

MEMORIAL STUDENT CENTER

CONSTITUTION

AND

BYLAWS

THE CONSTITUTION

PREAMBLE 5

ARTICLE I..... 5

NAME..... 5

ARTICLE II..... 6

PURPOSES 6

ARTICLE III 6

MEMBERSHIP..... 6

ARTICLE IV..... 7

MEMORIAL STUDENT CENTER BOARD OF DIRECTORS 7

SECTION 1. AUTHORITY OF MEMORIAL STUDENT CENTER BOARD OF DIRECTORS 7

SECTION 2. PURPOSE OF MSC BOD..... 7

SECTION 3. MEETINGS..... 7

SECTION 4. MEMBERS OF MSC BOD 8

SECTION 5. DUTIES OF THE MSC BOD MEMBERS 8

SECTION 6. APPOINTMENT OF MSC BOD MEMBERS 9

ARTICLE V 9

MEMORIAL STUDENT CENTER EXECUTIVE TEAM 9

SECTION 1. AUTHORITY OF MEMORIAL STUDENT CENTER EXECUTIVE TEAM 9

SECTION 2. PURPOSE OF MSC EXECUTIVE TEAM 9

SECTION 3. MEETINGS..... 9

SECTION 4. MEMBERSHIP OF THE MSC EXECUTIVE TEAM..... 10

SECTION 5. GRADE REVIEW PROCEDURES 10

ARTICLE VI..... 11

OFFICERS 11

SECTION 1. OFFICERS OF MSC 11

SECTION 2. QUALIFICATIONS OF OFFICERS 12

SECTION 3. SELECTION OF OFFICERS 12

SECTION 4. TERM OF OFFICE 12

SECTION 5. REMOVAL FROM OFFICE 12

SECTION 6. RESPONSIBILITIES AND DUTIES OF OFFICERS 12

SECTION 7. FILLING VACANT POSITIONS..... 12

ARTICLE VI..... 13

MSC PROGRAMMING COUNCILS 13

SECTION 1. AUTHORITY OF MSC PROGRAMMING COUNCILS 13

SECTION 2. PURPOSE OF MSC PROGRAMMING COUNCILS 13

SECTION 3. MEETINGS..... 13

SECTION 4. MEMBERSHIP OF MSC PROGRAMMING COUNCILS 14

ARTICLE VII 14

MSC PROGRAMMING COMMITTEES AND GROUPS 14

SECTION 1. PURPOSE AND ESTABLISHMENT OF MSC PROGRAMMING COMMITTEES 14

SECTION 2. MEMBERSHIP OF MSC PROGRAMMING COMMITTEES..... 14

SECTION 3. REMOVAL OF PROGRAMMING COMMITTEE MEMBERS AND OFFICERS 15

ARTICLE VIII..... 15

MSC STAFF AND ADVISORS.....	15
SECTION 1. MSC STAFF	15
SECTION 2. MSC PROGRAMMING COMMITTEE AND RESOURCE AREA FACULTY/STAFF ADVISORS.....	15
ARTICLE IX.....	16
AMENDMENTS TO THE CONSTITUTION	16
ARTICLE X.....	16
ENACTMENT OF THIS CONSTITUTION.....	16
ARTICLE I.....	17
PURPOSE.....	17
ARTICLE II.....	17
OFFICERS	17
SECTION 1. MSC EXECUTIVE TEAM MEMBERS AND THEIR RESPECTIVE DUTIES	17
SECTION 2. EXECUTIVE VICE PRESIDENTS FOR PROGRAMS AND THEIR RESPECTIVE DUTIES.....	18
SECTION 3. EXECUTIVE VICE PRESIDENTS FOR ADMINISTRATION AND THEIR RESPECTIVE DUTIES	18
SECTION 4. MSC EXECUTIVE DIRECTORS AND CHAIRS AND THEIR RESPECTIVE DUTIES	19
SECTION 5. SECRETARY/TREASURER	20
ARTICLE III.....	21
MSC STANDING AND NON-STANDING COMMITTEES	21
SECTION 1. STANDING COMMITTEES	21
SECTION 2. NON-STANDING COMMITTEES	21
ARTICLE IV.....	22
MSC RESOURCE AREAS.....	22
SECTION 1. FUNCTION OF ADMINISTRATIVE RESOURCE TEAMS.....	22
SECTION 2. ADDITIONAL PERSONNEL FOR RESOURCE TEAMS	22
ARTICLE V.....	23
MSC PERSONNEL PROCESSES AND REQUIREMENTS.....	23
SECTION 1. QUALIFICATIONS OF OFFICERS	23
SECTION 2. SELECTIONS.....	23
SECTION 3. GRADE REVIEW.....	23
ARTICLE VI.....	24
SPECIAL PROJECTS OF THE MSC DIRECTORS OFFICE.....	24
ARTICLE VII.....	24
APPROVAL OF MSC POLICIES.....	24
ARTICLE VIII.....	24
MSC PROGRAMMING COMMITTEES AND GROUPS	24
SECTION 1. ASSIGNMENT OF COMMITTEES AND GROUPS.....	24
SECTION 2. PROGRAMMING COMMITTEES AND GROUPS AND DESCRIPTIONS	24
A. <i>Arts and Entertainment Programming Council Committees.....</i>	24
B. <i>Educational Exploration Programming Council Committees.....</i>	25
C. <i>Leadership Development and Service Programming Council Committees.....</i>	25
ARTICLE IX.....	26

AMENDMENTS	26
SECTION 1. SUSPENSION	26
SECTION 2. AMENDMENTS.....	26

Preamble

"The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

The union is a student-centered organization that values participatory decision-making. Through volunteerism, its boards, committees, and student employment, the union offers first-hand experience in citizenship and educates students in leadership, social responsibility, and values.

In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that enduring loyalty to the college."--Adopted by the ACU-I in 1996, this statement is based on the Role of the College Union statement, 1956.

Article I.

Name

The name of this organization shall be the Memorial Student Center, hereinafter referred to as the Memorial Student Center or MSC. The Memorial Student Center herewith adopts the Role of the College Union statement, as stated in the Preamble, as a framework for the MSC's mission and purpose.

Article II.

Purposes

In accordance with the mission of Texas A&M University, the Memorial Student Center accomplishes its mission through implementation of the following five directives:

Section 1. To ensure the availability of facilities including lounges, meeting rooms, ballrooms, art galleries, office space, and spaces to house essential services that serve the co-curricular activities of students and the university community.

Section 2. To ensure the availability of certain essential services such as food services, bookstore, hotel, recreational facilities, TV viewing, computer services, box office, printing operation, and art galleries, to accommodate the needs of students and the university community.

Section 3. To provide balanced and diverse social, cultural, recreational, educational, and entertainment programming which complements the academic programs of the University and enhances the quality of life in the University community.

Section 4. To provide "hands-on" leadership and managerial experiences that develop effective skills for student leaders through involvement in the administration and management of MSC facilities, services, and programs.

Section 5. To encourage student leaders and the general student body to establish broad perspectives based on social, cultural, and international awareness, and a commitment to civic service.

Article III.

Membership

The student members of the MSC shall be the officers of the MSC and members and officers of all programming committees and resource areas.

Article IV.

Memorial Student Center Board of Directors

Section 1. Authority of Memorial Student Center Board of Directors

The Memorial Student Center Board of Directors, hereafter referred to as MSC BOD, shall operate in accordance with the rules, procedures, and administrative direction of Texas A&M University through the MSC Director and the Vice President for Student Affairs.

Section 2. Purpose of MSC BOD

The purpose of the MSC BOD shall be to review and recommend to the MSC Director and Vice President for Student Affairs the general policies which govern the MSC and University Center Complex programs, services, and facilities.

Section 3. Meetings

A. The MSC BOD shall hold regular meetings, but no less frequently than once per month, during the spring and fall semesters. The MSC Executive Team shall prepare the agenda for the MSC BOD meetings. The MSC President shall call and chair MSC BOD meetings. When circumstances prevent the MSC President from performing his or her duties, as determined by the MSC Executive Team, the line of succession shall be first, the Chief Operating Officer, and second, the Chief Administrative Officer. Parliamentary Procedure shall be used in conducting the business of the MSC BOD according to the most recent revision of Robert's Rules of Order, when not in conflict with the MSC Constitution and Bylaws.

B. A quorum in MSC BOD meetings shall be a majority of the total voting membership with at least one more student than staff present.

C. The meetings of the MSC BOD shall be open to the public. All members of the MSC BOD are voting members. Speaking privileges shall be granted to non-voting members as deemed necessary by the MSC President.

Section 4. Members of MSC BOD

A. The MSC BOD shall consist of the following members:

- MSC President
- MSC Chief Operating Officer
- MSC Chief Administrative Officer
- MSC Vice President for Services and Facilities
- MSC Vice President of Programs (appointed as established by Article IV Section 6 of the Constitution)
- Graduate Student Council, President
- Greek Life representative (as determined by the VPSA panel)
- Student Body President
- Corps of Cadets, Commander
- International Student Association, President
- Residence Hall Association, President

- MSC Director
- MSC Director of Operations
- MSC Associate Director of Administration
- MSC Associate Director of Programs
- Dining Services Director
- Multicultural Services Director
- Faculty Senate representative
- The Association of Former Students representative
- Former Student representative (appointed as established by Article IV Section 6 of the Constitution)

Section 5. Duties of the MSC BOD Members

Non-MSB members:

- A. To attend MSC BOD meetings and actively participate in discussion.
- B. To reflect the views of their organizations and the needs of the student body/University community.
- C. To actively participate in decisions regarding the development and maintenance of the MSC facilities.
- D. To govern MSC programs, services, and facilities and provide constructive feedback and evaluation.

MSB members:

- A. To attend MSC BOD meetings and actively participate in discussion.
- B. To reflect the views of their organizations and the needs of the student body/University community.
- C. To actively participate in decisions regarding the development and maintenance of the MSC facilities.
- D. To govern MSC programs, services, and facilities and provide constructive feedback and evaluation.
- E. To act as liaison between the MSC BOD and the executives and students who serve in the MSC, ensuring that the opinions and interests of the MSC officers and committees are represented in the decision-making process.

Section 6. Appointment of MSC BOD Members

- A. Members of the MSC BOD are appointed in an effort to create a diverse body that will best represent the interests and needs of Texas A&M students and ensure the continued excellence of MSC programs and facilities.
- B. The MSC Vice President of Programs shall be appointed annually by the MSC Executive Team.
- C. The Former Student representative shall be appointed annually by the MSC Executive Team.
- D. If any member designated in Article IV Section 4 is unable to attend the MSC BOD meetings, he or she may appoint a permanent designee who shall be agreed upon by that member and the MSC Executive Team.

Article V.

Memorial Student Center Executive Team

Section 1. Authority of Memorial Student Center Executive Team

The Memorial Student Center Executive Team, hereafter referred to as MSC Executive Team, and its bodies shall operate in accordance with the rules, procedures, and administrative direction of Texas A&M University through the MSC Director, MSC BOD, and the Vice President for Student Affairs.

Section 2. Purpose of MSC Executive Team

The purpose of the MSC Executive Team shall be to govern the internal affairs of the MSC, to formulate MSC general and specific policies, to guide the MSC officers and programming committees, and to advise the MSC resource areas.

Section 3. Meetings

- A. The MSC President shall call, chair, and prepare the agenda for MSC Executive Team meetings. When circumstances prevent the MSC President from performing his or her duties, as determined by the MSC Executive Team, the line of succession shall be first, the Chief Operating Officer, and second, the Chief Administrative Officer. Parliamentary Procedure shall be used in conducting the business of the MSC Executive Team according to the most recent revision of Robert's Rules of Order, when not in conflict with the MSC Constitution and Bylaws.
- B. For all meetings, a quorum shall consist of two-thirds of the MSC Executive Team members, of whom three shall be students. One staff member shall be present at all meetings of the MSC Executive Team.
- C. The Committee Chairs or Directors may elect to place a proposal on the agenda of the MSC BOD by completing a petition. This process is considered complete when two-thirds of the Committee Chairs or two-thirds

of the Directors have signed the petition, which must state clearly a recommendation for MSC Executive Team action and declare a spokesperson for the petition. Upon receipt and certification of the petition by the MSC President, the petition must be placed on the agenda for the next MSC &UCC BOD meeting.

D. The MSC Executive Team shall conduct closed meetings for the purpose of discussing confidential personnel matters. These sessions shall include only the members of the MSC Executive Team and a recording secretary to be designated by the MSC Secretary/Treasurer. Additional persons, as deemed necessary by the MSC Executive Team, may be allowed to attend a closed session.

E. The MSC President shall call joint sessions of the Administrative and Programs Teams twice during each spring and fall semester. Additional sessions may be called at the discretion of the MSC President if business warrants.

F. During the summer, the Chief Operating Officer shall determine the process of approving programs.

Section 4. Membership of the MSC Executive Team

- A. MSC President
- B. MSC Chief Administrative Officer
- C. MSC Chief Operating Officer
- D. MSC Director
- E. MSC Director of Operations
- F. MSC Associate Director of Administration
- G. MSC Associate Director of Programs

Section 5. Grade Review Procedures

Grade Review Procedures shall be those set forth by the Human Resources Resource Area.

Article VI.

Officers

Section 1. Officers of MSC

The following will constitute officers of the MSC:

President

Chief Operations Officer (COO)

Chief Administrative Officer (CAO)

Vice President Arts and Entertainment

Vice President Educational Exploration

Vice President Leadership Development and Service

Vice President for Assessment & Finance

Director for Assessment & Finance - Leadership Development and Service

Director for Assessment & Finance - Arts and Entertainment

Director for Assessment & Finance – Educational Exploration

Director for Assessment & Finance - Projects

Vice President for Diversity

Director for Diversity-- Leadership Development and Service

Director for Diversity-- Arts and Entertainment

Director for Diversity – Educational Exploration

Director for Diversity– Projects

Vice President for Development

Director for Development - Leadership Development and Service

Director for Development - Arts and Entertainment

Director for Development – Educational Exploration

Director for Development – Projects

Vice President for Human Resources

Director for Human Resources - Leadership Development and Service

Director for Human Resources - Arts and Entertainment

Director for Human Resources – Educational Exploration

Director for Human Resources – Projects

Vice President for Marketing

Director for Marketing - Leadership Development and Service

Director for Marketing - Arts and Entertainment

Director for Marketing – Educational Exploration

Director for Marketing – Projects

Vice President for Services and Facilities

Director for Services and Facilities – Projects

Chairs of Programming Committees

Section 2. Qualifications of Officers

The MSC student officers and prospective student officers of the MSC must fulfill the requirements for officers of student organizations as stated in the University Rules and Regulations as well as the requirements stated in the MSC Bylaws.

Section 3. Selection of Officers

All MSC officers shall be selected by a majority vote of the interview team, as established in Article V Section 2 of the Bylaws.

Section 4. Term of Office

All officers of the MSC shall hold office for one-year terms.

Section 5. Removal from Office

A. Any MSC Officer or staff member may request the removal of an MSC officer by submitting a written request to the MSC Vice President for Human Resources. The VP for Human Resources shall complete the procedures as outlined in the MSC Human Resources Performance Review Policy.

B. Appeals may be made by officers as outlined in the MSC Human Resources Performance Review Policy. All appropriate procedures as outlined in the University Rules and Regulations shall be followed.

Section 6. Responsibilities and Duties of Officers

MSC officers shall perform those duties as outlined in the MSC Bylaws in articles III, IV, and VIII.

Section 7. Filling Vacant Positions

A. The MSC President may appoint an interim replacement for vacant officer positions, for a period determined by the MSC Executive Team. If the office of the President is vacated, the Chief Operating Officer (COO) shall assume the duties of the President on an interim basis.

B. The Vice President for Human Resources shall, at the direction of MSC Executive Team, hold a selections round as established in the Bylaws.

C. In extenuating circumstances, the MSC Executive Team may accept nominations from the floor during an Administrative and Programs Team joint session and empower that body to serve as the selections committee.

Article VI.

MSC Programming Councils

Section 1. Authority of MSC Programming Councils

The MSC Programming Councils shall operate in accordance with the rules, procedures, and administrative direction of the MSC Executive Team.

Section 2. Purpose of MSC Programming Councils

The purpose of the MSC Programming Councils shall be to serve as the governing bodies for respective programming areas of the MSC, to serve as a forum for discussing new ideas, to approve programs, and to guide the committee and Programming Council officers in MSC administrative and decision making processes. The MSC Programming Councils shall report to the MSC Executive Team through the appropriate Vice Presidents and COO.

Section 3. Meetings

A. The Programming Councils shall be chaired by the Vice President for that programming council, and shall meet no less than once per month in the fall and spring semesters. The Vice President of the Programming Council shall call other meetings as needed. Parliamentary Procedure shall be used according the most recent revision of Robert's Rules of Order, when not in conflict with the MSC Constitution and Bylaws.

B. A quorum in an MSC Programming Council meeting shall be a majority of the total voting membership of that Programming Council.

Section 4. Membership of MSC Programming Councils

The MSC Programming Councils shall consist of the following members:

- A. Voting Membership
 - Respective Committee Chairs
 - Director for Assessment & Finance
 - Director for Development
 - Director for Diversity
 - Director for Human Resources
 - Director for Marketing
 - Respective MSC staff (committee advisors)
 - One Faculty Representative
 - One Former Student Representative

- B. Non-Voting Members
 - Advisor to the Programming Council

Article VII.

MSC Programming Committees and Groups

Section 1. Purpose and Establishment of MSC Programming Committees

MSC Programming Committees and Groups and their respective purposes shall be established and abolished by a two-thirds vote of the MSC BOD. Further processes for the creation, maintenance, and abolishment of MSC Programming Committees and Groups shall be governed by MSC Programs Team Policy. MSC Programming Committees shall plan and implement programs under their respective jurisdictions, according to regulations and procedures established by the MSC Executive Team and Programs Team.

Section 2. Membership of MSC Programming Committees

- A. The Committee Chair and the MSC staff advisor shall be responsible for selecting their respective committee members and officers from the Texas A&M University student body under the Article V of the MSC Bylaws.

- B. Committee members must meet requirements as stated in the University Rules and Regulations and those established in the MSC Bylaws. Any non-students chosen for membership must be approved by the MSC Director, with advice from the MSC Executive Team.

Section 3. Removal of Programming Committee Members and Officers

A. The MSC Programming Committee Chairs, with the approval of their respective MSC Staff advisor and in consultation with the Vice President for Human Resources and the Vice President of their Programming Council, may remove committee members and committee officers at their discretion, with cause consistent with the goals of the MSC and criteria outlined in the University Rules and Regulations.

B. Appeals made by committee members and committee officers shall be directed to the Vice President for Human Resources in accordance with Article V of the MSC Bylaws.

Article VIII.

MSC Staff and Advisors

Section 1. MSC Staff

A. Responsibilities:

MSC staff are employees of Texas A&M University. They shall be responsible for the duties outlined in their job descriptions.

B. Hiring:

Appropriate MSC staff and the MSC student officers shall serve as screening committees for the filling of all professional positions. The MSC Director shall recommend candidates to the Vice President for Student Affairs in accordance with University procedure.

Section 2. MSC Programming Committee and Resource Area Faculty/Staff Advisors

The MSC Director shall appoint committee and Resource Area faculty/staff advisors with the advice of the appropriate officer, MSC Programming Committee or Resource Area staff advisor and appropriate administrators.

Article IX.

Amendments to the Constitution

Amendments to this Constitution shall be approved by a two-thirds vote of the total membership of the MSC BOD announced at least five days in advance for this purpose. Any changes approved by this body shall be forwarded to the President of the University, through the MSC Director and the Vice President for Student Affairs, for final approval.

Article X.

Enactment of this Constitution

From the time of ratification henceforth, this will serve as the governing document of the MSC and shall make null and void all previous Constitutions.

The Bylaws
Of The
Memorial Student Center
Of
Texas A&M University

Article I.

Purpose

The Bylaws of the Memorial Student Center shall govern the operations of the MSC resource and programming areas within the guidelines of the MSC Constitution and University Rules and Regulations.

Article II.

Officers

The respective duties of the officers of the MSC shall be as follows:

Section 1. MSC Executive Team Members and Their Respective Duties

A. The MSC President shall provide direction and motivation for all MSC functions and perform such other duties as are incumbent upon the office. The President shall chair the MSC BOD and the MSC Executive Team. The President shall appoint personnel to ad hoc committees. The President will directly supervise the Chief Operating Officer and Chief Administrative Officer.

B. The Chief Operating Officer (COO) shall ensure the overall planning, coordination, and evaluation of all MSC programs in conjunction with the Vice Presidents for Programs (as defined in Section 2 of this article). The Chief Operating Officer will lead the Programs Team, represent the interests of the programming councils in the MSC Executive Team, and represent programming interests within the MSC BOD. This officer shall also perform other duties as assigned by the MSC President.

C. The Chief Administrative Officer (CAO) shall ensure the overall planning, coordination, and evaluation of all MSC administrative areas in conjunction with the Vice Presidents for Administration (as defined in section 3 of this article). The Chief Administrative Officer shall lead the Administrative Team, represent the interests of the resource areas in the MSC Executive Team, and represent administrative interests within the MSC BOD. This officer shall also perform other duties as assigned by the MSC President.

Section 2. Vice Presidents for Programs and Their Respective Duties

A. The Vice President for Arts and Entertainment shall ensure the overall planning, coordination, and evaluation of all MSC programs for the Arts and Entertainment programs area, and shall chair the MSC Arts and Entertainment Programming Council. This officer shall serve as a liaison between the Programs Team and MSC Aggie Nights. This officer shall also perform other duties as assigned by the MSC President and Chief Operating Officer.

B. The Vice President for Leadership Development and Service shall ensure the overall planning, coordination, and evaluation of all MSC programs for the Leadership Development, and Service programs area, and shall chair the MSC Leadership Development and Service Programming Council. This officer shall serve as a liaison between the Programs Team and the Personal Development and Citizenship group. This officer shall also perform other duties as assigned by the MSC President and Chief Operating Officer.

C. The Vice President for Educational Exploration shall ensure the overall planning, coordination, and evaluation of all MSC programs for the Educational Exploration programs area, and shall chair the MSC Educational Exploration Programming Council. This officer shall also perform other duties as assigned by the MSC President and Chief Operating Officer.

D. Additionally, one of the Executive Vice Presidents for Programs, as determined by the MSC Executive Team, shall serve on the MSC BOD.

Section 3. Vice Presidents for Administration and Their Respective Duties

A. The Vice President for Assessment and Finance shall ensure the overall planning, coordination, and evaluation of the financial systems of the MSC. This officer shall oversee organizational assessment and strategic planning processes for the MSC. He or she shall maintain the MSC Constitution and serve as the MSC's Parliamentarian. This officer shall be the custodian for all MSC Executive policies. This officer shall perform other duties as assigned by the MSC President and the Chief Administrative Officer.

B. The Vice President for Development shall ensure the overall planning of financial development for the MSC and will direct the strategic actions of this resource area. He or she will represent the MSC to former students and other potential benefactors and be the Council's liaison to the TAMU Development Foundation and the MSC Enrichment Fund Board. This officer shall also perform other duties as assigned by the MSC President and Chief Administrative Officer.

C. The Vice President for Diversity shall ensure the overall planning, coordination, evaluation, and assessment of the diversity initiatives of the MSC. This officer shall serve as a liaison between the MSC and appropriate groups on campus. This officer shall also perform other duties as assigned by the MSC President and Chief Administrative Officer.

D. The Vice President for Human Resources shall ensure the overall planning, coordination, and evaluation of training, development, and selection activities for MSC personnel. He or she will be responsible for the nomination and selection process for MSC Officers. This officer will oversee the grade review process. This officer will systematically obtain, interpret, and report personnel related data to assure the effective administration of the MSC Officers. This officer shall also perform other duties as assigned by the MSC President and the Chief Administrative Officer.

E. The Vice President for Marketing shall ensure the effectiveness of the overall process of researching, advertising and market planning, and evaluation of the promotion of MSC programs and services, as well as directing the strategic action of this resource area. He or she will aid the MSC President in representing the MSC's interests as a liaison to the Texas A&M University administration, other student organizations, and the community at large. This officer shall also perform other duties as assigned by the MSC President and the Chief Administrative Officer.

F. The Vice President for Services and Facilities shall ensure the overall planning, coordination, and evaluation of the services and facilities administered by the MSC. He or she will represent the MSC's interests as a liaison to the Texas A&M University administration in operational issues related to the MSC and University Center Complex and will serve as a member on the MSC BOD. This officer shall also perform other duties as assigned by the MSC President and Chief Administrative Officer.

Section 4. MSC Directors and Chairs and Their Respective Duties

A. The Programming Committee Chairs shall provide leadership and motivation to their respective committees. They are responsible for coordinating the programming, student development, and fiscal responsibility of their committees. These officers shall perform other duties incumbent on their respective positions, including attending and participating actively in their programming councils by reflecting the needs of the student body, providing constructive evaluation and feedback of MSC programs. They are responsible for ensuring that their committees abide by the MSC Constitution, Bylaws, and policies.

B. The Directors for Assessment and Finance are responsible for reviewing proposed budgets within their programming council and implementing assessment tools to better improve programming and leadership development. Each will perform other duties as assigned by the Vice President for Assessment and Finance and the Vice President for their Programming Council.

C. The Directors for Development shall be responsible for assisting the programming committees in their development and fundraising efforts. Each will advise their programming council and its committees on development issues and facilitate communication among the chairs of their programming council. They will work with the development officers of programming committees to improve committee resource acquisition. Each will perform other duties as assigned by the Vice President for Development and the Vice President for their Programming Council.

D. The Directors for Diversity shall be responsible for the planning, coordination, and implementation of diversity initiatives within their programming council. They shall also serve as a point of information and resource for the committees within the programming council. Each will perform other duties as assigned by the Vice President for Diversity and the Vice President for their Programming Council.

E. The Directors for Human Resources shall be responsible for the planning, coordination, and implementation of human resources initiatives and policies, such as selections and training, within their programming council. They shall also serve as a point of information and resource for the committees within the programming council. Each will perform other duties as assigned by the Vice President for Human Resources and the Vice President for their Programming Council.

F. The Directors for Marketing shall be responsible for assisting the programming committees in the implementation and evaluation of their marketing efforts. Each will advise their programming council and its committees on promotion, market research, and evaluation issues and will facilitate communication among the chairs of their programming council. They will work with the marketing officers of programming committees to improve committee marketing efforts. Each will perform other duties as assigned by the Vice President for Marketing and the Vice President for their Programming Council.

G. Directors for Projects may be created as needed by the Vice Presidents for Administration with the approval of the MSC Executive Team. They shall be responsible for managing specific projects as assigned by their Vice President.

Section 5. Secretary/Treasurer

The duties of the Secretary/Treasurer shall be as defined in the job description of the MSC Director.

Article III.

MSC Standing and Non-Standing Committees

Section 1. Standing Committees

A. MSC Executive Team. The MSC President shall chair the MSC Executive Team. The membership shall consist of the Chief Administrative Officer, the Chief Operating Officer, the Secretary/Treasurer, the advisors to the Chief Operating Officer and Chief Administrative Officer, the MSC Director of Operations, and the MSC Director. The purpose of the team shall be to provide leadership and direction to the MSC, the Administrative Team, and the Programs Team and to act as a liaison between those areas and the MSC BOD. The MSC Executive Team, in an Administrative and Programs Teams joint session, shall also interpret and recommend changes to the MSC Constitution and Bylaws. Such changes shall be voted to approval by the MSC BOD.

B. The Programs Team. The Chief Operating Officer shall chair the Programs Team. The membership shall consist of the Vice Presidents for Programs and the Program Area Advisors. The purpose of this team will be to provide leadership and direction to the programming councils and committees of the MSC, and to mediate any conflicts that may arise in the programs area. They shall be responsible for the coordination of programming activities, the approval of programming policies, and the administration of funds budgeted to the Programs Team for distribution.

C. The Administrative Team. The Chief Administrative Officer shall chair the Administrative Team. The membership shall consist of the Administrative Vice Presidents and the Administrative Area Advisors. The purpose of this team will be to provide leadership and direction to the administrative areas of the MSC. They shall be responsible for the approval of administrative policies.

D. Performance Review Committee. The MSC Vice President for Human Resources shall chair the Performance Review Committee and shall conduct a Performance Review in accordance with Article VI of this document. The purpose of the committee shall be to provide recommendations to the MSC Executive Team on the performance of officers of the MSC.

E. Unless otherwise specified, special teams and ad hoc committees in the MSC shall have two more students voting than staff voting.

Section 2. Non-Standing Committees

Non-Standing Committees may be created in accordance with Robert's Rules of Order.

Article IV.

MSC Resource Areas

Section 1. Function of Administrative Resource Teams

- A. The Assessment and Finance Team shall minimally consist of the VP for Assessment and Finance, the three Programming Directors for Assessment and Finance, the Project Directors for Assessment and Finance, and the appropriate MSC staff. They shall be responsible for the assessment and strategic planning activities of the MSC. Additionally, they shall create the recommendations for the financial resource allocation for the MSC.
- B. The Development Team shall minimally consist of the VP for Development, the three Programming Directors for Development, the Project Directors for Development, and the appropriate MSC staff. They shall be responsible for the coordination of the development activities of the MSC.
- C. The Diversity Team shall minimally consist of the VP for Diversity, the three Programming Directors for Diversity, the Project Directors for Diversity, and the appropriate MSC staff. They shall be responsible for the coordination of the diversity resource activities of the MSC.
- D. The Human Resources Team shall minimally consist of the VP for Human Resources, the three Programming Directors for Human Resources, the Project Directors for Human Resources, and the appropriate MSC staff. They shall be responsible for the coordination of the human resource activities of the MSC.
- E. The Marketing Team shall minimally consist of the VP for Marketing, the three Programming Directors for Marketing, the Project Directors for Marketing, and the appropriate MSC staff. They shall be responsible for the coordination of the marketing efforts of the MSC.
- F. The Services and Facilities Team shall minimally consist of the VP for Services and Facilities, the Project Directors for Services and Facilities, the appropriate MSC staff, and the MSC Director of Operations. They shall be responsible for allocating the physical resources of the MSC Resource Area and programming committees.

Section 2. Additional Personnel for Resource Teams

The Vice President of each Administrative or Programming Resource Team may select additional personnel that will assist in the activities of that Resource Team. This will serve as a way for new or inexperienced members of the MSC to learn more about a particular resource area while developing their leadership abilities.

Article V.

MSC Personnel Processes and Requirements

Section 1. Qualifications of Officers

- A. MSC student officers and prospective student officers shall have at least a 2.25 GPR for the semester immediately prior to application, and maintain at least a 2.25 cumulative and semester GPR while in office.
- B. Prospective Officers of the MSC shall meet training requirements set forth in the MSC Human Resources policies prior to taking office.

Section 2. Selections

The Vice President for Human Resources shall be responsible for the planning and coordination of the selections process. Members of the MSC Executive Team shall be selected by majority vote of an interview team consisting of no fewer than six individuals, of whom no fewer than two shall be senior staff members of the MSC. Vice Presidents shall be selected by a majority vote of an interview team consisting of no fewer than five individuals, of whom at least one member shall be a member of senior staff. Executive Directors and Chairs shall be selected by a majority vote of an interview team consisting of no fewer than four individuals, of whom at least one member shall be an MSC staff member.

Section 3. Grade Review

Any student has the opportunity to submit a grade exemption request in order to apply for an MSC office, to remain in an office, or serve in a programming committee. Such a request should be submitted in writing to the Vice President for Human Resources. Exemptions will be granted at the discretion of a team as outlined by the MSC Human Resources procedures. When voting on a grade exemption request, there must be one more student vote than staff.

Grade Review procedures will be established by the EVP for Human Resources and enforced by the MSC Executive Team.

Article VI.

Special Projects of the MSC Directors Office

The MSC Director, with input from the MSC Executive Team, may establish special projects or organizations to provide programs or services to accommodate unmet needs or to resolve unique problems. In general, special projects which successfully accommodate continuing needs will be considered for committee or resource area status.

Article VII.

Approval of MSC Policies

MSC policies shall be recommended by the MSC Executive Team and approved by the MSC BOD.

Article VIII.

MSC Programming Committees and Groups

Section 1. Assignment of Committees and Groups

There shall be three programming councils. The programming councils shall be called the Arts and Entertainment Programming Council, the Educational Exploration Programming Council, and the Leadership Development and Service Programming Council.

Section 2. Programming Committees and Groups and Descriptions

A. Arts and Entertainment Programming Council Committees

- 1) MSC OPAS provides cultural and classical performing arts and Broadway entertainment for the University community and the Brazos Valley.
- 2) MSC Town Hall is Texas A&M's premier music and concert programming organization and is dedicated to providing Aggieland with diverse and enriching musical entertainment.
- 3) MSC Visual Arts Committee provides programming and gallery exhibits in the visual arts.
- 4) MSC Aggie Cinema would bring contemporary, international, cult, and classic features in Blockbuster and Art House series as well as advanced screenings presentation to the University community.

B. Educational Exploration Programming Council Committees

- 1) MSC Committee for the Awareness of Mexican American Culture presents programs designed to create an awareness of the Mexican American culture.
- 2) MSC L. T. Jordan Institute for International Awareness provides the Texas A&M community with the opportunity to experience a variety of cultures through campus programming, living abroad programs, the Jordan Fellows, the MSC Overseas Loan, the Jordan Enrichment Fund, and the Jordan Collection.
- 3) MSC Wiley Lecture Series exists to broaden the educational experiences of the Texas A&M community by encouraging thought-provoking discussion on national and foreign policy issues.
- 5) MSC Student Conference on National Affairs provides a forum for students across Texas, the nation and the world to exchange ideas and discuss the role of the United States in the global community.
- 6) MSC Carter G Woodson Black Awareness Committee presents programs to promote an awareness of the cultures, heritage, and traditions of African Americans and people of African descent.

C. Leadership Development and Service Programming Council Committees

- 1) MSC Aggie Leaders of Tomorrow (ALOT) provides a leadership training program for freshman students.
- 2) MSC Freshmen in Service and Hosting (FISH) provides both service and hosting opportunities that allow freshmen to become involved in the University Community.
- 3) MSC Hospitality is a service organization focusing extensively upon interaction with community children, drug and alcohol education and awareness programming, and other unique educational programming opportunities relating to the campus. In addition, Hospitality serves as the official host committee for the university, provides tours, receptions, and holiday programming for the Texas A&M University.
- 4) MSC LEAD develops student leaders through the planning and implementation of programs that promote and develop leadership through interaction with fellow students, with student and public leaders, and through programming that provides experiential learning.
- 5) MSC Abbott Family Leadership Conferences present an annual trip for sophomore and junior student leaders which focuses on ethics, morals, and values, and how to apply them in business, community and family.
- 6) MSC Fall Leadership Conference coordinates leadership programs in the fall semester for student leaders at Texas A&M University. The purpose is to create a spirit of unity and cooperation among student leaders while fostering the development of useful leadership and interpersonal skills.

- 7) MSC Spring Leadership Trip provides an educational and cultural experience for outstanding senior student leaders. The trip assists students in the transition from the academic to the career world.
- 8) MSC Spencer Leadership Conference provides an annual weekend retreat to develop leadership skills in sophomore students.
- 9) The MSC Leadership and Empowerment of Aggie Females will develop and Strengthen the leadership of Aggies through educational programs and an annual spring conference to empower an encourage the pursuit of leadership on campus and in the community.

Article IX.

Amendments

Section 1. Suspension

These Bylaws may be suspended by a majority vote of the MSC BOD present at an announced meeting. The suspension will end upon the termination of that meeting.

Section 2. Amendments

The Bylaws may be amended by a majority vote of the MSC BOD at an announced meeting, subject to the approval of the President of the University through the Vice President for Student Affairs and the MSC Director.

Approved:

Nick Petree, 59th MSC President

Date

Mr. Luke Altendorf, Director Memorial Student Center

Date

Dr. Dean Bresciani, Vice President for Student Affairs

Date