

Constitution
of the
Campus Activities Board
Florida Institute of Technology
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Article I: Name

This organization shall be named Campus Activities Board. Campus Activities Board, a registered organization of Florida Institute of Technology, herein identified as Florida Tech, will be referred to as CAB for the purposes of this document.

Article II: Purpose

Section I: Preamble

CAB declares and affirms this constitution for the purpose of establishing its authority as a representative student organization, responsible to the entire student body and the campus community of Florida Tech.

Section II: Mission Statement

CAB is the programming body for the Florida Tech population. Through collaboration, teamwork, and dedication, CAB sponsors a wide variety of out-of-class events, activities, and programs. CAB enhances the overall quality of life on campus by providing entertaining, educational, and cultural programs and/or events that compliment the university's mission.

Section III: Objectives

- A. To sponsor, integrate and bring social, cultural, educational, recreational, and multicultural activities to Florida Tech.
- B. To constantly evaluate these activities and assess the needs of the Florida Tech Community in order to better provide a more enjoyable and purposeful life for all its constituents.
- C. To maintain financial stability in order to provide a variety of activities to the Florida Tech Community.
- D. To encourage widespread participation in these activities and provide opportunities for members and others involved to gain experience in responsibility, leadership, planning, and implementation.
- E. To promote, with its programs, an interest in Florida Tech and to cooperate with all departments, organizations and the surrounding community.
- F. To responsibly uphold the business ethics of the National Association for Campus Activities (NACA) and all the professional organizations to which CAB and Florida Tech belong.
- G. To represent Florida Tech at regional and national workshops, conferences, or conventions in student activities and programming.

Article III: Membership and Expectations

Section I: General Membership

- A. Membership in CAB is open to any Florida Tech student who wishes to join.
- B. General membership in CAB is defined as a student who has registered with the organization.
- C. One can register at any CAB event or meeting – including elections meeting.

Section II: Active Membership

- A. To reach active status, one must also have attended at least three meetings in a semester and worked on one of the CAB committees
- B. Active membership as per the above requirement will only remain valid for the school year (fall semester to spring semester) during which the meetings were attended.

Section III: Executive Board

- A. The executive board consists of the President, Vice President, Secretary, Treasurer, and the chairs of all named committees.
- B. Executive Board Members are expected to attend general meetings, executive board meetings, undergo training, be familiar with the CAB constitution and bylaws, balance respective budgets while maintaining the overall budget, and provide opportunities for member development.

Article IV: Committees

Section I: Committees Named

- A. Comedy
- B. Co-Sponsorship/Special Events
- C. Membership
- D. Music
- E. Productions

Section II: Committee Meetings

- A. Each committee will hold meetings as deemed necessary by the respective committee chair.
- B. Committee meetings may not conflict with either executive board meetings or general meetings.
- C. All meetings will be open to the Florida Tech community.

Section III: Committee Chairs; Voting and Appointments

- A. The Chairs of all named committees, excluding Productions, will be voted on by the process detailed in Article VII, Section I.
- B. The Chair of the Productions Committee will be appointed by the previous Chair of Productions. The appointment must then be approved by a majority of the past and newly elected executive board (combined). This appointment must then be ratified by a majority vote of the General Membership.

Article V: Officer Responsibilities

Section I: President

- A. Coordinate and oversee the direction of CAB.
- B. Act as primary and official spokesperson on behalf of CAB.
- C. May call special meetings with at least 24-hour prior notice.
- D. Represent CAB on other college committees as requested.
- E. Have knowledge of Constitution, bylaws and parliamentary procedure.
- F. Maintain Constitution and Bylaws.
- G. Coordinate the selection process for CAB delegations to conferences, workshops and conventions.
- H. Coordinate in the removal of CAB officers as outlined in this constitution.
- I. May appoint special committees and task forces to deal with specific areas as needed.
- J. Must organize the CAB Election Process.

Section II: Vice President

- A. Chair all the CAB General and Executive Board meetings.
- B. Oversee all committee chairs.
- C. Assume Presidency if a vacancy occurs.
- D. Represent CAB on college committees as delegated by the President.
- E. Collect portfolios from committee chairs on all events.

Section III: Secretary

- A. Keep minutes at all meetings, distribute these minutes and maintain a complete file of all minutes in the CAB office.
- B. Maintain a calendar of all planned and proposed CAB events.
- C. Serve as CAB office manager (buy supplies, keep organized, etc.)
- D. Keep CAB office clean such that it can be used as a functional workspace.
- E. Maintain campus event calendar.
- F. Record and distribute all phone messages received on the CAB office phone.

Section IV: Treasurer

- A. Maintain and oversee the CAB budget.
- B. Coordinate general fund raisers for CAB.
- C. Meet with the Financial Coordinator in the Office of Student Life regularly.
- D. Meet with the individual executive board members regularly

Section V: Membership Committee Chair

- A. Coordinate all recruitment activities for CAB.
- B. Coordinate retention ideas to keep members interested and involved.
- C. Keep attendance records at all CAB meetings.
- D. Promote CAB membership at all events.
- E. Promote CAB votes, elections, etc

Section VI: Music and Comedy Committee Chairs

- A. Chair their respective committee meetings.
- B. Plan, promote and implement activities relating to their committee's programming area each semester.
- C. Maintain an account of committee's budget per event.
- D. Maintain and update program resource binders full of information relating to their area of programming in CAB office.

Section VII: Productions Committee Chair

- A. Oversee and maintain all technical equipment.
- B. Keep equipment rooms clean and organized.
- C. Keep an up-to-date inventory of all CAB equipment.
- D. Train volunteers and committee members in proper use of equipment.
- E. Have a clear process for checking out CAB equipment.
- F. Promote aforementioned process

Section VIII: Co-Sponsorship/Special Events Committee Chair

- A. Chair Co-Sponsorship/Special Events committee meetings.
- B. Maintain an account of committee's budget per event.
- C. Maintain and update program resource full of information relating to their area of programming in the CAB office.
- D. Work with other campus organizations to put on events of interest to the campus community as per the Co-Sponsorship procedures and policies as maintained by the Co-Sponsorship/Special Events Chairperson.

Article VI: Advisor

Section I: Advisor Named

- A. The student activities office shall serve as the Advisor to the CAB. They may delegate their responsibilities to other Student Activities Professionals.

Section II: Responsibilities

The responsibilities of the advisor include but are not limited to the following:

- A. Serve as mentor to CAB, providing direction regarding the purpose and goal of the organization.
- B. Ensure that the organization operates within legal and ethical guidelines of Florida Tech, professional organizations and local, state, and federal laws.
- C. Act as the communication link between CAB and the administration of the University, knowing the rules, regulation, policies and procedures of the school.
- D. Support the participation and development of members.
- E. Remain aware of and evaluate the goals and objectives of CAB promoting progress within the organization.
- F. Remain well informed of plans and activities.
- G. Expert on CAB Constitution and Bylaws.

Article VII: Election of Officers

Section I: Election Process

- A. Any active member of CAB may run for office.
- B. The above may be suspended for a general member on a case-by-case basis pending two-thirds approval at the general meeting during which elections take place
- C. Nomination forms for executive positions will be made available on the first Monday of March and will remain available through elections.
- D. Voting will take place three weeks after nomination forms have been made available during a regular CAB meeting.
- E. CAB members submit nomination forms as nomination for position.
- F. One application per member per position may be submitted.
- G. Each applicant will be given the option to accept or decline their nomination for office before the election of the office.
- H. On the day of voting, each nominee will be given time on the floor.
- I. CAB members may then ask questions of the nominee.
- J. All nominees will then leave the room and be discussed by the remaining CAB members.

- K. Nominees will return and voting will take place by secret ballot.
- L. The ballots will be counted by the current President and Vice President unless either run for the position in question.
- M. In the above case, the Secretary, then the Treasurer, in that order, would assist in counting the votes for office.
- N. The majority vote of the general members present wins.

Section II: Requirements for the Position of President

- A. Any active member running for the position of president must currently be or have previously been an executive board member for at least one semester without resignation or termination.

Section III: Requirements for the Position of Vice President

- A. Any active member running for the position of Vice President must currently be or have previously been an executive board member for at least one semester without resignation or termination.

Article VIII: Meetings

Section I: Regular Meetings

- A. The Executive board and general membership of CAB shall hold regular weekly meetings during fall and spring semester excluding holidays.
- B. All CAB committee and general meetings shall be open to all members of the Florida Tech Community.

Section II: Special Meetings

- A. The President may call special meetings. At least 24 hour prior direct notification is necessary.

Section III: Attendance at Meetings

- A. Executive board members and committee heads must notify the President, Vice President or Advisor if they will not be able to attend a scheduled meeting.

Section IV: Quorums

- A. A quorum is defined as the attendance of two-thirds the executive board or active membership.
- B. A quorum is necessary before a vote can be executed.

Section V: Voting Rights

- A. All general members shall have one (1) vote in the general meeting.
- B. All members of the executive board shall have one (1) vote in the Executive meeting
- C. Majority wins in all votes unless otherwise specified.
- D. The advisor shall have no voting privileges.

Section VI: Emergency Situations

Any business requiring immediate action, which cannot wait until the next scheduled meeting, may be transacted by the Executive Board. All Executive Board members or only those directly involved in the issue (as per the president's and/or advisor's discretion) shall be invited to take part in the transaction. The entire executive board shall be notified as soon as possible regarding the actions taken. Policies established shall be effective immediately and remain effective until they can be subject to review by the Executive board at its next regularly scheduled meeting.

Article IX: Dismissals, Resignations, and Vacancies

Section I: Dismissal of a CAB Member

- A. Any three active members collectively may bring to the attention of the Executive Board, in writing to the President, the need for review for dismissal of an Executive Board member of CAB.
- B. The President must host a meeting with the Vice President and Advisor to discuss the matter.
- C. Upon notification of the President, the Executive Board member will be granted a hearing before the President, Vice President and Advisor, and presented with the issues, deficiencies and concerns.
- D. This hearing shall take place not less than one week, and not more than two weeks, following the notification and shall include the members who filed the complaint.
- E. Following the hearing, the case shall be presented by the President to the Executive Board at a closed, special meeting of the Executive Board.
- F. At this meeting, the people requesting the review for dismissal will be given no more than ten minutes to state their case.
- G. The Executive Board member in question will be given the same amount of time as above for a rebuttal.
- H. The President shall then state the recommendations of the Vice President and Advisor based on their extensive investigation, to the Executive Board.
- I. A two-thirds majority vote of all Executive Board Members, by secret ballot, is necessary for the dismissal of any CAB Executive Board member.

- J. In the case that dismissal charges are brought against the President, the Vice President acts as presiding officer in all proceedings and the Secretary sits in on the hearing in the President's stead.
- K. The advisor must be present at all dismissal charges.

Section II: Resignation of an Executive Board member

- A. Any Executive Board member may resign by submitting a written resignation to the President at least two weeks prior to the date of resignation.
- B. The process to fill that position shall begin no later than the first Executive Board Meeting after notification.

Section III: Vacant Executive Board Positions

- A. At the Executive Board Meeting, following the notification of the vacancy, the Executive Board shall determine if the length of the term of office remaining warrants filling the position.
- B. If the Executive Board decides the position needs to be filled, the executive board shall serve as the selection committee to fill that position.
- C. Nomination forms for the vacant positions shall be made available no later than one week after the executive's board decision.
- D. Nomination forms shall be due one week after they are made available.
- E. All nomination forms must follow the selection Committee guidelines and be interviewed by the selection committee.
- F. In case of a resignation the selection committee may solicit the input of the out going executive board member.
- G. Nomination forms will then be reviewed and the candidates will be presented to the general membership.
- H. The voting procedure as outlined in Article VII, Section I, Sub-Section E-N, will be followed to elect the interim officer. Additionally, the President will announce the executive board recommendation and the basis for that recommendation as per the discussions during the executive board meeting.

Article X: Rules and Procedures

Section I: Validity of Documents

- A. The Constitution and Bylaws will be the recognized documents outlining the rules and procedures of CAB.
- B. CAB shall operate under Robert's Rules of Order unless otherwise stated.

Article XI: Amendments

Section I: Amendment Procedures

- A. Any Member of CAB may propose an amendment to this Constitution by submitting the amendment, in writing to the President.
- B. The President shall then discuss the proposed amendment with the Executive Board at the next meeting.
- C. At this meeting, the Executive Board shall review the proposed amendment and recommend changes.
- D. Voting on the amendment must be tabled for at least one meeting. A two-thirds majority vote of the Executive Board is needed to approve the amendment.
- E. Any amendment approved under this article shall become effective at the time cited when the amendment is presented to the Executive Board.

Article XII: Constitution Ratification and Bylaws

Section I: Bylaws

- A. CAB shall have Bylaws that detail the current procedures and regulations that are to be followed

Section II: Ratification

- A. Current Constitution and Bylaws shall be maintained by the President.
- B. Constitution and Bylaws shall be reviewed each fall by the Executive Board and approved at the earliest Executive Board Meeting possible of the Fall Semester.
- C. To be ratified the constitution must be approved by two-thirds vote from the executive board and be additionally signed by the President, Vice President, Treasurer, Secretary and any two other executive board members.

Article XIII: Finances

Section I: Dues

- A. There will be no dues for Membership in CAB.

Section II: Funding

- A. The primary source of funding shall be Florida Tech.

- B. When deemed prudent CAB shall seek out funding from other sources for specific events primarily through the Co-Sponsorship committee and co-sponsoring organization(s).

Section III: Budget

- A. The newly elected and past Treasurer, President and Vice President along with the Advisor shall work to prepare the CAB Budget for the next school year before the end of the spring semester.
- B. Once this budget is ready it will be shared with the rest of the Executive Board.
- C. All transactions to be billed to the CAB Account dealing with allocated committee money and totaling more than Fifty (50) Dollars must be approved by the Treasurer before the purchase is made.
- D. All events totaling more than five thousand (5000) dollars must be presented to the executive board for approval.
- E. All transactions dealing with non-allocated CAB money must be brought to and approved by the CAB Executive Board before the transaction takes place.
- F. There will be a documented process for all necessary approvals.

Article XIV: Non-Discrimination Clause

CAB shall not discriminate on the basis of race, creed, religion, national origin, ancestry, gender, age, handicap, sexual orientation, or association in the selection of its members or in its activities, unless federal or state laws allow for such exceptions.

Printed Name

Printed Name

President

Vice President

Printed Name

Printed Name

Secretary

Treasurer

Printed Name

Printed Name

Executive Board Member

Executive Board Member