

Campus Activities Board

Our Mission

The Campus Activities Board (CAB) works to enhance and unify the college community by planning social, cultural and educational events that complement the college's academic mission.

Our History

The Campus Activities Board (CAB) is the largest student programming organization and is responsible for planning diverse, quality events for the university community. CAB is a new event planning created fall of 2019.

We Value

The image of CAB is to produce quality events, encourage student engagement, foster inclusion and celebrate diversity. CAB members embrace their talents while developing leadership skills.

Program Committees

Special Events

One-time, large scale events. Designed to draw large crowds and get students excited about life. Ex. Week of Welcome, homecoming events, speakers, major comedy shows, concerts and more.

Rustler Traditions

Commemorating old and new traditions. Keeping traditions alive whether that's a holiday tradition or a tradition the college started.

Cultural

Incorporate and explore ideas, customs and social behavior of various cultures.

Daytime Rustlers

Events for Rustlers to do throughout the day 8am-5pm. Events consist of interactive activities, musical performances, games or workshops, anything that will give students a nice break during the hectic school week.

Athletic

Help increase student involvement at all CWC home games and help create recreational events for students.

Marketing

Markets CAB's events and programs, on campus and social media. Works closely with CWC Marketing and the Social Media Ambassadors.

**Central Wyoming College
Campus Activity Board Bylaws**

- I. This board shall be known as the Campus Activity Board herein referred to as CAB.
- II. Campus Activities Board-executive board members
 - A. Chair is appointed by Senate
 - B. Other members
 1. Elected in the Spring. See section IX of the bylaws
 - a) Duties include helping the chair run CAB meetings
 - b) event/activity planning for CWC
 - c) Boosting student involvement
- III. Approved Clubs and Student Organizations:
 - A. Organization Membership
 1. Organizations are defined as:
 - a) CWC club
 - b) Student approved groups
 - (1) Ex. Student Ambassadors, Deputy Recruiters
 - B. Active Club Status
 1. Club form turned in to CAB at the first official CAB meeting
 2. Bylaws turned in to CAB at the first official CAB meeting
 3. One CAB representative from each club must attend all CAB meetings.
 4. Submit a monthly club report the last business day of each month.
 - a) Club reports go into the Senate report for the CWC Board of Trustees
 - b) All reports must be submitted to the CAB Chair
 5. Plan one event each semester for the student body
- IV. CAB Membership
 1. Shall be composed of one representative from a recognized organization: who shall represent only one organization who has been elected from the organization and shall be a currently enrolled student at Central Wyoming College.
 - B. Independent Membership
 1. Open to any student who wishes to be an active member.
- V. Meetings and Attendance
 - A. Meetings
 1. Regular meetings will be the first Tuesday of each month at 5:00 pm Rustler Central conference room. CAB Executive board may

cancel or move meetings at their discretion provided with 24-hour notice.

2. All regular meetings should be recorded in written format.

B. Attendance

1. Attendance is mandatory for all meetings.

- a) In the event of an absence the representative from that organization is responsible for finding a replacement. If a replacement cannot be found, a written request for an excused absence, stating the reason for absence, and signed by the organization advisor must be received by a CAB executive member prior to the meeting that is missed.
- b) Absences excused under Student Senate bylaws will be considered excused absences for organizations. CAB executive board may find other absences excusable upon their discretion
- c) Organizations of record will receive warning of first (1st) unexcused absence. The following, second and third (2nd & 3rd) unexcused absence will result in a referral to Senate to suspend the club's next disbursement. Upon the fourth (4th) unexcused absence the organization will be referred to Senate for suspension of funding. For fifth (5th) absent see V, A.

VI. Inactive Organization Policy

- A. Organizations will be noticed of inactive status after five (5) unexcused absences. An inactive status means the organization is no longer recognized by CAB.
- B. Organization representative, president and advisor of record will be notified of inactive organization status.
- C. Organization advisor and president may appeal inactive organization status to the CAB executive board via written notice to the CAB Chair within five (5) school days of notice of inactive organization status.
- D. Inactive organization funds will be returned to the student activity fee general fund upon finalization of appeal by CAB executive board or five (5) school days after notice is sent and no notice of appeal is received by CAB Chair.
- E. If, on appeal, the CAB executive board finds that any unexcused absences are, in fact, excused the CAB Chair will correct the attendance records, not including meeting minutes, and make a recommendation to

the Senate, that the organizations finance to be reinstated to reflect the correct attendance.

- F. If no appeal is received by CAB Chair after the five (5) daytime period, the organization will be dissolved and required to resubmit new organization packet to be recognized as active again.
- G. Upon an inactive organization status being affirmed by CAB executive board and said organization's funds being returned to student activity fee general fund the organization will be dissolved for all purposes of student association. Organization president and advisor of record will be notified of disposition and records of organization shall be maintained in accordance with the bylaws.

VII. Voting

- A. Decisions shall be made by a simple majority vote of CAB members composing a quorum except where otherwise stated.
- B. When financial requests are presented, voice vote may be taken for an amount equal to or less than one thousand dollars (\$1,000).
- C. Votes shall be taken by roll call vote when the amount requested exceeds one thousand dollars (\$1,000).
- D. In the event of a split vote, the CAB Chair shall cast a vote to break the tie.

VIII. Allocation of Funds

- A. At the first meeting of the school year, clubs must submit a written proposal of club funds.
- B. Funds are approved by a majority vote of CAB and then submitted to Senate for final approval.
- C. Funds will be dispersed quarterly per year.
 - 1. Disbursements will happen on the first business day of each appointed month
 - a) First disbursement will be October
 - b) Second will be December
 - c) Third will be January
 - d) Last disbursement will be March
 - 2. Fund disbursement will occur after Senate approval.
- D. Clubs may allocate for special funds
 - 1. Special funds may include club events, equipment or other club needs.
 - 2. Any special fund requests must be submitted to the CAB Chair one week prior to a CAB meeting to be put on the agenda.

- a) Special funds will be approved by a majority vote at the CAB meeting and then submitted to Senate for final approval

IX. Club Events and Fundraisers

- A. All clubs can host events and fundraisers on/off campus
- B. Activity Request Forms must be submitted to the CAB Chair one week prior to the CAB meeting
- C. Events and fundraisers will be approved by a majority vote by CAB representatives

X. Executive Board

- A. The executive board shall be composed of the Chair, Vice Chair of Records, Vice Chair of Finance and regular executive board members. Executive Board members' duties shall be prescribed herein.
- B. The CAB Chair shall
 - 1. Manage CAB and its executive board.
 - 2. Give CAB minutes to Senate
 - 3. Call an emergency meeting of the executive board to conduct urgent business at his or her discretion;
 - 4. Coordinate community activities and other events throughout the year with the help of the executive board.
 - 5. Serve on Student Senate as the Club Representative/CAB Chair.
 - 6. Have the discretion to veto a decision made by the CAB.
 - a) Veto may be overridden by a two-thirds majority vote of CAB membership.
 - 7. Delegate the Executive Board's duties as they see fit in a responsible manner.
- C. CAB Executive Board:
 - 1. Coordinates events that follow CAB's and the college's mission.
 - 2. Oversee coordination of all CAB events.
 - 3. Other duties as delegated by the CAB Chair.
- D. Vice Chair of Records shall:
 - 1. Take roll call at all CAB meetings.
 - 2. Attach updated organization attendance to all CAB meeting minutes.
 - 3. Provide an agenda to CAB representatives, executive board, and advisors prior to any CAB meeting.
 - 4. Keep record of meeting minutes.
 - 5. Disperse meeting minutes to the CAB Chair, CAB Executives, advisors, and representatives within three (3) school days of the meeting.

6. Notify organizations in accordance with Section IV.B, Attendance, of these by-laws.

E. Vice Chair of Finance shall:

1. Keep record of CAB Finances, allocated from Senate.
2. Keep record of organization's finances.
3. Assist with disbursement of club account into club general ledger (GL) accounts
 - a) Keep a running list of clubs and their GL accounts
 - (1) Deposit and withdrawal accounts
4. Report any suspected financial misconduct to the Senate's CAB Chair to report to Senate.

F. CAB Marketing shall:

1. Maintain public relations with Central Wyoming College departments.
2. Maintain public relations with the community and surrounding communities.
3. Work with CWC Marketing and Social Media Ambassadors to promote CAB events.

G. Executive board members shall adhere to attendance policy mandated in the CAB by-laws.

H. If for any reason the acting CAB Chair should be unable to discharge his/her duties, a member of the executive board, followed by the Vice Chair of Records, and Vice Chair of Finance, respectively, shall assume the duties and the powers of the Chair.

XI. Faculty Advisors

A. Three (3) employees of Central Wyoming College shall advise the CAB

1. Dean of Students and two other advisors that are employed by CWC.

B. CAB advisors shall:

1. One of the three advisors must attend all meetings of the CAB and its Executive board.
2. One of the three advisors will attend events to ensure security.
3. Act as a guide and mentor to students.
4. Ensure all bills are paid in a timely manner, to keep CAB in good financial standing.

C. Should any member feel an advisor is not doing their duty, said member shall make a report to the CAB Executive Board to be further evaluated.

XII. Elections and Executive Vacancies

A. Executive vacancies; except the Chair

1. Upon a vacancy of a CAB Executive any interested person with one or more semester of CAB experience may be nominated for the position at the next regular meeting.
2. After a motion and a vote to close nominations a ballot vote shall be taken of all CAB representative in attendance.
3. A majority vote of the CAB suffices to approve the nominee of the position.
4. Once approved by the CAB, the acting Chair shall pass the nominees name to Senate for a confirmation vote.

B. CAB Chair vacancy

1. In the event of a vacancy of the CAB chair, the Senate elect a new CAB chair
2. Once Senate appoints a new chair that person will assume the responsibilities of the vacant Chair position, a member of the CAB executive board will fill in until Senate has appointed a new chair.

C. General Elections

1. Nominations for CAB Executive board shall be open the first meeting in April and close when CAB representative feel there is a sufficient number of nominees, but no later than the second to last meeting of the academic year.
 - a) The CAB chair is elected in accordance to Senate bylaws.
2. Upon the closing of nominations, the acting Chair shall conduct a ballot vote of the CAB representatives. The nominee receiving the most votes shall be elected to his/her respective positions.
3. Upon election by the CAB to an executive position, the elected persons will be sent to Senate for confirmation vote.

XIII. Removal from Office

- A. Resignation of any CAB executive shall be accepted when presented to the CAB executive board in writing. It is recommended that the executive board be advised two weeks prior to the effective date of the resignation.

B. Impeachments

1. A CAB representative or executive may be impeached for violation of these by-laws or other conduct unbecoming of his/her position.
2. Impeachment proceedings may be initiated by the CAB executive board with a motion to impeach the member of executive, citing the by-law violated and the date of violation.
3. Upon a majority vote of the CAB executive board, the accused shall be granted one week to present a defense to the CAB Executive Board and Senate.

4. After the defense is heard, upon a two-thirds majority vote the CAB Chair shall initiate proceedings with the Senate. If the CAB Chair is the accused, he/she shall recuse themselves from discussion and vote on the matter.
5. Upon a ruling by Senate and a vote of the Senate, should an accused executive be removed, that positional shall be filled pursuant to section XII.A of these by-laws.
6. Upon a ruling by Senate and a vote by the Senate, should an accused representative be removed, that representative shall be barred from attending CAB meetings, the organization president and advisor shall be notified by the CAB Chair, and the organization shall be responsible for replacing its representative at CAB meetings.

Amended and Ratified: September 18, 2019

Presiding Officials:

CAB Chair: Kerim Velbayev

Executive Board Member: Jessica Weber

Vice Chair of Finance: Jessica Weber

Vice Chair of Records: Janzten Isaacson

Executive Board Members: Dayne Bradley, Jordan Vanetti

Advisors: Steve Barlow, Kjersti Buckley, Laura Phagan