CAMPUS ACTIVITIES BOARD CONSTITUTION
WESTERN MICHIGAN UNIVERSITY

PREAMBLE AND HISTORY
In 1991, the Campus Programming Council (CPC) of Western Michigan University (WMU) was given authority over a portion of the Student Assessment Fee (SAF) with the charge to use these monies to provide the WMU community with diverse entertainment activities. To this end, the Campus Activities Board was established by the Director of Student Activities & Leadership Programs (SA&LP) and the students of the CPC.

ARTICLE I: TITLE
The name of the organization shall be the Campus Activities Board (hereafter referred to as CAB).

ARTICLE II: PURPOSE
Section A: General Purpose
A.1 To provide a cohesive yet diverse schedule of programming to the Western Michigan University community;
A.2 To represent the interests of students of Western Michigan University by communicating to the proper administrators the students’ views on programming;
A.3 To support the programming endeavors of other Registered Student Organizations (RSO).

ARTICLE III: FINANCES
Section A: Sources
A.1 CAB’s Finances are drawn from:
   A.1.1 Five Percent of the Graduate Student Assessment Fee every semester and session;
   A.1.2 Thirty five point fifty eight (35.58%) percent of the Undergraduate Student Assessment Fee each semester and session.
   A.1.3 The organization will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances. If CAB disbands, all funds in CAB’s University account will revert to the University
Section B: Usage
B.1 Budget Approval
   B.1.1 A budget of general expenditures will be prepared each year, based on the year’s expenditures, for the following year.
   B.1.2 This budget must be approved by a 2/3 majority of voting members in attendance at the time of the vote before any expenditures may be made referencing it.
   B.1.3 Changes to an approved budget must be approved by a 2/3 majority of voting members in attendance at the time of the vote.
B.2 Expenditures from an approved budget are automatic and take place at the discretion of the CAB executive board, the Assistant Director of Student Activities and Leadership Programs and the Graduate Assistant Advisor.
   B.2.1 All expenditures, whether budgeted or not, which transfer money from CAB’s accounts to other accounts, will be classified as Collaborations and must be approved by a 2/3 majority of voting members in attendance at the time of the vote.
B.3 Organizational Collaboration
   B.3.1 Organizational Collaboration is available to departments and/or RSO’s who are in good standing with the Office of Student Activities and Leadership Programs (SA&LP).
   B.3.2 Organizational Collaboration is explicitly limited to funding of events open to all WMU students and, if granted, cannot be used for the acquisition of office equipment, organizational expenses, recovery from debt, or other expenses not pertinent to the single event for which funding is granted.

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B.3.3 Requests for Organizational Collaboration must be submitted according to the conditions and specifications established by the Treasurer and CAB executive board in accordance to collaboration application guidelines, with a simple majority approval of the executive board at an approved application proposal meeting, and a final vote by the general assembly.

B.3.4 The maximum amount granted to any organization cannot exceed ½ of the total budgeted deficit the organization will incur as a result of holding the event.

B.3.4.1 If the proposed event cost does not exceed $1000, the executive board reserves the right to fund more than 1/2 of the budgeted cost, at their discretion.

B.3.4.2 Effective for any events occurring on or after May 1, 2011, the maximum amount of collaboration money an organization may request from CAB for one collaboration is $5,000. Regardless of the total amount of days or events included in the collaboration request, the maximum contribution from CAB per collaboration cannot exceed $5,000.

B.3.5 Any department and/or RSO receiving funding must include the CAB logo on all promotional materials for the funded event.

B.3.6 Allocated monies cannot be used for the personal benefit of individuals or private corporations, for direct donations to charitable organizations, or for direct financing of political candidates and/or campaigns. Allocated monies cannot be expended for any activity contrary to the University policy, rules, or procedures and/or applicable state and federal law.

B.4 Organizational Partnership

B.4.1 Any RSO requesting to partner with CAB in the creation and execution of an event shall follow the RSO Partnership contract guidelines and work closely with CAB to execute said event.

ARTICLE IV: MEMBERSHIP

In accordance with Western Michigan University’s Policy on Equal Opportunity, membership in CAB shall not be determined on basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, sexual orientation, gender, or Vietnam-era veteran status.

Section A: Voting Members

A.1 Voting members shall be currently enrolled at WMU for at least one credit hour per semester for undergraduate students and graduate students.

A.2 The Executive Board of CAB except the President shall have permanent voting rights.

A.2.1 All Executive Board members must have and maintain at least a cumulative Grade Point Average (GPA) of 2.3 for undergraduates and 3.0 for graduates. Also, all Executive Board members must be in good conduct standing.

A.3 The President of CAB shall have a vote if and only if a tie exists.

A.4 The Treasurer of CAB shall abstain from all votes regarding organizational collaboration and budget approval.

A.5 RSOs of WMU may obtain a voting membership in CAB by sending one representative to the General Assembly meetings with a letter of verification from the RSO’s President that the representative meets the requirements of A.1.

A.5.1 RSO representatives as detailed in Article IV, Section A.5 shall lose their voting rights after missing more than four meetings in a semester, and a letter will be sent to their RSO’s President. Voting rights may be reinstated with another letter of verification from the RSO’s President.

A.6 In addition to executive board members and RSO representatives, CAB allows its members to gain voting rights after attending three consecutive CAB General Assembly meetings and joining one committee before gaining their voting rights. Members will gain their rights at the beginning of the third consecutive meeting.

A.6.1 Voting members as detailed in Article IV, Section A.6 shall lose their voting rights after missing two consecutive meetings in a semester. Voting rights may be reinstated after the member attends three consecutive meetings.

A.7 CAB representatives as voted by general assembly will represent CAB within another RSO. The CAB representative shall have a presence within another RSO and relay information back to CAB during general assembly gatherings.

A.7.1 CAB representative must uphold attendance policies within CAB and other RSO, violation of attendance policy will result in void of representative position.

A.8 All voting members shall serve on at least one committee.
A.9 Active voting members shall retain voting rights between fall and spring semesters, provided they attend within the first three meetings of the new semester.

Section B: Associate (Non-Voting) Members

B.1 Anyone interested in CAB.

Section C: Assistant Director of SA&LP

C.1 Shall be appointed by the Director of Student Activities & Leadership Programs;
C.2 Oversees the general operation of CAB;
C.3 Sits ex-officio on the Executive Board;
C.4 Shall, with the Director of Student Activities & Leadership Programs, hold signatory power over CAB’s University account;
C.5 Shall be informed of all CAB activities;
C.6 Shall oversee CAB elections;
C.7 Shall be welcome to attend any meeting.
C.8 Shall organize the executive board summer retreat with the President, Vice President, and the Graduate Student Advisor.
C.9 A portion of the Assistant Director’s salary is to be included in the CAB general budget and expenditure should be considered automatic.

Section D: Graduate Assistant Advisor

D.1 Shall be appointed by the Director of Student Activities & Leadership Programs or his/her designee;
D.2 Oversees the general operation of CAB in conjunction with the Assistant Director of Student SA&LP;
D.3 Sits ex-officio on the Executive Board;
D.4 Shall be informed of all CAB activities;
D.5 Shall be welcome to attend any meeting;
D.6 Graduate Assistant compensation is set by the Director of Student Activities and Leadership Programs;
D.6.1 Approval of this expenditure shall be considered automatic;
D.7 Shall oversee executive board elections in conjunction with the Assistant Director of Student Activities and Leadership Programs;
D.8 Responsibilities for this position are detailed in the job description on file with the Assistant Director of Student Activities and Leadership Programs.
D.9 Shall organize the executive board summer retreat with the President, Vice President, and Assistant Director of SA&LP.

ARTICLE V: EXECUTIVE BOARD

Section A: Officers

A.1 The Executive Board of CAB consists of:
A.1.1 President;
A.1.2 Vice-President;
A.1.3 Office Coordinator;
A.1.4 Treasurer;
A.1.5 Information/Technology Coordinator;
A.1.6 Events Promotions Coordinator;
A.1.7 Media Relations Coordinator;
A.1.8 External Relations Coordinator
A.1.9 Comedy Coordinator;
A.1.10 Miller Movies Coordinator;
A.1.11 Special Events Coordinator;
A.1.12 Concert Coordinator;
A.1.13 Cultural Events Coordinator;

Section B: Elections

B.1 Annual elections shall take place during the first General Assembly Meeting in April.
B.1.1 In the case of irregular vacancies, a Special Election may be held by the decision of the President, Assistant Director, and the Campus Programming Graduate Assistant. Nominations for the Special Elections must begin at least 2 weeks before elections.

B.2 Nominations shall be:
B.2.1 Requested by the President;
B.2.2 Taken one position at a time as listed in Article V, Section A, beginning three General Assembly meetings before elections;
B.2.3 Nominees shall fulfill Article IV Section A.1 and A.2.

B.3 Each candidate shall have the opportunity to state their ideas and qualifications for the office which they seek.

B.4 The time limit for nominees stating ideas and qualifications is as follows:
B.4.1 5 minutes for President and Vice President, 2 minutes for all other positions.
B.4.2 3 questions may be asked to President, 2 questions for all other positions.

B.5 Shall be overseen by the Assistant Director of SA&LP/CAB Graduate Assistant Advisor.

B.6 Voting shall be closed ballot.

B.7 Each voting member shall have one vote.

B.8 The winner of an election shall be the candidate with the greatest number of votes.

B.9 No person may be nominated on the day of elections.

Section C: Term of Office
C.1 Begins by April 30.
C.2 Shall last for the period of one year.

Section D: Officers' Duties
D.1 President
D.1.1 Shall oversee the general operation of CAB;
D.1.2 Shall be responsible for relations between CAB and the WMU community;
D.1.3 Shall call in session and organize General Assembly meetings;
D.1.4 Shall call in session and organize Executive Board meetings;
D.1.5 Shall prepare an agenda for Executive Board meetings;
D.1.6 Shall ensure that the officers fulfill their constitutional obligations;
D.1.7 Shall ensure representation of CAB at the Western Student Association's general meeting;
D.1.8 Shall approve all official correspondence;
D.1.9 Shall ensure review of the CAB constitution each summer;
D.1.10 Shall organize the executive board summer retreat with the Vice President, Assistant Director of SA&LP and the Graduate Assistant Advisor;
D.1.11 Shall serve on various special-purpose committees as they arise;
D.1.12 Shall approve all other Executive Board members’ plans for transition from the current Executive Board to the new Executive Board by April 1 of the current year;
D.1.13 Shall prepare a transition plan for the President elect before the end of term and implement the plan on approval from the Assistant Director of SA&LP or the current Vice-President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the Assistant Director of SA&LP or the current Vice President;
D.1.14 Shall post three office hours per week;
D.1.15 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.1.16 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events. Approval from either the CAB president, Assistant Director or graduate Advisor shall be considered an approved absence.

D.2 Vice-President
D.2.1 In the absence of the President, shall assume the duties of the President as stated in Article V Section D.1;
D.2.2 Shall aid and assist the President;
D.2.3 Shall ensure that the officers fulfill their constitutional obligations;
D.2.4 Shall be responsible for the recruitment and retention of new members.
D.2.5 Shall create and distribute CAB updates as appropriate;
D.2.6 Shall prepare a transition plan for the Vice-President elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.2.7 Shall facilitate and be the voice of the Recruitment, Retention, and Recognition Committee;
D.2.8 Shall organize the executive board summer retreat with the President, Assistant Director of SA&LP and the Graduate Advisor;
D.2.9 Shall post two office hours per week;
D.2.10 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.2.11 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.3 Office Coordinator
D.3.1 Shall organize, supply, and maintain the CAB office in a professional manner;
D.3.2 Shall provide an agenda for all General Assembly meetings;
D.3.3 Shall be responsible for taking, typing, distributing, and filing the minutes of all CAB meetings;
D.3.4 Shall maintain an accurate and current membership list, directory, and attendance sheet;
D.3.5 Shall check and update voicemail when necessary;
D.3.6 Shall maintain an accurate and current list of those members with voting rights;
D.3.7 Shall be responsible for enforcing rules regarding voting rights;
D.3.8 Shall collect and file historical records of all CAB activities;
D.3.9 Shall prepare a transition plan for the Office Coordinator elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.3.10 Shall post two office hours per week;
D.3.11 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.3.12 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.4 Treasurer
D.4.1 Shall maintain the CAB general account;
D.4.2 Shall make monthly reports on general spending of weekly activities and report to executive board once a month.
D.4.3 Shall receive final financial reports for all annual events;
D.4.4 Shall act as liaison between CAB and RSO’s seeking organizational collaborations;
D.4.5 Shall be recommended to serve as a representative of CAB on the Western Student Association Allocations Committee (WSAAC)
D.4.6 Shall ensure that all necessary funding documents are processed (i.e. University vouchers, reimbursements, and gate receipts);
D.4.7 Shall present an estimated operational budget at the beginning of every fall and spring semester;
D.4.8 Shall inform the executive board of all account activities;
D.4.9 Shall prepare a transition plan for the Treasurer elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.4.10 Shall post two office hours per week;
D.4.11 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.4.12 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.
D.5 Information/Technology Coordinator
D.5.1 Shall maintain the CAB website and update it weekly during the fall and spring semesters;
D.5.2 Must have familiarity of CAB’s web development program – Dreamweaver.
D.5.3 Shall be trained and is responsible for the running of CAB’s sound equipment.
D.5.4 Shall maintain and update CAB computer equipment as necessary;
D.5.5 Shall assist the Office Coordinator in office supplies and devices of an electronic nature (digital cameras, scanners, printers, software, etc.);
D.5.6 Shall act as liaison between CAB, WMU Administration, and RSO’s in web-based event calendars, databases, etc;
D.5.7 Shall maintain CAB’s electronic newsletter;
D.5.8 Shall monitor advances in technology and develop innovative applications of such technology for CAB’s use;
D.5.9 Shall work collaboratively with the Concert Coordinator, Comedy Coordinator, Miller Movies Coordinator, Special Events Coordinator, Event Promotions Coordinator, Media Relations Coordinator, External Relations Coordinator and Cultural Events Coordinator;
D.5.10 Shall prepare a transition plan for the Information/Technology Coordinator elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.5.11 Shall post two office hours per week;
D.5.12 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.5.13 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.6 Event Promotions Coordinator
D.6.1 Shall be responsible for professional assembly and distribution of advertising for CAB events including posting of fliers, chalking, design of table tents, and on-campus displays;
D.6.2 Must have familiarity of CAB’s design programs: Illustrator, InDesign, and/or Photoshop.
D.6.3 Shall coordinate on-campus promotion events.
D.6.4 Shall collect and implement creative ideas for the promotion of CAB events;
D.6.5 Shall co-facilitate the CAB Street team with the Media Relations Coordinator and External Relations Coordinator;
D.6.6 Shall work collaboratively with the Concert Coordinator, Comedy Coordinator, Miller Movies Coordinator, Special Events Coordinator, IT Coordinator, Media Relations Coordinator, External Relations Coordinator and Cultural Events Coordinator to conceptualize and distribute advertisements for CAB events;
D.6.7 Shall prepare a transition plan for the Event Promotions Coordinator elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.6.8 Shall post two office hours per week;
D.6.9 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.6.10 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.7 Media Relations Coordinator
D.7.1 Shall be responsible for professional assembly and distribution of advertising for CAB events to external sources including local and campus newspapers, local and campus radio stations, and publications of campus and university organizations;
D.7.2 Shall be responsible for the ordering of promotional items for CAB.
D.7.3 Shall collect and implement creative ideas for the promotion of CAB events in external media;
D.7.4 Shall co-facilitate the CAB Street Team with the Events Promotions Coordinator and External Relations Coordinator;
D.7.5 Shall work collaboratively with the Concert Coordinator, Comedy Coordinator, Miller Movies Coordinator, Special Events Coordinator; IT Coordinator Events Promotions Coordinator, External Relations Coordinator and Cultural Events Coordinator;
D.7.6 Shall prepare a transition plan for the Media Relations Coordinator elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.7.7 Shall post two office hours per week;
D.7.8 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.7.9 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.8 External Relations Coordinator
D.8.1 Shall be responsible for establishing and maintaining relations with non-affiliate organizations and businesses;
D.8.2 Shall seek and coordinate CAB participation with WMU philanthropic events;
D.8.3 Shall maintain relations with WMU administrators and departments;
D.8.4 Shall actively promote awareness of CAB to the community;
D.8.5 Shall coordinate any off campus promotion events
D.8.6 Shall seek and obtain sponsorships for the benefit of CAB;
D.8.7 Shall co-facilitate the CAB Street Team with the Event Promotions Coordinator and the Media Relations Coordinator;
D.8.8 Shall work collaboratively with the Concert Coordinator, Comedy Coordinator, Miller Movies Coordinator, Special Events Coordinator, IT Coordinator, Event Promotions Coordinator, Media Relations Coordinator and Cultural Events Coordinator;
D.8.9 Shall prepare a transition plan for the External Relations Coordinator Elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.8.10 Shall post two office hours per week;
D.8.11 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.8.12 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.9 Comedy Coordinator
D.9.1 Shall plan and maintain operations regarding the Bernie's After Hours comedy series;
D.9.2 Shall maintain relationships with venue and talent agents;
D.9.3 Shall facilitate and be the voice of the Bernie's After Hours Committee;
D.9.4 Shall work collaboratively with the Media Relations Coordinator, Events Promotion Coordinator, External Relations Coordinator, and IT Coordinator;
D.9.5 Shall be responsible for allocated events promotion with assistance of street team.
D.9.6 Shall develop a marketing plan for each event and complete an event summary;
D.9.7 Shall be responsible for the distribution of advertising for events including online promotion and distribution of printed advertisement to Residence Life.
D.9.8 Shall prepare a transition plan for the Comedy Coordinator elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.9.9 Shall post two office hours per week;
D.9.10 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.9.11 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.10 Miller Movies Coordinator

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D.10.1  Shall plan and maintain operations regarding the Miller Movies series;
D.10.2  Shall maintain relationships with venue and film distribution agents;
D.10.3  Shall facilitate and be the voice of the Miller Movies Committee;
D.10.4  Shall work collaboratively with the Media Relations Coordinator, Events Promotion
         Coordinator, External Relations Coordinator, and IT Coordinator;
D.10.5  Shall be responsible for allocated events promotion with assistance of street team.
D.10.6  Shall develop a marketing plan for each event and complete an event summary;
D.10.7  Shall be responsible for the distribution of advertising for events including online promotion
         and distribution of printed advertisement to Residence Life.
D.10.8  Shall prepare a transition plan for the Miller Movies Coordinator elect before the end of term
         and implement the plan on approval from the current President. This transition must take
         place within ten business days of the start of the new term of office and shall include
         notification of such completion to the outgoing President;
D.10.9  Shall post two office hours per week;
D.10.10 Shall complete peer evaluation prior to the last executive board meeting of each semester or at
        which the person in question still holds office.
D.10.11 Shall be required to attend CAB general assembly meetings, CAB executive board meetings,
        and CAB weekly events.

D.11  Special Events Coordinator
D.11.1  Shall plan and maintain the operations regarding the Special Events Live series;
D.11.2  Shall maintain relationships with venue and talent agents;
D.11.3  Shall facilitate and be the voice of the Special Events Committee;
D.11.4  Shall work collaboratively with the Media Relations Coordinator, Events Promotion
         Coordinator, External Relations Coordinator, and IT Coordinator;
D.11.5  Shall be responsible for allocated events promotion with assistance of street team.
D.11.6  Shall develop a marketing plan for each event and complete an event summary;
D.11.7  Shall be responsible for the distribution of advertising for events including online promotion
         and distribution of printed advertisement to Residence Life.
D.11.8  Shall prepare a transition plan for the Special Events Coordinator elect before the end of term
         and implement the plan on approval from the current President. This transition must take
         place within ten business days of the start of the new term of office and shall include
         notification of such completion to the outgoing President;
D.11.9  Shall post two office hours per week;
D.11.10 Shall complete peer evaluation prior to the last executive board meeting of each semester or at
        which the person in question still holds office.
D.11.11 Shall be required to attend CAB general assembly meetings, CAB executive board meetings,
        and CAB weekly events.

D.12  Concert Coordinator
D.12.1  Shall plan and maintain operations of music events;
D.12.2  Shall maintain relationships with venue and talent agents;
D.12.3  Shall facilitate and be the voice of the Concert Committee;
D.12.4  Shall work collaboratively with the Media Relations Coordinator, Events Promotion
         Coordinator, External Relations Coordinator, and IT Coordinator;
D.12.5  Shall be responsible for allocated events promotion with assistance of street team.
D.12.6  Shall develop a marketing plan for each event and complete an event summary;
D.12.7  Shall be responsible for the distribution of advertising for events including online promotion
         and distribution of printed advertisement to Residence Life.
D.12.8  Shall prepare a transition plan for the Concert Coordinator elect before the end of term and
         implement the plan on approval from the current President. This transition must take place
         within ten business days of the start of the new term of office and shall include notification of
         such completion to the outgoing President;
D.12.9  Shall post two office hours per week;
D.12.10 Shall complete peer evaluation prior to the last executive board meeting of each semester or at
        which the person in question still holds office.
D.12.11 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

D.13 Cultural Events Coordinator
D.13.1 Shall plan and maintain operations of Cultural Events series including International Festival;
D.13.2 Shall maintain relationships with venue and talent agents;
D.13.3 Shall facilitate and be the voice of the Cultural Events Committee;
D.13.4 Shall work collaboratively with the Media Relations Coordinator, Events Promotion Coordinator, External Relations Coordinator, and IT Coordinator;
D.13.5 Shall be responsible for allocated events promotion with assistance of street team.
D.13.6 Shall develop a marketing plan for each event and complete an event summary;
D.13.7 Shall be responsible for the distribution of advertising for events including online promotion and distribution of printed advertisement to Residence Life.
D.13.8 Shall prepare a transition plan for the Cultural Events Coordinator elect before the end of term and implement the plan on approval from the current President. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President;
D.13.9 Shall post two office hours per week.
D.13.10 Shall complete peer evaluation prior to the last executive board meeting of each semester or at which the person in question still holds office.
D.13.11 Shall be required to attend CAB general assembly meetings, CAB executive board meetings, and CAB weekly events.

Section E: Inabilities
E.1 If the President is unable to fulfill a length of term, the Vice-President shall assume the office of President;
E.2 Other vacancies shall be filled as necessary by election according to the guidelines in Article V, Sections B.2 through B.9.

Section F: Compensation
F.1 Amount of compensation.
   F.1.1 The per semester compensation budgeted for each executive board position will be determined for the incoming executive board by the outgoing executive board at the last executive board meeting before elections are held.
   F.1.2 The maximum amount of compensation an executive board member can receive is the amount budgeted by the previous executive board.
   F.1.3 All compensations are based on approval by the Director of Student Activities and Leadership Programs and the Vice-President of Student Affairs.
   F.1.4 Compensation is as follows:
   Tier #1 = $1000
       • President
   Tier #2 = $800
       • Vice President
       • Treasurer
       • Office Coordinator
       • IT Coordinator
       • Events Promotion Coordinator
   Tier #3 = $600
       • Media Relations Coordinator
       • External Relations Coordinator
       • Special Events Coordinator
       • Comedy Coordinator
       • Concert Coordinator
       • Miller Movies Coordinator
• Cultural Events Coordinator

F.2 Premature end of term compensation limit
F.2.1 If an officer must leave office before the end of term, the maximum amount of available compensation will be proportional to the budgeted amount of compensation as the percent of the term served is to the full term.

F.3 Late term entry compensation limit
F.3.1 If an officer enters office later than the original start date, the maximum amount of available compensation will be proportional to the budgeted amount of compensation as the percent of the term is to the full term.

Section G: Conflict of Interest
G.1 The Executive board members of CAB may not hold any of the four highest positions in another RSO at the same time as their CAB office.
G.2 The four top positions shall be determined by the President of CAB on a case-by-case basis.
G.3 Appeals to this section will be heard by the Assistant Director of SA&LP no later than two weeks prior to elections.

Section H: Removal from Office
H.1 A written complaint must be submitted to the President, or the Vice President in the case that the complaint is regarding the President. The complaint may only regard those duties which the Executive Board member in question may have failed to fulfill.
H.2 The charges submitted in writing will be discussed between the President or Vice-President, the Assistant Director of SALP, and the Graduate Advisor. Then the complaint will be brought to the Executive Board.
H.3 The Executive Board member in question will receive an anonymous copy (filer’s name removed) of the complaint from the President or Vice President and will have no less than three business days to prepare to address the Executive Board regarding the complaint.
H.4 The President or Vice President will conduct a hearing at the subsequent Executive Board meeting where the Executive Board member called into question may address the Executive Board regarding the complaint. At this hearing, anonymous copies of the complaint will be distributed to the Executive Board members. A brief question and answer period will follow. Immediately following, a secret ballot vote will be taken. The President or Vice President, in the case that the complaint is regarding the President, along with the Executive Board member in question will not be permitted to vote. The secret ballot vote is final.
H.5 A vote for removal from office can only be taken if quorum is present. Removal from office will require a 3/4’s majority of the executive board members eligible to vote in these circumstances.
H.6 In the event that the Executive Board member in question fails to appear at the hearing, the hearing and vote will proceed in his/her absence. In the event that the Executive Board member does not appear, the President or Vice President will read the complaint out loud and a vote will follow.

ARTICLE VI: MEETINGS

Section A: General Assembly Meeting
A.1 Shall be held once per week at a time seen fit by members;
A.2 Shall be called in session and organized by the President;
A.3 Shall conduct general CAB business.
A.4 One more than half the voting members of CAB shall constitute quorum.

Section B: Executive Board Meeting
B.1 Shall be held once per week at a time seen fit by the officers;
B.2 Shall be called in session and organized by the President;
B.3 Shall conduct the executive business of CAB.
B.4 All officers present shall report their activities pertinent to CAB during the time since the last meeting.
B.5 Two-thirds of the officers shall constitute quorum.

Section C: Special Meeting
C.1 Shall be held as seen fit by the voting members.
C.2 Shall be called into session and organized by the President.
C.3 An attempt to notify each member of the meeting must be made before the meeting is called to order.
C.4 Quorum shall be determined in the same manner as at the General Assembly meeting.
C.5 The meeting must follow all Constitutional Articles.

ARTICLE VII: SUMMER OPERATION

Section A: Decision Making
A.1 During the Summer I and Summer II sessions, the executive board shall act in the place of the General Assembly in approving activities and allocations.
A.2 When the executive board cannot be consulted, decisions relating to CAB activity and finances shall be made by the CAB President and local Executive Board members in consultation with the Assistant Director of Student Activities and Leadership Programs.
A.3 By the third meeting of the fall semester, the executive board shall report all summer activities and allocations to the General Assembly.

Section B: Retreat
B.1 Shall be held at least one weekend per summer at a time determined by the executive board;
B.2 Shall be organized by the CAB President, CAB Vice-President, the Assistant Director of Student Activities and Leadership Programs, and the Graduate Assistant Advisor.
B.3 Shall be attended by all members of the executive board.

ARTICLE VIII: CONSTITUTIONAL AMENDMENT

Section A: Procedure
A.1 Any amendment to the CAB Constitution must be proposed in writing.
A.2 Proposed amendments must be approved by a 2/3 majority of voting members in attendance at the time of the vote.

ARTICLE IX: CONSTITUTIONAL MAINTENANCE

Section A: Review
A.1 Each summer, it shall be the duty of the executive board to review and amend the CAB Constitution as necessary.

Section B: Approval
B.1 By the third meeting of the fall semester, the revised CAB Constitution shall be presented to the CAB General Assembly for discussion and approval at the discretion of a 2/3 majority by the voting members in attendance at the time of the vote.

ARTICLE X: INITIAL RATIFICATION

Section A: Vote
A.1 This Constitution shall be ratified by a 2/3 majority of the voting members of CAB in attendance at the time of the vote, at which time the previous constitution shall be rendered null and void.