

Constitution

Campus Activities Board

Dalton State College

Article I. Name and Affiliation

The name of this organization will be the Campus Activities Board, hereafter referred to as CAB. The organization will be the student activities programming component of the Office of Student Activities. The Office of Student Activities reports to the Vice President of Enrollment and Student Services at Dalton State College (DSC).

Article II. Purpose and Goals

Section I. Purpose

CAB strives to enhance the Dalton State College student experience through quality entertainment, creative programs and community development. A variety of social, recreational, educational, cultural, and service programs and activities are provided through CAB.

Section II. Goals

The primary goal of CAB is to enhance the DSC campus by providing along with or in coalition with other Registered Student Organizations, programs that:

1. Complement the academic programs of the College
2. Work to unify the campus community by providing diverse activities that reach the most of the student population
3. Promote individual and group self worth and dignity
4. Cultivate student leadership, service learning, civility, dedication, time management and responsibility
5. Teach promotions, budgeting, networking, and organizational skills
6. Contribute to the recruitment and retention efforts of the College

Article III. Membership

Section I. Membership Qualifications

Any member of the student body at Dalton State College registered for a minimum of six (6) semester hours and having a 1.66 or better academic average each term are eligible for membership. The only exception is first term freshman who shall be considered probationary members for one term until a cumulative average is calculated. Students must also be in good disciplinary standing with the College. Application for membership will be open and ongoing throughout the school year. Membership will be granted to any students who meet the eligibility requirements. No student shall be denied membership because of gender, race, color, age, sexual orientation, religious preference, national origin or disability.

Section II. Attendance

Members are encouraged to attend meetings and events but will not be penalized for failing to do so. Members who attend meetings and events will receive incentives to be determined by the executive officers.

Section III. Removal from Membership

1. Membership in CAB may be revoked for the following reasons:
 - a. Failure to maintain a minimum of a 1.66 GPA each term
 - b. Failure to maintain a minimum of 6 academic credit hours
 - c. Failure to remain in good disciplinary standing at Dalton State College
 - d. Violation of the student handbook and student code of conduct
2. Procedure for membership removal:
 - a. A meeting will be scheduled with the member and the Advisor, at which time it will be decided if there should be a probationary period or immediate removal. The Advisor will contact all parties involved.
 - b. If immediate removal is decided upon, the member will not be permitted to participate for the duration of the current semester but will be allowed to reapply the following semester.
 - c. If a probationary period is decided upon, a probationary period will be for the duration of the current semester; after the semester is over, the member's status will be reevaluated and he/she may be granted good membership status again. After two consecutive semesters of being placed on probation, the member may be immediately removed (see Article III, Section III, 2b).

Article IV. Officers

Section I:

The officers of CAB shall consist of a Chair, Vice-Chair, Publicity Chair, and Programmers for Cultural and Educational, Fine Arts and Lecture, Recreational and Social events, who shall perform the duties, prescribed by this Constitution, and will be known as the Executive Board Officers. If an officer position becomes vacant mid-year, the Chair and/or the Advisor will appoint someone to fill the position for the remainder of the year.

Section II:

No officer shall hold more than one office at a time unless temporarily appointed by the Chair and/or Advisor to fill a vacancy. Officer positions are held annually.

Section III. Requirements for Officers

The officers of CAB must meet the following requirements:

1. Have and maintain at least a 2.25 overall grade point average
2. Be in good standing with the College
3. Be enrolled in at least nine credit hours
4. Be a member of CAB in good disciplinary standing for at least one semester before applying for the office of Vice-Chair, and be a member of CAB in good standing for at least one year before applying for the office of Chair

Section IV. Officer Selection Process

The officers are selected by an interview committee. The process will be as follows:

1. Applications for CAB officers will be available during the spring semester and will be provided to all interested CAB members in general meetings.
2. The interview committee will consist of the following people but are not limited to:
 - a. The CAB Advisor
 - b. A returning CAB member
 - c. A current CAB officer who is not reapplying for his/her position
 - d. A person not affiliated with CAB
3. If one of the current officers is applying for a CAB position, then she or he may not be part of the interview committee.

Section V. Responsibilities of All Officers

1. Meet weekly with CAB advisor.
2. Meet weekly with other CAB officers.
3. Learn names and background information of all CAB members.
4. Oversee membership status and requirements.
5. Promote CAB unity and identity.
6. As an official representative of CAB, work as a liaison to members of the DSC community.
8. Attend special training, workshops, seminars, and conferences.
9. Uphold and abide by all College policies and procedures and the CAB constitution.
10. Perform other duties as assigned by the other officers and advisor.
11. Develop a comprehensive schedule of campus events and the coordination of the daily operations of CAB.

Section VI. Removal of an Officer

If at any time an officer fails to maintain a 2.25 grade point average, is not enrolled in a minimum of nine academic hours, or is not in good disciplinary standing with the College, the officer shall be required to meet with the CAB advisor to review his or her situation. The advisor will recommend that the officer either resign or be placed on probation based on the circumstances that are presented in the meeting.

CAB officers may be removed for just cause. The advisor is required to first document any alleged offenses and supply reasonable supporting evidence. The CAB officer shall be granted an opportunity to clear the charges in a hearing with the CAB advisor. If the advisor determines that the officer should be removed, the procedure for the removal of membership shall be followed.

Section VII. Responsibilities of the Chair (President)

1. Supervise the Vice Chair, Publicity Chair, Programmers and committee members and encourage their leadership development.
2. Attend monthly Presidents' Council meetings and SAC meetings.
3. Schedule at least 6 hours each week in the Office, including scheduled meeting times.
4. Support and attend as many CAB-sponsored events as possible.
5. Be present at all events where the Chair is the scheduled supervisor.
6. Create agendas and conduct all CAB meetings.
7. Monitor activities of CAB committees and provide assistance/leadership when needed.
8. Coordinate entire Executive Board events (i.e. Retreat, Socials)
9. Work with all Executive Officers to ensure successful and positive promotion of CAB and its activities.
10. Serve as liaison between CAB and other campus groups, as well as community/professional contacts, in order to maintain an open and collaborative relationship. Specific groups to target, though certainly are not limited to, include the following:
 - a. Student Activities Council
 - b. Campus Publications
 - c. RAs and Residence Life Staff
 - d. Student Organization Officers
 - e. President of the College
11. Monitor CAB and Executive Board attendance; assist Advisor with disciplinary warnings/action.
12. Maintain a productive office environment; which includes scheduling and maintaining office and storage room upkeep.
13. Assist Advisor in completing mid-year & yearly evaluations for all Executive Board members.
14. Facilitate new Executive Board member selection process.
15. Assist Advisor with Executive Board training and calendar planning.
16. Organize membership activities such as socials, birthdays, other special events.
17. Program and execute events when necessary.
18. Other duties as assigned by the Advisor.

Section VIII. Responsibilities of the Vice-Chair (Secretary/Treasurer)

1. Schedule at least 6 hours each week in the Office, including scheduled meeting times.
2. Support and attend all CAB-sponsored events as possible.
3. Be present at all events where Vice Chair is the scheduled supervisor.
4. Record minutes at every weekly meeting and distribute to appropriate recipients.
5. Maintain an attendance record for all members and report irregularities in attendance to the Chair.
6. Monitor and record all budget activity; ensure all budgets are maintained.
7. Maintain records and submit all paperwork to SAC in a timely manner.
8. Provide budget assistance to Executive Board members and CAB members and notify committees when budget information is not current.
9. Handle purchase requisitions and pick-up checks for all payments to artists/vendors.
10. File and distribute paperwork as needed.
11. Maintain a productive office environment. Complete all office and storage room upkeep as scheduled.
12. Oversee office supplies.
13. Manage the portal Groups page and general email questions.
14. Program and execute events when necessary.
15. Other duties as assigned by the Chair or the Advisor.

Section IX. Responsibilities of the Publicity Chair

1. Schedule at least 6 hours each week in the Office, including scheduled meeting times.
2. Support and attend all CAB-sponsored events as possible.
3. Be present at all events where Publicity Chair is the scheduled supervisor.
4. Monitor marketing and publicity activities of CAB committees and provide assistance/leadership when needed.
5. Provide primary oversight of Board's external communications/relations, including but not limited to:
 - a. Ensure completion of publicity by each committee for individual events
 - b. Maintain CAB website
 - c. Post mass messages weekly via student email, campus announcements, and Facebook
 - d. Ensure all promotions in the weekly stall walls and the Potomac TV
 - e. Communicate with local/campus media sources
 - f. Order t-shirts, giveaways, and other promotional materials; design promotions when needed
 - g. Maintain publicity areas and/or bulletin boards in the Student Center
 - h. Serve as liaison between CAB and local vendors for printing/promotional items
6. Program and execute events when necessary.
7. Maintain a productive office environment. Complete all office and storage room upkeep as scheduled.
8. Other duties as assigned by the Chair or the Advisor.

Section X. Responsibilities of Programmers

1. Attend all meetings as scheduled.
2. Schedule at least 6 hours each week in the Office, including scheduled meeting times.
3. Work with assigned committee in planning and executing events.
4. Attend all events hosted by assigned committee.
5. Support and attend all CAB-sponsored events as requested and needed, including conferences on or off campus.
6. Distribute publicity campus-wide and work with the Publicity Chair to maintain current publicity in assigned areas.
7. Practice sound fiscal practices with committee budgets.
8. Maintain up-to-date files and complete evaluations for committee events.
9. Participate in training and planning sessions as scheduled throughout the year.
10. Maintain a productive office environment; complete all office and storage room upkeep as scheduled.
11. Represent CAB and the Office of Student Activities in a positive and professional manner.

12. Have a broad understanding of events and happenings in the Pope Student Center and at Dalton State College in order to assist those with questions not only of CAB but of Student Activities in general.

Article V. Ethical Standards of Officers

1. A student may not simultaneously hold more than one office on the Campus Activities Board.
2. An officer shall not apply undue influence upon or otherwise intimidate fellow officers so as to cause them to make a decision or commit to omit any action that they would not have normally intended.
3. An officer shall not intentionally or negligently undermine the decisions or mission of the Campus Activities Board through personal action or inaction or through discouragement of other officers.
4. An officer shall not intentionally damage another student's character by giving false or insupportable information about that student.
5. All officers shall carry out all of their duties as outlined in the CAB Constitution fully and ethically, to the best of their abilities.
6. If an officer cannot fulfill her/his obligations, she/he is ethically compelled to resign immediately so that another student may fulfill those obligations.

Article VI. Advisor

The immediate Advisor of CAB shall be a professional staff member in the Office of Student Activities.

Article VII. Meetings

Regular meetings of CAB shall be held twice each month and dates shall be designated by the Executive Board. Executive Officers are required to attend all meetings as scheduled. Committee meetings will be arranged by Programmers as needed.

Article VIII. Budget

Section I. Funding

CAB shall submit a budget request to the Budget Committee (a subcommittee of the Student Activities Council) in the Spring Semester for allocation of funds to be used in the following school year.

Section II. Reimbursements

Advisor must be informed prior to purchases, which may be reimbursed. An itemized receipt is needed for documentation of reimbursement. Once the receipt is submitted to the Advisor, a signed reimbursement form shall be granted, thus enabling the money to be picked up from the business office.

Article IX. Amendments

Section I:

The Executive Board shall review this Constitution every year and update it as necessary.

Section II:

Amendments to this Constitution and its Bylaws can be made by a majority vote (50% + 1) of voting Executive Board members and CAB members in attendance. At least two-thirds of the voting members must be present to hold a vote.