



The Constitution of The Campus Activities Board

Article I - General Provisions

1. The name of this organization shall be the **Campus Activities Board (CAB)** at Saint Mary's College of California (SMC). CAB is a registered student organization under Student Involvement & Leadership (SIL). They are the programming branch of SIL.
2. The membership of this organization shall consist of any undergraduate SMC student.
3. A registered member is defined as one who attends meetings on a regular basis.
4. The financial records of this organization shall be made available to Associated Students' Executive Team and college administrators upon request.
5. CAB does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a veteran. This also prohibits sexual harassment. Membership will be stipulated by the following criteria:
 - a. Maintain a minimum GPA of 2.5 while serving as a member on CAB.
 - b. Adhere to all college disciplinary regulations and expectations of a Student Leader at SMC and as established by the office of Student Involvement & Leadership.
 - c. A desire and commitment to oneself and other CAB members to provide activities of the utmost quality and professionalism.
 - d. Uphold the duties of the position being held as per the position description.

Article II - Purpose

1. To provide diverse and intentional events and activities that are educational, entertaining, and stimulating for all Saint Mary's College undergraduate students.
2. To encourage student involvement and to promote community building through the use of Lasallian Core Principles.
3. To act as a medium for the members social, cultural, and professional objectives.

Article III - Organization

1. Executive Board
 - a. The board shall consist of the following offices in order of succession



- i. Director - \$3000
 - ii. Assistant Director - \$2000
 - iii. Major Events Coordinator \$1,500
 - iv. Gaels on the Go Coordinator \$1,500
 - v. Nights & Evenings Coordinator (2) \$1,500
 - vi. Community Outreach EP \$1000
 - vii. Publicity Manager \$1000
 - viii. Intern
2. Supporting Roles
 - i. Advisor
3. Director
 - a. Powers
 - i. Fill vacancies in appointive offices in conjunction with Advisor.
 - ii. Plan, organize and execute CAB retreats and other team building activities with Advisor.
 - b. Duties
 - i. Preside over all executive meetings of the organization.
 - ii. Act as the official representative of the organization.
 - iii. Oversee all events and activities coordinated by CAB and ensure these programs are in accordance with the Lasallian values and mission of SMC.
 - iv. Arrange weekly Executive Board meetings with all Coordinators.
 - v. Holds weekly meetings with Advisor or designee.
 - vi. Assist and train Coordinators on event planning and other needs by helping them navigate administrative processes at SMC.
 - vii. Produce and update an annual calendar with monthly updates.
 - viii. Maintains a record of all post-event assessments and analysis for the academic year.
 - ix. Hold weekly or bi-weekly meetings with individual Coordinators.
 - x. Facilitate and participate in the semester evaluation process for all Campus Activities Board members.
 - xi. Create and maintain a comprehensive record of all duties performed for future Director(s).
 - xii. Maintain a minimum of 4 office hours per week.
 - xiii. Other duties as assigned by Advisor or designee.



- xiv. Supports CAB Event Coordinators by providing their teams with training related to financial processing, financial goal setting, contracts, fundraising, and any other financial management needs.
- xv.

4. Assistant Director

a. Powers

- i. Shall assume all the powers of the Director when the Director is absent or is unable to execute the duties of the office.
- ii. Assists with supervision of Coordinators ensuring their focus on building strong CAB events.
- iii. Oversees CAB finances and maintains budgetary records.

b. Duties

- i. Support CAB Coordinators by providing their teams with training, goal setting, recruitment, and succession planning.
- ii. Help the Director publicize, recruit, and interview for CAB leadership vacancies upholding CAB's constitutional procedures.
- iii. Reports any disciplinary and/or professional discrepancies to CAB Director.
- iv. Serve as a representative of the Campus Activities Board on the AS Finance Committee.
- v. Maintain and coordinate CAB budget.
- vi. Work with the CAB Director to make sure that any team concerns, changes, and processes address the Director's vision for CAB.
- vii. Make recommendations for policy changes to the CAB Director.
- viii. Hold weekly meetings with Advisor.
- ix. Attend weekly CAB executive team meetings and provide updates on finances.
- x. Fulfill the minimum standards as agreed upon by CAB for the respective position.
- xi. Plan & Attend all training, retreats, and other functions as assigned by the Director or Advisor.
- xii. Create a comprehensive record of all duties performed for future coordinator's reference.
- xiii. Responsible for meeting deadlines and due dates while producing timely, well-completed, paperwork as set by the Director and Advisor.



- xiv. Meet one on one with the Director on a weekly/ bi-weekly basis and as needed.
- xv. Adhere to additional guidelines and policies set by the Director and Advisor.
- xvi. Hold planning meetings with appropriate faculty and staff regarding all finances, financial processes, and fundraisers.
- xvii. Other duties as assigned by the Director or Advisor.
- xviii. Maintain a minimum of 4 office hours per week.

5. Major Events Coordinator

a. Powers

- i. Oversees, leads, and makes final decisions related to major CAB events and activities such as concerts, carnivals, and fairs.

b. Duties

- i. Manage the subject matter of the Major Events Team (themes, the direction of events, final decision makers on events).
- ii. Plan and facilitate Major Events in conjunction with the Director and Advisor.
- iii. Plan and implement events that support and exemplify the mission of Saint Mary's College as a Catholic Lasallian Liberal Arts institution.
- iv. Attends weekly CAB executive team meetings and provides updates on the team and events undertaken.
- v. Fulfills the minimum standards as agreed upon by the Campus Activities Board for the respective position including all details of planning, facilitating, advertising, and evaluating events.
- vi. Attends all training, retreats, and other functions as assigned by the Director or Advisor.
- vii. Creates a comprehensive record of all duties performed for future coordinator's reference.
- viii. Produce effective and creative publicity, in addition to working with the Publicity Coordinator, for each event.
- ix. Responsible for meeting deadlines and due dates while producing timely, well-completed, paperwork as set by the Director and Advisor. (i.e.. Event Planning forms 6-weeks from event, Event Checklist Forms, Event Evaluation forms 24 hours post-event)



- x. Plan and coordinate the Major Events budget and provide consistent updates to the Director and Assistant Director.
- xi. Meet one on one with the Director on a weekly/ bi-weekly basis and as needed.
- xii. Adhere to additional guidelines and policies set by the Director and Advisor.
- xiii. Hold planning meetings with appropriate faculty and staff regarding all concerts.
- xiv. Other duties as assigned by the Director or Advisor.
- xv. Keep an accurate record of all expenditures by the team with guidance from the Financial Coordinator (declining balance cards, business office expenditure reports, etc...).
- xvi. Maintain a minimum of 3 office hours per week.
- xvii. Minimum of one event per semester, including Jan Term.

6. Gaels On The Go (GOTG) Coordinator

a. Powers

- i. Oversees, leads, and makes final decisions related to GOTG CAB events and activities.

b. Duties

- i. Plan and facilitate GOTG events in conjunction with the Director and Advisor.
- ii. Plan events that are off-campus utilizing the different avenues in the bay area.
- iii. Plan and implement events that support and exemplify the mission of Saint Mary's College as a Catholic Lasallian Liberal Arts institution.
- iv. Attends weekly CAB executive team meetings and provides updates on the team and events undertaken.
- v. Fulfills the minimum standards as agreed upon by the Campus Activities Board for the respective position including all details of planning, facilitating, advertising, and evaluating events.
- vi. Attends all training, retreats, and other functions as assigned by the Director or Advisor.
- vii. Creates a comprehensive record of all duties performed for future coordinator's reference.



- viii. Collaborate with the Publicity Manager to produce effective and creative publicity for each event.
- ix. Responsible for meeting deadlines and due dates while producing timely, well-completed, paperwork as set by the Director and Advisor. (i.e.. Event Planning forms 6-weeks from event, Event Checklist Forms, Event Evaluation forms 24 hours post-event)
- x. Plan and coordinate the GOTG budget and provide consistent updates to the Director and the Assistant Director
- xi. Meet one on one with the Director on a weekly/ bi-weekly basis and as needed.
- xii. Adhere to additional guidelines and policies set by the Director and Advisor.
- xiii. Hold planning meetings when necessary with appropriate faculty and staff regarding GOTG Events
- xiv. Other duties as assigned by the Director or Advisor.
- xv. Keep an accurate record of all expenditures by the team with guidance from the Advisor and Director(declining balance cards, business office expenditure reports, etc...).
- xvi. Maintain a minimum of 3 office hours per week.
- xvii. Plan 2-3 events per month

7. Nights & Evenings Coordinator

a. Powers

- i. Oversees, leads, and makes final decisions related to CAB's late night events, contributing to planning events ranging in interest, variety, and diversity. These late night events shall consist of both traditional and new programs, focusing on the themes of entertainment, creativity, and inclusivity.

b. Duties

- i. Plan and facilitate After Dark Events in conjunction with the Director and Advisor.
- ii. Plan and implement events that support and exemplify the mission of Saint Mary's College as a Catholic Lasallian Liberal Arts institution.



- iii. Fulfills the minimum standards as agreed upon by the Campus Activities Board for the respective position including all details of planning, facilitating, advertising, and evaluating events.
- iv. Attends all training, retreats, and other functions as assigned by the Director or Advisor.
- v. Create a comprehensive record of all duties performed for future coordinator's reference.
- vi. Collaborate with the Publicity Manager to produce effective and creative publicity for each event.
- vii. Responsible for meeting deadlines and due dates while producing timely, well-completed, paperwork as set by the Director and Advisor. (i.e.. Event Planning forms 6-weeks from event, Event Checklist Forms, Event Evaluation forms 24 hours post-event).
- viii. Maintain and coordinate the Nights & Evenings budget and provide consistent updates to the Director and Assistant Director.
- ix. Meet one on one with the Director on a weekly/ bi-weekly basis and as needed.
- x. Adhere to additional guidelines and policies set by the Director and Advisor.
- xi. Hold planning meetings if needed with appropriate faculty and staff regarding all After Dark Events.
- xii. Keep an accurate record of all expenditures by the team with guidance from the Director (declining balance cards, business office expenditure reports, budget logs, etc...).
- xiii. Other duties as assigned by the Director or Advisor.
- xiv. Maintain a minimum of 3 office hours per week.
- xv. Plan 2-3 events per month

8. Publicity Manager

- a. Power
 - i. Oversees, leads, and makes final decisions related to CAB's publicity campaigns, contributing to CAB's Executive Team's vision as well as SMC's values and standards.
- b. Duties
 - i. Work with the CAB team to create appropriate and effective publicity for events and campaigns.
 - ii. Helps the Director design promotional items.



- iii. Develop advertisements for campus-forums when appropriate.
- iv. Ensure that a newsletter or monthly/weekly calendar is published and distributed.
 - v. Manages a timely posting of all publicity materials.
 - vi. Assist with managing CAB's social media accounts
- vii. Produce material to publicize CAB as an organization aiming to serve all SMC students.
- viii. Ensure all CAB publicity meets the publicity requirements established by Saint Mary's College and all material is removed in a timely and appropriate fashion.
 - ix. Attend weekly CAB executive team meetings and provide updates on publicity and any campaigns undertaken.
 - x. Fulfill the minimum standards as agreed upon by the Campus Activities Board for the respective position including all details of planning, facilitating, advertising, and evaluating events.
 - xi. Attend all trainings, retreats, and other functions as assigned by the Director or Advisor.
 - xii. Create a comprehensive record of all duties performed for future coordinator's reference.
- xiii. Responsible for meeting deadlines and due dates while producing timely, well-completed, paperwork as set by the Director and Advisor. (i.e.. Printshop requests, website updates through college communications, digital signage).
- xiv. Maintain and coordinate the publicity budget and provide consistent updates to the Director and Assistant Director
- xv. Meet one on one with the Director on a weekly/ bi-weekly basis and as needed.
- xvi. Adhere to additional guidelines and policies set by the Director and Advisor.
- xvii. When appropriate, hold planning meetings with appropriate faculty and staff regarding publicity matters.
- xviii. Keep an accurate record of all expenditures with guidance from the Director (declining balance cards, business office expenditure reports, budget logs, etc...).
- xix. Other duties as assigned by the Director or Advisor.
- xx. Maintain a minimum of 2 office hours per week.



9. Community Outreach EP

a. Powers

- i. Oversees and leads CAB's community outreach events. (both on and off-campus)

b. Duties

- i. Plan and facilitate Community Outreach Events in conjunction with the Director and Advisor. Handles all logistics related to collaborative events with campus partners.
- ii. Plan monthly events that are on or off-campus with local community groups or student organizations and clubs.
- iii. Plan and implement events that support and exemplify the mission of Saint Mary's College as a Catholic Lasallian Liberal Arts institution.
- iv. Attends weekly CAB executive team meetings and provides updates on the team and events undertaken.
- v. Fulfills the minimum standards as agreed upon by the Campus Activities Board for the respective position including all details of planning, facilitating, advertising, and evaluating events.
- vi. Attends all training, retreats, and other functions as assigned by the Director or Advisor.
- vii. Create a comprehensive record of all duties performed for future coordinator's reference.
- viii. Produce effective and creative publicity, in addition to working with the Public Relations EP, for each event.
- ix. Responsible for meeting deadlines and due dates while producing timely, well-completed, paperwork as set by the Director and Advisor. (i.e.. Event Planning forms 6-weeks from event, Event Checklist Forms, Event Evaluation forms 24 hours post-event).
- x. Maintain and coordinate the Community Outreach budget and provide consistent updates to the Director and the Advisor
- xi. Meet one on one with the Director on a weekly/ bi-weekly basis and as needed.
- xii. Adhere to additional guidelines and policies set by the Director and Advisor.
- xiii. Hold planning meetings with appropriate faculty and staff regarding all Special Events.



- xiv. Keep an accurate record of all expenditures by the team with guidance from the Financial Coordinator (declining balance cards, business office expenditure reports, budget logs, etc...).
- xv. Other duties as assigned by the Director or Advisor.
- xvi. Maintain a minimum of 2 office hours per week.
- xvii. Plans one event per month.

10. Intern

- i. Work closely with CAB Director and Advisor to learn how to plan events.
- ii. Work all CAB events when available to assist with set up and take down of event.
- iii. Must assist a team member with planning and executing at least two (2) events per semester.
- iv. When necessary, assists with social media publications and campaigns.
- v. Other duties as assigned by CAB Director, Assistant Director, or Advisor.

11. Advisor

- i. Serve as a liaison between CAB and Student Involvement & Leadership at SMC.
- ii. Provide guidance and support to the Board in accordance with the Lasallian mission and values of the institution.
- iii. Assist with training of the entire CAB in conjunction with the CAB Director.
- iv. Work with CAB to hold weekly staff meetings, to ensure that all members are appropriately upholding their positions. At a minimum, the Advisor is expected to attend on a bi-weekly basis.
- v. If the staff Advisor position is vacant, a new advisor will be appointed by either the Director of Student Involvement & Leadership, Assistant Dean of Students, or Dean of Students.

Article IV - Appointments and Voting

1. Appointment to CAB



- a. Appointments to CAB will be made by a committee consisting of the CAB advisor and a current non-returning CAB Director or Coordinator.
 - b. Appointments must be completed by the final weekend in March of each academic year.
 - c. The month of April will be used as a shadowing period between the current Board and the new Board.
 - d. Position appointments are for one academic year. Duties commence following the conclusion of the appointment process and terminate upon graduation the following year or departure from SMC.
2. Appointed offices shall be:
- a. Director, Assistant Director, Major Events Coordinator, Gaels on the Go Coordinator, Nights & Evenings Coordinator, Special Events EP, Entertainment EP, Publicity Manager, Community Outreach EP
3. Voting procedure at meetings
- a. All registered members shall be allowed to vote when appropriate.
 - b. A simple majority (fifty percent plus one vote) of votes is required.
 - c. The CAB Executive Board and advisor reserve the right to recall decisions that may affect CAB's wellbeing and standing at SMC.

Article V - *Dismissal and Appeals*

1. Dismissal from the Campus Activities Board shall be based on the following circumstances:
 - a. Failure to meet membership criteria.
 - b. Inability to fulfill the requirements of one's particular position to the expectations as defined in the constitution.
 - c. Failure to meet any academic or disciplinary standards of SMC and CAB.
 - d. Removal from office will be considered, decided and administered by the Advisor in conjunction with the Director of Student Involvement & Leadership.
2. Dismissal process:
 - a. When issues begin to come to the attention of the Director and/or Advisor, an initial verbal conversation will take place and a written agreement with goals for improvement and expectations set will be signed by both the Director and CAB member in question.
 - b. It must include:



- i. Date, time, location
 - ii. The reasoning for the written warning
 - iii. A written agreement with goals for improvement and expectations set
 - iv. Include a statement that reads: Moving forward, the failure to comply with the expectations set by the CAB constitution, written agreements for improvement, the Executive Board and CAB advisor, shall result in a final written warning and an immediate submission for dismissal to the proper authorities.
 - v. Will be signed by both the Director and CAB member.
 - c. After failing to comply with expected changes or any continued failure to fulfill duties and expectations shall result in dismissal notified by the CAB Director or Advisor in the case that it is the director being dismissed. Final notice will be provided in a meeting and in writing.
3. If the CAB Director is the person being processed for dismissal, then the dismissal process above shall be carried out by the Advisor in consultation with Assistant Dean of Students, Dean of Students or designee.
4. The removal of the Director will result in the appointment of the Assistant Director as the interim Director while a full hiring search has been conducted to replace the Director.
5. The removal of a Coordinator will result in the appointment of an existing coordinator, event planner, or appointment made by the CAB Director and Advisor.
6. Appeal process:
 - a. Dismissal appeal must be received by the CAB advisor in writing within five business days of dismissal. In their absence, submission to the Director of Student Involvement & Leadership, Assistant Dean of Students, or Dean of Students is authorized.
 - b. Appeals will be evaluated by the Advisor other staff within Student Involvement & Leadership or the division of Student Life.
 - c. The dismissed CAB member will be notified of the appeal decision within five business days from the date the appeal was received. A notice of delayed decision may be submitted to allow for further review of material.



Article VI - *Amendment Process*

1. A constitutional amendment may be proposed to the Executive Board by any CAB member. Proposed amendments must be made available to all Executive Board members at least five (5) school days prior to voting. Any proposed amendment requires two thirds (2/3) approval by the Executive Board.
2. All amendments passed by CAB's Executive Board must be submitted to the Advisor and Director of Student Involvement & Leadership for final approval.