

CONSTITUTION of the **CAMPUS ACTIVITIES BOARD**

Salve Regina University
Newport, Rhode Island

PREAMBLE

The Campus Activities Board is a volunteer student organization that supports the mission of the University and meets the needs of its students by providing social, recreational and developmental programs that promote learning and personal development. The board is authorized to discharge its responsibilities by the Student Life Committee and the Office of Student Activities.

Article I: TITLE

The name of the organization shall be the Campus Activities Board of Salve Regina University, hereafter referred to as CAB.

Article II: PURPOSE

Section A: GENERAL PURPOSE

1. Remain responsive to student needs, attitudes and interests;
2. Provide a comprehensive and diverse program schedule during the academic year (September through April) that responds to those interests;
3. Facilitate the social and intellectual development of students by providing opportunities for student involvement and leadership development; and
4. Support the University's recruitment and retention efforts by providing meaningful activities that impact the quality of campus life and each student's satisfaction with their college experience.

Section B: AFFILIATIONS

CAB, through its association with the Office of Student Activities, shall be a member in good standing of the National Association for Campus Activities (NACA). Annual NACA membership fees shall be paid by the Office of Student Activities.

Article III: MEMBERSHIP

Section A: ELIGIBILITY

Members shall be currently enrolled, full-time students at Salve Regina University, and shall be in good academic and social standing. General members must maintain a 2.0 grade point average (GPA) or higher to remain an active member of the board (eligibility requirements for officers are outlined in Article III, Section G). Members whose GPA falls below the minimum 2.0 requirement will be suspended from the organization.

Section B: ORGANIZATIONAL STRUCTURE

CAB shall consist of a five (5) member executive board, five (5) committee directors and between twelve (12) and fifteen (15) general members who are assigned to serve on one of the five (5) standing committees.

Section C: EXECUTIVE BOARD

The CAB Executive Board shall be comprised of the following:

1. President
2. Vice President & Social Chair
3. Secretary
4. Finance Director
5. Marketing & Public Relations Director

Section D: COMMITTEE DIRECTORS

The five (5) CAB standing committees shall be chaired by the following:

- 1. Comedy Director
- 2. Concert Director
- 3. Outdoor Adventure Director
- 4. Special Events Director
- 5. Travel Director

Section E: TERM of OFFICE

Executive board members and committee directors shall be appointed in April and shall serve in office for the period of twelve (12) months. Executive board members and committee directors appointed to fill vacancies shall serve the remainder of their predecessor’s term. General board members shall serve during the academic year in which they were appointed.

Section F: APPOINTMENTS

Executive board members shall be appointed in April by a selection committee comprised of the following members:

- 1. director of student activities
- 2. assistant director of student activities
- 3. Student Life representative (1)
- 4. Student Government Association (SGA) representative (1)
- 5. In the event one or both of the full-time Student Activities positions are vacant, one (1) or two (2) additional full-time Student Life staff members will be named to serve on the selection committee.

Committee directors shall be appointed in April by a selection committee comprised of the following members:

- 1. CAB President
- 2. director of student activities
- 3. assistant director of student activities
- 4. In the event one or both of the full-time Student Activities positions are vacant, one (1) or two (2) additional full-time Student Life staff members will be named to serve on the selection committee.

General members will be interviewed and appointed to the board in April and September. Members will be selected by a committee comprised of the following members:

- 1. executive board representatives (2)
- 2. Student Activities or Student Life representative (1)

Section G: QUALIFICATIONS

Students must meet the following minimum requirements in order to hold a leadership position within the organization:

- 1. The president and vice president & social chair shall be of junior standing or higher, and maintain a grade point average (GPA) of 2.5 or higher
- 2. The secretary, finance director and marketing & public relations director shall be of sophomore standing or higher, and maintain a GPA of 2.0 or higher.
- 3. Committee directors shall be of sophomore standing or higher, and maintain a GPA of 2.0 or higher.
- 4. Exceptions to minimum classification levels will be granted by the director of student activities in the event there are no qualified applicants meeting all of the application criteria.

Section H: RESIGNATION of MEMBERS

Members shall be free to discontinue their membership at any time. A member who wishes to resign shall submit a letter of resignation (dated and signed) to the president who will, in turn, announce the resignation at the next general meeting. In the event the president resigns, the letter shall be submitted to the vice-president. The

effective date of the resignation shall be determined by the president (or vice president should the president resign) and the individual resigning.

Section I. REMOVAL of MEMBERS

Any member who fails to perform his or her duties and responsibilities, whether stated or implied, is subject to removal from office or the board. The process for removing a current member from the board is outlined in Article IX, Section C.

Section J: VACANCIES

Vacancies shall be filled in a timely manner in accordance with procedures as outline in Article III, Section F.

Section K: ANTI-DISCRIMINATION CLAUSE

In accordance with University policy, membership in CAB shall not be determined on the basis of race, color, ethnicity, national origin, religion, age, sexual orientation, disability, veteran status, marital status, or other factors that cannot, by law, be used to exclude individuals from participating as an active member.

Article IV: OFFICER DUTIES & RESPONSIBILITIES

Section A: PRESIDENT

The president of the organization shall:

1. oversee the general functions and activities of CAB;
2. meet weekly at a specified time with either the director or assistant director of student activities;
3. assist the director and assistant director with the training of all executive and general board members;
4. in conjunction with the director and assistant director, appoint committee directors;
5. work with the director and assistant director to coordinate membership recruitment efforts;
6. supervise both executive board and general board members and provide each with a formal evaluation at the conclusion of the fall and spring semesters;
7. call and facilitate all executive and general board meetings;
8. call and facilitate special meetings when necessary or required;
9. approve meeting agendas prior to general disbursement;
10. preside over all executive and general board meetings;
11. not participate in debate nor vote during general board meetings;
12. in conjunction with committee directors, oversee general member committee assignments;
13. name ad hoc committees and appoint chairpersons as necessary and/or required;
14. in conjunction with the director and assistant, conduct on-going evaluations and assessments of CAB sponsored programs and activities;
15. hold a minimum of four (4) scheduled office hours per week;
16. sign off on annual budget proposals prior to their submission to the Activities Funding Board (AFB);
17. serve as CAB's official liaison to SGA, President's Council, campus media, and external bodies; and
18. write an annual report detailing CAB's programming efforts and accomplishments and include recommendations for the following academic year. Copies of the report should be submitted to the director and assistant director no later than May 1.

Section B: VICE PRESIDENT

The vice president & social chair of the organization shall:

1. in the absence of the president, oversee the general functions and activities of CAB and assume the president's responsibilities until the president returns or the position is filled;
2. meet weekly at a specified time with the president;
3. assist the president, director and assistant director of student activities with the training of all general board members;
4. chair and coordinate the general functions and activities of the social committee;
5. in conjunction with his/her committee, develop a comprehensive social program for the members of CAB;
6. maintain accurate records and files of all social committee activities;
7. upon request, provide CAB, the director or the assistant director detailed updates and/or reports;

8. provide the budget ad hoc committee a detailed social committee budget request by mid-March for the following fiscal year;
9. identify for purchase, secure and monitor all supplies and auxiliary items for the social committee;
10. in conjunction with the president, director and assistant director, assist with on-going evaluations and assessments of CAB programs and activities.
11. hold a minimum of four (4) scheduled office hours per week; and
12. represent CAB at official functions, activities, and meetings at the president's discretion.

Section C: SECRETARY

The secretary of the organization shall:

1. upon notification from the president, finalize general board meeting agendas and distribute them to all CAB members a minimum of two days prior to scheduled meetings;
2. record the minutes of executive board (as needed) and general board meetings and distribute them to all CAB members a minimum of two days following scheduled meetings;
3. record attendance at all executive board and general board meetings and maintain updates and accurate attendance files;
4. maintain accurate records and files for all CAB programs and activities;
5. identify for purchase and secure essential office supplies intended for the specific and official use of CAB;
6. conduct a bi-annual (September and April) inventory of all CAB equipment and supplies;
7. hold a minimum of four (4) scheduled office hours per week; and
8. represent CAB at official functions, activities and meetings at the president's discretion.

Section D: FINANCE DIRECTOR

The finance director of the organization shall:

1. chair the budget ad hoc committee;
2. call all budget ad hoc committee meetings;
3. submit annual budget requests to the executive board for approval;
4. submit and justify the annual budget request to the Activities Funding Board (AFB) in April;
5. allocate funds for CAB events in accordance with established University policies and procedures;
6. execute all official CAB expenditures and maintain accurate financial records including an internal ledger detailing all monetary transactions;
7. upon request, provide CAB, SGA or AFB with detailed financial updates and/or reports;
8. serve as the primary liaison to the University's Business Office, Accounts Payable Office, Purchasing Office and AFB;
9. hold a minimum of four (4) office hours per week; and
10. represent CAB at official functions, activities and meetings at the president's discretion.

Section E: MARKETING & PUBLIC RELATIONS DIRECTOR

The marketing & public relations director of the organization shall:

1. meet bi-weekly at a specified time with the president;
2. coordinate the general functions and activities of the marketing committee;
3. call marketing committee meetings as necessary;
4. in conjunction with the marketing committee, develop a detailed marketing plan for all CAB sponsored programs and activities;
5. in conjunction with committee directors, identify and purchase promotional items intended to enhance specific programs and/or events;
6. maintain accurate records and files of all marketing and promotion activities;
7. collect promotional items for display at Open House events and at the annual NACA Regional Conference School Swap.
8. upon request, provide CAB, the president, director or assistant director with detailed marketing updates and/or reports.
9. provide the budget ad hoc committee a detailed marketing committee budget request by mid-March for the following fiscal year;
10. identify for purchase, secure and monitor all CAB marketing and promotional supplies;

11. serve as CAB's primary liaison to the University's Public Affairs Office, Design Services Office, and Copy Center;
12. hold a minimum of four (4) scheduled office hours per week; and
13. represent CAB at official functions, activities and meetings at the president's discretion.

Section F: COMMITTEE DIRECTORS

Committee directors of the organization shall:

1. meet individually with the president at his/her discretion;
2. coordinate the general functions and activities of their respective committees;
3. call all committee meetings;
4. in conjunction with their respective committee, develop comprehensive program schedules for the fall and spring semesters;
5. submit program proposals to the general board for approval prior to the end of each semester for events scheduled for the following semester;
6. maintain accurate records and files of all committee activities;
7. upon request, provide CAB, the president, director or assistant director of student activities with detailed program updates and/or reports;
8. provide the budget ad hoc committee a detailed budget request by mid-March for the following fiscal year;
9. identify for purchase, secure and monitor all supplies and auxiliary items for their respective committees; and
10. hold a minimum of four (4) scheduled office hours per week.

Article V: COMMITTEES

Section A: STANDING COMMITTEES

CAB shall staff and maintain the following standing committees:

1. Comedy Committee: shall be responsible for planning and implementing live comedy and novelty shows that include, but not limited to comedians, hypnotists, mentalists and magicians. The committee shall be chaired by the Comedy Director and shall consist of no more than three (3) general members.
2. Concert Committee: shall be responsible for planning and implementing live musical performances that include, but not limited to acoustic artists, student musicians and concerts. The committee shall be chaired by the Concert Director and shall consist of no more than three (3) general members.
3. Outdoor Adventure Committee: shall be responsible for planning and implementing outdoor activities that include, but not limited to hiking, camping, biking, kayaking and whitewater rafting. The committee shall be chaired by the Outdoor Adventure Director and shall consist of no more than three (3) general members.
4. Special Events Committee: shall be responsible for planning and implementing annual traditions including, but not limited to Welcome Week, Fright Week, Halloween Dance and SnoBall. The committee shall be chaired by the Special Events Director and shall consist of no more than three (3) general members.
5. Travel Committee: shall be responsible for planning and implementing trips that include, but not limited to special attractions, cultural events, sporting events and points of interest. The committee shall be chaired by the Travel Director and shall consist of no more than three (3) general members.

Section B: AD HOC COMMITTEES

CAB shall staff and maintain the following ad hoc committees:

1. Budget Committee: shall be responsible for assisting the finance director with developing the organization's annual budget proposal each spring. The committee shall be chaired by the finance director and shall consist of no more than five (5) members to be appointed by the president in consultation with the finance director.
2. Hearing Board: shall be responsible for hearing and deciding judicial cases that involve members of the organization as specified in Article IX, Section A. The committee shall be chaired by the vice president & social chair and shall consist of the assistant director for student activities and a committee director to be appointed by the director of student activities.
3. Marketing Committee: shall be responsible for assisting the marketing & public relations director with developing a comprehensive advertising and promotion campaign for the organization's programs. The committee shall be chaired by the marketing & public relations director and shall consist of no more than five (5) members to be appointed by the president in consultation with the marketing & public relations director.

4. Recruitment Committee: shall be responsible for assisting the Office of Student Activities and the president with recruiting new members in April and September. The committee shall be chaired by the president and shall consist of the director and assistant director of student activities and no more than two (2) members to be appointed by the president or his/her designee.
5. Social Committee: shall be responsible for assisting the vice president & social chair with developing activities designed to enhance teambuilding and encourage enthusiasm within the organization. The committee shall be chaired by the vice president & social chair and shall consist of no more than five (5) members to be appointed by the president in consultation with the vice president & social chair.
6. The president may use his/her discretion to name and appoint additional ad hoc committees as needed and/or required.

Section C: PROGRAMMING

1. Standing committees shall be charged with researching, designing and proposing programs that support the purpose of the organization and the mission of the University.
2. Program proposals shall be presented to the general board for approval no later than the final meeting of the semester prior to the term the programs are intended to be scheduled.
3. A quorum must be present at the general board meeting as stipulated in Article VII, Section B for a vote to be taken on a program proposal.
4. Program proposals shall be approved by the general board with a simple majority vote (one more than half of the members present; the president will cast the deciding vote in the event of a tie).
5. Committees shall adhere to all budget and resource restrictions when planning programs.
6. The director of student activities shall reserve the right to veto any program proposal that s/he deems does not adhere to the purpose of the organization or the mission of the University, violates University policy or federal, state or local law, or places the University at risk. The organization may appeal the director's decision to the vice president for student life.

Article VI: ADVISOR

Section A: APPOINTMENT

The CAB advisor shall be appointed and supervised by the director of student activities. The advisor shall retain his or her position at the discretion of the director. The advisor shall be a non-voting member of the organization.

Section B: DUTIES & RESPONSIBILITIES

In general, the advisor shall be expected to perform the following duties:

1. attend all executive and general board meetings, as well as all CAB sponsored events;
2. provide support, guidance and feedback as needed and/or required;
3. design and implement training opportunities for all members;
4. mediate and attempt to resolve personal disputes and group conflicts;
5. provide rationale for University policies and procedures and insure they are properly enforced;
6. develop a risk management plan to insure for the health and safety of program planners and participants;
7. serve as a liaison between CAB and the Office of Student Activities; and
8. maintain accurate, detailed program and historical records.

Section C: EVALUATION

The advisor shall be evaluated at the conclusion of each academic year by the director of student activities and the five (5) members of the executive board. The evaluation shall be included as part of the advisor's annual performance review.

Article VII: MEETINGS

Section A: EXECUTIVE BOARD MEETINGS

The executive board shall meet bi-weekly during the academic year at a time to be determined by its members. Meetings will be called in session, organized and facilitated by the president. The primary purpose of executive board meetings is to conduct the executive business of the organization. The executive board does not have the authority to make decisions without the consent of the general board.

Section B: GENERAL BOARD MEETINGS

The general board shall meet bi-weekly, alternating weeks with executive board meetings, during the academic year at a time to be determined by the membership. Meetings will be called in session, organized and facilitated by the president. The president may use his/her discretion to cancel regularly scheduled meetings of the general board when necessary. The purpose of general board meetings is to facilitate communication between members and committees, review the calendar of upcoming events and discuss and vote on issues of importance to the organization and its membership. The number of members necessary for a quorum shall be one more than half the voting members of the organization.

Section C: COMMITTEE MEETINGS

Standing committees shall meet at the discretion of the committee director. Ad hoc committees shall meet at the discretion of the president and the committee chairs.

Section D: SPECIAL SESSIONS

The president may call special sessions of the executive board or general board provided s/he announces such meetings no less than twenty-four (24) hours in advance. These meetings shall be called in session, organized and facilitated by the president or his or her designee.

Section E: ATTENDANCE

Members shall be expected to attend all regularly scheduled meetings. Members shall be allowed no more than two (2) unexcused absences from regularly scheduled meetings per semester. Absences will be excused at the discretion of the president provided s/he is notified prior to the meeting in question. A member who accumulates three (3) unexcused absences in the same semester will be suspended from the board upon further review by the executive board.

Article VIII: TRAINING

Section A: SUMMER RETREAT

Executive board members and committee directors shall be required to attend an annual summer retreat. The retreat location and dates will be determined by the newly constituted board prior to the end of the academic year preceding the retreat. The director and assistant director of student activities and the newly installed president shall be responsible for developing the retreat schedule and facilitating workshops.

Section B: IN-SERVICE TRAINING

Executive board members and committee directors shall be expected to participate in on-going training throughout the academic year designed and facilitated by members of the executive board and the director and assistant director of student activities. General board members shall be free to attend in-service training programs.

Section C: NATIONAL ASSOCIATION for CAMPUS ACTIVITIES (NACA)

The director and assistant director of student activities shall select representatives to attend the annual NACA Northeast Regional Conference and, when possible, the NACA National Convention. Selections will be based on the following criteria:

1. commitment to the organization and the University;
2. enthusiasm and attitude;
3. interest in personal and intellectual development;
4. ability to represent the values of the University;
5. desire to remain active within the organization; and
6. University policies and regulations that pertain to student eligibility to attend conferences.

Article IX: JUDICIAL AFFAIRS

Section A: HEARING BOARD

The hearing board shall have jurisdiction over cases involving the violation of organization policies and standards when the accused is a current member of the organization. In certain circumstances, University policy shall supercede the authority of the board.

The board shall investigate the issues raised in a disciplinary hearing and shall determine if the member(s) charged is responsible for the conduct alleged. The board shall have the opportunity to listen to all testimony and evidence presented, and question all witnesses to gain a better understanding of the issues related to the allegation(s). Should the board decide, through deliberation, that the member(s) is responsible for the allegation(s), they shall deliberate once again to determine their recommendation for an appropriate sanction.

Section B: HEARING BOARD MEMBERS

The hearing board shall consist of three members appointed by the director of student activities and shall include:

1. vice president & social chair (hearing board chair);
2. committee director (1; to be named prior to the hearing date); and
3. assistant director of student activities

Members of the hearing board shall be expected to adhere to the following:

1. to remain objective. If a board member, for any reason, believes s/he can not be fair and impartial, that board member should notify the director of student activities as soon as possible prior to the hearing;
2. to take the proceedings and its duties seriously. All parties in a hearing consider the matter of great consequence and so must the board. The board shall act in a professional manner.
3. to treat all participants, including fellow board members, with dignity and respect;
4. to do his/her part in facilitating the timely processing of the case. A board member shall only miss a hearing, for which s/he is scheduled, in the event of an emergency and should make every effort to notify the director of student activities in advance of the hearing date. Board members shall arrive to hearings a minimum of twenty (20) minutes prior to the start of the hearing;
5. to listen carefully to testimony and ask questions to elicit facts; and
6. to be aware of the philosophical and educational goals of the judicial process.

Section C: DUE PROCESS

Procedural due process shall be considered basic to the proper enforcement of organization policies and standards. Consistent with this requirement, members charged with violating the policies or standards of the organization shall be eligible for due process as stipulated herein. Formal hearings shall be called by the executive board based on a formal complaint it has received from a current member of the organization. If the complaint involves a sitting member of the executive board, that member shall be excused from deliberations. The complaint must be in writing and signed by a minimum of three other current members who support the complaint. When a formal hearing is deemed to be appropriate, the organization shall provide the minimum procedural standards to assure the accused member(s) a fair hearing:

1. written notice, including a brief statement of the factual basis of the charges, the organization policies or standards allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing;
2. the opportunity for a prompt and fair hearing where the organization shall bear the burden of proof, and at which the member(s) shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the organization;
3. a record of the hearing; a written decision based upon the preponderance of evidence, that shall be accompanied by a written summary of the findings of fact; and
4. an appeals process.

Section D: APPEALS PROCESS

Decisions of the hearing board may be appealed to the director of student activities. All appeals must be submitted in writing at the Office of Student Activities within five (5) business days following communication of the initial decision. The appeal must be specific and contain a full description of the basis for the appeal. A case may be appealed only once.

Grounds for an appeal must be based on one or more of the following criteria:

1. lack of due process;
2. insubstantiality of evidence to justify the findings; and
3. inappropriate gravity of the sanction in relation to the offense.

The director may refuse to accept any appeal that does not satisfy these criteria. The decision of the director is final.

Section E: OFFENSES

Members of the organization shall be subject to internal judicial action should they exhibit attitudes or behaviors that adversely affect the members, normal operations or reputation of the organization. Offenses may include, but are not limited to the following:

1. behaviors that infringe upon the rights of others;
2. attitudes and/or behaviors that negatively impact the reputation of the organization;
3. failure to fulfill responsibilities, whether stated or implied; and
4. violation of any University policy that jeopardizes an individual's standing within the University community.

Section F: SANCTIONS

The hearing board shall use their discretion to impose sanctions they feel are appropriate in relation to the offense. The range of sanctions available to the board shall include:

1. Warning: an official written notice;
2. Probation: a period of review and observation during which the member(s) must demonstrate the ability to comply with organization policies and standards;
3. Suspension: excludes the member(s) from participating in official organization business for a specified period of time; and
4. Expulsion: permanent separation between the member(s) and the organization.

Section G: HAZING

CAB members shall not engage in or otherwise practice any physical or psychologically abusive hazing behaviors either intentionally or unintentionally. The practice or sponsorship of hazing activities will result in automatic expulsion from the organization and referral to the Office of Student Life for disciplinary action.

Article X: FINANCES

Section A: FUNDING SOURCE

CAB shall be funded by the Student Activity Fee collected annually by the University and allocated by the Activity Funding Board. Funds will be allocated internally according to established AFB, Student Activities and University guidelines.

Section B: FUNDING CLASSIFICATION

CAB shall be classified as a Campus Governance & Activities organization, and as such, shall be considered "recognized and fully funded" by AFB and the Office of Student Activities.

Section C: BUDGET MANAGEMENT

In collaboration with the director of student activities, the finance director shall be responsible for managing and monitoring the CAB budget.

Article XI: CONSTITUTIONAL AMENDMENTS

Section A: PROCEDURE

Amendments to the constitution must abide by the following procedures:

1. A member of CAB as described in Article III, Section B may propose an amendment to the constitution;
2. The proposed amendment must be presented, in writing, to the president who, in turn, shall present the proposed amendment to the general board for consideration;

3. A vote on a proposed amendment to the constitution shall not be taken during the meeting the proposal is presented to the general board. A vote to amend the constitution may be made at the following general board meeting.
4. A minimum of two-thirds of the total membership must be in attendance before a vote is taken on the proposed amendment;
5. A three-fourths (3/4) majority vote of those attending the meeting is required for an amendment to pass; and
6. Proposed amendments to the constitution that receive the necessary votes to pass shall be forwarded to the director of student activities for further consideration.

Section B: VOTING ELIGIBILITY

Active voting members present at a general board meeting described in Article III, Section B are eligible to vote on a proposed amendment to the constitution.

Section C: EFFECTIVE DATE

Amendments to the constitution shall become effective on the date they are approved by the voting members of the Student Life Committee.

Article XII: STUDENT LIFE COMMITTEE ENABLING CLAUSE

The Campus Activities Board agrees to abide by the policies of Salve Regina University as well as all federal, state and local laws. This Constitution and any revisions or amendments must be approved by the Student Life Committee prior to implementation.