

**Constitution of the Campus Activities Board (CAB)**  
**Northern State University**  
**Aberdeen, South Dakota**

**MISSION STATEMENT**

NSU Campus Activities Board fosters student unity by providing a number of student activities that offer a safe alternative to drugs and alcohol. By hosting these activities the Campus Activities Board strives to bring students together to enhance student involvement and create a campus atmosphere that addresses student needs outside of the classroom. In addition, student members seek to provide opportunities for group collaboration with other campus organizations, as well as opportunities for professional growth.

**BYLAWS of the Campus Activities Board**

**ARTICLE I: NAME & PURPOSE**

Section A: Name - The name of this organization shall be the Campus Activities Board, hereinafter referred to as CAB.

Section B: Purpose - The purpose of this organization shall be:

1. To provide a wide variety of programs and activities meant to enhance, educate and entertain the entire Northern State University community.
2. To provide leadership and fellowship opportunities for its members.
3. To provide quality programming to all college students that will cover a wide area of interest.

**ARTICLE II: MEMBERSHIP**

Section A: Eligibility – Membership shall be open to currently enrolled students at Northern State University who have attended a minimum of three CAB meetings and assisted at three CAB events.

**ARTICLE III: OFFICERS**

Section A: Officers – The officers shall be a president, vice-president, CAB Work-Study, Finance Director and four (4) event directors.

Section B: Eligibility – Any CAB member who has been part of the organization for a minimum of one semester can hold an officer position.

Section C: Election – Nominations for officers will be accepted the third week of March. Voting will take place prior to the NACA Northern Plains conference.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the end of the spring semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

#### **ARTICLE IV: DUTIES OF OFFICERS**

Section A: President – It shall be the duty of the President to:

- Preside at meetings
- Organize and facilitate the business of CAB meetings
- Work with the Student Activities Graduate Assistant & Advisor to organize training sessions at least once per semester
- Meet weekly with officers
- Be a resource for other event directors and cabbies
- Hold two office hours per week
- Assist the Work-Study in developing recognition of CAB member accomplishments and CAB social activities
- Request funds from SBAC

Section B: Vice-President/Secretary – It shall be the duty of the Vice-President/Secretary to:

- Take minutes during meetings
- Preside in the absence of the President
- Recruit new members and track contact information for all members
- Organize events that build CAB membership
- Assist in planning retreats and training seminars
- Attend all meetings
- Hold two office hours per week

Section C: CAB Work-Study – It shall be the duty of the Work-Study to:

- Track attendance and record activity involvement
- Organize booth for Student Activities Fairs, Northern Bound Days, etc.
- Attend all meetings
- Hold a minimum of eight office hours per week
- Assist Event Directors with contracting of events, contacting agents, publicizing events and other event planning details

Section D: Finance Director – It shall be the duty of the Finance Director to:

- Oversee the CAB budget
- Act as the co-op buyer at the annual NACA conference
- Attend all meetings

Section E: Event Directors – It shall be the duty of the Event Directors to:

- Attend all CAB meetings and events
- Contract events, event set-up, advertising and other business as it relates to the planning and carrying out of events

#### **ARTICLE V: MEETINGS**

Section A: Meetings – Regular meetings shall be held weekly during the regular academic year.

Section B: Special Meetings – the President with the approval of the Executive Committee may call Special meetings.

Section C: Quorum – A quorum shall consist of a majority of members present.

Section D: Parliamentary Authority – Robert’s Rules of Order, Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### **ARTICLE VI: EXECUTIVE COMMITTEE**

Section A: Responsibility – Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the Advisor, Student Activities Graduate Assistant, President, Vice President, Work-Study, and Finance Director.

#### **ARTICLE VII: FACULTY ADVISOR**

Section A: Selection – There shall be an NSU advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the NSU advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student organization.
- Meet on a regular basis with the leaders of the student organization to discuss upcoming meeting agendas, long range plans, goals, and problems of the organization.
- Attend regular meetings and Executive Committee meetings as often as the advisor’s schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the organization.
- Maintain contact with the Student Activities Office.
- Provide advice in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.

- Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Provide the first level of authorization for organizations requests for expenditures, use of NSU facilities, and travel.
- Counsel organization members of those factors that constitute unacceptable behavior of the part of the organization members, and the possible consequences of said behaviors.

#### **ARTICLE VIII: AMMENDMENTS**

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the active membership. All amended bylaws must be forwarded to the Student Activities Office and are subject to approval by the Student Association.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting.