

# Carnegie Mellon University

## Constitution of the Activities Board

### Article I. Purpose and Scope.

- 5 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*.
1. The purpose of the Activities Board is to coordinate events to entertain, educate, and enrich the lives of the entire campus community.
- 10 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
- 15 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.
- 20 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*.
- 25 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*.
- 30 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.
- 35 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.

### Article III. Activities Board Structure and Committees.

- 40 A. AB is comprised of an Executive Board, Standing Committees, and Special Committees.
1. Special Committees may be established at the discretion of AB Executive Board.
- B. All members of AB shall be Activities Fee paying members of the student body.
- C. The Executive Board is comprised of an Executive Chair, and the Chair of each Standing and Special committee of AB.

- 45        **1.** No member of the Executive Board shall be the Chair of more than one (1) committee of AB, unless approved by the Executive Chair.
- D.** AB consists of the following eleven (11) Standing Committees:
- 1.** Coffeehouse:
- 50            **a.** The purpose of the Coffeehouse committee is to provide medium-priced musical entertainment for the student body, at subsidized prices.
- 2.** Comedy:
- a.** The purpose of the Comedy committee is to provide the student body with comedy shows during the academic year.
- 3.** Concerts:
- 55            **a.** The purpose of the Concerts committee is to provide musical entertainment for the student body, at subsidized prices.
- 4.** Films:
- a.** The purpose of the Films committee is to provide weekly showings of films in the McConomy Auditorium of the University Center.
- 60            **b.** The Films committee shall be split into four (4) subcommittees (Thursday, 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.
- c.** 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.
- 65            **5.** Lectures:
- a.** The purpose of the Lectures committee is to bring speakers of a variety of backgrounds to campus.
- 70        **6.** Political Speakers:
- a.** The purpose of the Political Speakers committee is to provide the student body with speakers focusing on political topics.
- 7.** Publications:
- a.** The purpose of the Publications committee is to provide the student body with informative and helpful publications, to appear regularly throughout the year.
- 75        **8.** Skibo:
- a.** The purpose the Skibo committee is to provide the student body with musical entertainment – with a preference for acoustic musical entertainment – in the Skibo Coffeehouse.
- 80        **9.** Special Events:
- a.** The purpose of the Special Events committee is to provide the student body with various novelty events throughout the year.
- 10.** Technical:
- a.** 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.
- 85            **b.** The Technical committee is also responsible for providing the manpower needed to set up and operate AB equipment, and to maintain all such equipment in good working order.

- c. The Technical committee will also offer services to other campus organization, at the discretion of the Chair of the Technical committee.

**11. Underground:**

- a. The purpose of the Underground committee is to provide the student body with musical entertainment – with a preference for local and student musical entertainment – in The Morewood Underground.

**Article IV. Duties & Powers.**

**A. Duties and Powers of the Executive Board:**

1. Coordinate and oversee the work of AB;
2. Meet at least once per week when classes are in session;
  - a. All meetings of the Executive Board are open to all members of the student body.
3. Establish and maintain the policies of AB;
4. Establish Special committees and/or approve the termination of a previously established Special committee;
5. Appoint Chairs of Special committees;
6. Overrule the plan(s) and/or decision(s) of any AB committee.
  - a. Overruling any such plan(s) or decision(s) requires a simple majority vote at a meeting of the AB Executive Board.
7. 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*.
8. Elect the Executive Chair for the following year;
9. Elect a new Executive Chair in the event of a vacancy in the position;
10. Elect the Chair of any Standing committee (for the following year, or to fill a vacancy in the position) that has five (5) or fewer members;
11. Ratify, by way of a majority vote at a meeting of the Executive Board, the election of any Standing committee Chair that has been elected by the members of that Standing Committee;
12. Execute any other business pertinent to AB as a whole.

**B. Duties and Powers of the Executive Chair:**

1. Oversee the planning, production and execution of all AB events, with a view to ensuring the smooth operation of AB and its activities;
2. Operate as the official ambassador of AB;
3. Schedule, set the agenda for, and preside over all meetings of the AB Executive Board;
4. Coordinate the annual budget for each AB committee. This includes, but may not be limited to:
  - a. Coordinating with committee Chairs to apply for funding from the Joint Funding Committee;
  - (i) Committees are expected to produce budget proposals no later than the deadline set by the Joint Funding Committee, or the end of February – whichever is earlier.
  - b. Altering budgets throughout the year, in consultation with committee Chairs and the Student Body Vice President for Finance, and in compliance with the Carnegie

Mellon University *Student Body Constitution, Student Government Fiscal Policy, and Joint Funding Committee Bylaws*;

c. Ensuring that accurate records of all AB financial activities are maintained.

5. Oversee the election of the following year's Executive Chair, no later than the end of March;

a. At the discretion of the Executive Chair, this election may take place earlier in the year.

6. Oversee the election of a committee Chair when the relevant committee has five (5) or fewer members and/or when the election is to fill a vacancy in the position;

7. 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;

8. Attend all meetings of the Student Government Board of Directors;

9. 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;

10. Provide timely reports to Student Senate and the Graduate Student Assembly regarding AB events and activities;

11. Notify Student Senate and the Graduate Student Assembly of the identity of the incoming AB Executive Chair, upon completion of the election process.

C. Duties and Powers of Standing Committees:

1. Elect a Chair, in accord with the election rules found in this constitution.

2. In the event that the Executive Board vetoes a committee's election of a Chair, the members of that committee may overturn that veto by way of a two-thirds (2/3) majority vote at a meeting of the relevant committee.

3. Execute any business pertinent to the relevant committee.

4. Appoint Chairs of any subcommittees that are formed to support the work of the relevant committee.

a. Chairs of the Thursday, Friday, Saturday, and Sunday Night subcommittees of the Films committee shall be elected by way of a majority vote at a meeting of the Films committee.

D. Duties and Powers of committee Chairs:

1. Oversee the work of the committee with a view to achieving the general purpose of that committee;

2. Coordinate and communicate with other members of the AB Executive Board with a view to achieving the general purpose of the committee, and of AB in general;

3. Attend all meetings of the AB Executive Board;

a. In the event that a committee Chair is unable to attend an Executive Board meeting, that committee Chair is permitted to appoint a representative – who is a member of their committee – to vote on matters raised during the Executive Board meeting.

4. Coordinate with the Executive Chair to ensure that financial needs of the committee are met.

**Article V. Elections.**

**A. Election of the Executive Chair:**

1. It is the responsibility of the AB Executive Board to elect an Executive Chair for the following year.
    - a. This election must take place no later than the end of March.
  2. In the event that the position of Executive Chair becomes vacant, it is the responsibility of the AB Executive Board to elect a new Executive Chair within two (2) weeks of the creation of the vacancy.
    - a. In such a case, the remaining members of the AB Executive Board must designate an individual, by way of a majority vote at a meeting of the Executive Board, to oversee the election process.
  3. To be eligible for election as Executive Chair, an individual must:
    - a. be a current member of the AB Executive Board; or
    - b. have been a member of AB for at least one (1) year; or
    - c. be nominated by a current member of the AB Executive Board.
  4. It is the responsibility of the current Executive Chair to inform all members of AB of an upcoming election.
    - a. In the event that the election is to fill a vacancy, this responsibility falls to the remaining members of the Executive Board.
  5. An Executive Chair is elected by way of a majority vote at a meeting of the current AB Executive Board.
    - a. Quorum for the election of an Executive Chair is two-thirds (2/3) of the seated members of the AB Executive Board.
  6. Upon completion of the election, the current Executive Chair is responsible for notifying Student Senate and the Graduate Student Assembly regarding the identity of the new Executive Chair.
  7. The term of service for the Executive Chair begins the day after the Spring graduate ceremonies on Carnegie Mellon University's Pittsburgh campus, and ends on the day of the Spring graduate 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 graduate ceremonies on Carnegie Mellon University's Pittsburgh campus.
- B. Election of Standing Committee Chairs:**
1. It is the responsibility of the current standing committee to elect a Chair for the following year.
    - a. This election must take place no later than the end of April.
  2. In the event that a Chair position becomes vacant, it is the responsibility of the relevant standing committee to elect a new Chair within two (2) weeks of the creation of the vacancy.
    - a. In such a case, it is the responsibility of the Executive Chair to oversee the election of a new Chair.
  3. In the event that a standing committee has five (5) or fewer voting members, it is the responsibility of the AB Executive Board to elect a new Chair.
  4. To be eligible for election as Chair of a standing committee an individual must:
    - a. be a member of the relevant committee for at least one (1) semester; or
    - b. be nominated by a member of the Executive Board who has spend at least one (1) semester as a member of the relevant committee.

- 225 5. To be eligible for election as Chair of the Films committee, an individual must also be trained to project films, and must have discussed their intent to run for the position with the current Films committee Chair.
- a. In the event that the election is to fill a vacancy in the position, the individual must have discussed their intent to run for the position with the Executive Chair.
- 230 6. It is the responsibility of the current committee Chair to inform all members of the relevant committee, and the AB Executive Board, of an upcoming election.
- a. In the event that the election is to fill a vacancy, this responsibility falls to the Executive Chair.
7. A standing committee Chair is elected by way of a majority vote at a meeting of the relevant committee.
- 235 a. Quorum for the election of a committee Chair is two-thirds (2/3) of the voting members of that committee.
8. Upon completion of the election, the current Chair is responsible for notifying the Executive Chair regarding the identity of the new committee Chair.
9. The AB Executive Board must vote upon the ratification of the election of any committee Chair. Ratification of the election requires a simple majority vote at a meeting of the Executive Board. If such a vote fails, the election result is taken to be an official veto of the election.
- 240 10. The term of service for a committee Chair begins the day after the Spring graduate ceremonies on Carnegie Mellon University's Pittsburgh campus, and ends on the day of the Spring graduate ceremonies on Carnegie Mellon University's Pittsburgh campus.
- 245 a. In the event that the election is to fill a vacancy in the position, the term of service for the new committee Chair begins upon election, and ends on the day of the Spring graduate ceremonies on Carnegie Mellon University's Pittsburgh campus.
11. Films committee subcommittee Chairs are elected by the same process as committee Chairs.
- 250 a. To be eligible to serve as a subcommittee Chair for the Films committee, an individual must have gone through the training necessary to project films, and they must have discussed their intent to run for the position with the current Films committee Chair.

255 **Article VI. Resignation and 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.
- 260 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:
1. Initiating Impeachment Proceedings:
- 265 a. Any member of the relevant committee may initiate impeachment proceedings for their committee Chair 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.

2. 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.

3. 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.

4. 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)).

E. Impeachment hearings will take place at two (2) consecutive regularly scheduled meetings of the Executive Board.

1. A quorum of two-thirds (2/3) of the members of the AB Executive Board is required for an impeachment hearing to take place.

2. At the discretion of the Executive Chair, or by way of a majority vote of the AB Executive Board, either or both of these two (2) meetings may be closed.

3. 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.

4. At the second meeting, the Executive Board shall vote on whether to impeach the relevant committee Chair.

a. Any member of the Executive Board who is unable to be present at the second meeting must submit a written proxy to the Executive Chair prior to the meeting.

b. A Chair shall be impeached by way of a two-thirds (2/3) supermajority vote of the B Executive Board in favor of such action.

F. Upon completion of the impeachment process, wherein the impeachment vote is successful, the relevant Chair shall be declared vacant.

G. 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. The AB Executive Board:

1. Each member of the Executive Board has one (1) vote.

a. In the event that a member of the Executive Board is unable to attend a meeting of the Executive Board, s/he is permitted to appoint a proxy to vote on his or her behalf. This proxy must be a member of the committee of which the member of the Executive Board is Chair, and assumes the voting rights of the relevant Chair for the duration of the meeting.

2. The Executive Chair shall establish the method for voting during any meeting of the Executive Board.

310 3. The Executive Chair shall not vote during meetings of the Executive Board except in the case of a tie.

4. Quorum is normally set at a simple majority of the Executive Board.

5. 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 Executive Board.

**B. Standing and Special Committees:**

315 1. Quorum is normally set at a simple majority.

2. Quorum for the election of a new committee Chair is two-thirds (2/3).

3. The Chair of each committee shall establish the method for voting during any meeting of their committee.

320 4. The Chair of a committee shall establish the method for voting during any meeting of that committee when a vote is taken.

5. 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.

325 6. Each active committee member shall have one (1) vote.

**Article VIII. Hazing and Harassment Policy.**

**A. The Activities Board Policy on harassment is as follows:**

330 1. 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.

335 2. 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:**

340 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.

**Article IX. Amendment.**

345 **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.

350 **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.



## **Appendix: Amendments to the Constitution of the Activities Board.**

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*Note: In August 2010 the Amendment procedure for the Constitution of the Activities Board was changed to require that amendments be kept as an appendix to these bylaws. What is contained in this appendix are the changes that have been made to the Constitution of the Activities Board after this change was introduced.*

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