



# AGGIE KEYS CONSTITUTION

Updated: 1/10/2025



# Aggie Keys Constitution

## Table of Contents

Article I. Organization Name & Official Colors	2
Article II. Purpose and Goals	2
Article III. Membership	2
Section I. Eligibility	2
Section II. Selection Process	3
Section III. Standards	3
Section IV. Requirements	4
Section V. Committee Members	4
Section VI. Disciplinary Procedures (notice and perspective)	5
Section VII. Personal Discrepancies	6
Article IV. Officers	6
Section I. Duties	6
Section II. Eligibility	8
Section III. Selection Process	8
Section IV. Requirements	8
Section V. Disciplinary Procedures (notice and perspective)	9
Article V. Complaints	10
Article VI. Financial Procedures	10
Article VII. Advisor	10
Section I. Requirements and Expectations	10
Article VIII. Annual Review and Amendments	11
Section I. Annual Review	11
Section II. Amendments	11

## Article I. Organization Name & Official Colors

The name of this organization shall be Aggie Keys.

The official colors of this organization shall be Pink and Blue.

## Article II. Purpose and Goals

To build a strong empowered sisterhood of unique, well-rounded women that are a representation of compassion, integrity, professionalism, and service.

## Article III. Membership

### Section I. Eligibility

Any member of the student body may apply for membership in this organization that meet the following requirements:

- (a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below the semester of applying and the proceeding semesters of membership.

For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election, at least six credit hours must have been taken during the course of either the full or two summer session(s).

For graduate level students, the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

- (b) Be in good standing with the university and enrolled:

At least half-time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.

At least half time (four or more credits), if a graduate level student (unless few credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

- (c) Be ineligible for membership should the student fail to maintain the requirements as prescribed in (a) and (b).

No student shall be excluded because of sex, religion, disability, race, creed, or national origin.

## Section II. Selection Process

Recruitment of new members for the organization will begin the week after the MSC open house each semester. Recruitment will begin with several informationals within the span of a two weeks for prospective applicants to attend. After the two weeks of informationals, the prospective applicants will have a week to work on their applications. Applications are to be submitted via email to the Aggie Keys email, [theaggiekeys@gmail.com](mailto:theaggiekeys@gmail.com).

The following week will consist of a rating of the application responses by officers, an interview with each applicant, and socials with the applicants and current members.

The rating process will consist of each officer reading each application and rating the applicant's response on a scale of 1-10. The rating of the applications is to take place on the same Friday in which they are picked up.

The interview process will consist of an informal interview with the applicant, the Officers and Executive team.

The socials are a way for the current members to get to know the applicants.

Once the applications are collected the Treasurer will remove the cover page with the applicant's personal information. The second page of the application will contain the applicants UIN, this will serve as the application identification number. This is done in order to keep the selection process fair and unbiased. The only individuals that will know the identity of each applicant will be the Treasurer and Co-Presidents or President/Vice-President, and they are only to know the identity of the applicant after the ratings have been completed. The total of the ratings for each applicant will be totaled, and averaged based on the number of officers that participated in the rating process.

As mentioned the following week will consist of interviews with prospective members as well as social events between prospective members and current members. During this week, the other officers will also be allowed to submit comments about the girls they meet during the recruitment process. The Vice President is to record those comments based on the girls application identification number. Notes from the interviews will also be recorded with the notes submitted by the other officers. The final decision of which applicants are accepted will be decided by the Co-Presidents or President/Vice-President and the Treasurer. The Co-Presidents or President/Vice-President and Treasurer decisions will be based on the officer's application rating, the officer's comments and the interview notes. If the Co-Presidents or President/Vice-President and Treasurer cannot make a unanimous decision in regard to one applicant, the majority opinion will stand. Once final decisions are made applicants will receive notification of their status via email. The number of selected applicants is subject to change each semester based on the needs of the organization.

## Section III. Standards

Members of this organization are held to the following standards:

- Drug use by members will not be tolerated.
- Alcohol use by members at official organization events will not be tolerated.
- Members must reflect the mission statement and pillars of this organization in everyday actions.

If a member of the organization is found to not be maintaining the standards of the organization, the disciplinary procedures explained in Article III, Section VI will be executed pertaining to the individual in question.

## Section IV. Requirements

Members of this organization must meet the following requirements:

- Members are required to pay the dues set by the Treasurer by the announced deadline.
- If dues are not paid after Treasurer has worked with the individual to set up payment plan, individual will be removed from the organization on a case by case basis
- Members are required to meet the point requirements set by the Co-Presidents or President/Vice-President by the announced deadline.

In the event that a member does NOT meet point requirements:

- Individuals will be placed on probation and receive a one warning mail as described in Article III, Section VI, that will allow them to appeal this probation.

If points are not met again the following semester a mediation meeting will be scheduled in accordance to Article III, Section VI to determine their probation status.

- If applicable, the individual loses position (officer and committee) if on probation.
- Individual cannot hold an officer or committee position in the following semester if on probation
- Unexcused absence from required meetings/events (resets every semester) Excused means filling out the absence form
- No-show to a signed-up commitment
- Bullying, gossiping, or creating drama that harms sisterhood
- Breaking confidentiality on organization matters
- Not completing tasks assigned to an officer/committee role
- Not paying dues by due date

## Section V. Committee Members

Committee Members are delegated tasks by their respective officers as described in Article IV, Section I. Committee members do not hold more power in the organization than members; committee members are members who volunteer their time because they would like to be more involved in helping the organization reach its goals. At the end of each semester, members are able to decide if they would like to pursue a committee member position. Committee Member applications will be reviewed by the respective officers after the Treasurer removes the cover page to make the selection process unbiased. The term for each committee member will last one semester. Each current committee member will be required to reapply each semester. New members are allowed to participate in the committee member application process. Each member that is interested in being a part of a committee will be required to submit an application to the specific committee they wish to be in. The application is to be submitted to the Co-Presidents or President/Vice-President by the specified date with the front page folded up. On the day that the applications are collected there will be a rating of the applicant's responses. The officers are the only individuals that will participate in the rating process. The Co-Presidents or President/Vice-President will be the only individuals that will know the identity of the applicants,

however, the Co-Presidents or President/Vice-President are only allowed to know the identities after the completion of the rating process. While the applicants do apply for a specific committee all applications will be reviewed by all officers, however, the officer's vote of the committee of which the applicant applied will be counted twice. This allows the officer whose committee is being affected to have more say. The final decisions will be made by the Co-Presidents or President/Vice-President, and these decisions will be made based on the average of the ratings. Each officer will be given the chance to express their vision for the year in order to ensure the other officers know what to look for in the candidates. The ratings will be averaged based on the number of officers that participated in the ratings. If there is a large discrepancy in the scores for an individual the Co-Presidents or President/Vice President will review said discrepancy with the officer in charge of the committee in which the applicant applied. The Co-Presidents or President/Vice-President will take into consideration the number of committee members each officer wants with a minimum of two and a maximum of five.

## **Section VI. Disciplinary Procedures (notice and perspective)**

Any member of the organization who fails to follow the standards outlined in Article III, Section III, does not meet the requirements described in Article III, Section IV, or is found to not be fulfilling their commitments made to the organization, including fulfilling the duties described in Article III, Section V, if applicable, is subject to disciplinary procedures. If the discrepancy in question is categorized under Article III, Section III, standard: "Members must reflect the mission statement and pillars of this organization in their actions," and is deemed a personal discrepancy between 3 or fewer individuals, refer to Article III, Section VII. For any other discrepancy that meets the criteria for disciplinary procedures, the individual in question will receive an official email notice stating the reason(s) for the disciplinary procedures from the Co-Presidents or President/Vice-President. If the individual in question is a Co-President, the official email notice will come from the other Co-President or President/Vice-President and a randomly selected officer. For future reference "the authors of the email" refers to the individual(s) that sent the email stating the reasons for disciplinary procedures. Depending on the severity of the discrepancy, at the discretion of the authors of the email, the official email notice could serve as a warning, with the number of warnings to the same individual not to exceed two total warnings regardless of the type of discrepancy. If a warning will not suffice for the discrepancy in question, at the discretion of the authors of the email, or if the individual has already received the allotted two warnings, then the email will notify the individual in question of a mandatory mediation meeting, to be scheduled with at least one week's notice, with Co-President, President/Vice-President, and the Treasurer. During this mediation meeting, the person in question will provide their perspective on the discrepancy. The three mediators in attendance will give objective, constructive feedback, as well as give a list of tasks, if applicable, that will best help the individual move forward and that the individual in question must complete. If an individual refuses to complete the list of tasks, they are to be immediately removed from the organization. After the mediation meeting, the three mediators will discuss the sanction(s) for the individuals. If the mediators cannot unanimously come to a decision regarding the sanction(s), the majority vote will stand. Sanctions can include but are not limited to: extra requirements added to the individuals point requirements, restriction from participation in official organization events, removal of the member from committee, if applicable, and removal from the organization without reimbursement of dues. The individual in question will receive an official email regarding the decided sanction from authors of the original official email notice. If the individual in question is a committee member, and it is decided that the individual in question is to be removed from the organization or relieved of their

position as a committee member, a new committee member may be chosen in the same process as described in Article III, Section V, as deemed necessary by the officer presiding over said committee member. If the individual in question is an officer, and it is decided that the individual in question is to be removed from the organization, a new officer will be elected in the same process as described in Article IV, Section V.

## **Section VII. Personal Discrepancies**

If it is brought to the attention of the Co-Presidents or President/Vice-President in any way, including but not limited to: the complaint emails, voiced complaints or observations by the Co-Presidents or President/Vice-President themselves, that there is a personal discrepancy between members that is hindering the forward progress of the organization to successfully reach its goals, the individuals in question will receive an email from the Co-Presidents or President/Vice-President notifying them of the need to enact the personal discrepancies procedure. The personal discrepancies procedure includes: the individuals in question will be required to complete online trainings through the Student Activities online training resources at the digression of the mediators based on said situation and attend a mandatory mediation meeting, to be scheduled with at least one week's notice, with one randomly selected Co-President or President/Vice-President, one randomly selected officer, excluding the other Co-President or President/Vice-President, and one randomly selected member of the organization that has been a member for at least one semester, excluding all individuals involved in the discrepancy. During this mediation meeting, all parties involved will provide their perspective on the discrepancy. The three mediators in attendance will give objective, constructive feedback, as well as give a list of tasks, if applicable, that will best help all individuals move forward and that all individuals in question must complete. If an individual refuses to complete the list of tasks, immediately refer to the disciplinary procedures outlined in Article III, Section VI. If an individual in question is a Co-President or President/Vice-President, any three other officers, not involved in the discrepancy, may collectively send the email beginning the personal discrepancies procedure previously described, except that the mediation meeting will be held with two randomly selected officers, including Co-President or President/Vice-President if applicable, and one randomly selected member of the organization that has been a member for at least one semester, excluding all individuals involved in the discrepancy. If the personal discrepancy between the individuals in question is a recurring event, and a mediation meeting is deemed necessary for the same discrepancy with the same individuals more than twice, refer to the disciplinary procedures outlined in Article III, Section VI.

# **Article IV. Officers**

## **Section I. Duties**

The organization has eight officer positions: President or Co-Presidents, Vice President, Treasurer, two Social officers, two Sisterhood officers, and two Service officers. In the case of Co-Presidents, no President or Vice President will be elected. In the case of the President and Vice President, no Co-Presidents will be elected. The decision between Co-Presidents or President/Vice President is subject to change each term and will be decided by the election process. All officers must keep all documents in the provided "Virtual Binder" flash-drive, as well as keep a physical binder to provide to the presiding officer. Officers are required to make a tentative calendar of events to be given to the Co-Presidents or President/Vice-President who will compile them into a master calendar for the organization. Officers are required to make a tentative budget to be given to the Treasurer who will

compile a master budget for the organization. The calendar and budget will need to be turned in two weeks prior to the first official organization meeting each semester. The individual duties of the officers are as follows:

President or Co-Presidents duties include coordinating the officers, planning official organization meetings, acting as organization representatives, developing the leaders, coordinating leadership workshops, and defining member points. The responsibilities of the “Risk Management Officer” as defined by the Department of Student Activities at Texas A&M University have been incorporated into this position. Co-Presidents are the highest level of leadership in the organization and are equal to each other. They are in charge of helping to lead and mentor the other officers in completing their duties and responsibilities. In the case of President and Vice President rather than Co-Presidents, the President and Vice President will share the previously described roles of the Co-Presidents with the exception of the President being the sole representative of the organization and the President having the responsibility of the “Risk Management Officer”.

Service Officers duties include coordinating service events. The Service Officer will have a committee of up to two committee members. She will delegate tasks to the committee members based on what she has planned in order to complete her responsibilities in an efficient and organized manner. As a part of the Service Officer’s duties, it is imperative that she effectively communicates to the Co-Presidents or President/Vice-President what she has planned.

Social Officers duties include coordinating social events with Texas A&M University students outside of Aggie Keys. The Social Officer will have a committee of up to two committee members. She will delegate tasks to the committee members based on what she has planned in order to complete her responsibilities in an efficient and organized manner. As a part of the Social Officer’s duties, it is imperative that she effectively communicates to the Co-Presidents or President/Vice-President what she has planned.

Sisterhood Officers duties include coordinating recruitment events, including but not limited to informationals, MSC open house, bannerizing, and applications as well as sisterhood events. The Sisterhood Officer will have a committee of up to two committee members. She will delegate tasks to the committee members based on what she has planned in order to complete her responsibilities in an efficient and organized manner. As a part of the Sisterhood Officer’s duties, it is imperative that she effectively communicates to the Co-Presidents or President/Vice-President what she has planned.

Vice President duties include coordinating weekly email updates and meeting minutes; PR, including but not limited to social media sites, the website, and shirts; coordinating the sign in sheets at all events; and keeping track of the points for members. As a part of the Vice President’s duties, it is imperative that she effectively communicates to the Co-Presidents or President.

Treasurer duties include coordinating the organization budget, fundraising events, and philanthropy events. As a part of the Treasurer’s duties, it is imperative that she effectively communicates to the Co-Presidents or President/Vice-President what she has planned.

If any officer is found to be abusing the power of their position refer to the disciplinary procedures outlined in Article IV, Section V.

## **Section II. Eligibility**

Members are eligible for an officer position after being in the organization for at least one semester. Only two members who have previously held officer positions may run as a Co-President pair. Members who have held officer positions may also run as President, Vice President, or Treasurer. This stands regardless if all the officers are seniors/graduating or do not want to run as Co-President, President, or Vice President. NOTE: as previously stated in the constitution, Co-Presidents are the only members who run together as a pair. The President and Vice-President positions do not run as a pair and are elected individually by the executive team.

### Section III. Selection Process

Elections for officer positions will be based on open availability per semester. Each individual is permitted to run for three officer positions. Running for any presidential position (Co-President, President, Vice-President, or Treasurer) is considered running for one position in the election. Members are permitted to be self-nominated, by application, within the organization to run for an officer position. Potential Co-Presidents are nominated as a pair; potential Presidents and Vice Presidents are nominated individually. Officer candidates will have the opportunity to tell the Officer and Executive team of the organization why they should be elected to their desired position. Every officer and executive member of the organization in attendance is allowed one vote for each position; one vote for the Co-President pair, OR one vote for the President and one vote for the Vice President along with one vote for each Service Officer, Social Officer, Education Officer, Sisterhood Officer, and Treasurer position. Voting will happen electronically. The candidate with the majority of the votes will be elected to the position. If there is a tie, there will be another vote between the remaining two candidates. If a candidate is elected into two positions the candidate will first have the option to choose which of the two she would like to reside as, and then there will be a revote for the remaining position. Elected positions will be effective proceeding the last day of the last university scheduled final exam of the semester in which voting took place.

### Section IV. Requirements

The officers of this organization must meet the following requirements:

- (a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election, the semester of election, and semester during term of office.

For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election, at least six credit hours must have been taken during the course of either the full or two summer session(s).

For graduate level students, the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four house (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless few credits are required as they complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

At least half-time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.

At least half time (four or more credits), if a graduate level student (unless few credits are required in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## Section V. Disciplinary Procedures (notice and perspective)

Any officer that is eligible for disciplinary procedures as described in Article III, Section V is subject to the disciplinary procedures described in Article III, Section V. Any officer of the organization that fails to meet the duties described in Article IV, Section I is subject to disciplinary procedures as described below. In reference to abuse of power in Article IV, Section I any officer that is found to be abusing the power of their position is subject to the disciplinary procedures as described below. The officer in question will receive an official email notice stating the reason(s) for the disciplinary procedures from the Co-Presidents or President/Vice-President. If the individual in question is a Co-President or President/Vice-President, the official email notice will come from the other Co-President or the President/Vice-President that is not under disciplinary procedures and a randomly selected officer. If the individuals in question are both Co-Presidents or President/Vice-President the official email notice will come from any two randomly selected officers. The officer in question will receive two official email notices that provide warnings. If the discrepancy continues or is repeated beyond the receipt of the warnings, the officer in question will receive an official email notice informing them that because of the discrepancy, their position as an officer is under review. At the next official, scheduled officer meeting, with no less than one week's notice, the officer will have the opportunity to present their perspective to the officer and executive team. Preceding the presentation of the individual in question's perspective, every member of the organization in attendance of the meeting will vote electronically on the removal of the officer. If the vote is in favor of removing the officer from the position, the removal will be immediate. If an officer is removed from office, nominations for the vacant position will be accepted immediately until the start of the next official, scheduled organization meeting. Every member of the organization in attendance at the meeting will have one vote for the vacant position. The candidate with the majority of the votes will be elected to the position. If there is a tie, there will be another vote between the remaining two candidates. The elected candidate will assume the position immediately.

## Article V. Complaints

Any and all complaints shall be submitted through [AggieKeysComplaints@gmail.com](mailto:AggieKeysComplaints@gmail.com). The Co-Presidents or President/Vice-President will oversee the complaints email. If the complaint involves either a Co-President or President/Vice-President the complaint email should be sent to at least two other officers. It is the duty of these officers to inform the other officers not in question and to enact the

disciplinary procedures as stated in the constitution. Submissions that regard the organization as a whole or a decision made for the organization will be discussed with the individual who submitted the complaint as well as the whole organization at the next meeting if deemed necessary. Complaints that deal with Article III, section VI, Article III Section VII or Article IV Section V will be dealt with as stated in those sections.

## Article VI. Financial Procedures

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

## Article VII. Advisor

### Section I. Requirements and Expectations

Potential advisors should meet the following requirements:

- Be a Texas A&M employee as defined by the Texas A&M Human Resources Department, an employee of the Texas A&M Health Science Center in the Bryan/College Station area, or an employee of a Bryan/College Station-based agency in the TAMU System
- Be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, or knowledge related to those activities and mission of the organization
- Be willing to participate in an annually required advisor development seminar
- Be willing to occasionally attend organizational meetings and event
- Review all documentation regarding student organizational events including but not limited to contracts, event forms, concessions forms, travel forms, etc.
- Assist the organization in developing realistic goals for the year that will contribute to the educational and personal development of the students involved
- Be aware of the organization's financial status via a review of these statements and the approval of expenditures relating to the organization
- Report all rule violations or potential violations to the appropriate university officials
- Be familiar with the organization's constitution and all other governing documents including by-laws, risk management policies, and new member requirements
- Provide advance written notification to the Department of Student Activities and the organization's officers if they are no longer able to function in the capacity of advisor

## Article VIII. Annual Review, Amendments, and Access

### Section I. Annual Review

This constitution must be reviewed annually and re-submitted to the Department of Student Activities.

### Section II. Amendments

This constitution may be amended at any time by a two-thirds vote of the total membership, subject to

the approval of the Department of Student Activities.

## **Section II. Amendments**

This constitution is made accessible to all members through our website and can be downloaded and reviewed by any member. They can also gain access through alerting any officer and it will promptly be sent over to members.