



Associated Students of Woodbury University Campus Activities Board Constitution

The Associated Students of Woodbury University Campus Activities Board (ASWUCAB) declares and affirms this set of guidelines for the purpose of establishing its position as being responsible for Campus Activities for the student body and campus community of Woodbury University.

Article I: Name and Location

- A. The name of this organization shall be the Associated Students of Woodbury University Campus Activities Board, and may be referred to as the Campus Activities Board or CAB.
- B. The principal place for the transactions of business for this organization shall be Woodbury University, 7500 Glenoaks Boulevard, Burbank, California 91510, USA.

Article II: Purpose

- A. The Campus Activities Board strives to create an out-of-classroom learning experience by providing a variety of cultural, educational, social, and recreational events that meet the needs and interests of the Woodbury Community. In all its processes, it encourages its members to define and enhance their own personal leadership styles, develop individual and group effectiveness, contribute to and benefit the campus community as a whole.
These Campus Activities should remain consistent with the objectives and mission of the Associated Students of Woodbury University, hereby referred to as ASWU, the Office of Student Affairs and Woodbury University.
- B. The objectives of the Campus Activities Board shall be:
 - a. To sponsor and provide a variety of high quality cultural, educational, social, and recreational Campus Activities for the Woodbury campus and contribute to the enjoyment and purposefulness for members of the Woodbury community.
 - b. To maintain financial stability in order to provide a variety of Campus Activities for the Woodbury campus community.

- c. To encourage campus-wide participation for Campus Activities.
- d. To promote, through its Campus Activities, interest in Woodbury University, and to collaborate with various Woodbury campus departments and student organizations.
- e. To provide opportunities for Campus Activities Board members to gain experience and exposure to leadership, responsibility, Campus Activities planning and implementation.
- f. To uphold the ethics and standards of the National Association of Campus Activities (NACA), and all professional organizations to which the Campus Activities Board and Woodbury University belongs.
- g. To proudly represent Woodbury University at all meetings, workshops, and conferences in student activities and Campus Activities.

Article III: Membership and Structure

- A. Membership and participation in the activities of the Campus Activities Board may not be limited on the basis of gender, age, disability, race, religion, sexual orientation, citizenship or national origin.
- B. Membership in the Campus Activities Board is limited to the application and selection to the Campus Activities Board by the Office of Student Affairs with the exception outlined in Article X.
- C. Active membership in the Campus Activities Board is defined as those selected students who consistently attend Campus Activities Board meetings and actively contribute to and participates in Campus Activities Board activities.
- D. The Campus Activities Board shall ideally consist of ten members, including the Chair. The Chair must be active in ASWU and elected during the ASWU elections in the end of the Spring semester, and will be selected by the current student body prior to the selection of the other members.

Article IV: Finances

- A. Campus Activities Board members shall each receive a stipend of \$750 per semester provided by Campus Activities Board. The Chair of the Campus Activities Board shall receive \$900 per semester provided by the ASWU E-Board stipend. If there is no Chair of the Campus Activities Board, then each selected member shall receive a stipend of \$750 per semester.
- B. Campus Activities Board interns, if chosen, will receive a \$150 Visa Gift Card for their services.
- C. The Campus Activities Board shall be appropriated 47.5 percent of the ASWU Fee charged to Woodbury University students as specified in the ASWU Fee Structure, and remains the primary source of funding for the Campus Activities Board.
- D. Each member of the Campus Activities Board shall manage his/her own Campus Activities budget, subject to the approval of the Campus Activities Board Advisor.

Article V: Duties of the Campus Activities Board

- A. Provide a high variety of quality Campus Activities for the Woodbury campus community.
- B. Assess the Campus Activities interests and needs of the Woodbury student population.
- C. Attend local music festivals such as Eagle Rock Music Festival and Make Music Pasadena to meet new potential vendors and performers.
- D. Initiate contact with agents, vendors and performers.
- E. Negotiate performance fees and contracts.
- F. Maintain accurate budget records for individual Campus Activities.
- G. Collaborate with various campus departments and student organizations.
- H. Be a contributing team member of the Campus Activities Board.
 - a. Support and encourage other members of the Campus Activities Board.
 - b. Assist Campus Activities Board members in publicizing events.
 - c. Demonstrate support by attending Campus Activities Board events and Campus Activities.
- I. Attend weekly Campus Activities Board meetings and other meetings as necessary.
- J. The Chair of Campus Activities Board must attend weekly ASWU Board and General Meetings.
- K. Attend mandatory training sessions as designated by the Campus Activities Board Advisor.
- L. Serve on University-wide committees as appropriate.
- M. The Chair of the Campus Activities Board shall be responsible for overseeing some of the training and serve as a peer mentor to the new Campus Activities Board members.

Article VI: Duties of the Campus Activities Board Advisor

- A. The role of the Campus Activities Board Advisor shall be assumed by the Coordinator of Student Life of the Office of Student Affairs, or a member of the Office of Student Affairs staff appointed by the Dean of Students. The Campus Activities Board Advisor may delegate responsibilities to other professional staff members in the Office of Student Affairs as appropriate.
- B. The responsibilities of the Advisor include:
 - 1. Serve as a mentor to the Campus Activities Board, providing direction regarding the purpose and goals of the organization.
 - 2. Ensure that the Campus Activities Board operates within the legal and ethical guidelines of Woodbury University and professional organizations.
 - 3. Coordinate the training of Campus Activities Board members and maintain group continuity.
 - 4. Support the participation and development of members.

5. Remain aware of, and evaluate the goals and objectives of the Campus Activities Board, promoting progress within the organization.
6. Conduct meetings and meet with individual members of the Campus Activities Board as appropriate.
7. Remain well informed of plans and activities.

Article VII: Selection of the Campus Activities Board

- A. The Campus Activities Board Advisor shall assume the role of Chairperson of the Campus Activities Board selection committee consisting of staff members of the Office of Student Affairs with the exception of the situation outlined in Article X.
- B. Applications for the Campus Activities Board shall be made available to all Woodbury University students no later than six weeks prior to the end of the academic year in the Spring semester.
- C. Members selected to the Campus Activities Board shall serve a one-year term, taking office on the first day of July and completing their term on the last day of April the following year, after a new Campus Activities Board has been selected.
- D. The Chair of the Campus Activities Board shall be selected prior to the selection of the other members of the Campus Activities Board by the members of the current Board and the Campus Activities Board Advisor or staff designee.

Article VIII: Position Agreements

- A. Campus Activities Board members shall be enrolled and attend classes at Woodbury University with a minimum of 12 units.
- B. Campus Activities Board members shall be expected to be an effective academic role model, in particular to maintain a cumulative GPA of 2.5 or higher.
- C. Campus Activities Board members whose cumulative GPA falls below the expected 2.5 shall be expected to meet with the Campus Activities Board Advisor to develop an action plan to better balance academic and cocurricular responsibilities.
- D. Campus Activities Board members, with the understanding that because of the emphasis placed on academic excellence, grant the Office of Student Affairs the right to view each member's semester and cumulative GPA.
- E. Campus Activities Board members shall be expected to exercise effective personal time management when assuming any employment and leadership positions in other campus organizations beyond the Campus Activities Board.

Article IX: Use of the Campus Activities Board Office

- A. Each Campus Activities Board member shall receive a copy of the keys to obtain access to the ASWU Campus Activities Board Office and storage for the period ending April 2017.
- B. Campus Activities Board members shall not make copies of the key(s).
- C. The key(s) shall not be lent to anyone, regardless of affiliation with Woodbury University.

- D. The Campus Activities Board Office shall be used primarily for Campus Activities Board activities and shall take precedence over personal use. Office supplies used shall be limited to the functions and operations of Campus Activities Board activities only.
- E. The Campus Activities Board Advisor shall be informed immediately if the key(s) are lost to ensure that proper security precautions are taken.
- F. In the event of termination of resignation from the Campus Activities Board, withdrawal from Woodbury University, or any actions that would compromise the security of the Campus Activities Board Office and its contents, the key(s) will be returned to the Office of Student Affairs immediately. Failure to do so will authorize the Office of Student Affairs to assess a \$100.00 fine.

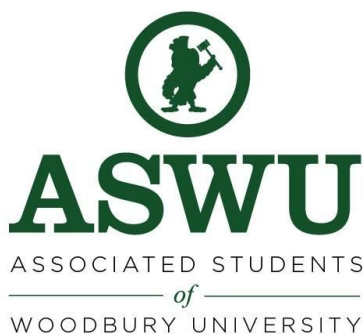
Article X: Dismissals, Resignations and Vacancies

- A. Dismissal
 1. The failure of a Campus Activities Board member to fulfill his/her duties may result in the terminations of his/her membership in the Campus Activities Board. Evaluations, written or verbal, may be used to determine performance.
 2. Any two members of the Campus Activities Board may bring to the attention of the Campus Activities Board Advisor, in writing, the need for review for dismissal of a member of the Campus Activities Board.
 3. The Campus Activities Board Advisor shall request a meeting with the individual(s) concerned for review.
 4. The individual(s) concerned shall be allowed two weeks to respond to the grievance filed.
 5. The dismissal of the individual(s) concerned shall be determined by a majority vote of all members of the Campus Activities Board and the Campus Activities Board Advisor.
 6. Any Campus Activities Board member who is alleged to be in violation of Woodbury University policies will be referred to a designee for the Dean of Students in accordance with the University Code of Conduct. If the Campus Activities Board member is found in violation of University policies, that member's membership will be subject to review by the Campus Activities Board Advisor.
 7. Stipends previously credited to the individual student's account shall be prorated and debited as appropriate.
- B. Resignation
 1. Any member of the Campus Activities Board may resign by submitting a written resignation letter to the Campus Activities Board Advisor at least two weeks prior to the effective date of resignation, indicating the reasons for resignation.
 2. It is expected that the individual(s) concerned would have scheduled a meeting to speak with the Campus Activities Board Advisor at least two weeks prior to submitting a formal written resignation letter.

3. The process to fill that position shall begin no later than one week after formal written notification of the resignation.
 4. Stipends previously credited to the individual student's account shall be prorated and debited as appropriate.
- C. Vacancies
1. At the meeting following notification of a vacancy, the Campus Activities Board members and the Campus Activities Board Advisor shall determine if the length of the remaining term of office warrants filling the position.
 2. If the Campus Activities Board and the Campus Activities Board Advisor shall serve as the selection committee to fill that position.
 3. Applications for the vacant position shall be made available to the student body no later than one week after the Campus Activities Board decision to fill the vacant position.
 4. Applications shall be due seven working days after they are made available.

Article XI: Amendments and Ratification

- A. Any member of the campus community has the right to propose amendments to the Campus Activities Board Guidelines.
- B. Amendments and Ratifications
 1. Proposed amendments and ratifications should have a minimum of at least one reading.
 2. Proposed amendments and ratifications may be approved by a simple majority of the Campus Activities Board members with the approval of the Campus Activities Board Advisor and/or Vice President of Student Affairs in consultation with the ASWU.



Associated Students of Woodbury University

Student Bill of Rights

Article I: Purpose

The Student Bill of Rights is a collection of important rules and regulations spanning the Student Handbook, Associate Students of Woodbury University Constitution, By-Laws and Guidelines for Organization Allocation Committee. The purpose of the Student Bill of Rights is to inform students of their rights and responsibilities with regard to the standards of conduct for the Woodbury University community. These policies are a vital part of a student's college experience and serve as a resourceful instrument for any situation. In addition to providing a civic educational environment for intellectual pursuits, Woodbury University is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of Woodbury University community, and protecting individual rights. The Student Bill of Rights will be signed by the Vice President of Student Affairs and the President of ASWU to ratify the Student Bill of Rights.

Article II: Classroom Freedom

- A. Protection of Freedom of Expression: Freedom of expression in the classroom is encouraged and protected. It is the responsibility of the classroom instructor to facilitate the orderly presentation of individual viewpoints as they pertain to the subject matter at hand and as time permits. It is especially important to allow the expression of views that may differ from those presented by the instructor or those professed by the majority of students. In the classroom and in conference, the instructor or those professed by the majority of students. In the classroom and in conference, the instructor is vested with the responsibility to promote not only the fact but also the spirit of free inquiry.
- B. Protection Against Improper Academic Evaluation: Students are responsible for maintaining standards for academic performance established for organizations in which they are apart of. At the same time, they should have protection against prejudiced or capricious academic evaluation. To provide this protection, the Associated Student of Woodbury University is empowered to review all cases of academic dispute that arise; request all information and witnesses necessary to render a decision; and have the final authority in all such cases.
- C. Protection Against Improper Disclosure: Information about student views, beliefs, and political associations which advisors acquire in the organization as instructors, advisors, and counselors should be considered confidential according to the guidelines laid out in the Family Educational Rights and Privacy Act (FERPA). Protection against improper disclosure is a serious professional

obligation. Judgment of ability and character may be provided under appropriate circumstances, but only with the knowledge and consent of the student.

Article III: Student Records

- A. Maintenance of Records: To minimize the risk of improper disclosure of organizations records, all academic, disciplinary, and other records shall be separated, except in rare cases, and the conditions of access to each shall be set forth in an explicit policy statement.
- B. Access to Student Records: Information from disciplinary or counseling files shall not be available to unauthorized person on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in the cases where the safety of persons or property is involved in following with FERPA.
- C. Excluded Records: No records shall be kept with reflect the political activities or beliefs of students unless such information is of vital interest in Conduct Hearing records per the University Code of Conduct.

Article IV: Student Affairs

- A. Freedom of Association: Organizations bring to the campus a variety of interests previously acquired and develop many new interests as members of the university community. They should be free to organize and join associations to promote their common interests.
 - 1. The membership, policies, and actions of a student organization will be determined by vote of only those students who hold university membership on the college or university community.
 - a. Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.
 - b. If campus advisors are required, each organization shall be free to choose its own advisor. Campus advisors may advise organizations in the exercise of responsibility, but they do not have authority to control the policy of such organization or the power to vote in organizations functions.
 - c. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian.
 - d. No officially recognized campus organization shall be deprived of that recognition for reasons other than violations of the criteria set forth in the preceding five clauses, or criteria established by Student Government Association Statutes.
- B. Freedom of Inquiry and Expression:
 - 1. Students organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They shall be free to support causes by orderly means, which do not disrupt the regular and essential operations of the University. At the same time, it must be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak for themselves.
 - 2. Student organizations shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the University before a guest speaker is invited to appear on campus shall be designated only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is

conducted in a manner appropriate to an academic community. University control of campus facilities shall not be used as a device of censorship. It must be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

3. Student Participation in University Government: As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of University policy and on matters of general interest of the student body; and this right participation shall be outlined by the Woodbury University Student Code of Conduct.
- C. Protection of Expression and the Right to Dissent: The right of expression includes the right to dissent. Woodbury University recognizes a fundamental obligation to protect this aspect of free expression on campus. Dissent may involve expressions or actions designed to capture attention in an effort to dissuade persons from embracing a perceived prevailing viewpoint. Orderly picketing and other forms of peaceful demonstration that do not hamper access to or disrupt the normal functions of teaching and research are generally permitted outside Woodbury University facilities and other areas specifically designated for University activities. Entry into Woodbury University buildings may be restricted to those persons engaged in the normal and scheduled activities being conducted therein. The presence of unauthorized persons in such areas after due notice to vacate has been given, orally or in writing, is not permissible, and it may be regarded as interfering with or obstructing Woodbury University activity.

Article V: Freedom of Students Organizations Communications

- A. All flyers shall be free of censorship with prior approval from the Office of Student Affairs.
- B. Advisor Roles
 1. The advisor shall be a full-time faculty or staff member at Woodbury University. The advisor role is vital to the success and development of an organization and its members. Organizations with an active and committed advisor are more effective recruiting and retaining students, implementing projects and activities, and receiving positive recognition from the university and the community. Advisors provide a sense of continuity and history to an organization where students may have leaders that are involved for a year or two at best. An advisor often keeps organization records, understands the financial transactions, and keeps track of a group's history and traditions. The advisor will provide guidance surrounding university policies, behavioral expectations, effective development. Advisors should provide structured learning to existing members while promoting and directing new members. The advisor will be nominated by ½ vote of the E-Board and then presented to the general membership for a majority vote. The advisor then must accept their nomination.
- C. Communication with Advisors: Meeting between organization's advisor and organization's president and vice president will be held monthly to brief on all related organizations matter. The president and/or advisor may decide if more meetings need to be called.
- D. Changing of Advisor: An organization can call a vote for an advisor not fulfilling their responsibilities and must be passed said vote by majority or higher to begin the process of changing advisors.
 1. The organization can file a change of advisor request. This change of advisor request must include the following:
 - a. Members list

- b. Signatures of those voting to remove said advisor
 - c. A statement reason as to why the organization would like to remove that advisor
 - i. This will remain confidential with the organization President and the Coordinator of Student Involvement and Leadership.
2. If the organization's advisor request is approved by the Coordinator of Student Involvement and Leadership or the VP of Student Affairs the organization can then call to vote for a new advisor.

Article VI: Formatting an Organization

A. In order to become recognized, an organization must have a minimum of 5 members; president and treasurer are a must. Discuss and form a constitution and bylaws that contains the fundamental principles which govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. Schedule a meeting with the Coordinator of Student Involvement and Leadership. Have 2-4 members meet with the coordinator for the initial meeting. There will most likely be 1-2 meetings following to finalize everything. Then determine s full-time faculty or staff advisor. Once the coordinator is satisfied than a minimal standard of organization development had occurred a formal announcement of recognition will be sent to the campus community. This announcement will include information about pertinent organization accounts, addresses, codes, etc. to be established in your group's name. Organizations that have received recognition through the Office of Student Affairs are encouraged to seek recognition through the Associated Student of Woodbury University. This would allow the organization to seek funding through the Organization Allocations Committee as well as one-time seed money to assist with start-up operational costs.

1. Undersized Student Organization:

- a. An undersized student organization is defined as being smaller than five members and/or not having a president or treasurer.
- b. If an organization is under five members, ASWU will consider the organization as an active organization on campus for one semester only. If the requirements are not met after one semester, the organization will become inactive.
 - i. ASWU will fund up to two recruitment event up to \$200 dollars each to help the organization recruit more members for their organization.
 - a. A proposal presentation for this event must be presented to the ASWU E-Board prior to approval.
 - i. ASWU reserves the right to deny an event proposal.
 - ii. This organization must meet with ASWU's VP of Student Organizations and the Coordinator of Student Involvement and Leadership once a month to provide an update on recruitment efforts.
 - iii. If an organization fails to provide evidence of recruitment efforts this grace period will cease and the organization will be considered inactive.
 - c. If an organization is above five members but does not have a president and/or treasurer, the organization will have one semester to recruit and hold an election to decide who will fill the position of president and/or treasurer. If this is not achieved then the organization will become inactive.

B. Basic Formatting of an Organization

- 1. Each organization should have a President and Treasurer, ASWU encourage a vice-president, fundraising chair, publicity chair, and secretary.
- 2. President is the primary student contact for the the organization and the "external

spokesperson” of the group who regularly interacts with other student organizations and University officials. The liaison between the organization and the advisor along with other University contacts. The duties for this position should be tailored, as the organization deems necessary. The responsibilities of the President include but are not limited to:

- a. Preside over all organization meetings
 - b. Represent organization on campus
 - c. Insure that the organization is operating in conformity with the standards set forth by Woodbury University, the Office of Student Development, and the Associated Student of Woodbury University
 - d. Assign duties to the organization's-Board and general members as seen fit
 - e. Maintain regular communication with organization advisor
3. Vice President is responsible of maintaining continuous contact with the President. The Vice President must be up to date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:
- a. Preside over meetings on the absence of the President
 - b. Schedule meetings or events with appropriate university offices
 - c. Coordinate organization promotion and publicity of events
4. Treasurer is responsible of managing the organization’s financial matters. An organization that has a large membership and completes many fundraisers, events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the organization’s financial activities. The responsibilities of the Treasurer include but are not limited to:
- a. Maintain accurate records of organization transactions
 - b. Collect dues if required with aid from the Woodbury University business office.
 - i. If an organization is not an international organization dues must be set up solely with the Woodbury University business office.
 - c. Develop organization budget and present to membership
 - d. Arrange fund-raising opportunities for the organization as necessary
 - e. Solicits additional funding if needed from the Associated Student of Woodbury University’s OAC process in conjunction with the President
5. Secretary is responsible of organizing and maintaining the official records of the organization and take minutes during meetings. The secretary is also responsible for scheduling all appointments for the organization. The responsibilities of the Secretary include but are not limited to:
- a. Maintaining the organization history for that academic year
 - b. Verifying the organization purchase requests
 - c. Maintaining communication between the organization president and individual participants
6. Fundraising Chair is responsible for leading all fundraising efforts for the organization. The Fundraising Chair must work closely with all positions to ensure that these efforts coincide with all organization work. The responsibilities of the Fundraising Chair include but are not limited to:
- a. Search for funding sources on and off campus
 - b. Fills out all funding applications with the President and Treasurer and maintains correspondence necessary to receive funding

- c. Organizes organization fundraising events and initiatives
- 7. Publicity Chair is responsible for promoting a positive image of the organization to campus and the local community by creating materials and cultivating media relations. The responsibilities of the Publicity Chair include but are not limited to:
 - a. Designs, produces and distributes all marketing materials
 - b. Contacts the University newspapers, Associated Student of Woodbury University and University department about upcoming events
 - c. Advertises events and meetings to the campus community
 - d. Works on initiatives to recruit new members to the organization
 - e. Creates an active community on social media platforms to engage the campus community and raise awareness about the organization and its activities.

Article VII: Student Citizenship

- A. Exercise of Rights of Citizenship: Woodbury university students are both citizens and members of the academic community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and as members of the academic community, they are subject to the obligations, which accrue to them by virtue of this membership.
- B. Faculty and Administration Restraint: Faculty members and administrative officials should insure that Woodbury University powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- C. Univeristy Penalties: Students who violate the law may incur penalties prescribed by civil authorities. Only where the Woodbury University's interests as an academic community are distinctly and clearly involved should the special authority of the institution be asserted. Please refer to the Student Conduct Regulations in the student handbook.
- D. Incidental Violations: The student who incidentally violates Woodbury University regulations in the course of off campus activity shall be subject to no greater penalty than should normally be imposed. Institutional action shall be independent of community pressure.