

- vii. Review and Approve contracts involving all events sponsored or presented by the Campus Activities Board.
- viii. Have at least one year of experience as an Executive Board Director.
- ix. May conduct business on behalf of the organization when it is unreasonable for a quorum to meet.
 - 1. Examples may include but are not limited to NACA Conferences, Summer Terms, etc.
- x. Oversee annual registration of the Organization via Collegiate Link.
- xi. Aid in the election committee of the incoming Executive Board Directors.
- xii. In the event the said officer is running for re-election, they will not aid in the selection of the incoming Executive Board Directors.
- xiii. In the event the said officer is running for re-election unopposed, they will aid in the selection of the incoming Executive Board Directors.
- xiv. Assist in the planning of Fall Carnival and Spring Fling.
- xv. Maintain and be familiar with all governing documents of the Campus Activities Board.
- xvi. Provide the Secretary with topics for discussion and additional content needed for the agenda for General Meetings.
- xvii. Perform all other duties of this Office, or as called upon by the CAB Advisor.

2. Director of Recruitment and Retention

- i. *The Director of Recruitment and Retention Shall:*
- ii. Develop and implement a recruitment program that seeks to inform and interest students in the function of the Campus Activities Board.
 - 1. This program must include a minimum of one social event per month within the academic semester.
- iii. Maintain and upload all records of the General Members Point System via Microsoft Teams.
- iv. Must attend all recruitment-based events that occur on-campus (i.e.: New Student Orientations, Organization Fairs, or any event that requires the promotion of CAB)
- v. Collect all CAB marketing materials and promotional items from the *Director of Public Relations and Secretary* in time for the New Student Orientations, Organization Fairs, or any event that requires the promotion of CAB.
- vi. Ensure each general member that attends an event hosted or presented by CAB scans into the event or signs in to record attendance.
- vii. Assist in the planning of Fall Carnival and Spring Fling.
- viii. Undertake or assist in special projects or assignments delegated by the Executive Director and/or Advisor.

3. Director of Public Relations

- i. *The Director of Public Relations Shall:*
- ii. Report directly to the Campus Activities Board Advisor
- iii. Assist in the planning of Fall Carnival and Spring Fling.

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3. Inform the Executive Director and Executive Board Directors when the organization may be taking an action that could violate applicable laws and/or policies.
4. Refrain from overriding the organization, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as the violations of local, state, and/or federal laws, or any instances of severe liability exposure to the organization and University.
5. Verify expenditures of the organization and manage its account.
6. Serve on the Election Committee.
7. Assist the organization and members in planning and evaluation of programs, general meetings, and in meeting its goals.
8. Aid in the continuity of the organization by attending meetings being available for advice and consultation.
9. Preside over all executive board meetings.
10. Check grades of Executive Board Directors before election and in the Months of August and January.
11. Attend all, if not most, meetings and supervise events along with the Director of Day Programming and Director of Night Programming and its committees.
12. Be removed for deliberate violations of the constitution with a $\frac{3}{4}$ vote of the membership upon discussion with the Director of Student Engagement and Campus Life regarding the situation.

Article XII: Responsibilities

This organization will adhere to all municipal, state, and federal laws, the Texas A&M University-Kingsville Student Code of Conduct (<http://osa.tamuk.edu/dean/studenthandbook>) and all university policies and procedures.

Article XIII: Amendments

This constitution may be amended and formally submitted in writing at any time by a two-thirds vote of the Executive Board, subject to the approval of the Advisor and Student Engagement and Campus Life.

Signature of President

Date

Signature of Advisor

Date