



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.
- Committee members must attend 2 events and volunteer at 5 events.
- The benefits are access to artists, t-shirts, and input in event planning.

SECTION C- SELECTION OF VOLUNTEERS

- Volunteers are to be used for various tasks on a sporadic basis.
- They are not required to attend meetings.

ARTICLE V – EXECUTIVE BOARD

The officers of the CAB Executive Board shall consist of the President, Vice President, of Internal Affairs and Vice President of External Affairs, and the Chairperson of each standing programming committee. The committees are: Special Events, Community Issues, Films, Coffeehouse 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.
- 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 Vice President of Internal Affairs 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 and both Vice Presidents: 8 hours per week x \$9.50 x 2 = \$152.00 bi-weekly (Total of 14 payments \$2128 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)
- Fun Fridays Chair: 8 hours per week x \$8.50 x 2 = \$136.00 bi-weekly (Total of 14 payments \$1904 for the academic 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 annual Spring Retreat.

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 Stern Center Information Desk, the CAB website, or the CAB office.
- Applicants will be interviewed by the Executive Board and elected by majority vote of the present executive board.
- Applications will be accepted on a rolling basis and returned to appointed locations. 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:

- 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.

- 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.
- If the president is the officer in question, the Vice President of Internal Affairs 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, 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 chairpersons, and the Executive Board.
- Assist the Vice President of Internal Affairs 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.

- 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 of EXTERNAL AFFAIRS JOB DESCRIPTION

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.

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

- Maintain, post, and circulate to the programming committees a membership list of members with phone numbers, mailing addresses, and e-mail addresses.
- Coordinate motivational, social, and special occasions/events for CAB Officers.
- Actively recruit and retain members to help at CAB events.
- Attend the CAB Executive meeting on a weekly basis.
- Hold a minimum of two scheduled office hours per week with six additional hours of work.
- Attend a minimum of two programs per committee per semester.
- Update job position description and conduct a self-assessment by the end of each semester.
- Design and coordinate distribution of information and advertisements for CAB events as an organization.
- Produce, distribute and collect a CAB interest survey with assistance of the Office of Student Life on an annual basis.
- Attend CAB Spring Leadership Retreat prior to taking office.
- Attend a CAB board member transition meeting in the Spring.
- Commit an entire academic year to this organization.
- Handle correspondence with other campus departments and organizations
- 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.
- Create and distribute a semester 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

- Market and continue the development of the CAB web site in conjunction with the Assistant Director of Student Life and the Technology Coordinator for Student Life.

SECTION C – VICE PRESIDENT of INTERNAL AFFAIRS

Work closely with the President and Committee Chairs of CAB to evaluate and maintain leadership and Committee effectiveness The Vice-President of Internal Affairs 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, maintain and purchase supplies for the CAB Office and up keep the office. 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.
- Update and maintain CAB Constitution with the assistance of the Assistant Director.
- Attend a weekly meeting with the CAB advisor
- Present current budget information to the Executive Board during weekly CAB meetings.
- Assist the advisor in preparing and implementing any forms that are needed for the Executive Board and individual Committee projects.
- Hold a minimum of two scheduled office hours per week with six additional hours of work.
- Perform all other duties as delegated by the President.
- Attend a minimum of two programs per committee per semester.
- Attend CAB Spring 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.
- Maintain CAB records
- Coordinate and post committee office hours on a semesterly basis.

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 two scheduled office hours per week with an additional 3 hours of program work.
- 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 Spring Leadership Retreat prior to taking office.
- 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 vote of officers during an official CAB meeting.

ARTICLE IX – BUDGET

- During the Spring Semester, the Vice President of Internal Affairs along with the President and advisor will produce a budget proposal for the next academic year.
- The Vice President of Internal Affairs will then submit the proposal to the Executive Vice President of Student Affairs.

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. The Law on Ghana and the morals upheld by Da Miz.