

**MURRAY STATE UNIVERSITY
CAMPUS ACTIVITIES BOARD
OPERATING PRINCIPLES**

ARTICLE I. NAME AND PURPOSE

- Section A. The organization shall be known as the Murray State Campus Activities Board.
- Section B. The purpose of the Campus Activities Board shall be to serve and unify the interests of the students, faculty and staff of Murray State University and the university service region through effective programming and policy recommendations for the operation of the Curris Center.

ARTICLE II. GOVERNMENT

- Section A. The Campus Activities Board shall consist of the Chairpersons of the Programming Committees named in Article X., the Student Government Association Vice President, Secretary and Treasurer. There shall also be two appointed faculty representatives, who along with the Coordinator of Student Activities and the Director of Student Life shall be ex-officio, non-voting members.
- Section B. The officers of the Campus Activities Board shall consist of a President, a Vice President, who shall be elected by the Board; a secretary, and a treasurer.

ARTICLE III. ELECTION/APPOINTMENT AND DURATION OF TERM

- Section A. Qualifications for candidacy to the Campus Activities Board.
- Any student at Murray State University may be considered as a candidate for the Campus Activities Board provided he/she is:
1. Currently enrolled as a full-time student or a "part-time" student (as defined in the S.G.A. Constitution) of Murray State University, and
 2. Is currently in good standing with Murray State University. Students must have at the time of election or appointment and maintain during their term of office at least a 2.0 cumulative point standing on a 4.0 scale.
- Section B. The Campus Activities Board Officers.
1. The Vice President of the Student Government Association shall serve as the ex-officio, voting President of the Campus Activities Board for a one (1) year term.

2. The Student Government Association Treasurer and Secretary shall serve as the ex-officio, voting treasurer and secretary of the Campus Activities Board, respectively for a one (1) year term.

3. Students shall submit applications to the Campus Activities Board (CAB) selection committee. The selection committee (as outlined in section 3a and 3b) shall meet to interview and appoint students to the Campus Activities Board for a one (1) year term.

a. The Selection Committee.

This committee is established to ensure that appointment to the Campus Activities Board is an unbiased exercise, representative of all areas of the Student Government Association, and promoting a positive and diverse composition that provides for the continued level of excellence in programming at Murray State University.

b. Composition of the Selection Committee.

1. Four (4) chairpersons from the Campus Activities Board, based on the following schedule of rotation:

2008: Sound/Production, Multicultural Awareness, Lectures, Publicity

2009: Publicity, Showcasing, Miss MSU, Residential College Activities

2010: Homecoming/Murray Madness, Publicity, Non-Traditional/
Commuter, Multicultural Awareness

2011: Innovative Acts, Concerts, Publicity, Membership

2012: Sound/Production, Multicultural Awareness, Lectures, Publicity
(Continuing on this schedule of rotation)

2. Three (3) Senators. To be chosen by the outgoing President of the Student Government Association (SGA). One (1) senator-at-large, one (1) senator representing an academic college and one (1) senator representing a residential college. (The senators chosen based on their previous participation with the CAB.)

3. Two (2) members of the newly-elected executive committee. To be chosen by the incoming President of SGA and the incoming President of CAB (not to include the President of CAB.)

4. One (1) member of the Judicial Board, preferably the chairperson.

5. This committee shall be chaired by the incoming Campus Activities Board President; who shall have a vote only in the event of a tie vote.

6. The Director of Student Life and the Coordinator of Student Activities shall be ex-officio, non-voting members of this committee.

7. The Executive Secretary of the student activities office shall also be an ex-officio, non-voting member of this committee; provided that the person has had four (4) years of experience in this position. If this position is vacant, the incoming graduate assistant of the Student Government Association will serve as an ex-officio, non-voting member.

8. The advisors to the Campus Activities Board shall also be ex-officio, non-voting members of this committee.

9. The meetings of this selection committee shall be closed to all non-members, except those allowed by the chairperson. (Due to the fact that personnel decisions are being made.)

10. Members chosen to sit on this board should be notified at least two (2) weeks prior to the interviews. There shall also be an orientation to familiarize the members of this committee with the operations of the Campus Activities Board and interview procedures. It should be noted that this is a proactive measure by the Campus Activities Board, the Student Government Association and its members; preempting any actions by the administration of the university. With this in perspective the top two executive officers should keep in mind not to appoint members to this committee that would create a conflict of interest, or an unfair, biased, or pre-judged situation (i.e. an unequal representation of any certain group or organization represented on campus).

ARTICLE IV. DUTIES AND RESPONSIBILITIES

Section A. Duties and Responsibilities of the Campus Activities Board.

1. The primary function of the Campus Activities Board shall be to recommend, plan and implement social, recreational, cultural and educational programs for the campus and the university service region. Standing and ad hoc committees may be established, combined or eliminated at the discretion of the Campus Activities Board; with final approval of the Student Senate.

2. The Campus Activities Board shall recommend to the Director of Student Life policies to regulate use of the Curris Center facilities and programs and to recommend methods of implementing these policies. The Campus Activities Board will perform such duties through appointment of the CAB President to the Curris Center Advisory Council so long as such position exists on the Council.

Section B. Duties and Responsibilities of the Executive Officers.

1. Duties and Responsibilities of the President. The President shall preside at all meetings of the Board which he/she chairs. He/she shall be an ex-officio member of all standing committees of the Campus Activities Board. He/she shall serve on the Curris Center Advisory Council, as long as such position exists, in order to recommend policies to regulate use of the Curris Center facilities and programs and to recommend methods of implementing these policies.

2. Duties and Responsibilities of the Vice President. The Vice President shall assume the duties of the President in the event of the absence of the

President. He/she shall be an ex-officio member of all standing committees of the Board.

3. Duties and Responsibilities of the Secretary. The Secretary shall maintain an accurate record of attendance and the proceedings of all meetings as well as a record of all correspondence assigned by the Board.

4. Duties and Responsibilities of the Treasurer. The Treasurer shall report to the Campus Activities Board on the financial status of the Board at each meeting. Records are to be kept by the Treasurer in the office of the Coordinator of Student Activities. Duplicate records of income and expenditures may be kept in the Student Government Association office.

Section C. Duties and Responsibilities of the Director of Student Life.

The Director of Student Life shall have responsibility for the management of the Curris Center and its programs. Administratively, the Director of Student Life shall report to the Vice President for Student Affairs.

Section D. Duties and Responsibilities of the Coordinator of Student Activities.

The Coordinator of Student Activities shall be an active advisor to the Campus Activities Board. The first line of administrative responsibility for all campus activities implemented by the Campus Activities Board shall be his/her responsibility. Administratively, the Coordinator of Student Activities shall report to the Director of Student Life.

ARTICLE V. MEETINGS

The Campus Activities Board shall meet on a regular scheduled basis during the academic year. A meeting shall be held each year to interview and appoint new Campus Activities Board members following the spring SGA election. A special meeting of the Campus Activities Board may be called by the Director of Student Life at his/her discretion or upon request of any eight (8) members of the Board.

ARTICLE VI. CHANGES IN OPERATING PRINCIPLES

These operating principles may be changed by the Campus Activities Board with the final approval of the Student Senate or as needed to meet the requirements of the university administration.

ARTICLE VII. QUORUM

In all cases a quorum shall consist of a majority of the total voting membership of the Board.

ARTICLE VIII. VOTING AUTHORITY

Board members must be present at meetings in order to vote. Voting by proxy shall not be permitted.

ARTICLE IX. ABSENCES AND VACANCIES

Section A. Removal.

Any CAB member may be removed from office for just cause by a 2/3 majority vote of the Board. Just cause shall include, but not be limited to, failure to maintain a 2.0 GPA, failure to fulfill the responsibilities of the position, and failure to uphold the policies of Murray State University.

Section B. Absences.

Each Board member shall be allowed two (2) unexcused absences per semester. Excused absences shall be determined by the President of the Campus Activities Board and the Secretary. After the second unexcused absence, the Executive officers must call this member before them and determine if the absences should result in dismissal from the Board.

Section C. Vacancies.

The President of the Campus Activities Board may appoint qualified persons to fill vacancies upon recommendation of the Board.

ARTICLE X. CAMPUS ACTIVITIES BOARD STANDING COMMITTEES

The Campus Activities Board shall consist of the following standing committees:

1. Concerts
2. Homecoming/Murray Madness
3. Innovative Acts
4. Lectures
5. Membership
6. Miss Murray State University Scholarship Pageant
7. Multicultural Awareness
8. Multicultural Awareness
9. Non-Traditional/Commuter Students
10. Publicity
11. Publicity
12. Publicity
13. Residential College Activities
14. Showcasing
15. Sound/Production