

**Northern Vermont University-Lyndon**  
**Campus Activities Board**

**Constitution**

**Article 1:    Name of Organization**

Section One:           The name of this organization shall be the Campus Activities Board, referred to as CAB.

**Article 2:    Statement of Purpose**

Section One:           The purpose of CAB shall be to plan, facilitate, and implement social, cultural, and educational activities for the enrichment of both the Northern Vermont University-Lyndon campus and the surrounding communities. CAB programming shall emphasize a well-rounded and balanced series of events and activities.

Section Two:           As an integral part of the education program at Northern Vermont University-Lyndon campus, CAB shall serve as an arena for students to gain practical experience in governance, leadership, and programming. The development of individual social awareness and group effectiveness will be encouraged through involvement with CAB.

Section Three:         One of CAB's main goals is to continue the process of learning outside of the classroom and develop skills and knowledge that will be useful to CAB members and all students in future careers, and as members of society.

**Article 3:    Statement of Membership**

Section One:           General board membership in CAB shall be open to all currently enrolled students at Northern Vermont University at both Lyndon and Johnson campuses.

Section Two:           Membership with CAB is open to all interested persons, following the guidelines as set forth in this document, regardless of race, religion, color, national origin, creed, age, ancestry, handicap, marital status, sex, gender identity, and/or sexual orientation.

Section Three: Membership privileges shall not be granted to those who do not attend at least 5 meetings per semester. These privileges may include running for an executive position.

Section Four: CAB Point System: The CAB system was developed to encourage CAB General Board member participation in CAB events. The breakdown of the point system is as follows (*at the discretion of the executive board*):

**Point Values:**

Attend CAB General Board Meeting: 1 Point

Event Help <1 Hour: 1 Point

Event Help >1 Hour: 2 Points

Run/Coordinate Events: 3 Points

Member of the Week: 2 points

Tier Level for eligibility for the end of the year giveaway is 15 cumulative points.

**Article 4: Structure and Governance**

Section One: Governance of CAB shall be affected through the Executive Board composed of the following:

- A. President
- B. Director of Recruitment and Membership
- C. Director of Marketing
- D. Budget Manager
- E. Student Government Association (SGA) Representative

Section Two: CAB programming shall be concentrated on these areas of entertainment:

- A. Publicity and Promotion
- B. Special Events
- C. Annual Events
- D. Travel
- E. Live Events
- F. Movies
- G. Social Justice Programs
- H. Tailgating/Halftime Shows (Athletic Events)
- I. Daytime Events (commuter)

**Article 5:    Amendments**

Section One:            Amendments to the CAB Constitution and/or By-Laws shall be proposed by a CAB member, in writing to the advisor or designee, at least one academic class day before the next regularly scheduled CAB general board meeting.

Section Two:            The amendments will be made available to the entire CAB membership and the amendment proposal will be placed on the agenda for the next CAB general board meeting following the submission of the amendment proposal.

Section Three:         Proposed amendments will become effective following approval of a single majority (fifty percent plus one) of the entire CAB general board who are in good standing and present.

**Article 6:    Ratification**

Section One:            The CAB constitution and by-laws shall be ratified by the Assistant Director of Student Life for Student Activities or designee.

**Northern Vermont University-Lyndon**  
**Campus Activities Board**

**By-Laws**

**Article 1: Membership**

Section One: Membership in CAB is open to all full-time and part-time students currently enrolled at Northern Vermont University Lyndon and Johnson, with exception provided by this document.

Section Two: Privileges of CAB membership shall include:

- A. To vote on CAB issues and to vote in the election of CAB officers.
- B. To apply for and hold any elected office, with exceptions provided by Article 5 of this document "Qualifications of Officers".

Section Three: The powers and duties of the general members shall include:

- A. To develop and implement programming, services, and organization policies and procedures for CAB.
- B. To formulate guidelines, whereby organizational policies and procedures may be established in a democratic manner by CAB as a whole.
- C. To provide assistance in the setup, running, and break down of CAB Events.

**Article 2: Executive Board**

Section One: The Executive Board shall be composed of the following (in order of power):

- A. President (non-voting, except in the event of a tie)
- B. Director of Recruitment and Membership
- C. Director of Marketing
- D. Budget Manager
- E. Student Government Association (SGA) Representative

**Article 3: Standing Committees (when deemed necessary by the CAB Executive Board)**

Section One: The powers and duties of each General Board Member residing over Standing Committees shall include:

- A. To establish committee meeting times and procedures.
- B. To initiate and implement programs and services.
- C. To recruit new members.
- D. To develop the fiscal budget.
- E. To keep and maintain accurate financial records.
- F. To keep and maintain accurate membership records.
- G. To publicize and promote the programs and services in coordination with the Publicity and Promotion committee.

Section Two: The Committees shall be comprised of, but not limited to; special weekends, homegrown, live events, academic day events, social justice, advertisements, and bus trips.

Section Three: The General Board membership shall assume the authority to exercise final approval over the programming and operations of each Standing Committee.

**Article 4: Elections**

Section One: The CAB Executive Board shall establish a timetable for the election of officers (i.e President, Director of Recruitment and Membership, Director of Marketing, Budget Manager, and SGA Representative). Elections shall generally be held by the end of March.

Section Two: All full-time and part-time students, currently enrolled at Northern Vermont University Lyndon and Johnson, shall be eligible to vote in the election of officers.

Section Three: All candidates for a position on the CAB Executive Board shall be elected by a majority vote (fifty percent plus one).

Section Four: In the event a position on the CAB Executive Board is left vacant, the position shall be filled by a special election open to all students of Northern Vermont University-Lyndon. To be eligible for election, the candidate must be recommended by a current Executive Board member and meet with the advisor to discuss their interest and qualifications for the position.

**Article 5: Qualifications of Officers**

Section One: The qualifications for the Executive Board Officer positions include:  
 A. Current enrollment as a student at NVU-Lyndon

- B. Active membership as a CAB general board member and/or have attended 10 CAB-sponsored events.
- C. Good academic standing with a GPA of 2.5 or by appeal
- D. President must have one semester experience on Executive Board and be a sophomore by credit standing, or by appeal
- E. Per the SGA constitution, cannot be member of the SGA Executive Board at the time of service on the Executive Board of CAB.

**Article 6: Powers and Duties**

**Section One:**

The duties of the entirety of the Executive Board shall include:

- A. Holding three (3) office hours per week in the Student Activities and Leadership Center, with exception to the SGA Representative holding two (2) office hours per week.
- B. Holding one (1) 30-minute weekly one-on-one meeting with the Assistant Director of Student Life for Student Activities or designee, with exception to the SGA Representative holding one (1) meeting bi-weekly.
- C. Attending weekly executive board and general board meetings.
- D. Devoting an appropriate amount of time per week in the duties associated with each position.
- E. Devoting an appropriate amount of time to assist with event set-up, runtime, and takedown as necessary.
- F. Attending the College-Wide Retreat and other campus meetings.
- G. Attending the CAB retreat in the fall and spring.
- H. Agreeing to uphold a positive and professional attitude and to avoid any attacks or harmful comments to the organization and anyone within it, for any reason, the elected Executive Board member is released of their position.

**Section Two:**

The powers and duties of the President shall include:

- A. Servicing as administrative coordinator of programs and activities of CAB as a whole.
- B. Completing tasks assigned by the Assistant Director of Student Life for Student Activities or designee.
- C. Presiding over CAB Executive Board meeting and CAB General Board meetings.
- D. Preparing agendas for the CAB Executive Board Meetings and CAB General Board Meetings.
- E. Acting as the official representative of CAB or may appoint such a representative.
- F. Acting as Committee Coordinator for those Committees operating without a formally designated Coordinator (when deemed necessary).

- G. Assisting the Assistant Director of Student Life or designee for Student Activities with personnel training and orientation of CAB members.
- H. Acting as chief liaison with other student organizations, staff, or faculty for the achievement of cooperative programming efforts.

Section Three: The powers and duties of the Director of Recruitment and Membership shall include:

- A. Coordinating the internal operations of CAB including the development, collection, and reporting of internal activities and operations of CAB as a whole.
- B. Coordination and execution of recruitment activities for CAB.
- C. Assisting the Assistant Director of Student Life or designee for Student Activities with personnel training and orientation of CAB members.
- D. Acting as President in the absence of the President, and shall succeed the President in the event of resignation or removal.
- E. Maintaining accurate records of all CAB business, including memorandums, notices, reports, agendas, membership lists, and event evaluations.
- F. Coordinating all mailings and correspondences between the Executive Board and General Board.
- G. Taking minutes at all CAB meetings and distributing minutes within 72 hours, via social media platforms, email, CAB website [lyndoncab.com], and by request.

Section Four: The powers and duties of the Director of Marketing shall include:

- A. Designing advertisements for upcoming CAB events two weeks prior to events date, using the CAB account at canva.com or by other means.
- B. Develop content and design for social media sites including, but not limited to, Facebook, CAB website, and similar platforms.
- C. Create 'The Buzz' for campus distribution.
- D. Stay up-to-date with best practices related to communications and marketing.
- E. Distribute posters and publicity materials around campus as necessary.

Section Five: The powers and duties of the Budget Manager shall include:

- A. Helping the Assistant Director of Student Life for Student Activities or designee manage the fiscal budget.
- B. Overseeing income and expenses related to campus activities.
- C. Building a financial database to hold cleared and pending transactions.

- D. Serving as the point person when initially reaching out to vendors and obtaining quotes.
- E. Presenting to the CAB general board a monthly expense report.

Section Six:

The powers and duties of the Student Government Association (SGA) Representative shall include:

- A. Serving as CAB Representative at all SGA meetings.
- B. Maintaining knowledge of all CAB events and announce upcoming events at SGA meetings.
- C. Reporting any SGA-related information at the CAB Executive and general board meetings.

Section Seven:

The powers and duties of the Standing Committee Members shall include (when necessary):

- A. Attending all scheduled and special meetings of their respective committee, and regular CAB meetings.
- B. Planning and scheduling all programs, projects, and services of their committee.
- C. Attending and working at all programs and events of their committee.
- D. Assisting with the coordination and maintaining of committee business and programs.
- E. Publicizing and promoting committee programs, activities, and services.

Section Eight:

The powers and duties of the CAB Advisor shall include:

- A. Assisting in developing annual goals and objectives for CAB.
- B. Assisting in developing various programs, activities, and/or services for CAB as a whole.
- C. Attending and assisting in the supervision of CAB programs, activities, and events, as necessary.
- D. Assisting in the supervision of budgetary and financial matters for CAB.
- E. Attending CAB Executive and general board meetings as necessary.
- F. Assisting in the negotiations for programs and services with agents, and preparing/reviewing all contracts for programs and services.
- G. Acting as administrative liaison between CAB and Northern Vermont University Administration.



Section Nine: CAB Executive Board Compensation:

In the event that the CAB Executive Board would like to pursue compensation for their efforts serving the student body, the following procedure shall be followed:

- A. CAB Executive Board can write and sign a Letter of Intent addressed to the CAB Advisor and Director of Student Life, or designee detailing their qualifications and worthiness for compensation. The Letter of Intent should be submitted no later than the last Friday of April.
- B. The CAB Advisor, Director of Student Life, or designee and each CAB Executive Board member who submitted a Letter of Intent must meet independently to discuss candidate's qualifications.
- C. Should the CAB Advisor and Director of Student Life, or designee agree that the candidate is worthy of a scholarship, they will receive a scholarship not to exceed \$300 each. These stipends will be given in the form of a leadership scholarship; with the exceptions for graduating seniors in the form of a check.

**Article 7: Meetings**

Section One: Meetings of the Executive Board will be held once every other week.

Section Two: A general meeting of the entire CAB will be held at least once per week.

Section Three: Special/Emergency meetings of the CAB Executive Board or General Board may be called by the President, or Assistant Director of Student Life for Student Activities, or designee as deemed necessary.

**Article 8: Removal of Officers**

Section One: An officer of the Executive Board or Coordinator of a Standing Committee may be removed from their position for any serious violation of the CAB Constitution By-Laws, misuse or abuse of power and duties, and/or the organization's purpose by the Assistant Director of Student Life for Student Activities, or designee at any time.

Section Two: The removal procedures for the Executive Board Officers by members of CAB shall include:

- A. A written request, with signatures of at least five CAB members, will be submitted to the Advisor of CAB, which will then be presented to the Executive Board, and all of CAB.

- B. The officer in question will receive written notice of the complaints or charges against them and will be asked to present their case at the next CAB General Board meeting within seven days following the submission of the charges or complaints.
- C. The case will be documented in writing and made available to the entire membership of CAB.
- D. Removal of the Officer will follow a two-thirds affirmative vote by the entire CAB membership.

Section Three: The removal procedure for Standing Committee Coordinators by a member of CAB shall include:

- A. A written request, with the signature of at least fifty percent plus one members, of all the Standing Committee members in question will be submitted to the Executive Board.
- B. The Coordinator in question will receive notice of the complaints or charges against them and will be asked to present their case at an Executive Board Meeting occurring no less than seven days following the submission of the charges/complaints.
- C. The case will be documented in writing and made available to the committee members of the Standing Committee and CAB as a whole.
- D. Removal of the Coordinator will follow a two-thirds affirmative vote of the Standing Committee members.
- E. In the event of no Standing Committees, the removal procedure against the Committee Coordinator will be carried out in the above mentioned manner by the general CAB membership.

**Article 9: Resignation of Officers**

Section One: In the event a position on the CAB Executive Board is vacated during the semester, the position shall be filled by a special election open to current active General Board Members. To be eligible for election, the candidate must be recommended by a current Executive Board member and meet with the advisor to discuss their interest and qualifications for the position.

Section Two: If no current General Board Member fills the vacant position, the position shall be filled by a special election open to all students of Northern Vermont University-Lyndon. To be eligible for election, the candidate must be recommended by a current Executive Board member and meet with the advisor to discuss their interest and qualifications for the position.

Ratified September 1st, 2020 by Assistant Director of Student Life for Student Activities/CAB Advisor Michael Secreti.