

Constitution

The Cultural Affairs Committee

University of Wisconsin-Whitewater

Article I

Name

The organization shall be known as the Cultural Affairs Committee, henceforth referred to as the CAC.

Article II

Purpose

The Cultural Affairs Committee is dedicated to assisting in the selection of cultural, diverse, educational and entertaining events for students and community members, while providing opportunities for members to gain educational experiences in arts administration.

Article III

Membership

Section 1. The Membership will include up to fifteen (15) matriculated University of Wisconsin-Whitewater students. All disciplines are encouraged; we seek representation from Theatre, Dance, Music and Art. Membership also includes up to ten (10) community and faculty representatives. The number of non-student representatives will not exceed the number of student representatives.

Section 2. Candidates are required to fill out an application for membership to apply for this committee. Appointment to the committee is for a term of two (2) years after which members can reapply if so inclined. Applications will be kept on file.

Article IV

Officers

Section 1. The officers of the CAC shall be the President, Vice President, Secretary, and Treasurer. All officers are expected to attend every meeting. These students shall serve a one-school-year term (from September to May) and are eligible for re-election.

Section 2. The office of President shall be held by a student who, at the time of his/her election, has preferably served on the CAC as an officer as well as been a member for at least two semesters.

Section 3. The offices of Vice President, Secretary, and Treasurer shall be held by students who shall serve one year terms and need not been involved with the CAC prior to elections.

Section 4. All officers, at the time of elections, and for the term of their office, shall be enrolled as students in good judicial and academic standing at University Wisconsin-Whitewater as per University policy.

Section 5. Election of officers: Officers shall be nominated by any member of the CAC and elected by the committee. The CAC may interview candidates and discuss decisions before election votes. Any elected officer must be voted in with a majority vote. The current President shall organize and conduct the election. (Unless running for re-election)

Section 6. Nominations for executive board will be held the third to last meeting of the school year. Elections for the next school year will be held at the following meeting.

Section 7. Upon the recommendation of the executive board, any officer may be removed from the office for negligence or nonperformance of duties by a two-thirds majority vote of the membership no sooner than one meeting after the recommendation and after the officer's right to appeal has been included on the agenda. The officer must be given in writing, the allegations against him/her at least seven (7) days prior to their being voted upon.

Section 8. Should the office of President be vacated, the Vice President shall immediately assume the office. Should any other office be vacated, the CAC membership shall fill the vacant office from the current the CAC student membership by majority vote.

Article V

Meetings and Attendance

Section 1. The CAC will meet every other week, except during summer school and holidays, over the entire school year at a regularly scheduled time, day and place. The President and Advisor reserve the right to cancel and reschedule meeting at any time.

Section 2. The CAC will include sub-committees of Music, Dance, Theatre, and Miscellaneous. Each sub-committee is responsible for researching available artists in their respective genre, for the purpose of selecting events for the upcoming season. The committees will have student chairpersons with the responsibilities of coordinating sub-committee meetings and, presenting findings to the CAC.

Section 3. Sub-committee meeting shall be called and held as various committee chairpersons deem necessary and with notification given at least forty-eight (48) hours in advance.

Section 4. Two unexcused absences are allowed each semester. When a member has missed three times, a member of the executive board will contact him/her. If he/she still desires to be on the committee then the member should set up a conference with the president and advisor or any other member of the executive board. At this time it will be determined if the member has reasonable excuses and whether or not that member truly desires to be an active member of the CAC. When it appears, by several absences that a member is not interested in being an active member the executive board of the CAC will make a decision regarding the status of that member. If a meeting is missed after a conference with the president, there must be a written notice submitted to the executive board. If a member wishes to resign in good standing, he/she must submit a written letter of resignation.

Section 5. A quorum is $\frac{1}{2}$ the membership. A quorum must be present at any regular CAC meeting in order for business to be conducted.

Section 6. It is suggested that Robert's Rules of Order shall be followed for the CAC meetings.

Article VI

Executive Board

Section 1. The president shall be the chairperson of the Executive Board.

Section 2. The Executive Board shall also consist of the Vice President, Secretary, and Treasurer. This shall also be the chain of succession following the President.

Section 3. The Director of the Young Auditorium shall be the advisor for the Executive Board as well as the overseer of the CAC.

Section 4. At an executive board meeting, a quorum must include three executive board members in order for any business to be conducted.

Article VII

Responsibilities

Section 1. The CAC shall plan, organize and evaluate its performing arts series and any other program, event or series it produces.

Section 2. Members of the CAC are expected to usher at two (2) Young Auditorium events each semester, and help with hospitality in the green room for one (1) event a semester or work three (3) events.

Article VIII

Finances

All funds expended and/or raised by the CAC shall be handled in accordance with the University of Wisconsin-Whitewater regulations.

Article IX

Not-For-Profit Statement

The CAC is a not-for-profit organization.

Article X

Statement of Non-Discrimination

The CAC along with the University of Wisconsin-Whitewater is committed to equal opportunity in its educational programs, activities, and employment policies for all persons regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital status, Vietnam-era veteran status, parental status and pregnancy.

Article XI

Statement of Non-Hazing

The CAC will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or persons attending this institution.

Article XII

Statement of Compliance with Campus Regulations

The CAC shall comply with all University and campus policies and regulations and local, state and federal laws.

Article XIII

Constitution and Amendments

Section 1. All amendment proposals must be presented to the committee at least one meeting before it is voted upon.

Section 2. Amendments to the constitution and the accompanying By-Laws may be amended by a two-thirds vote of the CAC at a meeting with quorum.

Section 3. Amendments to this constitution or its By-Laws become effective upon approval by this organization.

By-Laws
Of
The Cultural Affairs Committee
University of Wisconsin-Whitewater

The Responsibilities of the CAC Executive Board:

President

1. Conduct all CAC meetings
2. Represent the Cultural Affairs Committee
3. Work with the Young Auditorium Director
4. Assist in presenting the budget to Segregated University Fee Allocation Committee (SUFAC)
5. Conduct all elections (unless running for re-election)
6. Chair executive board meetings
- 7.

Vice President

1. Assist the President with specified duties
2. Attend all CAC meetings
3. Assist Young Auditorium's Marketing Director
4. Update bulletin boards on campus
5. Display publicity
6. Promote and advance ticket sales
7. Create and implement new publicity concepts for shows
8. Update information on the CAC's web page

Secretary

1. Take minutes at CAC meetings and distribute minutes via email/listserv.
2. Create and update telephone list
3. Keep files of current CAC events and update files as necessary
4. Keep track of membership attendance
5. Attend all CAC meetings
6. Keep formal/public record of the CAC's activities

Treasurer

1. Attend the CAC meetings
2. Assist in presenting to SUFAC
3. Keep financial records
4. Assist President and Vice President with specified duties.

Note: These duties are subject to change with advance notice, and increase responsibilities can be assigned when deemed necessary.

Stipends

Each semester there shall be a stipend of \$250 paid to each of the four officers for their work. Half of the amount shall be paid approximately the eighth week of the semester and the other half shall be paid approximately the fifteenth week of the semester. Each of the four officers is expected to complete at least two hours of Cultural Affairs related work each week. These hours are to be well documented and in addition to the biweekly meetings. If any of the officers are not fulfilling the requirements for the stipend, the advisor has the right to deny payment to the officer. The executive board may recommend the removal of the officer as laid out in Article IV, Section 7.