



HAWAI'I PACIFIC UNIVERSITY CAMPUS ACTIVITIES BOARD CONSTITUTION

PREAMBLE AND HISTORY

In 2010, the Student Government Association (SGA) at Hawai'i Pacific University (HPU) established a new branch known as the Campus Activities Board (CAB) with the mission to provide unified events for a diversified student body. In 2013, CAB requested separation from SGA and was allocated a portion of the Student Activity Fee (SAF) with the charge of implementing more quality events for the student body.

ARTICLE I: TITLE

The name of the organization shall be the Campus Activities Board, hereafter referred to as CAB.

ARTICLE II: DEFINITIONS

For the purposes of this constitution and the provisions therein:

1. University shall be defined as Hawai'i Pacific University. The term HPU shall be construed to have the same meaning as University.
2. Assistant Director of Student Engagement shall be defined as the University employee responsible for overseeing CAB. This person shall henceforth be referred to as the AD.
3. Student shall be defined as an individual who is enrolled in Hawai'i Pacific University and is taking at least one (1) HPU credit during the fall and spring semesters.
4. Student body shall be defined as the collective students of Hawai'i Pacific University.
5. Admin Team shall be defined as the collective personnel composed of the Chairperson, Vice Chairperson, Administration Director, Membership Director, and Public Relations Director.
6. CAB Initiative shall be defined as any event or undertaking led by a CAB Executive Board Member, which may or may not utilize CAB funding, and which furthers the CAB Mission and Goals.

ARTICLE III: MISSION AND GOALS

Section A. Mission Statement

1. The Campus Activities Board is a student organization who works under the Office of Student Engagement to assist in planning large-scale events that inspire campus-wide connection and make HPU a more vibrant and engaging place for all students.

Section B. Goals

CAB supports the HPU Strategic Goals and Objectives by:

1. **Promote Student Success**
 - 1.1. **Increase student success metrics, including retention, persistence, and rates of graduation:** CAB hosts events that transform the HPU campus into a captivating, exciting, and positive place where students can feel at home.
 - 1.2. **Provide resources to support students' development of self-efficacy:** Executive Board Members of CAB receive support, guidance, and mentorship from peers as well as Student Engagement staff as they develop leadership skills (project management, budgeting, communication, time management, etc.).
2. **Cultivate a Sense of Place and Community Engagement**
 - 2.1. **Foster community partnerships:** CAB fosters meaningful connections between students, HPU departments, and community partners by collaborating with multiple stakeholders in each event to provide multidimensional experiences for the student body.
 - 2.2. **Promote HPU values throughout academic and co-curricular programs:** CAB promotes Aloha, Pono, and Kuleana by making all students feel welcome at their events; fostering engagement with local businesses and the local community; and providing a student voice and representation to the usage of Student Activity Fees.
 - 2.3. **Encourage sustainable programs and practices:** CAB promotes sustainable practices by building relationships with local vendors and businesses and avoiding wasteful or unnecessary purchases.

ARTICLE IV: FINANCES

Section A. Sources

1. CAB receives 50% of the Student Activity Fee (SAF) allocation each semester.
2. Revenue collected from ticket sales at events will be directly redeposited into the CAB semester allocation.

- 2.1. Any other methods of revenue collection must be approved by the Assistant Director(s) and the Assistant Dean of Students & Director of Student Engagement.

Section B. Allocation

1. Each summer, the Office of Student Engagement will provide CAB with an estimated SAF allocation for both fall and spring semesters of the upcoming academic year.
2. The Administration Director will work with the Assistant Director(s) of Student Engagement to propose an operating budget for both fall and spring semesters.
 - 2.1. This operating budget is due annually by July 1.
3. After the operating budget is completed and approved by the Assistant Director of Student Engagement, it will proceed to the Executive Board for a vote of final approval.
 - 3.1. The Executive Board must approve the annual operating budget by July 15 each year.
 - 3.2. If the Executive Board does not approve the operating budget by the July 15 deadline, the Assistant Director(s) of Student Engagement will have full discretion to provide CAB with a final operating budget for the academic year.

Section C. Ethical Partnership Criteria

1. In the occurrence that the Office of Student Engagement identifies a budgetary need for a department or University-run event, the office may submit a partial funding request to the CAB Executive Board for a vote of approval if the following requirements are met:
 - 1.1. The event satisfies the mission of CAB as stated in the Constitution;
 - 1.2. The event is open to all students;
 - 1.3. The Office of Student Engagement requires CAB assistance in the planning and facilitation of the event.
2. The Office of Student Engagement will work with CAB Executive Members to complete the necessary documentation and evaluation of the event, if different from the standard CAB Event Documents.

ARTICLE V: MEMBERSHIP

CAB membership includes any member of the student body at Hawai'i Pacific University who is presently enrolled and who pays the Student Activity Fee in their tuition. These students are referred to as General Members (GMs).

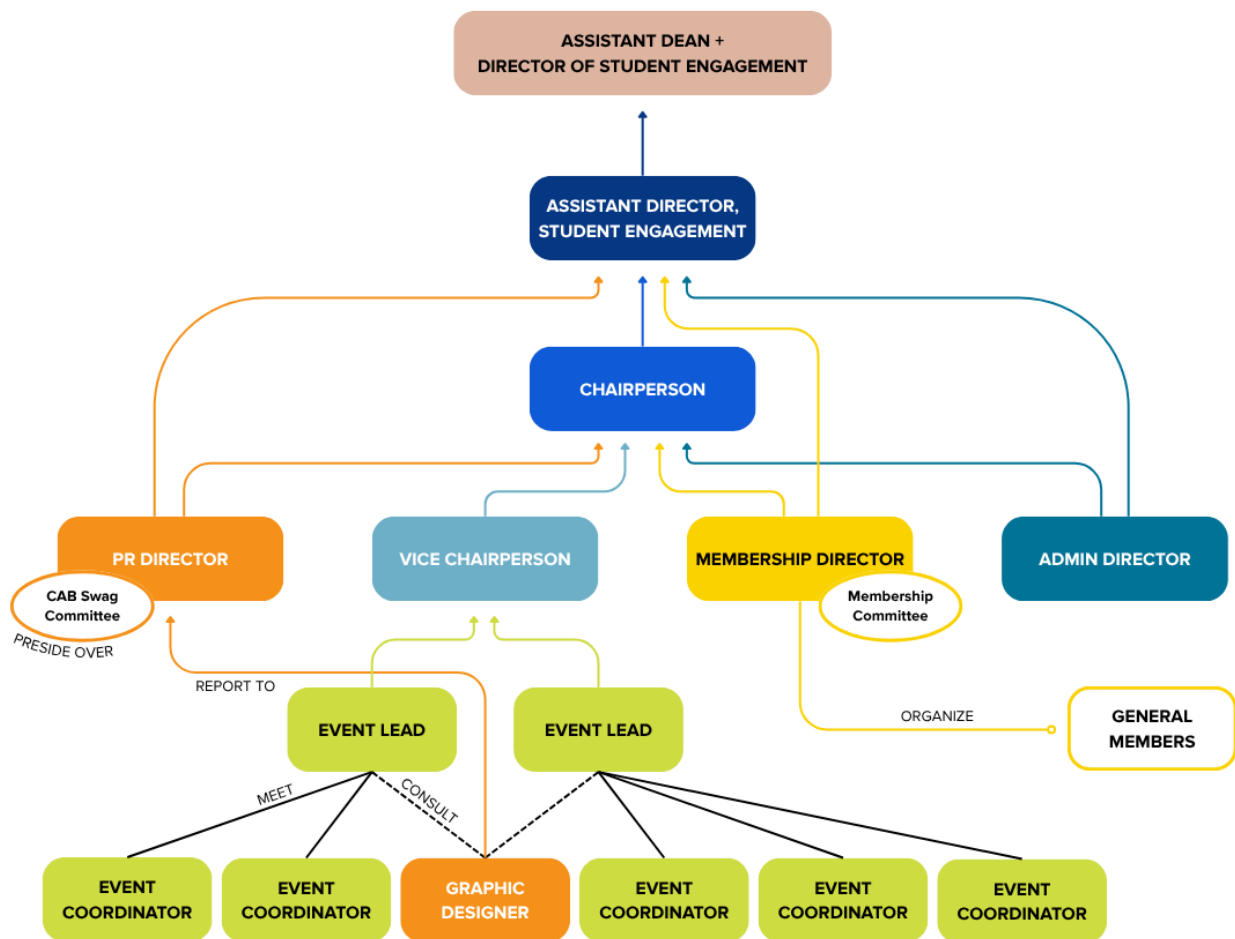
ARTICLE VI: EXECUTIVE BOARD

Section A. Executive Board Members

The Executive Board of CAB consists of:

1. Chairperson
2. Vice Chairperson
3. Administration Director
4. Membership Director
5. Public Relations Director
6. Graphic Designer
7. Seven (7) Event Coordinators

CAB Organizational Chart 2025-26



Section B. Admin Team Members

The Admin Team of CAB is a subset of the Executive Board and is made up of the following positions:

1. Chairperson
2. Vice Chairperson
3. Administration Director
4. Membership Director
5. Public Relations Director

Section C. Eligibility Requirements for Executive Board Members

1. In order to seek a position on the CAB Executive Board, students must:
 - 1.1. Have and maintain at least a 2.5 cumulative grade point average;
 - 1.2. Be enrolled as a full-time student;
 - 1.3. Be in good standing with the University;
 - 1.4. Have been an HPU student for longer than one full semester.
2. The requirements listed above in Section C.1 must be met at the time of applying and maintained throughout the Term of Office (see Section J).
 - 2.1. These requirements will be re-checked at the beginning of each semester by the Assistant Director(s) of Student Engagement.
3. Students who are also full-time employees at HPU may not hold membership in the CAB Executive Board.
4. To apply for the Chairperson position, the student must have been a member of the Executive Board for at least one semester.
 - 4.1. In the event that special circumstances arise, the selection of the Chairperson will be under the discretion of the Assistant Director(s) of Student Engagement.

Section D. Responsibilities of All Executive Board Members

All Executive Board members agree to:

1. Uphold the terms of the CAB Constitution and the Office of Student Engagement Student Leader Agreement.
2. Support the direction and goals of CAB and the University as set by the Assistant Director of Student Engagement.
3. Attend all CAB Executive Board Meetings and CAB Events in accordance with Article XI.

Section E. Duties of Executive Board Positions

1. Chairperson shall:
 - 1.1. Report to the Assistant Director of Student Engagement;
 - 1.2. Create agendas for both Admin Team Meetings and Executive Board Meetings;
 - 1.3. Meet with Assistant Director of Student Engagement to review created agendas for approval before distributing meeting agendas;

- 1.4. Preside over both Admin Team Meetings and Executive Board Meetings;
 - 1.5. Maintain a calendar of all ongoing CAB projects;
 - 1.6. Develop and maintain an internal and external contact list (i.e. Vendors, University Staff, Artists, etc);
 - 1.7. Hold Executive Board Members accountable for their assigned duties and commitments;
 - 1.8. Collaborate with Assistant Director(s) to approve and ratify Amendments to the Constitution in accordance with Article XIV;
 - 1.9. Support CAB Application and Appointment Process led by Assistant Director of Student Engagement;
 - 1.10. Oversee the completion of the End of Year Report;
 - 1.11. Prepare a transition plan for the incoming Chairperson before the end of the Term of Office;
 - 1.12. Share responsibility of vacant Executive Board positions with the Vice Chairperson.
2. Vice Chairperson shall:
 - 2.1. Report to Chairperson;
 - 2.2. Oversee all CAB Event planning processes led by Event Leads;
 - 2.3. Meet with Event Leads to monitor progress of events being planned;
 - 2.4. Provide guidance and mentorship to Event Leads;
 - 2.5. Create agendas for Event Lead meetings;
 - 2.6. Meet with Assistant Director of Student Engagement to review created agendas for approval before distributing meeting agendas;
 - 2.7. Review Event Documents for approval in accordance with procedures outlined in Bylaw 2.3;
 - 2.8. Support CAB Application and Appointment Process led by Assistant Director of Student Engagement;
 - 2.9. Contribute to the completion of the End of Year Report;
 - 2.10. Prepare a transition plan for the incoming Vice Chairperson before the end of the Term of Office;
 - 2.11. Share responsibilities of vacant Executive Board positions with the Chairperson;
 - 2.12. In the absence of the Chairperson, assume the duties of the Chairperson.
3. Administration Director shall:
 - 3.1. Report to Chairperson and Assistant Director of Student Engagement;

- 3.2. Work with the Assistant Director(s) of Student Engagement to propose an operating budget for both fall and spring semesters in accordance with Article IV Section B;
 - 3.3. Prepare and present a financial report at the beginning and end of each semester to Chairperson and Assistant Director(s) of Student Engagement;
 - 3.4. Take, type, distribute, and file the minutes of Executive Board Meetings and Admin Team Meetings;
 - 3.5. Review Event Documents for approval in accordance with procedures outlined in Bylaw 2.3;
 - 3.6. Serve on the CAB Swag Committee;
 - 3.7. Contribute to the completion of the End of Year Report;
 - 3.8. Prepare a transition plan for the incoming Administration Director before the end of the Term of Office.
4. Membership Director shall:
 - 4.1. Report to Chairperson and Assistant Director of Student Engagement;
 - 4.2. Recruit, communicate with, and share engagement opportunities with a network of General Members (GMs) composed of HPU students;
 - 4.3. Manage the Membership Point program and keep accurate record of GM points, milestones, and rewards;
 - 4.4. Maintain accurate records of stole eligibility;
 - 4.5. Distribute a monthly newsletter to GMs containing updates and upcoming engagement opportunities;
 - 4.6. Host monthly GM Meetings to build camaraderie and strengthen relationships between General Members and the Executive Board;
 - 4.7. Encourage GMs to volunteer at CAB events, attend event committee meetings, and consider applying to the Executive Board in future application cycles;
 - 4.8. Preside over Membership Committee to determine the Member of the Month (MOTM) and Member of the Year (MOTY) recipients, among other topics;
 - 4.9. Lead initiatives to highlight MOTM and MOTY awardees;
 - 4.10. Serve on the CAB Swag Committee;
 - 4.11. Contribute to the completion of the End of Year Report;
 - 4.12. Prepare a transition plan for the incoming Membership Director before the end of the Term of Office.
 5. Public Relations Director shall:
 - 5.1. Report to Chairperson and Assistant Director of Student Engagement;

- 5.2. Create a Public Relations (PR) Calendar to schedule effective advertising campaigns for events and other PR initiatives;
 - 5.3. Develop creative initiatives to represent CAB positively and accurately to the HPU community;
 - 5.4. Manage, maintain and update official social media pages;
 - 5.5. Respond to inquiries received on official social media pages in a timely and professional manner;
 - 5.6. Distribute advertising materials for CAB events such as by posting flyers on social media, submitting Sharky's Swells forms, updating e-screen content, and other promotional initiatives;
 - 5.7. Collect digital/photo/video content at all events for social media advertising and recordkeeping purposes;
 - 5.8. Preside over the CAB Swag Committee;
 - 5.9. Serve on the Membership Committee;
 - 5.10. Contribute to the completion of the End of Year Report;
 - 5.11. Prepare a transition plan for the incoming Public Relations Director before the end of the Term of Office.
6. Graphic Designer shall:
 - 6.1. Report to Public Relations Director;
 - 6.2. Create advertising materials such as flyers, signage, and other static design pieces as requested by the Executive Board;
 - 6.3. Provide input and feedback during the creation of the PR Calendar;
 - 6.4. Adhere to the deadlines determined on the PR Calendar;
 - 6.5. Collaborate with Event Leads on Event Committees to receive design requests and create necessary design content in a timely manner;
 - 6.6. Attend Event Committee meetings whenever possible;
 - 6.7. Serve on the CAB Swag Committee;
 - 6.8. Keep digital design portfolio organized and accessible for future use.
7. Event Coordinators shall:
 - 7.1. Report to Vice Chairperson;
 - 7.2. Serve on at least two Event Committees per semester;
 - 7.3. Serve as Event Lead for at least one event per semester;
 - 7.3.1. Exceptions may be granted by the Office of Student Engagement in instances where the number of scheduled events in a semester is fewer than the number of Event Coordinators;
 - 7.4. Plan and execute events for the HPU student body in accordance with the mission and goals of CAB and the Office of Student Engagement;

- 7.5. Complete all event documents in accordance with the provisions of this Constitution and Bylaws;
- 7.6. Serve on the Membership Committee during months in which they serve as Event Lead;
- 7.7. Serve on the CAB Swag Committee as desired and/or as needed.

Section F. Eligibility Requirements for Executive Board Members

- 1. In order to seek a position on the CAB Executive Board, students must:
 - 1.1. Have and maintain at least a 2.5 cumulative grade point average;
 - 1.2. Be enrolled as a full-time student;
 - 1.3. Be in good standing with the University;
 - 1.4. Have been an HPU student for longer than one full semester.
- 2. The requirements listed above in Section F.1 must be met at the time of applying and maintained throughout the Term of Office (see Section J).
- 3. These requirements will be re-checked at the beginning of each semester by the Assistant Director(s) of Student Engagement.
- 4. Students who are also full-time employees at HPU may not hold membership in the CAB Executive Board.
- 5. To apply for the Chairperson position, the student must have been a member of the Executive Board for at least one semester.
- 6. In the event that special circumstances arise, the selection of the Chairperson will be under the discretion of the Assistant Director(s) of Student Engagement.

Section G. Application and Appointment Process for the Executive Board

- 1. During each Summer Semester, the Office of Student Engagement will lead an Application and Appointment Process for the year-long cycle beginning immediately at the start of Fall Semester and continuing through the end of the following Spring Semester.
- 2. Only applicants who have applied in the respective application cycle are eligible for appointment to a position on the CAB Executive Board.
- 3. The Assistant Director(s) of Student Engagement shall oversee the Application and Appointment Process.
- 4. The Assistant Director(s) of Student Engagement shall assemble an Interview Committee, which shall consist of:
 - 4.1. The Assistant Director(s) of Student Engagement;
 - 4.2. The CAB Chairperson;
 - 4.3. The CAB Vice Chairperson;
 - 4.4. A representative from Student Government Association (SGA);

- 4.5. A student or staff representative from Student Life, including but not limited to: Student Worker, Community Advisor, and Registered Student Organization (RSO) President.
5. In order to make sure applicants' potential efforts as General Members are fully considered during their Application and Appointment Process, the Assistant Director(s) will also obtain input and feedback on qualified applicants from the Membership Director.
6. The Interview Committee shall provide their recommendation(s) to the Assistant Director(s) of Student Engagement for which candidate to appoint to each open position.
7. The final appointment decision(s) is(are) at the discretion of the Assistant Director(s) of Student Engagement.

Section H. Special Application and Appointment Process

1. In the event of a vacancy in any position on the CAB Executive Board, a Special Application and Appointment Process may be conducted at the discretion of the Assistant Director(s) of Student Engagement.
2. The Special Application and Appointment Process can be held at the beginning of Summer, Spring, or Fall semesters as necessary.
3. The Special Application and Appointment Process will follow the same procedure as outlined in Section G.2 through G.7.

Section I. Signature of Student Leader Agreement

1. All Executive Board Members are required to agree to and abide by the terms of the Office of Student Engagement: Student Leader Agreement (hereafter "Student Leader Agreement") on a yearly basis.
2. The Student Leader Agreement will be distributed by the Office of Student Engagement and must be signed before the Executive Board Member may access CAB accounts and resources.
3. Holding a CAB Executive Board position is conditional upon meeting the terms in the Student Leader Agreement at all times.
 - 3.1. Violating these terms may result in removal from any held position in accordance with Section L.

Section J. Term of Office

1. A Term of Office begins upon signature of the Student Leader Agreement and ends on the final day of the upcoming Spring Semester.
2. Executive Board Members who sign a Student Leader Agreement in Spring Semester following a Special Application and Appointment Process will have their Term of Office end on the last day of that same Spring Semester.

3. Terms of Office may be terminated early upon the:
 - 3.1. Resignation of the Executive Board Member;
 - 3.2. Removal of the Executive Board Member; or
 - 3.3. Executive Board Member's constitutional ineligibility for their position.
4. Upon completion of a Term of Office at the end of Spring Semester, the Assistant Director(s) of Student Engagement may offer a Summer Term to CAB Executive Board Members who are returning for the following academic year if the following criteria are met:
 - 4.1. The member in question meets all requirements in Section C;
 - 4.2. The member in question is in good standing with CAB and the Office of Student Engagement;
 - 4.3. The member in question has indicated a desire to hold a position on the CAB Executive Board for the following academic year;
 - 4.4. There is no other eligible student interested in said desired position on the CAB Executive Board;
 - 4.5. The Assistant Director(s) of Student Engagement consider(s) the member in question to be a qualified fit for their desired position.

Section K. Inabilities and Resignation from the Executive Board

1. If a member of the Executive Board wishes to resign during a Term of Office, the Executive Board member must send the Chairperson and Assistant Director(s) of Student Engagement a letter of resignation with the expected courtesy of at least two weeks prior to the desired resignation date.
 - 1.1. In the case it is the Chairperson who is resigning, they shall send their letter of resignation to the Vice Chairperson and Assistant Director(s) of Student Engagement with the expected courtesy of at least two weeks prior to the desired resignation date.
2. If a member of the Executive Board resigns their position during a Term of Office, the Special Application and Appointment Process shall fill other vacancies as necessary according to the guidelines in Section H.
3. If the Chairperson is unable to fulfill a length of term, the Vice -Chairperson shall assume the position of the Chairperson.

Section L. Removal from the Executive Board

1. If at any time an Executive Board Member is found in violation of any of:
 - 1.1. the terms in the HPU Code of Student Conduct;
 - 1.2. the Office of Student Engagement: Student Leader Agreement; or
 - 1.3. attendance policies as outlined in Article XI of this document;

or is not in good disciplinary standing with the University, the Executive Board Member shall be required to meet with the Assistant Director(s) of Student Engagement to review the situation.

2. Serious violations may result in removal from their position, at the discretion of the Assistant Director(s) of Student Engagement.
3. Removal from the Campus Executive Board is immediate and the Student must, at the time of removal from their position, surrender their access to all CAB accounts and resources indefinitely.

ARTICLE VII: ETHICAL STANDARDS OF EXECUTIVE BOARD MEMBERS

1. A student may not simultaneously hold more than one position on the Campus Activities Board.
2. All students are expected to abide by the Code of Student Conduct.
3. An Executive Board member shall not apply undue influence upon or otherwise intimidate fellow Executive Board members so as to cause them to make a decision or take any action that they would not have normally intended.
4. An Executive Board member shall not intentionally or negligently undermine the decisions or mission of the Campus Activities Board through personal action or inaction or through discouragement of their Executive Board members.
5. An Executive Board member shall not intentionally damage the character of any student or staff by giving false or insupportable information about that student or staff.
6. All Executive Board members shall carry out all of their duties as outlined in the CAB Constitution fully and ethically, to the best of their abilities.
7. If an Executive Board member violates any of these ethical standards, they may be removed from their position on the Executive Board in accordance with the terms in Article VI Section L.

ARTICLE VIII: RESPONSIBILITIES OF ASSISTANT DIRECTOR(S) OF STUDENT ENGAGEMENT

The Assistant Director(s) of Student Engagement whose responsibility it is to oversee and advise CAB shall:

1. Work cooperatively with students in exploring and developing their leadership potential and professional skills;
2. Advise, review, and approve decisions and transactions (e.g. budget decisions, financial transactions, advertisement and promotional materials) to ensure CAB is adhering to university policies and procedures;
3. Review and attain proper approvals of written documents including contracts, riders, requisitions, and written offers to and from entertainers/agents;

4. Lead the Application and Appointment Process from start to finish in accordance with Article VI Section G;
5. Lead the Special Application and Appointment Process from start to finish in accordance with Article VI Section H as necessary;
6. Plan and lead the annual Fall Training Retreat;
7. Attend CAB events and all executive meetings or appoint an appropriate designee;
8. Maintain regular communication with the Chairperson to stay up-to-date on all CAB proceedings.

ARTICLE IX: MEETINGS

Section A. Executive Board Meetings

It is the duty of all Executive Board Members to meet regularly throughout the semester to share updates to projects, vote on matters when necessary, and allow for effective dissemination of information to the entire board. These meetings are known as Executive Board Meetings and shall be:

1. Held weekly at a set time each week for the duration of the semester in question, predetermined to accommodate everyone's schedule.
 - 1.1. Should this set time fall on a University holiday, the Executive Board Meeting is not required to occur on that day/week.
2. Attended by all Executive Board Members.
3. Attended by Assistant Director(s), whenever possible.
4. Closed to all students who do not hold a CAB Executive Board position, except in special circumstances at the discretion of the Assistant Director(s).
5. Called into session and presided over by the Chairperson.

Section B. Admin Team Meetings

It is the duty of the Admin Team to meet regularly to ensure clear communication of projects involving multiple stakeholders and overlapping timelines, providing a space for group planning and collaboration. These meetings are known as Admin Team Meetings and shall be:

1. Held weekly at a set time each week for the duration of the semester in question, predetermined to accommodate everyone's schedule.
 - 1.1. Should this set time fall on a University holiday, the Executive Board Meeting is not required to occur on that day/week.
2. Attended by all Admin Team Members.
3. Attended by Assistant Director(s), whenever possible.
4. Closed to all students who do not hold a CAB Admin Team position, except in special circumstances at the discretion of the Assistant Director(s).
5. Called into session and presided over by the Chairperson.

ARTICLE X: VOTING

Section A. Voting

1. Voting shall follow the processes outlined in Robert's Rules of Order.
2. The Executive Board can only vote on matters when quorum is met.
3. Items that require a simple majority vote among present Executive Board members for passage include:
 - 3.1. Budget proposals, reallocations, or increases that have received approval from the Assistant Director(s) of Student Engagement;
 - 3.2. Event Documents that have received approval from the Assistant Director(s) of Student Engagement;
 - 3.3. Sponsorships/partnerships in activities coordinated by other organizations; and
 - 3.4. Recipients of CAB Graduation Stoles, following the procedure outlined in Bylaw 15.
4. The Chairperson may only vote on matters in the event of a tie and/or to meet quorum.
5. The Administration Director shall record and maintain all votes.
6. Event and/or budget documents can only be voted on if the Executive Board receives the proposal at least 48 hours in advance.
7. In cases of urgency, the Chairperson may seek approval from the Assistant Director(s) of Student Engagement to call an email vote, which will proceed as follows:
 - 7.1. The Chairperson will do their best to follow in-person procedures when calling for an email vote.
 - 7.2. The Chairperson will send an email to the Executive Board members entertaining a motion to approve.
 - 7.3. A motion and a second must be received by the entire Executive Board via a reply-all email within 24 hours in order to begin voting.
 - 7.3.1. Once the motion and second have been received, the voting period will open automatically.
 - 7.3.2. If a motion and second are not received within 24 hours of the email in 7.2, the email vote is considered expired and no longer holds.
 - 7.4. Once the voting period has opened, Executive Board members have 48 hours to cast their vote in a reply-all email.
 - 7.4.1. If an email vote has not met quorum 48 hours after the motion and second are received, the email vote is considered expired and no longer holds.
 - 7.4.2. After 48 hours have elapsed, the vote is considered closed and any missing votes are marked as abstained.

- 7.5. It is the responsibility of the Chairperson to send an official communication to the Executive Board once the email vote has closed containing notification of its final outcome.

Section B. Quorum

A simple majority (50% + 1; hereafter referred to as “simple majority”) of the Executive Board must be present to constitute quorum.

ARTICLE XI: ATTENDANCE POLICY

1. All Executive Board Members are required to attend all Executive Board Meetings.
2. Executive Board Members who hold Admin positions are required to attend all Admin Team Meetings.
3. Executive Board Members are required to attend all Committee Meetings of any committee on which they hold a seat, up to and including Event Committees, CAB Swag Committee, Membership Committee, and any additional committees.
4. Each Executive Board Member will be permitted two (2) unexcused absences each semester.
5. Each Executive Member is expected to be on time for all events. Two unexcused late appearances constitute one unexcused absence.
6. Extraneous circumstances such as academic and scholarship commitments, medical appointments, family emergencies, and other special circumstances, as reviewed and determined by the Assistant Director(s), qualify as excused absences.
7. In the event of a planned absence, the Chairperson and Assistant Director(s) must be notified at least forty-eight (48) hours prior to the meeting or event in question. It is at the discretion of the Assistant Director(s) to excuse the absence.
8. After the second unexcused absence, the Assistant Director(s) will meet with the Executive Board Member in question to discuss their attendance.
9. A third unexcused absence may result in removal from the Campus Activities Board in accordance with Article VI Section K.

ARTICLE XII: SUMMER AND WINTER OPERATIONS

1. The Executive Board is expected to convene regularly during the summer and winter semesters.
2. The frequency of summer and winter meetings will be determined at the discretion of the Assistant Director(s).

ARTICLE XIII: CONSTITUTIONAL MAINTENANCE

Each summer, it shall be the duty of the Assistant Director(s) to lead a board review and amendment(s) of the CAB Constitution and Bylaws, as necessary.

ARTICLE XIV: CONSTITUTIONAL AMENDMENT

1. All proposed amendments to the CAB Constitution require approval by the Assistant Director(s) and the Executive Board.
2. Any Executive Board Member may propose an amendment to the Constitution following this process:
 - 2.1. The Executive Board Member must meet with the Assistant Director(s) to discuss their proposed amendment.
 - 2.2. If the Assistant Director(s) approve(s) the proposed amendment, the Executive Board Member should submit the proposed amendment in writing to the CAB Chairperson.
 - 2.2.1. The proposed amendment must be received by the Chairperson no less than seventy-two (72) hours prior to the Executive Board Meeting at which it will be voted upon.
 - 2.2.2. The Chairperson must share the proposed amendment with the Executive Board for review no less than forty-eight (48) hours prior to the Executive Board Meeting at which it will be voted upon.
3. A Constitutional Amendment requires a $\frac{2}{3}$ majority vote of approval in order to be adopted.
4. After a Constitutional Amendment passes the vote of approval, it is the responsibility of the Chairperson to schedule a meeting with the Assistant Director(s) to formally update the Constitution.
 - 4.1. This meeting must occur before the subsequent Executive Board Meeting.
 - 4.2. The Chairperson will update the Constitution on file internally (Google Drive, etc.) and send a notice of completion to the Executive Board via email with the amended Constitution attached.
 - 4.3. The Assistant Director(s) will update the Constitution on file externally (HPU Website, etc.).
 - 4.4. In the case that the Chairperson is unavailable to have this meeting within the required timeframe, the Vice Chairperson may assume their responsibilities in Section 4.
5. The Constitutional Amendment is considered ratified only once the notice of completion in Section 4.2 has been received by the Executive Board.



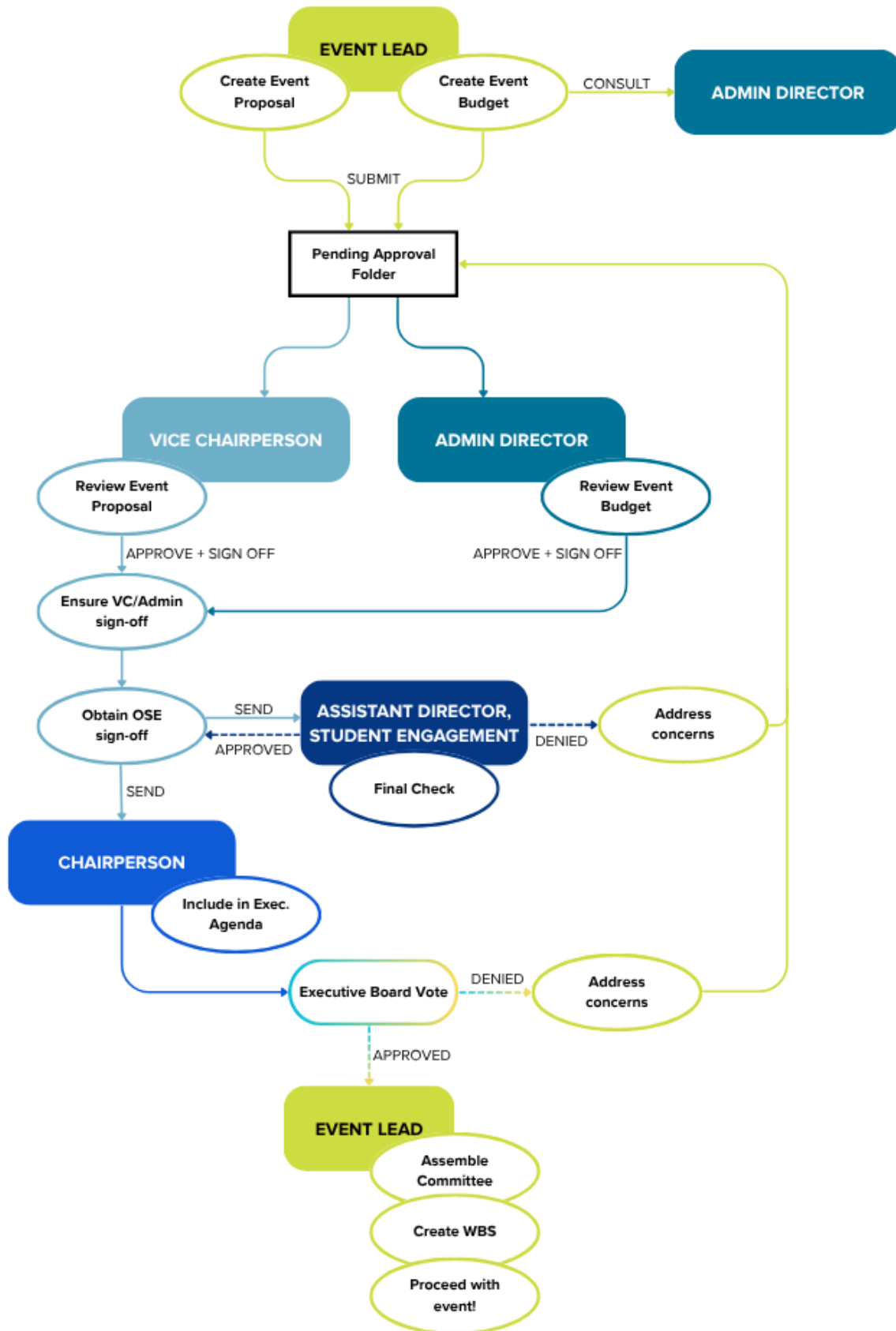
**HAWAII PACIFIC UNIVERSITY
CAMPUS ACTIVITIES BOARD
BYLAWS**

Bylaw 1. Event Lead Responsibilities

- 1.1. Every event sponsored or co-sponsored by CAB requires an Executive Board Member, typically an Event Coordinator, to take on the primary responsibility of organizing and leading the planning process. This designee is known as the Event Lead.
 - 1.1.1. Each event must have exactly one designated Event Lead.
 - 1.1.2. An Executive Board Member may only be the Event Lead of one event at any time, except in special circumstances to be determined at the discretion of the Assistant Director(s).
- 1.2. The Event Lead assumes the following responsibilities pertaining to the event in question:
 - 1.2.1. Create and obtain approval of Event Documents in accordance with the procedures outlined in Bylaws 2 through 4, as necessary.
 - 1.2.2. Call and preside over Event Committee meetings in accordance with Bylaw 6.
 - 1.2.3. Oversee completion of the Event Summary Form (ESF) after the event has concluded.
 - 1.2.4. Ensure completion of all necessary tasks during the planning, execution, and documentation phases.
 - 1.2.5. Present weekly updates at the Executive Board Meeting.
 - 1.2.6. Serve as point of contact for all inquiries and questions.
- 1.3. The Event Lead shall attend all Event Lead meetings as organized by the Vice Chairperson.
 - 1.3.1. The Event Lead shall come prepared to report updates pertaining to their event and collaborate with other Event Leads to ensure smooth progression between CAB events.
- 1.4. The Event Lead shall sit on the Membership Committee meeting that occurs during the month of their event date.

Bylaw 2. Event Documentation

- 2.1. Every event sponsored or co-sponsored by CAB must have the following necessary documentation, known as Event Documents, created by the Event Lead and approved by the Vice Chairperson, Administration Director, Assistant Director(s), and Executive Board before any purchases, reservations, or other actions can be made:
 - 2.1.1. Event Proposal
 - 2.1.2. Event Budget
- 2.2. The approval process for Event Documents should follow this flowchart:



- 2.3. The Vice Chairperson and Administration Director shall review all Event Proposals and Event Budget documents for approval.
 - 2.3.1. The Vice Chairperson will assess the following criteria:
 - 2.3.1.1. Does the proposed event align with the CAB Mission and Goals?
 - 2.3.1.2. Does the proposed event align with HPU Values?
 - 2.3.1.3. Is the requested date/time/location of the proposed event available?
 - 2.3.1.4. Are there any schedule conflicts with other CAB or University events?
 - 2.3.1.5. Does the requested Event Committee size match the scale of the proposed event?
 - 2.3.1.6. Does CAB currently have the personnel capacity requested in the Event Proposal to be able to host this event?
 - 2.3.2. The Administration Director will assess the following criteria:
 - 2.3.2.1. Is every necessary purchase for the event accounted for in the budget proposal?
 - 2.3.2.2. Does the budget proposal fit reasonable expectations for each listed expenditure?
 - 2.3.2.3. Does the budget proposal fit within the CAB semester budget allocation and breakdown?
 - 2.3.2.4. Do all proposed purchases align with ethical expenditure of Student Activity Fee funds?
- 2.4. Following approval from both the Vice Chairperson and Administration Director, the Assistant Director(s) will review all criteria listed above and consult with the Assistant Dean of Students & Director of Student Engagement as necessary.
- 2.5. Following approval from the Assistant Director(s), the Event Lead will have the chance to present their proposal to the Executive Board.
- 2.6. Following the Event Lead's presentation, the Executive Board may conduct a vote of final approval.
 - 2.6.1. The event cannot proceed until the Executive Board has passed a vote of final approval.
- 2.7. Once the Event Proposal and Event Budget have received a vote of final approval by the Executive Board, the Event Lead is responsible for overseeing the creation of a Work Breakdown Structure (WBS) to track completion of tasks for the event.
- 2.8. Processes and special circumstances pertaining to the Event Budget should follow the procedures outlined in Bylaws 3 and 4, as necessary.
- 2.9. After the date of the event, the Event Lead is responsible for ensuring the completion of the Event Summary Form (ESF) no later than two weeks after the date of the event.

Bylaw 3. Event Budget Reallocation Process

- 3.1. In the occurrence that the line item amounts in a previously approved Event Budget need to be reallocated, it is the responsibility of the Event Lead for the given event to propose the reallocation to the Executive Board for a vote of final approval.
- 3.2. In order for the proposed reallocation to take effect, the Event Lead must submit a Budget Reallocation Form and an updated budget sheet that reflects the proposed reallocation to the Administration Director and Vice Chairperson for review.
- 3.3. It is the responsibility of the Vice Chairperson to obtain approval of every proposed reallocation from the Assistant Director(s) of Student Engagement.
- 3.4. After approval by the Administration Director and Vice Chairperson, the proposed reallocation can proceed to a vote of final approval by the Executive Board following the procedures outlined in Article VII.
 - 3.4.1. If the proposed reallocation is less than \$500 and has been approved by the Assistant Director(s), the Administration Director and Vice Chairperson may choose to grant immediate final approval rather than wait for a vote by the Executive Board.

Bylaw 4. Event Budget Increase Process

- 4.1. In the occurrence that an Event Budget needs to be increased beyond the initially approved amount, it is the responsibility of the Event Lead for the given event to propose the increase to the Executive Board for a vote of final approval.
- 4.2. In order for the proposed increase to take effect, the Event Lead must submit a Budget Increase Form and an updated budget sheet that reflects the new proposed budget to the Administration Director and Vice Chairperson for review.
- 4.3. It is the responsibility of the Vice Chairperson to obtain approval of every proposed increase from the Assistant Director(s) of Student Engagement.
- 4.4. After approval by the Administration Director and Vice Chairperson, the proposed reallocation can proceed to a vote of final approval by the Executive Board following the procedures outlined in Article VII.
 - 4.4.1. If the proposed increase is less than \$500 and has been approved by the Assistant Director(s), the Administration Director and Vice Chairperson may choose to grant immediate final approval rather than wait for a vote by the Executive Board.

Bylaw 5. Event Summary Forms

- 5.1. After every CAB event (excluding General Member Meetings), it is the responsibility of the Event Lead to ensure the completion of an Event Summary Form (“ESF”) for that event.

- 5.2. The ESF must be completed no later than two (2) weeks after the date of the event.
- 5.3. Once completed, it is the responsibility of the Event Lead to send the ESF to the Administration Director and Vice Chairperson for final review.
- 5.4. Once the ESF has been completed and reviewed, it is the responsibility of the Vice Chairperson to inform the Assistant Director(s).

Bylaw 6. Event Committees

- 6.1. Once an event has been approved, it is the responsibility of the Event Lead to assemble an Event Committee made up of other CAB Executive Board Members for the purpose of sharing the workload of that event.
- 6.2. The Event Committee should have the same number of members as listed on the Event Proposal.
- 6.3. The Event Committee should meet regularly at a time and location to be determined by the Event Committee itself.
 - 6.3.1. The meeting time and location should be favorable for all Event Committee members to be able to attend meetings.
- 6.4. Where possible, the Event Committee should begin meeting at least two months prior to the date of the event.
- 6.5. A list of members in each active Event Committee shall be kept and maintained by the Chairperson in each weekly Executive Board Meeting agenda for reference.

Bylaw 7. CAB Swag Committee

- 7.1. The CAB Swag Committee shall include the following members:
 - 7.1.1. PR Director
 - 7.1.2. Administration Director
 - 7.1.3. Membership Director
 - 7.1.4. Graphic Designer
 - 7.1.5. At least one (1) Event Coordinator
 - 7.1.5.1. The Event Coordinator sitting on each CAB Swag Committee meeting may vary from meeting to meeting.
 - 7.1.5.2. There should be no more than two (2) Event Coordinators sitting on each CAB Swag Committee meeting.

Bylaw 8. Membership Committee

- 8.1. The Membership Committee shall include the following members:
 - 8.1.1. Membership Director
 - 8.1.2. PR Director
 - 8.1.3. Event Coordinator(s)

- 8.1.3.1. The Event Coordinator(s) sitting on each Membership Committee meeting shall be the Event Lead(s) of any event that occurred within the month of the meeting. As such, the Event Coordinators sitting on each Membership Committee will vary from meeting to meeting.
- 8.2. Membership Committee meetings shall be called to order and presided over by the Membership Director.
- 8.3. Membership Committee meetings shall occur once monthly towards the end of each full month during Fall and Spring Semesters. These months are:
 - 8.3.1. September
 - 8.3.2. October
 - 8.3.3. November
 - 8.3.4. February
 - 8.3.5. March
 - 8.3.6. April
- 8.4. Membership Committee meetings shall determine the General Member of the Month and Member of the Year in accordance with Bylaws 11 and 12.
- 8.5. Membership Committee meetings may also conduct other business pertaining to the General Member program at the discretion of the Membership Director.

Bylaw 9. Membership Points

To help encourage and reward General members for their contributions to the organization, General members may earn membership points. During the course of the school year, members can earn points for various activities. Points will be rewarded for the following:

- 9.1. 1 point for attending General meetings;
- 9.2. 1 point for attending CAB Committee meetings;
- 9.3. 1 point for wearing the CAB Shirt on Wednesdays;
- 9.4. 1 point per new member brought to a general meeting;
- 9.5. 1 point for attending SGA Senate meetings;
- 9.6. 1 point per every half an hour tabling;
- 9.7. 2 points per hour worked at a CAB event;
- 9.8. 2 points for sharing CAB's Instagram post or story on their personal account and tagging @cabhpu;
- 9.9. 2 points for participating in General membership activities during a General Member meeting with CAB Executive members and General Members;
- 9.10. 3 points for being nominated for member of the month;
- 9.11. 15 points for becoming member of the month;
- 9.12. 5 point maximum for distributing 10 Guerilla Marketing items for a CAB event.

Bylaw 10. Active Member Status

- 10.1. Achieving 35 membership points in one semester earns Active Member status for that semester.
- 10.2. Students who achieve Active Member status for two semesters are eligible to receive a CAB graduation stole in the semester in which they graduate (as outlined in Bylaw VII).
- 10.3. In addition, rewards can be accrued by reaching the following membership point milestones:
 - 10.3.1. 35 points - Standard Membership Prize;
 - 10.3.2. 45 points - Silver Membership Prize;
 - 10.3.3. 50 points - Gold Membership Prize
- 10.4. Membership prizes will be determined by the CAB Swag committee. Prizes for each semester may differ.
- 10.5. Membership points are reset at the beginning of each semester.
- 10.6. The points for each member will be kept track of by the Membership Director. If a member has a question regarding their points, they may contact the Membership Director.

Bylaw 11. Member of the Month

- 11.1. In addition to the membership point program, CAB will also have a Member of the Month (MOTM) program to recognize the contribution of the General Members of the organization.
- 11.2. The membership committee will take the following steps to select a Member of the Month:
 - 11.2.1. Every month, three (3) finalists will be nominated based on membership points accrued during that month;
 - 11.2.2. Selection of the Member of the Month from the nominee pool will be determined based on several factors, including but not limited to:
 - 11.2.2.1. Membership Points accrued;
 - 11.2.2.2. Amount of time volunteering at CAB events;
 - 11.2.2.3. Number of CAB events attended/volunteered at;
 - 11.2.2.4. Impact of volunteer work at CAB events during the month.
 - 11.2.3. Based on this criteria, the membership committee will vote to select the Member of the Month;
 - 11.2.4. If a tie occurs, the Membership Director will use the membership points for the month being awarded as the tiebreaker.
- 11.3. After the Member of the Month has been selected, the member will be announced and their contributions will be highlighted on an Instagram post and story on the CAB account.

- 11.4. The member of the month award will be given for the following months:
September, October, November, February, March, and April.
- 11.5. The member of the month award has the following point values;
 - 11.5.1. 3 points for being nominated member of the month, in addition to;
 - 11.5.2. 15 points for becoming the member of the month.

Bylaw 12. Member of the Year

- 12.1. During the April Membership Committee meeting, the Membership Committee shall determine one General Member of the Year (MOTY) to award based on the same criteria and processes as the Member of the Month, but with the timeframe extended over the course of the entire year.
 - 12.1.1. The number of nominees for MOTY shall be expanded to five (5) nominees.
- 12.2. All Event Coordinators should attend the April Membership Committee meeting to vote on the Member of the Year recipient, if possible.
 - 12.2.1. Event Coordinators who did not have a role as Event Lead during the month of April should vote only on the Member of the Year recipient and abstain from voting on the April MOTM recipient.

Bylaw 13. End of Year Report

- 13.1. Following Spring Break each spring semester, the Chairperson shall lead the compilation of the End of Year (EOY) Report.
- 13.2. The EOY Report shall showcase statistics from each event such as attendee numbers, a breakdown of expenditures, photos, and other key metrics in an attractive and digestible format.
- 13.3. The EOY Report may also highlight other information such as Executive Board Member biographies and initiatives during the year, key moments that occurred during the year, or other information, at the discretion of the Chairperson and/or Assistant Director(s) and with approval from the Assistant Director(s).
- 13.4. All Executive Board Members shall contribute data and information pertaining to their areas of work throughout the year.
 - 13.4.1. Event Coordinators shall input information from events where they served as Event Lead.
 - 13.4.2. Admin Team members shall contribute information and statistics relevant to their assigned duties throughout the year.
 - 13.4.3. Graphic Designer shall showcase a brief portfolio of design work and highlight any design initiatives undertaken during the year.
- 13.5. The EOY report is due by the last weekday of each Spring Semester prior to finals week.

- 13.6. The Chairperson shall deliver the EOY Report to the Assistant Director(s) for final comments and approval.

Bylaw 14. CAB Retreat

- 14.1. The purpose of CAB Retreat is to train and onboard incoming Executive Board members, as well as create a positive orientation and bonding experience to welcome new Executive Board Members to CAB.
- 14.2. CAB Retreat shall occur at the beginning of Fall Semester, as early as can reasonably be expected, in order to prepare Executive Board Members for the upcoming year as soon as possible.
- 14.3. CAB Retreat shall be organized and led by the Assistant Director(s).
- 14.4. All members of the Executive Board are expected to attend.
- 14.5. In the case that special circumstances arise, additional and/or separate CAB Retreats may be organized as needed at any time during the year by the Assistant Director(s).

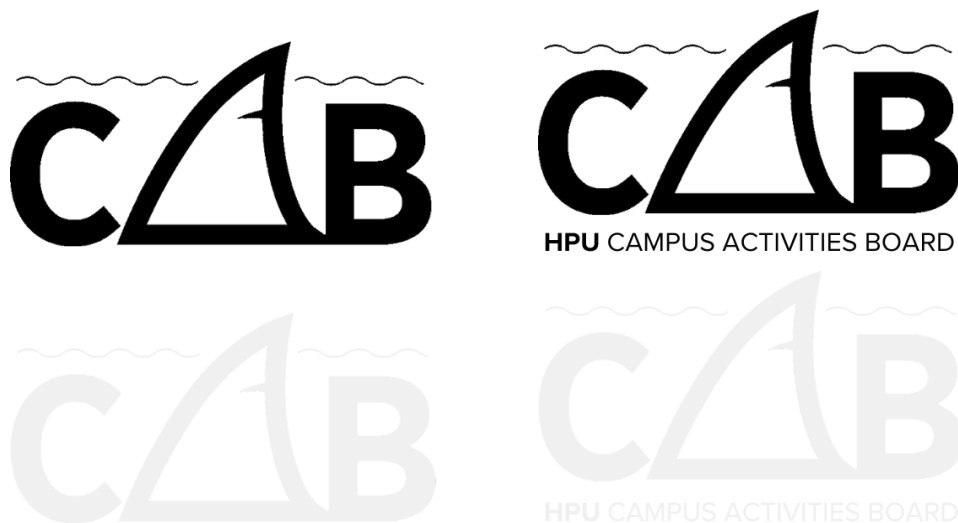
Bylaw 15. Graduation Stoles

- 15.1. To reward active members for their work in CAB, graduation stoles shall be awarded to graduating seniors each Fall and Spring semester who satisfy the following requirements:
 - 15.1.1. Graduation stole recipients must have served as Executive Board member in office for at least one (1) academic year or must have achieved active member status for two (2) semesters;
 - 15.1.2. Graduation stole recipients may only be awarded a stole in the same semester in which they are graduating from HPU;
 - 15.1.3. Graduation stole recipients must be in good standing with the university and with the Campus Activities Board.
- 15.2. The Membership Director shall compile a list of eligible stole recipients for a vote of approval by the Executive Board.
 - 15.2.1. A 2/3 majority is needed for approval for each eligible recipient.
 - 15.2.2. The Membership Director shall send official email notifications to those who have been awarded a CAB stole and CC the Chairperson and Assistant Director(s) of Student Engagement.
- 15.3. Recipients shall receive stoles from the Assistant Director(s).

Bylaw 16. Logos

- 16.1. The CAB logo shall be the official symbol of the organization.
- 16.2. The CAB logo shall only be used on official matters relating to CAB such as event flyers, t-shirts, and other merchandise, by the discretion of the Executive Board, and with approval from the Assistant Director(s).

- 16.3. Variants of the CAB logo must be approved by the Assistant Director(s) before public use and circulation.
- 16.4. The CAB logo includes, but is not limited to:



Bylaw 17. Amendments to Bylaws

- 17.1. All proposed amendments to the CAB Bylaws require approval by the Assistant Director(s) and the Executive Board.
- 17.2. Any Executive Board Member may propose an amendment to the Bylaws following this process:
 - 17.2.1. The Executive Board Member must meet with the Assistant Director(s) to discuss their proposed amendment.
 - 17.2.2. If the Assistant Director(s) approve(s) the proposed amendment, the Executive Board Member should submit the proposed amendment in writing to the CAB Chairperson.
 - 17.2.2.1. The proposed amendment must be received by the Chairperson no less than seventy-two (72) hours prior to the Executive Board Meeting at which it will be voted upon.
 - 17.2.2.2. The Chairperson must share the proposed amendment with the Executive Board for review no less than forty-eight (48) hours prior to the Executive Board Meeting at which it will be voted upon.
- 17.3. An Amendment to the Bylaws requires a $\frac{2}{3}$ majority vote of approval in order to be adopted.
- 17.4. After an Amendment to the Bylaws passes the vote of approval, it is the responsibility of the Chairperson to schedule a meeting with the Assistant Director(s) to formally update the Constitution and Bylaws.

- 17.4.1. This meeting must occur before the subsequent Executive Board Meeting.
- 17.4.2. The Chairperson will update the Constitution and Bylaws on file internally (Google Drive, etc.) and send a notice of completion to the Executive Board via email with the amended Constitution and Bylaws attached.
- 17.4.3. The Assistant Director(s) will update the Constitution and Bylaws on file externally (HPU Website, etc.).
- 17.4.4. In the case that the Chairperson is unavailable to have this meeting within the required timeframe, the Vice Chairperson may assume their responsibilities in Bylaw 17.4.
- 17.5. The Amendment to the bylaws is considered ratified only once the notice of completion in Bylaw 17.4.2 has been received by the Executive Board.