

**Peru State College
Campus Activities Board
Constitution**

Article I. Name

The name of this organization shall be Peru State College Campus Activities Board (CAB).

Article II. Purpose

The purpose of this organization is to provide a wide variety of cultural, educational, and social activities and also to promote campus life and school pride.

Article III. Officers

Section I. President, Vice President, Secretary, and Historian, and committee chairs as Director of Student Programs sees fit. All members shall work closely with the Director of Student Programs who serves as advisor to the group.

Section II. Duties of Office

1) President

- a. President shall conduct all general weekly meetings.
- b. President is overall coordinator for all events sponsored by CAB.
- c. President is directly responsible for all CAB programs and events
- d. President must sit on Homecoming committee.
- e. President acts as a liaison between the Director of Student Programs, the student body, and CAB.
- f. President shall purchase prizes and decorations for events as needed.
- g. President must attend weekly executive meetings.

2) Vice President

- a. Vice President is directly responsible for all CAB advertisement which must be done at least one week prior to an activity.
- b. Vice President shall assist President when needed and other duties as needed.
- c. Vice President must attend weekly executive meetings.

3) Secretary

- a. Secretary must save and organize agendas for all general CAB meetings in a notebook in chronological order.
- b. Secretary shall assist President with office duties which may include, but are not limited to making phone calls and creating duty sheets.

- c. Secretary must take attendance at all meetings, keep track of unexcused absences and notify members if they are in danger of losing membership status.
- d. Secretary is directly accountable for CAB display board in the entrance of the student center which must be rotated once a month.

4) Historian

- a. Historian is responsible for the CAB scrapbook which includes but is not limited to saving flyers for every CAB event, and compiling pictures into a scrapbook at the end of the year. The scrapbook is to be used to promote CAB at annual Club Fairs and also for general student reference.

Article IV. Membership

Section I. General Membership

- a) General membership is open to all students enrolled at Peru State College. Students are members by attending meetings and assisting with CAB sponsored activities.
- b) Attendance at general meetings is mandatory unless viable excuse is given to an Officer or the Director of Student Programs prior to the meeting.
- c) Five unexcused absences in one year will result in loss of CAB membership.

Section II. Executive

- a) Attendance at all general meetings is mandatory unless excused by Director of Student Programs.
- b) Three unexcused absences in one year will result in removal of position.

Article V. Period of Office

Section I. President

- a) The newly elected President shall begin the term the week following Spring Fling.
- b) The out-going President shall help orient the new president until the end of the semester.

Section II. Vice President

- a) The newly elected Vice President shall begin the term the week following Spring Fling.
- b) The Vice President shall help orient the new Vice President until the end of the semester.

Section III. Secretary and Historian

- a) The newly elected Secretary and Historian shall begin their terms at the end of the academic year.

Article VI. Elections

Section I. President and Vice President

- a) The President and Vice President must have been actively participating members of CAB for the previous year.
- b) Candidates must fill out an informational questionnaire two weeks prior to elections to be evaluated by Director of Student Programs for approval to run for positions.
- c) Candidates will have an opportunity to address CAB members on the day of election.
- d) The President and Vice President shall be voted on the week prior to Spring Fling week so that they can help, plan, and work Spring Fling with the existing President and Vice President.
- e) CAB members and advisor will vote on new President and Vice President.

Section II. Secretary and Historian

- a) Must have been actively participating members of CAB for the previous semester.
- b) CAB members and advisor will vote on a new Secretary and Historian the week prior to Spring Fling.

Section III. Vacancies

- a) In the event that the position of President becomes vacant, the Vice President shall assume the vacant position and a new Vice President will be elected by CAB members and Advisor.
- b) In the event that the position of Vice President becomes vacant, a new Vice President will be elected by CAB members and Advisor.
- c) In the event that the position of Secretary becomes vacant, a new Secretary will be elected by CAB members and Advisor.
- d) In the event that the position of Historian becomes vacant, a new Historian will be elected by CAB members Advisor.

Article VII. Duties of Committees

Section I. Dance/Variety

- a) Dance committee shall assist the Director of Student Programs in selecting bands / DJ's for all school dances. This committee is also in charge of decorations, creating backdrops for pictures, and selecting food and prizes. The committee will require help from the rest of CAB to carry out the dances. This committee will also help out with special picnics throughout the year and be a source of ideas for various activities.

Section II. Educational / Cultural

- a) Committee shall select educational and cultural activities and performers. They are also responsible for organizing activities that support awareness

weeks such as alcohol awareness month, women's history month, black history month, etc.

- b) Committee is responsible for displaying educational / cultural facts on display board in Student Center entrance and any other flyers as seen fit.

Section III. Promotion

- a) Promotion committee is responsible for advertisement of all CAB sponsored events through posters, flyers, and other methods as they see fit.
- b) Flyers must be put up in the following areas: Student Center, all 8 residence halls, TJ Majors, Hoyt Science Building, Jindra Fine Arts, Library, ARC, and AV Larson at least 1 week prior to events.

Section IV. Homecoming/Spring Fling

- a) This committee is responsible for planning the majority of activities for Homecoming in the fall and Spring Fling in the spring. This includes, but is not limited to daily activities, theme selection, decorations, t-shirt designs, and pep rallies.

Section V. Executive

- a) This committee consists of the Director of Student Programs, CAB President, Vice President, Secretary, and Historian.

Article VIII. Meetings

Section I. General Meetings

- a) CAB meetings will be held once weekly during fall and spring semesters while school is in session.
- b) Location and time of meetings is to be determined by Executive Committee.

Section II. Executive Meetings

- a) Executive meetings will be held weekly as determined by Director of Student Programs.
- b) Secretary and Historian's attendance is optional at Executive Meetings.

Article IX. Conduct of Business

- a) Meetings will be run in a semi-formal manner.

Article X. Amendments

- a) Any amendment or revision to the constitution shall be introduced during an executive meeting. The Executive Committee will approve or disapprove the change. The changes will take place immediately after approval from Peru State College Student Senate.