

# Constitution

## Of the

# A.D. Bruce Religion Center

# Policy Board

### **PREAMBLE**

That the Religion Center be and remain always set aside for the use of the religious work of the Charter Religions Organizations and the registered Religious / Spiritual student organizations and their religious advisors on the campus of the University of Houston, so long as they have work on the University of Houston campus as herein set forth, together with such use as the University may make of such facilities for student, faculty, staff, alumni and Houston community groups for other educational purposes of the University.

### **ARTICLE I: NAME**

This organization shall be known as the A. D. Bruce Religion Center Policy Board (hereinafter referred to as “The Board”).

### **ARTICLE II: PURPOSE**

The Board shall be the primary recommending agency for the A. D. Bruce Religion Center. Policy considerations shall encompass all phases of the A. D. Bruce Religion Center operation exclusive of compensation and employment decisions. Policy recommendations will be made to provide for the following:

- 1) The governance of the space for religious groups that have Charter status, having contributed a minimum of \$10,000 to the cost of the construction of the Religion Center are recognized as: Baptist Student Ministry (Baptist Student Union), Hillel (B'nai B'rith Hillel), Catholic Newman (Catholic) , Christian Science, Church of Christ, Episcopal – Canterbury (Protestant Episcopal), Houston Lutheran Campus Ministry-ELCA (Lutheran - National), Lutheran Campus Ministry-Missouri Synod, United Campus Ministries (Disciples of Christ & Presbyterian).
- 2) The A.D. Bruce Religion Center will be a campus center for religious and spiritual celebrations with an emphasis on interfaith dialogue.
- 3) The A.D. Bruce Religion Center will be a campus center for social, cultural, intellectual activities and special events.

- 4) The A.D. Bruce Religion Center will be a place to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within a large urban university, and;
- 5) The A.D. Bruce Religion Center will provide an experience for self-governance and civic responsibility.

### **ARTICLE III: INTERRELATIONSHIP**

#### **Section 1: Review and Approval**

The Board may approve and/or amend its constitution with a two-thirds (2/3) vote of the voting membership.

#### **Section 2: Coordination**

The actions of The Board shall be reported to the Assistant Vice President for Student Affairs – Student Life through the Manager, A.D. Bruce Religion Center and the Director, University Centers Facilities and Operations.

### **ARTICLE IV: MEMBERSHIP**

#### **Section I: Members**

The Board will be composed of six (6) currently enrolled students and ten (10) non-students as voting members and will be appointed as follows:

- 1) Student Members:
  - a. Two (2) student at-large representatives appointed by the Student Government Association.
  - b. Four (4) students appointed by the A.D. Bruce Religion Center: two (2) representing the religious/spiritual student organizations registered with the Center for Student Involvement and two (2) representing the Charter Campus Ministries that have office space in the Religion Center.
- 2) Non-Student Members:
  - a. Two (2) faculty members appointed by the Faculty Senate.
  - b. Two (2) staff members appointed by the Staff Council.
  - c. Four (4) representatives of the Charter Religious Groups that have an active registered student organization. Campus Ministries Association will establish and conduct the appointment process.
  - d. Two (2) representatives of the non-Charter Religious Groups with the Campus Ministries Association that have an active registered student organization. Campus Ministries Association will establish and conduct the appointment process.
- 3) Ex-officio, non-voting members:
  - a. President, Campus Ministries Association
  - b. Manager, A. D. Bruce Religion Center
  - c. Director, University Centers Facilities and Operations
  - d. Assistant Vice President for Student Affairs – Student Life

**Section II: Terms**

- e. Terms for all voting Board members shall be two-year appointments, shall be staggered and shall commence September 1.

**Section III: Vacancies**

Should a vacancy occur the position shall be filled by the original appointment process for the unexpired term.

**Section IV: Expulsion of Members**

If any member is absent from two meetings and has not given prior notification to the Chairperson, he/she shall be removed and replaced. In the case of a non-student member the Faculty Senate or Staff Council will be notified. The member is then allowed five (5) working days in which to file an appeal with the Chairperson. Charter and Non-Charter organizations that no longer have an active registered student organization status will no longer be able to serve on The Board.

**ARTICLE V: OFFICIAL CONSTITUTION AND MINUTES**

**Section I**

A copy of this constitution shall be filed in the University Centers Administrative Services and Operations Office and the Office of the A. D. Bruce Religion Center.

**Section II**

Two (2) copies of the minutes shall be filed as official minutes: one in the A. D. Bruce Religion Center Office and one with the University Centers Administrative Services and Operations Office.

**ARTICLE VI: EXECUTION OF POLICY**

Execution and interpretation of policy is the responsibility of the Manager of the A. D. Bruce Religion Center and his/her designee.

**ARTICLE VII: AMENDMENTS**

All amendments to this constitution shall be enacted following approval in the manner prescribed in Article III, Section I, provided that the proposed amendment is presented in writing to The Board at a regular meeting and is voted upon no sooner than the following meeting.

**ARTICLE VIII: HISTORICAL REFERENCES**

**SECTION I**

The basic guidelines shall be those establishing the Religion Center as found in a resolution of the Board of Regents, 25 February 1961. [Will be ATTACHED when received.]

**SECTION II**

Attorney General of Texas in Opinion WW-1269, dated May 5, 1962. [See 1965 Constitution and Bylaws; ATTACHED]

**SECTION III**

The Constitution and Bylaws of the Religion Center Policy Board / University of Houston, October 1965.  
[ATTACHED]

**ARTICLE IX: RATIFICATION CLAUSE**

The A.D. Bruce Religion Center Policy Board Constitution shall go into effect upon approval in the manner prescribed in Article III, Section 1.

Original Approval Date: **March 26, 2012**

Revised:

# 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