

# Bylaws Of the A. D. Bruce Religion Center Policy Board

## **ARTICLE I: RULES OF ORDER**

In all matters not covered by the constitution and bylaws, this body shall be governed by the last edition of Robert's Rules of Order, Revised.

## **ARTICLE II: ORDER OF BUSINESS**

The order of business shall be:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Chairperson's Report (Information Items)
- D. Committee Reports (Information Items)
- E. A.D. Bruce Religion Center Reports (Information Items)
- F. Old Business (Action Items)
- G. New Business (Introduction of Items)
- H. Announcements
- I. Adjournment

## **ARTICLE III: OFFICERS**

Regular election of officers will be held at the first regularly scheduled meeting of The Board each academic year.

### **Section I: Chairperson**

The Chairperson shall be elected from among the student or full time faculty or staff members of The Board by a majority of the voting membership of The Board. The Chairperson shall be responsible for the following duties, as well as other duties as necessary:

- 1) Prepares agendas
- 2) Presides over all of The Board meetings
- 3) Serves as a member of all committees
- 4) Maintains a close working relationship with the Manager of the A. D. Bruce Religion Center
- 5) Coordinates, in conjunction with the Manager of the A. D. Bruce Religion Center, the establishment and implementation of annual goals and objectives of The Board with periodic reviews, an annual summary and annual written report.

### **Section II: Vice Chairperson**

The Vice Chairperson shall be elected from among the members of The Board by a majority of the voting membership of The Board. The Vice Chairperson shall be responsible for the following duties, as well as other duties as necessary:

- 1) Presides over meetings in the absence of the Chairperson
- 2) Takes over all responsibilities of the Chairperson in his/her absence.
- 3) Serves as the Chair of the Facilities Use and Policies Committee.
- 4) Any other duties as assigned by the Chairperson.

### **Section III: Secretary**

The Secretary shall be elected from among the members of The Board by a majority of the voting membership of The Board. The Secretary shall be responsible for the following duties, as well as other duties as necessary:

- 1) Writing and preparing minutes for distribution within one (1) week of each meeting.
- 2) Assists the Chairperson in setting up meeting agendas.

### **ARTICLE IV: ADDRESSING THE A.D. Bruce Religion Center Policy Board**

The A. D. Bruce Religion Center Policy Board, at the discretion of the Chairperson, may allow any person so desiring the privilege of addressing The Board. If a member objects to the Chairperson's decision, a majority vote of the body shall sustain the Chairperson's decision. Any person having been granted the privilege of addressing The Board shall conform to and be subject to all rules and regulations created by this body for governing the conduct of its members.

### **ARTICLE V: AMENDMENTS**

Amendments to these bylaws may be proposed by The Board whenever a majority of the present and voting membership to The Board deems it necessary, provided that the proposed amendment is presented in writing to The Board at a regular meeting and will be voted on no sooner than the following meeting. The Board may approve and amend the Bylaws of the A.D. Bruce Religion Center Policy Board by simple majority vote.

### **ARTICLE VI: REPORTING**

Policy resolutions and meeting minutes, as signed by The Board Chairperson, will be transmitted to the Vice President for Student Affairs through the Assistant Vice President for Student Affairs – Student Life.

## **ARTICLE VII: MEETINGS AND VOTING PROCEDURES**

### **Section I: Regular Meetings**

The Board will meet at least twice during the fall and spring semesters at a time and place designated by the Chairperson. A minimum of one week's public notice shall be given as to time, place and major agenda items.

### **Section II: Special Meetings**

Special meetings may be called by the Chairperson at any time or at the request of at least three (3) of The Board members. If there is a waiver of the seven (7) days notice period by an absolute 2/3 majority of The Board, the meeting may occur with only two (2) days notice. Said notice shall also be sent to the Daily Cougar and the Student Government Association.

### **Section III: Voting**

A simple majority of the total voting membership of The Board shall constitute a quorum (9 members, at least 50% of The Board voting membership, rounded up to the nearest whole number). Upon request by at least one member, votes will be conducted by ballot. Voting by proxy will not be permitted. The Board shall vote on action items during any scheduled meeting.

In addition, during times when The Board is unable to meet regularly (such as during summer or winter breaks) The Board can conduct voting electronically. The same quorum shall be required with a majority of the total voting membership of The Board submitting votes being required to constitute a valid vote.

## **ARTICLE VIII: PROCEDURE FOR TAKING ACTION**

The Board shall only take action during the Old and New Business of its meetings. The Board may also take limited action under Article II.A and Article II.B in terms of approving the agenda and minutes.

## **ARTICLE IX: SPECIFIC RESPONSIBILITIES OF THE BOARD**

- A. Assignment of Space. It shall be the responsibility of The Board to make recommendations on the assignment of all space in the A. D. Bruce Religion Center. The space assigned to the Charter Denominations shall be permanently retained by them for their use so long as they have work on this campus.
- B. Policies and Fees. It shall be the responsibility of The Board to review and make recommendations on event and building policy and fees.
- C. Programs and Services. It shall be the responsibility of the Board to coordinate with the management of the Religion Center, the Campus Ministries Association, stakeholders and other university departments in the development of programs and services for the Religion Center and the University of Houston community.

## **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

### **Section I**

At the first regularly scheduled meeting following his/her election the Chairperson shall appoint the membership for each of the standing committees and their Committee Chairperson. The Chairperson of The Board's nominees needs a simple majority vote of The Board to be approved.

- A. Facilities Use and Policies Committee
  - 1. This committee will focus on the Facilities Use Policies for the A. D. Bruce Religion Center and on the general allocation, optimization, evaluation and auditing of space assignments & space usage, and fees.
  - 2. This committee shall be composed of:
    - a. A minimum of two (2) student members of The Board.
    - b. A minimum of three (3) non-student members of The Board.
    - c. The Manager of the facility or his/her designee.
- B. Special Events Committee
  - 1. This committee will research, identify and promote special event programs for the Religion Center.
  - 2. This committee shall be composed of:
    - a. A minimum of two (2) student members of The Board
    - b. A minimum of three (3) non-student members of The Board.
    - c. The Manager of the facility or his/her designee.
    - d. The Committee Chair will be appointed by the Chairperson of The Board.

### **Section II**

The Chairperson shall have the power to create such special committee as may be necessary and to reorganize or abolish existing committees with the consent of The Board. The assignment of all special committee Chairs and members shall be made by The Board Chairperson and subject to the approval of the entire Board.

### **Section III**

The organization of the areas of responsibility for any special committees shall be determined by The Board.

Attachments

A.D. Bruce Religion Center  
Policy Board  
Constitution & By-Laws

**ATTACHMENT I**

Board of Regents Resolution of February 25, 1961 – Basic guidelines establishing the Religion Center

*[Item will be attached upon receipt from the Board of Regents office.]*

**ATTACHMENT II**

1965 Constitution of and By-Laws of the Religion Center Policy Board