

Student members are selected by the SGA Administrative Branch annually. Students desiring to serve on a committee should contact the Office of the Vice President for Academic Affairs.

LINCOLN UNIVERSITY CAMPUS ACTIVITY BOARD CONSTITUTION

PREAMBLE

The name of this organization will be the Campus Activity Board (hereinafter referred to as the CAB). The CAB shall be the official programming arm for Student Activities and Lincoln University's Student Government Association.

MISSION

The mission of the CAB is to provide the Lincoln University community and surrounding areas with opportunities for growth through educational, cultural, social and recreational experiences which will foster an atmosphere open to interaction and exchange among all students, faculty, staff, alumni and guests. Additionally, students are given opportunities to develop leadership abilities, interpersonal skills, and group dynamics and to provide input in the management of CAB programs. The CAB shall operate within the laws of the State of Missouri.

ORGANIZATIONAL STRUCTURE AND MEMBERSHIP

SECTION I – MEMBERSHIP OFFICERS / VOTING MEMBERS

Note: * Denotes members whose terms are up in even numbered years.

- A. Chairperson (will vote in case of tie)*
- B. Chair-elect
- C. Secretary
- D. Treasurer*
- E. Director of Campus Events
- F. Director of Entertainment
- G. Director of Cultural Events and Speakers Bureau*
- H. Director of Marketing*
- I. Director of Public Relations (2 positions)* 1 only
- J. Director of Commuter Students (2 positions)* 1 only
- K. Director of International Students (2 positions)* 1 only
- L. Director of Off-Campus Events
- M. Director of Recreation Room

AUXILIARY BOARD / VOTING MEMBERS

Auxiliary board members serve for one year.

- A. Director of Logistics and Décor
- B. Director of Security
- C. Historian

Ex-Officio Members (Non-voting and will only advise)

- A. Associate Director of Student Activities / CAB Advisor
- B. Graduate Student Liaison

SECTION II – QUALIFICATIONS FOR MEMBERSHIP

- A. Must be enrolled at Lincoln University at the undergraduate level.
- B. Must have at least a 2.3 G.P.A. Any member failing to meet this requirement will be subject to probation for a semester. Any member with a G.P.A. under 2.0 will be dismissed from the board for the semester.

SECTION III – RESPONSIBILITIES OF THE CAB MEMBERSHIP

- A. Attend all weekly board meetings.
- B. Be thoroughly familiar with and implement the constitution, by-laws and guidelines of the CAB.
- C. Act as Committee Chairs.
- D. Have all reports typed and ready for meetings.
- E. Have all programs planned a semester in advance.
- F. Be responsible for two activities during the school year in addition to major responsibility.
- G. Attend all CAB sponsored activities.
- H. Be responsible for one activity during Homecoming and Springfest.

Responsibilities of the Chairperson

- 1. Act as administrative head of the CAB.
- 2. Preside over all board meetings.
- 3. Be responsible for making certain all directors carry out responsibilities.
- 4. Prepare the agenda for all board meetings along with the Secretary and the CAB Advisor.
- 5. Vote only in case of a tie on items of business during all meetings.
- 6. Be the representative of the CAB to all external organizations unless otherwise delegated by the CAB advisor.
- 7. Be responsible for determining board positions for new members along with the Advisor.
- 8. Work with the Chair-Elect, Treasurer and Advisor to establish a budget for each Director and activity.
- 9. Be responsible for reviewing all CAB Office correspondence.
- 10. Delegate responsibilities deemed necessary to the CAB Chair-Elect, but shall retain ultimate responsibility for action taken.
- 11. Attend training/leadership conferences paid for by the University.

Responsibilities of the Chair-Elect

- 1. Must have at least two (2) years remaining at Lincoln University.
- 2. In the event of temporary absence of the Chairperson, the Chair-elect will serve as Chairperson.
- 3. In the event of the vacancy of the Chairperson, the Chair-elect will serve as Chairperson.
- 4. Assume the Chair position in even numbered years.
- 5. Be responsible for planning and implementing travel for all leadership conferences.
- 6. Work with the Chair to make certain all Directors carry out their responsibilities.
- 7. Make reports to the SGA senate.
- 8. Attend leadership conferences paid for by the University.
- 9. Be a voting member of CAB.

Responsibilities of the Secretary

- 1. Be responsible for keeping the official minutes of the CAB meetings.
- 2. Prepare minutes from the previous meetings and present to the Chair and Advisor during the weekly agenda planning meeting.
- 3. Be responsible for filing all correspondence for the CAB.
- 4. Be responsible for planning the agenda (with Chair and Advisor).

5. Be responsible for typing, copying and disseminating the agenda.
6. Prepare and keep membership roster updated.
7. Be responsible for recording and keeping a record of attendance for each member.
8. Keep a file of past minutes.
9. Attend leadership conferences paid for by the University.
10. Be a voting member of CAB.

Responsibilities of the Treasurer

1. Be responsible for advising the CAB on budgetary matters.
2. Compile the budget for CAB.
3. Present a weekly update of budget.
4. Maintain a record of profit and expenditures.
5. Work in conjunction with the administrative assistant and keep a record of all requisitions.
6. Attend leadership conferences paid for by the University.
7. Be a voting member of CAB.

Responsibilities of the Director of Campus Events

1. Be responsible for programming campus events. Programs should be designed to attract on-campus and commuter students.
2. Be responsible for fun days during Springfest and Homecoming.
3. Have a tentative calendar of campus events by the end of the spring term.
4. Collaborate with Directors of International Events, Cultural Events and Commuter Students to bring diverse programs to the University.
5. Collaborate with recreation room managers to plan activities for the recreation room.
6. Attend leadership conferences paid for by the University.
7. Be a voting member of CAB.

Responsibilities of the Director of Entertainment

1. Be responsible for coordinating all concerts and comedy shows during Homecoming and Springfest (i.e. identifying performers, establishing details and contracts) in conjunction with the Advisor.
2. Work with Director of Logistics and Décor to insure contract requirements are met.
3. Insure all areas of the contract are met by informing other CAB members of their responsibilities.
4. Be responsible for a least one activity during Homecoming and Springfest.
5. Attend leadership conferences paid for by the University.
6. Be a voting member of CAB.

Responsibilities of the Director of Cultural Events and Speakers Bureau

1. Be responsible for identifying and contracting guest speaker for MLK Celebration.
2. Work in conjunction with the Alpha Phi Alpha Fraternity for MLK Celebration.
3. Function as Chair for Black History Month programs. Responsible for making certain all campus organizations contribute to Black History Month. Plans must be completed by the end of the fall semester.
4. Be responsible for identifying speakers of interest for Lincoln University students, compiling a business plan, contacting agents and negotiating contracts.
5. Coordinate class visits for the speaker.
6. Be responsible for organizing autograph and photo sessions for students.
7. Be responsible for one activity during Homecoming and Springfest.
8. Attend leadership conferences, when paid for by the University.
9. Be a voting member of the CAB.

Responsibilities of the Director of Marketing

1. Be responsible for preparing the fall and spring semester calendars. Responsibilities include: sending

- notices to staff members and typing events for the calendar.
2. Be responsible for identifying and ordering giveaways during Homecoming and Springfest.
 3. Be responsible for determining the layout and design of posters for Homecoming and Springfest in conjunction with the Advisor.
 4. Be responsible for at least one activity/event during Homecoming and Springfest.
 5. Attend leadership conferences paid for by the University.
 6. Be a voting member of the CAB.

Responsibilities of Public Relations (2 positions)

1. Be responsible for promoting the programs sponsored by the CAB.
2. Be responsible for hanging and removing posters, flyers, etc.
3. Be responsible for forming a committee that will assure all hot spots are covered.
4. Be responsible for giving information regarding programs to University Public Relations, the Clarion Newspaper, JCTV and KJLU.
5. Be responsible for updating the communication centers.
6. Be responsible for developing a survey and surveying students to determine who should be invited to campus.
7. Be responsible for maintaining the CAB Website along with the Historian.
8. Be responsible for at least one activity during Homecoming and Springfest.
9. Attend leadership conferences paid for by the University.
10. Be a voting member of the CAB.

Responsibilities of the Director of Commuter Student Events (2 positions)

1. Be responsible for programming activities that meet the needs of commuter students during Homecoming, Springfest and throughout the year. Programs should include the following areas: Speakers, Bands/Musicians, Comedians, Special interest (i.e., sessions in trapping, hunting, jewelry making, child care, swing dancing, country line dancing, etc.)
2. Collaborate with Directors of Campus Events and Entertainment.
3. Be responsible for writing, compiling and taking interest surveys each year.
4. Negotiate contracts for entertainers, speakers, etc. in conjunction with the Advisor.
5. Be responsible for at least one activity during Homecoming and Springfest.
6. Be a voting member of the CAB.
7. Attend leadership conferences paid for by the University.

Responsibilities of the Director of International Students

1. Be responsible for programming activities that meet the needs of international students during Homecoming, SpringFest and throughout the year. Programs should include the following areas: Speakers, Bands/Musicians and Comedians.
2. Negotiate contracts for entertainers, speakers, etc. in conjunction with the Advisor.
3. Collaborate with the Directors of Campus Events and Entertainment.
4. Keep board informed of all activities sponsored by the International Students' Organization on campus.
5. Be responsible for a least one activity during Homecoming and Springfest.
6. Attend conferences paid for by the University.
7. Be a voting member of the CAB.

Responsibilities of the Recreational Room Director

1. Be responsible for on-going weekly tournaments i.e., spades, basketball, monopoly and other board games.
2. Submit to the Advisor in writing a schedule of tournaments twice a year.
3. Work with the Director of Campus Events.

4. Be responsible for choosing and requisitioning for prizes for all planned events.
5. Be responsible for all electronic games and all board games.
6. Work with the Directors of Public Relations to advertise events.
7. Be a voting member of the CAB.
8. Attend leadership conferences paid for by the University.
9. Be responsible for the overall operation of the recreation room.
10. Be responsible for opening and closing recreation room daily.
11. Be responsible for the upkeep of recreational equipment.
12. Work in conjunction with the Associate Director of Student Activities and Facility Manager to insure that the recreation room is staffed adequately and all employees are following the guidelines.

Responsibilities of the Director of Off-Campus Events

1. Schedule off-campus trips, i.e., athletic game trips, mall trips, water slide visits, horseback riding, golf, paint ball, etc.
2. Work with the Directors of Public Relations to advertise events.
3. Be a voting member of the CAB.
4. Attend leadership conferences paid for by the University.

Responsibilities of the Director of Logistics and Décor

1. Be responsible for setting up and taking down equipment that is needed at the various events.
2. Assign dressing rooms for entertainers.
3. Oversee fulfilling contracted rider obligations.
4. Order food for guests and arrange hotel accommodations (work closely with the Director of Entertainment and Advisor to fulfill this).
5. Decorate all events that are sponsored by the CAB.
6. Identify and order decorations that will be needed at the various events.
7. Take down, store and take inventory of all decorations.
8. Be responsible for at least one activity during Homecoming and Springfest.
9. Attend leadership conferences paid for by the University.
10. Be a voting member of the CAB.

Responsibilities of the Director of Security

1. Identify security personnel.
2. Provide security at all CAB events, whenever needed.
3. Arrange training from Public Safety.
4. Be responsible for at least one activity during Homecoming and Springfest.
5. Work closely with the CAB chair, Advisor and Public Safety to plan security for events.
6. Take attendance of CAB members at all events.
7. Attend two conferences paid for by the University.
8. Be a voting member of the CAB.

Responsibilities of the Historian

1. Maintain records of all CAB Events.
2. Requisition and acquire picture albums to store photographs.
3. Request videographer for all CAB events.
4. Show videos after each event.
5. Make certain all events are photographed.
6. Archive all minutes/agendas in Page Library.

7. Be responsible for at least one activity during Homecoming and Springfest.
8. Be responsible for any changes made to the CAB constitution.
9. Be a voting member of the CAB.
10. Attend leadership conferences paid for by the University.

Responsibilities of the Advisor

1. Work cooperatively with students in exploring and developing their leadership and human potential.
2. Have final approval over all board decisions which have the potential to threaten the safety, security or reputation of the University community.
3. Review and approve all written documents including contracts, riders, requisitions and written offers to entertainers/agents prior to submission.

General Rules

1. Members are allowed to be tardy twice per semester. A tardy is excused when a member leaves a message or notifies the advisor, chair or secretary at least one hour prior to the meeting. A member is considered tardy fifteen minutes after the scheduled time of the meeting. After the second tardy, one absence will be received for the third tardy and every tardy thereafter.
2. Members are allotted three absences per semester. Upon the third unexcused absence, the member will be dismissed from the Board.
3. If a member cannot attend a meeting, he/she should immediately contact the chairperson, secretary or advisor to be excused.
4. Members must attend all CAB sponsored activities unless excused prior to the activity. An absence is given when a member does not attend an activity.
5. All members must be responsible for one activity during Homecoming and Springfest.
6. All members are required to work at least five office hours a week.

Board Selection

1. Board selection shall take place in April of each year.
2. Individuals desiring to apply for a position on the board must obtain and complete the required application from the Office of Student Activities and turn it in within the designated time frame.
3. Applicants that meet the requirements will be scheduled for an interview.
4. After the interview process, applicants must work as interns on assigned CAB activities prior to selection.
5. Positions will be filled according to availability based on applications, interviews and fulfillment of other responsibilities.
6. Selected Board members will begin attending meetings immediately after selection.

Selection Board

1. The function of the Selection Board is to interview and select students for available positions on the CAB.
2. The selection board will be composed of six members as follows: three CAB members serving the coming term and including the chair-elect, two SGA members including the SGA President or designee and the CAB Advisor.
3. The selection board shall be nominated by the Chairperson with the two-thirds approval of the existing Board.
4. Any existing board member wishing to change positions must relinquish their current position, re-apply for a seat on the CAB and go through the interview process. Neither a seat nor the position will be guaranteed.
5. Selection of another board member during any other time other than April may be chosen by the existing board.
6. All members of the selection board are voting members.

Executive Board

1. Officers and directors are the Executive Board.

2. Chair-elect shall be selected at the end of the two-year term in April.
3. All officers of the Executive Board shall serve for twenty-four months, beginning after the selection in April.
4. In the event that the seat of the chairperson becomes vacant, the chair-elect shall become the chairperson of the CAB.
5. In the event that the chair-elect becomes vacant, the CAB shall appoint a replacement with a 2/3 approval by the Executive Board.
6. In the event that any other seat of the Executive Board becomes vacant, an Executive Board member is free to make a lateral move into that position, unless two or more members want that position. Then the decision will be taken to a vote. (This excludes the chair and chair-elect positions.)

SECTION IV – REMOVAL FROM OFFICE OR RESIGNATION

1. An Executive Board member/director may be subject to removal for neglect of responsibilities.
2. If any voting member is not performing the required responsibilities of his/her position, any CAB member may bring the matter to the attention of the CAB chairperson. In the event that the chairperson is the person in question, the matter may be brought to the attention of the chair-elect and advisor.
3. Upon registration of a complaint, the chairperson and chair-elect will investigate the matter. In this event the chairperson, the chair-elect and the advisor will investigate the matter. If negligence is determined in any event, the investigators will meet and discuss the matter with the offending Board member(s), who will then be placed on a two-week probation period if warranted.
4. If improvement is not made by the end of the two-week probation period, the matter will be brought to the Executive Board for discussion and a vote.
5. The Board member involved may be present during the discussion of the Board, but may not be present during voting.
6. A two-thirds (2/3) vote of the total voting membership of the Board is necessary for removal.

RESIGNATIONS

A Board member may resign from his/her position after submitting a letter of resignation to the chair. The resignation letter must be submitted two weeks prior to resignation.