

Carnegie Mellon University
Constitution of the Activities Board

Article I. Purpose and Scope

- A. The purpose of this constitution is to establish the structures and operating procedures for the Activities Board, which is a Standing Committee of Student Government established in the Carnegie Mellon University *Student Body Constitution*
 - a. The purpose of the Activities Board is to coordinate events to entertain, educate, and enrich the lives of the entire campus community.
- B. When there is a contradiction between this constitution and the Carnegie Mellon University *Student Body Constitution*, or *Student Body Fiscal Policy*, those documents shall supersede this one.
- C. When there is a contradiction between this constitution and the Carnegie Mellon University *Student Senate Bylaws* or *Graduate Student Assembly Bylaws*, this constitution shall supersede those documents.

Article II. Terms and Definitions

- A. *AB* refers to (the) Activities Board.
- B. The *student body* refers to the collection of students enrolled in undergraduate or graduate academic programs at Carnegie Mellon University's Pittsburgh campus
- C. The *Activities Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees
- D. *Student Senate* refers to the undergraduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*.
- E. *The Graduate Student Assembly* refers to the graduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*
- F. The President's Cabinet refers to the standing committee of Carnegie Mellon University student government created in the Carnegie Mellon University *Student Body Constitution*
- G. The *Constitutional Advisor* refers to the member of the President's Cabinet and is responsible for maintaining all Student Government governing documents including this constitution
- H. The *Joint Funding Committee* refers to the standing committee of Student Government established in the Carnegie Mellon University *Student Body Constitution* to oversee the funding of student organizations
- I. The *Student Body Vice President for Finance* refers to the elected member of the Student Government Executive Committee who is responsible for overseeing all use of Activities

Fee money.

- J. *Active Member of the Activities Board* refers to a general body member who:
 - a. Is either a chair or a lead
 - b. Has attended **four** events **and four** general body meetings in a semester **and** has completed Risk Training
- K. *General Member* refers to a member of the activities board that is part of any committee and has completed Risk Training

Article III. Activities Board Structure and Committees

- A. AB is comprised of an Executive Board, Chairs, Leads and Committees
 - a. All members of AB shall be Activities Fee paying members of the student body
- B. The Executive Board is comprised of an Executive Chair, the Chair of each Standing and Special committee of AB, the Finance Chair, and the Internal Development Chair
 - a. No member of the Executive Board shall be the Chair of more than one (1) committee of AB, unless approved by the Executive Chair.
 - b. Each member of the executive board must be a part of the Activities Board for at least one (1) year
- C. Each Standing Committee consists of sub-committees
 - a. Each sub-committee consists of one (1) lead. More leads can be elected at the discretion of the Activities Board
- D. AB consists of the following six (6) Standing Committees and two (2) Executive Chairs
 - a. Finance Chair
 - i. The purpose of the finance chair is to be the p-card holder and to keep track of AB's spending throughout the year.
 - b. Internal Development Chair
 - i. The purpose of the internal development chair is to lead general body member Training initiatives and is responsible for lead, chair and general body member retainment.
 - c. Concerts: Concerts consists of three sub-committees
 - i. Small Concerts: The purpose of the Small Concerts committee is to provide small musical entertainment for the student body, at subsidized prices (less than \$3000)
 - ii. Mid-Sized Concerts: The purpose of the Mid-Sized Concerts committee is to provide mid-sized musical entertainment for the student body, at subsidized prices (less than \$15000)
 - iii. Large Concerts: The purpose of the Large Concerts committee is to provide the biggest musical entertainment events for the student body, at subsidized prices
 - d. Speakers: Speakers consists of two sub-committees

- i. Comedy: The purpose of the Comedy committee is to provide the student body with comedy shows during the academic year
 - ii. Lectures: The purpose of the Lectures committee is to bring speakers of a variety of backgrounds to campus
- e. Special Events: Special Events consists of two sub-committees
 - i. Large Special Events: The purpose of the Large Special Events committee is to provide the student body with various larger-scale novelty events throughout the year.
 - ii. Small Special Events: The purpose of the Small Special Events committee is to provide the student body with various smaller-scale events (less than \$2000) throughout the year.
- f. Publicity: Publicity consists of two sub-committees
 - i. Public Relations (Social Media)
 - ii. Design
- g. Films
 - i. The purpose of the Films committee is to provide weekly showings of films in McConomy Auditorium of the Cohon University Center.
 - ii. The Films committee shall be split into three (3) subcommittees (Friday, Saturday, and Sunday nights), each of which shall have a Chair who is responsible for choosing a semester schedule of films and projecting those films on that night of the week.
 - iii. The Chair of the Films committee is responsible for ordering all films, arranging payment to vendors, ensuring equipment is in good working order, and overseeing the operation of the committee as a whole
- h. Technical
 - i. The purpose of the Technical committee is to provide lighting and sound where needed for all AB events, and to confer with other AB committees to ensure that the technical requirements are adequately met
 - ii. The Technical committee is also responsible for providing the manpower needed to set up and operate
 - iii. The Technical committee will also offer services to other campus organizations, at the discretion of the Chair of the Technical committee.

Article IV. Duties & Powers.

A. Duties and Powers of the Executive Board:

- a. Coordinate and oversee the work of AB;
- b. Meet around once per week when classes are in session;
- c. All meetings of the Executive Board are open to all members of the student body.
- d. Establish and maintain the policies of AB

- e. Establish Special committees and/or approve the termination of a previously established Special committee
 - f. Overrule the plan(s) and/or decision(s) of any AB committee.
 - g. Ensure that AB is in compliance with the policies of Carnegie Mellon University Student Government, including but not limited to the Carnegie Mellon University *Student Body Constitution, Student Government Fiscal Policy, and Student Government Graffiti and Poster Policy.*
 - h. Elect a new Executive Chair in the event of a vacancy in the position
- B. Duties & Powers of the Executive Chair
- a. Oversee the planning, production and execution of all AB events, with a view to ensuring the smooth operation of AB and its activities
 - b. Operate as the official ambassador of AB
 - c. Schedule, set the agenda for, and preside over all meetings of the AB Executive Board
 - d. Oversee the election of a lead or chair immediately when a chair or lead steps down
 - e. Initiate election proceedings to fill a vacancy on the AB Executive Board, or appoint an Activities Fee paying member of the student body to fill the vacant position
 - f. Attend all meetings of the Student Government Board of Directors
 - g. Maintain contact with the Chair of Student Senate and the President of the Graduate Student Assembly in order to determine when attendance at meetings of those bodies would be in the best interest of AB
 - h. Provide timely reports to Student Senate and the Graduate Student Assembly regarding AB events and activities

Article V. Elections.

- A. The current executive board composed of leads and chairs elects the next academic year's executive board (AB Recruitment Chair, Finance Chair, Concerts Chair, Events Chair, Speakers Chair, Publicity Chair).
 - a. Each new executive board member (chair) has one vote
 - b. Quorum is the majority of the new chairs
 - c. The executive chair does not have a vote unless there is a tie
 - d. If a chair doesn't propose a slate, the default positions are: small concerts lead, mid-sized concerts lead, large concerts lead, comedy lead, lectures lead, small events lead, large events lead, public relations lead, and design lead.
- B. It is the responsibility of the Student Senate and Graduate Student Assembly to elect an Executive Chair for the following year

- C. In the event that the position of Executive Chair becomes vacant, the current Student Government Executive Committee shall fill those vacancies according to the procedures laid out, in the Carnegie Mellon University Student Body Constitution, for filling vacant Student Government positions
- D. To be eligible for election as Executive Chair, an individual must be a current member of the AB Executive Board or a lead within a committee
- E. It is the responsibility of the current Executive Chair to inform all members of AB of an upcoming election.
- F. An Executive Chair is elected by joint vote of the Student Senate and Graduate Student Assembly
 - a. Any student who meets the requirements defined to hold the office of the Executive Chair may nominate themselves to run
 - i. A nomination is defined by notifying both the Student Government Executive Board of their intended nomination
 - b. The Student Senate and Graduate Student Assembly will vote on the Executive Chair position in a joint meeting in the month of April
- G. The term of service for the Executive Chair begins the day after the Spring graduation ceremonies on Carnegie Mellon University's Pittsburgh campus, and ends on the day of the Spring graduation ceremonies on Carnegie Mellon University's Pittsburgh campus.
 - a. In the event that the election is to fill a vacancy in the position, the term of service for the new Executive Chair begins upon election, and ends on the day of the Spring graduation ceremonies on Carnegie Mellon University's Pittsburgh campus.

Article VI. Resignation & Impeachment of Chairs.

- A. To resign from their position, the Chair of a committee must notify the Executive Chair of this resignation, in writing.
- B. To resign from their position, the Executive Chair must notify the AB Executive Board of this resignation, in writing.
- C. Upon receipt of notification of resignation, the relevant Chair shall be declared vacant.
- D. Impeaching the Chair of a Standing or Special committee of AB:
 - a. Any member of the relevant committee may initiate impeachment proceedings for their committee chair or lead by notifying the Executive Chair, in writing, regarding the reasons for their impeachment request
 - b. Any member of the Executive Board may initiate impeachment proceedings for a committee Chair by notifying the Executive Chair, in writing, regarding the reasons for their impeachment request.
 - c. Upon receipt of such notification, the Executive Chair and the staff advisor of AB shall meet with the relevant committee Chair to discuss the problem, with a view

- to solving the problem without pursuing impeachment
- d. If the relevant committee Chair does not resign from his or her position and if, in the view of the Executive Chair, the relevant committee Chair does not make sufficient effort to address the issue(s) raised, the Executive Chair shall initiate impeachment hearings.
 - e. If the relevant committee Chair is the Executive Chair, the staff advisor of AB is empowered to fill the role of the Executive Chair in the impeachment process (but this staff advisor is not granted a vote during the proceeding(s)). Impeachment hearings will take place at two (2) consecutive regularly scheduled meetings of voting AB members.
 - i. A quorum of two-thirds (2/3) of the voting members of AB is required for an impeachment hearing to take place.
 - ii. At the discretion of the Executive Chair, or by way of a majority vote of the voting members of AB, either or both of these two (2) meetings may be closed.
 - f. At the first meeting the AB Executive Chair will present the issue(s) before the general body. The relevant committee Chair will have the opportunity to explain their side of the story.
 - g. At the second meeting, the Executive Board shall vote on whether to impeach the relevant committee chair or lead.
 - i. A Chair shall be impeached by way of a two-thirds (2/3) supermajority vote of the voting general body members in favor of such action.
 - ii. Upon completion of the impeachment process, wherein the impeachment vote is successful, the relevant Chair shall be declared vacant.
 - iii. The Executive Chair is responsible for overseeing the process of filling any vacant Chair. At the discretion of the Executive Chair, this may be done either by way of an appointment, or an election.

Article VII. Voting Methods.

- A. Each active general body member that has filled the necessary prerequisites described previously has one (1) vote.
- B. The Executive Chair shall establish the method for voting during any meeting. The Executive Chair shall not vote during meetings of the Executive Board except in the case of a tie.
- C. Quorum is normally set at a simple majority of the active members of the Activities Board
- D. Quorum for the election of a new Executive Chair, and for voting on the impeachment of any committee Chair, is two-thirds (2/3) of the the active members of the Activities Board

- E. Only active committee members count toward quorum, and only active committee members are eligible to vote. An active committee member is one who attends committee meetings on a regular basis, and who is in at least their second semester of membership on the committee.
- F. Each active committee member shall have one (1) vote.

Article VII. Hazing & Harassment Policy.

- A. The Activities Board Policy on harassment is as follows:
 - a. Every member of AB 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.
 - b. AB 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:
 - a. 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.

Article VIII. Amendment.

- A. Amendments to this constitution must be approved by way of a two-thirds (2/3) supermajority vote of the Executive Board.
- B. It is recommended, but not required, that individuals consult with the Constitutional Advisor prior to proposing changes to this constitution.
- C. All amendments to this constitution must be reported, in writing, to the Constitutional Advisor, who is responsible for keeping a record of all amendments to this constitution, and for maintaining an up-to-date version of this constitution.

Adopted by the AB Executive Board: August 2010.