

The name of this organization shall be the Gustavus Adolphus College Campus Activities Board.

## **ARTICLE I – PURPOSE □**

The Campus Activities Board functions to enrich the educational, cultural, social, and recreational needs of the Gustavus community. The Campus Activities Board provides interesting, exciting, and diverse experiences in order to educate and entertain our fellow students. This is achieved through the production and implementation of a variety of activities and programs, which support the objectives stated in the Gustavus Adolphus College Mission Statement. The Campus Activities Board shall encourage the development of leadership skills through organizing, facilitating, and participating in activities and programs. The Campus Activities Board shall cooperate and coordinate with all other departments and student organizations of Gustavus Adolphus College.

### **Mission Statement□**

The mission of the Campus Activities Board is to enrich the campus life experience by encouraging the involvement of all students in entertainment that is engaging and enjoyable.

## **ARTICLE II - GENERAL MEMBERSHIP**

**Section 1 – Eligibility** □Every student at Gustavus Adolphus College is a member of the Campus Activities Board upon payment of the required Student Activities fee for the period which said fee covers. We welcome all students to participate in our activities, serve on a committee, and apply for the Executive Board.

**Section 2 - Powers and Duties**□The powers and duties of the student body shall be:

- To provide input and suggestions on programs.
- To be eligible to vote on issues brought to the student body by the executive board.
- To be eligible to participate in activities and committees.

- To recommend amendments to this Constitution.
- To recommend to the Executive Board removal of an executive not fulfilling the duties and responsibilities of the position

## **ARTICLE III – EXECUTIVE BOARD**

### **Section 1 – Position Descriptions**

- **Arts & Entertainment:** responsible for planning and co-sponsoring educational speakers and events, as well as coordinating trips to fine arts opportunities in the Twin Cities. This position is also responsible for the “Big Speaker” every other year, alternating with the “Big Concert.” (Previous speakers: Frank Warren; Frank Abagnale, Jeffrey Tambor, Scott Dikkers).
- **Business Manager:** responsible for coordinating and managing the Campus Activities Board budget by tracking bills and statements, filing payments, and working with executives to effectively plan their individual budgets. Will work in cooperation with the co-presidents to prepare the annual Campus Activities Board budget. In addition, this executive will provide a monthly budget update to the student body via the Campus Activities Board blog.
- **Coffeehouse:** responsible for discovering, booking, and hosting performers and/or events primarily in the Courtyard Café. This is a highly administrative position.
- **Concerts:** responsible for planning and facilitating medium to large concerts on campus. This position is also responsible for the “Big Concert,” which will occur every other year, alternating with the “Big Speaker” (Previous acts: Ben Folds; Lupe Fiasco, Gavin Degraw, Timeflies, Hunter Hayes).
- **Culture & Diversity:** responsible for exposing students to cultural differences, traditions, and generating campus dialogue on issues of diversity. This includes individual programming as well as coordinating with the Diversity Leadership Council and other organizations to share ideas and coordinate co-sponsorship opportunities. This executive must attend DLC weekly meetings.
- **Recreation:** responsible for planning and facilitating sports competitions for students, providing other recreational events as the budget allows, and arranging and coordinating trips to professional sporting events in the Twin Cities (i.e. Minnesota Wild, Minnesota Twins).

- **President:** responsible for working in coordination with a co-president to foster the development of the executive board, facilitate meetings, and work with executives one-on-one. This position represents the Campus Activities Board to Gustavus community as well as works closely with the Campus Activities Board advisor.
- **Marketing:** responsible for working in coordination with a co-executive to advance the overall brand of Campus Activities Board, and collaborate with peers to develop marketing strategies. The co-executives are the main developers of large event marketing (i.e. Homecoming, Big Concert). Must be able to produce high quality digital publicity and/or have graphic design skills. One marketing executive will also control all Campus Activities Board social media accounts (Instagram, Facebook, Twitter, Snapchat) in addition to the other responsibilities as stated above.
- **Operations Manager:** responsible for distributing and assessing event proposals, event evaluations, student response evaluations and attendance at both Campus Activities Board meetings and events. This position is also responsible for taking in-depth meeting minutes and providing support to all other executives.
- **Special Events:** responsible for working with a co-executive to produce big budget signature events, including but not limited to: Homecoming, Midnight Express, and President's Ball.
- **Films:** responsible for the selection of weekend movies, coordination of showings and Popcorn Fridays, and solicitation of student feedback.
- **Late Nights & Weekends:** This position is responsible for planning events for the first 3 weekends of fall semester and 3 weekends in the spring semester (i.e. Dueling Pianos, family weekend, SNL).

*Disclaimer: All of these descriptions are subject to change at the approval of the executive board, co-presidents, and advisor. Any executive is welcome to work outside of their own position/description to meet whatever student or campus need they see fit.*

**Section 2 – Eligibility:** □Executive board members should be enrolled as a full-time student in good academic standings with the college by maintaining a 2.5 or higher GPA. Any student with a cumulative GPA below a 2.5 at the time of application submission shall not be allowed to apply for an executive position. If

an executive's GPA should drop below this minimum, in accordance with the GPA waiver each executive must sign at the start of their term, they shall be placed on "Academic Warning" the first semester they do not meet the GPA minimum requirement. At this time, the advisor and Co-Presidents shall write a letter of conditions, explaining what steps must be taken to end the probation and avoid termination. Executives shall be terminated from their position should their GPA minimum not be met for the second consecutive semester.

### **Section 3 – Application & Selection Process**□: Selection and application procedures for Executive Board members

- The Co-Presidents shall post all application information once during the fall at least two weeks prior to the end of the Fall Semester for study abroad students.
- Applications for all positions shall be made available for two weeks prior to interviews during the spring semester.
  - All applicants shall meet the qualifications for the positions as outlined in this constitution.

Due to overlapping trainings and year long commitments, executives are not allowed to participate in CAB while also participating in other premiere leadership organizations (specifically the Gustie Greeters program, Collegiate Fellow program, the Peer Assistant program, and the I Am We Are Social Justice Theater Troupe). Applicants are allowed to apply to more than one of these programs and participate in the selection processes, but they are ultimately not allowed to commit to more than one of these groups in the same year.

- Selection of the Co-Presidents shall be made by the appointment of a selection committee comprised of non-returning executive board members and the advisor immediately following interviews.
  - The Co-Presidents shall apply individually, be interviewed individually, and be selected individually by the selection committee with a two-thirds majority vote.
- Primary Round interviews for the other Executive Positions shall be conducted during the Spring Semester.
  - The selection committee and the newly selected co-presidents shall appoint executives from the interviews immediately following those interviews.

- If executive positions are open due to unqualified applicants, a secondary round application process for open positions shall be conducted.

**Section 4 – Term of Office**□: The full term of an officer and chairperson shall begin on the date of installation and shall continue until the completion of the school term for which he or she is selected.

- Executive members of the Campus Activities Board shall be appointed before May 1st, and their term reaches until the end of the next academic year.
- All executives are required to attend the spring training retreat during “Senior Week”, as well as return to school early for a brief retreat in the fall before New Student Orientation.
- All outgoing executives are required to meet with and pass on all training materials and notes they have compiled during their term to the executive filling their position.

## **Section 5 – Powers and Duties**

- To initiate and coordinate cultural, social, recreational, and educational activities.
- To limit other extra-curricular activities to such extent that he/she may perform the duties of the office effectively and efficiently during the term of office.
- To select the executives of the Executive Board for the upcoming year as a non-returner.
- To define the responsibilities and approve the programs and policies of the Board.
- To create and abolish committees in accordance with the Executive Board agreement.
- To declare a vacancy on the Executive Board for a member who fails to carry out the respective duties of his or her position on the Executive Board.
- To amend this constitution with a two-thirds majority vote of the Executive Board members that are present.
- At the fall and spring retreat, the Executive Board shall define their goals and responsibilities for the following year.
- To actively participate in the recruitment and training of committee members.
- To make the student body aware of their powers and duties.

## **Section 6 – Executive Board Meetings**

- Shall be held at least seven times each semester. Executive Board members are to be notified prior to the meetings.
- Shall require two-thirds of the voting members to constitute a quorum.
- Shall be called by the co-presidents. The co-presidents or a majority of the executive board members may initiate special meetings. Special meetings for the purpose of presidential removal can be called by any executive board member.

## **Section 7 – Co-Presidents**

- Duties
  - To coordinate the various Board positions so they function as one cohesive unit.
  - To prepare the annual budget along with the Advisor(s) and the Business Manager.
  - To preside at all meetings of the Executive Board.
  - To serve as a non-voting member of all committees of the Executive Board.
  - To hold regularly scheduled office hours of a minimum of two hours per week.
  - To vote only in the case of a tie vote of the Executive board, in the selection of new members, and in the removal of Board members. The Co-Presidents shall count as one vote in the case of a tie.
  - To perform other administrative responsibilities generally ascribed to the office of President of an organization.
  - To evaluate the Executive Board members in terms of the responsibilities of their positions as stated in this Constitution. This shall be done prior to the conclusion of each semester.
  - To coordinate with the Advisor(s), an annual review of the Campus Activities Board Constitution.
  - To have the authority to act on behalf of the Executive Board along with the Advisor(s).
- Succession
  - The Co-Presidents may not succeed himself/herself more than once.
  - The Co-Presidents may apply for another office when his/her term(s) as Co-President has ended.

- Removal and Appeals

- Each Co-President will be allowed two meeting absences for any reason per semester. After the second absence, the Co-President must appear before the Campus Activities Executive Board at the next meeting whereas:

- The co-presidents may account to the Executive Board for each of his/her absences and answer questions pertaining to the subject.

- The co-presidents will leave the room while the Executive Board discusses his/her removal from the Executive Board based on reasons for absence and performance of duties to date.

- At this time the co-president may be removed by a two-thirds vote by the present members of the meeting.

- If the co-president is not removed at this time, this procedure must be repeated after every second absence thereafter during the semesters.

- The co-president may also be removed from the Executive Board for conduct not consistent with the best interests of the Campus Activities Board, or for not effectively carrying out the duties of the Co-President as stated in the Constitution.

- The Co-President may appeal the decision of the Executive Board to the Executive Board where a two-thirds majority vote will be needed to override the decision.

- The Co-President may appeal the decision of the Executive Board to the Judicial Board, where a unanimous vote will be needed to override the decision.

- Resignation

- The Co-President may resign by notifying the Executive Board in writing of his/her intent.

- The resignation shall take effect two weeks after submission and acceptance by the Executive Board.

- The other Co-President shall assume the duties of the removed Co-President in case of his/her removal or resignation.

## **Section 8 – Campus Activities Board Executive Board Members**

### **Duties**

- To work closely with the Marketing Executives on publicizing specific events by filling out the publicity submission form.

- To evaluate each program and submit an evaluation form with the Secretary and to keep a record of all activities in the Campus Activities Board files.

- To support the Campus Activities board through attendance at programs and events.
- To be present at all activities planned or to have a designated committee representative in attendance of all programs planned by that executive's committee.
- To hold regularly scheduled office hours of a minimum of one hour per week.
- To train their respective replacement to the powers, duties, and responsibilities of the position.
- To attend the National Association for Campus Activities (NACA) convention and bring back ideas to be shared with the Executive Board if the budget and Executive's schedule allows.

#### Working with Committees

- To establish an active committee with a sufficient number of members to carry out the activities of the respective committees effectively.
- To represent his/her committee on the Executive Board.
- To divide the work equally among committee members and involve them actively in decision making.
- To evaluate committee member's performance.
- To notify the executive in charge of the event when you cannot be in attendance.

#### Removal

- Any Executive Board member will be allowed two absences for any reason per semester. After the third absence, the Executive must appear before the Executive Board at the next meeting whereas:
  - The member may account to the Executive Board for each of his/her absences and answer questions from the members pertaining to this subject.
  - The member will leave the room while the attending members of the Executive Board discuss his/her removal from the Executive Board based on reasons for absence and performance of duties to date. The member may be called back to answer more questions if needed.
  - At this time the member may be removed by a two-thirds vote by the present members of the Executive Board.
  - If a member is not removed at this time the procedure must be repeated after every second absence thereafter during the semesters.



~ Executives who fail to meet the minimum GPA requirement for two consecutive semesters shall be removed by the Advisor and Co-Presidents.

- The Executive Board member may also be removed from the Executive Board for conduct not consistent with the best interests of the Campus Activities Board or for not effectively carrying out their duties of office as stated in this Constitution.

### **Removal Appeals**

- The executive may appeal the decision of the Executive Board to the Executive Board where a two-thirds majority vote will be needed to override the decision.
- The Executive Board member may appeal the decision of the Executive Board to the Judicial Board where a unanimous vote will be needed to override the decision.

~ An executive removed from the board due to failure to comply with the minimum GPA requirement or by violation of College policies shall not be allowed to appeal the decision to the Executive Board.

### **Resignation**

- Any Executive Board Member may resign by notifying the Executive Board in writing of his/her intent.
- The resignation shall take effect two weeks after submission to and acceptance by the Executive Board, and the Co-Presidents will assume the duties of that Executive until a replacement is selected.
- The resigning Executive is responsible for passing on all information regarding events he/she contracted and/or publicized to the Co-Presidents and his/her replacement.

### **Replacement**

- Should a vacancy occur during the term of office of the appointed chairperson, the method of selecting the new officer will be by application, interview and selection by the existing Executive Board and by a majority vote of the Executive Board.

### **Conduct of Executive Board Members**

- No chairperson shall exceed his or her budget allotment without prior approval of the Executive Board.
- If circumstances arise where benefits (monetary or non-monetary) are to be realized through a CAB event, qualified active CAB members shall receive first priority.

- If an Executive deems it necessary to hire persons to perform services for CAB, then:

- Every attempt shall be made to fill all required service positions by qualified CAB members on a volunteer basis.
- The chairperson shall submit a proposal, which shall be reviewed and approved by the Advisor. Should the proposal be approved, the persons hired and their compensation must also be approved in this manner.

## **Section 9 - Advisor**

- Selection

- The Executive Board shall include the following advisor:
  - The Campus Activities Director and/or the Assistant Campus Activities Director.

- Duties of the Advisor(s)

- To attend the open functions and Executive Board meetings of the Campus Activities Board with regularity.
- To offer assistance and advice to other Executive Board members with respect to Campus Activities Board activities.
- To be a representative of Campus Activities Board within the faculty and administration, and to periodically present reports to the Board
- To have weekly meetings with the Co-Presidents.

## **Section 10 - Committee Members**

- Qualifications

- Shall be a student of Gustavus Adolphus College.

- Application

- Committee members shall be accepted automatically by notifying the desired committee Executive.

- Duties

- To work toward the betterment of Campus Activities Board within the entire campus community.
- To help plan and implement the committee programs.
- To attend all possible committee meetings of which they are an active member.
- To report any work to the committee Executive.

## **ARTICLE IV - CO-SPONSORSHIP REQUESTS BY ORGANIZATIONS AND INDIVIDUALS**

- The Campus Activities Board defines a co-sponsorship as the joint expertise, knowledge, money and labor of each party. Equal recognition will be given to the groups involved.
- Co-sponsorship do not involve the donation of money to a group without active participation by both that group and Campus Activities Board in the process of the event.
- Procedure
  - A representative of the group submitting the proposal will make a verbal proposal at the Executive Campus Activities Board meeting. The proposal must be at least one month prior to the event.
  - The Campus Activities Board Executives will determine the constitutionality of the proposal. Constitutionality will be defined as meeting the goal and purposes of the Campus Activities Board as stated in the Constitution. The Co-Presidents will then refer the representative to a committee chair. The committee chair will be responsible to determine his/her committee's budget constraints and interests.
  - If the proposal meets all of the stipulations stated above, co-sponsorship status will be granted.

See the [Co-Sponsorship Guidelines](#) for more information.

## **ARTICLE V - FUNDING GUIDELINES**

The Dean of Students administers the funds to the Campus Activities Board after submitting and receiving the approval of the proposed budget for the upcoming school year. The funding is received through the student activity fee that is part of tuition. Thus, the Campus Activities Board is entrusted with the responsibility to properly spend the student's money in favor of the campus' diverse interests.

- The Executive Board should openly discuss all of Campus Activities Board's proposed events for the campus.
- Any funding for an event over 25% of one's budget (inclusive of expenses) must be proposed to the Executive Board and approved by the Advisor. The Executive Board may call for a vote, with a two-thirds majority appeal.

- Line item proposals must be received from all programmers by dates specified each year by the Business Manager and Co-Presidents.
- Deviations from line items of 10% or more must be approved by two-thirds of the Executive Board. Deviation from line items means that a change is being made to an accepted proposal regarding funding for an event(s).
- No funding may be received by the Campus Activities Board directly from Student Senate.
- If an Executive asks for more funding other than what is available to them through their own budget, the Executive may make an agreement with another Executive(s) regarding additional funding. This agreement includes approval of the other Executive(s) who are offering the funding, and an Executive Board two-thirds vote.
- If reimbursements are needed, a receipt, original and itemized must be turned into the Business Manager.
- There will be no reimbursements for alcohol and tobacco products.
- Executives attending NACA conferences may request pre-approval, from the Executive Board, to spend a specific dollar amount in the process of block booking entertainment. Those Executives attending the conference are to be consulted for opinions before any commitments are made. The pre-approved amount must be a two-thirds vote by the Executive Board.
- No Executive or student may obtain payment for service on the Campus Activities Board.
- For personal transportation reimbursement, the individual will receive \$.15 per mile ranging from a distance of fifteen to forty miles. When traveling greater distances, a school vehicle needs to be used for the transportation. Any exception to this guideline is under the discretion of the Business Manager and the Advisor(s).
- Any funding guideline may be amended through the approval of a two-thirds vote of the Executive Board.

## **ARTICLE VI – JANUARY TERM BOARD**

- Members consist of CAB Executives and nominated Gustavus students.
- Duties
  - To plan and implement various events representing each of the Executive Board positions for the student body to attend during January Term.

- To coordinate the various Board positions so they function as one cohesive unit.
- To preside at all meetings of the January Term Board.
- Executives may be absent from a meeting at the approval of a President.
- To support the January Term Board through attendance at programs and events.
- To be present at all activities planned or to have a designated representative in attendance of all programs.

## **ARTICLE VII - National Association of Campus Activities (NACA) Conference & Convention Eligibility**

- The National Association of Campus Activities hosts conferences and conventions of the Campus Activities Board sends a delegation to network, attend educational sessions, and preview artist showcases to better the effectiveness of the CAB Board.
- Executives or committee members attending either the Regional Conference or National Convention for NACA must sign a behavior contract prior to registration and payment being sent to NACA. This contract ensures all students that are a part of the Gustavus Adolphus College delegation are acting appropriately and in the College's best interest at all times, as well as ensuring that students will share their knowledge from the trip upon their return.
- Attendees of either conference must prepare a presentation upon their return from the conference to share with the Board.
- Executives or committee members must apply to be a part of the Gustavus Adolphus College delegation to either NACA conference.
- The NACA selection committee shall be comprised of the Advisor and the Co-Presidents.
- Executives and committee members on academic probation will not be allowed to apply to attend the conferences or conventions.
- Students of senior status will not be allowed to apply to attend, unless they are presenting an educational session or are serving in a regional or national volunteer position.

## **Article VIII - Intellectual Property Rights**

1.1 Retention of Ownership. Except for the rights explicitly granted to the Campus Activities Board member under this Agreement, the Campus Activities Board will retain all right, title and interest in and to the Licensed Technology and Design work, including all worldwide Technology and intellectual property and proprietary rights.

1.2 Executive Board Member/Licensee shall not remove or obscure any copyright notices or other proprietary notices or legends from any Licensed Technology or materials provided under this Agreement.

1.3 In Action. Works designed under and for the Campus Activities Board will remain under ownership of the board, but may be used in personal portfolios.

## **ARTICLE IX - AMENDMENTS**

- Amendments to this constitution may be proposed by any one of the following:
  - A two-thirds vote of the Executive Board.
  - By petition of ten of members of the student body.
- The proposed amendment shall be made available to the student body.