

CONSTITUTION
OF
CAMPUS ACTIVITIES BOARD

December 7, 2011

ARTICLE I

NAME AND PURPOSE

- A. This organization should be known as the Campus Activities Board (CAB). The purpose of the organization shall be to provide student led social, educational, recreational, and cultural programming for the campus community.
- B. This organization will support the mission of the Office of Student Life and Macon State College and will subscribe to the policies and procedures of the University System of Georgia and Macon State College.

ARTICLE II

MEMBERSHIP

- A. Membership shall be open to all students of Macon State College (Macon and Warner Robins Campuses)
- B. Membership in CAB shall not be denied because of age, gender, disability, national origin, race, or religion.
- C. Members shall be accepted on an ongoing basis.
- D. Voting Privileges are the exclusive right of the executive officers and the managers of CAB. In the event of a tie, a popular vote of the CAB members at a regularly scheduled meeting will be taken.

ARTICLE III

OFFICERS

- A. Officers of this organization will be:
 - a. Executive Board
 - i. Chair
 - ii. Assistant Chair
 - iii. Secretary
 - iv. Treasurer
 - b. Managerial Board
 - i. Marketing Manager
 - ii. Community Relations Manager
 - iii. Activities Manager
 - iv. Other
- B. The duties of each officer shall be:
 - a. CAB Chair
 - i. Oversee the general operation of CAB
 - ii. Representative for CAB to the MSC Administration and SGA

- iii. Attend RSO training
 - iv. Attend programming conferences
 - v. Oversee CAB Executive Meetings
 - b. CAB Assistant Chair
 - i. Supervise committee chairperson to ensure successful program planning
 - ii. Oversee CAB Manager Meetings
 - iii. Other duties as assigned
 - c. Treasurer
 - i. Maintain CAB's budget
 - ii. Meet with advisor to review expenditures
 - iii. Report budget totals at meetings
 - d. Secretary
 - i. Record, maintain, and distribute minutes for all meetings
 - ii. Update social media sites when necessary
 - iii. Facilitate all written communications as needed
 - e. Marketing Manager
 - i. Organize promotional efforts for CAB events
 - ii. Utilize social media to promote events
 - f. Community Relations Manager
 - i. Work with outside organizations for potential collaboration (ie Mercer University and Wesleyan College)
 - ii. Coordinate community service projects
 - g. Activities Manager
 - i. Responsible for CAB events on the Macon campus
 - ii. Recruiting and organizing members to work events
 - h. Other
 - i. Additional manager positions may be created as they become necessary.
- C. Students must be enrolled in at least six (6) hours, be in good standing with the college.
 - a. Students currently under any sanctions through Student Conduct may not hold office in CAB.
 - b. GPA Requirement
 - i. All Executive Officers must maintain a 2.5 GPA
 - ii. All managers must maintain a 2.25 GPA
- D. Selection of Officers
 - a. Executive Officers
 - i. Applications and interviews for new officers shall be every spring.
 - ii. Interviews will be held with the CAB Advisor(s), Director of Student Life, Assistant Dean of Students and the SGA President.
 - b. Managers

- i. Applications for CAB managers will be available following the selection of the Executive Officers.
- ii. Interviews for new managers shall be held every spring.
- iii. Interviews will be held with the CAB Executive Officers, CAB Advisor(s), and the Director of Student Life.

ARTICLE IV

MEETINGS

- A. CAB shall meet at regularly scheduled intervals to be determined by CAB Executive Committee.
- B. Special Meetings
 - a. Special meetings may be called by any member of the Executive Committee.
 - b. Special meetings must be scheduled with no less than 48 hours notice.
 - c. Members must be notified through phone calls or email.
 - d. Absence from special meetings cannot be held against members, chairs, or officers.
- C. Quorum – In order for quorum to be reached, there must be at least 5/8ths of the Executive Committee and Chairpersons present (5 out of 8).

ARTICLE V

FACULTY/STAFF ADVISOR

- A. All Recognized Student Organizations at Macon State college are required to have a faculty or staff advisor. While the advisor should be selected by student members, all RSO advisors must also seek the approval of their division chair and/or supervisor. The office of Student Life will also have all advisors approved through the Executive Committee of the Academic Council.
- B. The Faculty/Staff advisor(s) will approve all events and activities of this organization.

ARTICLE VI

RATIFICATION

- A. This constitution is subject to the approval by the proposed student membership, the Macon State College Student Government Association, the Office of Student Life, and the Dean of Students

ARTICLE VII

REVENUE

- A. All monies collected from fundraisers, event ticket sales, and other sources must be deposited into the organizations MSC agency account. These deposits will be made through the MSC Business Office as soon as possible after the monies have been collected.
- B. No petty cash or slush funds will be kept by any member or advisor of this organization.

- C. All fundraisers will be approved by the Office of Student Life at least two weeks prior to the actual event and will follow all of the guidelines as outlined in the RSO recognition process.

ARTICLE VIII

AMENDMENTS

- A. Amendments to this constitution may be made at any regularly scheduled CAB meeting. Amendments may not be made at Executive Committee meetings or Chair meetings. Amendments must be presented and discussed by CAB. Presentation of amendments and votes on amendments may not be taken at the same CAB meeting. Amendments to this constitution require a 3/4ths vote of the Executive Committee and Chairs.
- B. Any amendments/supplements to this constitution will then be submitted to the Office of Student Life for approval.

ARTICLE VIII

BY-LAWS

- A. The By-laws constitute the technical details necessary for carrying out stipulations in the constitution. By-laws to be added as necessary at a later date.
- B. An electronic and paper copy of any and all By-Laws will be filed with the Office of Student Life.