

MUSEUM AND HERITAGE STUDENTS ASSOCIATION CONSTITUTION

(Amended February 2009)

1. (ARTICLE I) NAME

The name of this organization shall be the Museum and Heritage Students Association, which may be abbreviated as the MHSA.

2. (ARTICLE II) PURPOSE

The purpose of the Museum and Heritage Students Association shall be to:

2.1 Disseminate information about museums, museum programs, internship possibilities, and the museum profession to its members.

2.2 Serve as an intermediary for information and discussion of concerns between its members and the Museum Science department and the Museum Administration.

2.3 Encourage professional and ethical behavior among its members.

2.4 Encourage members to participate in conferences, plan field trips to other museums, host social events, and produce literature reporting organization activities and other relevant information.

2.5 Provide assistance, as able, for events organized by the Museum of Texas Tech University.

2.6 Promote the Museum Science program at Texas Tech University and to prospective Museum Science and Heritage Management students.

2.7 Promote a wider interest in, and appreciation of, museums in general.

3. (ARTICLE III) MEMBERS

3.1 Membership is open to anyone interested in museums and the museum profession. Any individual eligible for membership becomes an active member by remitting dues, the amount of which will be set by the Executive Committee as either a semester or annual rate, to the Treasurer of the Association, who shall issue a receipt and report the new member's name to the Secretary of the Association. An active member is one who remits dues, regularly attends meetings and participates in association activities.

3.2 For a member to be active, the member must keep dues paid to date, regularly attend meetings and participate in association activities. Each active member shall have one vote and must be present at a meeting in order to vote. Each active member shall be eligible for all benefits as set forth by the Executive Committee except those exempted by the policies of Texas Tech University.

4. (ARTICLE IV) OFFICERS

4.1 Officers

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

PRESIDENT
VICE PRESIDENT
SECRETARY
TREASURER

These officers shall perform the duties prescribed by the By-Laws and by the parliamentary authority adopted by the Museum and Heritage Students Association, and such duties as may be

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assigned to them by the Executive Committee from time to time.

4.2 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.

4.3 Method of Election

4.3.1 Elections shall be held at a regular meeting of the Association 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 members present, providing there is a quorum present.

4.3.2 Nominations can be made by writing the individual's name on the form posted in an accessible student area (i.e. the Staff Lounge, the Museum Library, etc.) by the Executive Committee two weeks prior to the scheduled elections. The nomination form's location shall 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.

4.3.3 Voting shall be conducted by secret ballot. The ballots shall 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 will declare the winners. In the event no individual receives a majority, the two candidates who received the most votes shall have a runoff. All

vote tallies shall not be disclosed to the meeting or individual members or recorded in the minutes.

4.3.4 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.

4.4 Responsibilities

In addition to specific duties outlined in the Museum and Heritage Students Association By-Laws, each of the officers of the Association is required to keep records of their official actions while in office (i.e. copies of letters, memos, notes, etc.), to preserve these records, and make such available to future officers of the Association or any interested party the Association deems fit.

5. (ARTICLE V) ADVISORS

5.1 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 Department. The advisor's term is for one academic year, for the beginning of the first summer session to the end of the spring semester.

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5.2 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.

and shall perform such other duties as are specified in the By-Laws.

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

6. (ARTICLE VI) MEETINGS

6.1 Regular meetings of the Museum and Heritage Students Association shall be conducted twice monthly or as scheduled by the Executive Committee. The date, time, and location of each meeting will be set by the Executive Committee.

6.2 A quorum shall be a simple majority of the active members of the Association. A quorum is necessary to conduct business. A majority of the active members present shall be necessary to adopt a motion, providing at least a quorum is present.

7. (ARTICLE VII) EXECUTIVE COMMITTEE

7.1 The officers of the Museum and Heritage Students Association, the Chairpersons of Standing and Special Committees, and the Association's Advisor shall constitute the Executive Committee, which shall be chaired by the President of the Association.

7.2 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,

8. (ARTICLE VIII) COMMITTEES

8.1 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 of the Standing Committees shall be volunteers from the general membership of the Association. The chair of each committee will 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 members of, and responsible to, the Executive Committee. All Committees shall report to the Association at each meeting.

8.2 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

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when it has been made a Standing Committee by an amendment of the By-Laws.

copy of the amended by-laws will be submitted to the Student Organization Services office, the chair of the Museum Science Department and the Heritage Management Department, and the Museum and Heritage Students Association archive files.

9. (ARTICLE IX) PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised Edition* 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.

10. (ARTICLE X) MISCELLANEOUS

10.1 Affiliations

The Museum and Heritage Students Association is not related to any local, state, or national professional organization.

10.2 Fiscal Year

The fiscal year of the Museum and Heritage Students Association shall be that of Texas Tech University, currently September 1 to August 31.

11. (ARTICLE XI) 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 at least a quorum. Members should present articles to be amended at a regular meeting of the Association and the vote and discussion on such amendments will be held until the next regular meeting of the Association.

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