



Campus Activities Board Bylaws

The Associated Students of Lewis & Clark

Article I - Purpose and Scope

1. The Campus Activities Board (hereafter: the CAB) exists to
 - a. Create, organize, and implement inclusive events open to the College of Arts and Science student body at Lewis & Clark College
 - b. Offer event consultation and support to individual students and student organizations
 - c. Promote community building within Lewis & Clark College and greater engagement with the Portland area.

Article II - Membership

1. ASLC Campus Activities Board Chair (hereafter: the Chair)
 - a. Shall act as chair of the CAB
 - b. Shall set an agenda for all Board meetings
 - c. Shall be responsible for the selection of the Vice Chair, the Director of Marketing, the Director of Administration, and the Director of Community Outreach
 - d. Shall be responsible for overseeing all activities of board members and ensuring the function of the CAB
2. Campus Activities Board Vice Chair (hereafter: the Vice Chair)
 - a. Shall be appointed by the Chair from the executive membership of the CAB at the start of the academic year or upon vacancy
 - i. In the event that no Chair is available, the Vice Chair shall be elected by a majority vote of the CAB
 - b. Shall act as chair of the CAB in the absence of or at the discretion of the Chair
 - i. In this event, shall assume all powers, responsibilities, and limitations of the Chair as prescribed within the ASLC Constitution and these bylaws in an acting capacity
 - c. Shall serve as a voting member of the CAB
 - i. Shall have one (1) vote within the CAB
 - ii. Except in the case where they are the Acting Chair
3. Director of Marketing
 - a. Shall be approved by the Chair no later than conclusion of the first board meeting
 - b. Shall set meeting times for the CAB
 - c. Shall serve as a voting member of the CAB
 - i. Shall have one (1) vote within the CAB
4. Director of Administration

- a. Shall be approved by the Chair no later than conclusion of the first committee meeting
 - b. Shall manage the Google Calendar
 - c. Shall take minutes at every meeting
 - d. Shall communicate relevant information regarding activities to the CAS student body through weekly emails.
 - e. Shall coordinate with other on-campus offices to facilitate the logistics of events
 - f. Shall serve as a voting member of the CAB
 - i. Shall have one (1) vote within the CAB
5. Director of Community Outreach
- a. Shall be approved by the Chair no later than conclusion of the first committee meeting
 - b. Shall oversee all engagement and outreach efforts with the Lewis & Clark community as well as the greater Portland community
 - c. Shall serve as a voting member of the CAB
 - i. Shall have one (1) vote within the CAB
6. Board Members
- a. Shall be at least (4) members of the CAS Student Body, including at least one (1) ASLC Senator, the Vice Chair, the Director of Marketing, and the Director of Administration
 - b. Shall be selected by the Chair
 - c. Shall serve as voting members of the CAB
 - i. Shall have one (1) vote each
 - d. Shall perform tasks as delegated by the Chair or the Board
 - e. Shall attend all CAB meetings as set by the Chair or designee
 - i. Any and all absences must be reported to the Chair
 - f. Removal of Board Members
 - i. Voting members of the CAB may be removed from the CAB by a two-thirds ($\frac{2}{3}$) vote of the CAB or by a two-thirds ($\frac{2}{3}$) vote of the ASLC Senate
 - ii. Members may be removed via voting due to three (3) or more unannounced absences, failure to complete complete assigned tasks as listed in these bylaws or assigned by the CAB, or failure to attend board meetings without notice to the Chair

Article IV - Monies

1. The Chair may apply for a budget from the Student Organizations Committee during the yearly allocation process
2. The budget may be used to carry out assigned duties or assumed duties of the CAB. This shall include money for the following items:
 - a. CAB Events
 - b. Events Consultation
 - c. Operational Costs

3. The proposed budget allocation must be approved by a two-thirds ($\frac{2}{3}$) vote of board members before it is to be submitted to the Student Organizations Coordinator

Article V - Amendments

1. These bylaws may be amended by an initial two-thirds ($\frac{2}{3}$) vote of the CAB followed by a two-thirds ($\frac{2}{3}$) vote of the ASLC Senate