cultural and arts events, student organizations and clubs. CAB will also provide career development, leadership development, conflict resolution, and experience in critical thinking.

Section I:
CAB shall consist of student representatives from the student body. Membership in CAB is open to any student who wants to participate in the planning of or volunteering in campus activities.

Section II:
Within CAB, there shall be an Executive Board. The Executive Board will be responsible for making sure the organization is run in an efficient manner and that it is planning activities with the students in mind. The Executive Board shall consist of the following positions:

1. President
2. Sergeant at Arms
3. Vice-President
4. Secretary
5. Executive Chair
6. Treasurer

Section III:
There shall be four (4) committees consisting of the following: [1] Special Events, [2] Speakers and Lectures, [3] Multicultural Events, and [4] Catch a Rising Star. All members are required to serve on at least two (2) committees and are welcome to serve on any of the said committees throughout the course of the year.

ARTICLE IV

Roles of the Executive Board

Section I: The President
The President shall be responsible for oversight of CAB and its day-to-day operations. The President position shall be determined by election of the CAB general members.

Section II: Sergeant at Arms
The Sergeant at Arms shall be responsible for helping with the president in his/her oversight of CAB and its operations. The Sergeant at Arms shall be appointed by the president and shall make themselves available at the organization's disposal as needed and is seen fit.

Section III: Vice-Presidents
The role of the Vice-President position is to assist the President with the day-to-day operation of the organization. It is very important for the Vice-President to work closely with the President on all matters concerning the organization. The Vice-President position shall be determined by election by the general CAB members. If no one is elected as Vice-President, the President has the authority to appoint.

Section IV: Secretary
The secretary is responsible for keeping attendance, minutes, and incentive points for ALL of the incentive program participants. The secretary shall be determined by election by the general CAB members and shall make their self available at the organization's disposal as needed.

Section VI: Executive Chair
The Executive Chair is responsible for overseeing each committee and is to correspond with each committee chair. The Executive Chair shall be appointed by election of the general CAB members.

Section V: Treasurer
The role of the Treasurer position in coordination with the President, Executive Committee members, and the advisors, is to maintain an accurate budget for CAB. It is very important for the Treasurer to work closely with the President, Secretary, and advisors along with the general members of CAB to ensure successful accountability. Two individuals should have authorization to write checks. The club Treasurer and/or the President are authorized to write checks, but **only with the signature of the advisor do these checks become valid.**

ARTICLE V
Membership
(Effective July 01, 2010)

Any currently registered full-time or part-time student having completed at least one semester in good standing at the college and having accumulated at least six credit hours at Southwest, with a minimum GPA of 2.0 is eligible for membership in the CAB as a general member. Any member may run in the general election for a place on the Executive Committee with the approval of the advisors.

ARTICLE VI
Tenure of Office

No student shall serve on the Campus Activity Board Executive Committee more than two (2) years. All positions are for one (1) year terms. Executive board members can elect to run for their concurrent position by election of majority vote from general CAB members. No position can be held for more than two (2) years by the same person.

ARTICLE VII
Right of Suffrage

Any currently registered student of Southwest Tennessee Community College who holds a valid ID card may vote during the general elections, or in other "special" elections that may be called by the Administrative Council.

ARTICLE VIII
Campus Activity Board Advisor

Each main campus and the satellite centers will have no less than one CAB advisor. Each advisor will be voted on by the CAB of that campus or center and will be approved by the Vice President of Student Services and Enrollment Management for acceptance by CAB. An advisor can be a faculty or staff member.

ARTICLE IX
Dissolution

In the event of dissolution of CAB, all organizational monies will be placed in a Student Activities fees fund.

ARTICLE X
Representation

The number of Administrative Council members will be no more than sixteen as follows:
Section 1: There will be six (6) Executive Board members. (A main campus is defined as a campus so designated by Southwest Tennessee Community College).
Section 2: The remaining ten (10) positions shall consist of the general members also referred to as the Administrative Council.

ARTICLE XI
Accessibility

Campus Activity Board members will have e-mail accounts provided by the College. The e-mail accounts will be published and/or posted throughout the campuses.

ARTICLE XII
Impeachment and Recall

Section 1: A member may be impeached, recalled, or sanctioned.
Section 2: The CAB member body may recall a member.
Section 3: The Administrative Council members have the power to present charges against an elected official representing the college to initiate impeachment proceedings. Impeachment requires a four-fifths majority vote of all of the Administrative Council and its advisors.
Section 4: Reasons for disciplinary action shall be: misappropriation of CAB funds; violation of the student code of conduct; school suspension; GPA below 2.0; failure to carry out duties of the office held; constant representation of the CAB in a negative aspect according to the student code of conduct and discipline; or three unexcused absences from meetings or other Administrative Council activities during any semester.
Section 5: A member so removed may be required to return to the College any compensation received for services rendered to the CAB for the semester in which this action takes place.
Section 6: A sanction requires a two-thirds majority vote of all the members of the Executive Board. A five-member committee formed from the Executive Board will determine the extent of the sanctions.
Section 7: A member of the Administrative Council may be removed from their office by a three-fourths majority of the Administrative Council

ARTICLE XIII
Meetings

Section 1: Campus Activity Board meetings will be held each month during the spring, summer, and fall semesters.

Section 2: General meetings will be held during the spring and fall semesters as determined by the CAB Advisors. Alternating campuses will occur during the fall and spring semesters.
Section 3: Special meetings may be called by the President, at the request of the College administration or by the Vice President.
Section 4: Regular meetings will be held on the **first** and **third** Thursday of each month at 3:00 p.m. All general meetings must be announced at least one week in advance. Any special called meeting requires at least 48 hours notice. Cancellation of any meeting requires 48 hours notification unless there are extenuating and unusual circumstances. All CAB members must attend three (3) out of every five (5) meetings in order to be considered in active status. Any such member who does not meet these requirements shall be relieved of duty.
Section 5: The Executive Board members are expected to attend all of their respective regularly scheduled meetings. Members must attend 70 percent of the meetings or risk being dropped from the Executive Board.
Section 6: The Executive Board meetings will be open to all members of the student body, but only Executive Board members will have voting privileges. However, the President will grant speaking privileges to non-Executive Board members.
Section 7: A quorum consists of 50 percent + 1 of the voting members of the Executive Board who are required to be in attendance. A simple majority consists of 50 percent + 1 of the members present.
Section 8: An agenda is required for all meetings. The agenda will be e-mailed to all members who are to attend said meeting no less than five (5) days before the meeting is to take place. In the case of an emergency meeting, the agenda will be e-mailed as soon as possible.
Section 9: All CAB minutes will be posted on the CAB web page three days after the meeting.
Section 10: If for any reason a member cannot attend a meeting, the member must contact **two** members of the Executive Board. This is to ensure accountability.
Section 11: For any topic under discussion, the speaker on the floor has three (3) minutes to speak.

ARTICLE XIV
General Qualifications of Members of the Executive Board

All members of the Executive Board must have completed one (1) semester at Southwest Tennessee Community College, have an accumulative grade point average of 2.0, have served on the administrative council for at least one semester, be in good standing with the College and be currently enrolled in a minimum of six hours at the College. A student who is not in good standing with the College whose grade point average falls below 2.0 will be placed in a probationary status by the Executive Board.

ARTICLE XV
Executive Privilege

The CAB President, in correspondence with the Vice President, has the authority to make sound and well-calculated decisions. This authority does not include expenditures of CAB funds without the approval of the Treasurer, the Advisors and/or the Administrative Council.

ARTICLE XVI
Evaluation of CAB Members

All members of the CAB will have their job performance evaluated at least twice a year. The evaluation results will be made available to the student body, all CAB members, the CAB advisors, and the President of the college.
Section 1- The CAB President will be evaluated by the CAB advisors.

ARTICLE XVII
Vacancies

Should the Office of President become vacant; the position is initially opened to the Sergeant of Arms. If the Sergeant of Arms is not interested in the Office of President, the position will be opened to the Vice President. If the Vice President is not interested in the Office of President, the position will be opened to all members of the Executive Board and its sub-committees (if any). If more than one member is interested there shall be a vote by the Executive Board to fill the position. If no members meeting the qualifications are interested, the position

will be opened to all general CAB members of the meeting the qualifications for the position. The persons interested will submit a petition just as though they were entering a general election. Vacancies occurring in the offices of the Administrative Council will be filled by nominations and a vote held by the Executive Board. If the office is not filled by this procedure within one month of the office being vacated then the CAB President shall appoint a replacement, subject to a simple majority approval by the Executive Board.

ARTICLE XVIII
Standing Committees

Section I: Any student wishing to be part of Southwest Tennessee Community College CAB must select two (2) of the following committees to serve upon.

Special Events Committee:

The Special Events Committee shall:

- Delegate prizes, meals/food, decorations, and other items needed for any special event that is selected throughout the year.
- Decide set-up procedures for any special event that is selected throughout the year.

Speakers and lecturers Committee:

Speakers and lecturers Committee shall:

- Delegate any national and regional speakers.
- Select topics regarding leadership and diversity.

Multicultural Events Committee:

Multicultural Events Committee shall:

- Plan and schedule multicultural activities in order to educate and build an understanding of other races and cultures.
- The committee will also focus on such themes as: Women's month, African American History Month, and International Day.

Catch A Rising Star (CARS) Committee:

CARS Committee shall:

- Choose Comedians, Artists/bands, entertainers, and pick fun activities such as Name that Tune and the Family Feud.

Section II: Committee Chair Duties

In addition to being responsible for their various duties and tasks assigned to their committees, each committee chair person will also be responsible for the following actions:

1. Attend all meetings, special or designated.
2. Represent their committee at all meetings, special or designated.
3. Conduct a committee meeting monthly.
4. Coordinate and contract all committee members and tasks.
5. Send out committee reminders via e-mail or by phone/text message.
6. Keep attendance at committee meetings and submit a committee report to the Executive Chair within one (1) week from the committee meeting.
7. Submit an event report within one (1) week of an event to the Executive Chair.

ARTICLE XIX
Ratification and Enactment of the Constitution

Section 1-Ratification Requirements. This Constitution shall be considered ratified by a vote of a simple majority of the Executive Board of the CAB and with the signature approval of the proper College authorities.

Section 2-Enactment of the Provisions. Upon ratification of this Constitution by the Executive Board, all articles of this Constitution shall be binding upon the CAB of Southwest Tennessee Community College and on all organizations established by that organization.

Section 3-Amendment Provisions. Amendments to this document, after the first day of July each year will require a four-fifths majority of all members of the Executive Board.

ARTICLE XX
Disciplinary Actions

The following disciplinary actions will take place if any member of the Administration Council is in non-compliance with the CAB constitution, approved minutes, policies and/or rules set up by the CAB of Southwest. Each counseling session will include: the Counselee, Vice-President, President, and/or Advisor(s).

1. The first violation will be disciplined verbally (documented) by the Vice President, the President of CAB, and the Advisor(s).

2. The second violation will be written. The violator will be asked to come to a meeting with their campus Advisor, the President, and the Vice President. During this meeting the violator will be counseled and given a written warning.

3. The third violation constitutes the possibility of being relieved of duties from the Administration Council position by a four-fifths (4/5) majority vote of the Administrative Council. If relieved of duties by the Administrative Council there will not be an appearance in front of the Executive Board.
   If a member is not relieved of their duties by the Administrative Council by four-fifths (4/5) majority vote, the Administrative Council member shall then appear before the Executive Committee. The Executive Board will then determine if the member shall remain on the Administrative Council or be relieved of duties from the administrative Council by a majority vote.

ARTICLE XX1
By-laws

CAB may create Bylaws to elaborate on rules and procedures in addition to those set forth in this Constitution. However, in cases where the Bylaws conflict with this Constitution, this Constitution shall prevail.
Section 1-Ratification Requirements. Bylaws shall be considered ratified with the vote of a simple majority of the Executive Board of the CAB of Southwest with approval of the proper College authorities.
Section 2-Enactment of the Provisions. Upon ratification of these bylaws by the Executive Board they shall be binding upon the CAB of Southwest and on all organizations established by that organization.
Section 3-Amendment Provisions. Amendments to any bylaw will require a four-fifths majority vote of all members of the Executive Board.

I
General duties of Members of the Campus Activities Board

Check and respond to all e-mail messages daily, consistently, and reply in a timely manner. Electronic mail will be checked no less than once a day excluding weekends and holidays. If a problem arises with a member's e-mail account, it is to be reported to the President, Vice President, or Sergeant at Arms as soon as possible.

II
A Representative elected to the Campus Activities Board

1. Shall maintain the dignity and integrity of the office in all matters relating to the business of CAB and Southwest Tennessee Community College.
2. Shall maintain a neat and professional appearance when representing CAB.
3. Shall make their selves available to the members of the student body that they represent. Those that cannot or do not will be required to maintain regular scheduled office hours as assigned at their represented campus.
4. Shall post and publish current contact information on the bulletin boards, the College student newspaper, and CAB and Southwest web sites.
5. Shall do their best to view all situations brought to them from the perspective of all parties involved before taking any action.
6. Shall seek the advice of the Vice President before taking any action that may obligate the CAB.
7. Shall be fair to both the students and Southwest and take all circumstances into account.

III
Duties and Responsibilities of Executive Board

All officers of CAB shall abide by the following duties and responsibilities.

The President's Duties:

1. Shall have the power to call Administrative Council, full Executive Board members, and special CAB meetings.
2. Shall preside at all meetings of the Administrative Council, the college-wide Executive Board, and all special CAB meetings.
3. Shall serve as an ex-officio member on all committees and shall be able to vote on all committees' business only in the case of a tie vote.
4. Shall make himself/herself available to the student body.
5. Shall by position, sit on certain standing committees of the College and shall fill, by appointment, positions on other committees of the College.
6. Shall have the power to call special elections to fill vacant positions.
7. Shall appoint the Sergeant-at-Arms who will become a member of the Executive Board.
8. Shall not vote in Executive Board or Administrative Council meetings except in the case of a tie.
9. Shall preside over both executive board and general meetings.
10. Shall work closely with the Campus Vice-President to maintain good inter-organizational communication with executive board members.
11. Shall plan, organize, and carry out an annual Presidential event (for example: BINGO).
12. Shall handle public relations with our organizations, faculty, and students.
13 Shall Review all events' reports for approval or denial.

Sergeant at Arms' Duties:

1. Shall assist the President of the CAB.
2. Shall make himself/herself available to the student body.
3. Shall serve as **Parliamentarian** to arbitrate, in accordance with Robert's Rules of Order, any procedural disputes arising from any meeting of members.
4. Shall keep the records of member attendance at meetings. The records will be made available to the President and Vice Presidents and advisors.
5. Shall function as the President, in the President's absence, to preside over meetings and exercise the President's authority to cast a tie-breaking vote.
6. Shall act as President if the President cannot fulfill the duties of his/her office for any reason until position is filled.
7. Shall perform other duties assigned by the CAB president.
8. Shall make their self available to the president.

Vice President's Duties:

1. Only the Vice President shall have executive authority over the areas to which they were elected.
2. Shall assist the President in all matters of business of the Administrative Council.
3. Shall appoint members to the CAB Committees, and shall receive frequent reports from committee members.
4. Shall by position sit on certain standing committees of the College and aid in College committee assignments.
5. Shall make himself/herself available to the student body.
6. Shall perform additional duties assigned by the President.
7. Shall preside at Executive Board and special Campus Activity Board meetings at their respective areas.
8. Shall assist the President in the planning, organizing and executing annual events.

9. Shall preside over executive board and general meetings in the absence of the President and the Sergeant at Arms.
10. Shall work with the President on the development of social events and incentive programs for the members.
11. Shall gather and ensure committee reports and event reports are filled out and turned in.
12. Shall maintain communication and organization with executive board members as advised by President.

Secretary's Duties

1. Shall be responsible to the President and Administrative Council.
2. Shall notify Administrative Council members of called or regularly scheduled meetings, conduct roll call, record minutes, prepare and distribute minutes to all Administrative Council members, advisors, and the Office of Student Activities.
3. Shall provide secretarial services for the Administrative Council.
4. Shall maintain all permanent CAB records; keep and post attendance records for all members and officers within twenty-four hours of each meeting.
5. Shall make himself/herself available to the student body.
6. Shall perform other duties required or assigned by the CAB President.
7. Shall supply the Sergeant at Arms the attendance records of any meetings.
8. Shall print and distribute agenda to members at the meetings.
9. Shall supply newspaper staff and webmaster with a copy of the CAB minutes to be posted on the CAB web page.

Executive Chair's Duties:

1. Oversee each event and the different committees as well as insure that these events go through smoothly.
2. Correspond with the secretary and committee chairs to insure that each chair has proper items for each event as well as volunteers, including any paperwork and/or flyers/brochures that are in need of posting.
3. Attend all meetings, special or designated.
4. Conduct a committee meeting monthly.
5. Coordinate and contract all committee members and tasks.
6. Collect any and all event reports and direct them to the secretary.
7. Maintain a clear correspondence between each committee chair, secretary, vice president, and president as well as the general CAB members.
8. Forward a copy of committee and event reports to the Director of Student Activities and advisor via President.

Treasurer's Duties:

1. Shall prepare the budget, present it to the Executive Committee and advisors for approval, and ensure that the club activities adhere to the budget.
2. Maintain accurate financial records and submit a bi-monthly copy of all expenditures of CAB to the secretary for documentation in the minutes.
3. Transact business through a bank or school account.
4. Inform the club of its financial accounts relating to school organizations.
5. Understand school and club policies regarding student.
6. Shall do one audit per each semester and shall obtain all financial records from past treasurer.
7. Pay Bills as approved by the Executive Committee and advisors.
8. Record all deposits and Expenditures.
9. Secure advice of your faculty advisor and Executive Board members on all financial matters.
10. Prepare a proposed budget, with input from advisors, for approval by CAB for the upcoming fiscal year.
11. Organize all financial records to pass to the Treasurer-elect.

IV
Campus Activities Board Advisor Guidelines

1. An advisor should have a working knowledge of the Southwest organizations. As part of the advisor's duties, he or she should have a clear understanding of the role of the Student Activities department in coordinating the CAB programming and activities.
2. In carrying out the role of advisor, he or she should have an interest in the CAB. The advisor should also have an interest in the growth and development of the CAB membership.
3. An advisor should be committed to serving the needs of the CAB and its members by, but not limited to:
   a) Attending formal functions staged or held by the CAB.
   b) Developing a rapport with the membership of the CAB, especially the officers.
   c) Keeping abreast of current developments in the particular areas served by the CAB.
   d) Working with Southwest officials to inform the CAB president and advisor of Southwest policies, procedures and decisions that affect the functioning of the CAB.
4. An advisor should acquire a working knowledge of Tennessee Board of Regents policies and guidelines as they relate to fund-raising, fund accounting, and fund disbursement as outlined in TBR and Southwest business policies and guidelines. The advisor should then assist with the financial duties associated with the CAB by counseling and assisting officers, by reviewing financial statements and accounts, and by assisting with Southwest procedures designed to safeguard funds.
5. An advisor should attempt to assist in the planning of all social and formal functions, whether on or off campus. The advisor shall routinely appear at planned social functions. Advisors should, in aiding the CAB in planning events, maintain consistency with all Southwest and Tennessee Board of Regents policies.
6. An advisor should encourage the development of initiative and leadership within the CAB, should assist the officials of the CAB in identifying potential officers and leaders within the CAB, and should serve as a resource person for the CAB.