

**McClung Museum Student Advisory Board**  
**University of Tennessee**  
**Constitution**

*last updated: Spring 2025*

**ARTICLE I: Name, Mission, and Purpose**

**Section I: Name**

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

**Section II: Mission and Purpose**

**A. Mission**

The mission of the McClung Museum Student Advisory Board is to connect University of Tennessee, Knoxville (UT) students and student organizations with the McClung Museum.

**B. Purpose**

The purpose of MSAB is to create programs that encourage a relationship between UT students and the McClung Museum, to advise the museum on behalf of the student body, and to promote the museum's broader mission through service to UT and the broader community.

**ARTICLE II: Organizational Structure**

**Section I: Executive Board**

**A. Senior Executives:**

**a. Chair of the Board**

*This position shall...*

- i. serve as the public liaison between the board and campus faculty, staff, and student body.
- ii. function as the liaison between the student board and the McClung Museum Board of Advisors.

- iii. attend McClung Museum Advisory Board meetings, or delegate duty to another Senior Executive if unavailable.
- iv. delegate tasks to other members and committees.
- v. organize monthly meetings.
- vi. call meetings outside of normal working hours.
- vii. set the agenda of each meeting.
- viii. preside over each meeting.
- ix. recruit new members and promote membership growth.
- x. oversee an annual review of this constitution in the spring semester so it is revised as needed and approved by the end of that same semester.
- xi. oversee the documentation of executive roles and encourage MSAB members to shadow current executives to train for future leadership roles.
- xii. have preferably previously served as a Co-Chair of a committee.

**b. Vice Chair of the Board**

*This position shall...*

- i. fulfill the duties of Chair of the Board in their absence.
- ii. assist the Chair of the Board with their duties as needed.
- iii. preside over membership reviews.
- iv. record attendance and minutes for all meetings and events.
- v. recruit new members and promote membership growth.
- vi. have preferably previously served as a Co-Chair of a committee.
- vii. track service hours for all members

**c. Finance Chair**

*This position shall...*

- i. oversee financial management, expenditures, and record keeping.
- ii. track and conduct a budget review to the Board advisor each semester.

- iii. provide a monetary review to the Executive Board Members.
- iv. organize fundraisers.
- v. recruit new members and promote growth in membership.
- vi. have preferably previously served as a Co-Chair of a committee.

## **B. Junior Executives:**

### **a. Events Co-Chair**

*This position shall...*

- i. serve as point person for the Events Committee.
- ii. facilitate biweekly committee meetings.
- iii. recruit new members and promote growth in membership.
- iv. track board member hours at events.
- v. call and oversee additional committee meetings as needed.
- vi. manage, delegate, and communicate appropriate tasks with the committee members.

### **b. Outreach Co-Chair**

*This position shall...*

- i. serve as point person for the Outreach Committee.
- ii. facilitate biweekly committee meetings.
- iii. recruit new members and promote growth in membership.
- iv. create a social media calendar for committee participation.
- v. call and oversee additional committee meetings as needed.
- vi. manage, delegate, and communicate appropriate tasks with the committee members.

### **c. Advancement and Development Co-Chair**

*This position shall...*

- i. serve as point person for Advancement & Development Committee.
- ii. facilitate biweekly committee meetings.
- iii. approve the budget for MSAB events.
- iv. call and oversee additional committee meetings as needed.

- v. manage, delegate, and communicate appropriate tasks with the committee members.

## **Section II: Committees**

### **A. Events Committee:**

*This committee shall...*

- i. create and plan social events and field trips.
- ii. organize all necessary details and materials for events.
- iii. oversee board involvement with McClung Museum events.
- iv. organize opportunities for service hours.

### **B. Outreach Committee:**

*This committee shall...*

- i. contact and network with student organizations.
- ii. promote events to the student body and student organizations.
- iii. manage social media presence.
- iv. create all promotional and marketing materials for events and delegate distribution to the board.
- v. create recruitment opportunities to grow MSAB membership.

### **C. Advancement & Development Committee:**

*This committee shall...*

- i. organize at least one semesterly fundraiser to increase MSAB funds.
- ii. assist with MSAB's annual budget and financial needs.
- iii. plan professional development events for MSAB and larger student body.

## **Section III: Advisors**

### **A. Staff Advisor:**

*This position shall...*

- i. be a full-time staff member of UT's McClung Museum of Natural History and Culture.

- ii. act as liaison between McClung Museum staff and MSAB Executive Board.
- iii. assist MSAB with any problems, questions, etc. that may arise.
  - a. If there is ever a need to dismiss an MSAB member, the Faculty Advisor must be notified and approve of the dismissal.
  - b. If there is ever a need to dismiss an Executive Board officer, the Faculty Advisor must be notified and approve of the dismissal.
- iv. act as point person for Executive Board officers.
- v. organize meetings with Executive Board officers.
- vi. help with the recruitment and promotion of MSAB.
- vii. assist MSAB members in connecting with other McClung Museum staff, relevant professionals, or UT faculty as needed.
- viii. formally approve all financial decisions and event plans.
- ix. should the Board advisor be found ineffective by the executive team, MSAB may elect to seek an alternate advisor through the Executive Director of the McClung Museum

## **ARTICLE III: Recruitment & Membership**

### **Section I: Non-Discrimination Policy**

- A. Membership is open to all students regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, disability status, or covered veteran status.
- B. Membership is open to all students regardless of class standing or academic program.

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

- A. The McClung Museum Student Advisory Board recruitment process will occur on a rolling basis prior to the designated semester application deadline.
- B. To become a member of MSAB, a student must be in good academic standing at the University of UT
- C. To be a member of MSAB, interested students must complete the application process (as designed by the Executive Board) by the established deadline during the fall and spring semesters.
  - i. Members will be selected by the Executive Board.

### **Section III: Membership Requirements**

A. To retain status as a member of the McClung Museum Student Advisory Board, a student must remain in good academic standing at UT. C. A member must not miss more than three meetings/board-specific events within a semester without proper contact (at least 24 hours prior to the meeting/event).

i. If multiple meetings/events are missed without proper contact, disciplinary action may be taken against a member as determined by the executive board.

a. This may include removal from the board due to lack of attendance.

D. A member must meet a minimum of five service hours throughout the semester.

i. If service hours are not met, disciplinary action may be taken against a member as determined by the executive board.

a. This may include removal from the board due to lack of engagement.

## **ARTICLE IV: Procedures**

### **Section I: Meetings**

A. Meetings of the McClung Museum Student Advisory Board shall take place at a regular time and location, after consultation with the advisors and members.

B. All meetings of MSAB, except for those that contain confidential information, shall be open to the public.

C. Executive Board can call special meetings when appropriate, whether for the entire board or for the executive team.

D. Special committee meetings may also be called when needed.

### **Section II: Elections**

A. To be considered eligible for an Executive Board position, candidates must...

i. be a student at UT.

ii. be in good academic standing.

B. Priority will be given to undergraduate students.

- C. Elections for Executive Board positions shall be held in the spring semester. Special elections may be held during the fall semester to fill vacant positions due to board member graduations.
- D. Elections will consist of a presentation or speech by each candidate.
- E. The candidate(s) will then leave the room and the outcome will be determined by a simple majority ballot vote.
- F. The limit on terms for an Executive Board position will be two years per position.
- G. Members who previously held Executive Board positions, whose term is up, are eligible to apply for alternate positions.

### **Section III: Voting**

- A. Voting on any matters will be based on a simple majority. B. For voting to take place,  $\frac{2}{3}$  of active members and either the Board Chair or Vice Board Chair must participate.
- C. Voting for Executive Board candidates will be based on a simple majority.
  - i. 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.
  - ii. 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.

## **Article V: Financial Statement**

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

- A. No membership dues will be collected from members of the McClung Museum Student Advisory Board.

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

- A. All funds for the McClung Museum Student Advisory Board will come from the Academic Programs budget at the McClung Museum. B. The Finance Chair must keep a record of all expenditures and collect all receipts for the annual budget review.

- i. The treasurer will organize an annual budget presentation every year in the spring semester (prior to elections) to present to the advisors which details all expenditures for the year as well as predicted expenditures for the upcoming year.
- C. The Finance Chair must bring money to the Faculty Advisor within 48 hours of receipt and record all deposits.
- D. In the event of a dissolution of MSAB, any remaining funds will be reabsorbed into the McClung's Academic Programs budget.