**By-Laws**

**Texas Union Student Events Center**

*University of Texas at Austin*

We, the members of the Texas Union Student Events Center, do hereby establish these by-laws in order that our purpose, to improve the coordination of programs, which serve the cultural, educational, recreational, and social interests of the University of Texas at Austin Student Body, may be realized to its fullest extent.

**Article I – Name**

The name of the organization shall be the Texas Union Student Events Center.

**Article II – Purpose**

The Texas Union is part of the educational program of The University. As the center of college community life, it serves as a laboratory for citizenship, training students in social responsibility and for leadership in our democracy. Through the Student Events Center, The Texas Union provides a cultural, social and recreational program that enhances the educational mission of the University. In all its activities, the Union encourages students to take initiative, to develop their potentials, and to work effectively with others. Its goal is the development of persons as well as intellects.

The Student Events Center serves as a unifying force in the life of The University, cultivating enduring regard for and loyalty to The University.

**Article III – Funding**

**Section 1: Student Events Center Funds**

Money used by the Texas Union Student Events Center is derived from both the Texas Union Fee paid by the Student Body and Texas Union general funds.

**Section 2: Committee Funding**

Each Student Events Center committee will be allocated a specified amount by the Board of Directors Budget Committee prior to the academic school year during which the funds will be used. All spending of funds is subject to the approval of a Student Events Center advisor.

**Article IV – Membership**
Membership is only available to University of Texas at Austin students. The member has the responsibility to actively contribute to the planning, production, and/or promotion of events. The member must show respect to all of his/her peers, student leaders, and advisors. The member must play a positive role in achieving the goals set by the Student Events Center. The Student Events Center reserves the right to revoke membership if standards and/or expectations are not met. All of the preceding standards and expectations will be determined by each year’s Student Events Center Executive Cabinet and Student Events Center advisors.

Article V – Officers

Any reference to the President means the Student Events Center President and any reference to the cabinet means the Student Events Center Executive Cabinet.

Section 1: President

The President of the Student Events Center is a major student body officer elected in the general Student Body Election. Campaign spending is limited to $400.00 worth of goods purchased at fair market value. Candidates must run independently, and may not be considered to be part of any Student Government ticket or any other party affiliation, which includes candidates running for any other campus position.

A Certification Committee, comprised of two members of the Texas Union Board of Directors that are appointed by the Board, will certify candidates based on the following criteria:

1. The candidate must have a grade point average of 2.50 or higher.
2. The candidate must have served on the Student Events Center as an active member for a minimum of two full regular semesters and must be serving on the Student Events Center as an active member the semester he/she applies for office.

A candidate who is denied certification by the Certification Committee may appeal to the Board of Directors. The Board may waive the above requirements and certify candidates by vote.

Section 2: Executive Vice President

The President will appoint the Executive Vice President. This appointment is subject to approval by the majority of all present executive cabinet members in accordance with Article 7: Section 5, and a vote of the Texas Union Board of Directors. The Executive Vice President must have a grade point average of 2.50 or higher.

Section 3: Vice Presidents

The President will appoint Vice Presidents as necessary. These appointments are subject to approval by the majority of all present outgoing executive cabinet members in accordance with

---

1 Referring to currently enrolled students

Refer to Institutional Rules on Student Services and Activities, Issue 2004/5 Chapter 8. The Texas Union SEC. 8 — 102, “student” means a person enrolled in residence at the University.
Article 7: Section 5, and a vote of the Texas Union Board of Directors. Vice Presidents must be in good academic standing with The University.

Section 4: Standing Committee Chairs

There shall be one individual Standing Committee Chair chosen for each SEC Standing Committee (IX) using an application and selection process that is approved by the Executive Cabinet (VII). All Standing Committee Chairs must be in good academic standing with the University.

Article VI – Duties of the Officers

Section 1: President

The duties of the President shall be: to interpret, implement, and execute the By-Laws; to preside over the meetings of the Executive Cabinet; to sit as a voting member of the Texas Union Board of Directors; to represent the Student Events Center at all official functions; to appoint other officers and committee chairs as required by the By-Laws; and to be an ex-officio member of all committees.

The SEC President shall adhere to the responsibilities and duties outlined in the By-Laws. Not upholding responsibilities and duties may lead to removal by vote of the current Cabinet (VII: 4,5) or by vote of the Texas Union Board of Directors.

Section 2: Executive Vice President

The duties of the Executive Vice President shall be: to coordinate all support activities of the various Vice Presidents; to be an ex-officio member of all Standing Committees; to coordinate the assessment and evaluation efforts for all Standing Committees; and to serve in the absence of the President.

Section 3: Vice Presidents

The President will determine the duties and responsibilities of the various Vice Presidents in addition to what is outlined in these By-Laws.

Section 4: Standing Committee Officers

All standards and expectations that apply to members also apply to committee officers. Committee officers must attend committee, officer, advisor meetings, and required events. They must also fulfill their duties as determined by each year’s Student Events Center Executive Cabinet and Student Events Center advisors. If a committee officer does not meet the standards and/or expectations set by the Student Events Center Executive Cabinet and advisors, the committee officer will be subject to removal.

Article VII – Executive Cabinet
Section 1: Membership

The Executive Cabinet shall be comprised of the President, Executive Vice President, all Vice Presidents and all Standing Committee Chairs.

All duties of Executive Cabinet members outlined in these By-Laws will hereby be transferred to the newly selected Cabinet on the day following the SEC Spring Recognition Banquet.

Any member unable to consistently attend meetings must seek the approval of the SEC Executive Cabinet to elect a permanent proxy. The selected proxy is subject to approval by the majority of all present executive cabinet members in accordance with Article 7: Section 5. The permanent proxy will take the vote of the chair or officer he/she is replacing. As a replacement the selected proxy is responsible for all chair or officer meeting duties (VII:2). Failure to meet the duties outlined will result in actions directed at the chair or officer he/she was selected to replace.

Section 2: Duties

Subject to general policy guidance by the Texas Union Board of Directors, the Student Events Center Executive Cabinet shall coordinate the programs planned by the Standing Committees; promote the assessment of student interest in program proposals; promote the evaluation of student satisfaction with committee programs; actively promote recruitment of members for Standing Committees; and propose changes to the By-Laws of the Student Events Center. Each member is responsible for attending all required Executive Cabinet meetings. Excused absences are permitted only if the Student Events Center President is notified 24 hours prior to the meeting time. Excuses are at the discretion of the President. Three unexcused absences will result in a review by the Executive Cabinet and possible removal (VII: 4).

All members of the Executive Cabinet shall adhere to the responsibilities and duties outlined in the By-Laws and specified by the President. Members not upholding stated responsibilities may be removed from the SEC Executive Cabinet as well as their chair and/or officer position by vote of the current Cabinet. (VII: 5)

It shall be the joint responsibility of the SEC President and the SEC advisor, in consultation with the student’s advisor, to evaluate the Cabinet member’s performance on an ongoing basis.

Section 3: Meetings

The Executive Cabinet shall meet at least twice a month during the long terms. In addition to this, the committee chairs will meet as a separate group at least once a month. The incoming Executive Cabinet prior to the start of the Fall semester will set the frequency, date, location, and time of these meetings. (VI: 5)

Section 4: Removal of Executive Cabinet Members
In the event that a Cabinet member fails to meet his/her responsibilities and/or duties, the President and the Cabinet member’s advisor shall consider the Cabinet member for removal.

1.) A formal meeting with the Cabinet member, Cabinet member’s advisor, Student Events Center President, Executive Vice President, and Student Events Center President’s advisor will occur where a written warning signed by the above parties will be issued-no actual sanctions imposed. This will be the first form of action taken unless circumstances require additional action. Any and all warnings should be filed for future reference. On the condition that the Cabinet member decides to forego the meeting, the warning will still stand.

2.) If expectations set forth by the written warning are not met, then a closed hearing of SEC Executive Cabinet and SEC advisors to discuss the removal of or other possible penalties for the Cabinet member.

**Procedure for Removal Hearings:**

I. The President shall issue a written notification to the Cabinet member in question and state the reason for the Removal Hearing at least 48 hours in advance. Copies will be given to both advisors.

II. The President shall issue a written explanation to the Executive Cabinet why the proposed action is warranted.

III. The Cabinet member’s advisor shall offer information that can be disclosed in regards to the discussed matter.

IV. Involved parties shall have the opportunity, but are not obligated to speak at the Removal Hearing to offer their testimony.

V. The Cabinet member in question shall have the opportunity to explain to the Cabinet why proposed action may be unjust or unwarranted.

VI. After all evidence is introduced, the Cabinet member in question shall leave the room while SEC Executive Cabinet discusses and vote on any recommending penalties for the Cabinet member. The President and Executive Vice President will participate in the discussion, but must abstain from the vote. The Executive Cabinet will serve as a recommending body in the removal process.

VII. Voting procedures, as stated in Section 5, will apply to Removal Hearings.

VIII. The Student Events Center President, Executive Vice President, Student Events Center President’s advisor, and Cabinet member’s advisor will decide the course of action and take the Executive Cabinet’s recommendation into consideration.

IX. In the event of a Cabinet member removal the SEC President has the power to appoint an Interim Chair or Officer until a proper selection can take place (Article V). The Interim Chair or Officer is subject to approval by the majority of all present executive cabinet members in accordance with Article 7: Section 5. An Interim Chair or Officer’s term is not to exceed four weeks, at the end of which the Executive Cabinet shall meet to either announce the selection of a permanent replacement or vote to extend the interim appointment.
X. In the event of Cabinet member removal, the removed party has one month to contact the Board of Directors for appeal.

XI. In the event that the SEC President is being considered for removal, the SEC Executive Vice President will act in the President’s role outlined in this section. (VI: 2)

XII. In the event that the President or Executive Vice President is considered for removal, another vice president will be designated by the Executive Cabinet to act as the substitute student representative to decide the course of action along with the advisors.

Section 5: Voting Procedure

All members (VII: 1) of the Executive Cabinet are voting members. All votes must take place with no less than 2/3 of the standing Executive Cabinet present (quorum). To be eligible to vote, members must be present during all discussion of the topic concerning the said vote. Exceptions may be at the President’s discretion. A decision will become effective by 2/3 vote of those standing Executive Cabinet members present and voting unless otherwise stipulated in these By-Laws (V:2, V:3, VII:1, VII:4). Abstentions are considered “null votes” and will not be counted.

Article VIII- Resignation & Removal

Section 1: Committee Officer Resignation

In the event that a committee officer decides to resign, the committee officer must meet with the committee advisor and committee chair to discuss said matter. Additionally, the committee officer must submit a signed letter of resignation to the committee advisor and committee chair.

Section 2: Executive Cabinet member Resignation

In the event that an Executive Cabinet member decides to resign, the Executive Cabinet member must meet with their advisor, the Student Events Center President, and the Student Events Center President’s advisor to discuss said matter. Additionally, they must submit a signed letter of resignation to their advisor, the Student Events Center President, and the Student Events Center President’s advisor. It is at the Student Events Center President’s discretion if the Executive Cabinet member is allowed to publicly address the Student Events Center Executive Cabinet at their meeting.

Section 3: Committee Officer/member Removal

In the event that a committee officer/member fails to meet his/her responsibilities and/or duties, the committee chair and the committee’s advisor shall consider the committee officer/member for removal.

1) A formal meeting with the committee officer/member, committee chair, committee’s advisor, Executive Vice President, and Student Events Center President will occur where a written warning signed by the above parties will be issued-no actual
sanctions imposed. This will be the first form of action taken unless circumstances require additional action. Any and all warnings should be filed for future reference. On the condition that the committee officer/member decides to forego the meeting, the warning will still stand.

2) If expectations set forth by the written warning are not met, then a closed hearing with the committee officer/member, committee chair, committee’s advisor, Executive Vice President, Student Events Center President, and Student Events Center President’s advisor will occur to discuss the removal of or other possible penalties for the committee officer/member.

**Procedure for Removal Hearings:**

I. The President shall issue a written notification to the committee officer/member in question and state the reason for the Removal Hearing at least 48 hours in advance. Copies will be given to both advisors.

II. The President shall issue a written explanation to the parties why the proposed action is warranted.

III. The committee officer/member in question shall have the opportunity to explain to the parties why proposed action may be unjust or unwarranted.

IV. After all evidence is introduced, the committee officer/member in question shall leave the room while the parties discuss and vote on any recommending penalties for the committee officer/member.

V. In the event of committee officer/member removal, the removed party has one month to contact the Student Events Center Executive Cabinet for appeal.

VI. All decisions of the Student Events Center Executive Cabinet are subject to appeal to the Board of Directors within a month.

Refer to (VII:5) for Executive Cabinet member removal

**Article IX – Standing Committees**

**Section 1: Recognition of Standing Committees**

The Board of Directors has approved the following Standing Committees to be constituted:

- African American Culture Committee
- Asian American Culture Committee
- Distinguished Speakers Committee
- Events CoSponsorship Committee
- Film Committee
- Madrigal Dinner Committee
- Mexican American Culture Committee
- Music and Entertainment Committee
- Texas Sports Committee
- Tournaments and Games Committee
It is the responsibility of the SEC President and a Standing Committee’s Chair and Advisor to evaluate the committee’s effectiveness.

Standing Committees can be added (IX: 3) or deleted (IX: 2) from the above list by the Executive Cabinet of the Student Events Center. The Texas Union Board of Directors must approve any changes by vote.

In the case that a committee wants to institute By-Laws of its own, the By-Laws set forth by the SEC are to remain paramount in all discrepancies.

Section 2: Removal of Standing Committees

In the event that a Standing Committee fails to meet the purposes and objectives of the Student Events Center, the President and the committee’s advisor shall offer the SEC objective information supporting any evaluation. The President will then have the authority to deal with any such situation in the following order:

1.) Submission of written documentation-no actual sanctions imposed. This will be the first form of action taken unless circumstances require additional action. Any and all warnings should be filed for future reference.

2.) A closed hearing of SEC Executive Cabinet and SEC advisors to discuss the removal of the Standing Committee.

Procedure for Removal Hearings:

1.) The President shall notify the Committee’s Chair and Advisor and state the reason for the Removal Hearing at least 48 hours in advance.

2.) The President, the committee’s present chair, and the committee’s advisor shall explain to the Executive Cabinet why the proposed action is or is not warranted.

3.) After all information is introduced, the Cabinet shall vote on the Committee’s removal from the Student Events Center.

4.) Voting procedures, as stated in Article VII Section 5, will apply to Removal Hearings.

5.) In event of committee removal, an Executive Cabinet member has one month to contact the Board of Directors for appeal.

Section 3: Addition of Standing Committees

In the event a member (IV) of the SEC feels that an additional committee is required to meet the needs of the University, the President of the SEC will have a meeting with the member and the SEC advisor. If necessary, a hearing will be held to determine whether the addition of a committee is warranted.

Procedure for Hearings:
1.) The President shall notify the parties in question of the special hearing at least one week in advance and provide them with procedural guidelines and information requirements, which must be provided at the hearing.

2.) The student(s) shall present information prepared for the Executive Cabinet.

3.) After all information is introduced, a closed hearing of the Executive Cabinet will be held to discuss and vote on the proposed new committee.

4.) Voting procedures, as stated in Article VII Section 5, will apply to special Hearings.

5.) The party or President will have one month to contact the Texas Union Board of Directors to appeal the decision.

6.) Any addition of a Standing Committee is subject to the approval of the Texas Union Board of Directors (IX:1).

7.) The budget for any new committee will be determined by the Texas Union Board of Directors SEC Budget Sub-Committee.

**Article IX – Ratification**

These By-Laws will become effective upon approval by vote (VII:5) of Student Events Center Executive Cabinet and vote of the Texas Union Board of Directors. No recommendation of the Board of Directors shall have any force or effect until the President of The University of Texas at Austin has approved said recommendation. Any alteration to these By-Laws must be approved by vote (VII:5) of the SEC Executive Cabinet and by vote of the Texas Union Board of Directors.

**Article X – Events**

**Section 1: Rules & Regulations regarding SEC Events**

All Student Events Center events including co-sponsored events must adhere to rules and regulations set forth by the Texas Union and University policy.

**Section 2: Co-Sponsorships**

A co-sponsorship is an occurrence when one or more of the Student Events Center committees or programs work with another organization to plan, produce, and/or promote an event. A co-sponsorship must meet the objectives of the Student Events Center as well as adhere to University policy. Groups entering the co-sponsorship must complete a written co-sponsorship agreement that must be approved by the advisor. Student Events Center committees and programs may determine co-sponsorship guidelines. The Student Events Center reserves the right to refuse and/or cancel co-sponsorship if standards and/or expectations are not met.

**Article XI – Advisors**

Student Events Center advisors and students work as partners within the organization. As employees of the University and the Texas Union the advisors maintain the authority to approve
or disapprove certain decisions or actions that may compromise the well-being of the Student Events Center.