Landmark College Campus Activities Board Bylaws
Fall ‘05

I. Mission Statement
The Campus Activities Board is a student run organization which operates independently of other student organizations at Landmark College. It receives its funding from the department of Student Programs & Community Development and administers its own budget for on campus recreational programming and non-athletic students clubs as well as a separate budget for Spring Fling. C.A.B. exists to organize events that fit the recreational needs of students and to build community. All C.A.B. events must be equally accessible to all students. The events should provide opportunities for fun things to do on campus and be an outlet for on-campus talent. The Campus Activities Board also recognizes the importance of community contribution and fundraises regularly for charitable and other worthy causes. The overall goal of all C.A.B. events is to foster positive social development that is complementary to academics.

II. Revision and Maintenance of CAB Bylaws
- At the beginning and end of every semester, the Executive Board is required to review the C.A.B. bylaws and amend/revise as necessary.
- Any amendment to or revision of the bylaws is voted upon and rejected/approved by a majority rule of the Executive Board members only.
- After revision, the C.A.B. Secretary will post bylaws on the intranet and student digest and will bring copies of bylaws to each Thursday meeting.

III. The Executive Board
The Executive Board of C.A.B. is composed of seven General Board elected students. The Executive Board members must actively look for input from the Landmark College community to present to the whole of CAB. The following are the Executive Board positions:

- **Chairperson:**
  - Oversees all C.A.B. project/event(s)
  - Attends all C.A.B. project/event(s)
  - Attends and leads C.A.B.meeting
  - Submits documentation forms to the secretary for record keeping
  - Votes in all C.A.B. referendums
  - Is “The walking advertisement for C.A.B.”
  - Sets agenda with secretary before each C.A.B. meeting

- **Major Events Coordinator:**
  - Oversees all major C.A.B. approved project/event(s) held during the week
  - Attends all C.A.B. approved project/event(s)
  - Attends every meeting
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- Votes in all C.A.B. referendums
- Collaborates with club sponsored projects/events
- Submits documentation forms to the secretary for record keeping
- Collaborates with publicity coordinator on flyers for events

➢ Weekend Activity Coordinator:
- Oversees all minor C.A.B. approved project/event(s) held during the weekend
- Attends all C.A.B. approved project/event(s)
- Attends every meeting
- Votes in all C.A.B. referendums
- Submits documentation forms to the secretary for record keeping
- Collaborates with publicity coordinator on flyers for events

➢ Club Coordinator:
- Liaison between each club and the Executive Board
- Collaborates with each club in order to keep a high standards based on quality, fairness and respect among themselves and as a group and with other students
- Votes in all C.A.B. referendums
- Attends all C.A.B. approved project/event(s)
- Attends every meeting
- Submits documentation forms to the secretary for record keeping
- The liaison for clubs and the publicity coordinator

➢ Publicity Coordinator:
- Oversees the publicity, advertising, and promotions for all major CAB approved project/event(s)
- Attends all CAB approved project/event(s)
- Attends every meeting
- Votes in all C.A.B. referendums
- Collaborates with any club who maybe sponsoring a project/event
- Submits documentation forms to the secretary for record keeping
- Makes and oversee all flyer activity on campus for CAB

➢ Secretary:
- Maintains an organized “documentation of records” binder for all meetings, projects and events
- Maintains the C.A.B. record binder, for example, can hold calendars, agendas, forms for projects/events along with other kinds of documentations
- Keeps track of the time along with scribing the discussions during all of the meetings
- Attends all campus approved project/event(s)
- Attends every meeting

➢ Treasurer:
- Tracks all C.A.B. financial transactions
- Meets with the C.A.B. advisor
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- Attends all C.A.B. approved project/event(s)
- Attends every meeting
- Submits documentation forms to the secretary for record keeping

S.G.A. Representative:
- Liaison between S.G.A. and C.A.B. Executive Board
- Votes in all C.A.B. referendums
- Attends all C.A.B. approved project/event(s)
- Attends every meeting
- Submits documentation forms to the secretary for record keeping

IV. Ex Officio Executive Board Members- (Alumnae)
- All C.A.B. Executive Board members (except for those removed from office) are Ex Officio Members of the Executive Board. As such they hold no voting power but can attend any C.A.B. meeting or event, and can offer or be asked advice to/from current Executive Members regarding the operations and management of the Campus Activities Board.
- Any Ex Officio Member upon request may receive regular minutes from the Secretary.

V. General Board
- All Landmark College students with the exception of C.A.B.’s Executive Board comprise the C.A.B. General Board.
- All General Board members may attend any Thursday night meeting, help run any event, run for an Executive Board position or make new proposals for on campus recreational programming.

VI. Role of the Advisor
- The Campus Activities Board is advised by the Director of Activities.
- The advisor is required to attend all major events, meetings and other event as necessary.
- The role of the advisor is to oversee the proposal, creation, and coordination of activities made by the students of C.A.B.
- In conjunction with the Treasurer, the Advisor oversees the C.A.B. budget.

VII. Operational Procedure
- Every Tuesday evening from 5:30-7pm the Executive Board meets in Dining Hall Conference Room A to design and plan upcoming events.
Every Thursday evening from 5:30-7pm the Executive Board invites the General Board to meet with them in Dining Hall Conference Room B to get involved with upcoming events, get information about forming clubs, announce non-C.A.B. upcoming events and propose new event ideas.

VIII. Relationships with Other Organizations

- The Campus Activities Board recognizes the importance of relationships with other Landmark student organizations such as P.T.K. & S.G.A.
- The Campus Activities Board is willing to offer event planning assistance to any of these organizations if they send a representative to the Thursday night General Board meeting.

IX. Elections for Executive Board Positions

- **Spring Elections**—Ideally, Executive Board positions are held for two semesters: Fall & Spring of one school year. Elections for year long positions take place in the spring two weeks prior to the beginning of final exams.
- **Fall Elections**—A Fall semester election will only be held if there will be openings on the Board for the spring semester. In this case, elections will be held two weeks prior to the beginning of final exams. Anyone elected during a fall election will hold their office for one semester only.
- **Advertisement of Elections**—All Campus Activities Board elections will be advertised at least two weeks prior to Nomination Night using flyers, student digest and the Intranet.
- **Nomination Night**—Nomination Night occurs on a Thursday one week prior to Election Day. The procedure for Nomination Night is as follows: Students may nominate themselves or someone else to run for any open C.A.B. Executive Board position. (A student must be present in order to be nominated.) Any nomination must be seconded by a member of the Executive or General Board. Executive Board members reserve the right to block a nomination on the grounds that the nominated member has not attended any C.A.B. events during that semester. After nominations are completed for all positions, each nominee may speak on his/her own behalf addressing why he/she feels suited to the position. Additionally any other member present may speak on the behalf of another student.
- **Ballot Elections**—Elections for Campus Activities Board Executive positions will take place by ballot in the Dining Hall during 5:30-7pm on Election Day, which always falls on a Thursday. The ballots will be counted by the current Executive Board and the Director of Activities in the Dining Hall in plain view of the General Board.
Running Unopposed—In the event that only one person is running for an Executive Board positions, that person's name will appear on the ballot and will need to receive at least one vote in order to win the election.

Restrictions—No student on disciplinary probation may run for or hold a position on the C.A.B. Executive Board.

X. Removal from Office

Any Executive Board member may voluntarily remove him/herself from office with an announcement of resignation at a Tuesday night meeting.

If an Executive Board members is placed on disciplinary probation that member shall immediately be removed from the Executive Board.

If any member of the Campus Activities Board believes that an Executive Board member is not performing their job as described in the C.A.B. Bylaws, that member has the right to call for a recall vote to determine whether or not a majority of C.A.B. members are in agreement.

Both Executive and General Board members may speak constructively about the Executive Board member in question while that member is in the room; inflammatory and inappropriate commentary will not be tolerated.

The Executive Board member is then asked to leave the room, at which point C.A.B. members of both the Executive and General Boards are permitted to further discuss the performance of the member in question.

A vote will then be held among members of both the Executive and General Boards to see if a majority of members agree/disagree with the initial accusation of poor performance.

If the result of the vote is a majority affirmative, a second vote will be held among members of both the Executive and General Boards to determine whether to warn the member or remove them from office.

There is no limit to how many times this process may occur.

In the event that an Executive Board member leaves midyear (defined as any time after the beginning of the semester), the Executive Board will vote to decide whether to appoint someone to that position from the General Board or whether to leave the position open until the next election. (The member appointed must be willing to accept the position.)

XI. C.A.B.’s Relationships to Clubs

The Campus Activities Board advises all on campus student recreational clubs with the exception of athletic clubs and academic clubs advised by faculty members.

Students who wish to start a club and be recognized by C.A.B. must come to a Thursday night meeting and fill out the appropriate paperwork.
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- Clubs are required to follow general guidelines about behavior, meeting places, advertisement, etc.
- Clubs are required to send a designated representative to each Thursday night C.A.B. meeting for club check in & announcements.
- Clubs should contact C.A.B. Club Coordinator with any questions or concerns.