

MUSEUM AND HERITAGE STUDENTS ASSOCIATION

BY-LAWS

(Amended February 2009)

1. MEMBERS

1.1 Eligibility

Membership is open to Texas Tech students interested in museums and the museum profession, as set forth in the Museum and Heritage Students Association Constitution. Any member eligible for membership becomes an *active* member by remitting dues, regularly attending meetings and participating in association activities.

1.2 Dues

Membership dues are set at ten dollars (\$10.00) for the fall semester. Likewise, dues for the spring and summer semesters combined are ten dollars (\$10.00).

1.3 Collection of Dues

Dues are to be collected by the end of the third regular meeting of each semester. At this time, each *active* member will be expected to pay ten dollars (\$10.00), have completed ten hours of service to the Association, or sign a pledge promising Museum and Heritage Students Association five hours of service to be completed before the end of the semester.

1.4 Rights of Active Members

Each *active* member shall have one vote and does not need to be present at a meeting in order to vote. Votes will be accepted via telephone or email.

1.4.1 *Active* members shall be eligible for the reimbursement of funds in specialized situations that will be set out by the members of the Association. The *active* members must submit a signed declaration along with the necessary receipts to the Treasurer of the Association by a date that will be decided by the Executive

Committee and will be noted in a regular meeting and subsequently published in the posted minutes for that meeting.

1.5 Reimbursements

1.5.1 *Active* members of the Association requiring or desiring a reimbursement of funds shall submit request(s) in writing to the Treasurer along with the necessary receipts. This shall then be submitted to the members of the Association and approved by a majority of the quorum.

1.5.2 Should, for any reason, a reimbursement of dues become necessary to an *active* member, then the said dues may only be reimbursed if moneys were paid to the Association. *Active* members who have waived a payment of moneys in order to donate ten hours of service to the Association will not be eligible for a reimbursement of dues.

1.6 Expulsion

Members who disrupt a regular meeting of the Association and choose not to follow the pre-determined rules of order (see 5.2, 5.4) may be asked not to attend the Association's meetings and their dues may be refunded. This act shall occur at the discretion of the President and the Advisor and must be presented to the Association and passed by 2/3 vote of the quorum of the Association members.

1.7 Responsibilities of Active Members

Should a member volunteer to join a Museum and Heritage Students Association Committee, either Standing or Special, he/she is held responsible to actively participate in that Committee.

2. OFFICERS

MUSEUM AND HERITAGE STUDENTS ASSOCIATION ***BY-LAWS***

(Amended February 2009)

2.1 Officers

The officers of the Museum and Heritage Students Association shall be:

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

These officers shall perform the duties prescribed in these By-Laws and by the duties assigned to them by the Executive Committee and the membership from time to time.

2.2 Term of Office

The officers shall be elected for a term of one (1) year. The term of office shall be from January 1 to December 31. Elected officers will immediately become members of the outgoing officers' Executive Committee and will assist the outgoing officer as a means of learning their new duties.

2.3 Vacancies

In the event any office of the Museum and Heritage Students Association becomes vacant (by written resignation or by other means designated by the Executive Committee) before the end of the term of office, the Executive Committee will give notice to the membership and an election will be conducted at the next regular meeting within four (4) weeks of the occurrence of the vacancy. The interim election shall be conducted in the same manner as the regular election, with the elected individual filling the remainder of the term.

2.4 Resignation

Any officer may resign by giving written notice to the President, with the

resignation taking effect at the time specified therein. The said written notice

must be initialed by the Association's advisor.

2.5 Method of Election

2.5.1 Elections shall be held at a regular meeting in November of each year with all the officers being elected each year. The election of officers will be by a majority vote of the active members present, if quorum is reached.

2.5.2 Nominations can be made by writing the individual's name on the form posted by the Executive Committee in an accessible area (i.e., the Staff Lounge, the Museum Library, etc.) two weeks prior to the scheduled elections. The nomination form's location will be announced to the membership at a regular meeting prior to its being posted. Before the election, additional nominations from the floor shall be permitted.

2.5.3 Voting will be conducted by secret ballot. The ballots will be counted by a designated counter in the presence of the Advisor. When they are satisfied with the count, they shall report the results to the President, who shall declare the winners. In the event no individual receives a majority, the two candidates who received the most votes will have a runoff. All vote tallies shall not be disclosed to the meeting or individual members or recorded in the minutes.

3. DUTIES OF THE OFFICERS

3.1 President

The President of the Association shall:

3.1.1 Preside at all meetings of the Museum and Heritage Students

MUSEUM AND HERITAGE STUDENTS ASSOCIATION

BY-LAWS

(Amended February 2009)

Association and shall coordinate all its activities.

3.1.2 Serve as the representative and spokesperson of the Museum and Heritage Students Association, and thus shall represent the Association to the Museum of Texas Tech University Association by attending monthly meetings.

3.1.3 Not vote except to cast the deciding vote in the event of a tie at regular meetings.

3.1.4 Be chairman of the Executive Committee and shall be a member of the Budget Committee.

3.1.5 Be an ex-officio member of all Standing and Special Committees.

3.1.6 Disseminate information directed to the Association.

3.2 Vice President

The Vice President shall:

3.2.1 Succeed to the powers of the President in the President's absence.

3.2.2 Monitor compliance with the By-Laws of the Association and its parliamentary authority.

3.2.3 Assume, in the event the office of President becomes vacant, the powers of the Presidency until an election can be held.

3.3 Secretary

The Secretary is the recording officer of the Association and shall:

3.3.1 Report the minutes of the previous meeting and record the minutes at each meeting.

3.3.2 Maintain a current roster of the membership and all Standing and Special Committees. If the Secretary is absent from a meeting another officer or member shall be appointed by the President to record the minutes of the meetings.

3.3.3 Attend to all correspondence unless otherwise designated by the President or the Executive Committee.

3.3.4 Maintain the archives and database of the Association, including correct and complete books and records of account, minutes of all meetings, and notes of officers, committees, and other activities.

3.4 Treasurer

The Treasurer of the Association shall:

3.4.1 Collect all the moneys of the Association and maintain detailed membership, income, and expense records, which shall be reported to the membership at least once monthly.

3.4.2 Shall chair the Budget Committee.

4. ADVISORS

4.1.1 Eligibility

The Advisor will be selected by resolution of the Executive Committee before the last meeting of the spring semester, having considered the wishes of the membership and the Museum Science and Heritage Management Departments. The advisor's term is for one academic year, from the beginning of the first summer session to the end of the spring semester.

4.1.2 Responsibilities

The advisor will be responsible for official liaisons with Texas Tech University, regular attendance at meetings, and

MUSEUM AND HERITAGE STUDENTS ASSOCIATION

BY-LAWS

(Amended February 2009)

advising the Executive Committee and the Association membership on issues regarding the Museum or University Administration. The Advisor will also be a member of the Budget Committee.

4.1.3 Vacancies

Should this position become vacant (by written resignation or other means designated by the Executive Committee) before the end of a term of office, the Executive Committee shall select an interim advisor to fill the remainder of the term within four (4) weeks of the vacancy.

5. MEETINGS

5.1 Regular Meetings

Regular meetings shall be conducted twice monthly. The date, time, and location of each meeting shall be set by the Executive Committee.

5.2 Order of Business

The order of business at regular meetings of the Association shall be governed by the discretion of the President in consultation with the Parliamentary Authority. The order of business shall be regular and familiar to the membership.

5.3 Votes

5.3.1 A quorum shall be a simple majority of the *active* members and such is necessary for conducting business. A majority vote of those *active* members present shall be necessary to adopt a motion. For special situations, such as By-

Law amendment, member or officer expulsion, and a change of previously decided motions, a 2/3 vote of the active members present is necessary.

5.3.2 Assuming there is quorum, a two thirds (2/3) vote of the active members present is necessary for changing business that has previously been presented at a regular meeting.

5.3.3 Assuming there is quorum, a two thirds (2/3) vote of the active members present is necessary for changing business that has previously been presented at a regular meeting.

5.3.4 Assuming there is a quorum, a two thirds (2/3) vote of the active members present is necessary for the expulsion of an Association member or officer.

5.3.5 The President shall not vote except to cast the deciding vote in the event of a tie at a meeting. The President shall use this tie-breaking vote at his/her discretion and may choose not to exercise this vote.

5.4 Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Association may adopt. *Robert's Rules of Order* shall be available for Museum and Heritage Students Association member consultation in the Museum Science Library. Should, for any reason, the book prove missing, the Association is responsible for replacing it as soon as possible in whatever manner the Executive Committee deems appropriate.

6. EXECUTIVE COMMITTEE

6.1 Eligibility

The officers of the Museum and Heritage Students Association, the Chairpersons of

MUSEUM AND HERITAGE STUDENTS ASSOCIATION BY-LAWS

(Amended February 2009)

Standing and Special Committees, and the Association's Advisor shall constitute the Executive Committee, which shall be chaired by the President of the Association.

6.2 Responsibilities

The Executive Committee shall have general supervision of the affairs of the Museum and Heritage Students Association between its regular meetings, fix the place of meetings, set the agenda for regular meetings of the Association, make recommendations to the Association, and shall perform such other duties as are specified in these By-Laws.

6.3 Meetings

The Executive Committee shall meet twice monthly, in addition to regular meetings of the Association, as scheduled by the President.

7. COMMITTEES

7.1. Standing Committees

The Standing Committees of the Museum and Heritage Students Association shall be:

- Budget Committee
- Fund Raising Committee
- Professional Development Committee
- Public Relations Committee
- Social and Events Committee

The members and chairpersons of the Standing Committees shall be volunteers from the general membership. Each

Committee's chair, membership, and goals shall be reviewed by the Executive Committee and the Association. Should a Committee member wish to end involvement with the Committee, for whatever reason, this must be submitted in

writing to the Chair of the said Committee. If a Chair of a Committee feels that a member is not contributing to the group, that member may be asked by the Chair to discontinue his/her involvement with said Committee.

7.1.2 Special Committees

The President, in consultation with the Executive Committee, may create Special Committees and assign them duties or short-term goals as the need arises or to carry out a specific task. Special Committees shall cease to exist when their purpose or function has been completed or when it has been made a Standing Committee by an amendment of the By-Laws.

7.1.3 Committee Chairs

The Chair of each committee shall be nominated by the members of the Association and appointed by the President, unless outlined elsewhere in the By-Laws. Each committee's Chair shall be a member of, and responsible to, the Executive Committee. Furthermore, Committee Chairs are responsible for maintaining or delegating the maintenance of current membership of their Committees, following the duties of their Committee as outlined in the By-Laws, and reporting the Committee's actions to the general membership.

7.2 Budget Committee

The Budget Committee shall be composed of a Chair (the Treasurer), the President, and the Advisor of the Association, along

with any interested members. The Committee shall be responsible for preparing the annual budget in conjunction with the process for obtaining funding from the Student Government Association (SGA). The Committee shall personally appear before the SGA student

MUSEUM AND HERITAGE STUDENTS ASSOCIATION

BY-LAWS

(Amended February 2009)

government organization to present the budget and application for funding and to answer questions about either of the documents. The Committee shall meet at least once a month to discuss the status of the budget.

7.3 Fundraising Committee

The Fundraising Committee shall be composed of the Chair and all interested members and shall facilitate existing fundraising activities, develop new fundraising ideas, implement ideas as approved by the membership of the Association, and track the progress, in consultation with the Treasurer, of the activities to ensure their success.

7.4 Professional Development Committee

The Professional Development Committee shall be composed of a Chair and all interested members and shall be responsible for activities which enhance the professional advancement of the Association members. The Committee shall track internship opportunities and successes, and shall prepare, distribute, record, and make available survey forms on collateral courses that Museum Science and Heritage Management students may have occasion to take during their course of study. This information shall be available in a binder residing in the museum library. The Committee shall coordinate a lecture/workshop series related to the professional development of Museum Science and Heritage

Management students and shall be responsible for the development (if necessary), ordering, and distribution of Museum and Heritage Students Association business cards if the membership so desires. The Professional Development Committee shall work with the Museum Science and Heritage

Management Department's secretary to establish, maintain, and record contact with alumni of the Museum Science and Heritage Management Programs and shall maintain a current mailing list of all alumni. The Committee shall also oversee the Student Mentoring Program, as it is activated by the Association.

7.5 Public Relations Committee

The Public Relations Committee shall be composed of a Chair and all interested members and shall be responsible for the creation, editing, and publishing of any literature of the Museum and Heritage Students Association. The Committee shall aid in the production of press releases as necessary, speak with the press about special events, submit articles to *MuseNews*, participate in the student organization fairs, advertise the Museum and Heritage Students Association sponsored lectures, and any other activities deemed appropriate by the Executive Committee. The Committee shall provide assistance in the recruitment of members for the Museum Science and Heritage Management Programs and the Museum and Heritage Students Association.

7.5.1 Public Relations Subcommittee: Website Subcommittee

The Website Subcommittee shall be composed of a Chair (the Webmaster) and any interested members and shall be responsible for the updating and maintenance of the Museum and Heritage

Students Association's webpage. Association minutes, events calendars, By-Laws, student bios and any other material that the Association deems necessary will be featured and maintained on the Museum and Heritage Students Association's website. The Committee shall be in consult with the Director of Operations of the Museum.

MUSEUM AND HERITAGE STUDENTS ASSOCIATION BY-LAWS

(Amended February 2009)

7.6 Social & Events Committee

The Social & Events Committee shall be composed of a Chair and any interested members and shall be responsible for the planning and execution of social events of the Association and special functions associated with professional meetings, conferences, and events. The Committee shall also be responsible for the orientation of prospective and newly admitted Museum Science and Heritage Management students. The committee shall alert the Association of appropriate volunteer opportunities and coordinate group participation.

8. AMENDMENT OF BY-LAWS

The By-Laws may be amended at any regular meeting of the Museum and Heritage Students Association by a 2/3 vote of the active members present, providing there is quorum. Members should present articles to be amended at a regular meeting of the Association and the vote and discussion of such amendments will be held until the next regular meeting of the Association. A copy of the amended By-Laws will be submitted to the Student Organization Services office, the chairman of the Museum Science and Heritage Management Departments, and

the Museum and Heritage Students Association archive files.

9. FISCAL OPERATING PROCEDURES

9.1 Accounts

The Museum and Heritage Students Association shall operate two bank

accounts. The first will be called the SGA Account and will house the funds received by the Association from the Texas Tech Student Government Association. These funds, as set out by the SGA, are to be used for the procurement of speakers, sending members to professional conferences, and other such events mentioned in the SGA funding information packet. The second bank account will be called the Credit Union Account, and it will house the funds raised by the Association through fundraising, donations, dues, etc. This account will be used to fund Association social events, Association committee expenses, Association expenses, and any other activities that the Association deems necessary through a majority vote.

9.1.1 Withdrawals

The Museum and Heritage Students Association Credit Union account shall be a two-signature account with the Association's Advisor, President, and Treasurer holding signing authority.

9.1.2 Deposits

Deposits shall be made or supervised by the Treasurer or his/her designee.

9.2. Reimbursements

9.2.1 Qualifying Expenses

Reimbursements will be considered for expenses allowed by available funding. The executive committee shall decide how to apply funding that is made available at the beginning of each year.

9.2.2 Conference/Field Trip Reimbursements

MUSEUM AND HERITAGE STUDENTS ASSOCIATION BY-LAWS

(Amended February 2009)

All active members requesting reimbursement must submit the original receipts—retaining copies for their records—no later than 10 calendar days after the end of the Conference/Field Trip. Original receipts will be turned in to the museum office for processing following each Conference/Field Trip and not returned. At the end of the Fiscal Year all receipts will be totaled and funds distributed in the following manner. No member shall receive more funds than the amount of receipts he/she submitted.

funds will become financially responsible for the second reimbursement.

9.2.5.2 If the recipient feels there is an error with the amount of reimbursement he/she has received, then the recipient shall contact the officers and the Treasurer shall re-tally the reimbursement. If the discrepancy cannot be located, then the Association members will vote on the amount in question.

9.2.3 Recipients

Museum and Heritage Students Association active members shall be eligible for reimbursements for one Conference/Field Trip per academic year.

9.2.4 Delivery

All reimbursements will be received through the Museum office and Manager of Administration and Finance. Upon delivering the reimbursement, an Association officer will collect a written receipt with the recipient's signature and the amount received. All receipts will be placed in the Treasurer's files.

9.2.5 Problems with Reimbursements

Any discrepancies in reimbursements will be reported to the Museum and Heritage Students Association officers no more than

seven days after the discrepancy is noted. Further action will be decided on by the Executive Committee.

9.2.6.1 If a reimbursement form (i.e. check, cashiers check, voucher, etc.) is lost or a reimbursement is miss-delivered, the Association's general membership will vote on distributing a second reimbursement from the Credit Union account. If the vote is "no," the officer responsible for the delivery of the lost