

Illinois Wesleyan University
Campus Activities Board By-Laws
Effective November 17th, 2017

Article I - Executive Board Position Responsibilities

1. Director
 - a. Must attend weekly meetings and other junctions relevant to the board.
 - i. Meetings include but are not limited to General Assembly, Executive Board, and weekly one on one meetings with the Graduate Assistant of that term.
 - b. Must communicate with the executive board outside of regularly scheduled meetings.
 - c. Must lead weekly executive board meetings and monthly general assembly meetings with the entire board, where any members of the IWU community are welcome.
 - d. Must aid in planning a large scale performance alongside the Performance Chairperson with the guidance of Student Senate and assistance of CAB to occur during their term.
 - e. Must fulfill or delegate duties of any executive position that may become vacant amongst other executive members of the board, until the vacant position is filled.
 - f. Must enforce the bylaws and constitution, and any amendments to be made.
 - g. Must sign and follow the CAB confidentiality agreement.
 - h. Must report to the Graduate Assistant Advisor of CAB.
 - i. Chair the executive board and general assembly, as well as elections and Budget Proposal Retreats (BPR)
 - j. Coordinate the CAB Election process, as well as any materials necessary, and presentations given to the General Assembly, along with advisor(s)
 - k. Coordinate the Executive Board Retreat(s) with advisor(s)
 - l. Manage office hours of all executive board members
 - m. Coordinate the transition process for the successor of the Director position
 - n. Coordinate the transition process of all incoming executive board members along with the Chief of Operations
2. Chief of Operations
 - a. Must maintain meeting minutes of both executive board meetings, and individual committee meetings.
 - b. Must handle all email and interpersonal communication between CAB board members and outside organizations.
 - c. Must handle all check requests.
 - d. Must work with Committee Chairs to learn of campus reservations, and submit R25 requests.
 - e. Must assume Presidency in times of absence or vacancy.
 - f. Must gather interest from potential members in order to assign new members to CAB committees.
 - g. Must gather campus data regarding student interest in outside performers.
 - h. Must manage performance contracts, in conjunction with the Advisor.

- i. Must assist the Director with the planning, timeline, and delegation of the large scale performance that is planned with Student Senate.
 - j. Must meet with Committee Chairs at the beginning of their term to discuss budgeting.
 - k. Must establish the semester meeting schedule for CAB executive board and general assembly meetings.
 - l. Must sign and follow the CAB confidentiality agreement.
 - m. Must report to the Director of CAB.
3. Marketing and Promotions Chair
- a. Must collaborate with the Graphic Designer for all promotional printing and general promotional items.
 - b. Must work with campus communications, including coordinating event photography and working with Titan TV, and Graphic Designer.
 - c. Must develop the CAB brand and distribute the message of CAB.
 - d. Must meet with each chair to create a marketing proposal for each of the chair's events 5 weeks prior to the event.
 - e. Must maintain and enforce the timeline of marketing proposals.
 - f. Must address all matters associated with public relations.
 - g. Must attend mandatory events and meetings designated by the Director of CAB.
 - h. Must create a "Street Team"
 - i. Must research current trends in social media and advertising on college campuses.
 - j. Must create an active plan to increase following and follower engagement each semester.
 - k. Must create and distribute press release blurbs for CAB through our social media outlets.
 - l. Must follow the timeline for social media posts as directed in marketing proposals.
 - m. Must create a timeline for posts to bring to the executive board meeting 4 weeks before each event.
 - n. Must post on social media every week.
 - o. Must keep all social media pages up to date.
4. Campus Outreach Chair
- a. Must chair the Campus Outreach Committee.
 - i. Must hold weekly 1 hour committee meetings.
 - b. Must establish relationships, and directly collaborate with Registered Student Organizations and other campus partners and/or departments.
 - c. Must participate in cross-campus communities.
 - d. Must include an educational focus in the events planned by the outreach committee, that are in alignment with the University's annual intellectual theme and overall mission.
 - e. Must plan and execute events regarding outside performers coming to campus.
 - f. Must fulfill rider requests.
 - g. Must work with agents to hire external late night entertainment.
 - h. Must manage any contracts within collaborative events, in conjunction with the COO.
 - i. Must execute all CAB events in which cross-departmental collaboration is present.
 - i. This includes, but is not limited to, budgeting, listing items necessary to purchase, logistics, on campus reservations, crew needs, set up and tear down, and post program feedback and data.

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6. Executive Board Responsibilities
 - a. Must hold 4 office hours per week in the CAB office dedicated to their CAB duties.
 - b. Must be a team lead for a minimum of 2 programs per semester.
 - c. Must obtain approval from the Advisor to purchase any items for each event.
 - d. Must submit a program report within 24 hours of any program they are a team lead of.
 - e. Must attend all programs.
 - f. Must attend mandatory events and meetings designated by the Director of CAB.
 - g. Must make the Director aware of if they will be late or missing any mandatory events a minimum of 24 hours in advance.
 - i. After two unexcused absences to a mandatory event, the member must meet with the Director and the Advisor.
 - ii. Three or more unexcused absences require the board member's status to be reviewed by the Executive Board without their presence.
 - h. Must serve a year long term beginning at the end of May.
 - i. Must coordinate the transition process of the successor to their positions.
 - j. Must sign and follow the CAB confidentiality agreement.
 - k. Must complete other tasks as assigned.
 - l. Must be in good academic and disciplinary standing with the University.
 - m. Must report to the Director of CAB.

Article II - Collaborative Staff and Responsibilities

1. Crew Liaison
 - a. Must attend general assembly CAB meetings.
 - b. Must inform the OSA staff of events coming up and what the crew requirements are for those events.
 - c. Must report to the Director of the Office Student Activities and Leadership Programs.
2. Graphic Design Liaison

- a. Must attend general assembly CAB meetings.
- b. Must coordinate with the Marketing Promotions Chair on the graphic design requirements of each event.
- c. Must report to the Director of the Office of Student Activities and Leadership Programs.

Article III - Committee Mission Statements

1. Performance
2. Campus Outreach
3. Homegrown

Article IV - General Assembly Member Requirements

1. Must attend all meetings scheduled by their committee chair.
2. Must attend all general assembly meetings.
3. Must let the committee chair know if they will be absent for any mandatory function at least 24 hours before the function.
 - a. Must read minutes for any meetings missed and contact committee chairs with any questions.
 - b. After two unexcused absences to a mandatory event, the member must meet with the Chairperson.
 - c. Three or more unexcused absences require the board member's status to be reviewed by the Executive Board.
4. Must assist their committee chair in any tasks regarding planning, advertising, and execution of the committee's events.
5. Must be in good academic and disciplinary standing with the University.
6. Must sign and follow the CAB confidentiality agreement.

Article V - Election Process

1. An application will be made available for the entire student body for the Executive Board positions by the second week of January.
 - a. There will not be an application process for committee members.
 - i. Any student that shows interest and is in good academic and disciplinary standing with the University may be on any committee.
 - ii. The Executive Board reserves the right to decide which committee a student that shows interest will be in.
 - b. Applicants must notify that they would like to be considered for positions they have not specifically applied for.
 - c. Prior CAB experience is recommended but not required for applicants.
 - d. Applicants must specify which position(s) they are applying for.
 - e. All applications shall be submitted to the Director of CAB via email.
 - i. The Director will consult with advisor(s) regarding the hiring
2. An official timeline for the application process will be created by the Director and will be approved by both the Executive Board and the Director of Student Activities.
3. All applicants will be reviewed by the General Assembly.

4. Interviews for the Executive Board positions will be conducted by the current Director of CAB, the Advisor, and the Director of the Office of Student Activities and Leadership Programs.
5. Applicants cannot vote for any position(s) for which they have applied.
6. After all applicants have been interviewed for each position, the Executive Board will discuss and vote.
 - a. The Executive Board reserves the right to consider applicants for positions which they have not specifically applied to.
 - b. The Executive Board may offer an applicant a position for which they did not apply, however the applicant reserves the right to accept or decline.
7. Each application shall be viewed independently.
8. The Director of CAB shall inform the applicants of the voting result after the voting process is complete for all applicants.
 - a. Applicants reserve the right to accept or decline any position they are offered.
9. After elections have been completed, any vacancies shall be filled by an additional election held by the current Executive Board.

Article VI - Transitioning

1. The process of transitioning new Executive Board members into their positions shall include, but not be limited to:
 - a. The completion of a transition binder.
 - i. There will be a baseline of mandatory content for the binder determined by the Advisor but the current Executive Board members can add material as they see fit.
 - ii. The completion of a transition retreat which must occur before the end of May.
 - b. A General Assembly meeting shall be held to serve as the official inauguration and recognition ceremony of incoming and outgoing Executive Board members respectively.
 - i. Shall be planned by the Advisor.

Article VI - Meetings

1. Executive Board Meetings
 - a. Attendance of the members of the Executive Board and the Social Media Coordinator is mandatory.
 - i. Must make the Director aware of if they will be late or missing any executive meetings a minimum of 24 hours in advance.
 - ii. If the Director is the absentee, they must notify the Executive Board at least 24 hours in advance.
 - iii. The Director reserves the right to decide if the member is excused or not.
 - iv. All meetings shall be held in executive session.
2. General Assembly Meetings
 - a. Attendance of the Executive Board members and Committee members is mandatory.
 - i. Committee members must notify their Committee Chair if they will be absent a minimum of 24 hours in advance.

- ii. If the Director is the absentee, they must notify the General Assembly at least 24 hours in advance.
 - b. All meetings are public, except where executive session is instituted by the Director.
 3. Committee Meetings
 - a. Attendance of the Committee Chair and Committee members is mandatory.
 - i. Committee members must notify their Committee Chair if they will be absent a minimum of 24 hours in advance.
 - ii. If the Chairperson is the absentee, they must notify the committee at least 24 hours in advance.
 - b. All meetings shall be held in executive session.

Article VII - Voting Procedures

1. The Director reserves the right to facilitate and approve all motions to vote.
2. Executive Board Voting
 - a. A $\frac{2}{3}$ majority is required for all votes to pass.
 - b. The Director and Chairpersons will each have one vote.
 - c. The Director will act as the deciding vote in the case of a tie.
 - d. Any member not in attendance forfeits their right to vote.
 - e. Quorum shall be set at the majority of the Executive Board.
3. General Assembly Voting
 - a. A $\frac{2}{3}$ majority is required for all votes to pass.
 - b. The Chairpersons and committee members will each have one vote.
 - c. The Director will only vote in the case of a tie.
 - d. Any member not in attendance forfeits their right to vote.
 - e. Quorum shall be set at the majority of the General Assembly.
4. Emergency Voting
 - a. Emergency Voting shall take place in Executive Board Meetings
 - b. Any member can present a motion for an emergency vote to the Director.
 - c. The Director shall determine the voting procedure.
 - d. The Director shall attempt to reach all voting members.
 - e. If no vote is given within the time allotted, the member's vote is forfeited.
 - f. Quorum shall be set at half of General Assembly.

Article VIII - Disciplinary Sanctioning

1. Any member may request disciplinary action against another member with valid reason(s) to believe that the said member, while a member of CAB, has violated the CAB by-laws and/or constitution, and/or Illinois Wesleyan University policy, and/or State or Federal Law.
2. Any member requesting disciplinary action must do so in written form to the Director of CAB in a timely manner.
3. The process of removal of an Executive Board member shall proceed as follows:
 - a. The Executive Board shall meet with all members present except the member in question within 48 hours of the request, to discuss the reason(s) brought forth for removal.

- b. The Director shall meet with the Advisor to discuss the validity of the reason(s) brought forth for removal.
 - i. If the reason(s) are found valid, the removal of the member will be decided by an Executive Board vote.
 - ii. The removal of an Executive Board member shall only pass if the vote is unanimous.
4. The process of removal of a Committee member shall proceed as follows:
 - a. The Executive Board shall meet with all members present within 48 hours of the request, to discuss the validity of the reason(s) brought forth for removal.
 - b. If the reason(s) are found valid, the removal of the member will be decided by an Executive Board vote.
 - c. The removal of a Committee member shall only pass with a $\frac{2}{3}$ majority vote.
5. If it is agreed upon by the processes stated above that the member has violated CAB policy, and/or Illinois Wesleyan University policy, and/or State or Federal Law:
 - a. The action(s) that occurred shall be reported to the General Assembly.
 - b. The member(s) involved shall be sanctioned as deemed necessary by the General Assembly.
 - c. The action(s) that occurred shall be reported to the appropriate staff member within the Dean of Students Office when applicable.

Article IX - Filling Vacancies of General Assembly positions

1. The Director position shall be filled in the following order:
 - a. Chief of Operations
 - b. Marketing and Promotions Chair
 - c. Campus Outreach Chair
 - d. Homegrown Chair
2. Chief of Operations and Chairperson duties shall be delegated amongst the Executive Board by the Director until a new Chief of Operations or Chairperson is elected.
3. In the case of resignation or removal, the Executive Board reserves the right to appoint individuals to any vacated office from the General Assembly. Members will be appointed by a $\frac{2}{3}$ vote from the General Assembly.
4. The election process shall be initiated no later than three weeks after the resignation of the Chief of Operations and/or Chairperson.
5. Both appointed and elected individuals shall serve until the following inauguration and recognition ceremony.

Article X - Budget Proposal Retreat

1. Overview:
 - A) Budget Proposal Retreat, hereafter referred to as BPR, will be the meeting at which program ideas will be presented and voted upon by the Executive Board.
 - B) BPR is open to the public and General Assembly members if they so choose, but discussion and voting is limited to the Executive Board.
 - C) The date of BPR will be determined by the Director of CAB and Advisor, and must be held

- during the semester preceding the semester in which the programs discussed are to occur.
- D) Programming committees will research all aspects related to event ideas to be proposed.
 - E) Programming committee chairpersons will present program ideas on behalf of their committee.
 - F) Prior to BPR, proposed program budgets shall be submitted to the Advisor.
 - G) New program opportunities or current program changes arising spontaneously throughout the semester are to be submitted to the Director and Advisor.
 - (I) The Director of CAB and Advisor will approve or deny the new program request; if approved the program will be discussed and voted on by the Executive Board.
2. Presentations should include the title, date, location, description, goal, and audience of the program as well as an explanation for how audience will be reached and why the program is beneficial. A brief budget overview and analysis shall also be given.
 3. Guidelines for Discussion:
 - A) Discussions for each program will begin with 2 minutes and shall not exceed 6 minutes.
 - B) Comments should be directed to the identified discussion item.
 - C) Each board member may only speak twice per discussion item.
 - D) Members will actively avoid redundancy.
 - E) Suggestions that do not affect major event components or monetary budget issues shall be submitted as a suggestion to the chairperson via email following BPR.
 4. Round One:
 - A) Each committee chairperson will present and discuss their programs consecutively.
 - (I) Presentation and discussion shall focus on the overall concept of the program and program components.
 - (II) Program budgets shall not be presented or discussed.
 - B) After each chairperson presents all of their programs, voting shall take place on that committee's programs.
 - (I) Programs with at least two-thirds "yes" votes will continue in the slating process.
 - (II) Programs receiving less than two-thirds "yes" votes will be eliminated from the slating process.
 - C) Voting outcomes will not be disclosed until the second round of voting begins.
 5. Round Two:
 - A) Programs with at least two-thirds "yes" votes are presented with a budget.
 - (I) Presentation and discussion shall focus on budget items.
 - B) After each program is presented, voting shall take place.
 - (I) Programs with at least two-thirds "yes" votes will continue in the slating process.
 - (II) Programs receiving less than two-thirds "yes" votes will be eliminated from the slating process.
 - C) Voting outcomes will not be disclosed until third round.
 6. Round Three :
 - A) Each chairperson will first be asked if there are any passed programs that they would like to remove from the slate. The final slate will then be contingent upon the following situations:
 - (I) If the slate, consisting of programs passed with two-thirds "yes" votes, is still over-budget:
 - (a) Each program will get a one-minute pitch from that program's chairperson stating why that program should stay on CAB's final slate.
 - (i) The board will then have a timed discussion beginning with 4 minutes and not exceeding 10 minutes.
 - (ii) The board will then vote on each program, one-by-one.

- The programs that each voting member votes “yes” on must not exceed the budget limitations.
 - Programs that receive a two-thirds “yes” vote will be placed on the slate.
- (II) If the slate, consisting of unanimously passed programs and programs passed with two-thirds “yes” votes come in significantly under-budget:
- (a) The General Board will be asked if they would like to nominate a program, which did not pass round one. This nominated program may not cause the final slate to exceed the programming budget for the semester.
- (i) The board will also have the option to keep left-over funds untouched and be kept to be put towards other uses, such as future cooperative programming.
- (III) If unanimous programs put the final slate over-budget, we will move onto a cutting process.
- (a) Each chair will again be asked if there are any programs they would be willing to drop from contention.
- (b) If the slate is still over-budget, the board will then have to reasonably cut program budgets.
- (c) The floor will be open for any member to nominate a program to be edited or cut completely.
- (i) After a program has been nominated, there will be a discussion with a cap of four minutes, then a majority vote will follow.
- B) Each committee must have a minimum of one event per semester.
- (I) If all committees are not represented through passed events, slating must be re-worked to include an event from each committee.
7. Calendaring
- A) Once all programs have been made to fit into the final slate and do not exceed budget, a calendaring process will take place.
- (I) The Board will talk through each program that has been passed to ensure that no two programs are on the same day or taking place at the same time.
- (II) Each program will be added to CAB's master calendar for the following semester
- (a) This calendar will be used by the Chief of Operations to submit R25 requests, by the Marketing and Promotions Chair to create a marketing timeline, and by OSA staff and CAB members to know when events will take place.