

Western Illinois University
University Union Board (UUB) Constitution
Revised April 2010



Article I. Name

The name of this organization shall be University Union Board, hereafter referred to as UUB.

Article II. Purpose

Section 1: To serve as the premier programming board of Western Illinois University which plans and provides social, cultural, recreational, and educational activities, which are inclusive to the needs of the entire campus, with an emphasis on the student body.

Section 2: To provide opportunities for students to develop their leadership and professional skills through their involvement in UUB.

Article III. Membership

Section 1: Membership in this organization shall be composed of three functioning bodies: Executive Board, Committee Chairs, and Committees. The Executive Board and Committee Chairs combined shall be referred to as the Activities Board.

Section 2: Qualifications

- A. Executive Board and Committee Chairs, as well as elected Sub-Committee Chairs, shall be full-time students carrying a minimum cumulative 2.5 Grade Point Average and shall be in good judicial standing, for the entirety of their term.
- B. In order to be elected as a member of the Executive Board, candidates must have been active members of the UUB for at least one semester. Status as an active member of the UUB indicates that the students are member of a UUB committee or hold a Committee Chair position and they regularly attend meetings for such committee or Activities Board.

Article IV. Officers

Section 1: Executive Board

The Executive Board shall consist of five positions, being President, Vice-President, Office Administrator, Treasurer, and Marketing Director.

Section 2: Activities Board

The Activities Board shall consist of the Executive Board and the Committee Chairs as outlined in the By-Laws.

Article V. Voting

Section 1: No official business may be transacted with out the presence of a quorum, which shall consist of two-thirds of the voting membership of the Activities Board.

Section 2: Ties

- A. Ties shall be broken by the President of the UUB.
- B. The President and Advisors of the UUB tabulate all secret ballot votes.
- C. A secret ballot vote shall always be used unless declared differently by the UUB President.

Section 3: In order for a vote to pass, a simple majority of the voting membership of the Activities Board is needed.

Article VI. Not-for-Profit Statement

The University Union Board is a not-for-profit organization.

Article VII. Statement of Non-Discrimination

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article VIII. Financial Obligation

A majority of voting members may determine reasonable dues and fees assessed to each member at the beginning of each semester. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Article IX. Statement of Non-Hazing

This organization will not conspire to engage 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 person attending the institution.

Article X. Statement of Compliance with Campus Regulations

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.



Article I. Meetings

Section 1: Meeting Types

- A. Executive Board meetings are held at least twice (2) monthly.
- B. Activities Board meetings are held at least twice (2) monthly.
- C. The President can call special Activities Board meetings within twenty-four hour notice to all members.
- D. The President can call emergency Executive Board meetings within one (1) hour notice to the Executive Board.
- E. Retreats, workshops, training sessions, and conferences are considered special meetings.
- F. Activities Board meetings are open to the general public, with the exception of elections and all other meetings deemed necessary by a majority vote.

Section 2: Proxies

- A. Committee Chairs may send a proxy as deemed necessary by the Executive Board.
- B. Committee Chairs must verbally communicate to the Office Administrator in advance if a proxy will be attending a meeting.

Section 3: Attendance

- A. All Executive Board members must attend four (4) events per month, not including special UUB events deemed mandatory in Article I, Section 3, Point E.
- B. All Committee Chairs must attend three (3) events per month, not including special UUB events deemed mandatory in Article I, Section 3, Point E.
- C. A minimum of three (3) UUB members, not including the Committee Chair, must be at each UUB event. If more would like to be present, they may, but it will not count towards their monthly count of events.
- D. The Office Administrator will be in charge of recording attendance at events and allowing members to sign up for events during the last week of every month for the following month.
- E. Retreats, National Association for Campus Activities Conferences and Conventions, training sessions, workshops, and other special UUB events (WestFest, First Night Fun, etc.) will not be counted for each member's monthly events and will be mandatory for all UUB members.
- F. Activities Board members may only miss one unexcused meeting and one unexcused event per semester. Missing event/meeting forms must be turned in

no later than one (1) week prior to the event/meeting and submitted to the Office Administrator.

Article II: Officer Responsibilities

Section 1: Executive Board

A. Duties and Authorities of Executive Board Members

- a. Term of office shall be Fall through Spring semesters, following election to office.
- b. Shall meet weekly including an optional meeting one week prior to finals week, and no meeting during final exams week.
- c. Shall review Event Approval Packets prior to presentation at Activities Board Meetings.
- d. Shall be an ex-officio member of all UUB committees as appointed by the President.
- e. Shall be responsible for the establishment, implementation, and review of goals and objectives for the Executive Board.
- f. Shall assist in the leadership development and training of all members.
- g. Shall establish, implement, and review goals and objectives for their individual office.
- h. Shall have the power to veto any decisions passed by the Activities Board.
- i. Must hold a minimum of one (1) office hour per day, unless circumstances do not allow for a daily hour, then a total of five (5) hours per week (Monday through Friday).
- j. Shall approve or disapprove the recommended administrative budget before submission to the Council on Student Activity Funds.
- k. Shall be held fiscally responsible for the UUB.
- l. Shall be the primary governing board for the UUB.
- m. Shall evaluate issues, make recommendations, and serve in an advisory capacity to the Activities Board.
- n. Shall approve or deny all UUB events and activities subject to appeal by the Activities Board. This includes any marketing and administrative plans.
- o. Shall attend four (4) events per month, not including events deemed mandatory in Article IV, Section 3, Part B. Members will sign up for monthly events on a first come, first serve basis at the last meeting of the month before the following month.
- p. Shall comply with the UUB Constitution and By-Laws.

B. President

- a. Shall preside over all Activities Board meetings, unless otherwise designated.

- b. Shall be the official spokesperson and representative of the UUB to the University community.
- c. Shall have the responsibility for UUB decisions in the event the Activities Board and Executive Board cannot convene.
- d. Shall administer all affairs of UUB consistent with the UUB Constitution and By-Laws.
- e. Shall facilitate all UUB elections where conflict of interest is not present.
- f. Shall serve on the Student Services Talent Grant and Tuition Waiver Committee and the Committee on the Quality of Campus Life.
- g. Shall advise in the selection of delegates for conferences.
- h. Shall serve as the Block Booker at all conferences, unless otherwise designated.
- i. Shall serve as an ex-officio non-voting member to the Homecoming Committee.
- j. Shall grant a leave of absence and accept resignations of committee chairs.
- k. Shall call special meetings of Executive Board or Activities Board as deemed necessary.
- l. Shall be in charge of disciplinary action of members when needed and present all disciplinary action to the Executive Board, who will take action as necessary.

C. Vice-President

- a. Shall assume the position of President in the absence of the President and assume the Presidential duties until he/she resumes his/her duties or a new President is elected.
- b. Shall be the Executive Board member responsible for coordinating Event Approval Packets and maintaining records of all Event Approval Packets.
- c. Shall be responsible for the coordination of transitioning and training of all new members.
- d. Shall be responsible for collecting all program evaluations and maintaining a file of those evaluations.
- e. Shall serve as an ex-officio non-voting member of the Family Weekend committee.
- f. Shall meet with each committee chair monthly for evaluation and consultation.
- g. All other duties as assigned by the President.

D. Office Administrator

- a. Shall assume the position of acting President in the absence of the President and Vice-President.

- b. Shall be responsible for creating an agenda for weekly Activities Board and Executive Board meetings.
- c. Shall attend and keep an up-to-date record of the minutes for all Activities Board and Executive Board meetings. The minutes must be distributed within forty-eight (48) hours of the meeting via e-mail.
- d. Shall keep an up-to-date record of all Committee Chairs, Executive Board members, and advisors as well as their contact information, and distribute this information to all Activities Board members.
- e. Shall keep an up-to-date record of all UUB office hours and post them in the UUB office and the Office of Student Activities.
- f. Shall be responsible for keeping inventory and ordering all UUB supplies.
- g. Shall maintain order in the UUB supply cabinet and office.
- h. Shall organize the Activities Board applications and schedule.
- i. Shall organize the UUB Recognition and Installation Banquet.
- j. Shall maintain an accurate record of Activities Board attendance at meetings and events, and shall post event attendance in the UUB office each month.
- k. All other duties as assigned by the President.

E. Treasurer

- a. Shall assume the position of acting President in the absence of the President, Vice-President, and Office Administrator.
- b. Shall handle and keep an up-to-date record of assigned committees on the UUB regarding financial activities and policies and procedures.
- c. Shall report the financial status of the UUB at all Executive and Activities Board meetings.
- d. Shall coordinate fund allocations requests for presentation to the Council on Student Activity Fees.
- e. Shall be responsible for all financial aspects of the UUB.
- f. All other duties as assigned by the President.

F. Marketing Director

- a. Shall be responsible for coordinating all UUB promotions, including but not limited to, giveaways, the Activities Fair, and informational meetings.
- b. Shall oversee the development, organization, and distribution of event assessment at least one (1) time per year.
- c. Shall be responsible for the development and coordination of all marketing plans for the UUB.
- d. Shall have a committee made up of students at the discretion of the Marketing Director.
- e. Shall be responsible for keeping records of past flyers used in events, along with newspaper ads.

- f. Shall coordinate photography at UUB events and maintain a record of all photos.
- g. All other duties as assigned by the President.

Section 2: Committee Chairs

A. Duties and Authorities of the Committee Chairs

- a. Shall be accountable to the Executive Board.
- b. Shall attend all Activities Board meetings and give a committee report unless give permission to be excused.
- c. Shall attend three (3) UUB events per month, not including their own events and events deemed mandatory as outlined in Article IV, Section 3, Part B.
- d. Shall complete a program evaluation for each committee activity/program within one week of the date of the activity unless one cannot, in which case they should notify the Vice-President.
- e. Shall reconcile all past event budgets within a timely manner and give reconciliation reports to the Treasurer.
- f. Shall meet weekly with their graduate advisor.
- g. Shall be responsible for the establishment of committee goals. Shall also be responsible for implementing and reviewing these goals throughout the year.
- h. Shall maintain an accurate file of each event in conjunction with the Vice-President.
- i. Shall comply with the UUB Constitution and By-Laws.
- j. Shall approve or deny all UUB events and activities subject to appeal by the Activities Board.
- k. Shall hold only one position on the Activities Board at one time.
- l. Must hold a minimum of one (1) office hour per day between eight o'clock am and four-thirty pm, unless circumstances do not allow for a daily hour, then a total of five (5) per week (Monday through Friday).
- m. Term shall be the Fall and Spring semesters following elections, with the exception of Family Weekend and Homecoming.
 - i. Family Weekend and Homecoming shall hold office from the time they are elected until the time of the election the following year.
- n. All Event Approval Packets shall be given to the Vice President by Friday at five o'clock p.m. the week before they are to be presented to the Activities Board.

B. Committees of the University Union Board

- a. The following shall be committees of the University Union Board:
After Hours, Coffeehouse, Comedy Mainstage, Concert

Productions, Family Weekend, Homecoming, Issues and Ideas, Marketing¹, and Special Events.

- C. Committees shall initiate and implement the activities and programs pertinent to their area of responsibility.
- D. All committee business shall be conducted at regularly scheduled weekly meetings unless otherwise approved by the Executive Board.
- E. Committees shall be created or dissolved by a two-thirds vote of the Activities Board.
- F. Shall meet weekly with an optional meeting one week prior to final exam week and no meeting during final exams week.
- G. The following are the areas of responsibilities of the individual committees:
 - a. After Hours: To provide regular late night (after eight o'clock p.m.) events to be held in conjunction with other committees, University facilities, student organizations and administration.
 - b. Coffeehouse: To provide small group entertainment including, but not limited to musical acts, dramatic performers, club acts, and open mic nights, or any smaller scale performance in a coffeehouse-type atmosphere.
 - c. Comedy Mainstage: To provide a variety of comedic entertainment. Such activities may include, but are not limited to, one-person shows, showcases, and student talent.
 - d. Concert Productions: To provide a wide variety of concerts consisting of large scale and small scale shows covering a wide spectrum of musical influences.
 - e. Family Weekend: To provide activities for Western Illinois University's Family Weekend. Such activities may include but are not limited to, children's activities, banquets, receptions, and special events.
 - f. Homecoming: To provide activities for Western Illinois University's Homecoming Week. They may include, but are not limited to royalty elections, Yell Like Hell, Variety Show, Parade, and special events.
 - g. Issues and Ideas: To provide a variety of speakers or educational activities which increase awareness of social and/or controversial issues. Such events may include but are not limited to rallies, debates, panels, faculty lecture series, movies/discussions, and fact sheets. This committee will also focus on programming during recognized "awareness weeks".
 - h. Special Events: To provide activities, categorized as novelty and variety. Such events may include, but are not limited to seasonal activities, magicians, hypnotists, and mentalists.

¹ At the discretion of the Marketing Director

- i. Marketing: To organize and implement marketing events, activities, and promotional items including but not limited to UUBzone, General Interest Fairs, posters, flyers, and street team activities.

Section 3: Committee Members

- A. Shall approve and disapprove activities or programs of the committee by majority vote.
- B. Shall actively participate in all phases of committee activities and programs.
- C. Committee members with a specific committee responsibility shall be designated sub-chairs who will be selected at the discretion of the Chair. Homecoming and Family Weekend sub-chairs shall be selected through an election process by *no later than the last week of February*.

Article III. Membership Selection and Election Procedures

Section 1: Elections

- A. Executive Board will be responsible for holding elections to fill Committee Chair positions for the following year.
- B. Activities Board will be responsible for holding elections to fill Executive Board positions for the following year.
- C. Family Weekend and Homecoming elections shall be conducted prior to the end of Fall semester in the order listed in the by-laws: Homecoming, Family Weekend.

Section 2: Applications

- A. The Executive Board shall determine the application deadline for positions on UUB. They shall be conducted no later than the eleventh week of the spring semester, with the Presidential election occurring a minimum week of one week before.
- B. The University Union Board will have a general application, which will include the following: requirements, general information, and general questions about the UUB. Included with the application will be a cover letter that will explain the various positions available. Applicants may be required to answer specific questions regarding each position during their interview process.
- C. Qualifications as outlined in the UUB Constitution must be stated in the application.

Section 3: Election Procedure

- A. All Executive Board members will be expected to attend elections.
- B. All members will be expected to dress professionally during elections.
- C. Each candidate will be interviewed following procedures as highlighted in Article III, Section 4.
- D. The President will be responsible for conducting an election discussion to ensure the Activities Board has knowledge of the election procedures.

Section 4: Interviews

- A. Each candidate will be interviewed.
 - a. The Executive Board shall predetermine interview questions.
 - i. Activities Board members and advisors will be expected to ask questions of candidates.
 - ii. Discussion and voting will be conducted after all applicants have been interviewed. Activities Board members will be expected to participate in discussion.
 - iii. Advisors will only participate in discussion of candidates and will not vote.
 - iv. Voting during elections shall be done by ballot vote unless otherwise determined by the Executive Board.
- B. The Executive Board and the incoming President shall interview all candidates for Activities Board; this is also a time for candidates to ask questions of the Executive Board.
- C. The Activities Board shall interview all candidates for Executive Board; this is also a time for candidates to ask questions of the Activities Board.
- D. Activities Board members shall be elected by a simple majority secret ballot vote. Voting options are to vote either one candidate or to reopen a position.
- E. The outgoing President and the Advisors shall count all votes.
- F. All candidates must be in good academic standing (cumulative Grade Point Average 2.5 or higher) and be in good judicial standing at the time of the elections and throughout their term.
- G. All candidates must have previously earned twelve college credit hours.
- H. The outgoing President will not vote during elections process but will break all ties.
- I. All voting shall be in order listed in the by-laws which are: Vice President, Office Administrator, Treasurer, Marketing Director, After Hours, Coffeehouse Entertainment, Comedy Mainstage, Concert Productions, Issues and Ideas, and Special Events.
- J. Any active member of UUB running for reelection will be interviewed first for the positions they are interviewing for.
 - a. Persons who are currently on the Activities Board running for a position will not be allowed in the room during discussion of the positions they are running for, nor will they be allowed to vote for that position.
- K. Any position open at the end of the election day shall be reopened for discussion to consider those that were not elected to a position. Candidates can be considered for all open positions. Their choices will take precedence in the slating process.

- L. The President shall notify all candidates of election results within twenty-four (24) hours of the election. In the absence of the President, the Office Administrator will notify the candidates.
- M. The final counts of the ballots will be kept on record in the UUB office for one month after completion of the elections.
- N. Each officer is required to transition the incoming officer a minimum of six (6) transition sessions before the end of their term.
- O. Any procedures other than the ones previously stated in the elections and interview process shall be determined by the Executive Board on a year to year basis.
- P. Proxy votes shall not be allowed during elections.

Section 5: Vacancies

- A. Chair positions shall be temporarily filled by appointment of the President until election procedures can occur upon approval of the Activities Board.
- B. Activities Board positions shall be filled through an election process and may not be fulfilled through appointment.
- C. In the event there is a resignation or removal of an Activities Board member, the remaining members will assume the vacant positions until the position is filled.

Article IV: Advisors

Section 1: Types

- A. The Graduate and Professional Staff from the Office of Student Activities shall advise the UUB.
- B. Advisors may consist of Professional Staff, Graduate Assistants, and Practicum Students.

Section 2: Responsibilities

- A. The professional staff and graduate advisors shall meet weekly with the officers whom they advise.
- B. Advisors shall monitor the academic progress and judicial standing of all elected members of UUB.
- C. Advisors shall alert the President of early grade warning concerns.
- D. The professional staff and graduate advisors shall attend all Activities Board and Executive Board meetings. If they advisor cannot attend a meeting, they shall give prior notice to the President.
- E. Advisors shall be held to the same level of fiscal responsibility as the Executive Board.
- F. The Professional Staff advisor, as designated by the Office of Student Activities, shall serve as the fiscal agent for UUB.
- G. Advisors shall serve as ex-officio members of the Activities and Executive Board.

- H. The Professional Staff Advisor shall advise/supervise the graduate advisors, Executive Board, Family Weekend, and Homecoming committee.
- I. Graduate advisors shall advise the Activities Board committees. They may also serve as co-advisors for Family Weekend and Homecoming, as determine by the Professional Advisor(s).

Article V: Meetings

Section 1: Types

- A. Executive Board meetings are held weekly during Fall and Spring semesters.
- B. Activities Board meetings are held weekly during Fall and Spring semesters.
- C. Committee meetings are held weekly at the discretion of the committee chairperson during the Fall and Spring semesters.
- D. Activities Board meetings and committee meetings are open to the general public, with the exception of elections and all other meetings deemed necessary by a majority vote.

Section 2: Proxies

- A. Committee Chairpersons may send a proxy as deemed necessary by the Executive Board.
- B. Committee Chairpersons must verbally communicate to the Office Administrator in advance if a proxy will be attending a meeting.

Section 3: Attendance

- A. A minimum of three (3) UUB members, not including the chairperson, must be at each UUB event. If more would like to be present, they may, but it will not count towards their three (3) events.
- B. Retreats, NACA conferences and conventions, and other special UUB events (i.e. WestFest, First Night Fun, etc.) will not be counted toward officers' monthly required events and will be mandatory for all UUB members.
- C. Activities Board members may only miss one unexcused meeting including retreats, elections, and special meetings per semester. Missing event forms must be submitted to the Office Administrator

Article VI: Event Approval

Section 1: Event Approval Procedure

- A. A programming committee shall vote on a program as in accordance with the UUB Constitution, Article V.
- B. Upon approval of the event by the committee, the chairperson shall prepare an Event Approval Packet, which must be submitted to the Vice President for approval. The chairperson must then present the Event Approval Packet to the Activities Board for an initial review, then to the Activities Board the following week for formal approval.

- C. If the Chairperson fails to submit an event approval packet the event is automatically denied. Once proper approval forms are submitted to the Vice-President, the event will be considered.
- D. No CSAF funds will be spent on an event that has not been approved by the Activities Board.
- E. If an event is denied, the Committee Chairperson can appeal the Activities Board decision to the Executive Board.
 - a. The Committee Chairperson shall contact the Vice President when an appeal is being requested.
 - b. The Chairperson will be given an opportunity to speak at the next Executive Board meeting and appeal to overturn the previous decision.
 - c. The Executive Board will then vote to either uphold or overturn the previous decision.
 - d. The Vice President shall contact the chairperson within twenty-four (24) hours of the decision.

Section 2: Event Approval Packets

- A. Upon review of the Event Approval Packets, the Activities Board shall consider the availability of funds, planning time, previously approved UUB events, and if the program is consistent with the mission of UUB as stated in the UUB Constitution, Article II, and the mission of the hosting committee as stated in the UUB By-Laws.

Section 3: Voting

- A. The Executive Board will vote to approve, deny, or hold the event prior to the Activities Board's final approval of the event.
- B. The Activities Board will then vote to approve or deny implementation of the event as outlined in the Event Approval Packet.
- C. At NACA sponsored conferences, UUB representatives are given the authority to participate in Block Booking activities with a two-thirds vote of all the representatives attending the conference.
- D. Following an official vote, the Event Approval Packets are to be returned to the chair and filed if denied or approved. At this time, they will be used during the planning of the event.

Article VII: Event Co-Sponsorship

Section 1: Co-Sponsorship Requirements

Each programming committee is required to co-sponsor at least one event per year with another student organization or university department.

Section 2: Co-Sponsorship Procedure

- A. The Committee Chairperson and the co-sponsoring group(s) representatives shall meet prior² to the proposal of the event to discuss and complete a written agreement with the terms of the co-sponsorship.
- B. A Co-Sponsorship form will be completed by all groups involved and shall be included with the Event Approval Packet.
- C. All involved groups shall coordinate regularly scheduled meetings as needed.
- D. The Committee Chairperson and the co-sponsoring group(s) shall coordinate a final meeting one (1) week prior to the program to complete planning and one (1) week after the program for evaluation purposes.

Article VIII: Discipline and Impeachment

Section 1: Grounds for Disciplinary Action

- A. Disciplinary action may be taken against any member of UUB based upon specific circumstances as determined by the Executive Board including but not limited to the following:
 - a. Missing their own committee-sponsored event without the prior approval of the Executive Board.
 - b. Neglect to fulfill duties and responsibilities as stated in the by-laws.
 - c. Missing an Activities Board meeting without the prior approval of the Executive Board.
 - d. Missing a UUB-sponsored event without prior approval from the Executive Board.
 - e. Missing the required number of meetings and events as stated in the by-laws.
 - f. Lack of proper program planning and utilization of program planning processes.
 - g. Lack of adherence to the UUB Constitution and By-Laws.
 - h. Other actions as deemed inappropriate by the Executive Board.

Section 2: Judiciary Procedure

- A. The President will give a verbal warning to the Activities Board member. The Professional Staff Advisor is responsible for issuing the President a warning if he/she is in violation.
- B. If undesirable behavior and/or actions still occur, a written warning from the Executive Board will be given to the Activities Board member, who will then be placed on probation.
 - a. Probation is a system that alerts the office of a problem and is a means in which officers are provided assistance in their duties and obligations.

² If co-sponsorship occurs after an event is approved, the written co-sponsorship form should be submitted to the Vice-President upon completion.

- b. The Activities Board member will be evaluated after a time designated by the Executive Board, with the option of asking the member to step down.
- C. Should the Activities Board member appeal a disciplinary decision of the Executive Board, the President will take it to the Activities Board.
 - a. The individual in question will be asked to speak on his/her behalf of the situation in question. The Activities Board members will then have the option to ask questions regarding the matter at hand. The individual will then be asked to leave the room.
 - b. The Activities Board will then discuss the matter in the absence of the board member in question.
 - c. A two-thirds ballot vote will be needed to determine if the Executive Board's decision shall be upheld.
- D. Should a person be subject to disciplinary action after being on probation, the Activities Board have the power to proceed with removal procedures as stated in Section 2.

Section 2: Suspension/Impeachment

- A. The President, pending a hearing with the Executive Board, may temporarily suspend an Activities Board member from the board as deemed necessary. Conditions that may cause this may include but are not limited to the following:
 - a. Breaking a University Union Policy
 - b. Violation of the Student Code of Conduct
 - c. Falling below at 2.5 cumulative Grade Point Average (GPA) during their term of office.
 - d. Failing to fulfill membership responsibilities as outlined in Article II.
- B. The President, pending a hearing with the Executive Board, may call a meeting to discuss impeachment of an Activities Board member should any of the following violations be met:
 - a. Misuse and/or abuse of CSAF funds.
 - b. Theft and/or misuse of UUB property
 - c. Being under the influence of drugs and/or alcohol during a UUB-sponsored event, program, or meeting.
 - d. Receiving more than three (3) fees/fines charged to UUB, including but not limited to Union scheduling fees, WESTEC fees, etc.
 - e. Any other violations deemed inappropriate by the Executive Board.
- C. Should the President call a meeting to discuss impeachment of an Activities Board member, the following must take place:
 - a. The individual in question will be asked to speak on his/her behalf of the situation in question.
 - b. Executive Board members will have the option to ask questions for clarification.

- c. The individual will then be asked to leave the room while the Executive Board discuss the situation at hand.
 - d. Executive Board members will vote via secret ballot to determine if the individual should be removed (impeached) from the position or if other disciplinary action should be taken. A two-thirds ballot vote will be needed to determine impeachment of the officer.
- D. UUB Advisors may use their discretion to present an individual to judicial proceedings if they feel the individual has acted improperly.

Article IX: Finances

Section 1: Fund Allocation

- A. Funds shall be secured from the Council on Student Activity Funds (CSAF), grants, or the use of generated income.
- B. All spending must follow the Council on Student Activity Funds (CSAF) guidelines.

Section 2: Fiscal Responsibilities

- A. The Executive Board shall be fiscally responsible for UUB.
 - a. The Executive Board shall approve or disapprove the recommended budget for financial allocation to the Council on Student Activity Funds (CSAF).
 - b. The Executive Board shall approve or disapprove the budget allocation for all events.

Section 3: Budget Maintenance

- A. All UUB funds shall be maintained in the Student Activities Fee account of the Business Office of Western Illinois University.
- B. All income generated by UUB shall be deposited into the UUB account in the Business Office of Western Illinois University.

Article X: Policies and Procedures

Section 1: Western Illinois University Policies and Procedures

All policies and procedures must be in accordance with this Constitution and the regulations of the Office of Student Activities and Western Illinois University.

Article XI: Governing Procedures

Section 1: UUB shall be governed by *Robert's Rules of Order*, unless otherwise determined by the Executive Board.

Article XII: Amendment and Ratification of Constitution and By-Laws

Section 1: Amendments

- A. Proposed amendment(s) shall be submitted in writing to the Executive Board one week prior to being submitted to the Activities Board.
- B. Amendment(s) to the constitution and/or by-laws shall be approved by two-thirds vote of the Activities Board.
- C. Approved amendment(s) shall become effective upon approval by the Activities Board, Office of Student Activities, and the Vice President for Student Services.