

# **CAMPUS ACTIVITIES BOARD UNIVERSITY OF CENTRAL FLORIDA**

## **CAB CONSTITUTION**

### **ARTICLE I: ORGANIZATION NAME**

The name of this organization will be the Campus Activities Board (CAB) of the University of Central Florida. The Campus Activities Board henceforth will be referred to as CAB.

### **ARTICLE II: STATEMENT OF PURPOSE**

The Campus Activities Board is a student-run organization that provides diverse programming funded by the Activity and Service Fee with a focus on UCF students. Our goal is to push the boundaries of campus events through providing diverse and unique entertainment for the UCF student body and Orlando community. We are funded through the Activity and Service Fee, allocated to the Campus Activities Board through the Student Government Association (SGA). This funding is managed by our board of directors. Each director is responsible for the execution of a specific genre of events. The overall function and direction of the organization is managed by the Student Director of the Campus Activities Board.

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

### **ARTICLE III: BOARD OF DIRECTORS**

#### **Section 1: Board Establishment and Eligibility**

The Board of Directors will consist of a Student Director, Associate Student Director, and one (1) board member for each of the following CAB committee: Cinema, Comedy, Concerts, Fine Arts, Speakers, Special Events, and Spectacular Knights. There will be two (2) board members for the following CAB committee: Marketing.

All officers of the organization shall possess (at time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. The GPA requirements for the Board of Directors are a minimum institutional grade point average of 2.5 for Undergraduate or Post-Baccalaureate Students and 3.0 for Graduate Students for all hours earned while enrolled at UCF and/or previous educational institution if that student is a transfer student in their first semester at UCF. Officers who do not meet these requirements during their term shall be resigned or removed.

Board membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

## **Section 2: Duties of Directors**

- I. The CAB Student Director shall:
  - a. Manage the overall function and direction of CAB.
  - b. Head the Board of Director meetings and be responsible for the content of all communications brought forth by that body, such as policy statements, memos, etc.
  - c. Represent CAB before other organizations.
  - d. Handle both internal and external conflicts of CAB.
  - e. Handle all personnel matters pertaining to the Board of Directors (recruitment, tours, and introduction to the Board).
  - f. Set the time and location for the Board of Directors meetings and communicate this to all board members.
  - g. Schedule all interviews for students who apply for a Director position.
  - h. Have the ability to delegate CAB related responsibilities to committee directors, committee members, and event volunteers as needed
  - i. Recognize motions to vote and carry them through.
  - j. Carry out Robert's Rules of Order for all voting matters.
- II. The Committee Directors shall:
  - a. Represent their committee at the Board of Directors meetings.
  - b. Schedule regular meetings as approved by the Student Director for their committee and inform all committee members of the dates, times, and locations at least one month in advance
    - i. Committee directors shall keep an ongoing record of all meeting minutes.
  - c. Inform their committees of all CAB events and activities.
  - d. Orientate all new committee members.
  - e. At the discretion of the committee director, appoint and select committee leadership positions in order to fulfill specific duties crucial to the success of the committee or the programs hosted by the committee.
  - f. Carry out the By-Laws pertaining to their committee.
  - g. Work with the Marketing Directors for all public marketing matters.
  - h. Schedule programs relevant to that committee. All CAB programs must be approved by a major vote of the Board of Directors (see Article VI, Section 1).
  - i. Complete program evaluations for all programs coordinated by that committee within one week following the event.
  - j. Report to the CAB Student Director .Students will also receive supervision from the Advisor and Graduate Assistant, scheduled one-on-one weekly meetings with the Advisor and Graduate Assistant, and additional meetings as needed.
  - k. Work in a team atmosphere, delegate and guide their committee through the selection and production of events. Please see attached sheet for hierarchy of positions. A list of the director positions follows:

- i. Student Director – The Student Director is responsible for the establishment, facilitation and coordination of the weekly CAB Board meeting. The Student Director will also assist in the planning of CAB volunteer retention efforts. This person also plans and facilitates CAB leadership training and is responsible for all administrative CAB policies and personnel issues that may occur within the board. The Student Director will represent CAB throughout the campus and Orlando communities.
- ii. Associate Student Director– The Associate Student Director is responsible for assuming Student Director roles in the absence of the Student Director. They are responsible for the recruitment and retention of all volunteers. They are also responsible for the retention and morale of directors. The Associate Student Director is responsible for the scheduling and implementation of CAB’s freshman orientation involvement with the assistance of the marketing directors. This position does not guarantee promotion to Student Director.
- iii. Marketing – The Marketing Directors are responsible for all marketing efforts of the Campus Activities Board events (including, but not limited) to the distribution of all CAB promotional materials on the Orlando campus and is responsible for working with the Student Outreach Services to distribute materials to regional campuses; and nay other promotion items or marketing that may be needed.
- iv. Cinema – The Cinema Director is responsible for the selection, coordination, and staffing of the CAB Cinema series.
- v. Comedy – The Comedy Director is responsible for the selection, planning, coordination, production, and community (revenue generating) promotion of large-scale arena events and smaller events featuring professional artists and/or local/UCF talent throughout the year.
- vi. Concerts – The Concerts Director is responsible for the selection, planning, coordination, production, and community (revenue generating) promotion of large-scale arena events as well as smaller-scale events (promoting local/UCF talent).
- vii. Fine Arts – The Fine Arts Director is responsible for the selection, coordination, and production of programs including, but not limited to, music, visual arts, spoken word, dance, and theatre.
- viii. Speakers – The Speakers Director is responsible for the selection, planning, coordination, and production of all CAB speaking events including guest lecturers, debates, and seminars.
- ix. Special Events – The Special Events Director is responsible for the selection, planning, coordination, and production of varied events that fall outside of the realm of the other committees, at the discretion of the director.
- x. Spectacular Knights – The Spectacular Knights Director is responsible for the selection, planning, coordination, and production of two programs that showcase student talents, the Miss UCF Scholarship Competition and the

Mr. UCF Scholarship Competition as well as rehearsals, appearances, and other events related to the scholarship competition.

### **Section 3: Quorum**

Two-thirds of the voting membership of the Board of Directors will constitute a quorum for transaction of business. Only members of the Board of Directors will have voting privileges.

## **ARTICLE IV: SELECTION OF DIRECTORS**

### **Section 1: Time of Selection**

The selection process for the Student Director and Committee Directors will take place once a year. The timeline for this selection process will be determined by the Board of Student Directors. Every officer position will expire at the end of the school year, where the next officers will begin their term.

### **Section 2: Application Process**

Applications for all CAB Director positions will be made using a form provided by the Professional Staff of OSI. Interested students may obtain and submit the application to the Office of Student Involvement.

### **Section 3: Position Announcements**

All CAB Director position openings will be made public to the UCF community no less than two weeks before selection through advertisement, campus-wide email, information sessions, promotional days, and individual contacts.

### **Section 4: Selection Committee**

#### **I. Selection of incoming Student Director**

- a. The selection committee will consist of the following members:
  - i. Voting (Minimum 5 students):
    1. CAB Student Director (if not reapplying)
      - a. If reapplying, the Chair fo the Board of Student Directors (or vice chair, if Chair is the Student Director) will take their place.
    2. Outgoing CAB Committee Directors
    3. If needed to reach a minimum of 5 voting members, other Student Directors/Agency Directors
  - ii. Non-voting:
    1. One professional staff chosen by CAB Student Director or designee
      - a. Must be CAB advisor if available
    2. Graduate Assistant chosen by CAB Student Director or designee
      - a. Must be CAB Graduate Assistant if available

**II. The Selection Committee for incoming Committee Directors shall consist of (7) members:**

- a. Staff representatives (Non-Voting): (2)
  - i. The CAB Coordinator/Advisor
    - 1. If unavailable, the outgoing and incoming Student Director can select a different OSI professional staff member
  - ii. CAB Graduate Assistant
    - 1. If unavailable, the outgoing and incoming Student Director can select a different OSI professional staff member
- b. Student Representatives: (5)
  - i. The outgoing CAB Student Director
    - 1. The outgoing Student Director will be used in the selection and voting of the incoming Student Director **and** the selection of all incoming committee directors
  - ii. The incoming CAB Student Director
  - iii. A minimum of three other student representatives, which may include:
    - 1. Outgoing Committee Directors (not applying to return.)
    - 2. Other student leaders within OSI that are approved by **both** the outgoing and incoming Student Director

**Section 5: Director Selection**

**I. Notification of Selection Committee Meetings**

- a. All selection Committee members shall be notified of meetings via e-mail no later than five (5) days prior to the meeting
- b. The meeting times and locations shall be posted in the front of the Office of Student Involvement

**II. Director Selection**

- a. The Selection Committee will meet after all interviews for each position have been conducted to vote on the new Director
- b. A 2/3 majority vote of the Selection Committee is needed to select a Director
- c. The current CAB Student Director will notify the new Student Director of his/her position immediately following the decision.
- d. The current CAB Student Director will notify all student director candidates that were not selected of the decision by the end of the following week.
- e. The incoming CAB Student Director will notify all chosen committee director candidates of his/her position immediately following the decision.
- f. The incoming CAB Student Director will notify all committee director candidates that were not selected of the decision by the end of the following week.
- g. No director may hold more than one position within the board.

**ARTICLE V: OFFICER VACANCIES**

**Section 1: Removal**

Any member of the Board of Directors, excluding the Advisor and Graduate Assistant, may be removed from their positions upon the following stipulations:

- I. Concern must first be brought to the attention of the Student Director and Advisor(s) who will offer first means of resolution
- II. If concern is not resolved, the Student Director will submit the concern to the CAB Board of Directors for review and voting. The director will be notified of possible removal at least 72 hours prior to the vote and will address the board in order to relay to the board any relevant defense prior to the voting for removal. All voting members will receive a vote at the time of voting.

### **Section 2: Resignation**

Directors no longer wishing to serve on the board must submit their resignation to the CAB Student Director or a CAB Advisor at least two (2) weeks in advance. Prior to the Director's final day he/she shall provide all documents relating to the position and brief his/her replacement, Student Director, and advisor of current projects in his/her care.

### **Section 3: Filling Vacancies**

In the event a Director is removed or resigned, an interim Director may be appointed by a 2/3 majority of the voting members of the Board of Directors. Current committee directors are ineligible for the appointment of an Interim position. The position will then be advertised to the UCF community for applicants, at which time the selection will be conducted as stated in Article IV Section 2 through 5. The newly selected Director's term shall end at the annual selection time stated in Article IV Section 1. If in the event the position is not filled the duties of the director shall be delegated among the Board of Directors and Student Director.

## **ARTICLE VI: BOARD OF DIRECTORS MEETINGS**

### **Section 1: Function**

The CAB Board of Directors will meet to discuss and vote on the programs of the committees as well as the overall function of CAB. All CAB events and event budgets must be approved by a majority vote of the Board of Directors. The director is responsible for the funds assigned to their committee, and may sign off to spend the allotted budget. After the event budgets are approved by the board, the PRFs must be approved by the Student Director for approval of available funds. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. Board meetings will be run by the CAB Student Director or CAB Associate Student Director in the absence of the Student Director.

### **Section 2: Voting**

For the purpose of conducting voting in meetings, Robert's Rules of Order will be used as a means of parliamentary procedure. The presiding director will only vote in the event of a tie.

### **Section 3: Schedule**

The Board of Directors will hold weekly meetings during the Fall and Spring terms of the academic year. Each director must attend all meetings. The time and place will be determined by

the CAB Student Director. Summer meetings will be held at the discretion of the CAB Student Director.

## **ARTICLE VII: COMMITTEE MEMBERSHIP**

### **Section 1: Membership Qualifications**

Committee membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

### **Section 2: Duties**

Committee members are subject to the supervision of their specific committee directors. The Committee members assist in the development and implementation of events and programs pertinent to that committee.

## **ARTICLE VIII: COMMITTEE MEETINGS**

### **Section 1: Function**

Each CAB committee will meet to discuss and plan campus-wide events pertinent to that committee. Committee meetings are open to all students, and will be run by the Committee Director. Meetings times and locations must be posted by the Committee Director at least one month in advance (see Article III, Section 2B).

### **Section 2: Schedule**

Each committee will meet at the discretion of that committee director. The schedule of committee meetings must be approved by the Student Director and the Committee Director's Advisor.

## **ARTICLE IX: ADVISORS**

An OSI Coordinator will serve as the professional advisor to CAB. A Graduate Assistant will assist the OSI coordinator as a professional advisor to CAB. Advisors will serve as a source of information, guidance, support, and direction for the CAB Student Director and all Committee Directors.

## **ARTICLE X: AMENDMENTS**

Amendments to this constitution may be proposed by the Board of Directors. Any proposed amendment to this constitution must be submitted in writing to the CAB Student Director along with an explanation. The amendment will then be presented to the Board of Directors during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the Board of Directors.

**ARTICLE XI: ENACTMENT**

Be it known that the following signatories have approved this constitution to be enacted:

_____	_____
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_____	_____

On this date of \_\_\_\_\_

**Original Creation Date:** March 2002  
**Revision Date(s):** March 2013  
December 2013

OSI  
Coordinator

Graduate  
Assistant

Student  
Director

Associate Student  
Director

