

Constitution- Campus Activity Council Eastern Mennonite University

Article I – Name

Campus Activity Council is the exact title for the organization.

Article II – Purpose

The Campus Activity Council (CAC) seeks to serve as catalyst for building community within the student body, providing engaging, creative and positive entertainment options. CAC offers activities while practicing principles of good stewardship of the student's time and resources. CAC also provides opportunity for its own student staff members to build life skills.

Article III – Membership

Section 1: Any undergraduate student enrolled in Eastern Mennonite University, regardless of nationality or religious belief is eligible to participate in CAC activities.

Section 2: Student workers must apply and complete a successful interview, before they join CAC for their on campus work study/volunteer position.

Article IV - Officers

Section 1: President

The duties of the President shall be:

- (1) To conduct and maintain order in all CAC meetings
- (2) To determine the meeting's agenda with the assistance of the executive committee and/or the Student Life staff advisors
- (3) To act as the official spokesperson for the CAC
- (4) To work with the Student Life staff advisors and CAC staff in developing goals
- (5) To represent CAC to the university's student body
- (6) To delegate responsibilities to CAC executive committee and CAC staff members
- (7) To work with Student Life staff to develop and manage annual budget, including submitting the annual funding requests to SGA

Section 2: Vice President

The duties of the Vice President shall be:

- (1) To perform the President's duties in the absences of, or incapacity of the President
- (2) To perform those duties assigned by the President

Section 3: Secretary

The duties of the Secretary shall be:

To keep a permanent record of all proceedings of the CAC and its committees

To take and distribute minutes for all CAC meetings

Article V - Elections

Section 1: Candidates for Office

(1) All candidates must be full-time students at EMU and current members of CAC

Section 2: Process

(1) A general election shall be held at the end of every spring term to determine new officers for the term set forth in Article V, Section 3

(2) If an elected office is vacated will be filled during a second general election held at the beginning of the fall semester, or by appointment of appropriate interim staff at the discretion of Student Life staff advisors and CAC student leaders

(3) All general elections and nomination approval sessions must be announced two weeks in advance of elections

(4) Election of officers shall require a simple majority of the members participating in the election process

(5) If there are more than two nominees for an office, and no one candidate has a majority of the first ballot, a runoff between the two nominees with the highest number of votes will be held

Section 3: Terms of Office

(1) The term of office shall begin the first week of the fall; it shall end at the completion of the following spring semester, unless the candidate is only available for one (fall) semester, in which case new elections will take place at the end of the fall semester to determine leadership for the spring semester (see Article V, Section 3:2).

Section 4: Impeachment of Officers

(1) Any member or advisor has the right to request impeachment of any officer at a CAC executive committee meeting

(2) Immediately following request for impeachment, a vote will be taken on continuation of impeachment process

(3) Impeachment votes shall take place at the next CAC meeting following the motion of impeach

(4) Removal of any officer requires a 3/4 vote of all members present at the meeting

Article VI – Meetings

Section 1: CAC shall meet weekly during the school year.

Section 2: In the meeting, each member is eligible to vote

Section 3: The CAC shall observe and support the rules and regulations of EMU

Section 4: The executive committee shall be the mediating body in cases of conflict or grievance involving CAC members

Article VII – Finances

Section 1: The Director of Student Programs is responsible for soliciting funds from the Student Government

Association

Section 2: CAC members will determine how to use the above funds

Article VIII – Advisors

Section 1: The advisors for the CAC will be the Director and Assistant Director of Student Programs

Section 2: Responsibilities of the advisor shall be:

- (1) To provide for the general well being of the organization
- (2) To assist the officers of CAC in performing their duties
- (3) To assist in the recruitment of CAC members for each year.
- (4) To interpret university policy for CAC
- (5) To represent the CAC to the university administration

Article IX – Committees

Section 1: Executive Committee

The Executive Committee will be chaired by the President of CAC and will consist of the officers and the Director of Student Programs. It will develop the agenda for each CAC meeting. Furthermore, the committee shall collaborate with the President to determine long range plans that will be presented to the CAC for approval

Section 2: Tech, Films, Publicity, Trivia and Operations Committees

Each committee will meet weekly with the one of the advisors and discuss upcoming events. They will update the entire CAC at weekly meetings:

- (1) Tech Committee duties shall be:
 - a. To be in charge CAC sound equipment
 - b. To set up and run tech and sound for CAC and other school events as requested
 - c. To serve as custodians for the CAC inventory of tech equipment
- (2) Films Committee duties shall be:
 - a. To coordinate the showing of movies
 - b. To prepare a movie calendar
 - c. To maintain the weekly promotional sidewalk sign
 - d. To provide a basic financial accounting of each film and make a weekly deposit to the EMU business office of film profit
 - e. To survey the campus to see which movies the student body would like to see
- (3) Publicity Committee duties shall be:
 - a. To keep EMU students informed about CAC events and activities by creating and distributing publicity in the form of posters, fliers and table tents, and to maintain a CAC social media presence
- (4) Trivia Committee duties shall be:

- a. To coordinate Trivia events on a bi-weekly basis
- b. To run and implement bi-weekly Trivia events

(5) Operations Committee duties shall be:

- a. To support event specific planners in the acquisition of food, beverage and supplies
- b. To manage the inventory of all CAC supplies

Article X – Affiliations

None

Article XI – Amendments

Section 1: Amendment Process

(1) This Constitution can be amended by an affirmative vote of at least 3/4 of the members present at the constitutional meetings

(2) A constitutional meetings (a meeting as which an amendment is to be voted upon) will be announced at least two weeks prior to the vote

Article XII – Ratification

Section 1: Ratification of the constitution

This constitution is ratified and enacted when approved by 3/4 of the members present at the meeting when the ratification vote is taken