

Cougar Card Advisory Committee By-Laws

Article I: Committee Purpose

This committee serves in an advisory capacity to the Senior Vice President for Administration and Finance, the Senior Associate Vice President for Administration, and the Executive Director for University Services on matters regarding the Cougar Card program.

The Cougar Card Advisory Committee (CCAC) will work proactively with various constituent groups to ensure there is support for future Cougar Card operational plans, new program initiatives, and other concerns which involve customer satisfaction, quality, and the provision of related services.

Article II: Voting Members

At Large Student Representative (1) applications reviewed and selected by CCAC (must be commuter student). In the event that a commuter student does not apply, this position may be offered to a residential student.

At Large Residential Student Representative (1) applications reviewed and selected by CCAC (All applicants must live on campus. This includes residents of on-campus residence halls as well as Cambridge Oaks, Cullen Oaks, and Bayou Oaks.)

Student Government Representatives (2) appointed by Student Government Association
Residence Halls Association Representative (1) appointed by RHA
Resident Assistant Representatives (2) appointed by SHRL Staff
Representatives (2) appointed by Staff Council
Faculty Representatives (2) appointed by Faculty Senate
Electronic Access Control Staff (1) appointed by University Services
Student Housing & Residential Life Administrative Staff (1) appointed by University Services

Article III: Ex-Officio Members (Non-Voting)

President, Student Government Association
Vice President, Student Government Association
Executive Director for University Services or Designee
Associate Vice President for DSAES or Designee
Representatives from Cougar Card Office
Representatives from Athletics Department

Article IV: Ex-Officio Appointing Authority

Executive Director, University Services

Article V: Terms

Terms will begin at the time of each member's appointment from their representative body and end on May 31 of each year.

Article VI: Term Limits Per Appointment

At-Large Representatives (General/Residential)	2 Year Term
Limit 2 Student Government Representatives	1 Year Term Limit
1 Residence Hall Association Representative	1 Year Term Limit

2 Resident Assistant Representatives
Faculty Senate
Staff Council

1 Year Term Limit
3 Year Term Limit
3 Year Term Limit

Article VII: Committee Chair and Vice Chair Responsibilities

A Chairperson and Vice Chairperson shall be elected to serve a one-year term among the voting members of the Cougar Card Advisory Committee by a majority of the voting membership.

The Chairperson shall be responsible for the following duties and any other duties deemed necessary by the committee:

- Prepare agendas along with the appropriate University Services Representatives.
- Preside over all Cougar Card Advisory Committee meetings.

- Maintain a close working relationship with University Services and the Cougar Card Office.
- Reschedule meeting times if foreseen or unforeseen predicaments occur.

- Establish annual goals objectives and prepare an annual report for the Cougar Card Advisory Committee.
- Ensure committee is following standing university committee rules and regulations.

- Committee Chair shall ensure that the committee follows a formal process which includes calling a meeting to order, gaining approval for prior meeting minutes, and eliciting formal votes when applicable, and adjourning the meeting.

The Vice Chairperson shall be responsible for the following duties, and any other duties deemed necessary by the committee:

- Preside over meetings in the absence of the Chair.
- Take over responsibilities of the Chair in his/her absence.
- Perform any other duties assigned by the Chair.

Article VIII: Committee Organization

The Cougar Card Advisory Committee (CCAC) shall organize itself in October, electing its Chair and Vice Chair from its membership.

These by-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of CCAC, provided that written proposed amendments are presented to CCAC members via the Chair at least two weeks prior to the meeting.

Article IX: Committee Responsibilities

Members are expected to attend all meetings. If a member is absent from two meetings, they may be removed from the Committee.

Meetings shall be open to all members of the university constituency. Meeting guests should not be allowed to engage in discussion during the meeting unless it is during the designated open forum time.

Meeting minutes should reflect any action(s) taken by the Committee.

Article X: Pre-Meeting Procedures

The Committee Chair, Vice Chair, and the Cougar Card Office shall meet prior to the Committee meeting to develop an agenda for the meeting in advance.

CCAC members shall have the right to request items to be included on the meeting agenda for the Committee to review.

The Cougar Card Office shall compile recommendations, proposals, or grievances for Committee review.

An agenda of items to be considered at any meeting shall be sent to both voting and non-voting members of the Committee, and appropriate administrative personnel not less than 24 hours prior to the meeting.

Article XI: Email Voting

In the event that a recommendation must be voted upon outside a regularly scheduled meeting time or for a time sensitive matter, the Cougar Card Advisory Committee, at the discretion of the Chair, may conduct voting via email. E-votes may be casted before the given deadline or the member's vote is noted as a non-vote. Standard quorum will be recognized.

Article XII: Meeting Schedule

During the academic year, the Committee shall meet on the 4th Friday of each month.

Article XIII: Establishment of Subcommittees

CCAC shall be privileged to establish ad-hoc subcommittees as deemed advisable under the discretion of the Chairperson, the request of the Cougar Card Department, or as requested by constituents.

Article XIV: Administrative Support

Administrative support for the Committee shall be provided by University Services.

Article XV: Items Requiring Action by Cougar Card Office

All agenda items presented at Cougar Card Advisory Committee meetings that entail action or resolution, shall require the Cougar Card Office to create a plan of action that shall be submitted to the CCAC by the following Committee meeting. Said action plan shall be reviewed and recommendations from the CCAC, if necessary, shall accompany a report to the Associate Vice President for Administration for review and/or execution within 5-10 business days of receipt.

Article XVI: Public Education Event

The CCAC will host an educational event in the spring semester of every academic year. The event will be held to present any upcoming new and innovative campus card programs, showcase existing products and services, and provide an opportunity for engagement with the campus community.

Article XVII: Executive Session

The voting membership of the Cougar Card Advisory Committee, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the Campus Card Providers if deemed appropriate and necessary. This shall be judiciously performed and reasonable access to the Committee for the Campus Card Providers unreasonably withheld.

Article XVIII: Reporting

At the end of each monthly meeting, the agenda and meeting minutes shall be posted to the official Committee website in order to support transparency and collaboration among university committees and the community as a whole.