BYLAWS OF THE

SPECIAL EVENTS COUNCIL

Adopted September 1, 2005
Consolidated with Amendments through
October 9, 2006
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DEFINITIONS
Terms used in this document are referred to the definitions provided in the Bylaws of the Special Events Council, University Texas Health Science Center at San Antonio, except where otherwise noted.

ARTICLE I
NAME

The name of this organization is the Special Events Council of the University of Texas Health Science Center at San Antonio located at 7703 Floyd Curl Drive, San Antonio, Texas. The organization will hereafter be referred to as the Special Events Council also known as SEC.

ARTICLE II
MISSION STATEMENT AND PURPOSE

2.1 MISSION STATEMENT
2.1-1
The mission of the Special Events Council is to develop good interdepartmental relationships between employees of the HSC family through community volunteering and networking, and to provide and encourage a positive atmosphere by sponsoring events which build community and service among our faculty, staff and students, while maximizing our resources in the best interest of the HSC community and administration.

2.2 PURPOSE
2.2-2
The Special Events Council primary purpose is to provide moral support and stress relief activities or events to develop good relationships between faculty, staff, and students.

2.3 COMPOSITION
2.2-3
The Special Events Council consists of UTHSCSA employees who volunteer to plan, organize, and sponsor community-building activities on campus. Projects include selling event tickets and organizing social events focused on various annual holidays or seasons. (As stated in the Handbook of Operating Procedures, Chapter 1, Section 1.8. Policy 1.8.1 SEC Overview). The Special Events Council shall consist of a maximum of 21 members from various departments. The SEC Executive Committee shall consist of officers as set forth in Section 6.1. The Special Events Council Chair coordinates and reports the business of the Council directly to the Senior Vice President for External Affairs. The SEC Chair coordinates and reports all financial matters or operations directly to the Chief of Staff and Executive Associate to the Office of the President. The Special Events Council makes decisions by resolution (majority vote) and meets on a monthly basis or as needed.
ARTICLE III
MEMBERSHIP
QUALIFICATIONS AND RESPONSIBILITIES

3.1 GENERAL QUALIFICATIONS

3.1-1
Each prospective member must have a minimum of six consecutive months of
UTHSCSA employment to volunteer and be appointed to the Special Events
Council.

3.1-2
Each prospective member must submit a letter of interest to the Special Events
Council and shall have volunteered for at least a minimum of two events within
last three years.

3.1-3
No aspect of membership shall be denied on basis of race, religion, color, sex,
age, national origin, or any other criterion lacking professional justification.

3.2 BASIC RESPONSIBILITIES

3.2-1
Represent those qualities professionally desirable in a Special Events member
thus we strive to obtain the following qualities and responsibilities in the
membership:

(a) Revere the admirable characteristics in ourselves and others, such as,
balance, commitment and creativity; implement similar characteristics of
dependability, joy and generosity into the events we plan.

(b) Recognize our strengths, develop our talents and lead as open-minded,
entertaining, imaginative and practical individuals.

3.2-2
Encourage positive morale and camaraderie through activities or events campus
wide and to represent UTHSCSA policies, needs and concerns as warranted.

3.2-3
Perform duties related to his/her role in the committee and performs tasks
related to events as needed. Provides information, documentation and status
reports at Special Events Council meetings.

3.2-4
Initiate resolutions which will define the Special Events Council’s position on
various administrative issues and provide goals for initiating change, as
warranted.
3.3 APPOINTMENT AS A SPECIAL EVENTS COUNCIL MEMBER

3.3-1 Each prospective member shall volunteer to be appointed, or is elected by the Special Events Council according to the following procedures on an annual basis by August 31st of each fiscal year. The Special Events Council fiscal year is the same as the Health Science Center’ fiscal year which is defined as a period beginning on September 1st of one year and ending on August 31st of the following year.

(a) Each prospective member shall meet the qualifications as set forth in 3.1 and shall continue to meet the basic responsibilities as set forth in Section 3.2.

(b) Each prospective member shall have demonstrated satisfactory performance during their volunteer history.

(c) The Special Events Council reviews, evaluates, interviews each prospective member, as needed, and notifies the member in writing of their appointment.

ARTICLE IV
EXECUTIVE OFFICERS

4.1 Officers of the Executive Committee
The Executive Committee shall consist of the following officers of the Special Events Council: Chair, Vice Chair, Secretary, Treasurer and Historian. The Executive Committee may appoint assistant officers for the Treasurer and Secretary to be part of the Executive Committee.

4.2 Qualifications
Each officer must have served a minimum of six consecutive months and continue to meet the qualifications and basic responsibilities as set forth in Sections 3.1-1 through 3.2-4.

4.3 Election of Officers
Officers shall be elected annually from the members of the entire Special Events Council. Election date shall be October 1st (or closest business day) as set by the Executive Committee of the Special Events Council.

(a) Notification letter to Special Events Council members of upcoming elections shall occur no less than thirty (30) days prior to the said election. (ie. by campus mail or electronic mail send out by September 1st)

(b) Nominations will be open to any Special Events Council member. Council members may nominate any other Council member or themselves.
In the case there are three or more candidates for one office, and no candidate receives a majority, the candidate receiving the fewest votes will be omitted from the next slate and successive ballots will be cast in this manner until one candidate receives the majority.

4.4 *Staggered Terms of Office*  
*No more than three (3) officers shall be elected to the Board during any one year.*  
All officers shall serve for a term of two years. Officers shall take office on November 1st of the year of their election. Incumbents may run for and be re-elected to their current office or to other office (not to exceed 2 terms per office).

4.5 Vacancies  
(a) Vacancy of the office of Chair during the fiscal year shall be filled by the Vice Chair.

(b) Vacancy of the office of Vice Chair during the fiscal year shall be filled by appointment by the Executive Committee of the Special Events Council.

(c) Vacancy of the office of Secretary shall be filled by appointment by the Executive Committee of the Special Events Council.

(d) Vacancy of the office of Treasurer shall be filled by appointment by the Executive Committee of the Special Events Council.

4.6 Duties of Officers

4.6-1 Chair  
The duties of Chair shall be to:  
(a) Call, preside and be responsible for the agenda of all general meetings of the Special Events Council.

(b) Serve as the Chairman of the Executive Committee.

(c) Serve as an Ex-Officio Member of all SEC sub-committees.

(d) Be the spokesperson for the SEC in its professional and public relations activities.

(e) Represents the views, policies, needs and concerns of the Special Events Council to the Administration.

(f) Be the primary authorized signature for SEC account and appoints other executive officers as secondary authorized signatures.

(g) Coordinates and requests approval of all SEC events/activities with the Senior Vice President for External Affairs.
(h) Coordinates and requests for approval all SEC financial activities with the Chief of Staff /Executive Associate to the Office of the President or other departments deans or directors as needed.

(i) Reviews and approves all Special Events Council’s Newsletter, Memos or other documents or electronic media (e-mail, web, etc.) as needed.

(j) Oversees all events to completion.

(k) Acts as the liaison between the Special Events Council and the Administration.

4.6-2 Vice Chair
The duties of the Vice Chair shall be to:
(a) Be a member of the Executive Committee of the Special Events Council.

(b) In the absence of the Chair, the Vice Chair shall assume the duties and have the authority of the Chair.

(c) Act as the liaison between the Special Events Council Executive Committee and other committees of the Special Events Council. To include bringing any special issues from the Standing or Ad-hoc committees of the Council prior to each Executive Committee meeting and presenting a summary of these issues to the Executive Committee.

(d) Provides consulting assistance to the Chair and Executive committee in SEC related issues or concerns.

4.6-3 Secretary
The duties of the Secretary shall be to:
(a) Be a member of the Executive Committee of the Special Events Council.

(b) Keep accurate and complete minutes of general and executive meetings, As well as attendance records/contact information updated as needed.

(c) Maintain, update and attend to all correspondence and distribution lists (paper and electronic media).

(d) Coordinate and organize meetings and related issues.

(e) Provide agenda and minutes to all SEC members.
4.6-4 Treasurer
The duties of the Treasurer shall be to:
(a) Be a member of the Executive Committee of the Special Events Council.
(b) Keep accurate and complete record of all Special Events Council incomes, expenses and financial statements. Makes deposits, transfer of funds, or inter-departmental transfers, check vouchers, journal entries or other treasurer related duties as necessary.
(c) Assist and support all fundraising efforts as needed and clear all expenditures through the Executive Committee.
(d) Prepare monthly, quarterly and annual reports of the budget to the Special Events Council at the general meetings or Executive Committee meeting as required.

4.6-5 Historian
The duties of the Historian shall be to:
(a) Be a member of the Executive Committee of the Special Events Council.
(b) Coordinates/performs the filming or video taking of special events.
(c) Keep and maintain records of events memorabilia by photographs, videos, newspaper articles, letters or other media.

ARTICLE V
RESIGNATION/REMOVAL

5.1 Resignation or Removal
A member (officer or general member) of the Special Events Council may resign from office for any personal reason they deem necessary with a submission of a resignation letter sent prior to next meeting or at least two (2) days before their desired resignation date. The SEC shall remove a member by resolution (majority vote) under the following guidelines:

(a) Removal upon failure to meet the qualifications as set forth in Sections 3.1-1 anytime during the fiscal year.
(b) Removal from office for failure to perform or unsatisfactorily perform duties or meet responsibilities as set forth in Sections 3.2.1 – 3.2.4 anytime during the fiscal year.
ARTICLE VI
COMMITTEES

6.1 Executive Committee
6.1-1 Composition
The Executive Committee shall consist of the following officers of the Special Events Council: Chair, Vice Chair, Treasurer, Secretary and Historian.

6.1-2 Duties
The duties of the Executive Committee:
(a) Coordinate all administrative functions of the Special Events Council.
(b) Receive and act upon committee reports.
(c) Represent the views, policies, needs and concerns of the SEC to the Administration as warranted.
(d) Review and propose to the SEC amendments to these Bylaws.

6.1-3 Meetings
The Executive Committee will meet as needed at a time and place decided upon by the officers prior to each meeting. The Chair will call other meetings as necessary.

6.2 Standing and Ad-Hoc Committees
The Special Events Council will form by appointment standing and ad-hoc committees to meet the needs of the SEC as required. Standing committees are ongoing and ad-hoc committees are for a specific purpose or event. Committees will be reviewed on an annual basis by the Executive Committee. The Executive Committee will make the recommendation in the form of proposed resolution to the Special Events Council regarding the continuation or discontinuance of each committee.

(a) Upon formation/appointment of each committee, their name, purpose, designation of standing or ad-hoc, organizational structure, and leader shall be determined by the SEC.
(b) Committee leader(s) shall report to the SEC in writing the findings and proceedings of their respective committee since the last general meeting.
(c) Each committee shall decide its meeting schedule and operations as best agreed upon by its members.
(d) Each committee shall maintain an accurate record of events that occur during committee meetings.
ARTICLE VII
GENERAL MEETINGS

7.1 Special Events Council Meetings Frequency and Location
Special Events Council General Meetings will occur on a monthly basis at a time and place decided upon by the Chair prior to each meeting. Usually the meetings are held during lunch time and last an hour.

7.2 Attendance
All members of the Special Events Council are encouraged to attend monthly meetings. Each member is considered responsible for the decisions made by resolution (majority vote) at each meeting. In the event that a member cannot attend a scheduled meeting or any other called meeting, he or she shall notify the Secretary in advance of their absence. Such member is also responsible to make proxy arrangements, if needed for such meeting as set forth in section 7.3.

7.3 Quorum and Voting
For purposes of voting, a quorum shall be declared as a percentage greater than 50% of the Council’s entire membership in person or by proxy/ballot. The proxy/ballot is valid only on the date of such meeting.

(a) Each member shall have one and only one vote.

(b) In the event that a member is not able to attend a scheduled voting meeting (i.e. elections), he or she shall give a written proxy/ballot two (2) days prior to the meeting to the Executive officer of their choice to be cast at such meeting.

(c) The member’s choice of Executive Officer will cast vote as per proxy/ballot and also may cast votes on behalf of the member on any matter arising from the floor at such said meeting.
ARTICLE VIII
GENERAL PROVISIONS

8.1 The policies/bylaws which govern the University of Texas Health Science Center at San Antonio will supercede these Bylaws in the event of any discrepancy or conflict.

8.2 The duties of the Special Events Council members will not interfere with the duties each member has to their departments or to their regular position and/or duties.

8.3 Words used in these Bylaws shall be read as masculine or feminine gender and singular or plural, as the context requires. The captions or headings in these Bylaws are for convenience only and are not intended to limit or define the scope of effect of any provision of these Bylaws.

ARTICLE IX
AMENDMENTS

These Bylaws may be amended, or repealed by the Special Events Council provided that a notice of such proposed amendment or repeal is sent to all members of the Special Events Council, and the members vote to adopt the proposed amendment or repeal. The notice shall include the exact wording of the proposed addition or amendment, if applicable, and a written ballot shall be included providing the member the opportunity to vote. In order to enact a change, the affirmative vote of a majority of the active Special Events Council members who vote on such change is required. If the vote is by mail, for purposes of quorum and vote, only those ballots received within thirty (30) days of the sending of the notice shall be counted. Changes to these Bylaws may be proposed by the members of the SEC by written request to the Executive Committee.

Originally adopted and signed by the below aforementioned on the 1st day of September, 2005.

Mary Yanes, Chair, Special Events Council, Computer Support Analyst, Computing Resources

Sigrid Long, Vice Chair, Special Events Council, Programmer Analyst, Integrated Management Information Systems

Judy Wolf, Senior Vice President for External Affairs

Mary Etlinger, Chief of Staff Executive Associate to the Office of the President