Constitution
of the
Campus Activities Board
Mission Statement
“Campus Activities Board is a student-driven, inclusive community that provides diverse entertainment while developing students into active, empowered, and connected members of campus.”

Preamble and History
In 1991, the Campus Programming Council (CPC) of Western Michigan University (WMU) was given authority over a portion of the Student Assessment Fee (SAF) with the charge to use these monies to provide the WMU community with diverse entertainment activities. To this end, the Campus Activities Board was established by the Director of Student Activities & Leadership Programs (SA&LP) and the students of the CPC.

Definitions
CAB – Campus Activities Board
CABBie – General Member
GA – Graduate Advisor
GA – General Assembly (externally referred to as Monday Mix)
MM – Monday Mix
OSE – Office of Student Engagement
SAF – Student Assessment Fee
SC – Student Center
SOC – Student Organization Center
RSO – Registered Student Organization
Article I: Purpose

1.1 The Purpose of the Campus Activities Board shall be:
   1. To provide a cohesive yet diverse schedule of programming to enhance campus life, foster student engagement, and promote a sense of community within Western Michigan University, and
   2. To represent the interests of the students at Western Michigan University by communicating to the proper administrators the students' views on programming, and
   3. To support the programming endeavors of other Registered Student Organizations (RSOs), managing resources to create a vibrant and engaging campus environment.

1.2 The Campus Activities Board will comply with all policies, procedures, and practices established by the Office of Student Engagement and Western Michigan University, in addition to all local, state, and federal laws.

Article II: Membership

2.1 Membership within the Campus Activities Board
   2.1.1 In accordance with Western Michigan University’s Policy on Equal Opportunity, membership in CAB shall not be determined on basis of race, sex, color, religion, national origin or ancestry, age, height, weight, marital status, disability status, sexual orientation, gender, or protected veteran status.
   2.1.2 In order for one to be considered a member of the Campus Activities Board, one must fulfill the following requirements:
      1. Be a registered student at Western Michigan University, and
      2. Be enrolled in at least one credit hour during university semesters, as defined by Western Michigan University.

Article III: The General Assembly

3.1 The General Assembly
   3.1.1 The purpose of the General Assembly shall be:
      1. To function as the central hub for students to convene, and
      2. To collectively shape the direction of the organization, and
      3. To keep students informed about the organization’s overall advancement, and
      4. To communicate information regarding events organized, co-hosted, or sponsored by the Campus Activities Board, and
5. To exist as a space to develop future leaders of the Campus Activities Board and Western Michigan University.

3.1.2 The Campus Activities Board entrusts the General Assembly with the following responsibilities:
1. Introduce ideas with the intended purpose of benefiting the Students at Western Michigan University, and
2. To attend and participate in the election of nominated positions, and
3. To participate in the planning, promotion, and execution of events held by the Campus Activities Board.

3.2 Membership within the General Assembly
3.2.1 The members of the General Assembly shall here on out be referred to as CABbies.
3.2.2 In order for one to be considered a CABbie, one must fulfill all of the requirements outlined in 2.1.

3.3 Composition of the General Assembly
3.3.1 The General Assembly shall be composed of
1. Voting Members
2. Non-Voting Members
3. SAF Agency Representatives

3.4 Voting Members
3.4.1 The purpose of a Voting Member is to represent one’s own interests and identities within the General Assembly and the Campus Activities Board as a whole.
3.4.2 A Voting Member shall be defined as someone who has received Voting Status, as defined in 3.4.3, and fulfills the requirements outlined in 2.1.
3.4.3 In order for a Non-Voting Member to become a Voting Member, one must attend two consecutive general assembly meetings, and upon their third consecutive meeting, one will receive Voting Status.
3.4.4 In order to maintain their Voting Status, a CABbie must not exceed two consecutive absences within a semester, as defined by Western Michigan University.
3.4.5 If a CABbie has lost their voting status as defined in 3.4.4, one may regain their voting status following the procedures outlined in 3.4.3.
3.4.6 The Executive Board shall have permanent voting rights.
3.4.7 The President of the Campus Activities Board shall have a vote if and only if a tie exists.
3.4.8 The Treasurer of the Campus Activities Board shall abstain from all votes regarding organizational sponsorship and budget approval.

3.5 Non-Voting Members
3.5.1 The purpose of a Non-Voting Member is to provide a voice from the Student Body to the General Assembly and to give guidance and perspective to the General Assembly as a whole.

3.5.2 A Non-Voting Member shall be defined as anyone who meets the requirements outlined in 2.1, including positions such as but not limited to:

1. The members of the Student Body of Western Michigan University that do not currently hold Voting Status within the Assembly

3.6 SAF Agency Representatives

3.6.1 The purpose of a SAF Agency Representative is to provide a voice from their respective SAF Organization on collaborative efforts and collective concerns. Participation of the SAF Agency Representatives shall encourage unity between the SAF Agencies.

3.6.2 A SAF Agency Representative is defined as an executive board member that has been delegated by their respective SAF Organization as a liaison from their organization to the Campus Activities Board, and fulfills the requirements outlines in 2.1.

3.6.3 Only one SAF Agency Representative from each SAF Organization will receive automatic voting status.

3.6.4 The SAF Organizations who are eligible to receive the voting status defined in 3.6.3 are:

1. The Western Student Association
2. 89.1 WIDR FM
3. The Western Herald
4. Sports Club Council
5. Graduate Student Association

Article IV: Committees

4.1 Committees

4.1.1 The purpose of committees is to facilitate increased involvement of CABbies in Campus Activities Board operations, offering additional support to the Executive Board in their tasks.

4.1.2 Committees shall be led by one or more Executive Board Members, hereby referred to as Committee Leads.

4.1.3 The Street Team shall assist with marketing for the Campus Activities Board. Tasks may include hanging posters, handing out fliers, chalking, tableing, assisting with the creation of promotional material, etc.

4.1.4 The Event Engineers shall assist with event planning for the Campus Activities Board. Tasks may include brainstorming event ideas and activities, researching talent agencies or vendors, etc.
4.1.5 The Support Squad shall assist with volunteers and staffing for events and operations. Tasks may include staffing at events, feedback collection from event participants, recruitment activities, etc.

Article V: The Advisors

5.1 The Advisors
5.1.1 The purpose of the Advisors shall be:
   1. To provide guidance, support, and mentorship to the Executive Board, and
   2. To develop leadership skills within the individuals of the Executive Board, and
   3. To serve as a link between students and university administration, fostering communication and collaboration, and
   4. To ensure compliance with all relevant university policies, procedures, and regulations, as well as local, state, and federal laws, in the planning and execution of Campus Activities Board events.

5.2 Composition
5.2.1 The Advisors shall be composed of:
   1. Assistant Director of Campus Engagement
   2. Graduate Advisor

5.3 Term of Office
5.3.1 The Advisors shall remain in office as long as they are employed by the Office of Student Engagement.

5.4 Compensation
5.4.1 All compensations are based on approval by the Director of the Office of Student Engagement and the Vice-President of Student Affairs.
5.4.2 A portion of the Assistant Director of Campus Engagement’s salary is to be included in the Campus Activities Board general budget and expenditure should be considered automatic.
5.4.3 A portion of the Graduate Advisor’s salary is to be included in the Campus Activities Board general budget and expenditure should be considered automatic.

5.5 Duties
5.5.1 Assistant Director of Campus Engagement duties are as follows:
   1. Shall be appointed by the Director of the Office of Student Engagement.
2. In the event that the Office of Student Engagement is hiring a new Assistant Director of Campus Engagement, students shall be invited to attend interviews and provide feedback on the candidates.

3. Shall be open to meeting with Executive Board members when requested.

4. Shall meet with the Treasurer once a month for finance review audits.

5. Shall organize the executive board retreats with the President, Vice-President, and the Graduate Advisor.

6. Shall be welcome to attend any meeting, event, or retreat.

7. Shall be present at Executive Board meetings.

8. Shall oversee CAB elections as stated in Article VII.

9. Shall assist with contracting processes in collaboration with the Executive Board Member and WMU’s Legal Team.

10. Shall ensure representation of CAB at NACA regional and NACA national conferences.

11. Shall collaborate with the President with planning for NACA regional and NACA national conferences.

12. Shall attend, delegate, and advise attendees at NACA regional and NACA national conferences.

13. If they are unable to attend NACA regional and NACA national conferences, then they must ensure attendance of the Graduate Advisor or another staff member from the Office of Student Engagement to go in their place.

14. Shall be informed of all CAB events and activities.

15. Shall ensure compliance and inform the Executive Board of changes with all relevant university policies, procedures, and regulations, as well as local, state, and federal laws, in the planning and execution of Campus Activities Board events.

16. Shall oversee and assist with Executive Board transitions, ensuring a smooth transition takes place.

5.5.2 Graduate Advisor duties are as follows:

1. Shall be appointed by the Director of the Office of Student Engagement.

2. In the event that the Office of Student Engagement is hiring a new Graduate Advisor, students shall be invited to attend interviews and provide feedback on the candidates.

3. Shall organize the executive board retreats with the President, Vice-President, and the Assistant Director of Campus Engagement.

4. Shall be welcome to attend any meeting, event, or retreat.

5. Shall oversee CAB elections as stated in Article VII.

6. Shall be present at Executive Board meetings.

7. Shall be open to meeting with Executive Board members when requested.

8. Shall oversee and assist with Executive Board transitions, ensuring a smooth transition takes place.
9. Shall be informed of all CAB events and activities.

Article VI: The Executive Board

6.1 The Executive Board

6.1.1 The purpose of the Executive Board shall be:
17. To oversee all functions of the Campus Activities Board, and
18. To collectively steer the direction of the organization, and
19. To plan, promote, and execute all aspects of Campus Activities Board events, and
20. To ensure the overall success and impact of the Campus Activities Board in enhancing campus life and promoting student engagement.

6.1.2 The Campus Activities Board entrusts the Executive Board with the following responsibilities:
1. To develop and implement a strategic plan that aligns with the mission and goals of the Campus Activities Board, ensuring a cohesive and purposeful approach to event planning and execution, and
2. To oversee the planning, organization, and execution of a diverse range of events that cater to the interests and needs of the student body, fostering campus engagement and inclusivity, and
3. To manage organizational resources, including budget allocation, ensuring responsible and effective use in support of the Campus Activities Board's initiatives and events, and
4. To provide effective leadership to the Campus Activities Board team, fostering a collaborative and supportive environment that encourages creativity, initiative, and a commitment to the organization's mission, and
5. To maintain transparent and open communication within the Executive Board and with the Campus Activities Board members, ensuring that everyone is well-informed about organizational goals, strategies, and decisions, and
6. To facilitate collaboration with other student organizations, departments, and external partners to enhance the impact and reach of the Campus Activities Board's events and initiatives, and
7. To regularly assess the effectiveness of the Campus Activities Board's events and activities, seeking feedback and implementing improvements to continually enhance the organization's impact on campus life, and
8. To serve as ambassadors for the Campus Activities Board, representing the organization in a positive light to the university community and beyond, and
9. To ensure the Campus Activities Board’s events provide a safe and welcoming environment, prioritizing the well-being and diversity of attendees to foster a sense of belonging within the student body, and
10. To ensure compliance with all relevant university policies, procedures, and regulations, as well as local, state, and federal laws, in the planning and execution of Campus Activities Board events.

6.2 Composition
6.2.1 The Executive Board shall be composed of:
1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Design and Event Promotions Coordinator
6. Media Relations Coordinator
7. Outreach Coordinator
8. Visual Entertainment Coordinator
9. Special Events Coordinator
10. Big Show Coordinator
11. Cultural Events Coordinator

6.3 Term of Office
6.3.1 In order for one to be considered an Executive Board Member, one must fulfill all of the requirements outlined in 2.1 and have been elected following the guidelines outlined in Article VII.
6.3.2 Terms shall begin by April 30th and shall last for the period of one year.
6.3.3 In the case of a special election, the term will begin as soon as the election results are in and shall last until April 29th.

6.4 Compensation
6.4.1 The per semester compensation budgeted for each Executive Board position will be determined for the incoming Executive Board by the outgoing Executive Board at the last Executive Board meeting before elections are held.
6.4.2 All compensations are based on approval by the Director of the Office of Student Engagement and the Vice-President of Student Affairs.
6.4.3 Compensation is as follows:
   Tier #1 = $1100
   • President
   Tier #2 = $1000
   • Vice-President
   • Treasurer
   • Secretary
Design and Event Promotions Coordinator
Media Relations Coordinator
Outreach Coordinator
Special Events Coordinator
Big Show Coordinator
Visual Entertainment Coordinator
Cultural Events Coordinator

6.4.4 If an Executive Board Member must leave office before the end of term, the maximum amount of available compensation will be proportional to the budgeted amount of compensation as the percent of the term served is to the full term.

6.4.5 If an Executive Board Member enters office later than the original start date, the maximum amount of available compensation will be proportional to the budgeted amount of compensation as the percent of the term is to the full term.

6.5 Duties

6.5.1 **Shared Executive Board Member** duties are as follows:
1. Shall prepare a transition plan and host a transition meeting for the [Executive Position] elect within ten business days before the start of the new term of office and implement the plan on approval from the current President and shall include notification of such completion to the outgoing President, and
2. Shall post two office hours per week, and
3. Shall attend all General Assembly meetings, all Executive Board meetings, and shall assist with all Campus Activities Board events, including set up, execution, and tear down, and all Executive Board Retreats. Approval from either the CAB president, Assistant Director of Campus Engagement or Graduate Advisor shall be considered an approved absence, and
4. Shall be informed of all Campus Activities Board events and activities, and
5. Shall meet with either the Assistant Director of Campus Engagement or the Graduate Advisor once every month, and
6. Shall complete a peer evaluation prior to the Winter Retreat, and
7. Shall work collaboratively with all other Executive Board Members, and
8. If a position is vacant, the Executive Board shall split the duties of the vacant position amongst themselves.

6.5.2 **President** duties are as follows:
1. Shall oversee the general operations of CAB, and
2. Shall be responsible for relations between CAB and the WMU community, and
3. Shall call in session and organize General Assembly meetings, and
4. Shall call in session and organize Executive Board meetings, and
5. Shall prepare an agenda for General Assembly meetings, and
6. Shall prepare an agenda for Executive Board meetings, and
7. Shall plan and facilitate CABbie Nights along with the Vice-President, and
8. Shall plan and facilitate CAB Carnival along with the Vice-President, and
9. Shall post three office hours per week, and
10. Shall ensure that the Executive Board fulfil their constitutional obligations, and
11. Shall ensure representation of CAB at the Western Student Association’s general meetings.
12. Shall serve on the SAF Council and other various special-purpose committees as they arise, and
13. Shall ensure representation of CAB at NACA regional and NACA national conferences, and
14. Shall collaborate with the Assistant Director of Campus Engagement with planning for NACA regional and NACA national conferences, and
15. Shall ensure review of the CAB constitution each semester, and
16. Shall organize Executive Board Retreats with the Vice-President, Assistant Director of Campus Engagement, and the Graduate Advisor, and
17. Shall approve all other Executive Board Members’ plans for transition from the current Executive Board to the new Executive Board by April 1st of the current year, and
18. Shall prepare a transition plan for the President elect before the end of term and implement the plan on approval from the Assistant Director of Campus Engagement or the current Vice President. This transition must take place within ten business days before the start of the new term of office and shall include notification of such completion to the Assistant Director of Campus Engagement or the current Vice President.

6.5.3 Vice-President duties are as follows:
1. Shall aid and assist the President, and
2. Shall ensure that the Executive Board fulfil their constitutional obligations, and
3. Shall be responsible for the recruitment and retention of new members, and
4. Shall sign off and approve of volunteer hours, and
5. Shall maintain an accurate and current membership list, directory, and attendance sheet, and
6. Shall maintain an accurate and current list of members with voting rights, and
7. Shall be responsible for enforcing the rules regarding voting rights, and
8. Shall organize Executive Board Retreats with the President, Assistant Director of Campus Engagement, and the Graduate Advisor, and
9. Shall prepare a presentation based off of the agenda for General Assembly meetings, and
10. Shall facilitate the CAB Support Squad, and
11. Shall plan and facilitate CABbie Nights along with the President, and
12. Shall plan and facilitate CAB Carnival along with the President, and
13. In the absence of the President, shall assume the duties of the President as stated in 6.5.2.

6.5.4 Treasurer duties are as follows:
10. Shall maintain the CAB general account, and
11. Shall make monthly reports on general spending of weekly activities and reports to the Executive Board once a month, and
12. Shall serve as a representative for CAB on the Western Student Association Allocations Committee (WSAAC), and
13. Shall be trained on the processes and procedures required for different spending methods, and
14. Shall ensure that all necessary funding documents are processed (i.e. University vouchers, reimbursements, and gate receipts), and
15. Shall prepare an estimated operational budget at the beginning of every fall and spring semester, making adjustments where necessary, and
16. Shall keep track of all spending done so by CAB, and
17. Shall inform the Executive Board of all account activities, and
18. Shall meet with the Assistant Director of Campus Engagement once a month for finance review audits, and
19. Shall review and approve of all Cost Analyses prior to any CAB spending, and
20. Shall act as liaison between CAB and RSO’s seeking organizational sponsorships.

6.5.5 Secretary duties are as follows:
1. Shall maintain the CAB website and update it weekly during the fall and spring semesters, and
2. Must be open to continually learning how to use CAB’s web development program (Squarespace), and
3. Shall be responsible for taking, typing, distributing, and filing the minutes of all Campus Activities Board meetings, and
4. Shall assist with office supplies and devices, and
5. Shall oversee CAB’s item rental program, and
6. Shall ensure that CAB’s web-based calendar is up to date, and
7. Shall manage the organization of the CAB Microsoft Teams folders and communication platforms (i.e. GroupMe, Slack, Discord, etc.).

6.5.6 Design and Event Promotions Coordinator duties are as follows:
1. Shall be responsible for professional design, order, and assembly of table tents, on-campus displays, online promotions, and print material, and
2. Shall be responsible for the distribution of advertising for CAB events including posting of fliers, chalking, and getting printed advertisements to Residence Life, and
3. Must have familiarity of CAB’s design programs (Adobe Suite), and
4. Shall collect and implement creative ideas for the promotion of CAB events, and
5. Shall co-facilitate the CAB Street Team committee with the Media Relations Coordinator.

6.5.7 **Media Relations Coordinator** duties are as follows:
1. Shall use online promotion to advertise for CAB events and manage social media accounts, and
2. Shall be responsible for confirming the professional assembly and distribution of advertising for CAB events to external sources including local and campus newspapers, local and campus radio stations, and publications of campus and university organizations, and
3. Shall be responsible for the ordering of promotional items and merchandise for CAB, and
4. Must have familiarity of CAB’s media design program (Canva), and
5. Shall collect and implement creative ideas for the promotion of CAB events in external media, and
6. Shall co-facilitate the CAB Street Team committee with the Design and Event Promotions Coordinator.

6.5.8 **Outreach Coordinator** duties are as follows:
1. Shall be responsible for establishing and maintaining relations with non-affiliate organizations, businesses, venue and talent groups, and other WMU RSO’s, and
2. Shall actively promote awareness of CAB to the campus community, and
3. Shall communicate with other RSO’s meetings to encourage members to join CAB and collaborate with CAB, and
4. Shall act as liaison between CAB and RSO’s seeking organizational collaborations, and
5. Shall coordinate and assist with CABbie Led Events, developing an Event Overview, Cost Analysis, Pre-Event Assessment, and Post-Event Assessment with the CABbies, and
6. Shall lead any and all CABbie group participation in other RSO’s events (i.e. Dance Marathon, Golden Gala, Homecoming, etc.).

6.5.9 **Visual Entertainment Coordinator** duties are as follows:
1. Shall plan and maintain operations regarding the Visual Entertainment Series (i.e. movie showings, watch parties, film themed events, etc.), and
2. Shall maintain relationships with venue and film distribution agents, and
3. Shall co-facilitate the Event Engineers committee with the Special Events Coordinator, Big Show Coordinator, and Cultural Events Coordinator.
6.5.10 **Special Events Coordinator** duties are as follows:
1. Shall plan and maintain the operations regarding the Special Event series, and
2. Shall maintain relationships with venue and event agents, and
3. Shall co-facilitate the Event Engineers committee with the Visual Entertainment Coordinator, Big Show Coordinator, and Cultural Events Coordinator.

6.5.11 **Big Show Coordinator** duties are as follows:
1. Shall plan and maintain operation of music and/or comedy events, and
2. Shall maintain relationships with venue and talent agents, and
3. Shall be trained and is responsible for the running of CAB’s light and sound equipment, and
4. Shall co-facilitate the Event Engineers committee with the Visual Entertainment Coordinator, Special Events Coordinator, and Cultural Events Coordinator.

6.5.12 **Cultural Events Coordinator** duties are as follows:
1. Shall plan and maintain the operations regarding the Cultural Event series, and
2. Shall maintain relationships with venue and talent agents, and
3. Shall ensure that CAB events are accessible and culturally appropriate, and
4. Shall co-facilitate the Event Engineers committee with the Visual Entertainment Coordinator, Special Events Coordinator, and Big Show Coordinator.

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**Article VII: Elections**

7.1 **Executive Board Elections**

7.1.1 The purpose of Executive Board elections shall be:
1. To democratically appoint leaders who will guide the Campus Activities Board, overseeing event planning, managing resources, and fostering collaboration to enhance campus life and student engagement, and
2. To ensure a leadership team that reflects the diverse interests of the student body, and
3. To uphold principles of transparency and effective governance.

7.1.2 Annual elections shall take place before the last General Assembly Meeting in the spring semester.

7.1.3 Elections shall be overseen by the Assistant Director of Campus Engagement and the Graduate Advisor.

7.1.4 In the case of irregular vacancies, a Special Election may be held by the decision of the President, Assistant Director of Campus Engagement, and the Graduate Advisor.

7.1.5 The election process involves Nominations, where candidates are proposed; a Q&A/Info session, where candidates can ask questions about positions or being on the executive board; Election Night, where candidates present their qualifications, get asked questions,
and a discussion follows; Voting, where members vote to using a closed ballot; and, if needed, Special Elections to address irregular vacancies.

7.2 Nominations
7.2.1 Nominations shall be requested by the President.
7.2.2 Nominations shall be collected during at least two separate general assembly meetings leading up to the election night. Nominations will not be accepted on election night.
7.2.3 Nominees shall fulfil the requirements outlined in 2.1.
7.2.4 If a candidate is nominated by another member, then they have the option to either accept or deny their nomination.
7.2.5 If a candidate nominates themselves, another member must second their nomination.
7.2.6 At any point in the election process, candidates can retract their candidacy.

7.3 Q&A/Info Session
7.3.1 The purpose of the Q&A/Info Session shall be to inform candidates about the responsibilities of the executive board and answer any questions they may have about the position they are running for.
7.3.2 Q&A/Info Sessions shall be called into order by the President prior to election night and all candidates shall be invited. Current executive board members are encouraged to participate and help answer questions.

7.4 Elections
7.4.1 Elections shall be taken one position at a time as listed in 6.2.1.
7.4.2 Each candidate shall have the opportunity to state their ideas and qualifications for the office which they seek. Candidates must state their other time commitments for the position’s term.
7.4.3 The President and Vice-President candidates get a time limit of 5 minutes to state ideas and qualifications.
7.4.4 All other position candidates get a time limit of 2 minutes to state ideas and qualifications.
7.4.5 Following each speech, the general assembly will be able to ask candidates questions.
7.4.6 While other candidates for the position give their speech, the remainder of the nominees for that position will be asked to leave the room.
7.4.7 After all candidates for a position have spoken and answered questions, a final discussion and vote will be had within the General Assembly, while those candidates wait outside of the room.
7.4.8 Elections may be held over a two-day period as decided by the President of said election.

7.5 Voting
7.5.1 Following the discussion period, voting shall commence in a closed ballot format.
7.5.2 Each voting member shall have one vote.
7.5.3 In the case of a single candidate election, voting members may vote:
   1. Yes- If the candidate is a good fit, Vote YES.
   2. No- If the candidate is not a good fit, Vote NO.
   3. Abstain- If you decide not to vote for any candidate(s), Vote ABSTAIN.
7.5.4 In the case of a multiple candidate election, voting members may vote:
   1. [Candidate Name]- If one of the candidates is a good fit, Vote [CANDIDATE NAME].
   2. Void- If none of the candidates are a good fit, Vote VOID.
   3. Abstain- If you decide not to vote for any candidate(s), Vote ABSTAIN.
7.5.5 When you abstain from voting, the vote does not count for or against any candidate.
7.5.6 Votes shall be collected and counted by the Assistant Director of Campus Engagement and the Graduate Advisor.
7.5.7 The winner of an election shall be the candidate with the greatest number of votes.
7.5.8 If the majority of votes is NO or VOID, no candidate(s) will be selected for the position, and it will remain vacant. A special election may be called later to fill this position.

7.6 Special Elections
7.6.1 If a position is vacant, a special election may be called into session by the President.
7.6.2 In the case of a vacant President, the Vice-President can, along with the Assistant Director of Campus Engagement, and the Graduate Advisor, call a special election to fill the spot of President.
7.6.3 Special Elections will follow the same procedures as a normal Election as described above.

Article VIII: Departures

8.1 Executive Board Resignation
8.1.1 In the event of an Executive Board member resigning, the resigning member must formally notify the President, Vice President, Assistant Director of Campus Engagement, and the Graduate Advisor in writing. The written notification should include details regarding the resignation date and the reasons for stepping down.
8.1.2 Upon resignation, the departing Executive Board member will be promptly removed from all relevant accounts, files, and Executive Board group chats.
8.1.3 Following removal, The Executive Board will be informed of the resignation, and the letter of resignation will be shared and discussed at the subsequent Executive Board meeting.

8.2 Executive Board Removal from Office
8.2.1 Executive Board members may be removed from office either through the submission of a written complaint or by the Three-Strike Rule.

8.2.2 In the event that the Executive Board Member in question is the President, then all written complaints and/or strikes will be managed by the Vice-President instead of the President.

8.2.3 The process following the submission of a written complaint are as follows:
1. A written complaint must be submitted to the President. The complaint may only regard those duties which the Executive Board member in question may have failed to fulfil.
2. The charges submitted in writing will be discussed between the President, the Assistant Director of Campus Engagement, and the Graduate Advisor.
3. Based on the severity of the complaint, actions may include convening a hearing, issuing a strike, or requesting a meeting for further discussion.

8.2.4 In the event of a hearing following written complaint, the processes are as follows:
1. The Executive Board member in question will receive an anonymous copy (filer’s name removed) of the complaint from the President and will have no less than three business days to prepare to address the Executive Board regarding the complaint.
2. The President will conduct a hearing at the subsequent Executive Board meeting where the Executive Board member called into question may address the Executive Board regarding the complaint. At this hearing, anonymous copies of the complaint will be distributed to the Executive Board members. A brief question and answer period will follow.
3. Immediately following, a secret ballot vote will be taken. The President along with the Executive Board member in question will not be permitted to vote. The secret ballot vote is final.
4. A vote for removal from office can only be taken if quorum is present. Removal from office will require a 3/4’s majority of the executive board members eligible to vote in these circumstances.
5. In the event that the Executive Board member in question fails to appear at the hearing, the hearing and vote will proceed in their absence. The President will read the complaint aloud and a vote will follow.

8.2.5 The processes regarding the Three-Strike Rule are as follows:
1. Strikes can only be earned if an Executive Board Member: does not attend a General Assembly Meeting, Executive Board Meeting, or Event and violates the rules laid out in the skip rules document; does not meet deadlines set on the important deadlines document; and the quality of work put forth by the Executive Board Member consistently does not meet up to the Campus Activities Board’s standards as outlined in the Constitution.
2. Strikes can be given out by the Advisors, President after confirming with the Advisors, and Vice-President after confirming with the Advisors.
3. Strikes will reset each semester.
4. The Executive Board Member will be notified in writing when they have been issued a strike. The written notification should include details regarding the strikable offense.
5. In the event an Executive Board Member receives their first or second strike, they can request an appeal by arranging a meeting with the President, Vice-President, and Advisors to provide insights into the offense and the rationale behind the strike. If the leadership finds the explanation acceptable, the strike may be appealed.

8.2.6 In the event an Executive Board Member receives their third strike, a hearing will be called into session regarding the member’s strikes.

8.2.7 In the case that the Executive Board Member is removed from office, they will not be eligible to run for office again.

8.2.8 In the case that the Executive Board Member is not removed from office, if they receive a fourth strike, they will be removed from office immediately. They will not be eligible to run for office again.

8.3 General Member Removal
8.3.1 If a participant or member's conduct warrants consideration for removal from Campus Activities Board events and activities, actions will be determined based on the severity of the offense.

8.3.2 General Member Removal may be issued out by the Advisors, President after confirming with the Advisors, and Vice-President after confirming with the Advisors.

8.3.3 If immediate removal is necessary and the Advisors are not present, the President and Event Coordinator reserve the right to remove said participant.

8.3.4 The removal from future Campus Activities Board events may be considered as a measure to maintain a safe and inclusive environment for all participants.

Article IX: Meetings

9.1 General Assembly Meetings
9.1.1 Shall serve as a time for the General Assembly to meet.
9.1.2 Shall be held once a week.
9.1.3 Shall be called into session and organized by the President.
9.1.4 Shall conduct general Campus Activities Board business.

9.2 Committee Meetings
9.2.1 Shall serve as a time for Committees to meet.
9.2.2 Time shall be set aside during General Assembly Meetings for Committee Meetings.
9.2.3 Shall be led by Committee Leads.
9.2.4 If necessary, additional Committee Meetings may be called into session by the Committee Leads.

9.3 Executive Board Meetings
9.3.1 Shall be held once a week at a time seen fit by the Executive Board.
9.3.2 Shall be called into session and organized by the President.
9.3.3 Shall conduct the executive business of Campus Activities Board.
9.3.4 All Executive Board Members shall report on their activities during the time since the last meeting and plans for the time until the following meeting.
9.3.5 Two-thirds of the Executive Board shall constitute quorum.

9.4 Special Meetings
9.4.1 Shall serve as an additional Executive Board Meeting.
9.4.2 Shall be held as seen fit by the Executive Board.
9.4.3 Shall be called into session and organized by the President.

9.5 Retreats
9.5.1 The purpose of Executive Board Retreats is to foster team cohesion, strategic planning, and uninterrupted collaboration.
9.5.2 Shall be attended by all members of the executive board.
9.5.3 Shall be organized by the President, Vice-President, the Assistant Director of Campus Engagement, and the Graduate Advisor.
9.5.4 Three Executive Board Retreats shall be organized annually: Fall Retreat, Winter Retreat, and Spring Retreat.
9.5.5 The purpose of Fall Retreat is to familiarize the Executive Board with Campus Activities Board operations, fostering a deeper understanding of the organization’s goals and structure. Team building and collaboration shall also be a focus.
9.5.6 The purpose of Winter Retreat is to reflect on the past semester, providing an opportunity for strategic planning to enhance the board’s preparedness for the upcoming semester.
9.5.7 The purpose of Spring Retreat is to pass on knowledge and experience to the upcoming Executive Board and foster a smooth and confident transition.

Article X: Finances

10.1 Sources
10.1.1 The Campus Activities Board’s finances are drawn from 4.06% of the Graduate Student Assessment Fee and 26.98% of the Undergraduate Student Assessment Fee every semester and session.
10.1.2 The organization will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances. If the Campus Activities Board disbands, all funds in the Campus Activities Board’s University account will revert to the University.

10.1.3 If the Campus Activities Board creates an off-campus account and later ceases to exist, the money will be donated into the funding for the Student Assessment Fee for the following academic year.

10.2 Budget
10.2.1 A budget of general expenditures will be prepared each year, based on the previous year’s expenditures, for the following year which must be approved by a 2/3 majority of Executive Board Members in attendance at the time of the vote before any expenditures may be made referencing it.

10.2.2 Changes to an approved budget must be approved by a 2/3 majority of executive board members in attendance at the time of the vote.

10.2.3 All expenditures, whether budgeted or not, which transfer money from the Campus Activities Board’s accounts to other accounts, will be classified as sponsorship and must be approved by a 2/3 majority of voting members in attendance at the time of the vote.

10.3 Sponsorship
10.3.1 Organizational Sponsorship is available to departments and/or RSO’s who are in good standing with the Office of Student Engagement (OSE).

10.3.2 Organizational Sponsorship is explicitly limited to funding of events open to all WMU students and, if granted, cannot be used for the acquisition of office equipment, organizational expenses, recovery from debt, or other expenses not pertinent to the single event for which funding is granted.

10.3.3 Requests for Organizational Sponsorship must be submitted according to the conditions and specifications established by the Treasurer and Executive Board in accordance with sponsorship application guidelines, with a simple majority approval of the executive board at an approved application proposal meeting.

10.3.4 The maximum amount of sponsorship money an organization may request from the Campus Activities Board for one sponsorship is $3,000. Regardless of the total number of days or events included in the sponsorship request, the maximum contribution from the Campus Activities Board per sponsorship cannot exceed $3,000.

10.3.5 A department may inquire about more than $3000 for a sponsorship as per the Executive Board’s discretion.

10.3.6 Any department and/or Registered Student Organization receiving funding must include the Campus Activities Board logo on all promotional materials for the funded event.
10.3.7 Allocated monies cannot be used for the personal benefit of individuals or private corporations, for direct donations to charitable organizations, or for direct financing of political candidates and/or campaigns. Allocated monies cannot be expended for any activity contrary to the University policy, rules, or procedures and/or applicable state and federal law.

10.4 Collaboration
10.4.1 Any Registered Student Organization requesting to partner with the Campus Activities Board in the creation and execution of an event shall follow the RSO Collaboration contract guidelines and work closely with the Campus Activities Board to execute said event.

Article XI: Constitutional Amendment

11.1 Amendments
11.1.1 Any amendment to the Campus Activities Board Constitution must be proposed in writing.
11.1.2 Proposed amendments must be approved by a 2/3 majority of voting members in attendance at the time of the vote.

11.2 Maintenance
11.2.1 Each summer and winter, it shall be the duty of the Executive Board to review and amend the constitution as necessary.
11.2.2 By the third Executive Board meeting of the fall semester, the revised Constitution shall be presented to the Executive Board for discussion and approval at the discretion of a 2/3 majority by the Executive Board in attendance at the time of the vote.

Article XII: Initial Ratification

12.1 Ratification
12.1.1 This Constitution may only be ratified if quorum is met.
12.1.2 This Constitution shall be ratified by a 2/3 majority vote of the Executive Board Members, at which time the previous constitution shall be rendered null and void.