



WHAT IS CAB

CLUB ADVISORY BOARD

CAB (CLUB ADVISORY BOARD)

WE ADVISE CLUBS ON:

- EVENTS
- FINANCES
- COMMUNICATION
 - PRESENCE
- MUCH MORE!

HOSTS CLUB FAIR

CAB@COLORADOMESA.EDU

CONSTITUTIONS

REQUIRED FOR ALL CLUBS

UPLOAD TO PRESENCE

HERE IS A GREAT EXAMPLE
FROM CDS “CAMPUS DESIGN STUDIO”



Constitution

Preamble:

Colorado Mesa University Campus Design Studio is a student-run organization with the goal of providing high quality design to CMU and the community while gaining valuable experience in the design profession.

Article 1: Name

The name of the organization shall be Campus Design Studio at Colorado Mesa University.

Article 2: Mission Statement

The purpose and mission of Campus Design Studio is to provide Colorado Mesa University's clubs, organizations, students, and departments with high quality printed and digital marketing materials that aim to increase success, membership, participation, and community. We handle all event collateral from posters, fliers, bulletins, stickers, shirts, and other branded advertising. CDS is a student-operated studio designed to provide opportunities for applied graphic design experience in the areas of developing client relationships, commercial print communications, studio operation plus teamwork, and meeting the challenges of project deadlines. CDS also affords students the opportunity to develop professional portfolio examples appropriate for career pursuits.

Article 3: Membership

Section A. Membership

CDS is made up of 4 members

- 1 lead designer
- 3 designers

Privileges of members: computer with adobe suite, appropriate working space and access to scanner and printer as well as other applicable design tools.

Section B. Membership Qualifications

Qualifications for the Designers (3)

- a. Colorado Mesa University Visual Design BFA Major or Minor
- b. Must be a currently enrolled full-time student of CMU.
- c. Have a minimum GPA of 2.0
- d. Member of med (Mesa Emerging Designers)
- e. Goals and interest in improving design skill, experience, efficiency and speed.
- f. Each designer is required to be proficient with the following programs:
 - Adobe Photoshop
 - Adobe Illustrator
 - Adobe Acrobat
 - Epson Software
- g. Each designer is required to understand and use the design elements and principles.
- h. Non-Discrimination Policy: No individual will be denied membership because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.
 - i) Lead Designer
 - (1) Must conform to the rules of designer requirements.
 - (2) Be hired by the director of Student Life.
 - (3) Must be of at least sophomore standing with the CMU Registrar's Office.

Section C. Duties & Responsibilities

All designers are responsible for:

- a. Time requirements
 - i) 8 hours of self-scheduled office hours between 9am and 5pm Monday through Friday
 - ii) Synchronize 2 hours of shared time in office with all staff present, 30 minutes of which is reserved for a team reporting meeting with the organization advisor.
- b. Meeting with clients during or outside scheduled hours
- c. Using design process efficiently in creating and designing for the client

- i) Ephemera including: posters, stall street journals, fliers, banners, bulletins, shirts, stickers, logos, branding, and other marketing materials for Campus clubs, organizations, and departments only.
- d. Logging actions and billing collateral on the voucher spread sheet and sending the resulting accounts to Student Life
- e. Communicating to clients through email and in person quickly and efficiently.
- f. Complete at least two (2) marketing materials per week.
- g. Keeping the workplace clean, professional and friendly

Article 4: Officers & Advisors

Section A. Elected Officers

Lead Designer

- Lead and direct other members to efficiently manage task load.

Section B. Advisors

- The Marketing department head

Section C. Qualifications for Holding Office

- Officers must be currently enrolled CMU students with a minimum GPA of 2.0.

Section D. Selection of Officers

- Interview for staff role

Article 5: Finances

Section A. Wages Via Stipend

- a. Lead Designer (1): 682/month
- b. Designers (3): 632/month

Section B. Client Rates

CDS will charge the following rates for services provided. Rates double if the client is an off campus group advertising on campus.

- a. One poster, flyer, digital bulletin, social media ad, or single stall street journal ad space: \$15
- b. One logo: \$50
- c. Media Packages:
 - i) Package 1: one poster or flyer, one digital bulletin: \$20
 - ii) Package 2: one stall street ad, one poster or flyer: \$20
 - iii) Package 3: one stall street ad, one poster, one digital bulletin: \$25
 - iv) Package 4: one stall street ad, one poster, one digital bulletin, 1 flyer: \$30

Article 6: Statement of Compliance

The club/organization will comply with all University policies, procedures, and practices and all local, state, and federal laws.

Article 7: Meetings

Section A. Frequency of Meetings

- Once weekly with advisor and all members

Section B. Special Meetings

Possible reasons to hold special meetings: failure of timely submission, tight deadlines,

A special meeting may be conducted by advisor, student life, client, leader, or member via text or email.

Special meetings will be held in UC 200 within business hours with 24 hours of advance notice.

THE CONSTITUTION MUST HAVE



NAME OF THE CLUB OR ORG



MISSION STATEMENT



MEMBERSHIP...MUST HAVE A PRESIDENT, VICE PRESIDENT, AND
TREASURER + A FACULTY ADVISOR



ANY QUALIFICATIONS REQUIRED



RESPONSIBILITIES OF CLUB MEMBERS



INFORMATION ABOUT FINANCES IF APPLICABLE



FUNDRAISING

MAVRIDES

ASG FUNDING REQUESTS

LOCAL COMMUNITY FUNDRAISERS



MAVRIDES

YOUR CLUB CAN SIGN UP TO DRIVE FOR MAVRIDES!

YOU MUST GO THROUGH OUR BACKGROUND CHECK PROCESS
(FILL OUT FORM ON PRESENCE)

MAVRIDES TAKES CARE OF THE REST!

CONTACT: MAVRIDES@COLORADOMESA.EDU

ASG FUNDING REQUESTS

LISTEN TO ASG PRESIDENT, JAY SHEARROW, EXPLAIN HOW TO
OBTAIN FUNDING

[CLICK HERE](#)



STORAGE

STUDENT LIFE STORAGE FOR CLUBS AND ORGS IS LOCATED IN THE BASEMENT OF OUR OUTDOOR PROGRAM.

PLEASE CONSULT A PROFESSIONAL STAFF MEMBER BEFORE PUTTING ANYTHING IN STORAGE.

WE HAVE TO MAKE SURE WE CREATE A SPACE FOR YOUR STUFF BEFORE YOU CAN STORE IT.

ORGANIZATION IS VITAL WE DON'T WANT YOUR STUFF TO GO MISSING SO STORAGE BINS AND LABELING EVERYTHING IS A REQUIREMENT!