

CAMPUS ACTIVITIES BOARD

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

CONSTITUTION

ARTICLE I - ORGANIZATION

Section 1. NAME

The name of this organization is the Campus Activities Board, whose office is in the Student Union Room 221 in Charlotte, North Carolina.

Section 2. PURPOSES

- A. The purposes of the Campus Activities Board are: To promote the interests of University of North Carolina at Charlotte and its students; to bring about a greater spirit of unity and cooperation among all students; to encourage in students the development of leadership skills through active participation in campus activities and its management; to provide UNC Charlotte and the community of Charlotte with the best possible events and to retain its position as a respected contributor to the establishment and maintenance of a higher educational, recreational, social and cultural standard for the University community.
- B. In order that the Campus Activities Board shall continue to realize its purposes and to the end that it shall keep pace with its growing opportunities, we, the students of The University of North Carolina at Charlotte, establish this constitution.

ARTICLE II - MEMBERSHIP

Section 1. MEMBERSHIP REQUIRMENTS

- A. Every student officially enrolled, whether full-time, or part-time, at UNC Charlotte, is an active member of the Campus Activities Board.
- B. Membership is open to all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin, physical or mental disability, or veteran status.
- C. To be eligible for Board service all students must be an active member as defined in Article II, Section 1A, and shall be in good University standing with a cumulative grade point average of 2.5 or higher for executive board, 2.3 or higher for student board directors and 2.0 or higher for crew chiefs at the time and during tenure of service.

ARTICLE III – VOTING AND MEETINGS

Section 1. GOVERNANCE

The governance of the Campus Activities Board shall be set forth in the Constitution and By-Laws and vested in a Board of Directors.

Section 2. BOARD MEMBERSHIP AND MEETING

- A. Voting
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. All Directors

B. Non Voting

1. Advisor(s) of the Campus Activities Board
2. All Crew Chiefs
3. Office Manager of the Campus Activities Board
4. Graduate Assistant Staff of the Campus Activities Board
5. Director of the Cone University Center/Student Union Activities and Recreation (SUAR) or his/her Designee

Non-voting directors shall have full power to join in deliberation of the Board.

C. Meetings

1. The Board shall hold regular meetings.
2. All voting members and Crew Chiefs are required to attend.
3. Two-thirds (2/3) of the voting directors shall constitute a quorum.
4. All meetings of the Board shall be open.

Section 3. TERM

The full term of each Director shall be from installation in April until April of the following year.

Section 4. POWERS AND DUTIES

The Campus Activities Board shall have the power to make appropriations from funds entrusted to said Board by the Student Activity Fees Commission of UNC Charlotte and to expend such appropriated funds, subject always to such limitations, restrictions and conditions as may be imposed upon the University by the State of North Carolina. The Board may recommend to the Director of the Cone University Center/Student Union Activities & Recreation (SUAR) and Assistant Vice Chancellor for Student Activities, Diversity & Special Projects , policy changes and/or additions concerning events and services. The Board is hereby empowered to direct the activities at UNC Charlotte and shall maintain all records thereof. The proposed annual fiscal budget for the following year shall be approved by the Board according to CAB Master Calendar and SAFC deadlines. The final budget approved by CAB shall be respectfully submitted for approval by the Student Activities Fees Commission prior to SAFC deadline.

ARTICLE IV - SELECTION

Section 1. SELECTION PROCEDURES

A. Nomination of President Elect & Vice President Elect

The Board shall conduct a Board nomination process in accordance with the By-Laws and CAB Master Calendar each year. Nominations for President Elect and Vice President Elect will be held the third and fourth week of February, with selection taking place on the fourth week. All directors, crew chiefs, and executive board members may vote for both President and Vice President.

1. Nominees for positions must be a director and have at least one full academic year of service to the Board. The nominee receiving the majority votes for each position will be declared the winner.
2. In the event there are no nominations or eligible candidates, the director requirement will be stricken and any student with one full year of service to the Board will be eligible. The nominee receiving the majority votes for each position will be declared the winner.
3. In the event there are no nominations or eligible candidates, the one full academic year of service to the Board criteria will be stricken and any student with one full semester of service to the Board will be eligible. The nominee receiving the majority votes for each position will be declared the winner.

4. In the event there are no nominations or eligible candidates, the one full semester of service to the Board criteria will be stricken and any student newly elected as a student Director will be eligible. The nominee receiving the majority votes for each position will be declared the winner.

B. Selection of Board Student Directors & Crew Chiefs

Applications for Board student Director positions will be available no later than the second Monday in March and applications will be received no later than the last Friday of March. If less than thirteen (13) candidates apply for selection process, the selection will still be held. After the Board takes office they shall fill any remaining positions through the interim process as stated in the By-Laws.

Section 2. SELECTION PROCESS

- A. The Board Advisor(s) shall be the Chairperson of the Selection Process and responsible for organizing the annual Campus Activities Board Selection Process.
- B. The Chairperson of the Election/Selection Director(s) shall call a meeting of the Selection Committee within two weeks after the application deadline to select thirteen (13) students meeting the Board qualifications prior to the third Friday in April. In addition to the Board student Directors, the Selection Committee will also choose one treasurer for the term of office. The committee must have a quorum of two-thirds (2/3) of its members present before selections may be made.
- C. The Selections Committee will be comprised of the following:
 1. Nominated President Elect
 2. Nominated Vice President Elect
 3. Non-returning Board Director chosen by the Board
 4. Director of the Student Union
 5. Director of the Office of Student Activities
 6. Campus Activities Board Office Manager
 7. Campus Activities Board Graduate Assistants
 8. Campus Activities Board Advisor (ex-officio chairperson – only voting in case of a tie)

Section 3. REMOVAL OF BOARD MEMBERS

Any board member may be removed from office in an open meeting by a two-thirds (2/3) vote of the entire voting Board. Any Board member, voting or non-voting, can make recommendations for removal.

Section 4. FILLING VACANCIES

- A. President and Vice President
 1. In the event of any vacancy of the President, the Vice President shall fulfill the duties of President as outlined in Article I, Section 1 of the By-Laws of the Board.
 2. In the event of any vacancy of the Vice President, the President or his/her designee shall fulfill the duties of Vice President as outlined in Article I, Section 2 of the By-Laws of the Board until a new Vice President is elected according the selection process outlined in Article IV, Section 1, Letter A of the Constitution.
- B. Student Directors

In the event of any vacancy of a student Director, the Board shall determine by a majority vote whether the vacancy shall be filled. Vacancies shall be filled by nomination of an interim selection committee as referred to in Article I, Section 8, B, of the By-Laws of the Board, subject to a majority vote of approval by the Board.
- C. Crew Chiefs

Vacancy in the office of any Crew Chief shall be filled similarly to the process of the student directors. See Article I, Section 8, C of the By-Laws.

ARTICLE V - APPLICATIONS

Section 1. APPLICATION FORMS

- A. The Board shall provide a standard application form requesting such information as it deems pertinent, concerning qualifications for members of the Board. The Board Advisor shall make these applications available to all persons interested in qualifying for the Board.
- B. Application forms shall be available for a period of not less than ten full days.
- C. A completed application form must be submitted by all applicants to the Board in order to be eligible for selection to the Board of Directors the following year.
- D. Completed application forms for selection shall be delivered to the office of the Campus Activities Board by designated deadline prior to the last Friday in March.

Section 2. ELIGIBILITY FOR SERVICE ON THE BOARD

- A. President, Vice President and Treasurer must be an active member as defined in Article II, Section 1 of the Constitution and shall be in good University standing with a cumulative grade point average of 2.5 or higher at the time during tenure of service.
- B. All other voting student members of the Board of Directors must be active member as defined in Article II, Section 1 of the Constitution and shall be in good University standing with a cumulative grade point average of 2.3 or higher during tenure of service.
- C. All Crew Chief student members of the Board must be an active member as defined in Article II, Section 1 of the Constitution and shall be in good University standing with a cumulative grade point average of 2.0 or higher during tenure of service.
- D. Should any student be placed on academic probation by the University, or fail to meet any or all eligibility standards results in immediate forfeit of Board responsibilities and dismissal from Board membership.
- E. For any reason, if a student's cumulative grade point average falls below the required grade point average for their position, the Board Advisor will make a final decision on the student's status.

ARTICLE VI – ADOPTION AND AMENDMENTS

Section 1. Amendments to the Constitution

A petition for amendment must be presented to the President of the Board at an Executive Board meeting. It shall originate from within the Board. Such petitions shall be considered a priority motion by the Board and shall be discussed at the first Board meeting following presentation to the President. The proposed amendment must be approved by three fourth (3/4) vote of the Board of Directors.

- A. The amendment shall be held and controlled by the Board in accordance with rules of procedure set up by the Board, subject to the existing policy governing all constitutional amendments by the Student Government Association.
- B. Voting shall be by secret ballot. All active and eligible members of the Board in good university standing shall be eligible to vote as defined in Article V, Section 2 of the Constitution.

Adopted on January 31, 2001

Updated on April 11, 2012

CAMPUS ACTIVITIES BOARD

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

BY-LAWS

ARTICLE I – BOARD MEMBERS

Section 1. PRESIDENT

The President shall:

- A. Convene and preside over the meetings of the Board. The President shall serve as the official university representative for the Board.
- B. Maintain at least seven (7) office hours in the Board office each week between the designated open office hours.
- C. Schedule and attend all Program Board of Directors meetings and subsequent Executive committee meetings consisting of the Vice President and Treasurer.
- D. Have the power of calling for and disbanding ad-hoc committees of the Board.
- E. Have the power to speak for the Union Board in an official capacity.
- F. Serve as the representative on the Student Life Facilities Management Advisory Committee and, or his/her designee.
- G. Have the option to serve as an ex-officio member of any committee of the Cone University Center and Student Union Activities & Recreation.
- H. Be responsible for activities and communication pertaining to CAB alumni and community relations.
- I. Be responsible for the organization of the annual Board End of the Year Banquet and as determined any other Board ceremonial functions.
- J. Assist in maintaining and updating the CAB Fare participant database by assisting with data entry and sending electronic information out to registered participants.
- K. Also assist the Graduate Assistants with choosing CAB Fare prizes at the end of the year.
- L. Be responsible for the Master Calendar approval in January in accordance with Appendix I.
- M. Enforce the number of program offerings and deadlines as outlined in the CAB Master Calendar in Appendix I.

Section 2. VICE PRESIDENT

The Vice President shall:

- A. Assume the duties and responsibilities of the President in the event of the President's absence.
- B. Succeed to the office of President in the event of a vacancy in that office.
- C. Maintain at least seven (7) office hours in the Board office each week between the designated open office hours.
- D. Meet as necessary as a member of the Executive committee.
- E. Be responsible for evaluating the recruitment and retention efforts of each programming committee and shall report this assessment to the President on a regular basis.
- F. Plan social and morale building activities of the Board to recognize special occasions (i.e. Birthdays, Holidays, Awards Recognition, etc).

- G. Oversee the Event Staff by managing the Event Staff database and communicating with event staff members on a regular basis.
- H. Coordinate and execute the "Event Staff Gold Card" incentive program for all event staff members.
- I. Also be a liaison between the Crew Chiefs and the rest of the Board.
- J. Work with the Crew Chiefs to keep communications flowing between Directors and Event Staff.
- K. Enforce the number of program offerings and deadlines as outlined in the Master Calendar in Appendix I.

Section 3. TREASURER

The Treasurer shall:

- A. Preside at the Board meeting in the absence of the President and Vice President.
- B. Serve as the chief financial officer of the Board and as such must monitor all expenditures and transact all financial business with assistance by the Office Manager.
- C. Maintain at least seven (7) set office hours in the Board office each week between the designated open office hours.
- D. Meet as necessary as a member of the Executive committee.
- E. Propose a budget to the Board for approval prior to the end of February. This final budget will then be respectfully submitted to the Student Activity Fees Commission.
- F. Be the mandatory representative of the Board at the Student Activity Fees Commission and has all the duties and responsibilities therein.
- G. Work as the sole agent of the Board at all meetings of the Student Activity Fees Commission and during the Student Activity Fees Commission budgeting process.
- H. Have the power to modify and change final fiscal budget to the Board during the Student Activity Fees Commission process.
- I. Present the Board with the approved Student Activity Fee budget allocation.
- J. Meet the deadlines as outlined in the CAB Master Calendar in Appendix I.

Section 4. STUDENT DIRECTORS

Student program directors shall:

- A. Adhere and believe strongly in the Campus Activities Board Constitution & By-Laws and the program philosophy of the Board as outlined in Appendices A-P.
- B. Maintain five (5) set office hours in the Board office each week between the designated open office hours and attend at least (7) sponsored events per semester in addition to his or her own events.
- C. Meet the number of program offerings and deadlines for programming as outlined in the CAB Master Calendar in Appendix I.
- D. Work to uphold the values of a student-staff partnership and shall be entrusted with the ethical standards, responsibility and powers of authority subject in serving the needs and constituents of the University.

Section 5. CREW CHIEFS

Student Crew Chiefs shall:

- A. Adhere and believe strongly in the Campus Activities Board Constitution and By-Laws and the program philosophy of the Board as outline in Appendices A-P.

- B. Maintain three (3) office hours each week between the designated open office hours and attend at least five (5) sponsored events per semester in addition to his or her own events.
- C. Support student Program Directors by attending events for the committee that he/she has been assigned to and help to coordinate the event staff; assist with marketing and promotion of each event; serve as a proxy representative for student Program Directors when deemed necessary; attend Event Staff Training in the Fall and Spring semesters; and perform any other duties as assigned by the Director.
- D. Be responsible for serving as Director for their respective Committee for at least one (1) event per semester, as well as implementing one (1) Program Proposal a semester for their committee.
- E. Also work to uphold the values of a student-staff partnership and shall be entrusted with the ethical standards, responsibility and powers of authority subject in serving the needs and constituents of the University.

Section 6. EVENT STAFF

Event Staff members will assist both the Committee Director and Crew Chief with the set-up, running, and breakdown of programs. Event Staff members are also given the task of helping the Director come up with new and creative ideas for program publicity and distribution. This is a volunteer position and does not require a specific amount of office hours per week.

Section 7. REMOVAL OF DIRECTORS/CREW CHIEFS FROM OFFICE

Removal of Directors and Crew Chiefs from office will follow as outlined in the Campus Activities Board Constitution, Article IV, Section 3.

- A. Default of duties shall be defined as:
 1. Failure to comply with Article III, Section 1 and 2 of these By-Laws.
 2. Failure to adhere to established Board and University guidelines.
 3. Failure of officers to follow guidelines established to Article I, Section 1, 2, 3, 4, 5 of the By-Laws.
 4. Failure to fulfill programming responsibilities. Determination of failure to comply with this stipulation will rest with the President and Board Advisor.

Section 8. INTERIM SELECTION PROCESS

- A. Executive Vacancy
 1. In the event of a vacancy on the Executive Board, Article IV, Section 4 of the Constitution shall apply.
- B. Student Director Vacancy
 1. In the event of a vacancy of one of the Student Directors, the Student Crew Chief shall assume all duties and responsibilities as outlined in Article I, Section 4 of these By-Laws.
 2. In the event that the Student Crew Chief is unable to fulfill these duties, the President shall appoint an Interim Director from within the board to oversee the vacant position until such time as a permanent replacement can be found.
- C. Student Crew Chief Vacancy
 1. In the event of a vacancy of one of the Student Crew Chiefs, the board shall act in the following manner:
 - i. In the event of a vacancy that occurs in the fall semester, applications will be made available in accordance with Article V, Section 1 of the Constitution.
 - ii. In the event of a vacancy that occurs in the spring semester, the President shall consult with the Student Director of the committee with the vacancy.

1. If the Student Director wishes to fill the position, applications will be made available in accordance with Article V, Section 1 of the Constitution.
2. If the Student Director does not wish to fill the position, the Student Director will be responsible for all duties and responsibilities as outlined in Article I, Sections 4 and 5 of these By-Laws.

Section 9. APPRENTICESHIP OF NEWLY SELECTED MEMBERS

Any new member of the Board shall be required to attend at least one (1) Board meeting prior to his/her induction and shall have the privilege of speaking on matters before the Board, but will not have the power to vote until installed as a Director.

ARTICLE II - COMMITTEES

Section 1. EXECUTIVE BOARD COMMITTEE

The Executive Committee is comprised of the President, Vice President, and Treasurer. As such, this committee supports the entire Board functions and enforces the Campus Activities Board Constitution and By-Laws.. In rare emergency circumstances the President in consultation with the Board Advisors, may proceed directly to the Board for a vote when the executive committee is unavailable. The ethical and high standard of leadership of this committee and its individual members is paramount to creating a conducive, quality learning experience for all Board members. Another focus of this committee in the spring semester is to schedule events for the summer term.

Section 2. PROGRAMMING COMMITTEES

Directors are responsible for up to six (6) program areas. Each director shall develop and maintain his/her designated Committee during the duration of his/her term. Programming Committees, in an effort to meet the changing needs of the campus community, may be changed in title, definition and scope with a majority vote of the Board prior to the Applications process in February.

The Programming Committees are an essential component of the Board and are the sole method of meeting the vast programming needs and expectations of the campus community. Six (6) Student Directors and six (6) Student Crew Chiefs are to be chosen through the selection processes outlined in Article IV, Sections 1 and 2 of the CAB Constitution to fulfill these Programming Committees. The Programming Committees should be reviewed prior to the completion of the fiscal budget for the following year in February for changes in title, definition and scope.

The following are Program Committees of the Board:

A. Spirit & Traditions

Allows you to be part of living the 49er spirit and traditions by planning annual events such as Homecoming and Week of Welcome. This committee works collaboratively with other campus organizations, faculty and staff to produce university-wide spirit and traditions for Charlotte 49er pride throughout the year.

B. Talks and Topics

Sometimes serious, sometimes fun, or a little bit of both! In an effort to complement the academic mission and to support a marketplace of various opinions and ideas, this committee works to provide forums, lectures, debates, and talks on a variety of issues and topics.

C. CAB Live

As the name implies, this committee is all about live entertainment ranging from comedy, live music, variety acts, poetry slams, coffeehouses, special programs and other entertainment trends. Typically on Thursdays or Fridays, this committee works hard to bring a wide-variety of diverse acts to campus.

D. T.A.X.I (Talent, Activities, eXcursions, &Interest)

Talent , Activities, X-cursions, and Interests: With this committee anything goes! From multicultural events and programs to off campus gallery crawls, skating, and / or bowling trips; We are bringing Charlotte to UNC Charlotte's campus!

E. Marketing and Publicity

This committee is responsible for continuously working to brainstorm, create, and implement new ways to expose the campus community to CAB. The ultimate goal of the committee is to spur higher attendance rates at CAB events, while educating the campus community of CAB's benefits through various forms of publicity such as posters marketing and other promotions.

F. Niners @ Noon

You never knew your lunchtime could be so fun! Play Bingo, decorate a t-shirt, or just sit back and enjoy a variety of musical entertainment. Between 11am and 2pm this committee works to build community on campus by providing students with an interactive diversion from their busy schedules.

Section 3. COMMITTEE EVALUATION

These committee offerings must have on-going, comprehensive evaluation to determine and prove "quality" as well as to insure that the Board is fulfilling its Constitution & By-Laws.

Section 4. QUALIFICATIONS FOR SERVICE TO PROGRAM COMMITTEE

Any member of the Board as defined in the Campus Activities Board Constitution, Article II, Section 1, is eligible for service on the Board Program Committee.

ARTICLE III - MEETINGS

Section 1. WEEKLY BOARD MEETINGS

- A. The Board shall meet once a week on Wednesdays at 5 p.m. during the Fall and Spring semesters and at such special meetings as the President may call.
- B. The Office Manager shall keep and distribute minutes of the meetings to the Director of the Office of Student Activities, the Director of Cone University Center, Executive Director of the Student Union, the Vice Chancellor for Student Affairs, Chair of the Student Activities Fees Commission, Associate Vice Chancellor – Student Life & Facilities Management, Dean of Students, and all Board Directors and Board Staff.

Section 2. ABSENCES

- A. The accumulation of three (3) unexcused absences from Board meetings and functions, per semester, shall be considered default of duties and the Board member in question will be removed from the Board. Every Board member shall be subject to these requirements.
- B. The President of the Board, subject to appeal by the Board, shall determine the validity of the excuse. A two-third (2/3) majority vote of the Directors may overturn the President's decision.
 - a. The Crew Chiefs will have a chance to converse with the Voting Director before the vote is taken place, and the Director will have the final vote for the Committee as a whole.
 - b. In the event that the Director is not present, the Crew Chief will become the voting proxy of that Director.

Section 3. PROXY

- A. If a Director cannot attend a Board meeting, the Crew Chief of the same committee will serve as a proxy vote for the Director

ARTICLE IV – ADOPTION AND AMENDMENTS

Section 1. BY-LAWS

Adoption of these by-laws shall be by a 3/4 vote of the Board. These By-Laws, university policies and rules as well as appendices set forth shall govern this Board in all cases where applicable and consistent with the *Robert's Rules of Order*.

Section 2. AMENDMENT TO BY-LAWS

A petition for amendment must be presented to the President of the Board at an Executive Board meeting. It shall originate from within the Board. Such petitions shall be considered a priority motion by the Board and shall be discussed at the first Board meeting following presentation to the President. The proposed amendment must be approved by three fourth (3/4) vote of the Board of Directors.

- A. Voting shall be by secret ballot. All active and eligible members of the Board in good university standing shall be eligible to vote as defined in Article V, Section 2 of the Constitution.
- B. The proposed amendments shall be received at the scheduled meeting prior to the meeting when amendments are to be voted upon.

Section 3. APPENDICES

This Article IV, Section 3, shall hereafter be designated Appendices A-M to follow these By-Laws. Appendices may be amended with a 3/4 vote of the Board or at the sole discretion of the Board Advisor.

Adopted on January 31, 2001

Updated on April 11, 2012

Appendix A

PERFORMANCE DOCTRINE

(A guide for advancing the philosophy and mission of the Campus Activities Board of the University of North Carolina at Charlotte.)

Campus organizations, like the very institutions of which they are a part, can have their own performance standards (doctrine) which underlie their programs and activities, and contribute to the organization's special existence and distinctiveness in institutional life.

The following are eight dimensions representing a full range of human ideals which are viewed with importance by the UNC Charlotte Campus Activities Board advancing the Board's position as a significant campus organization.

Humane

Campus Activities Board has a special commitment to contribute to a humane campus environment and strives through all its programs and activities to promote a capacity among all campus groups for thoughtfulness, compassion, tolerance and empathy.

Intellectual

Campus Activities Board has a strong commitment to advance intellectual excellence as an important part of the University's mission to tailor and promote intellectual advancement of the Board's programs and activities.

Personal Development

Campus Activities Board is dedicated to providing program opportunities and activities required for developing the full mental, aesthetic, emotional and physical resources of campus members so they may grow in all aspects of life.

Socio-Political

Campus Activities Board has a socio-political responsibility to encourage campus members through the Board's programs and activities to be concerned with and to understand the major issues of contemporary society, the democratic process, and the academic profession.

Moral

Campus Activities Board is devoted through its programs and activities to help campus members to be concerned with identifying the ethical dimensions and values most required in academic, professional and social settings.

Spiritual

Campus Activities Board has a concern for the wholeness and transcendental nature of knowledge and strives through its programs and activities to provide opportunity for the development and clarification of one's philosophy and world view.

Egalitarian

Campus Activities Board has an important egalitarian commitment to draw people from different backgrounds into the full life of the campus, and also through its programs and activities to honor and respect all multiculturalism and diversity.

Tradition

Campus Activities Board is an important custodian of the University's heritage of which the Board itself is a significant part, and is dedicated to preserving and transmitting this heritage and to advancing the importance of a shared sense of community for all campus groups.

Appendix B

PROGRAM PHILOSOPHY

The Campus Activities Board fulfills an important part of its mission by providing programs for the campus community. Committed to education, the Campus Activities Board develops programs, which meet the intellectual, cultural, social and recreational needs of the students, faculty, staff, alumni, and guests of UNC Charlotte. The CAB supplements and enhances classroom education by serving as a laboratory where students assume responsibility and develop leadership skills in active, meaningful and productive ways.

The purpose of programming is two-fold: to fulfill a need on campus and to provide opportunities for self-directed activity. The program unit, composed of staff and students, fulfills its mission by planning activities that cultivate the development and growth of students.

Programming holds potential rewards for both the student involved and the people attending. Students and staff who place an emphasis on program quality and not quantity will best achieve programming's two-fold purpose.

To maintain program standards, a staff trained in student development and leadership development is essential. Professional development in these areas is accomplished through exposure to new ideas, innovations, and experiences of others in the field. Students may maintain program standards by striving to be better leaders, incorporating more involvement from students, and working to enhance the creativity and development of program planning. They also can benefit from exposure to new ideas through conferences, classes, and other opportunities. When these concepts are followed and respected by students and staff through the student/staff partnership, program standards will excel.

Programming ideals can best be fulfilled within the campus community. The Union provides the facility for the total program. The students, staff, faculty, alumni, and visitors provide the intellectual, creative, and innovative tools to present programs based on the needs of all populations. All facets of the program unit and CAB must be aware of programming ideals so that the end result will be constant exposure to quality.

STUDENT STAFF PARTNERSHIP PHILOSOPHY

The guiding principle by which the students and the staff of the Campus Activities Board work on a daily basis is the *student – staff partnership* philosophy. It serves as an underpinning to the decisions we make, the way we interact, and the quality of the programs and services we produce. At its core is the value upon which the college union ideal was initially founded – community – a coming together of students and staff to create the very best in activities, events, and services for UNC Charlotte.

A student-staff partnership recognizes that students and staff working together is more productive and rewarding. An adversarial relationship, where staff are seen as “the administration” (and therefore something to maneuver around) and student leaders are seen as “transient” (and therefore something to endure for the short term) leads to lower quality programs, a stressful work environment, and fails to build loyalty to the overall Board for the long term. Therefore, the students and staff of the Campus Activities Board have adopted the following tenets over time to foster a healthy working relationship for the betterment of not only ourselves, but also the campus we serve.

- Students and Staff both have the wisdom of their life experiences to contribute to the program planning process. Each are equally valued and acknowledged as necessary to the creation of high quality programs.
- Creativity, insight, and new ideas are not in the exclusive domain of any one person. All of us have the potential to breathe new life into the programs we offer.
- Directors should be especially recognized for their ability to have their finger on the pulse of our primary constituents – students.

- Advisors should be seen as the first step in removing roadblocks for students, thereby increasing their chance for success.
- Student Directors ultimately make the final decisions with respect to the programs, policy, and membership of the Board. The challenge and support the directors receive from their advisors hopefully enhance the effectiveness of those decisions.

Not all programming organizations, or student organizations, use a student-staff partnership philosophy. However, it is our belief that this philosophy is the best suited for an organization such as ours whose primary mission is to bring the campus together. We are more likely to accomplish that goal if we ourselves, as students and staff, model the “community” we are entrusted to create.

THE ROLE OF THE COLLEGE UNION/ UNIVERSITY CENTER

The union/university center is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

The union is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees, and student employment, the union offers firsthand experience in citizenship and educates students in leadership, social responsibility, and values.

In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union’s goal is the development of persons as well as intellects.

Traditionally considered the “hearthstone” or “living room” of the campus, today’s union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.

Adopted by the Association’s general membership in 1996, this statement is based on The Role of the College Union statement, 1956.

GUIDELINES FOR PLANNING THE COLLEGE UNION PROGRAM

1. *Programs should have diversity and balance.*
Programs should be planned with a variety of offerings. Such programs should not be limited to the large traditional or glamorous activities, but should ideally include a diverse range of activities from small intimate programs to the large ones that would receive more publicity.
2. *Programs should be offered at the best time for the participants.*
The term "best" may be difficult to define, but certainly the college union program staff needs to offer these programs at times, which will maximize attendance. It may mean that in a complex university setting programs are offered at various times.

3. *Planning should involve cooperation with other campus agencies.*
These certainly are not limited to, but would include such organizations as: residence halls, cultural centers, student organizations, academic departments and community agencies. Cooperative programming can curtail hard feelings and territorialism between campus organizations.
4. *The college union programs should relate to the individual needs of the participants.*
If these needs are not known and not responded to by the union, then the program will be less than effective. Rather than have a total smorgasbord of unrelated activities, it is desirable, when possible, to have the programs interrelated with one another.
5. *The programs should provide equal access for all members of the university community.*
Regardless of age, race, sex, religion, social economic class, physical or mental handicap, or sexual orientation, it goes without saying that the college union program seeks to serve the entire campus community and therefore, should provide equal access to all members of the community.
6. *Programs should take into account institutional concerns and welfare.*
Certain college union programs are controversial. The vast majority of colleges and universities have operated on the basis of free speech. However, if the economic support and general welfare of the institution is threatened, these considerations should be carefully considered during the planning stages. To continue to ignore them is not in the best interest of the institution. If the college union program continues to alienate those who support the institution it may lose effectiveness in its institutional setting. However, this does not mean that in all instances programs should be denied because of sensitivity to external public relations or support.
7. *The health and safety of the participants should be considered.*
In outdoor events, as well as indoor events involving large numbers of people, safety should merit priority consideration.
8. *The programs must incorporate evaluation.*
This should be considered an essential part of program planning. Evaluation should occur throughout the program planning process and at the conclusion of the program.
9. *The programs should make the best use of the available resources and facilities.*
In the event that programs compete for space, it is necessary that the most productive and best use of these facilities be an important factor in the planning process.
10. *The programs should have adequate financial support.*
Low cost or no cost programs can be planned effectively and contribute to the overall program. Where resources are needed, they should provide an adequate basis for conducting the activities and programs.
11. *The programs should be fun.*
There is constant pressure within an academic community to press for academic-related activities. Although these activities are an important part of the total co-curricular offerings, the union program should not try to duplicate the academic program nor should activity fund money be used to provide activities that should be funded out of the academic operating budget.
12. *The program should seek to expand the interest of participants.*
A good college union program will "stretch" its participants. Participants are limited by their past experiences and a good program should be planned in such a way as to broaden the horizons, skills and appreciation of those people it serves.
13. *The program should be concerned with carry-over values and skills.*
Just as the formal curriculum of an institution is involved in preparing students for life after graduation, so should these skills be of concern to those with responsibility for the co-curriculum. Appreciation for the opera; the thrill of seeing a beautiful painting; learning how to canoe; working on a committee in a volunteer capacity - all represent types of carry-over values which institutions hope students will carry

into their leadership positions as college graduates.

14. The program should be flexible.

College union programming is a changing phenomenon. Change is the only constant factor. While popular activities should not be thrown out in the name of change, the program and the planning process need to remain flexible as the interests and desires of the campus community vary from year to year.

15. The program should be planned with the participants and not for them.

The whole basis of program planning in the college union involves students planning for other students. Continuous evaluative devices are needed to solicit honest feedback. Programs will be more successful if the participants sense they have a hand in the program planning.

Adapted from The Administration of College Union and Campus Activities by William Edwin Brattain (Yeast Printing, 1981).

Appendix C

EVENT STAFF MEMBER DEVELOPMENT

Committee members are the lifeblood of the Campus Activities Board. Their enthusiasm, ideas, and interest are what make the board programs a success. Any program that does not involve committee members fails to fulfill the educational mission of the Board. As a Director, it is imperative that you do whatever you can to welcome, support and challenge your committee's membership.

What follows is a brief description of some techniques for helping to engage Board committee members:

WELCOMING EVENT STAFF MEMBERS

- Make Event Staff members feel welcome...
- Take an interest—learn Event Staff members' names and how to pronounce them clearly.
- Inquire what motivated them to join the Campus Activities Board.
- Stop your meetings to welcome late arrivals.
- Show Event Staff members around the office, introducing them to others.
- Explain your committee's function.
- Describe the benefits of Board membership.

MOTIVATING EVENT STAFF MEMBERS

- **Involvement** - People support what they help create.
- **Prestige** - People have a need to feel important.
- **Security** - People have the need to belong and to be accepted.
- **Enjoyment** - People want to have fun.
- **Delegate** - People like to have responsibility.
- **Succeed** - There is no motivator for success like success.
- **Reward** - People like to be recognized when they succeed.
- **Listen** - People want to be heard and cared for.
- **Organize** - People appreciate good planning which avoids wasting their time.
- **Be Enthusiastic** - High energy and a positive attitude are contagious.

DELEGATING TO EVENT STAFF

Effective delegation takes place when you strike a balance between letting go and guiding to completion. Hanging on too tightly can smother motivation and slow progress.... while giving up all control could lead to disaster. These nine tactics will help you to decide the best way to delegate.

- I. Zero in on your goals.
Avoid sending others on a wild goose hunt when you do not know what you are doing.
Nail down exactly what you want accomplished.
Make sure the goals are measurable and specific.
- II. Delegate to someone you are sure is capable.
Consider each person's interests when you make assignments.
Make sure the time commitment of the job fits the candidates time schedule.
- III. Prepare the person for the job.
Decide what training the individual needs to complete the job.
- IV. Establish checkpoints.
Decide how much communication is necessary.
Establish set meeting times with the individual from the onset.
Between checkpoints avoid hounding the person—have faith.
- V. Be available as a resource.
If someone asks for help or wants more frequent checkpoints, never turn them down.

- VI. Delegate the whole thing.
Give ownership—it's a great motivator.
If a project is too large for one person, break it up and give ownership of each part to someone.
- VII. Share responsibility and power.
Let the person have the authority to acquire resources on his/her own.
- VIII. Delegate democratically.
Try to delegate different things to different people.
Try to address everyone's interest in serving.
- IX. Keep your cool when mistakes happen.
Keep the person involved and correct the mistake together—this can be an invaluable learning experience for both of you.

Adapted from: Kirby, Tess (May 1990) Delegating: How to let go and keep control. *Working Women*, P. 32 –34.

Appendix D

EVENT STAFF MEETINGS

AGENDAS

Event Staff meeting agendas are a crucial ingredient to any successful meeting. In addition to providing members space for notes, agendas lend structure to a meeting and can communicate important dates and times after the meeting has ended.

When assembling an agenda...

- Consider what items merit discussion in advance.
- Make agendas fun.
- Identify date of meeting and committee name for future reference.
- Outline what you plan to cover during the meeting.
- List upcoming Board events.
- Describe other Board involvement opportunities.
- Describe Board conference opportunities.
- Why have them?
 - So Event Staff Members have something to write on
 - So Event Staff Members can see what they are missing if they have to leave early
 - So Event Staff Members can take them home and still remember upcoming Board events

AGENDA TEMPLATE FOR FIRST EVENT STAFF MEETING

Campus Activities Board

Event Staff

Monday, January 25, 2009

- I. Introductions
 - a. Collect Names, addresses, phone #'s, emails of new members
 - b. Take attendance
- II. Ice Breaker
- III. What is CAB?
- IV. What is (your committee area)?
 - a. Brainstorming session?
 - b. What opportunities are available?
 - c. Where do you need help?
- V. Upcoming CAB events
 - a. Each Director will give a description of his/her event accompanied by a PowerPoint presentation
 - b. After presenting each event, the Director will field questions and ask for volunteers for that event.

Appendix E

BOARD MEETINGS AND PARLIAMENTARY PROCEDURE

FIVE BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. Only one subject may claim attention of the group at a time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has equal rights to every other member.
4. Will of majority must be carried out, and the rights of the minority must be preserved.
5. Personality and desires of each member should be merged into the larger cohesiveness of the organization.

BOARD MEETING

SAMPLE MEETING AGENDA

I. Call to Order

Each meeting of the CAB will be called to order by the President:

"I would like to call the ____ meeting of the 20____ Campus Activities Board of Directors to order."

II. Opening Roll Call and Introductions

The President will call each Director in alphabetical order to obtain the number of Directors present. There must be a quorum to conduct business before the Board. Introductions of visitors and special guests may also be made during this time.

III. Calendar Review

At this time, any changes or alterations to the calendar may be made concerning particular programming areas.

III. Approval of Minutes

Each Director should read over the minutes of the last board meeting prior to the next board meeting. The President will ask for any additions or corrections to the minutes of the last meeting:

"Are there any corrections or additions to the minutes?"

"There being no further corrections or additions, the minutes will stand approved as submitted."

If there are corrections or additions, a Director raises his/her hand to be recognized by the President. The director will then state the correction or addition to the minutes. No second is needed for this motion. If no objections are heard, the correction or amendment is made by general consent of the board. If there is an objection to the stated correction or amendment, objection procedure is followed. When there are no further changes or objections, the minutes will be accepted. A vote is not required to accept the minutes.

I. Approval of the Agenda

Each Director should read over the agenda of the board meeting. The President will ask for any corrections or additions to the agenda:

"Are there any corrections or additions to the agenda?"

"There being no corrections or additions, the agenda will stand approved as submitted."

If there are corrections or additions, motions will be made to accept changes. When there are no further changes or objections, the agenda will be accepted. A vote is not required to accept the agenda.

VI. Old Business

The President will entertain any old business before the Board:

“The old business before the Board is...” OR
“Is there any unfinished business before the Board?”

VII. New Business

The President will entertain any new business before the Board:

“The new business before the Board tonight is...” OR
“Is there any new business to come before the Board?”

IX. Officer, Committee, and Ex Officio Reports

The officers such as the President, Vice-President and Treasurer deliver their reports. Then the President calls on a Director to deliver his/her committee report. There will also be a time for the Crew Chief to give a report, if any, after the Director makes his/her report. Reports then proceed around the table.

X. Staff Reports

The Board staff delivers their reports and any other remarks.

XI. Open Discussion

“Is there any open discussion?”

The President then calls upon those wishing to present information, solicit opinions/perspectives and, or ask questions of fellow Directors or others present.

XII. Board Recognitions

Directors raise their hands if they wish to recognize an individual for service or assistance to their program areas. The President will call on each Director who has raised his/her hand.

XIII. Announcements

The President will ask for any announcements:

“Are there any other announcements?”

XIV. Adjournment

Any Director may move for adjournment. The motion must be seconded. This motion cannot be discussed. Action depends on majority vote.

MAKING A MOTION PROCEDURE

1. Member proposes motion to the group.
Board Member: “I move that...”
2. Another member seconds the motion.
Board Member: “I second the motion.” Or “Second”
3. The President restates the motion to the Board.
President: “It has been moved and seconded to...”
4. Board discusses the motion. Only one person at a time may speak. Each person must be recognized by the President. Remember that discussion must be pertinent to the motion not the programming idea. A speakers list will be maintained by President to keep track of whose turn it is to speak to the motion.
President: “Is there any discussion?”
5. If President is slow in calling for the vote, they may be requested to do so by a member calling the question.

Board Member: "I call the question."

President: "The question has been called. Are there any objections to calling the question?"

6. The vote is then taken by the chair.
President: "Those in favor, please raise your hands"
Votes counted.
President: "Those against, please raise your hands"
Votes counted.
President: "Are there any abstentions?"
Abstentions counted.
7. President announces the results of the vote.
President: "The motion passes." Or "The motion fails."
8. The floor is now open for the next order of business.

OBJECTION PROCEDURE (FOR CALLING THE QUESTION)

If a Director does not agree with a motion, they can object to that motion. The objection procedure is as follows:

1. A Director simply states "**I object to calling the question.**" The President will then state that an objection to calling the question has been made by a Director. The President will then ask the Director objecting to state their objection.
2. The Director will then state why they object to calling the question.
3. The Board then moves into an immediate vote on the objection. No discussion is allowed on the objection.
4. A 2/3 vote is required to overrule an objection. If a 2/3 vote is attained then the Board will proceed with the original motion.
5. If a 2/3 vote is not attained then the objection stands and the Board will move back into discussion of the original motion.

VOTING PROCEDURES

There are several ways to vote in a Board meeting. When the question has been called, the Board can vote by one of four ways. Usually, the President chooses the voting procedure; however, any Director may ask for a particular vote with no objections of the Board or with the majority approval of the Board.

- **Roll Call Vote**

The President reads each Director's name in alphabetical order and waits for his/her response. Directors may respond in one of four ways.

Yes - A Director agrees with the item or motion presently on the table.

No - A Director does not agree with the item or motion.

Abstain - A Director does not feel adequate to vote on an item due to lack of knowledge or conflict of interest. In the event of a tie vote, the President will vote to break the discrepancy.

- **Hand Vote**

A Director may ask that a vote be taken by a show of hands. The Director should state reason for the show of hands and if there are no objections the Board can vote in this manner.

- **Voice Vote**

This vote can be used on an issue in which the President deems it to be necessary. The President will ask that Directors who are in favor of a motion signify by saying "AYE". The President will then ask for the

same response of Directors opposing the motion by saying "NAY". If there are any questions to the outcome of the voice vote, the President or Directors should ask for a hand or roll call vote.

- **Unanimous Consent**

This is where the Board favorably consents as a whole on an item. To vote by unanimous consent, a Director will move to suspend the rules and vote by unanimous consent. A Director can state this motion without being recognized after a second has been heard on a question being called. If no objections are raised by Board Directors, then the item passes by unanimous consent. If an objection is raised, then unanimous consent is no longer considered and the President continues with a hand vote or roll call vote.

Appendix F

CORPORATE SUPPORT OF PROGRAMS

CORPORATE SUPPORT OF PROGRAMS

The Campus Activities Board offers a wide range of programs to the community, which involve students, faculty, staff and alumni in social, educational, recreational and cultural opportunities complementary to the academic mission of the University.

In fulfilling its purpose, the Board recognizes the potential importance of corporate supported programs. These programs may provide the campus community with unique opportunities that can contribute to the education and enjoyment of students, faculty and staff. For our purposes, "corporate" refers to any off campus commercial vendor.

A proposal will be reviewed first by the appropriate Board Director. The director may then present it to his/her Advisor. Once discussed, the proposal will then be reviewed by the entire Board for final approval. The proposal must be accompanied at the Board meeting with a Program & Financial Summary in order to be approved by the Board. The purpose of the proposal is to provide the Board with information about the program which will assist the Board in determining whether or not to engage in corporate support of the program.

If the proposal is accepted by Board (this process usually takes two weeks) the Director will work with the Advisor who will contact the organization to negotiate the final contractual agreement.

Guidelines for Corporate Support of CAB Programs:

1. CAB shall uphold all University policies and regulations, and shall not allow the university or itself to act as an agent that promotes the products of services of the corporation.
2. Neither CAB nor the University shall endorse the aims, policies, products or opinions of the corporate organization or its members.
3. Corporate support should be based on the Board's ability or inability to produce the program in question.
4. All corporate support plans shall be brought in writing to Board and shall include samples of promotional materials when available. Contracts shall be reviewed and any agreement shall be dependent on meeting the requirements of said contract.
5. Each corporate support program shall be discussed on its own merit and not compared to previous or pending events.
6. Once the Advisor has investigated with the Director the corporate assistance plan, it must be brought to the Board for its approval.
7. CAB will not allow corporate support from companies that manufacture tobacco, firearms, or alcohol products.

Advertising Procedures for Corporate Co-Sponsorships:

1. The Board must be listed as the presenter of the program and its name and logo must appear as the dominant sponsor.
2. The program or event must be the primary focus of advertising.

3. The name or logo of the underwriting corporation may be used, not to exceed 50% of the size of Campus Activities Board, but neither the name nor the picture of a specific product of the company may be used, unless they are one and the same.
4. The name of the corporation on the promotional or advertising material shall not be the primary visual or auditory focus.

Appendix G

CO-SPONSORSHIP POLICY & PROPOSAL

The Campus Activities Board is the largest programming organization on the UNC Charlotte campus and serves students, faculty, staff, alumni, and community members with a vast array of programs. Through these programs we aim to involve participants and aid in the learning process, whether the program be educational, cultural, social, or recreational.

How is CAB funded?

The Board is funded through student activity fee allocations from the Student Activity Fees Commission, which means that all students help to pay for programs that the Board provides. We affirm that **all** students are members of the CAB and we therefore are committed to co-sponsorship of programs with student organizations and other groups that have a mission of service similar to the CAB and UNC Charlotte.

Why does CAB co-sponsor?

The Board is aware of the benefits gained by co-sponsoring programs – benefits to the sponsoring organization, benefits to our organization, and benefits to those who participate in the program. We are committed to the idea of **cooperative programming**; that is, a co-sponsorship in which both the Board and other parties develop a solid working relationship, involve a diverse range of people and resources, and work collectively to achieve a successful program that will serve the needs of the UNC Charlotte community.

How is CAB organized?

The Board is structured into programming committees. In each programming area one student director oversees an event staff of student volunteers and is responsible for carrying out programs with those volunteers. The Board structure is elastic and allows for a wide range of programs to fit under any given programming area.

How does the CAB funding work?

The budget under which Board works covers the fiscal year July 1 to June 30. The Board compiles its budget in the early spring for the entire year. Therefore, the best time to approach the Board about a co-sponsorship is during budget planning time. We recognize, however, that not all organizations make plans so far in advance and also that many quality programming opportunities arise after this budgeting process is completed. For this reason, the Board encourages student organizations to approach various Directors as early as feasible. Any director may also appeal for reversion money (if available) to support a new program or co-sponsorship effort.

In the pages following is information vital to understanding how the Board operates and the procedures involved in co-sponsoring an event with CAB.

PROCEDURES FOR CO-SPONSORSHIP WITH CAB

It is best to approach CAB at least ten (10) weeks in advance of when you would like to co-sponsor a program. Any Board director or staff member can direct you to the most appropriate programming area under which your proposed program would fall.

First, you should talk informally to the student(s) with whom you would be working about the ideas and details of the program.

Pre-Program Planning Details to consider at this time may include:

- Program Goals
- Target Audience (who is the program designed to serve)
- Date and Time (consider conflicts and check major event calendars)
- Location
- Availability of Resources (rooms, talent, volunteers, etc.)

On the following pages are a questionnaire and detailed list of general programming items and costs. When you and the Board director have determined that this program is something with which CAB can help, **you and the Board director should work together to complete both parts of the Co-sponsorship Proposal.** This process may help organize details of the program and identify ways in which both organizations will be involved. (You can also note where other organization or departments fit in.)

When the co-sponsorship proposal is complete and the CAB Director feels that enough information has been provided for the Board to consider the program, the Director will discuss with Board Advisor first and then make a Program & Financial Summary proposal (that includes the co-sponsorship information) to the Board. After discussion, CAB will vote on the proposal.

The Board may choose to table a proposal if more information is needed. The proposal will come before that body again when the requisite information can be provided. If tabled, the Board members consider the proposal. **Members of your organization are welcome and encouraged to attend this meeting.** The responsible Director will discuss its findings during their meeting and then all Board members will be encouraged to ask questions. (You may ask questions at any point, as well.) When Board members are satisfied that they have the information needed to make a decision, the Board will vote on the proposal.

Campus Activities Board Co-Sponsorship Agreement

This agreement, dated _____ between the Campus Activities Board, _____ committee (hereafter known as "CAB"), acting on the power and authority vested into it by the Campus Activities Board, and _____ organization (hereafter known as "GROUP") is a fully binding agreement to enter into a partnership to sponsor _____, an event benefiting the campus of the University of North Carolina at Charlotte. The statements below fully define the relationship between the CAB and the GROUP. All other agreements entered into before this date, whether verbal or otherwise, are hereby nullified and voided. This agreement may be amended in writing with the approval of the CAB and the GROUP.

I. Event Information:

Event Date: _____ Event Time: _____
 Event Title: _____
 Event Location: _____
 Ticket Price: _____ Students: _____ Faculty/Staff: _____ General Public: _____

II. Event Responsibilities (non-checked items are to be regarded as surplus information and are not applicable):

	Responsible Party	Estimated Cost:	Supplied by GROUP:	Initial when Completed
A. Contracting:				
<input type="checkbox"/> Agency Negotiation/ Contracting	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Internal Paperwork (i.e Purchase Reqs)	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Transfer of Funds (Line Transfers)	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Honorarium	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Other:	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
B. Reservations:				
<input type="checkbox"/> Facility	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Cash Box	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Other:	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
C. Technical and Production Expenses				
<input type="checkbox"/> Tech Services Work Request	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Stage Crew	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Hospitality	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Ticket Printing	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Security	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Ushers	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Ticket Sales	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Other:	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
D. Promotions:				
<input type="checkbox"/> Promotion Design (posters)	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Printing (posters)	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Posting of Publicity	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Banner Making	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> University Times Ad	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____
<input type="checkbox"/> Other:	<input type="checkbox"/> CAB <input type="checkbox"/> GROUP			_____

*Due to CAB and SAFC policies, CAB will always be responsible for poster design. The Group must provide the groups logo if they wish for it to appear in the publicity. Additionally, if the group wishes to make additional publicity the CAB logo must appear on that publicity and the posting of publicity must follow CAB policies.

III. Revenue:

Any Revenue from the event will be split, with _____ % going to CAB, and the remaining _____ % go to the GROUP, which will be deposited to an on campus account.

IV. Transfer of Funds:

- All funds will be transferred to CAB Account.
- All funds will be transferred to GROUP Account.
- Other: Account Numbers to be listed on check request.

State your agreement by signing:

CAB: _____ Group: _____
 _____, Committee Director _____, GROUP President
 _____, CAB President _____, GROUP Advisor
 _____ (verifying CAB vote)
 _____, CAB Advisor

SAFC Business Manager (after all signatures are present, verifying SAFC compliance): _____

Appendix H
**CAMPUS ACTIVITIES BOARD
EXEMPLARY DISTINCTIONS & HONORS**

Various honors are bestowed upon Campus Activities Board directors, crew chiefs, and committee members to acknowledge their individual academic and leadership achievements as well as to signify the importance of their role in providing a vibrant, challenging cultural, social and intellectual campus climate. These honors were started as a result of the board reinvention efforts in Spring 2001 and are annually awarded to students meeting specific criteria. Other specific programming awards and honors that do not duplicate these specific acknowledgments may be selected each year at the discretion of Board President. Here is a list of the Campus Activities Board Distinctions & Honors, as follows:

ADVISOR OUTSTANDING EXCELLENCE AWARD – This honor is bestowed upon one Board Director in recognition of his/her achievements as a director and his/her academic excellence. Nominations are taken from the Board with an application process to be completed by the nominee. The Advisor determines the recipient based upon achievements, academic excellence and application process.

OUTSTANDING BOARD DIRECTOR OF THE YEAR AWARD - Recognizes one Board Director each year for distinguished service and commitment above/beyond expectations. Nominations are taken from each Board Director and the award is determined with a formal, anonymous vote by the Board.

OUTSTANDING BOARD CREW CHIEF OF THE YEAR AWARD - Recognizes one Board Crew Chief each year for distinguished service and commitment above/beyond expectations. Nominations are taken from each Board member and the award is determined with a formal, anonymous vote by the Board.

OUTSTANDING EVENT STAFF MEMBER OF THE YEAR AWARD - Recognizes one event staff member each year on the Board for distinguished service and commitment above/beyond expectations. Nominations are taken from each Board Director and the award is determined with a formal vote by the Board.

ACADEMIC EXCELLENCE HONOR - Recognizes Board Directors who have improved his/her grade point average while being actively involved in his/her Board responsibilities. The Board Directors also should espouse the values and program philosophy of the Board. Determination of this honor will be made by the Board advisor(s) checking academic standing.

ALUMNI SOCIETY - Recognizes those Board Directors who are leaving his/her term of service to the Board. These Board Directors should espouse the values and program philosophy of the Board. Determination of this honor will be his/her completion of service to have lasted at least one full academic year.

Appendix I

MASTER CALENDAR PROCESS

The Master Calendar Process insures that the Campus Activities Board meets program standards, procedures outlined in the Constitution, By-Laws & Appendices as well as receives the necessary space to fulfill it's purpose. To this end, the following must be adhered to in accordance with the Master Calendar Process.

Master Calendar Approval

Every year before the second weekly Board meeting in January, the Board must approve the Master Calendar Date Request for the following Summer, Fall, Spring terms. The Master Calendar Date Request must include the weekly board meeting, officer training/transition offerings, annual retreat, annual banquet, mass membership meeting, deadlines for budget approval, deadlines for nomination/selection process, application deadline for selection process, deadlines for nomination/selection process for distinctions, honors and awards, deadlines for passing events for following terms, installation of new board directors and any other terms outlined in the Constitution, By-Laws and Appendices. A sample for 2001-2002 Academic Year of this Master Calendar Date Request is included as an integral part of Appendix K to illustrate the format to be approved by the Board and all the necessary components that must be on the Master Calendar. Once approved by the Board in January, the President with support of the Office Manager must complete the necessary paperwork and procedures to request dates for space reservations and any other needs. If for an emergency or rare instance, the President in consultation and agreement with the Board Advisor may change minor elements of the Master Calendar as long as it does not conflict with the terms of the Campus Activities Board Constitution, By-Laws and Appendices. In order to better serve the Board, the Advisor has approval for changes due to facility availability and, or other contracting issues that may arise.

Deadlines for Planning of Events

The Master Calendar Date Requests are partly meant to secure space reservations for the Board events throughout the year. As a result, the Board will have space to plan events the following Summer, Fall and Spring terms. In order to be effective in planning events, the following deadlines must be adhered to by all Board members:

1. All Summer and Fall events for the following term must be passed by the board prior or on the third weekly Board meeting of April the preceding semester.
2. All Spring events for the following term must be passed by the board prior or on the fourth weekly Board meeting of November the preceding semester.

Appendix J

FUNDING

SOURCE OF CAMPUS ACTIVITIES BOARD FUNDS

Campus Activities Board receives a determined allocation of each student's student activities fee every semester. This amount is determined by the Student Activity Fees Commission based on a formal request process. Each year, the money is deposited into different Campus Activity Board university accounts for the particular committees. The Campus Activities Board Executive Board Account supports all expenses of the Board except those related to specific programs/events. Any revenues generated from ticket sales, co-sponsorships, corporate sponsorships, or other incomes are allowed to be deposited back into any of the accounts. If, for example, the Board received \$200,000 in student fees and generated \$15,000 in revenues, then the total revenue or money to spend would be \$215,000.

While it is never an option to go in deficit at the end of the fiscal year, deficits in these accounts will need to be covered prior to any spending from student fee allocations in the next semester.

FISCAL RESPONSIBILITY

Part of the Campus Activities Board experience is developing and practicing fiscal responsibility. You should learn how to get the most out of our financial resources while serving the greatest number of needs. Board members are agents of students. You are entrusted to spend student fees wisely. You must assess needs, set goals, plan budgets, and monitor on-going expenses and revenues. You make decisions about how and on what Board funds are spent.

Board finances are the responsibility of all Directors, staff and support staff. Every expenditure is approved by the Board and is a part of the total budget. Board records are public policy and always open to the public. The budget is a guideline, approved in advance to provide a prudent plan of action for the organization. Changes to the budget are possible by Board vote.

By following policies and procedures outlined in this section, the organization achieves its mission on campus while ensuring they are good stewards of student funds.

THE EXPENSE PROCESS

Once the Campus Activities Board budget has been established, the Directors may not expend additional funds which are not indicated in their budgets. Any change in the bottom line of a budget must go before the Board, --this includes revenue figures. For example, if a Director does not make the revenue for a program that he/she projected, the Board and Treasurer must be informed, and it must be accounted for somewhere else in the budget. If a Director makes more revenue than projected, the Board and Treasurer must be informed so that it can be accounted for properly.

A Director may transfer money within his/her committee with Board approval. Moving money from committees to another committee must be approved by the Board. Any amounts over \$500 that are being moved within the CAB budget also must be approved by the Student Activity Fees Commission.

Each Director's budget has an effect on every other director's budget - this is an important axiom of the organization.

METHODS TO SPEND AND COLLECT FUNDS

All methods require the signatures of the particular Director, the Treasurer, the Advisor, and the Student Activity Fees Business Manager.

REIMBURSEMENT

Do not assume you will be reimbursed for anything. The University has policies that govern the use of student activity fee monies. On occasion, a Director, with prior approval by the Advisor, may spend his/her money to be reimbursed at a later point. However, a receipt for the transaction under \$50 must be available. Such instances should be rare and for emergencies only. Do not make purchases with your own personal funds.

PURCHASE ORDERS & PETTY CASH

Purchase orders must be used for some purchases. For each event, the Director works well in advance with the Board Office Manager to review and establish what purchase orders and pick-up slips will be necessary for the event. Each order specifically states what we may order from the vendor. This paperwork is time consuming and should be a top priority for planning an event. Petty Cash may be requested for purchasing items for your program and must be returned immediately after being used. Petty Cash may only be requested at least three weeks in advance of when it's needed.

INTER-UNIVERSITY PAYMENTS OR COLLECTIONS

When making arrangements with departments or student organizations to invoice or pay them, send the Office Manager an email telling him/her whom to pay with the University Account Number or from whom to confirm that the money has been received.

ESTIMATES, INVOICES, & RECEIPTS

Always, always keep your estimates, invoices and receipts for everything! After an event is completed, you must complete a financial summary and report this to the Treasurer and Office Manager.

CASH DRAWERS

If the need arises for a cash drawer to be available for a program, it can be arranged through the Office Manager. The Office Manager will help you make these arrangements. Follow the deposit instructions below immediately after you have collected money so that you do not assume responsibility for the money longer than necessary.

DEPOSITING FUNDS

Deposits must be made daily. No money is to remain in the office for any period of time. Deposits should be placed in the Deposit Drop. Envelopes are available from the Cone University Center Building Manager and he/she will give you access to the drop window at the Cone University Center vault when you are ready to make your deposit.

TIPS FOR SPENDING UNIVERSITY FUNDS

- Think ahead and anticipate expenses as accurately as possible.
- Do not spend your own money and expect to be reimbursed.
- Keep accurate, detailed records of all expenses.

Appendix K PROMOTIONS

“IT’S EVERYBODY’S BUSINESS”

The promotion of the Campus Activities Board and its’ events is crucial to successful programming. Promotions are the responsibility of every director and committee member. Until every member of the UNC Charlotte community knows about our organization and the programs offered we have not finished our job. If each of us takes this responsibility seriously, every person on the UNC Charlotte campus can know about the Campus Activities Board.

It is all of the little things that we do that will make the difference. Advertisements and posters are an essential part of the promotional mix. We sometimes rely on these methods as the only means to promote the Board and its programs. It is the additional promotional efforts and gimmicks that will increase awareness of the Campus Activities Board and its programs.

Target groups, populations, and academic departments who might be particularly interested in a program you are planning. Often co-sponsorship of a program by a group is one of the most effective ways to promote a program to a targeted group. At the very minimum, extend an invitation to attend the event.

Additionally, this section of the Director’s handbook includes ideas for creative promotions. The ideas are not intended to be a comprehensive list. Develop your own creative ideas. Use these ideas to create repetition in advertising a program or theme. It is the repetition and creativity in promotions which will increase awareness of the Campus Activities Board and increase attendance at programs.

It is also suggested that you utilize the Promotions Campaign Worksheet provided in this section of the handbook. The worksheet provides a systematic method to promoting programs.

PROMOTION CAMPAIGN WORKSHEET A QUICK LIST OF ADVERTISING IDEAS

No Cost Advertising:

- Hand-made posters
- Stamp the popcorn bags at the CUC Candy Shoppe
- Send Press Releases to radio stations and publications (2 weeks in advance)
- Write on chalkboards in classrooms
- Ask dining services to name food for event
- Public Service Announcement for publications or media
- Speak to residence halls and Greek organizations at dinner meeting time (set up a table outside of the dining halls/residence halls, pass out flyers)
- Use "This Week on Campus"
- Organizational/Departmental newsletters
- Marquee outside of CAB office
- Display cases outside CAB office and outside of the CUC/SAC
- E-Mail announcements

Paid:

- Professional duplicated posters
- *University Times, Charlotte Observer, Creative Loafing, etc.*
- *Niner Online*
- Flyers from On-Campus copy center

- Radio Free Charlotte
- Radio, television, and Internet ads
- Table tents for Residence Halls, & All Meal Establishments on Campus
- Billboards

Creative Publicizing:

- Door knob hangers
- Messages in fortune cookies
- Noon time program -- lunch bag with information on it
- Buttons with "Ask me why?" written on them--people will ask
- Small flyers attached to pizza delivery boxes
- Banners
- Bus signs
- Show/display cases
- Classroom skits
- Bumper stickers
- Balloons
- T-shirts
- Table tents
- Word of mouth
- Rubber stamp bags in campus stores/restaurants
- Teaser Flyers
- Jigsaw puzzle sign (add one piece each day)
- Footprints to event
- Many small messages all over
- Up-side-down signs
- Hand out invitations
- Napkins/paper plates
- Sandwich boards
- Postcards
- Bookmarks
- Pens/pencils
- Colorful toothpicks with flag messages, cafeteria food
- Classroom blackboards
- Inserts in bookstore bags
- Slip notes in gym lockers
- Tape recorder or video tape
- Scoreboards at athletic games
- Phone-a-thon
- Rules, pencil sharpeners, etc.
- Rent an animal-walk/ride it around campus for promotion (within university policy and humane standards for treatment of animals)
- PA system at other events
- Pass out information to people standing in lines
- Bathroom mirrors
- Mail box stuffers

Appendix L OFFICE PROCEDURES

USE OF THE CAMPUS ACTIVITIES BOARD OFFICE

The Campus Activities Board Office is open from 8 a.m. to 5 p.m., Monday through Friday. Board Directors have access to the Board Office after hours strictly for Board business.

Office security is dependent upon the Directors' ability to lock up the office as they prepare to leave. Failure to do so jeopardizes the right of Board members to use the office after hours.

USE OF STUDENT UNION BUILDING

Under no circumstances may students remain in the building past open hours. The Student Union is generally open from 7 a.m. to 1 a. m. Monday through Friday and from Noon until 1 a. m.. on weekends.

CLOSING UP THE OFFICE

Always check to see if you are the last one out. If you are the last one out, close the door and make sure it is locked. This procedure should be followed even if you will be gone for only a short period of time. We all have important business (as well as personal) items and supplies which need to be protected.

Whenever you leave the office carry your ID with you. This will ensure that you will be able to return in the case the office is closed and locked in your absence.

If you are the last person out at night:

- Turn off all lights and other electrical equipment.
- Exit through the door and check to make sure it is secure.

Please make every effort to follow these procedures. The safety and security of students, staff, equipment and materials depends upon it.

TELEPHONE USAGE

Answering the telephone and greeting visitors are the responsibility of all Board directors and staff. The phone should be answered in the following manner:

“Good Morning. Campus Activities Board. This is _____.” OR

“Good Afternoon. Campus Activities Board. This is _____.” OR

“Good Evening. Campus Activities Board. This is _____.”

Directors are required to attend an office orientation session with the Office Manager. This session will include general phone etiquette and procedures.

The planning and implementation of programs requires long distance calls and there are certain university and Board regulations governing phone usage:

- Long distance calls are to be limited to official Board business only.
- At no time should Board members use the long distance system for personal use even if they expect to reimburse the Board for the call.
- Board members should not use the phones for personal local or long distance calls.

Please use good judgment in using the telephones in the office. Please do not remain on the phone for extended periods of time. Ask an agency or the party that you are calling for a toll free number or to call

you back at a specific hour when you know you will be in the office.

The telephone is a very costly privilege. Appropriate use of it will ensure that the availability of this privilege will be continued.

- **Long Distance Dialing**

All normal long distance calls must be placed as follows:

- dial 9
- dial 1
- dial the area code + the seven digit telephone number

- **Fax Machine**

All telephone policies apply to the fax machine as well.

USE OF COMPUTERS

There are workstations located in the office for student use during business hours. They are for official Board business on a first come, first served basis. The advertising MAC may be used by anyone, however if needed first by the Graphic Artist, the user must close out their work and finish at another time.

Every time you use a computer you must login using your account. If someone before you forgot to logout, then log that person out first. Of course, always logout when you are finished or away from your work for any extended period.

No eating or drinking around the computers.

Access and use of the computers in these offices is considered a privilege that carries responsibilities, not a right. Violation of any part of these computer policies including the SAFC Computer Usage Policy may result in the elimination of your account.

If you have any questions regarding the computers, their policies, and any software program, or receiving further training then please feel free to contact the Computer Manager. See SAFC Computer Usage Policy for specific details.

Appendix M **SUMMER BOARD**

The Summer Board consists of two- three (2-3) student program directors and/or graduate assistants selected by the Campus Activities Board advisor. The term of office of the Summer Board program directors begins with the installation of the new board in April. The Summer Board program directors differ from a typical board member in that he/she is supervised, not advised, by the Board Advisor. The dynamic of the Summer Board is more closely related to an employment position rather than a volunteer position due to the compensation associated with the Summer Board position. At any time, the Board Advisor may terminate a Summer Board program director for not fulfilling the expectations of his/her summer board responsibilities and/or for not meeting the procedures and standards of the Campus Activities Board Constitution, By-Laws and Appendices. With the remaining compensation of the Summer Board, the Board Advisor may substitute an individual to fulfill the responsibilities outlined for the Summer Board.

RESPONSIBILITIES OF SUMMER PROGRAM DIRECTOR:

Summer program directors shall:

- A. Adhere and believe strongly in the Campus Activities Board Constitution and By-Laws and the program philosophy of the Board as outlined in Appendices A-P.
- B. Maintain twenty (20) office hours in the Board office each week between the designated open office hours.
- C. Receive direction from the Board Advisor to fulfill the responsibilities of summer events and preparing for any activities of the Board the following year.
- D. Be responsible for marketing of the Board to all new students and will attend SOAR sessions.
- E. Be responsible for all summer events planned by the Campus Activities Board that may occur during the summer.
- F. Implement, support and evaluate all summer board events for the upcoming year.
- G. Be in charge of fulfilling any and all elements of planning for Week of Welcome.
- H. Assist in the planning of CAB Training and Retreat.
- I. Seek out and coordinate new CAB Fare Sponsors for the upcoming year.
- J. Fulfill any duties of office operations in absence of the Office Manager during the summer with direction from the Board Advisor.
- K. Meet the number of program offerings and deadlines for programming as outlined in the Master Calendar in Appendix K.
- L. Work to uphold the values of the Board and shall be entrusted with the ethical standards, responsibility and powers of authority subject in serving the needs and constituents of the University.