

**CONSTITUTION OF THE
CAMPUS ACTIVITIES BOARD
ANNE ARUNDEL COMMUNITY COLLEGE**

Preamble

In order to plan, promote and produce social activities for the Anne Arundel Community College community through programming, scheduling and coordinating comedians, musicians and other entertainment events throughout the week and on weekends, we do avow this as the Constitution and Bylaws of and for the Campus Activities Board of Anne Arundel Community College.

Article I. Name

The coordinating organization of concerts, lectures, comedians, movies and other special events on campus shall hereinafter be designated as the Campus Activities Board or CAB.

Article II. Objective

We do hereby affirm these objectives as central to the function and purposes of our organization:

1. To provide entertainment through movies, comedians, musicians, poets, and other events.
2. To ensure that all this programming is scheduled properly and that all details have been settled before the event takes place.
3. To ensure that the event runs smoothly once it has started.
4. To ensure that each of the aforementioned events are provided free of charge or for a nominal fee to the Anne Arundel Community College community.
5. To ensure that all entertainment provided by CAB at Anne Arundel Community College complies with all the rules and regulations of Anne Arundel Community College and the State of Maryland.
6. To make an impact and have a presence at all NACA Regional and National conferences, including showcase events, educational sessions and all other activities during the duration of the conference.

Article III. Membership

Section 1. There shall be only one type of membership in the Campus Activities Board: regular membership.

Section 2. Regular memberships may be held by students of Anne Arundel Community College, regardless of color, creed, national origin, race, sex, sexual orientation or handicap.

Section 3. Good standing:

- a. Every CAB member must be in "Good Standing."
- b. A member in good standing must fulfill the criteria specified in this section:
 1. The member shall have satisfactory attendance at all CAB meetings during the semester; satisfactory attendance for meetings is defined as attending at least two-thirds of events and/or meetings per semester.
- c. Any member that loses good standing status shall have his or her voting privileges revoked until that member is placed back on good standing.

Article IV. Officers

- Section 1.* The officers of the Campus Activities Board shall be the CAB Chair, the Communications Coordinator, Event Manager and Community Service Coordinator, and the Publicity Chair.
- Section 2.* CAB Chair shall be elected at the last Campus Activities Board meeting of the Spring semester.
- Section 3.* The officers of CAB may be removed from office by a two-thirds vote of the entire membership of CAB.
- Section 4.* The duties of the officers of CAB are defined in the Bylaws of the Campus Activities Board at Anne Arundel Community College.

Article V. Elections

- Section 1.* Qualifications for election as a CAB officer include the following:
- a. A candidate must be a regular member in good standing within CAB.
 - b. A candidate shall be a credit student in good academic standing with at least a 2.0 cumulative grade point average.
 - a. A candidate shall have been a member of CAB for at least the duration of one (1) semester; if the candidate is a freshman, he or she may run for a chair position if he or she has been in good standing for the entire duration of the semester.
- Section 2.* The officers of the Campus Activities Board, not including the Chair, shall be elected by a simple majority vote of the members present at a CAB meeting within two (2) weeks after the first CAB meeting of the fall semester. In the election of CAB officers, the outgoing CAB Chair may cast a special ballot to be counted only in case of a tie vote. During the election, candidates who do not win higher positions can run for lower positions if they so choose.
- Section 3.* Newly elected officers shall be installed immediately after elections.

Article VI. Meetings

- Section 1.* The Campus Activities Board shall meet regularly during the academic year at a time designated by the CAB Chair with the approval of the Campus Activities Board.
- Section 2.* Voting shall be on the basis of one vote for each regular member in good standing. The CAB Chair shall retain the power to vote in case of a tie vote.
- Section 3.* Special meetings of CAB may be called by the CAB Chair or by request of three (3) regular members, provided twenty-four (24) hours notice is given to CAB members.
- Section 4.* The Executive Committee shall meet twice every month during the academic year to prepare for CAB meetings and business.

Article VII. Amendments

Amendments to the Constitution may be made by a two-thirds vote of members present at a meeting of CAB.

Article VIII. Ratification

This Constitution shall become effective and shall supercede any previous constitution of the Campus Activities Board when ratified by a three-fourths vote of the members of the Campus Activities Board and when approved by the Student Association.

CAMPUS ACTIVITIES BOARD
ANNE ARUNDEL COMMUNITY COLLEGE

Article I.

Duties of Chairs

Section 1.

CAB Chair's Duties:

- a. He or She shall call and preside at all meetings of the Campus Activities Board and the Executive Committee.
- b. He or She shall supervise all Chairs/Officers.
- c. He or She must hold all chairs accountable to their responsibilities.
- d. He or She shall serve as the liaison between the Executive Board and CAB.
- e. He or She shall represent CAB before the Student Association, College Administration, Faculty, Board of Trustees, and other organizations.
- f. He or She shall meet with the Executive Board at least twice a month, as well as with the Advisor to CAB once a week.
- g. In emergency situations, he or she shall be the spokesperson for CAB.
- h. He or She shall keep tabs on each event and shall ensure that the person(s) in charge of the event has done everything correctly and effectively.
- i. He or She shall ensure that the members of CAB are having fun at the same time as completing their jobs.
- j. He or She must hold at least fifteen office hours during the week.
- k. He or She must attend all CAB meetings and events with the exception of excused absences that are approved by the CAB Chair or Advisor.

Section 2.

Event Managers' Duties:

- a. This position will be rotated with the members of CAB.
- b. He or She shall report to the CAB Chair all concerns that affect his or her responsibilities.
- c. He or She shall require the Publicity Chair to ensure that all promotional materials are completed and posted on campus by the appropriate dates.
- d. He or She shall maintain relationships with other groups on campus in case of co-sponsoring events.
- e. He or She shall ensure that all volunteers arrive on time and complete listed duties at each CAB event they supervise and make sure the event is run effectively.
- f. He or She must attend all CAB meetings and events with the exception of excused absences that are approved by the CAB Chair or Advisor.

Section 3.

Publicity Chair's Duties:

- a. He or She shall come up with promotion ideas for various events with the group.
- b. He or She shall report to the CAB Chair all concerns that affect either his or her own responsibilities.
- c. He or She shall ensure that all promotional materials are completed and posted on campus by the appropriate dates.
- d. He or She shall take an active role in recruiting new members for CAB and giving CAB a commanding presence on campus.
- e. He or She shall maintain relationships with other groups on campus in case of co-sponsoring events.
- f. He or She shall maintain and update the CAB bulletin board with current and accurate information.
- g. He or She must attend all CAB meetings and events with the exception of excused absences that are approved by the CAB Chair or Advisor.

Section 4.

Communication Coordinator Duties:

- a. He or She must take minutes at all CAB and Executive Committee meetings and post them in an efficient manner

- b. He or She is responsible for maintaining the CAB Facebook page and to also make sure that information on MyAACC, and the CAB website is up to date and report to the CAB advisor if is not.
- c. He or She shall report to the CAB Chair all concerns that affect his or her responsibilities.
- d. He or She must attend all CAB meetings and events with the exception of excused absences that are approved by the CAB Chair or Advisor.

Section 5 Community Service Coordinator Duties:

- a. He or She must coordinate at least two community service events per semester
- b. He or She must make General Body aware of community service opportunities
- c. He or She must meet with CAB Advisor at least twice a month.
- d. He or She must attend all CAB meetings and events with the exception of excused absences that are approved by the CAB Chair or Advisor.

Article II. Removal from Office Procedures

Section 1. Written charges must be submitted to the CAB Advisor at least one (1) week prior to consideration of the removal from office of an officer.

Section 2: An officer of CAB may be charged with failure to carry out his or her assigned duties or with violation of CAB Constitution and Bylaws.

Section 3: Officers of CAB may be removed from office by a two-thirds vote of the members in attendance at the meeting when the vote is held.

Section 4: In the event an officer leaves office for any reason prior to the end of his or her term in office, a special election shall be held to fill the office until the next regular election.

Article III. NACA Conferences

Section 1. A representative body of members of CAB shall attend NACA Regional and National conferences every year. The CAB representatives at the conference shall be decided by the Advisor to CAB.

Section 2. Representatives of CAB at NACA conferences shall not consume alcohol throughout the duration of the conference, whether or not they are of legal age.

Section 3. During NACA conferences, CAB members shall be on their best behavior, and shall represent Anne Arundel Community College and the Campus Activities Board in a positive and likeable manner.

Section 4. During the conference, all CAB representatives will be encouraged to volunteer for conference duties, unless there are extenuating circumstances.

Section 5. During the conference, all CAB representatives shall attend education sessions to learn as much as possible and bring their findings back to the group.

Section 6. Any CAB member who violates these rules without proper authorization may be subject to loss of good standing status and may have his or her ability to attend future conferences revoked.

Article IV. Rules and Regulations

Section 1. Regular meetings of CAB shall be held on a weekly basis during the academic year, except during finals week and vacation periods. At least eleven (11) meetings shall be held during each academic semester.

Section 2. A current copy of the CAB Constitution and Bylaws shall be available to any CAB member from the CAB Advisor.

Article V. Amendments

Section 1. These Bylaws may be repealed and/or amended at a regular meeting of the Campus Activities Board, provided, however, that such repeal and/or amendment shall be submitted in writing to the Executive Committee for consideration at least 24 hours prior to its presentation to CAB.

Section 2. These Bylaws shall be amended when approved by a simple majority vote of the regular members of CAB.

Article VI. Adoption

These Bylaws shall become effective and shall supercede any previous bylaws of the Campus Activities Board when ratified by a majority vote of the members of the Campus Activities Board and when approved by the Student Association. These Bylaws shall become effective immediately following their adoption.