

June 28, 2013

**Revised Constitution of
The Campus Programming Board
of the New York Institute of Technology**



Article I: Name

Section 1. This organization is and shall be called the Campus Programming Board hereinafter known as CPB.

Article II: Purpose

Section 1. The purpose of the CPB shall be to provide the New York Institute of Technology's student body with multicultural, social, recreational, educational, and entertaining programs that are responsive to the needs of the student body and consistent with mission of the college.

Article III: Membership

Section 1. Membership in this organization is open to any New York Institute of Technology undergraduate student who is in good standing with the College and has a minimum cumulative GPA of 2.8.

Section 2. The CPB shall not discriminate on the basis of race, creed, religion, gender or sexual preference.

Section 3. Students who wish to be members of CPB must go through application and interview process before gaining a position.

A. Applications for the positions shall be made available in the Campus Life Office 2nd floor in the Student Activities Center, if deemed necessary by CPB.

B. Applicant interviews shall be conducted by the CPB Advisor, the CPB President, and the CPB Vice President.

1. After reviewing all applications and holding interviews, new CPB members will be chosen by the interviewers.

Article IV: CPB Executive Board

Section 1. The CPB Executive Board shall consist of:

- A. CPB President
- B. CPB Vice President
- C. CPB Treasurer
- D. CPB Secretary

Section 2. Duties and Authorities:

- A. CPB President
 - 1. Shall preside over all CPB meetings
 - 2. Shall hold a meeting with the CPB Advisor once a week.

3. Shall be responsible for the leadership development and training of all CPB members.
4. Shall be the official spokesperson and representative of CPB to the college community.
5. Shall have the responsibility for CPB decisions in the event that the Executive Board can not convene. The CPB Advisor shall be consulted before any action is taken.
6. Shall vote on CPB decisions if quorum is not obtained or if a vote results in a tiebreaker.
7. Shall hold the power to request and negotiate contracts on behalf of the organization after receiving a 2/3 vote from CPB or receiving permission and guidance from the CPB Advisor.
8. Shall keep a minimum of ten (10) office hours per week, Monday through Friday, during normal Campus Life Office hours (9:00 a.m. – 5:00 p.m.) during his/her term.
9. Shall execute all duties in conjunction with the CPB Advisor.
10. Shall support all CPB functions. This includes, but is not limited to, attending and publicizing CPB events.
11. Shall act professionally whenever representing or conducting CPB business.
12. Shall attend and lead all CPB Retreats.

B. CPB Vice President

1. Shall assist the CPB President in fulfilling the above duties.
2. Shall assist CPB members with the planning and the implementing of events.
3. Shall oversee all committees, assuring that duties are being completed.
3. Shall hold a meeting with the CPB Advisor bi-weekly.
4. Shall keep a minimum of eight (8) office hours per week, Monday through Friday, during normal Campus Life Office hours (9:00 a.m. – 5:00 p.m.) during his/her term.
5. Shall support all CPB functions. This includes, but is not limited to, attending and publicizing all CPB events.
6. Shall attend all CPB Retreats.
7. Shall act professionally whenever representing or conducting CPB business.

C. CPB Treasurer

1. Shall be responsible for keeping track of the CPB financial status as the school year progresses.
2. Shall be responsible for meeting with and reporting the financial status to the CPB President and the CPB

Advisor on a bi-weekly basis.

3. Shall be responsible for all check requests needed for CPB events.
4. Shall be responsible for organizing and submitting receipts, when necessary.
5. Shall be responsible for coordinating reimbursement in the event that a CPB member puts their own personal money towards a CPB event. This will only be done with prior approval of the CPB Advisor.
6. Shall keep a minimum of six (6) office hours per week, Monday through Friday, during normal Campus Life Office hours (9:00 a.m. – 5:00 p.m.) during his/her term.
7. Shall act professionally whenever representing or conducting CPB business.

D. CPB Secretary

1. Shall be responsible for keeping the minutes of each CPB meeting and distributing them to all members of CPB and the CPB Advisor in a timely fashion.
2. Shall be responsible for sending a weekly list of events to all members of CPB and the CPB Advisor.
3. Shall be responsible for maintaining a checklist of every CPB event, updating the CPB President of tasks that still need to be completed.
4. Shall keep a minimum of six (6) office hours per week, Monday through Friday, during normal Campus Life Office hours (9:00 a.m. – 5:00 p.m.) during his/her term.
5. Shall act professionally whenever representing or conducting CPB business.

Article V: Appointment of the CPB Executive Board

Section 1. Applying for CPB Executive Board Positions

- A. Positions on the CPB Executive Board shall be filled through a selection process. Applications for the positions shall be made available in the Campus Life Office 2nd floor in the Student Activities Center.
- B. All CPB Executive Board Applicants shall meet the following requirements:
 1. Shall be registered as a full-time student of the New York Institute of Technology.
 2. Shall have served as a member of CPB for a minimum of one academic school year.
 3. Shall meet all the requirements expected of any CPB member. (See Article III)
- C. Applicant interviews shall be conducted by the CPB Advisor, the

outgoing CPB President, and the outgoing CPB Executive Board member in the position that is being applied for.

1. After reviewing all applications and holding interviews, a new CPB Executive Board will be chosen by the interviewers.

D. If chosen for a position, the new Executive Board Member shall work with their current counterpart for the remainder of the semester.

Section 2. If the CPB President shall wish to hold another position of prominence and responsibility, said position must be approved by the CPB Advisor before and while serving in this position. Such positions include, but are not limited to, Resident Assistant, Club/Organization Executive Board Member, and Orientation Leader.

Article VI: CPB Committees

Section 1. CPB Members must belong to at least one of the following committees:

- A. Advertising & Promotions Committee
- B. Event Coordinating Committee

Section 2. Roles and Responsibilities:

A. Communications & Marketing Committee

- 1. Shall be responsible for the making and posting of flyers. Flyers should be prepared two weeks before an event.
- 2. Shall be responsible for online event postings. This includes Facebook and Twitter.
- 3. Shall be responsible for preparing a calendar of events for each month to be given to the NYIT community.
- 4. Shall be responsible for submitting events to the campus newspaper and the electronic signs.
- 5. Shall be responsible for taking photographs at each CPB event and putting together a scrapbook/slideshow at the end of each semester.
- 6. Shall be responsible for coordinating evaluation sheets at CPB events.
- 7. Shall be responsible for putting together information for club fairs and open houses.

B. Event Coordinating Committee

- 1. Shall be responsible for submitting the necessary facilities, room, and ACL requests for CPB events.
- 2. Shall be responsible for reviewing contract riders and making necessary preparations for outside vendors and entertainment.
- 3. Shall be responsible for overseeing operations in the Bears Den. Including equipment in the closets, sound,

- and lighting equipment.
- 4. Shall be responsible for researching cultural and fun observances that can be turned into potential events.
- 5. Shall be responsible for coming up with themed events for observances such as Black History Month, Women's History Month, and the Civility Campaign, etc.

Article VII: Meetings

Section 1. CPB Meetings

- A. Meetings are held once every week.
- B. Meeting quorum consists of 2/3 of all CPB members.
- C. The CPB President reserves the right to call meetings when there is excessive CPB business to be discussed.
- D. CPB members may only miss two CPB meetings per semester due to unexcused absences. Upon obtaining a third unexcused absence, the member in question can be removed from CPB.
 - a. Absences may only be excused if they meet one of the following conditions:
 - 1. Notice of the absence is given to the CPB President, CPB Vice President, or CPB Advisor at least two business days before the meeting is scheduled to occur.
 - 2. If an emergency arises causing the CPB member to miss a CPB meeting, notification of this emergency must be given to the CPB President, CPB Vice President, or CPB Advisor within 48 hours following the meeting.
 - 3. Meetings missed due to attendance in classes or conferences shall automatically be an excused absence.
 - b. Absences will be determined to be excused or unexcused approval by the CPB President, CPB Vice President, or CPB Advisor.
- E. Tardiness is defined as being no more than 10 minutes late for a meeting. CPB members arriving more than 10 minutes after the start of the meeting shall be considered absent from the meeting.
- F. Two tardies will result in one absence.
- G. The CPB President shall schedule the meetings and reserve rooms for the meetings.
- H. Voting on various kinds of entertainment may occur at any CPB meeting.
- I. A 2/3 majority vote is necessary for the CPB President to negotiate a contract (see Article IV, Section 2) or if CPB advisor gives permission.

Article VIII: Vacancies

Section 1. CPB President

- A. In the event of a vacancy of the CPB President, the CPB Vice President shall assume the duties of the position.

Section 2. CPB Vice President, Treasurer, and Secretary

- A. CPB shall select one of the members to complete the term. The new CPB Executive Board member must meet the position criteria (see Article V, Section 1) and must receive a majority vote.
- B. If no CPB member receives a majority vote or no member is interested; CPB will solicit applications from the New York Institute of Technology undergraduate student body.

Article IX: Resignations and Removals

Section 1. Resignation of any CPB member must be submitted in writing to the CPB President. In the case of the CPB President's resignation, it must be submitted to the CPB Advisor.

Section 2. Any voting member may be removed from office with just cause as determined by the CPB President, CPB Vice President, and the CPB Advisor.

- A. The CPB President, CPB Vice President, and CPB Advisor shall meet with those in jeopardy of being removed from CPB and offer verbal and written warning. If the problem is not rectified the person will be asked to resign or be terminated.

Article X: Amending the Articles

Section 1. Amending the Articles of this Constitution requires:

- A. Quorum (see Article VII, Section 1)
- B. Receive a 2/3 majority vote
- C. The proposed amendment shall be submitted to the CPB President in writing by no later than 4:00 p.m. the day before the annual CPB Summer Retreat Meeting.
- D. Any amendment must state the original text, the new text, who proposed the change, and the reason for the change.
- E. The proposed amendment shall be discussed and voted upon at the annual CPB Summer Retreat Meeting. The proposed amendment must be finalized at the annual CPB Summer Retreat Meeting.
- F. If the proposed amendment does not receive the necessary majority vote, the motion fails and may not be reintroduced during the remainder of the academic year unless deemed necessary by the New York Institute of Technology.