

# MSAB Constitution

## ARTICLE I: Name, Mission, and Purpose

### Section I: Name

- A. The name of this organization shall be the McClung Student Advisory Board (MSAB).

### Section II: Mission or Purpose

- A. The mission of the McClung Student Advisory Board is to connect students and student organizations with the faculty and staff of the McClung Museum for the purpose of creating programs that encourage the relationship between students and the McClung.

## ARTICLE II: Organizational Structure

### Section I: Executive Board

- A. List the Executive Board/Officer positions and responsibilities.
  - a. President
    - i. Shall preside over meetings and set the agenda
    - ii. Shall delegate tasks to other members and committees.
    - iii. Will be the public liaison between the board and the larger campus faculty, staff, and student body.
    - iv. Shall set dates of regular biweekly meetings and call special meetings.
    - v. Shall function as the liaison between the student board and the McClung Advisory Board.
  - b. Vice President
    - i. Shall preside over membership reviews.
    - ii. Shall fulfill the duties of the President if they cannot attend and assist the President with all the duties of their office.
  - c. Treasurer
    - i. Shall be in charge of financial management and record keeping for the Board.
    - ii. Shall keep monetary records in order to provide an annual budget review to the advisor.

- iii. Shall send out a monthly monetary review to all executive members of the Board.

- d. Secretary

- i. Shall record attendance and minutes for all meetings and events.

- ii. Shall be in charge of board's email and respond appropriately.

- iii. Shall be in charge of keeping the board's roster up to date.

- iv. Shall be in charge of the Board's email account.

- e. Social Media Manager

- i. Shall maintain the board's social media accounts (Facebook, Instagram, Twitter, etc.)

- ii. Shall coordinate all posts and social media engagement with the McClung's current Social Media Coordinator.

- B. List of the Executive Board/Officer Eligibility

- a. In order to be eligible for an executive board position, a person must:

- i. Be a student at the University of Tennessee, Knoxville.

- ii. Be in good academic standing with the University of Tennessee, Knoxville.

- iii. Have been a member of the organization for 2 semesters.

## **Section II: Committees**

- A. List any special committees within the organization, including temporary committees

- a. Events Planning Committee shall have the responsibilities of:

- i. Creating and determining topics for all events.

- ii. Organizing all necessary materials for events including tables, chairs, reserving rooms, and catering.

- iii. Creating and distributing promotional materials for all events.

- b. Outreach Committee shall have the responsibilities of:

- i. Contacting and networking with other student organizations.

- ii. Promoting events among students and with other student organizations.

- iii. Recruiting new members and promoting growth in membership.

### **Section III: Advisor**

- A. The McClung Student Advisory Board advisor must be a full - time staff member of the University of Tennessee.
- B. Officers will choose the advisor and receive their acceptance.
- C. Any problems, questions, etc. that officers or members cannot answer will be referred to the advisor.
  - a. If there is ever a need to dismiss an executive board member, the advisor must be notified and approve of the dismissal.
- D. The advisor will help with all events when a staff member is required.
- E. The advisor must formally approve all financial decisions and event plannings.

## **ARTICLE III: Membership**

### **Section I: Non - Discrimination/Same - Sex Organizations**

- A. Membership is open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.
- B. Membership requirements for the McClung Student Advisory Board are defined as any student at the University of Tennessee, Knoxville in good academic standing.
- C. A member must not miss three meetings/events within a semester without proper contact at least 24 hours prior to the meeting/event.
  - a. If multiple meetings/events are missed without proper contact, disciplinary action may be taken against a member as determined by the executive board.

### **Section II: Recruitment Process**

- A. The McClung Student Advisory Board recruitment process will occur on a rolling basis.

- B. In order to be a member of the organization, interested students must complete the application process (as designed by the executive board) by the established deadline during the fall and spring semesters and be approved by the executive board.

## **ARTICLE IV: Procedures**

### **Section I: Meetings**

- A. The McClung Student Advisory Board shall take place at a regular time and location, after consultation with the advisors and members.
  - a. This meeting shall be bi - weekly, with general body meetings being split into sessions for the committees when applicable.
- B. All meetings of the McClung Student Advisory Board, except for those that contain confidential information, shall be open to the public.
- C. The executive board shall call special meetings when appropriate, whether for the entire board or just the executive team.
- D. Special committee meetings may also be called when appropriate.

### **Section II: Voting**

- A. Voting on any matters of the Board will be based on a simple majority.
- B. In order for voting to take place, of active members and either the president or vice president must be in attendance.
- C. Voting for Executive Board candidates will be based on a simple majority.
  - a. If a candidate runs unopposed for any executive board position, they must also be voted in by a simple majority of confirmation votes. If the unopposed candidate is voted down, the current officers will nominate a member to fill the position who must then also be confirmed by a simple majority.
  - b. If there is no candidate who runs for a position, the current officers will nominate a member to fill the position who must then also be confirmed by a simple majority.

### **Section III: Elections**

- A. Elections for executive board positions shall be held in the spring semester (last two weeks).
- B. Elections will consist of a presentation by each candidate followed by a question and answer session.
- C. The candidate(s) will then leave the room and the outcome will be determined by a simple majority ballot vote.
- D. The limit on terms will for an executive position will be 1 year per position.
- E. Members who previously held executive positions whose term is up are eligible to apply for alternate positions.

## **Article V: Financial Statement**

### **Section I: Membership Dues**

- A. No membership dues will be collected from members of this organization.

### **Section II: Handling of Funds**

- A. All funds for the McClung Student Advisory Board will come from the Academic Programs budget at the McClung Museum.
- B. In order to procure funds, the treasurer must gain written approval from the advisor.
- C. The treasurer must keep a record of all expenditures and collect all receipts for the annual budget review.
  - a. The treasurer will organize an annual budget presentation every year in the spring semester (prior to elections) to present to the advisor which details all expenditures for the year as well as predicted expenditures for the upcoming year.
- D. The treasurer must deposit money to the advisor within 48 hours of receipt and record all deposits.
- E. In the event of a dissolution of the student organization, any remaining funds will be reabsorbed into the McClung's Academic Programs budget.