

Carnegie Mellon University Activities Board Constitution

I. Statement of Purpose

The Activities Board of Carnegie Mellon University coordinates a wide variety of events to entertain, educate, and enrich the lives of the campus community. The events represent a variety of topics and genres, and all of the committees work together to present a broad range of events to meet the needs of the campus community.

II. Authority

- A. The Activities Board is an external committee of Student Senate.
- B. The Activities Board Executive Board is the umbrella organization encompassing standing and support committees.
 - 1. Each standing committee shall be individually budgeted and funded.
 - 2. Each committee shall have its own membership.
- C. The Executive Board reserves the right to exert full control over, and responsibility for, any committee when necessary.
- D. The Executive Board will meet weekly, with exceptions for breaks. The meetings will be open to all committees of the Activities Board, as well as to the general campus.

III. Structure

The formal structure of the Activities Board consists of:

- A. A President of the Executive Board. The President of the Executive Board shall be an Activities Fee paying member of Carnegie Mellon University.
- B. An Executive Board composed of the chair of each committee. Executive Board members shall be Activities Fee paying members of Carnegie Mellon University. Executive Board members should not be the Chairperson for more than one committee, unless approved by the President of the Executive Board.
- C. Committee members of each permanent or temporary committee. Committee members shall be Activities Fee paying members of Carnegie Mellon University.

1. The President of the Executive Board

The President of the Executive Board shall have the following duties:

- i. Calling Executive Board meetings weekly, with the exception of breaks reflective of the academic calendar.
- ii. Presiding over Executive Board meetings.
- iii. Overseeing the planning, production, and execution of Activities Board events.
- iv. Coordinating, with the help of the committee chairs, the annual budget of each committee.
- v. Operating as the official ambassador of the Activities Board in every way, including but not limited to attending the PSAC and Student Senate Meetings.
- vi. Ensuring that each committee has turned in a yearly budget proposal by the end of February.
- vii. Ensuring the smooth operation of the board and its activities.

2. The Executive Board

The Executive Board has the following duties:

- i. Electing a President by majority vote of the members of the Executive Board. Anyone is eligible to run who is a present member of the Executive Board; or has been on the Activities Board for at least a year; or has the recommendation of a member of the Executive Board.
- ii. Electing committee chairs, in the case where that committee has a membership of five or less, by majority vote of the Executive Board.
- iii. Ratifying the elections of committee Chairpersons, as elected by each independent committee, by majority vote.
- iv. Approving new committees or approving the termination of a committee as it becomes necessary.
- v. Determining the current policies of the Activities Board.
- vi. Executing any other business pertinent to the Activities Board as a whole.

3. The Committee Members

Committee members have the following duties:

- i. Electing, by a majority, the Chairperson of each committee (in committees that have a standing membership that is greater than five). Anyone who has been a member of the committee for at least one semester or anyone who has been nominated by a member of the Executive Board is eligible to run (excluding AB Films).
- ii. In the case of AB Films, electing, by majority, the Films President. Anyone who has been a member of the committee for at least one semester or anyone who has been nominated by a member of the Executive Board is eligible to run. Also, electing, by majority, each Chairperson for each night of films. Only those who have gone through the training necessary to project films and who have approached the current Films President with interest is eligible to run.
- iii. Overturning a veto by the Executive Board of the Chairperson-Elect, by a two-thirds vote.
- iv. Executing any other business pertinent to the specific committee.

IV. Committee Types

- A. Permanent: All standard rules govern the elections. Specifically, Sections II.C, III.B, and III.D.
- B. Temporary: All standard rules govern the elections but the committee shall be formed to serve a specific purpose and at the completion of its purpose the committee shall be terminated.
- C. Special Committee: By the nature of the committee and the need for definite continuity due to the requirement of scheduling and payroll, these committee Chairpersons-Elect are to be appointed by the current Executive Board membership.
- D. Support Committee: A committee in which the Chairpersons-Elect are appointed by the current chairpersons of the committee that the committee is to support.

V. The Committees: A Statement of Purpose

- A. Standing Committees
 1. Concerts: A permanent committee whose purpose is to provide musical entertainment for the campus community as a whole at subsidized prices.
 2. Coffeehouse: A permanent committee whose purpose is to provide medium-priced musical entertainment for the campus community as a whole at subsidized prices.
 3. Underground: A permanent committee whose purpose is to provide the campus community with mainly local and student musical entertainment in The Morewood Underground.
 4. Skibo: A permanent committee whose purpose is to provide the campus community with mainly acoustic musical entertainment in the Skibo Coffeehouse.
 5. Lectures: A permanent committee whose purpose is to bring speakers of a variety of backgrounds to campus.
 6. Comedy: A permanent committee whose purpose is to provide the campus community with comedy shows during the school year.

7. Political Speakers: A permanent committee whose purpose is to provide the campus with speakers focusing on political topics.
8. Technical: A permanent committee whose purpose is to provide lighting and sound where needed for all Activities Board events, and to confer with other committees to ensure that technical requirements are adequately met. This committee is also responsible for providing the manpower needed to set up and operate the Activities Board equipment, and to maintain all such equipment in good working order. The Technical committee will also offer services to other campus organizations at the discretion of the committee chairperson.
9. Films: A permanent committee whose purpose is to provide weekly showings of films in the McConomy Auditorium in the University Center. There are four subcommittees: Wednesday, Thursday, Friday, and Sunday nights, each of which shall have a committee chairman who is responsible for choosing a semester schedule of films and projecting those films on that night of the week. A Films President is responsible for ordering all films, arranging payment to vendors, ensuring equipment is in good working order and overseeing the operation of the films committee as a whole.
10. Publications: A permanent committee whose purpose is to provide the campus with informative and helpful publications to appear regularly throughout the year.
11. Special Events: A permanent committee whose purpose is to provide the campus community with various novelty events throughout the year.

B. Support Committees

1. Publicity: To coordinate with committee chairs to provide general advertising of Activities Board events and to promote and maintain the Activities Board website.

VI. Voting/Election Rules

A. The voting on the Executive Board shall be as follows:

1. Each committee shall have one vote.
2. The current President shall establish the method for voting at the beginning of the meeting.
3. The President of the Executive Board shall not vote except in the case of a tie.
4. A committee's vote may be cast by a representative member of the committee in the event of a Chairperson's absence.
5. The quorum necessary to elect a new President shall be two-thirds.
6. The new President-Elect of the Executive Board shall be elected in the month of March to succeed the current President for the fall semester or earlier at the President's discretion.
7. Because the election of the President-Elect of the Executive Board takes place in March, the members of the Executive Board who vote will be the current chairpersons.

B. The voting on the committees shall be as follows:

1. The quorum necessary to elect a new Chairperson shall be two-thirds.
2. The current Chairperson shall establish the method for voting at the beginning of the meeting.
3. The current Chairperson shall not vote except in place of a tie.
4. Only active committee members are eligible to vote. To gain eligibility a committee member must frequently attend committee meetings and be in at least their second semester of membership of the committee.
5. Each committee member shall have one vote.
6. The election of a Chairperson elect shall occur before the end of April.

VII. Impeachments

A. To bring about impeachment proceedings, any committee member should inform the President of the Executive Committee of the problem.

1. The President and the advisor should meet with the Chairperson in question and discuss the problem.
2. If the Chairperson in question will not make an effort to fix the problem or resign, impeachment hearings may begin.

3. If the Chairperson in question is the President, the problem should be brought up to the advisor, who will serve in the role of President if impeachment hearings are called, but cannot vote during those meetings.
- B. Impeachment hearings will take place at two consecutive regularly scheduled meetings. A quorum of two-thirds of the sitting Executive Committee must be present at each meeting.
1. At the first meeting the President will present the problem before the general body. The Chairperson in question will have the opportunity to explain their side of the story. If the issue is particularly sensitive, a closed meeting may be called.
 2. At the second meeting, a vote shall be taken of all members of the Executive Board. Anyone not able to be present must submit a written proxy to the President. A vote of 2/3 is needed to impeach the Chairperson.

VIII. The Activities Board Policy on Hazing and Harassment

- A. The Activities Board Policy on harassment is as follows:
1. Every member of the Activities Board has a right to free expression as well as a right to have their individual dignity respected. Harassment and intimidation detract from an individual's dignity and are not tolerated.
 2. The Activities Board is firmly committed to intellectual honesty, freedom of inquiry and expression and respect for the dignity of each individual. Acts of harassment or intimidation of any member of the community are inconsistent with this commitment and will not be tolerated. Such acts may include, but are not limited to, cases involving race, ancestry, color, national origin, gender, disability, religion, creed, belief, age, veteran status or sexual orientation.
- B. The Activities Board Policy on hazing is as follows:
1. Hazing is strictly prohibited. Hazing is defined as any action taken or situation created, intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment or ridicule.

IX. Amendments

- A. Amendments to this constitution shall be approved by a two-thirds vote of the Executive Board.