Campus Activities Council Constitution

Article I: Definition
- The name of this organization shall be the Campus Activities Council, hereafter referred to as CAC. As the programming branch of the University of Oklahoma, CAC programs campus-wide activities for the University of Oklahoma Student Association.

Article II: Mission Statement
- CAC initiates and implements quality campus-wide programs throughout the academic school year to all facets of campus life, with an emphasis on students.

Article III: Executive Council
- Section 1: Definition
  - The executive council of CAC shall consist of the following: Chair, Vice Chair, Treasurer, Secretary, Public Relations and Special Events.
- Section 2: Executive Chair
  - The Executive Chair must run every council meeting and executive council meeting, must have weekly meetings with the CAC faculty advisor, is ultimately responsible for the workings and maintenance of all components of CAC, and must advise at least two events.
- Section 3: Executive Vice Chair
  - The Executive Vice Chair must put out General Council applications and run elections, shall help and assist the chair at all times, shall review every event and keep reviews in a notebook, shall plan a retreat at the beginning of each academic semester, work with the special events chair to plan social events throughout the year, and must advise at least two events.
- Section 4: Executive Treasurer
  - The Executive Treasurer shall hold an orientation about the budget process for all CAC chairs, shall help all chairs with their budgets, shall help find sponsorship for General Council events, individual chairs and all executive council events, shall provide orientations and/or fundraiser packets for members when they are elected on the council, shall facilitate and organize all events' revenues, and shall maintain the level budgeting process of amendment two of the by-laws.
- Section 5: Executive Secretary
  - The Executive Secretary shall keep an up-to-date record of council members and executive council members' absences -shall keep an up-to-date phone list of all council members, shall promptly send correspondence letters to council members according to Article VIII Standards, shall keep office supplies stocked according to the budget, including monitoring the computer and printer, shall remind council members of all meetings and events through email or other forms of correspondence, and must advise at least two events.
- Section 6: Public Relations
  - Public Relations shall assist all events with publicity, shall hold an orientation and/or put together a publicity packet to help with all areas of publicity and shall assist the treasurer with sponsorship and publicity packets.
- Section 7: Special Events
  - Special Events shall work with vice chair to plan internal social events for the council, shall plan activities during the meeting to enhance morale, shall assist other student organizations with the implementation of their events if advice or help is asked for, shall update council about other student organizations' events, must maintain a high morale level for the council, and must advise at least two events.
Article IV: General Council
- CAC shall consist of the executive council, event chairs and campus liaisons. They are: Campus Liaisons (3), College Bowl, Concert Series, Dance Marathon, Executive Chair, Executive Vice-Chair, Executive Secretary, Executive Treasurer, Dad's Day, Film Series, High School Leadership Conference, Homecoming, Howdy Week, Mom's Day, Public Relations, Sooner Scandals, Special Events, Speaker's Bureau, University Sing, and Winter Welcome Week.

Article V: Voting
- There must be quorum in order to take a vote. Quorum is defined as two-thirds of the council in good standing.

Article VI: Eligibility
- Eligibility requirements for election onto and membership retention on Campus Activities Council are as follows:
  - Section 1: Student
    - Applicant/member must be a full-time student.
  - Section 2: Good Standing
    - Applicant/member must be in good standing (academically and financially) with the university.
  - Section 3: GPA Requirement
    - Applicants for General Council must submit one unofficial transcript with his or her application for the advisor to verify good academic standing with the applicant's college and a minimum 2.75 cumulative grade point average, which must be maintained during his or her term on council. Furthermore, General Council Members must maintain a 2.5 semester grade point average for each semester serving on General Council. Applicants for an event executive committee must have a cumulative 2.5 grade point average at the time of applying for and while serving on an executive committee.

Article VII: Responsibilities
- Section 1: Meetings
  - The meeting times of CAC shall be held every other Thursday at a time determined by the executive council. The meeting schedule of each academic semester shall be determined by the executive council.
- Section 2: Absences
  - All council members, in order to remain in good standing, may have no more than two absences from CAC responsibilities: council meetings, elections and events determined by executive council.
    - General Council retreats in the fall and the spring are mandatory. Prior approval by the executive council and the advisors for absences is required.

Article VIII: Standards
- Section 1: Second Responsibility
  - Upon missing two responsibilities, a council member will receive a notification letter from the Secretary stating the council member has missed two responsibilities and upon a missed third responsibility missed the council member will lose voting privileges.
- Section 2: Third Responsibility
  - Upon missing three responsibilities, a council member will be required to meet with the executive council and will lose voting privileges for the remainder of the academic semester. By losing voting privileges the council member is no longer in good standing and will be warned that upon missing four responsibilities the council member's seat will come before the General Council.
• Section 3: Fourth Responsibility
  o Upon missing four responsibilities, a council member's seat will come before the General Council by the process described in section 4.

• Section 4: General Conduct
  o If a council member, including the executive council, does not follow conduct in a manner compatible with CAC or does not fulfill the responsibilities of a CAC member generally then the council member's seat will be brought before executive council for consideration of expulsion.

• Section 5: Financial Responsibility
  o Event or individual financial transactions are the responsibility of every member of executive or General Council. All financial accounts must be left in positive standing according to CAC's staff accountant at the time of the council member's leave. If the account is left in poor standing, meaning the account is left in debt, the council member will assume all responsibility. The council member will be notified by letter regarding the financial misconduct and will be required to pay the debt back in full.

Article IX: Vacancies
• Section 1: Executive Chair
  o If it is necessary to replace the Executive Chair, the Executive Vice Chair will automatically assume the position of the Executive Chair, thus needing to replace the Executive Vice Chair position.

• Section 2: Other Offices
  o If it is necessary to replace any other executive officer other than the Executive Chair, a replacement shall be elected by General Council.

• Section 3: Succession
  o Any General Council position that becomes vacant will be filled by the designated vice chair of that event. If there is no vice chair or the vice chair denies the responsibilities, executive council will conduct interviews to select a chair who then will be approved by General Council.

• Section 4: Timeliness
  o Vacant positions must be filled as soon as possible

Article X: Elections
• Section 1: Fall Election Date
  o Fall Elections shall occur after the last CAC Event of the fall, excluding Film Series, Speakers Bureau, and Concert Series, and earlier than the Sunday of the University Dead Week. The specific date shall be set by the Executive Council and approved by the General Council.

• Section 2: Fall Election Positions
  o The four (4) elected fall positions are Dad’s Day, Homecoming, Howdy Week, and University Sing.

• Section 3: Spring Election Date
  o Spring Elections shall occur after the last CAC Event of the spring, excluding Film Series, Speakers Bureau, and Concert Series, and earlier than the Sunday of the University Dead Week. The specific date shall be set by the Executive Council and approved by the General Council.

• Section 4: Spring Election Positions
  o The seventeen (17) elected spring positions are Executive Vice Chair, Executive Secretary, Executive Treasurer, Public Relations, Special Events Director, College Bowl, Dance Marathon, Film Series, Concert Series, High School Leadership Conference, Mom’s Day, Sooner Scandals, Speaker’s Bureau, Winter Welcome Week, and three Campus Liaisons.

• Section 5: Executive Chair Election
  o The Executive Chair will be elected in the spring by popular vote of the student body. The CAC Chair election regulations will be outlined and determined by the UOSA spring election chair.
Article XI: Election Process

- **Section 1: Term**
  - The term of office of the council members shall be twelve months, lasting two full academic semesters, except for the filling of vacancies.

- **Section 2: Presence**
  - All applicants must be present at interviews unless absent for a school related event in which their application may be considered during elections.

- **Section 3: Voting**
  - To vote for a position, a council member in good standing must hear all applicant interviews for that position.

- **Section 4: Pros and Cons**
  - Once all applicants have been interviewed, three pros and three cons are heard. The council may extend pro’s and con’s by a two-thirds majority vote. At the end of pro’s and con’s of all applicants for a specific position a vote is taken.

- **Section 5: Ballots**
  - Voting takes place via secret ballot. A ranking system allocates points in the following manner: the maximum number of candidates, up to three, must be ranked numerically for a ballot to be considered. Candidates receive an inversely proportionate amount of points for the number on the ballot. The candidate with rank one (1) receives three (3) points, the candidate with rank two (2) receives two (2) points, and the candidate with rank three (3) receives one (1) point. The winner is the candidate that receives the highest number of points.

- **Section 6: Candidate Rankings**
  - Should a candidate be elected to more than one position, then the position ranked highest on the candidate’s application is received.

- **Section 7: Abstain**
  - Council members have the option to abstain from voting but must allocate no votes for any candidate and write abstain on the secret ballot.

Article XII: Financial Procedures

- **Section 1: Categories of Funding**
  - All funding for events must fall into one of the following five categories.
    1. **CAC Funding**
       - Funds initially allocated to an event from the master CAC account at the beginning of a chair’s term qualify as CAC funding. All events have CAC funding, which is primarily restricted to inside accounts only.

    2. **Donation**
       - Funding secured for the stated purpose of supporting a charitable or philanthropic cause qualify as donations. Only Dance Marathon may designate funds as donations, which are restricted to the Dance Marathon outside account only. After expenses have been paid for the event all funds in the Dance Marathon outside account, including donations, sponsorship, and other funds will be paid to the Children’s Miracle Network.

    3. **Membership Fee**
       - Funds that purchase a right to membership for a designated period of time qualify as membership fees.

    4. **Ticket Fee**
       - Funds that purchase a right to admission to a University Sing or Sooner Scandals performance qualify as ticket fees. Only University Sing and Sooner Scandals have funds designated as ticket fees, which are restricted to the contingency account only.
5. Sponsorship and Other Funds
   a) Funds secured from sources inside or outside of the university to facilitate
      the execution of an event qualify in this category. All events may designate
      funds as sponsorship. Examples include funds associated with t-shirt sales
      from an event such as Mom’s Day, tickets for a luncheon during Dad’s Day, or
      access to tables during Howdy Week.

- Section 2: Accounts
  o Funds placed in inside accounts include CAC funds and sponsorship and other funds.
    Funds placed in outside accounts include donations, membership fees, and sponsorship
    and other funds. Funds placed in the contingency account include but are not limited to
    all ticket fees. Checks issued to any name including “University of Oklahoma” or “OU”
    must be deposited in the inside account and do not qualify as a donation or membership
    fee. The only funds that roll over after the completion of an event or program are funds
    designated as membership fees. All other funds will be reset to the amounts enumerated
    in Section 5 at the beginning of said chair’s term provided there exist sufficient funds.

- Section 3: UOSA Eligibility
  o CAC funds allocated to Concert Series, Film Series, and Speaker’s Bureau must be spent
    on UOSA eligible items.

- Section 4: Retreat Spending
  o CAC retreats must cost at maximum $5,000 per semester. Compliance is the
    responsibility of the CAC Treasurer.

- Section 5: Access
  o Access to a chair’s funds will be granted after the completions of:
    ▪ Financial meeting with the CAC Treasurer and CAC Staff Accountant
    ▪ Production of proposed budget for new said event

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- Section 6: Individual Petition
  o Each chair is reserved the right to request additional funding from CAC for individual
    years events if monies are available and the chair can produce viable need for said
    funding.

- Section 7: Perpetual Petition
  o Each chair is reserved the right to request a change in the beginning funding budgeted
    for an event, perpetually, if said chair can produce sufficient need for the change.

- Section 8: Amendment
  o CAC reserves the right to change the beginning funding budgeted for an event, but must
    produce sufficient need for the change and notify any affected event chairs.

Article XIII: Amendments
- Section 1: Process
  o This Constitution, as well as the CAC by-laws, may be amended by presenting the
    changes at least one week in advance before the meeting when the vote will take place.
- Section 2: Voting
  - A two-thirds majority vote is necessary for an amendment to pass.

Article XIV: Disclaimer
- Any part and/or parts of this Constitution and/or by-laws found to be inaccurate or conflicting with the rules and regulations set forth by policies of the University of Oklahoma shall not affect validity of the remaining parts.