



Cougar Activities Board Constitution



ARTICLE I - NAME

The name of this organization shall be Cougar Activities Board (CAB). This organization shall serve as the all-campus programming board of the College of Charleston, Charleston, South Carolina.

SECTION A - MISSION

The mission of CAB is to provide co-curricular programming that enhances the overall holistic development of our students and the campus community.

ARTICLE II - PURPOSE AND AUTHORITY

SECTION A - PURPOSE

The purpose of CAB is to provide engaging and entertaining campus programming that adds to the development of students at the College of Charleston.

SECTION B - DELEGATION OF AUTHORITY

The authority and purpose of CAB shall be delegated by the Executive Board officers and Committee Chairpersons, as well as their respective committees and appointed advisors.

ARTICLE III - PRIMARY ADVISOR

The Advisor to the Executive Board shall be a representative for the Office of Student Life and appointed by the Director of Student Life. He/she shall:

1. Have advisory and recommending responsibilities.
2. Act as liaison between the Executive Board, the faculty and administration.
3. Conduct weekly one-on-one meetings with CAB officers and chairs.

The Advisor shall not have voting rights within CAB.

ARTICLE IV – GENERAL MEMBERSHIP

SECTION A - QUALIFICATIONS

Membership is open to all currently enrolled College of Charleston students, regardless of race, creed, national origin or sexual orientation.

SECTION B – SELECTION OF COMMITTEE MEMBERS

- Interest meetings will be held at the beginning of the fall and spring semesters where attendees can choose a committee to join.
- General members may have the option of holding a leadership position within their committee. The leadership positions may include:
 - Publicity Assistant
 - Hospitality Assistant
 - Logistics Coordinator
 - Volunteer Coordinator
 - Talent Assistant
- During the beginning of each semester, members may be approved for leadership positions by popular vote of the committee. The member showing interest in a particular position may not vote during this process.
- Committee members must submit an application of membership.
- To receive membership benefits, members are not allowed to miss more than two consecutively scheduled general body meetings, and must attend all their committee meetings, unless previously excused by their committee chair.

ARTICLE V – EXECUTIVE BOARD

The officers of the CAB Executive Board shall consist of the President, Vice President, Treasurer (referred to as executive officers), and the Chairperson of each standing programming committee. The committees are: Special Events, Community Issues, Films, Coffeehouse, Marketing/Membership, and Fun Fridays.

SECTION A – AUTHORITY AND FUNCTION

- To fulfill campus needs and interests through programming.
- To be open to student opinion.

- To coordinate the activities of the CAB programming Committees
- To formulate and evaluate policies, procedures, rules and regulations of CAB and to recommend any needed changes.
- To delegate responsibilities to the committees of CAB
- To review and develop the operating budget of CAB
- To coordinate all CAB activities with the activities of other campus clubs, organizations, and programming groups whenever possible.
- Assume responsibility for selecting new executive officers. All

Cougar Activities

Board Executive Board Officers are eligible for reappointment. Current members who reapplying for CAB Executive Board positions must abstain from the vote concerning the position(s) they are seeking.

- To coordinate all major theme events which involve co-sponsored programming by several committees.

SECTION B – MEETING ATTENDANCE

- Officers and Chairpersons are expected to attend all regular weekly Executive Board meetings as well as special meetings called by the President.
- If an officer is absent during a scheduled meeting and was not previously excused by the President, the Secretary/Treasurer will issue a written statement that the officer will be allowed one more unexcused absence.
- In the event of a second unexcused absence, the removal of officer process will come into effect (see Article VI section D).
- All meetings are closed to the College of Charleston community. Members of the community may attend meetings at the discretion of the President.

SECTION C – CREATION OF COMMITTEES

- The Executive Board shall establish program committees each to be concerned with a particular area of programming. These committees may be created as interest in new areas of programming emerges within the College of Charleston community.
- A written proposal regarding the creation of a committee must be submitted to the President of CAB to be considered by the Executive Board at a regular meeting. A majority vote of the Executive Board is required to establish a CAB committee.

- After a Committee has been created, a Chairperson shall be selected according to selection procedures (see Article VI section B).

SECTION D – PRIVILEGES

- CAB Executive Board members will be admitted to all CAB events free of charge.
- Executive Board members may take one guest free to all CAB events.

SECTION E - COMPENSATION

The Executive Board shall receive a bi-weekly compensation for their services as

follows:

- President: 8 hours per week x \$9.50 x 2 = \$152.00 bi-weekly
(Total of 14 payments \$2128 for the academic year)
- Vice-President: 8 hours per week x \$9.00 x 2 = \$144.00 bi-weekly
(Total of 14 payments \$2016 for the academic year)
- Secretary/Treasurer: 8 hours per week x \$9.00 x 2 = \$144.00 bi-weekly
(Total of 14 payments \$2016 for the academic year)
- Chairpersons: 5 hours per week x \$8.50 x 2 = \$85.00 bi-weekly
(Total of 14 payments \$1190 for the academic year)

SECTION F – NACA REGIONAL CONFERENCE SELECTION

In choosing representatives for the Regional Conference, CAB shall use the following procedure. The representatives will be chosen in descending order until all budgeted positions are filled. The order is as follows:

- President
- Vice-President
- Treasurer

Then Committee Chairpersons due to availability and relevance.

If a Chairperson is unable to attend the conference, they can select a member of the general body to attend on that person's behalf.

SECTION G – NACA NATIONAL CONFERENCE SELECTION

In choosing representatives for the National Conference, CAB shall use the following procedure. The representatives will be chosen in

descending order until all budgeted positions are filled. The order is as follows:

- Any Chairperson or Officer planning on returning the following year.
- Any CAB committee member in good standing planning on running for a Chairperson or Officer position.
- Any current Chairperson or Officer who is not planning on returning the following year.

ARTICLE VI – ELECTION OF OFFICERS

SECTION A – QUALIFICATIONS

- Officers must be currently enrolled full time undergraduate or graduate students in good standing.
- In order to run for CAB Executive Officer or Committee Chairperson, one must have a minimum Cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale.
- An office holder will be removed if their Cumulative GPA falls to Academic Probation during their term of office. This will be assessed using the College of Charleston's Academic Probation table in current University General Bulletin.
- If office holder falls below a 2.5 Cumulative GPA, but is not on Academic Probation during term of office, the Executive Board will conduct an open session with the individual in question present to determine if they should remain in CAB. The individual will be allowed to present reasons why he/she should continue. A majority of eligible votes is necessary to remove the office holder. The individual in question will not be allowed to vote.

SECTION B – ELECTION PROCESS

- Applications for Executive Board officers will be made available during General Body meetings, Committee meetings, in the Office of Student Life, and on the CAB website.
- Applicants will have one week from the day of distribution to return their completed applications to the Office of Student Life. Once applications are turned in, applicants will be allowed to sign up for an interview time.
- Those applying for an Executive Officer position will be interviewed by the CAB selection committee, which shall consist of the Assistant Director of Student Life, the Student Life Graduate

Assistant, the Director or Coordinator of Business Services, two to three non-returning CAB officials in good standing, and one to two student representatives from the College of Charleston community.

- Selection of committee chairs will occur one week after officers have been selected. Committee chairs will be interviewed by the Assistant Director of Student Life and both the current executive board and the newly appointed executive board.
- Those choosing to apply for an executive board position may also have the opportunity to apply for a committee chair position.
- Applicants must commit to a whole year of service.
- All applicants will be notified within 24 hours of the interview whether they have been accepted.
- Board Members may be reelected as long as they meet the requirements of their position.
- Incoming Executive Board will attend an officer transition meeting.

SECTION C – SELECTION OF OFFICERS IN THE EVENT AN OFFICER IS UNABLE TO COMPLETE TERM

In the event an officer cannot complete his/her term, a replacement will be selected within four weeks of the position becoming vacant.

- Applications may be picked up at the Office of Student Life or on the CAB website.
- Applicants will be interviewed by the Executive Board and elected by majority vote of the present executive board.
- Applicants will have one week from the time of distribution to return their completed application to the Office of Student Life. Once applications are turned in, applicants will be able to sign up for an interview time.

SECTION D – REMOVAL OF OFFICERS

In the event a Board member is failing to fulfill their position responsibilities, the following process must take place to remove said officer:

1. President will initiate a one-on-one discussion with the Board member in question to express the group's concerns and offer the Board member a chance to rectify conduct.
2. If the situation is not rectified, the Board member in question will be subject to a formal hearing in front of the executive board,

- where he/she will be allowed to justify his/her actions. Present officers and chairs will then vote on whether the officer should be allowed to stay. A 2/3 majority vote is required to remove an officer from his/her position. Officer in question may not vote.
3. If the president is the officer in question, the vice president will be in charge of the removal proceedings, and the Assistant Director of Student Life will initiate the one-on-one discussion.

ARTICLE VII- OFFICER JOB DESCRIPTIONS

SECTION A- PRESIDENT JOB DESCRIPTION

Preside over weekly board meetings, prepare board meeting agenda, ensure policies are followed correctly, direct policy formation, assist CAB at budget presentations, generate and plan ideas for retreats and officer training, maintain an open and effective line of communication between CAB and the Department of Student Life, uphold the constitution and by-laws of the organization and promote the mission of CAB.

SUBSECTION I -- QUALIFICATIONS

- Candidate must have previously served on CAB, either as an Executive officer or as a Chairperson.
- Candidate must be a current member of CAB in good standing.

SUBSECTION II – RESPONSIBILITIES

- Preside over and conduct all CAB Executive Board meetings.
- Be the official representative of CAB before other college entities.
- Ensure that commitments made by CAB are completed.
- Encourage co-sponsored programming efforts between CAB Committees and other student organizations.
- Update job position description and conduct a self-assessment by the end of each semester with the advisor to Cougar Activities Board.
- Coordinate the annual evaluations of the program committees, chairpersons, and the Executive Board.
- Assist the Treasurer in the preparation of budget materials

- Participate in the Student Leadership Summit during the fall semester
- Attend at least two programs per committee per semester.
- Ensure that all officers and chairpersons are successfully fulfilling their duties and take disciplinary action, if necessary.
- Attend weekly meetings with the advisor to the Executive Board.
- Hold a minimum of eight scheduled office hours per week
- Enforce the attendance policy as set forth in the Constitution.
- Ensure the CAB Constitution is adhered to at all times. When problems arise, the President is the official Executive Board liaison to the CAB advisor to resolve the problem.
- Attend CAB Fall Leadership Retreat prior to taking office.
- Attend CAB Board member transition meeting in the Spring.
- Reserve meeting space for Executive Board meetings for the entire year.
- Create an archive of materials and documents associated with the CAB Executive Board and Office of President.
- Commit an entire academic year to this organization.

SECTION B – VICE PRESIDENT JOB DESCRIPTION

Work closely with the President and Committee Chairs of CAB to evaluate and maintain leadership and Committee effectiveness. Work directly with the advisor to plan and support the Office of Student Life with the production of Homecoming and Welcome Week through co-sponsorship. Work closely with the President and Marketing Chair to plan recruitment and membership activities. Preside over board meetings in absence of the President.

SUBSECTION I - QUALIFICATIONS

- Candidate must have previously served on CAB, either as an Executive officer or as a Chairperson.
- Candidate must be a current member of CAB in good standing.

SUBSECTION II - RESPONSIBILITIES

- Keep accurate records of attendance for the Executive Board.
- Assume the duties of the President in their absence.

- Maintain, post, and circulate to the programming committees a membership list of each committee with phone numbers, mailing addresses, and e-mail addresses.
- Coordinate motivational, social, and special occasions/events for CAB Officers.
- Actively recruit and retain a volunteer committee to help at CAB events.
- Update and maintain CAB Constitution with the assistance of the Assistant Director.
- Attend the CAB Executive meeting on a weekly basis.
- Hold a minimum of eight scheduled office hours per week.
- Attend a minimum of two programs per committee per semester.
- Organize individual pictures of Committee Chairs and an annual group picture of all CAB members in both the Fall and Spring semesters.
- Update job position description and conduct a self-assessment by the end of each semester.
- Assist the Marketing Chair along with Committee Chairs to design and coordinate distribution of information and advertisements for CAB events.
- Produce, distribute and collect a CAB interest survey with assistance of the Office of Student Life on an annual basis.
- Attend CAB Fall Leadership Retreat prior to taking office.
- Attend a CAB board member transition meeting in the Spring.
- Commit an entire academic year to this organization.

SECTION C – TREASURER/SECRETARY JOB DESCRIPTION

The Treasurer/Secretary is responsible for overseeing the financial operations of CAB by maintaining a data-based budget. This includes the following: maintain the financial well-being of CAB with the help of the Assistant Director, track the budget of each committee, and keep chairs informed of the status of their budget, manage the preparation of CAB annual budget proposal with the help of the President, and maintain and purchase supplies for the CAB Office.

SUBSECTION I- QUALIFICATIONS

- Candidate must have previously served on CAB, either as an Executive officer or as a Chairperson.
- Candidate must be a current member of CAB in good standing.

SUBSECTION II -- RESPONSIBILITIES

- Handle correspondence with other campus departments and organizations
- Attend a weekly meeting with the CAB advisor
- Present current budget information to the Executive Board during weekly CAB meetings.
- Assist the Coordinator of Business Services for the Office of Student Life in preparing and implementing any forms that are needed for the Executive Board and individual Committee projects.
- Hold a minimum of eight scheduled office hours per week.
- Perform all other duties as delegated by the President.
- Attend a minimum of two programs per committee per semester.
- Attend CAB Fall Leadership Retreat prior to taking office.
- Attend a CAB board transition meeting in the Spring.
- Update job position description and conduct a self-assessment by the end of each semester with the advisor.
 - Record all weekly CAB minutes; distribute them to the Executive Board members and Assistant Director in a timely fashion.
 - Commit an entire academic year to this organization.
 - Fulfill all other duties as assigned by the President.

SECTION D- MARKETING OFFICER JOB DESCRIPTION

The Marketing Committee is responsible for promoting the overall image of the Cougar Activities Board.

SUBSECTION I- QUALIFICATIONS

- Knowledge of best practices for marketing techniques
- Experienced in the use of graphic software
- Must be a current member of CAB in good standing

SUBSECTION II - RESPONSIBILITIES

- Serve as liaison for CAB to the College of Charleston media organizations.
 - Oversee the creation of promotions for CAB, including the election of CAB members.
 - Perform other duties as delegated by the President of the Executive Board.

- Create and distribute a monthly calendar of CAB events.
- Assist other committee chairs with the creation and distribution of info and ads for CAB events
 - Evaluate the effectiveness of publicity efforts and work continuously to develop new publicity ideas.
 - Work with President to create an archive of materials associated with the marketing of CAB through a hard and electronic copy.
 - Attend a scheduled weekly meeting with CAB Advisor.
 - Attend a scheduled weekly Executive Board meeting.
 - During the Fall Leadership Retreat communicate with each Committee Chair about publicity methods.
 - Market and continue the development of the CAB web site in conjunction with the Assistant Director and the Technology Coordinator for Student Life.
 - Hold a minimum of five scheduled office hours per week
 - Update job position description and conduct a self-assessment by the end of each semester with the advisor.
 - Attend CAB Fall Leadership Retreat prior to taking office.
 - Attend CAB Board transition meeting in the Spring.
 - Commit an entire academic year to this organization.

SECTION E- CHAIRPERSONS OF CAB COMMITTEES

SUBSECTION I - QUALIFICATIONS

- Must be a current member of CAB in good standing.

SUBSECTION II - RESPONSIBILITIES

- Preside over meetings of their respective committee as scheduled.
- Serve as the official representative of their respective committee and inform the board of all the activities of their committee.
 - Be responsible for gathering and assembling a current resource list in the area of concern of their committee through the help of the advisor.
 - Be responsible for coordinating the planning and production phases and activities of their committee.
 - Ensure that their committee programs a variety of activities to meet the diverse needs and desires of the College of Charleston community.

- Perform all other duties delegated to the Chairpersons by the President.
- Attend a weekly meeting with their advisor.
- Attend the Executive Board meeting on a weekly basis.
- Hold a minimum of five scheduled office hours per week.
- Attend all events programmed by their committee.
- Supervise members in delegated tasks.
- Educate and train members in their particular area of programming.
- Keep members motivated and willing to work toward the organization's goals.
- Attend CAB Fall Leadership Retreat prior to taking office.
- Attend CAB Board transition meeting in the Spring.
- Update job position description and conduct a self-assessment by the end of each semester with the advisor.
- Commit an entire academic year to this organization.

ARTICLE VIII – AMENDMENT OF CONSTITUTION

Amendments to the constitution must be approved by a 2/3 majority of officers during an official CAB meeting.

ARTICLE IX – BUDGET

- During the Spring Semester, the Treasurer/Secretary along with the President and Assistant Director of Student Life will produce a budget proposal for the next academic year.
- The Treasurer/Secretary will then present the proposal to the CAB budget committee, which shall consist of the Director of Student Life, the Coordinator of Business Services for Student Life, and the SGA treasurer.

ARTICLE X – HONOR CODE

CAB is committed to observing all College of Charleston policies, the laws for the State of South Carolina, the Honor Code of the Boy and Girl Scouts of America, the friendship code you came up with in the fourth grade with your best friend, the Magna Carta, the Declaration of

Independence, the Jedi Philosophy and the Constitution of the United States.