



**HAWAI'I PACIFIC UNIVERSITY
CAMPUS ACTIVITIES BOARD
CONSTITUTION**

PREAMBLE AND HISTORY

In 2010, the Student Government Association (SGA) at Hawai'i Pacific University (HPU) established a new branch known as the Campus Activities Board (CAB) with the mission to provide unified events for a diversified student body. In 2013, CAB requested separation from SGA and was allocated a portion of the Student Activity Fee (SAF) with the charge of implementing more quality events for the student body.

ARTICLE I: TITLE

The name of the organization shall be the Campus Activities Board, hereafter referred to as CAB.

ARTICLE II: MISSION AND GOALS

Section A. Mission

A.1 The Campus Activities Board (CAB) is a student-run organization that strives to enhance the Hawai'i Pacific University student body experience through quality entertainment, creative programming, and community involvement.

Section B. Goals

B.1 The primary goal of CAB is to enhance Hawai'i Pacific University through programs that:

1. Work to unify the campus community by providing diverse activities;
2. Promote student self-worth, dignity, and confidence;
3. Foster school spirit and camaraderie within the student body;
4. Cultivate student leadership, civility, dedication, time management, and responsibility;
5. Contribute to the recruitment and retention efforts of the University.

ARTICLE III: FINANCES

Section A. Sources

1. CAB's funding for programs and activities is drawn from the Student Activity Fee (SAF) every Fall and Spring semester. SAF is a non-refundable fee charged to the main campuses' undergraduate and graduate students each semester. The fee is used to fund major campus events planned by the Campus Activities Board, recognized student organizations, Student Government Association, and departments out to the entire student body.

Section B. Usage

B.1 Budget Approval

1. An operating budget will be prepared each semester by the Administration Director and Chairperson, based on the SAF funds, proposed programs, and previous budgets.
2. Prior to the start of the semester, the budget must be approved by 2/3 majority of Executive Board members in attendance, which constitutes a quorum, at the time of the vote before the funds can be allocated.
3. Changes to an approved budget must be approved by a 2/3 majority of Executive Members in attendance at the time of the vote.
4. Event budgets or items that amount to \$500 or less do not require approval by a 2/3 majority of Executive Board members, but are required to be approved by the CAB Advisor(s) before purchase.

B.2 Reallocation

In the occurrence that a budget needs to be reallocated, it is at the discretion of the Event Coordinator for the given event to propose the reallocation to the Board. In order for the proposal to be brought up for voting, the given Event Coordinator must:

1. Submit an updated budget sheet and a written proposal setting why the reallocation is necessary;
2. Provide a reason on how it will benefit the student body;
3. If the proposed reallocation is less than \$500, the Administration Director and Vice-Chairperson may choose to either approve the reallocation or put it up for vote by the Board;
4. In the case that the Administration Director and Vice-Chairperson see it fit for the Board to vote for the proposal, a 2/3 approval from the Board is necessary to proceed with the reallocation;
5. If the proposed reallocation is greater than or equal to \$500, the Administration Director and Vice-Chairperson must approve this reallocation and send it to the Board for approval. The proposal requires a 2/3 majority approval from the board to proceed with the reallocation.

B.3 Budget Increase

In the occurrence that an Event Coordinator finds it necessary to increase their budget, the given Event Coordinator must:

1. Send the previous budget and new budget with highlighted changes to the Administration Director, Vice-Chairperson, and Advisor(s) seventy-two (72) hours before the agenda is sent out;
2. Provide a reason on how it will benefit the student body;
3. A 2/3 approval from the Board is necessary to proceed with the increase.

B.4 Student Activity Fee Allocation Committee (SAFAC)

1. The Chairperson will provide updates and reports on SAF funding allocations to the SAFAC Chairperson.
2. Reports will be given after each Fall and Spring semester.

B.5 Alternative Budget Uses

In the occurrence that the Office of Student Engagement identifies a budgetary need, the office may submit a request to CAB for partial funding if the following requirements are met:

1. The event satisfies the mission of CAB as stated in the Preamble of the Constitution;
2. The event is open to all students;
3. The Office of Student Engagement requires CAB assistance in the planning and facilitation of the event;
4. The Office of Student Engagement will work with CAB Executive Members to complete the necessary documentation and evaluation of the event;
 - a. A written proposal is submitted to the Chairperson seven (7) days before the agenda is sent out.
 - b. A 2/3 approval from the Executive Board is needed to accept this proposal.

ARTICLE IV: MEMBERSHIP

CAB membership includes any member of the student body at Hawai'i Pacific University. These students are referred to as General Members.

ARTICLE V: EXECUTIVE BOARD

Section A. Executive Board Members

1. The Executive Board of CAB consists of:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Administration Director
 - d. Membership Director
 - e. Public Relations Director
 - f. Five (5) Event Coordinators

Section B. Requirements for Executive Board members

1. In order to seek a position on the CAB Executive Board, students must meet the following requirements:
 - a. Have and maintain at least a 2.75 cumulative grade point average;
 - b. Be enrolled as a full-time student;
 - c. Be in good standing with the University;
 - d. Must have a general knowledge of CAB; being an active member is desired but not required.
2. To apply for the Chairperson position, the student must have been a member of the Executive Board for at least one semester. In the event that special circumstances arise, the selection of the Chairperson will be under the discretion of the interview panel consisting of the current Administrative Board members and the CAB Advisor(s). A secondary meeting may need to take place to discuss the situation.
3. Students who are also full-time employees at HPU may not hold membership in the CAB Executive Board.

Section C. Application and Selection Process for the Executive Board

1. CAB shall conduct a selection process for open positions prior to the end of the Spring Semester. Selection will reopen once at the beginning of the Fall and Spring semesters as needed to fill any remaining open positions.
2. The CAB Advisor(s) and designated CAB Executive Board Member(s) shall oversee the Application and Selection Process.
3. Each candidate is required to turn in an application form in order to participate in an interview to be considered for a position.
4. The Selection Committee shall consist of no more than five (5) of the following: CAB Advisor(s), designated CAB representative(s), a Student Leader within Student Life (including but not limited to Student Government Association, Student Workers. Graduate Assistant), and an invited HPU staff member.

5. A Selection Committee shall determine the placement of each candidate. Once decisions have been made, candidates will be notified through email by the Chairperson.

Section D. Condition of Appointment

Each student entering a position of trust under the constitution will be required to sign and abide by CAB's Condition of Appointment, which documents the duties and responsibilities of being a CAB Executive Board Member.

Section E. Term of Office

1. A session will be defined as the period of time starting on the day after the end of the HPU academic year (or the last day of the spring semester), and ending on the last day of the following academic year (or the day prior to the last day of the spring semester).
2. An Executive Board Member's term shall start on the first day of the first session after being offered a position, and has signed CAB's Condition of Appointment. In all other cases, the term of office of an Executive Board Member shall start upon them signing CAB's Condition of Appointment.
3. Terms of Office shall end automatically upon the:
 - a. End of the session in which the Executive Board Member served;
 - b. Resignation of the Executive Board Member;
 - c. Proper removal of the Executive Board Member from their position; or the
 - d. Executive Board Member's constitutional ineligibility for their position;
 - e. Whichever comes first.

Section F. Inabilities and Vacancies

1. If the Chairperson is unable to fulfill a length of term, the Vice-Chairperson shall assume the position of the Chairperson.
2. If, during a term, a member of the Executive Board chooses to resign, the following procedure shall be conducted:
 - a. The Executive Board member will need to send the Chairperson and advisor(s) a letter of resignation at least two weeks prior to the desired resignation date;
 - b. In the case the Chairperson is resigning, they shall send their letter of resignation to the Vice Chairperson and advisor(s) at least two weeks prior to the desired resignation date.
3. If during a term, a member of the Executive Board resigns their position or a position is left vacant, the Application and Selection Process shall fill other vacancies as necessary according to the guidelines in Article V, Sections C.1 through C.5.

Section G. Removal from the Executive Board

1. If at any time an Executive Board Member is in violation of attendance policies as outlined in Article XII of this document, is found not to be abiding with CAB's Condition of Appointment, or is not in good disciplinary standing with the University, the Executive Board Member shall be required to meet with the CAB Advisor(s) to review the situation. Serious violations may result in removal from their position, at the discretion of the Executive Board and CAB Advisor(s).
2. Any Executive Board member can propose the removal of another Executive Board member from the Board.
 - a. A formal proposal shall be written/typed and brought to the Advisor(s) before being distributed.
 - b. Every Board member, except the Board member whose removal is requested, shall be provided with the written proposal for review.
 - c. After reviewing the proposal, every Board member shall sign their vote in confidentiality. The Advisor(s) are responsible for ensuring confidentiality in voting.
 - i. If an Executive Board member does not cast a vote within seventy-two (72) hours of receiving a copy of the proposal, they shall be considered to have abstained from voting.
 - d. After all Board members have reviewed the proposal and voted, the votes shall be tallied.
 - e. If the proposal meets 2/3 majority in favor of removal, the Advisor(s) shall meet with the Board member in question to inform them of the Board's decision.
 - i. The Board member's term shall end following this meeting with the Advisor(s).
 - ii. The removal of the Board member in question shall be added to the upcoming Executive agenda for recordkeeping purposes.
 - f. If the proposal to remove a Board member fails, a new proposal to remove the same Board member may not be reintroduced until the following semester.

Section H. Executive Board Members' Duties

1. Chairperson shall:
 - 1.1. Oversee the general operation of CAB;
 - 1.2. Call in session and organize Executive Board meetings;
 - 1.3. Vote on CAB matters only in the result of a tie;
 - 1.4. Ensure that the Executive Board Members fulfill their constitutional obligations;
 - 1.5. Be responsible for relations between CAB and the HPU community;
 - 1.6. Work with Advisor(s) on CAB's Application and Selection Process;
 - 1.7. Act as liaison with the SGA Student Body President;

- 1.8. Ensure review of the CAB constitution annually or as needed;
 - 1.9. Organize Executive Board retreats with the Vice-Chairperson, and Advisor(s);
 - 1.10. Assist Advisor(s) in completing evaluations for all Executive Board Members;
 - 1.11. Communicate and work with the Student Activity Fee Allocation Committee (SAFAC) Chair as needed;
 - 1.12. Communicate and work with the CAB Swag committee;
 - 1.13. Prepare a transition plan for the incoming Chairperson before the end of the term;
 - 1.14. Submit Event Proposals and Event Summary Forms as stated in Article VI;
 - 1.15. Work with the Vice-Chairperson to train incoming Executive Board members in all aspects of CAB as well as the individual duties of each board member;
 - 1.16. Share responsibility of vacant Executive Board positions with the Vice-Chairperson;
 - 1.17. Collaborate on End of Year report with Administrative Board members.
2. Vice-Chairperson shall:
- 2.1. In the absence of the Chairperson, assume the duties of the Chairperson as stated in Article V Section H.1;
 - 2.2. Aid and assist the Chairperson;
 - 2.3. Ensure that the Executive Board Members fulfill their constitutional obligations;
 - 2.4. Develop and maintain an internal and external contact list (i.e. Vendors, University Staff, Artists, etc);
 - 2.5. Be responsible for collecting and reviewing all Event Proposals, Event Budgets and Event Summary Form with the Administration Director;
 - 2.6. Collaborate with the Administration Director on Board Member Event Proposals;
 - 2.7. Communicate and work with the CAB Swag committee;
 - 2.8. Collaborate with Administrative Board members on End of Year Report;
 - 2.9. Organize the Executive Board retreat with the Chairperson and Advisor(s);
 - 2.10. Conduct monthly wellness check-ins with Executive Board members;
 - 2.11. Prepare a transition plan for the incoming Vice-Chairperson before the end of the term and implement the plan upon approval from the current Chairperson;
 - 2.12. Submit Event Proposals and Event Summary Forms as stated in Article VI;
 - 2.13. Send all documents listed above to the Chairperson at least forty-eight (48) hours before the meeting agenda is sent out;
 - 2.14. Post all approved documents to the CAB drive within seven (7) days of approval;

- 2.15. Research and prepare NACA conference proposal in Spring semester in preparation for the Fall semester if deemed appropriate;
 - 2.16. Share responsibilities of vacant Executive Board positions with the Chairperson.
3. Administration Director shall:
- 3.1. Be responsible for taking, typing, distributing, and filing the minutes of Executive Board meetings;
 - 3.2. Send previous week's Executive Meeting minutes to Executive Members at least seventy-two (72) hours prior to the current week's Executive Meeting
 - 3.3. Maintain the CAB general budget;
 - 3.4. Create monthly reports on general spending;
 - 3.5. Work with Advisor(s), Chairperson, and Vice-Chairperson to review last year's purchases and create max budgets for recurring events before each semester;
 - 3.6. Prepare a financial report at the beginning and end of each semester;
 - 3.7. Ensure that all necessary funding documents are processed (i.e. check request forms, reimbursements);
 - 3.8. Inform the Executive Board of all account activities;
 - 3.9. Be responsible for collecting and reviewing all Event Proposals, Event Budgets and Event Summary Forms with the Vice Chairperson;
 - 3.10. Collaborate with the Administrative Board on End of the Year Report;
 - 3.11. Organize, supply, and maintain the CAB office;
 - 3.12. Communicate and work with the CAB Swag committee;
 - 3.13. Communicate and work with the Student Activity Fee Allocation Committee (SAFAC) Chairperson as directed by the CAB Chair or as needed;
 - 3.14. Prepare a transition plan for the incoming Administration Director before the end of the term and implement the plan upon approval from the current Chairperson;
 - 3.15. Submit Event Proposals and Event Summary Forms as stated in Article VI.
4. Membership Director shall:
- 4.1. Attend, and call in session and organize General meetings;
 - 4.2. Be responsible for taking, typing, distributing, and filing the minutes of General Member meetings;
 - 4.3. Create all General Meeting presentations;
 - 4.4. Coordinate at least one membership drive or recruitment activity per semester;

- 4.5. Seek outreach opportunities in collaboration with Chairperson and Vice Chairperson and attend HPU student events with the purpose of recruiting new membership;
 - 4.6. Maintain an accurate and current membership list, membership points, directory, and attendance sheet;
 - 4.7. Be the communication link between the Executive Board Members and the General members;
 - 4.8. Send monthly communications to general members about upcoming events, initiatives, and other updates;
 - 4.9. Be responsible for the recruitment and retention of new members;
 - 4.10. Collaborate with Administrative Board members on End of the Year Report;
 - 4.11. Work and assist with the CAB Swag committee;
 - 4.12. Manage the Membership Point program, Member of the Month, and Member of the Year, as stated in the Bylaws;
 - 4.13. Maintain and update official social media pages regarding General Membership in collaboration with the Public Relations Director;
 - 4.14. Prepare a transition plan for the incoming Membership Director before the end of the term and implement the plan upon approval from the current Chairperson;
 - 4.15. Submit Event Proposals and Event Summary Forms as stated in Article VI.
5. Public Relations Director shall:
 - 5.1. Develop creative, innovative, and productive initiatives to represent CAB positively and accurately to the HPU community;
 - 5.2. Be responsible for professional assembly and distribution of advertising for CAB events, including, but not limited to: posting of flyers, e-screens, HPU Events Calendar, VDI Pop-ups, Sharky's Swells, etc.;
 - 5.3. Maintain and update official social media pages;
 - 5.4. Collect and implement creative ideas for the promotion of CAB events;
 - 5.5. Be responsible for the collection of digital/photo/video content at all events for social media advertising and record keeping purposes;
 - 5.6. Collaborate with the Executive Board to actively promote awareness of CAB events to the HPU community;
 - 5.7. Collaborate with other university media organizations (e.g. school newspaper);
 - 5.8. Prepare a transition plan for the new Public Relations Director before the end of the term and implement the plan upon approval from the current Chairperson;
 - 5.9. Submit Event Proposals and Event Summary Forms as stated in Article VI;

6. Event Coordinators shall:
 - 6.1. Plan and execute events that cater to the HPU student body and align with CAB's mission statement;
 - 6.2. Lead the planning and execution for a minimum of 1 (one) event per semester;
 - 6.3. Collaborate with their event committee(s), along with the Membership and Public Relations Directors, to actively promote CAB events to the HPU community;
 - 6.4. Prepare a transition plan for incoming Event Coordinators before the end of the term and implement the plan upon approval from the current Chairperson;
 - 6.5. Submit Proposals and Event Summary Forms as stated in Article VI.

Section I. Quorum

In order to protect against totally unrepresentative action, at least a simple majority of the Executive Board must be present to constitute quorum.

Section J. Voting

To ensure that CAB is organized and clear in its decision making process, the Executive Board shall abide by the following policy:

1. The Executive Board can only vote on matters when quorum is met;
2. Items that require a vote include budget; amendments to the constitution, bylaws, or Condition of Appointment; approval of event documents; and sponsorships/partnerships in activities coordinated by other organizations;
3. Matters being voted on must be approved by simple majority of the Executive Board members present;
4. The Chairperson may only vote on matters when result in a tie and/or to meet quorum;
5. The Administration Director shall record and maintain all votes;
6. An event and/or budget can only be voted on if the Executive Board is given the proposal 48 hours in advance;
7. Executive Board Members present at meetings through phone or video call are allowed to vote;
8. An email vote may be called only by the Chairperson in cases of urgency;
9. The Chairperson will do their best to follow in-person procedures when calling for an email vote. The Chairperson will send an email to the Executive Board members entertaining a motion to approve. Within 24 hours a motion and a second are required to begin voting. The Executive Board members then have 48 hours to vote;

10. If an email vote does not meet quorum after 48 hours after the initial email has been sent to the Executive Board, that email vote is considered expired and no longer holds.

ARTICLE VI: EVENT PROCEDURES

Any executive board member that is planning an event, co-sponsored or fully sponsored by CAB, is expected to fill out the necessary documents prior to and upon completion of the event itself. These documents include, but are not limited to: Event Proposals (EP) and all supporting documents.

1. Must be submitted to the Vice-Chair and the Administration Director for approval within seven (7) days before it will be added to the agenda for the Executive Board meeting;
2. The EP shall be filled as the instructions on the forms states;
3. The budget sheet and risk management checklist must be submitted with the EP for voting.
4. Event Summary Form (ESF) and all supporting documents;
5. Must be sent to the Vice-Chair and the Administration Director within fourteen (14) days after the event ended;
6. Must contain all supporting documents as stated in the Event Summary form itself;
7. The ESF shall be filled as the instructions on the form states. The ESF must be posted in CAB Drive by the Vice Chairperson within seven (7) days of approval.

ARTICLE VII: ETHICAL STANDARDS OF EXECUTIVE BOARD MEMBERS

1. A student may not simultaneously hold more than one position on the Campus Activities Board.
2. All students are expected to abide by the Code of Student Conduct.
3. An Executive Board member shall not apply undue influence upon or otherwise intimidate fellow Executive Board members so as to cause them to make a decision or take any action that they would not have normally intended.
4. An Executive Board member shall not intentionally or negligently undermine the decisions or mission of the Campus Activities Board through personal action or inaction or through discouragement of their Executive Board members.
5. An Executive Board member shall not intentionally damage another student's character by giving false or insupportable information about that student.
6. All Executive Board members shall carry out all of their duties as outlined in the CAB Constitution fully and ethically, to the best of their abilities.
7. If an Executive Board member violates any of these ethical standards, they may be removed from their position on the Executive Board.

ARTICLE VIII: RESPONSIBILITIES OF ADVISOR(S)

The CAB Advisor(s) shall:

1. Work cooperatively with students in exploring and developing their leadership potential and professional skills;
2. Advise, review, and approve decisions and transactions (e.g. budget decisions, financial transactions, advertisement and promotional materials) to ensure CAB is adhering to university policies and procedures;
3. Review and attain proper approvals of written documents including contracts, riders, requisitions, and written offers to and from entertainers/agents;
4. Attend CAB events and all executive meetings or appoint an appropriate designee.

ARTICLE IX: MEETINGS

Section A. General Meeting

1. The frequency of the meetings shall be decided by the Membership Director;
2. Shall be held at a time seen fit by the Membership Director;
3. Shall be called in session and organized by the Membership Director;
4. Shall conduct general CAB business.

Section B. Executive Meeting

1. Shall be held once per week at a time seen fit by the Executive Board;
2. Shall be called in session and organized by the Chairperson;
3. Shall conduct general CAB business;
4. All Executive Board Members must be present and shall report their activities pertinent to CAB since the last meeting;
5. The meeting must follow all Constitutional Articles.

ARTICLE X: CONSTITUTIONAL MAINTENANCE

Each year, or as needed, it shall be the duty of the Chairperson to lead a board review and amendment(s) of the Constitution and bylaws as necessary.

ARTICLE XI: CONSTITUTIONAL AMENDMENT

1. Any amendment to the CAB Constitution must be proposed in writing, and submitted to the Chairperson seventy-two (72) hours before it will be proposed at a meeting;
2. Voting may occur seven (7) days after initial discussion of proposed amendment(s).

ARTICLE XII: ATTENDANCE POLICY

1. Attendance at all events is required unless otherwise stated by the Event Coordinator, Chairperson, and advisor(s).
2. Each Executive Member is expected to be on time for all events. Two unexcused late appearances equal one unexcused absence.
3. Each Executive Board Member will be allowed two (2) unexcused absences each semester.
4. Extraneous circumstances such as academic and scholarship commitments, medical, or family emergencies are considered as an excused absence.
5. In the event of a planned absence, the Chairperson and advisor(s) must be notified at least forty-eight (48) hours prior to the meeting or event in question. It is at the discretion of the Chairperson and advisor(s) to excuse the absence. After the second unexcused absence, the Chairperson and advisor(s) will meet with that Executive Board Member to discuss their attendance.
6. A third unexcused absence may result in removal from the Campus Activities Board as outlined in Article V, Section K of this document.

ARTICLE XIII: ORGANIZATION BYLAWS

Bylaw I. Executive Board Evaluations

At the end of each academic year, the Executive Board members will complete peer evaluations. Advisor(s) will meet with each Board Member individually to share and reflect on results of the peer evaluations.

Bylaw II. Membership Points

To help encourage and reward General members for their contributions to the organization, General members may earn membership points. During the course of the school year, members can earn points for various activities. Points will be rewarded for the following:

1. 1 point for attending General meetings;
2. 1 point for attending CAB Committee meetings;
3. 1 point for wearing the CAB Shirt on Wednesdays;
4. 1 point per new member brought to a general meeting;
5. 1 point for attending SGA Senate meetings;
6. 1 point per every half an hour tabling
7. 2 points per hour worked at a CAB event;

8. 2 points for sharing CAB's Instagram post or story on their personal account and tagging @cabhpu;
9. 2 points for participating in General membership activities during a General Member meeting with CAB Executive members and General Members;
10. 3 points for being nominated for member of the month;
11. 15 points for becoming member of the month;
12. 5 point maximum for distributing 10 Guerilla Marketing items for a CAB event.

Bylaw III. Active Member Status

1. Achieving 35 membership points in one semester earns Active Member status for that semester.
2. Students who achieve Active Member status for two semesters are eligible to receive a CAB graduation stole in the semester in which they graduate (as outlined in Bylaw VII).
3. In addition, rewards can be accrued by reaching the following membership point milestones:
 - a. 35 points - Standard Membership Prize;
 - b. 45 points - Silver Membership Prize;
 - c. 50 points - Gold Membership Prize
4. Membership prizes will be determined by the CAB Swag committee. Prizes for each semester may differ.
5. Membership points are reset at the beginning of each semester.
6. The points for each member will be kept track of by the Membership Director. If a member has a question regarding their points, they may contact the Membership Director.

Bylaw IV. Member of the Month

1. In addition to the membership point program, CAB will also have a member of the month program to recognize the contribution of the General Members of the organization.
2. The membership committee consists of the Vice-Chairperson, Membership Director, PR Director, and (1) Event Coordinator.
3. The membership committee will do the following steps to select a Member of the Month;
 - a. Every month, three (3) finalists will be nominated based on membership points accrued during that month;
 - b. Selection of the Member of the Month from the nominee pool will be determined based on several factors, such as points accrued and participation, among others;
 - c. Based on this criteria, the membership committee will vote to select the Member of the Month;

- d. If a tie occurs, the Membership Director will use the membership points for the month being awarded as the tiebreaker.
4. After the Member of the Month has been selected, the member will be announced and their contributions will be highlighted on an Instagram post and story on the CAB account.
5. The member of the month award will be given for the following months: September, October, November, February, March, and April.
6. The member of the month award has the following point values;
 - a. 3 points for being nominated member of the month, in addition to;
 - b. 15 points for becoming the member of the month.

Bylaw V. Summer and Winter Operations

The Executive Board is expected to convene regularly during the Winter and Summer semester.

Bylaw VI. Retreat

Section A. Fall and Spring Retreat

1. The purpose of Fall and Spring Retreat is to train and onboard incoming Executive Board members;
2. Shall be held once per application cycle at a time determined by the Executive Board;
3. Shall be organized by the Chairperson, Vice-Chairperson, and Advisor(s);
4. Shall be attended by all members of the Executive Board.

Section B. Transition Retreat

1. The purpose of Transition retreat is to transfer roles and responsibilities from outgoing Executive Board members to incoming members;
2. Shall be held at the end of each Spring semester at a time determined by the Executive Board;
3. Shall be organized by the Chairperson, Vice-Chairperson, and Advisor(s);
4. Shall be attended by all members of the Executive Board.

Bylaw VII. Graduation Stoles

1. To reward active members for their work in CAB, graduation stoles shall be distributed to the CAB graduating seniors each Fall and Spring semester who satisfy the eligibility requirements:

- a. Members of CAB receiving a graduation stole must be graduating the semester the stole is issued;
- b. Graduation stole recipients must have served as Executive Board member in office for at least one (1) academic year or must have achieved active member status for two (2) semesters;
- c. Graduation stole recipients must be in good standing with the university and with the Campus Activities Board;
- d. The Executive Board shall compile a list of applicants and vote yea or nay on each applicant. A 2/3 majority is needed for an approval;
- e. The Membership Director shall contact, via email, CAB graduation stole recipients, courtesy copying the Chairperson and Advisor(s). Recipients shall receive stoles from the designated CAB Advisor(s).

Bylaw VIII. Logos

1. Shall be the official symbol of the organization;
2. Shall only be used on official matters relating to CAB such as event flyers, t-shirts, and other merchandise, by the discretion of the Executive Board;
3. Variations of the base CAB logo must be approved by the advisor(s);
4. The CAB logo includes, but are not limited to:



Bylaw IX. Changing Bylaws

1. To change the organization bylaws a 2/3 majority vote of the Executive Board Members in attendance at the time of the vote is required;
2. To propose a bylaw change an Executive Member must submit a written proposal to the Chairperson seventy-two (72) hours prior initial discussion;
3. To propose a bylaw change an Executive Member must submit a written proposal to the Chairperson seventy-two (72) hours prior to the initial discussion;
 - a. General Members may also propose changes to the bylaws following this format;
4. Voting may occur seven (7) days after initial discussion of proposed amendment(s).