

# Constitution of the Campus Activities Board (CAB)

## Cleveland State University

Preamble- The Campus Activities Board (CAB) operates as a student-led, programmatic arm of Engagement within the Division of Student Belonging & Success. CAB exists to advance campus engagement and student belonging through unified programming aligned with institutional priorities. CAB functions in collaboration with the university to create impactful, responsive, and sustainable programming that reflects the diverse needs and interests of Cleveland State University students.

### Article I – Purpose

CAB serves as a primary student programming body for Cleveland State University. Its mission is to create, plan, and implement events and initiatives that promote community, belonging, and campus life in partnership with Campus Engagement. CAB maintains its recognition through annual review by Campus Engagement in accordance with the Student Organization Accountability Framework.

### Article II – Authority & Oversight

Section 1 – Administrative Authority: CAB operates under the direct authority of the Office of Campus Engagement and is accountable to the Division of Student Belonging & Success.

Section 2 – Compliance Requirements: CAB must comply with:

- All university policies and procedures
- The Student Organization Accountability Framework
- Campus Engagement programming guidelines

Section 3 – Operational Integration: CAB programming shall align with Campus Engagement's strategic priorities and institutional objectives.

### Article III – Membership

A. Eligibility- Membership is open to all Cleveland State University students who:

- Are enrolled in at least one (1) credit hour
- Maintain good academic standing
- Maintain good disciplinary standing

B. Active Membership Requirements- Active members must:

- Attend regularly scheduled meetings
- Participate in assigned programming activities and perform all assigned duties
- Complete required training sessions
- Uphold CAB's mission and values

C. Membership Review- Membership status is subject to review each semester based on participation and compliance with requirements.

#### Article IV – Executive Board

A. Composition- The Executive Board shall consist of a President, Vice President of Programming, Vice President of Membership, Marketing and Communications Director, and a Treasurer. All Executive Board positions are appointed by the Director of Campus Engagement and confirmed by the Vice President of Student Belonging and Success or their designee.

B. Position Responsibilities- Specific duties for each position shall be determined annually by Campus Engagement and outlined in position descriptions maintained by the department.

#### Article V – Eligibility

A. Candidates must:

- Meet all general membership eligibility requirements.
- Submit required application materials by the deadline.
- Participate in phases of the selection process.

B. Term of Office:

- Executive Board members serve one academic year term.
- Reappointment is contingent upon performance review, additional candidates expressing interest, and departmental needs.
- Mid-year appointments may be made to fill vacancies.

C. Succession Planning: In the case of a vacancy, the Director of Campus Engagement shall determine the appropriate process for filling the position or may determine based on the point of the year to leave the position vacant.

#### Article VI – Compensation

Compensation, if any, for CAB positions shall be determined annually by the Chief Student Affairs Officer in consultation with appropriate university officials and in accordance with university policy. This constitution does not guarantee compensation for any position.

## Article VII – Meetings

- A. CAB shall maintain a regular meeting schedule as determined by Campus Engagement, with meetings open to the campus community unless otherwise specified.
- B. Executive Board members will meet at a minimum on a bi-weekly basis with the CCE staff assigned supervision of the organization. Additional meetings may be required.
- C. Decisions shall be made through collaborative discussion of the general membership and Executive Board, with the Director of Campus Engagement maintaining final approval.

## Article VIII – Operational Standards

### A. Executive Board members shall:

- Maintain designated weekly commitments as determined by Campus Engagement.
- Attend mandatory training and development sessions.
- Participate in CAB-sponsored events as assigned.
- Submit required reports and documentation.
- Keep CCE staff updated regarding programming ideas and initiatives.

### B. Performance shall be evaluated through:

- Regular one-on-one meetings with Campus Engagement staff.
- Documented attendance and participation at required meetings and events.
- Achievement of programming objectives set forth at the outset of each semester.
- Compliance with university policies.

C. Corrective Action - Failure to meet operational standards may result in corrective action as determined by Campus Engagement.

## Article IX – Financial Management

- A. CAB budget is set each semester through the General Fee Allocation process with the final budget being determined and approved by the Vice President of Student Belonging and Success.
- B. Budgetary expenditure requests must all be processed in alignment with university policy and through the CCE. No E-board member or general member has the authority to authorize spending or sign a contract.
- C. CAB Executive Board will propose a budget for the next fiscal year during the spring semester.

D. The CAB Treasurer will track all expenses and remaining budget in the Finance tool of VikesConnect.

#### Article X – Collaboration & Partnerships

CAB is expected to find and utilize meaningful collaborative partners both on campus and off to create a dynamic set of programs throughout the year. CAB may not have policies that deny collaboration with specific registered student organizations. All collaborations for events must be run through the CCE to ensure appropriate budget processes and to create an understanding of which organization is responsible for what to ensure the program occurs without issue.

All programs operated by or collaborated with CAB must meet the mission and vision of CAB and must not violate university policy.

#### Article XI – Constitutional Amendments

A. Proposed amendments must be:

1. Submitted in writing to the CAB Advisor.
2. Reviewed by the Executive Board for input and final submission.
3. Approved by the Director of Campus Engagement
4. Ratified by the Vice President of Student Belonging and Success or designee.

B. Approved amendments take effect immediately unless otherwise specified by the approving authority.

#### Article XII – Annual Review & Adaptability

- A. This constitution shall be reviewed annually by the Director of Campus Engagement in consultation with relevant stakeholders.
- B. The Director of Campus Engagement may modify organizational structure based on institutional needs, financial restraints, enrollment trends, and student requests, as necessary. This modification can be in each of the below areas:
  - Number and type of positions
  - Operational structure
  - Programming focus areas
  - Resource allocation
- C. This constitution remains in effect only while CAB maintains active recognition status through Campus Engagement. Failure to meet annual review requirements may result in organizational restructuring or dissolution.

***Document Review and Approval***

*Reviewed by:*

- *Jarrett G. Pratt, M.Ed., Director of the Sullivan-Deckard Scholarship Program and Student Engagement*
- *Nicholas A. Petty, Assistant Vice President, Student Belonging & Success*
- *Matt Roche, J.D., Executive Director of Compliance, Office of General Counsel*

*Approved by:*

- *Dr. Tachelle Banks, Vice President, The Division of Student Belonging and Success*

***Effective Date: August 28, 2025***

*Cleveland State University | Division of Student Belonging & Success*