Part 1. Organization:

Subpart A: The Campus Activity Board is the official Campus organization responsible for the development, promotion and implementation of all campus-wide activities for the student body. Programs are to supplement the regular curricular offerings and contribute to the educational, recreational, cultural, and physical well-being of the student body. Programs include, but are not limited to tournaments, movies, contests, recreational outings, professional entertainers, concerts, shows, speakers, dances, and other social events.

Subpart B: The Director of Student Life and Student Life Specialist are advisors to CAB, unless otherwise stated.

Part 2. Membership:

Subpart A: The eight student members of the Campus Activity Board shall be the appointed using the guidelines outlined in Article III of the CAB By-laws. Student offices within the CAB shall include the CAB Chairperson and seven (7) at-large members. Additional ex-officio members of the CAB shall include the Director of Student Life, and Student Life Specialist, and the Student President.

Subpart B: CAB members must be registered students with a minimum of twelve (12) credits at the beginning of each term, and may not drop below nine (9) credits during the course of that term. Each member must have a 2.5 Cumulative GPA or better to continue as a member of CAB.

Subpart C: Responsibilities of the CAB Chairperson:

- Shall serve a minimum of ten (10) office hours per week.
- Shall submit an agenda to the CAB Advisors for approval on Friday or the last day of the school week prior to the next meeting.
- Shall chair all CAB meetings.
- Must stay updated with all CAB committees.
- Needs to assist in the planning and carrying out of CAB activities.
- Must help with set-up and take down of equipment whenever necessary.
- Must help with the advertising of all CAB activities.
- Must communicate with the CAB Advisors in regard to upcoming CAB activities, CAB budget, and any other items as needed.
- Shall submit items in the ECHO each month.
- Must meet entertainers when they arrive on campus whenever possible.
- Must be student announcer at CAB events whenever possible upon request by the entertainer.

Part 3. Committees: Membership on Campus Activity Board standing or ad-hoc committee is open to any registered student. The Chairs of each respective committee shall be appointed by the CAB Chairperson following consultation with the CAB Advisors. All committee memberships end when the work of the committee is finished or on the last day of the academic year, whichever occurs first.

Part 4. Budget: During each spring term, the CAB Advisors will recommend a budget for the following year to the Student Life Finance Committee via the IPP. The Director of Student Life will submit all budget requests to the Student Life Finance Committee for final approval. The Director of Student Life shall be responsible for administering the funds allocated in the final budget.

Date of Implementation: Immediate
Date of Adoption: August 1, 2013
Revisions: June - 2013
Rochester Community and Technical College

Campus Activity Board Constitution

Article I- Name
This organization shall be known as the Rochester Community and Technical College Campus Activity Board, hereafter referred to as CAB.

Article II- Purpose
Section 1: The purpose of CAB shall be to initiate, plan, promote, facilitate, and execute college-wide events that are supported by RCTC’s Student Life program and that promote the physical, emotional, spiritual, social, and educational well-being of the students at RCTC.

Section 2: CAB will also assist with other Student Life activities, including, but not limited to, musical and theatrical productions, intramural sports, and varsity athletic events.

Section 3: CAB shall assist in any way possible non-Student Life initiated events so long as they promote the well-being of students at RCTC.

Section 4: CAB will take on appropriate volunteer activities to promote RCTC in the community.

Section 5: CAB will strive to provide avenues for student development by providing meaningful work experiences, giving students real world knowledge that supplements their academic and professional goals.

Article III- Membership
Section 1: CAB will be comprised of no more than eight students.

Section 2: Members of the CAB must be students in good standing at RCTC, as defined in Article I of the bylaws.

Section 3: No CAB member shall serve for more than two years.

Section 4: CAB does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership or activity in a local commission as defined by law.

Section 5: CAB members shall be responsible for:
A. Attending regularly scheduled meetings.
B. Communicating with Student Life staff to ensure that projects are accomplished on time.
C. Participating at Student Life events when they have volunteered/been assigned to do so.
D. Promoting Student Life on and off campus.
E. Working a minimum of 2 hours per week but no more than 10.
F. Fulfiling job duties as stated in the bylaws.

Article IV—Advisors
Section 1: The Director of Student Life, , and the Student Life Specialist shall serve as advisors and administrators of CAB.

Section 2: The Student Life Specialist shall be responsible for the general operation and organization of CAB, to include
A. Facilitating discussion at all bi-weekly CAB meetings.
B. Organizing CAB meeting times and ensuring that all members are aware of them.
C. Overseeing the activities that CAB initiates.
D. Ensuring CAB remains pro-active in fulfilling its purpose.

**Article V- Meetings**

Section 1: CAB shall meet bi-weekly during the regular school year at the most convenient time for the majority of the members.

Section 2: Meetings will run one hour or less and will be considered regular work time

Section 3: CAB shall use general consensus to facilitate decisions. All decisions must be approved by a CAB advisor.

**Article VI- Method of Dissolution**

CAB may be dissolved with a recommendation for dissolving from the Director of Student Life and RCTC Student President and with consent from the RCTC President. CAB shall be notified of the intent of the dissolution, and its input shall be heard on the decision.

**Article VII- Method of Amendment**

Section 1: Any member of CAB, the Student Senate, or student body may submit a request to the Student Senate to amend this constitution.

Section 2: The Student Senate shall have the power to amend this constitution by a 2/3 vote of the entire Senate membership.

Section 3: CAB shall be notified of any impending amendments, and their input shall be heard.

**Article VIII- Activation and Ratification**

This constitution and bylaws shall become effective upon a two-thirds vote of the entire Student Senate membership. The Director of Student Life may search out new CAB members at any time.

Scott Krook, Director of Student Life                      Gail O'Kane, Interim President

Cody Pogalz, Student President

Date: ____________________
Rochester Community and Technical College

Campus Activity Board Bylaws

Article I- Qualifications for Membership
Each member of the CAB shall be, and remain, a student in good standing at RCTC. The definition of a student in good standing is as follows:

A. Carrying a minimum of nine (9) credit hours throughout the regular school year.
B. Maintaining a minimum GPA of 2.5 on a 4.0 scale.

Article II- Duties of CAB Members
CAB members shall assist in promoting and facilitating campus wide Student Life events. This includes, but is not limited to:

A. Brainstorming and researching ideas for Student Life events.
B. Assisting with non-CAB initiated Student Life activities, including, but not limited to, musical and theatrical productions, intramural sports, and varsity athletic events.
C. Assisting in purchasing supplies.
D. Assisting in general office duties, i.e., phone, mail, copying, updating web pages.
E. Assisting in creating and/or posting advertisements for Student Life events.
F. Assisting with ticket sales for theatre and music productions.
G. Completing a post-activity evaluation sheet for each activity/task completed.
H. Polling students during the last week of each semester.
I. Assisting Student Life staff with other duties within the Student Life department.

Article III- CAB Member Selection
Procedures for selecting CAB members:

A. The Director of Student Life shall announce a job opening to the general student body.
B. Students wishing to serve as a member of CAB shall turn in an application to the Director of Student Life.
C. After compiling said applications, the Director of Student Life shall conduct appropriate business and organize a hiring committee, to be composed of students and chaired by the Student President, to ensure that the best candidate is selected to fill a position. The applications of candidates approved by the hiring committee shall be forwarded to the Director of Student Life for review and approval.
D. The Director of Student Life shall keep all documents and procedures used during the hiring process on file.

Article IV- CAB Member Compensation

Section 1: Members of CAB shall be eligible for up to $850.00 per semester in contract awards.

Section 2:

Section 3: Each CAB member shall undergo an employee review every semester, detailing how well the student is doing in fulfilling his/her job duties. These reviews shall serve as a basis for the contract award, and shall be used as a reference if the student does not receive the full award.

Section 4: All students that are receiving compensation, and their supervisors, should be familiar with, and must adhere to, RCTC policy 2.8.5, Student Contracts.
Article V- CAB Member Removal

Section 1: The CAB Advisors shall have the authority to remove any member of CAB for one or more of the following reasons:

A. Consistently failing to perform stated job duties.
B. Being placed on financial aid or academic probation/suspension.
C. Bringing discredit upon CAB, Student Life, or RCTC.
D. Failing to meet qualifications for membership.
E. Failure to maintain good standing.

Section 2:

Section 3: Any student that has been removed from CAB must re-apply for their position.

Article VI- Committees

Section 1: The CAB Chairperson, in consultation with the CAB Advisors, shall be able to create ad-hoc committees to perform special tasks.

Section 2: The CAB Chairperson may appoint any member as a chair of an ad-hoc committee.

Section 3: Once an ad-hoc committee's work is accomplished, the committee shall be automatically disbanded.

Article VIII- Method of Amendment

Section 1: Any member of the CAB, Student Senate, or student body may submit a request to the Student Senate to amend these bylaws.

Section 2: The Student Senate shall have the power to amend these bylaws by a majority vote of the entire Senate membership.