

**Clarion University- Venango Campus**  
**Campus Activities Board (CAB)**  
Constitution

**Article I: Name**

The organization shall be called the Campus Activities Board, hereafter referred to as CAB.

**Article II: Statement of Purpose**

Through the creation of programming, CAB shall be responsible for providing opportunities for students to interact in an exciting, diverse, tolerant, and respectful environment.

**Article III: Membership**

Membership in CAB is open to all members of the Clarion University-Venango Campus student body who are in good academic standing, as defined by the current student handbook. To be qualified for membership you must attend the meetings as scheduled and help out with the different programs and events throughout the year.

**Article IV: Meetings**

- I. Meetings are to be attended by all officers of CAB and the Advisor.
- II. Meetings are open to all members of the Clarion University-Venango Campus student body
- III. Meetings will be held no less than twice monthly on an as needed basis.

**Article V: Officers**

*Section 1: Officer Titles*

The officers shall be Director, Correspondence Director, Financial Director, Publicity Director, and senate representative.

*Section 2: Term of Office*

The officers shall be elected in the spring semester of each academic year and serve until the following spring.

*Section 3: Duties*

- a. Advisor – The role of the advisor is to supervise the organization and provide guidance where necessary. The advisor will also be responsible for any contractual agreements between artists and the university.
- b. President- The director of CAB will serve numerous roles. This student will be in charge of running meetings, developing committees, communicating with the other officers, and other such tasks.
- c. Secretary - The correspondence director will be in charge of keeping minutes at the meeting, sending minutes to officers, and also maintaining the CAB website (Facebook).
- d. Treasurer- This student will be in charge of managing the finances of the group. The finance director will keep an active balance of funds,

will work with event committees to stay within budget, and ensure that UPR's for payment are submitted in a timely manner.

- e. Membership Recruitment- This student is responsible for making sure that all events are publicized on campus. Through working with event committees, the correspondence director, and others, this person will develop creative and innovative publicity.
- f. Senate Representative- This person can be an officer, and their duty includes attending weekly senate meetings and reporting on what is discussed.

#### **Article VI: Amendments to Document**

- I. This document is subject to change upon approval by the members of CAB.
- II. To pass a constitution revision or change, a vote must be taken. A majority vote will pass said revision or change.
- III. All officers and other general members of CAB are welcome to participate in a vote. CAB general members are regular meeting attendees who do not serve in an office.