Constitution
Campus Activities Board
Texas A&M University-Corpus Christi

Article I. Name and Affiliation

The name of this organization shall be the Campus Activities Board (hereinafter referred to as CAB). The organization will be the student activities programming component of the University Center and Student Activities (hereinafter referred to as UCSA) department at Texas A&M University-Corpus Christi (hereinafter referred to as TAMUCC). UCSA is a department within the division of Student Affairs.

Article II. Purpose and Goals

Section I. Purpose

CAB is organized for the purpose of providing a variety of social, recreational, educational, and service programs and activities for the TAMUCC community.

Section II. Goals

The primary goal of CAB is to enhance the TAMUCC campus by providing along or in coalition with other university entities, programs that:

1. Complement the academic programs of the university
2. Work to unify the campus community by providing diverse activities that reach the entire student population
3. Promote individual and group self worth and dignity
4. Cultivate student leadership, citizenship, organization, dedication, time management, and responsibility
5. Teach promotions, budgeting, networking, and recruiting skills
6. Contribute to the recruitment and retention efforts of the university

Article III. Membership

Section I. Eligibility

Any member of the student body at TAMUCC registered for at least 3 semester hours and in good standing with the University (minimum GPA of 2.0) may apply for membership. Application for membership will be open and ongoing throughout the school year. Membership will be granted to any students who meet the eligibility requirements and minimum participation hours. No student shall be denied membership because of race, sex, creed, national origin, or religious preference.
Section II. Attendance

Members are encouraged to attend meetings and events but will not be penalized for failing to do so. Members who attend meetings and events will receive incentives to be determined by the executive officers.

Article IV. Removal of Membership

Membership in CAB may be revoked for the following reasons:
1. Failure to remain in good standing at TAMUCC
2. Violation of student handbook and student code of conduct

Procedure for membership removal:
1. A meeting will be scheduled with the member, executive officers, and advisor, at which it will be decided if there should be a probationary period or immediate removal. The advisor will contact all parties involved.
2. If immediate removal is decided upon, the member will not be permitted to participate for the duration of the current semester but will be allowed to reapply the following semester.
3. A probationary period will be for the duration of the current semester; after the semester is over, the member’s status will be reevaluated and they may be granted good membership status again. After two consecutive semesters of being placed on probation, the member may be immediately removed (see procedure number 2).

Article V. Officers

Section I. Requirements for Officers

The officers of CAB must meet the following requirements:
1. Have and maintain at least a 2.75 overall grade point average
2. Be in good standing with the university
3. Be enrolled in at least twelve credit hours (undergraduate) or nine credit hours (graduate) during term in office
4. Be a member of CAB in good standing for at least one semester before applying for office for vice presidents, and one year before applying for office for president

Section II. Responsibilities of All Officers

1. Meet weekly with CAB advisor.
2. Meet weekly with other CAB officers.
3. Learn names and background information of all CAB members.
4. Oversee membership status and requirements.
5. Promote CAB unity and identity.
6. As an official representative of CAB, work as a liaison to members of the TAMUCC community.
7. Maintain a minimum of 19 hours per week; 15 of these being official posted office hours.
8. Attend officer training and retreat.
9. Attend special training, workshops, seminars, and conferences.
10. Uphold and abide by all university policies and procedures and the CAB constitution.
11. Perform other duties as assigned by the officers and advisor.
12. Responsible for the development of a comprehensive schedule of campus events and the coordination of the daily operations of CAB.

Section III. Responsibilities of President

The President serves as the chief executive officer of CAB.
1. Ensures that all CAB events are planned thoroughly in advance.
2. Meets with CAB chairs/co-chairs to discuss event details and designate responsibilities.
3. Ensures that all CAB events run smoothly on site. Supervises events on site.
4. Learns about and helps to manage the annual CAB budget with CAB advisor.
5. Promotes open communication between CAB advisor, CAB officers, and CAB members.
6. Plans and creates agendas for CAB meetings.
7. Facilitates CAB general meetings and makes them as productive as possible.
8. Coordinates with CAB advisor for the annual evaluation of CAB events, officers, and chairpersons.
9. Assists in motivating and involving all members.
10. Is aware of the group dynamics among members and addresses concerns appropriately.
11. Obtains feedback and ideas from CAB members about meetings.
12. Promotes communication between CAB and other departments on campus.

Section IV. Responsibilities of Vice-President for Promotion and Evaluation

The Vice-President for Promotion/Evaluation assumes the duties of the President in his or her absence.
1. Promotes the CAB organization in a fun and exciting way.
2. Implements new ideas for promotion.
3. Designs and implements a promotional plan for each event. Is able to dictate what needs to be accomplished.
4. Ensures that promotions are created in advance.
5. Creates a well laid out plan and timeline for each event.
6. Establishes a promotions committee for CAB.
7. Works with Chairs and members to produce and distribute advertising (i.e. posters, flyers, and other materials).
8. Arranges for campus monitor messages and releases of event information to Student Affairs.
9. Meets with Island Waves on a regular basis.
10. Ensures that each event receives a thorough evaluation of its effectiveness and future recommendations.
11. Establishes a system for organizing program evaluations to be used for future use.
12. Advises president on possible candidates for event chairs and co-chairs.
13. Maintains open communication between CAB and other student organizations.
14. Helps retain members through recognition and appreciation.
15. Assesses students’ preferences for future events.
Section V. Vice-President for Recruitment and Retention
The Vice-President for Recruitment/Retention assumes the duties of the President in his or her absence.
1. Recruits new CAB members by presenting what CAB does in a fun and exciting way.
2. Coordinates recruitment at New Student Orientations and Island Days.
3. Coordinates all retention efforts including programs of recognition, appreciation, and motivation for the general membership.
4. Maintains a membership database including updated contact information.
5. Learns names and background information of all CAB members.
6. Tracks and oversees CAB Membership Points and Rewards.
7. Plans and coordinates CAB Fall and Spring Retreats.
8. Plans and coordinates 2 CAB socials each semester.
9. Creates and maintains CAB annual scrapbook and mini-scrapbook.
10. Updates CAB membership information on website.
11. Maintains CAB glass showcase.
12. Produces weekly CAB minutes and email updates.
13. Recognizes CAB birthdays.
15. Establishes a Recruitment and Retention Committee for CAB; delegates and monitors committee tasks.
16. Advises president on possible candidates for event chairs and co-chairs.

Section VI. Officer Selection Process
The officers are selected by an interview committee. The process will be as follows:
1. Applications for CAB officers will be available during the spring semester and will be provided to all interested CAB members in general meetings.
2. The interview committee will consist of the following people but are not limited to:
   a. The CAB Advisor
   b. A CAB Member
   c. A current CAB officer who is not reapplying for his/her position
   d. A person not affiliated with CAB
3. If one of the current officers is applying for a CAB position, then she or he may not be part of the interview committee.

Section VII. Removal of an Officer
If at any time an officer fails to maintain a 2.75 grade point average, is not enrolled in the appropriate number of hours for the semester, or is not in good standing with the university, the officer shall be required to meet with the CAB advisor to review his or her situation. The advisor will recommend that the officer either resign or be placed on probation based on the circumstances that are presented in the meeting.

CAB officers may be removed for just cause. The advisor is required to first document any alleged offenses and supply reasonable supporting evidence. The CAB officer shall be granted an opportunity to clear the charges in an interview with the CAB advisor and the Assistant Director.
of Student Activities. If the advisor determines that the officer should be removed, the procedure for the removal of membership (Article III Section IV) shall be followed.

**Article VI. Advisor**

The immediate advisor of CAB is a professional staff member in the department of the University Center and Student Activities.

**Article VII. Meetings**

Regular meetings of CAB shall be held on a weekly basis and conducted as designated by the executive officers.

**Article VIII. Finances**

**Section I. Funding**

CAB shall be funded with Student Services Fees and proceeds from ticket sales to events.

**Section II. Reimbursements**

Advisor must be informed prior to purchases, which may be reimbursed. An itemized receipt is needed for documentation of reimbursement. Once receipt is turned into the advisor, a signed reimbursement form shall be granted, thus enabling the money to be picked up from the business office.

**Article IX. Amendments and Revision**

**Section I. Amendments**

This constitution may be amended at any time by a majority vote of members at a general membership meeting.