At Elizabeth City State University  Bylaws

**Article I**

The Campus Activity Board provides fun and creative social, multicultural, recreational and educational activities that promote student involvement on and off campus. From movies, lectures, cultural celebrations, concerts, comedy shows, cookouts, homecoming, and much more, CAB provides co-curricular activities that enhance the student experience at ECSU. CAB events are integral of the student’s overall education and social development.

**Article II**

**Section 1. Membership**

1. Every student officially enrolled, whether full-time, or part-time, at ECSU, is a member of the Campus Activity Board.
2. Membership is open to all enrolled students without regard to race, creed, color, religion, sexual orientation, national origin, or physical disability.
3. CAB consist of two branches: The Executive Committee and the General Members.
4. Must have one year of experience working with Campus Activity Board.

A. The Executive Committee shall consist of:
   i. President
   ii. Vice President
   iii. Secretary
   iv. Marketing & Graphics Design Chair
   v. Spirits & Traditions Chair
   vi. Late Night and Weekend Programming

B. The General Members shall consist of:
   i. Any enrolled students who has an interest in the planning and execution of all CAB programs and meet the minimum GPA requirement as outlined in Section 2.

**Section 2. Requirements for all Members**
1. Maintain a cumulative GPA of 2.5 (Executive Committee), 2.3 (General Members)
2. Make a one–year commitments to Campus Activity Board (Fall, Summer, & Spring Semesters)
3. Actively promote and support student academic and co-curricular success
4. Plan & execute diverse quality programming
5. Foster collaboration across campus
6. Establish & maintain healthy relationships
7. Communicate effectively (oral & written)
8. The desire to grow professionally and personally

Section 3. Term in the Office

   a. Term in office for all members shall be for one year, beginning May 1 and ending April 30.

Section I- Position descriptions

   a. **President**: Serves as the leader of the Campus Activity Board and oversees its operation. This person acts as the liaison for CAB and the campus administration. This person will work closely with the advisor to implement assessment procedures for CAB events to maintain the evolution of the organization. In collaboration with Programming Chairs, the President will assist in developing the organization’s events calendar. The person represents CAB on the SGA Executive Board.

   b. **Vice-President**: Serves as the co-leader of the Campus Activity Board. This person will regularly review event checklist for all events and will be responsible for researching new opportunities for programming in the surrounding community. This person will handle all administrative needs for the Campus Activities Board. This person will record and manage all paperwork to keep accurate records on behalf of CAB.

   c. **Secretary**: The secretary shall record of all correspondence. In addition, the secretary shall keep a roster of all active members. Submit complete meeting minutes to the Advisor, SGA President, CAB President and CAB Vice President **no later than 7 days after each meeting**.

   d. **Marketing & Graphics Design Chair**: Works with the Executive Committee to coordinate publicity efforts within the campus community about CAB and its events. This person organizes CAB representation at the campus wide events such as Orientation, Student Organization fairs, SGA forums/activities etc. They create press release, CAB website content: social media updates, and determine the visual identity of CAB and its programs. They are responsible for documenting all of the activities conducted by CAB. This person will capture documentation via photos, new articles, maintaining event fliers/promotion, etc. This chair/committee will manage the social media account.

   e. **Spirit & Traditions Chair**: Develop university traditions and creates events to promote them. This team will also work collaboratively with the Screaming Vikings to promote school spirit and participation in the campus events. Coordinates activities for 1892 breaks,
Viking Fest, Home Game Tailgates Pre-Dawn and other annual campus events in collaborations with other programmers.

f. **Late Night & Weekend Programming Chair**: Develop late night and weekend programming. This team will collaborate with other students groups to create unique programming for the evening and weekends.

g. **General Member**: Assist the Campus Activity Board Executive Board in the planning and execution of all programs. General members are expected to be readily available to serve when needed.

**Section II- General CAB Meetings**

A. The President shall regularly schedule meetings with the assistance of the Executive Board.

B. Copies of all minutes shall be submitted to the Advisor, President, and Vice President, and filed **no later than one week after each meeting**.

C. All Committee Chairpersons are required to hold at least (1) committee meeting per month and it’s responsible for notifying each member on that committee.

**Article V- Amendments**

Any articles to this Constitutions or By-Law may be amended by at least a two-thirds vote of the total membership of CAB Executive Board and approval of the Advisor.