

Constitution of the Middlebury College Activities Board (MCAB)

Accepted by the Constitution Committee of the Student Government Association
Approved as to Form: November 16, 1986
Modified: October 30, 1995
Modified: April 16, 2003

Article I: Name

The name of this organization shall be the Middlebury College Activities Board, here after referred to as MCAB.

Article II: Purpose

The purpose of this organization shall be to:

1. Initiate, plan and present programs of interest to the College community primarily focusing on activities for students.
2. Advise on policy for the use of campus social spaces and facilities.
3. Prepare and submit an annual budget for approval by the appropriate College authorities.

Article III: Membership

Membership is open to all Middlebury College students. Members will be assigned to a committee of interest after fulfilling an application and interview process.

Article IV: Offices

1. President:

a. Qualifications:

Any student, elected by the Selection Committee, who has attended Middlebury College for at least two semesters and who has served on the Board for at least two semesters.

b. Duties:

1. To preside over all meetings of the full Activities Board and the Executive Board and to also call any special meetings.
2. To maintain a liaison with all other co-curricular organizations at Middlebury College.
3. To be responsible for reviewing all MCAB committee budgets and to assist the committee chairs in organizing and presenting programs for the College community.

2. Grille Programming Chair:

a. Qualifications:

One chairperson, elected by the Selection Committee, who has attended Middlebury College for at least two semesters and served on the Grille Committee for at least one semester.

Duties:

1. To preside over all meetings of the Grille Committee and to also call any special meetings.
2. To maintain a liaison with the Grille Dining staff.
3. To be responsible for reviewing all Grille committee budgets and to assist the committed members in organizing and presenting programs for the College community.

3. Social Events Chair:

a. Qualifications:

One chairperson, elected by the Selection Committee, who has attended Middlebury College for at least one semester and has been a member of MCAB for at least one semester.

b. Duties:

1. To be responsible for organizing and presenting programs for the College community related to social events such as Casino Night, dance parties and theme parties.
2. To be responsible for providing the President with a budget report when requested.

4. Special Events Chair:

a. Qualifications:

One chairperson, elected by the Selection Committee, who have attended Middlebury College for at least one semester and has been a member of MCAB for at least one semester.

b. Duties:

1. To be responsible for organizing and presenting programs for the College community related to special events such as comedians, hypnotists, family weekend and homecoming.
2. To be responsible for providing the President with a budget report when requested.

5. Concert Chair:

a. Qualifications:

One chairperson, elected by the Selection Committee, who have attended Middlebury College for at least two semesters and has served on the Concert Committee for at least one semester.

b. Duties:

1. To be responsible for organizing and presenting programs for the College community related to both large and small concerts.
2. To be responsible for providing the President with a budget report when requested.

6. StressBreakers Chair:

a. Qualifications:

One chairperson, elected by the Selection Committee, who has attended Middlebury College for at least one semester.

- b. Duties:
 1. To be responsible for organizing and presenting programs for the College community related to stress relief and other random acts of kindness.
 2. To be responsible for the programming of all films and videos shown by MCAB including a weekly film series and Drive-in Movies..
 3. To be responsible for providing the President with a budget report when requested.

7. Marketing Chair:

- a. Qualifications:

One chairperson, elected by the Selection Committee, who has attended Middlebury College for at least one semester.
- b. Duties:
 1. To be responsible for publicizing all MCAB events.
 2. To be responsible for maintaining the MCAB web page and scrapbook.
 3. To be responsible for providing the President with a budget report when requested.

8. Secretary / Treasurer

- a. Qualifications:

This position may be filled by one or two individuals, elected by the Selection Committee, who has attended Middlebury College for at least one semester.
- b. Duties:
 1. To assist the executive board by keeping minutes of meetings.
 2. To be responsible for maintaining the MCAB budget with the assistance of the Advisor.
 3. To be responsible for coordinating board "bonding" events.
 4. To keep track of Club Card Sales and the MCAB Club Card mailing list.
 5. To keep in alumni and members abroad informed about the board.
 6. To serve on the executive board as an active participant.

9. Technical Coordinator

- a. Qualifications:

This position may be filled by one or two individuals, elected by the Selection Committee, who has attended Middlebury College for at least one semester.
- b. Duties:
 1. To assist the board by arranging for technical assistance for all committee programs
 2. To serve as a consultant to MCAB chairpersons on technical riders.
 3. To coordinate technical assistance for all Grille programs.

Article V: Elections

1. Selection Committee
 - a. Membership of this committee shall consist of:
 1. Faculty / Staff Advisor of MCAB
 2. The outgoing MCAB president

3. No fewer than two (2) outgoing Chairpersons
2. Method of selection:
 - a. The Selection Committee shall publicize open membership in MCAB at the beginning of each semester. Applications will be available in the Center for Campus Activities and Leadership. Interview times will be posted at that time. Interviews will be held once the application deadline has been closed.
 - b. Current members of the Board who wish to remain on the Board must also submit an application and have an interview.
 - c. It shall be the policy of the Selection Committee to consider such aspects as gender balance, class representation, and participation in various special interest groups in campus in an effort to broaden student participation. There are no restrictions on general membership but the Committee will take both the application and interview into consideration when considering committee placement.
 - d. All positions must be filled by March 15.
3. General Guidelines:
 - a. In the event of a vacancy on the Board that would impact the membership of the Selection Committee (President or three or more Chairpersons) an ad hoc committee shall be formed to replace the members. This committee will be comprised of:
 1. The President of MCAB (if applicable)
 2. The Faculty/Staff Advisor of MCAB
 3. Two current members of MCAB chosen by simple majority vote of the general membership. Quorum is considered 2/3 of the general membership.
4. Dismissal from office:
 - a. The individual in question must be notified in writing of the Board's intent and at that time must be given a week to prepare defense and present a case to a closed session of the Board.
 - b. After presentation of the case and any relevant discussion, a member of the Board may be removed by a 2/3-majority vote of the full membership. Secret ballots will be collected.
 - c. The individual in question has the right to appeal the decision to the Director of the Center for Campus Activities and Leadership.

Article VI: Meetings:

1. The full Activities Board will meet every week throughout the year.
2. Committees of the Board will meet at least once per week.
3. The Executive Board of MCAB will meet once per week.
4. The President is responsible for setting meeting time and place.
5. The President may cancel a meeting in consultation with the advisor.

Article VII: Committees

1. The Committees of the MCAB are established to be:
 - a. Social Events

1. Committee size will be limited to 10. Exceptions may be made by consensus by the Faculty / Staff Advisor, President and the Committee Chair.
- b. Special Events
 1. Committee size will be limited to 10. Exceptions may be made by consensus by the Faculty / Staff Advisor, President and the Committee Chair.
- c. Concerts
 1. Committee size will be limited to 20. Exceptions may be made by consensus by the Faculty / Staff Advisor, President and the Committee Chair.
- d. The Grille
 1. Committee size will be limited to 10. Exceptions may be made by consensus by the Faculty / Staff Advisor, President and the Committee Chair.
- e. StressBreakers
 1. Committee size will be limited to 5. Exceptions may be made by consensus by the Faculty / Staff Advisor, President and the Committee Chair.
- f. Marketing
 1. Committee size will be limited to 5. Exceptions may be made by consensus by the Faculty / Staff Advisor, President and the Committee Chair.

Article VIII: Advisor

1. The Faculty / Staff Advisor will be appointed to an unspecified term by the Director of the Center for Campus Activities and Leadership.

Article IX: Affiliations

1. MCAB is member of the National Association for Campus Activities and the Association of College Unions - International.

Article X: Discrimination Policy

This student organization operates in full accordance with Chapter Four, Section II, A of the *Middlebury College Handbook* concerning Student Organization Policies of Discrimination, Freedom of Association, Anti-Hazing, Freedom of Inquiry and Expression, Student Publication, Funding, Advertising, and Scheduling. Any and all changes made to the Student Organizations Policies section of the *Middlebury College Handbook* will immediately become policies adopted by the Volleyball Club of Middlebury.

Article XI: Ratification

1. The constitution must be ratified by a two-thirds majority of the membership.
2. The constitution must be approved by the Student Government Constitution Committee.

Article XII: Amendment

1. The constitution must be ratified by a two-thirds majority of the membership.
2. The constitution must be approved by the Student Government Constitution Committee.