BYLAWS

OF

THE UNIVERSITY OF TEXAS AT ARLINGTON

EXCEL

CAMPUS ACTIVITIES

FOR THE 2018-2019 ACADEMIC YEAR
TABLE OF CONTENTS

ARTICLE I       ORGANIZATION
ARTICLE II      SPONSOR
ARTICLE III     MEMBERSHIP
ARTICLE IV      MEMBER RESPONSIBILITIES
ARTICLE V       EXECUTIVE BOARD ELECTIONS
ARTICLE VI      MEMBER SELECTION
ARTICLE VII     VOLUNTARY RESIGNATIONS
ARTICLE VIII    REMOVALS
ARTICLE IX      MEETINGS
ARTICLE X       EXECUTIVE COMMITTEES
ARTICLE XI      STANDING AND AD HOC COMMITTEES
ARTICLE XII     IMPLEMENTATION
ARTICLE I – ORGANIZATION

Section 1  EXCEL Campus Activities derives its authority from Chapter VIII, Article 5 of the Constitution for The Student Community of The University of Texas at Arlington which states:

The student programming board shall have the primary responsibility for planning and administering a program of activities that strives to fulfill the cultural, recreational, social, and special needs and interests of the Student Community.

Section 2  The name of this organization shall be The University of Texas at Arlington EXCEL Campus Activities, hereafter referred to as EXCEL in this document. EXCEL shall be comprised of the program staff, who is responsible for advising EXCEL, and the general body. The general body will consist of the members of EXCEL and the executive board. The executive board shall be made up of the president and five (5) committee directors, who are responsible for chairing executive committees. There will be three (3) programming executive committees, (1) marketing executive committee and one (1) membership executive committee.

Section 3  The mission statement of EXCEL shall be:

The mission of EXCEL Campus Activities is to promote campus and community involvement and engagement through collaborating to develop and expand cultural, educational, social, and traditional programs for the enrichment of student life.

Section 4  EXCEL Executive Board shall have the authority to recommend the creation, modification, or dissolution of a Standing Committee to the Director of Student Activities. The motion to create, modify, or dissolve a Standing Committee must include a justification and be passed by a two-thirds vote of the General Body of EXCEL.

ARTICLE II – SPONSOR

Section 1  The Director of Student Activities shall be the sponsor of EXCEL. In the absence of the Director, The Senior Director of Involvement and Engagement shall designate a staff member thereof.

Section 2  The program staff shall be responsible for advising executive committees of EXCEL. It is the responsibility of the program staff to evaluate each program proposal to determine that it is consistent with state law, University policies and procedures, and departmental purposes and financial objectives. These requirements must be satisfied in order for a proposal to be forwarded to the President of EXCEL and the Director of Student Activities.

ARTICLE III – MEMBERSHIP

Section 1  All persons enrolled at The University of Texas at Arlington shall be considered associates of EXCEL. Individuals will be eligible for membership after the completion of the membership application process.

Section 2  EXECUTIVE BOARD: The Executive board will be comprised of one (1) elected position and five (5) selected positions that serve a one year term. These positions are President, Membership, Marketing and three (3) Programming Committees. EXCEL President will be paid for a maximum of nineteen (19) hours per week during the fall, spring and summer and the remainder of the EXCEL Executive Board will be paid for a maximum of nineteen (19) hours per week during the fall, spring and summer semesters.

Section 3  MEMBERS: Members may be approved by the Executive Board following a review of the completed application process. Individuals will be approved to serve on an Executive Committee based upon evaluations by the Executive Board. In order to be eligible for member status, all individuals must meet the designated minimum responsibilities, as outlined in Article IV, Sections 5, 6, and 7, in addition to the requirements determined by the Executive Board at the start of each semester. Any student who cannot meet the minimum requirements shall petition, for the exception to membership requirements, to the President, the Membership Director, and the Director of Student Activities.

Section 4  ASSOCIATES: All students of The University of Texas at Arlington are considered associates. These individuals may have a voice in all meetings but no voting privileges.

Section 5  MEMBERSHIP DURING SUMMER: Summer membership shall be defined as those individuals participating in summer meetings and activities as determined by the Executive Board. These individuals shall have voice and vote in business conducted during summer meetings.
Section 6  

CHAIRS: The selection of event and executive chairs will include an application process. Executive chairs will be a chair that reports to the president and receives a scholarship for an ongoing task or project through the academic year. The Committee Director in consultation with his/her advisor will select event chairs to assist in overseeing programs, etc. Event chairs will hold this position for the duration of planning and evaluation of the event(s), as proposed. The Executive Board will confirm the selection of all chairs.

ARTICLE IV – MEMBER RESPONSIBILITIES

Section 1  

EXCEL Executive Board shall consist of the President and five (5) Committee Directors. Each member of the Executive Board shall have one (1) vote. The President shall vote only in the case of a tie in all matters except the removal of a member of the Executive Board as stipulated in Article VIII, Section 2. In those instances the President shall have voice and vote, otherwise he or she shall remain impartial.

Section 2  

The President shall chair all regular and specially called meetings of EXCEL and EXCEL Executive Board. The President shall serve as an advisor to the Committee Directors and their committees. In addition, the President shall represent the Executive Board at the President’s Round Table meetings and at other meetings to which a representative of the Executive Board is requested. For the events in which the President is unable to attend, he/she shall appoint another member of the executive board to fulfill the required duties.

Section 3  

All members of the Executive Board must have and maintain a grade point average of no less than 2.5, be enrolled in no fewer than nine (9) hours as an undergraduate or three (3) hours as a graduate student during the fall and spring semesters, and not be on disciplinary probation. In addition, the Executive Board must attend all designated retreats, trainings, and all General Body and Executive meetings. Committee Directors must attend their individual committee meetings. The Executive Board must adhere to their job descriptions.

Section 4  

EXCEL President must have met membership requirements for two (2) previous semesters with EXCEL. All members of the Executive Board must be available to be on payroll during both summer sessions and serve on the Summer Board. Inability to serve on the summer board must be stated during the application process, and eligibility will be decided at the discretion of the Director of Student Activities.

Section 5  

EXCEL members must have and maintain a cumulative GPA of no less than 2.25, be currently enrolled, and not be on disciplinary probation. A member who is on academic probation shall have all membership and voting privileges suspended until the probation is lifted. Any student falling below the minimum credit hours may petition the President, Membership Director and Director of Student Activities to retain membership status.

Section 6  

EXCEL members must attend General Body and designated committee meetings, complete other duties as assigned in the member handbook & member contract, and are entitled to one (1) vote.

Section 7  

EXCEL members must work a designated number of events each semester in order to maintain member status. These events will be determined by the Executive Board and Advisors at the beginning of each semester.

Section 8  

EXCEL members selected as Event Chairs must have and maintain membership requirements as outlined in Article IV Section 5. Chairs must be present at General Body and committee meetings and must take a leading role for the event they are chairing. If a chair cannot fulfill these requirements he/she may petition the Executive Board to be granted an exception.

ARTICLE V – EXECUTIVE BOARD ELECTIONS

Section 1  

The President of EXCEL will be elected by secret ballot by the members of EXCEL. A majority of the votes is needed to win. If no candidate receives a majority, then a run-off will be conducted between the top two candidates. No proxy votes may be cast. In the event of a tie, the outgoing President shall vote. In the event the outgoing President is running for re-election and there is a tie, and after further discussion from the membership, the Director of Student Activities and Organizations will vote to break the tie. The Director of Student Activities and a member will count the votes.
Section 2

The Committee Directors shall be selected by a majority vote of an ad hoc committee comprised of: President elect, representatives from the Executive Board, membership, Advisors, and others as determined by the Director of Student Activities. This shall take place during the spring semester. Ad hoc committees shall be established to interview and make recommendations on each candidate. The selection will be held in closed session. All discussions taking place in these ad hoc meetings shall be kept confidential.

Section 3

In the case that no candidates running for selection on the executive board meet the requirements for Director as stated in Article IV section 3, but are in good academic standing with the university may be considered by the Ad hoc committee for selection. If a candidate is selected that does not meet these requirements they will be placed on a probation period for one long semester. At the conclusion of the probationary period if the student does not meet the minimum academic requirements for a member of the executive board the student along with the Director of Student Activities will meet to determine a course of action and if the student is eligible to maintain the position.

Section 4

A Committee Director running for re-selection to the Executive Board shall not be eligible to vote or participate in the selection process.

Section 5

Candidates will make one (1) general application, ranking preference for Executive Board positions. The President will contact each candidate within ten (10) business days of the selection results.

Section 6

If a tie should result in regular selection of a Committee Director there will be a run-off. If there is a tie in the runoff procedure, then the President-elect of EXCEL will vote to break all ties.

Section 7

In the event that a Committee Director is not selected during the regular selection process, resigns, or is removed, the current Executive Board and Advisors will select a new Committee Director by a simple, one (1) more than 50%, majority vote in a closed session.

ARTICLE VI – MEMBER SELECTION

Section 1

At the discretion of the President, an ad hoc committee comprised of the President, Committee Directors, Advisors, and a diverse group of EXCEL members will be responsible for reviewing applications.

Section 2

New members will be selected by the current Executive Board upon completion of the application process as determined by the Executive Board. Newly selected members will receive voting privileges at the first General Body meeting following the requirements stipulated in Art. III. Sec. 3.

ARTICLE VII – VOLUNTARY RESIGNATIONS

Section 1

A Committee Director shall submit written notice of intent to resign to the appropriate Advisor with copies to the President of EXCEL and the Director of Student Activities and Organizations and at least two (2) weeks prior to the effective resignation date. The Advisor, the Executive Board, and the Director of Student Activities will meet within five (5) working days after receipt of the written resignation to recommend a course of action to EXCEL Executive Board at its next regular meeting. If the resignation occurs during the summer, the President shall convene the Executive Board in a special session.

Section 2

The President shall submit written notice of intent to resign to the Director of Student Activities and Organizations at least two (2) weeks prior to the effective resignation date. The Advisors and Executive Board will meet within five (5) working days after receipt of the written resignation to recommend a course of action. If the resignation occurs during the summer, the Director of Student Activities shall convene the Executive Board in a special session.

ARTICLE VIII – REMOVALS

Section 1

The Executive Board and members shall have the rights, responsibilities and authorities of their respective job descriptions. Failure to meet the requirements as outlined in the job description and contract will be grounds for dismissal as recommended by the Executive Board. Failure to abide by University policies and procedures will be grounds for dismissal or disciplinary action by the advising staff.
Section 2  
A program staff member or a member of the Executive Board must initiate proceedings in cases where a President, Committee Director, or member is alleged to have failed to meet their requirements, as specified by the Membership Handbook. The charges must be formalized in writing and substantiated with a formal presentation of the charges made to the Executive Board. The Executive Board will meet in closed session. The individual against whom charges have been proffered may be present, but will leave the room before the Executive Board votes. The program staff shall have a voice and vote in the process of removing a President, Committee Director or member. The vote will be conducted by secret ballot. The individual against whom charges are being proffered will not be permitted to vote. EXCEL President will have both voice and vote, except in the case of his or her own removal. All action will require a three-fifths (3/5) majority vote. No proxy votes may be cast. If the matter is not resolved at this meeting, written recommendations along with a statement from the individual being charged will be referred to The Senior Director of Involvement and Engagement for the final decision.

Section 3  
In the case where a member should wish to recommend the removal of a member of the Executive Board, a petition signed by one-third (1/3) of the members shall be presented to the Director of Student Activities and the Executive Board with written substantiated charges. EXCEL Executive Board shall follow the procedures outlined in Article VIII Section 2.

ARTICLE IX – MEETINGS

Section 1  
The EXCEL General Body and the EXCEL Executive Board shall each meet once per week during the fall and spring semesters, or as determined by the standing Executive Board. During the summer, the Summer Board shall meet weekly in place of the Standing Committees and General Body meetings. With forty-eight (48) hours’ notice, the President of EXCEL may call special meetings at his or her discretion or at the request of one (1) or more of the Executive Board members.

Section 2  
During the Fall and Spring Semesters a simple majority, or ten (10) (whichever is greater) of the members must be present to conduct EXCEL General Body business. If the total number of members in attendance falls below ten (10), then official business may be conducted only in the event that decisions need to be made prior to the next meeting or member selection process as determined by the President and Director of Student Activities. In the event that prior written notice of impending business is given and a simple majority of voting members is not present, business may be conducted and any votes will be considered official.

Section 3  
During the summer semesters, business may be passed by a simple majority of the Summer membership in attendance as outlined in Article III, Section 5.

Section 4  
During the Fall and Spring Semesters in the absence of a Committee Director, that individual shall be responsible to appoint a member from the general body, to attend the EXCEL Standing Committee meeting and General Body meeting with full privileges. Election proceedings will be an exception; no substitutes or proxies will be accepted. In situations where the President or Committee Director is or will be absent from more than two (2) consecutive weeks of meetings a petition must be made to the Executive Board seeking approval to appoint a member or representative from the general body to attend Executive Board and/or General Body meetings with full privileges for the extended period of time. Approval will require a three-fifths (3/5) majority vote. In instances where the President is unable to exercise the appointment procedure, the Director of Student Activities will appoint a temporary representative to attend regular meetings.

Section 5  
EXCEL meetings shall be conducted according to Robert's Rules of Order as modified at the discretion of the chair of the meeting.

Section 6  
A member of the Executive Board has the right to appeal a Presidential decision with a motion and second. When reviewed by the Executive Board, a four-fifths (4/5) vote is necessary to override the President's decision.

ARTICLE X – STANDING COMMITTEES

Section 1  
Committees of EXCEL shall operate in a democratic manner with full discussion of all program ideas. Proposals presented to EXCEL General Body must be passed in Standing Committees by a simple majority. A formal written proposal must be signed by the Committee Director, Advisor, President, and Director of Student Activities prior to the discussion and vote in the General Body; the proposal will then be passed on to the President to sign and to record the members' vote.
Section 2  The Committee Director, Advisor, EXCEL President, and Director of Student Activities will review each proposal to determine if the program meets the qualifications as stipulated in Article II, Section 2. If any of the parties disapprove the proposal, the individuals will meet to discuss reasons and rationale for the event. If at that time there are still individual(s) opposed to the program, it will be returned to the Executive Board. After discussion, the Executive Board can resubmit the proposal to the General Body for a vote. If any of the authorizing parties are in disagreement, it will be passed to The Senior Director of Involvement and Engagement for a final decision.

ARTICLE XI – STANDING AND AD HOC COMMITTEES

Section 1  Standing Committees or ad hoc committees for EXCEL shall be created, modified, or dissolved by a simple majority vote of the EXCEL Executive Board. The motion to create an ad hoc committee must include duration, purpose, membership, and responsibility. The President shall appoint an ad hoc committee chair.

Section 2  Standing Committees and ad hoc committees shall operate in a democratic manner with full discussion of all proposals.

ARTICLE XII – IMPLEMENTATION

Section 1  All rules and policies adopted by EXCEL shall be in accord with these Bylaws.

Section 2  Bylaws shall be ratified by a two-thirds (2/3) vote of the Executive Board and members.

Section 3  An ad hoc committee shall review the Bylaws during the summer semester. All revisions will be voted upon in the beginning of the fall semester, following the membership selection process. The Bylaws will be implemented immediately upon ratification.
RATIFICATION

PROPOSAL APPROVED BY

1. Bylaw Review Committee
   _______________________________ _______________________________
   Chair and President, EXCEL Campus Activities Date

2. Department of Involvement and Engagement
   _______________________________ _______________________________
   Director, Student Activities Date

RATIFIED BY

EXCEL General Body (two-thirds approval)
   Approved by _______ of _______ voting members present on
   the _______ day of ________________, __________.
   _______________________________ _______________________________
   Date       Month        Year

Recording Secretary