



Texas A&M University
THE BIG EVENT CONSTITUTION/BYLAWS

Our Mission Statement

“Through service-oriented activities, The Big Event promotes community and campus unity as students come together for one day to express their gratitude for the support from the Bryan/College Station community.”

Our Purpose Statement

The Big Event provides the students of Texas A&M University with the opportunity to say "Thank You" the community of Bryan/College Station for their continued support throughout the years. Already the largest one-day, student-run service project in the nation, The Big Event has expanded to over 100 other schools across the nation. The Big Event Committee is responsible for planning and organizing all events surrounding this day, allowing students to work with residents in their community.

History

In 1982 Joe Nussbaum, then Vice President of the Student Government Association at Texas A&M University, started The Big Event as a way for students to say “Thank You” to the surrounding community. Nussbaum envisioned a one-day service project where residents of Bryan and College Station would be shown appreciation for their continued support of Texas A&M University students during their college careers. Mr. Nussbaum viewed The Big Event as a means for students to show their gratitude by completing various tasks at area residents’ homes. Joe believed that it was the least the students could do to give one big thanks to their community on One Big Day each year. Since its introduction in 1982, The Big Event has become the largest, one-day, student-run service project in the nation. Each spring, tens of thousands of Texas A&M students come together to say “Thank You” to the residents of Bryan and College Station. For the past 42 years, Aggie students have participated in this annual event to show their appreciation to the surrounding community, completing service projects such as yard work, window washing, and painting for residents of the community. Although The Big Event has become the largest one-day, student-run service project in the nation, our message and our mission remains the same – to simply say “Thank You.” The Big Event is a proud member of the Student Government Association at Texas A&M, and a recognized student organization of Texas A&M University.

Our Core Values

The Big Event at Texas A&M University is an organization that strives to uphold the ideals of unity and service. This one-day event is not based on socioeconomic need, but rather, it is a way for the student body to express their gratitude to the community that supports Texas A&M. It is important to remember The Big Event is not about the number of jobs completed or the number of students who participate each year. Instead, it is the interaction between students and residents, and the unity that results throughout the community that makes The Big Event so unique.

GPR Requirement

"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/appointment, the semester of election/appointment and semesters during the term of office.

1. 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/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

2. For graduate level students the minimum cumulative and semester GPR is 3.00 and for first-time 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/appointment, 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:

1. 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.

2. at least half time (four or more credits), if a graduate level student (unless fewer 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)."

Financial Procedures

The Big Event funds all organizational efforts through three major means: SOFC accounts, Foundation Endowments, and SGA allocations.

SOFC

All regular spending 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.

SGA Allocation

This fiscal account is an account through SGA that is allocated by the Senate's appropriation committee at the start of the school year. The money used in this account can only be used for what is approved by the Student Senate.

Endowments

There are three endowments for The Big Event at The Foundation. Money is available for use through interest collected from the following endowments and is available for use in the designated areas:

- **The Big Event Endowment:**

- The Big Event Endowment was created to enable The Big Event to ultimately become self-sufficient in operations. Any monetary spending deemed applicable to the operations of The Big Event is allowed to be spent from this endowment amount.

- **Outreach Endowment (Joe Nussbaum Endowment):**

- This endowment was created to meet the needs of any expenditures that are specific to the growth and outreach of The Big Event to other campuses and establishments. Purchases made through this endowment may include but are not limited to: travel, conference fees, flights, hotels, food, etc.

- **Scholarship Endowment (Kelly Boatwright Endowment):**

- This endowment can only be used to pay for membership dues.
- The process for scholarship application and distribution is at the discretion of the current executive team.

- **Dallas A&M Club Endowment**

- This endowment must be used for things that "benefit the entirety of the student body." Purchases made through this endowment should be related to the furthering of The Big Event's mission within the university,

including but not limited to: bannerings for students, tools for job sites, flyers for student awareness, expenses for volunteer kickoff ceremony, etc.

Cash available monies from the Foundation endowments are available for use via deposit into SOFC all 99999's account where the funds will then follow rules established by the SOFC.

Donations

If donors wish to be tax exempt on their donations they must donate to The Texas A&M Foundation denoting The Big Event as the beneficiary. Donating directly to The Big Event through the SOFC will not result in a tax write off on that donation for the donor.

Member Dues

Member due amounts will be determined in the spring semester when the current Associate Director creates the budget for the upcoming Big Event. Committee members will be expected to pay dues in the fall semester and staff assistants will be expected to pay dues in the spring semester. The role of the Associate Director is to collect dues accordingly including but not limited to via check, cash, or card payment conducted through Flywire.

Statement of Annual Review

The Big Event acknowledges that they must submit a copy of the constitution to the Department of Student Activities for review annually. This copy will be made available to organization members upon request.

The Big Event Committee Structure

General Committee Expectations

- Attend every committee and staff meeting
- Attend scheduled events throughout the year like Fall Service Project, Silent Auction/Gala, Banquet, etc
- Attend office hours
- Perform duties assigned to them by executive team
- Lead a group of staff assistants and oversee the proper execution of job checks and paperwork completion

General Committee Goals

- Cohesiveness amongst the committee members
- Timeliness and time-effectiveness at meetings
- Established commitment to The Big Event and each other

- Take initiative with their own jobs in an effort to improve processes
- Grow The Big Event
 - Selflessness – available to contribute to others; helping out other sub-committees

Executive Expectations

- Attend every executive, committee, and staff and exec-advisor meeting
- Attend scheduled events throughout the year like Fall Service Project, Silent Auction/Gala, Banquet, etc
- Attend office hours
- Perform duties assigned to them by directors
- Lead subcommittee and oversee their efforts throughout the year

Executive Goals

- Leadership and passion to serve The Big Event
- Maturity to know when to speak and when to listen
- Increased communication between all Executives
- Flexibility – ability to think outside of the box and be ready for change
- Developing general committee members into leaders
- Continuous improvement
- Working together by discussing ideas, problems, etc. with each other in order to accumulate different perspectives on different issues
- Concentrated effort to get to know committee members
- Patience with committee members and with each other
- Ensuring that being on the committee is an enjoyable and positive experience for everyone
- Willingness to help with events occurring in other sub committees in addition to those in our own
- Being unbiased when presenting candidates to committee

Associate Director Expectations

- Attend every executive, committee, and staff and Associate Director-advisor meeting
- Attend scheduled events throughout the year like Fall Service Project, Silent Auction/Gala,, etc
- Attend office hours
- Support the Director in reiterating the values The Big Event Committee holds, encouraging Executives
- Lead executive team through leadership moments and leadership development
- Maintain financial records
- Act as the primary custodian for all money flow in relation to The Big Event
- Present to Senate Finance Committee to obtain SGA allocations

Associate Director Goals

- development of the executive team into stronger leaders

- supportive relationship with the Director and Executive team
- maintain approachability with executives, committee, and staff
- create transparency and understanding of finances
- establish good stewardship of Big Event monetary funds
- keep long term goal focus of The Big Event

Director Expectations

- Chair the organization
- Attend every director-advisor, exec, committee, and staff meeting
- Lead organization and oversee all actions
- Directly oversee executive team and their efforts
- Establish calendar for the year, with input from executive team
- Responsible for representing the organization to the rest of the university at events held at the Association of Former Students, TAMU Foundation, etc

Director Goals

- Strong leadership – constantly striving towards excellence
- Confidence in decisions – not wavering
- Actively listen to ideas from the Executives as well as from the general committee
- Help the Executives to create a sense of family for the committee
- Allow some freedom/creativity to the Executives and committee members while making sure that everything is in accordance with the overall plan for The Big Event
- Be an approachable source of comfort and encouragement to the Executives and the committee members
- Oversee actions of committee to make sure they are running smoothly
- Establish vision for the next year's TBE, as well as the following years
- Have a good working relationship with advisors
- Have a good working relationship with Executives
- Exhibit understanding and familiarity with the SOFC Instructional Guide
- Oversee meetings effectively and make sure they run according to plan
- Work to outline more permanent changes that could be made to The Big Event

Advisor Expectations

- Availability; enthusiasm, involvement, and passion
- Be available for questions/concerns/suggestions/guidance/wisdom
- Be present around general committee – not just for Executives
- Challenge us to think outside of what we normally do
- Help us to evaluate what we do and why we do it
- Make a concentrated effort to know the Director, Executives, and committee members
- Make sure that everything is on the right track with regard to SGA
- Participate in as many committee events as possible
- Be present not to make tough decisions, but to offer input to the students as they

- make those tough decisions
- Have a good working relationship with the committee members
- Put members in situation to be successful
- Be able to address issues (within the committee, but more specifically outside) quickly at the beginning of the year
- Be approachable to all members of the committee

Subcommittee Mission Statements

Recruitment: Our goal is to recruit students who are passionate about giving back to the Bryan-College Station community. We aim to spread awareness of the value of selfless service and encourage students to join alongside us in fulfilling the mission of The Big Event.

Programs: The mission of Programs is to serve as a symbol of the scope of The Big Event, operating through the kickoff ceremony and day of activities in order to enhance the experience for volunteers and attendees. By partnering with vendors as well as the College Station/Bryan community, Programs aims to better facilitate The Big Event in logistics and presentation as a representation of The Big Event's long standing impact.

Donor Relations: The purpose of the Donor Relations Committee is to financially support The Big Event and its mission of "simply saying thank you" to the Bryan/College Station community by establishing sponsorships and maintaining healthy donor relationships.

Public Relations: The purpose of the Public Relations Committee is to connect and communicate with Texas A&M Students, faculty, organizations and Big Events all across the country. We strive to constantly expand the Big Event's impact within and outside the university in hopes of creating a lasting effect for years to come.

Development: Our Development team strives to train, prepare, and equip staff with the necessary materials to build a strong foundation in order to connect and serve residents in the Bryan and College Station community. We instill confidence and motivate our staff to create stronger relationships through driving change, developing creative solutions, and celebrating each victory along the way.

Operations: Operations strives to be the logistical backbone of The Big Event by bringing efficiency to critical internal processes. We aim to equip students with all the tools necessary to effectively serve the residents of the Bryan/College Station community.

Evaluations

Objective: to make sure the committee is operating at the highest efficiency possible.

Evaluations are to be taken after major events and at the end of every semester. These will be done over a google form and the information will be kept on the drive for records.

Evaluations include but are not limited to:

- Executives evaluation performance of committee members and Director (semesterly)
- Committee evaluating Executives, Director, and overall committee (semesterly)

Leadership Selection and Transition Process

The goal of this process is to select the most qualified leaders to oversee the work of The Big Event for the coming year. In general, this process begins shortly after Big Event's main day of service each spring, and the entire selection process for all of the upcoming year's Big Event Executive staff is to ideally conclude before the first reading day for spring semester final examinations.

At no time is inside information about this process to be discussed with outside parties, nor should it be discussed with applicants once the process is complete. Nor should members of the Executive team reveal any information regarding the selection process to applicants that might give them an unfair advantage – including, but not limited to interview questions.

Responsibility for establishing the schedule for the incoming Director selection and transition belongs to the outgoing Director. Described below is the committee's standard process. Each year, this process will be shared and coordinated with Advisors and Student Body President (SBP), or a proxy of the SBP, to ensure that the selection process is aligned with expectations of the new Student Government Association's (SGA) administration.

Example Selection and Transition Schedule

Sunday, March 29-Director application available
Sunday, April 5-Director application due
Monday-Wednesday, April 6-8-Director interviews
Friday, April 10-Director decision announced
Friday, April 10-Executive/Associate Director application available
Monday, April 13-Associate Director application due
Tuesday, April 14-Associate Director interviews
Friday, April 17-Associate Director announced
Friday, April 17-Executive application due
Monday-Wednesday, April 20-22-Executive interviews
Friday, April 24-Executive team announced

Directors and Executive Selection Process Description

Director Selection: Upon completion and submission of the application, the outgoing Director and Associate Director, Big Event Advisors, and the representative of SGA will be present at each of the Director interviews. In a joint deliberation meeting between the Director, Associate Director, and Advisors:

- The role of the SGA representative will be to evaluate the Director selection process
- The role of the advisor(s) will be to provide input on the applicants, and provide advice where they deem necessary
- The role of the outgoing Director and Associate Director will be to evaluate the candidates and ultimately, to select the incoming Director. The presentation will last between 40- 60 minutes, followed by a question/answer interview . During the presentation/interview, issues such as experience with The Big Event, leadership philosophy, leadership skills, goals for the upcoming year, long-term vision for The Big Event, time commitments, and more will be addressed. The selection team will consider the ability to work with, lead, and “complement” a team, and foster an enjoyable work-environment in order to choose the most qualified applicant. During the interview portion in the candidate answers a select set of questions. Upon selection, it is the responsibility of the new Director to work with the Advisors to create the application, interview rubric, and to facilitate the selections process for the incoming Associate Director.

Associate Director Selection: Specifics for reviewing and evaluating applications for Associate Director are established by the Director, in coordination with the Advisors. Upon completion of the application, the candidates will each be interviewed in 20 minute intervals by the Director and Advisors. Interview questions are created by the Director by working with the Advisors., but generally should consist of leadership philosophy, strengths, skills, committee goals, etc. The selection team will consider the ability to work with, lead, and “complement” a team, and foster an enjoyable work-environment in order to choose the most qualified applicant. As with the Director selection process, the role of the advisor(s) is to provide input on applicants and counsel when they deem necessary. It is the role of the Director, ultimately, to select the Associate Director. It should be noted that in the absence of the Director, the Associate Director assumes the responsibilities of leading The Big Event.

Executive Selection: Specifics for reviewing and evaluating applications for Executive Team are established by the Director and Associate Director, in coordination with the Advisors. Upon completion of the application review process, the candidates will each be interviewed in 30 minute intervals by the Directors. Interview questions should generally consist of leadership philosophy, personality strengths, subcommittee goals, etc. The selectors should keep in mind that a contributing factor to qualification are strengths and weaknesses that will combine and form the most well rounded Executive team.

Transition Process: Upon selection of the new Executive team, an email notifies the applicants, and transition meetings are held between the outgoing and incoming Director, and each outgoing and incoming executive partnership. The purpose of the meeting is to bridge the transition process from old to new leadership. Each process of the year, including individual subcommittees, retreats, selection, and ceremony, is analyzed. The old and new alike seek to look at all processes and recommend changes that need to take place in the following year. During this time, procedural documents are exchanged.

Committee, Staff Assistant and Executive Eligibility

Students wanting to participate in The Big Event must fall within the following guidelines:

Volunteer

- Current Texas A&M University- College Station Student with a valid UIN

Staff Assistant, Committee, Executive, and Directors

- Current Texas A&M University- College Station Student with a valid UIN - Cumulative GPA of >2.0
- Be in good standing with the university.

Committee & Staff Assistant Selection

The Committee selection process is held in September, the beginning of the Fall semester. Staff Assistant Selections process is held later in the first semester, at the discretion of the Executive team. Both committee and staff assistant selection processes are in accordance with the following procedure:

The following procedure has been set to ensure fairness and objectivity in selection. This selection process is spearheaded by the Development executives, under the supervision and guidance of the Director and Associate Director. All information revealed by applicants in the written application and interview process is to be kept strictly confidential among the Executive team.

At no time is it to be discussed with outside parties, nor should it be discussed with committee members once the process is complete. Nor should members of the Executive committee team reveal any information regarding the selection process to applicants that might give them an unfair advantage – including, but not limited to interview questions.

Application Submission and Review

The Executive Team will convene to read and score the essays. Each application will be read, evaluated, and scored by at least two execs, using a detailed rubric. The scores averaged together will make up the application score. Any considerable variance in scores (one application getting graded a 5 by one exec and a 3 by another) will be read by either the Director or Associate Director. The score given by the third reader will be averaged into the current application score.

The applicants will then be sorted in descending order. The committee will interview *at least* twice as many applicants as there are open committee positions. Invitations for committee interviews are based on application score. Former committee members should receive an interview unless their performance in the previous year was one that warrants a rejection from the interview round.

The interview decisions will be communicated via email. The exec team should be sure

to use the bcc function to prevent recipients seeing who else received the same message.

Interviews

Throughout the entire interview process, executives are to maintain a professional attitude and demeanor. This is demonstrated by treating all interviewees equally before, during, and after the interview, so as not to demonstrate favoritism to friends and or/associates. Because interviews are held in a formal setting, interviewers are to conduct themselves in a mature and behaved manner at all times.

At least two members of the exec team should be present at each interview to ask questions and to evaluate the interviewee. During the interview, each potential member is asked a set of questions. This set of questions will be predetermined by the executive team, and each applicant will be asked the same questions. The only exception to this rule could be with regard to a more informal, open-ended question towards the end of the interview to get a better idea of the kind of person that the interviewee is. Examples of such questions are 'What's your pet peeve?' or 'Describe your ideal day'. This type of question is not mandated by any means, and is the only category of questions in which the exec team should ask applicants different questions. The interviews are scored using a detailed rubric, based on core qualities that the exec team values in committee members and staff assistants. Note that in the same way that the rubric for choosing the Exec team will look different from the rubric for choosing committee, the rubric for choosing Staff Assistants may differ from the Committee rubric as well. This is in order to cater to the different responsibilities and expectations that each role requires. The scores given by the interviewers are averaged together to make up the interview score.

After each interview, the score sheets will be collected by the Development Executives to compile all interview scores upon the conclusion of all interviews, and will be retained till the day of service in the Spring.

Final Selection

The applicant's application score will be combined with their corresponding interview score. The weighting of the application score and the interview score is up to the discretion of the executive team. The executive team will convene for a deliberation meeting, at which the advisor(s) will be present, to form the committee using the combined scores as a primary means of evaluation. Secondary means of evaluation that contribute to the decision-making process are limited to executives' knowledge of past performance of applicants with regard to The Big Event, or a similar leadership opportunity. Personal relationships/prejudices are irrelevant, and are not to be used as input. Rather, the deliberation process is for the process of bringing to light relevant facts, so as to formulate the best committee team possible. For reference: due to the nature of individuals who 1) put time into submitting an application for The Big Event Committee and 2) go on to receive an interview, a large majority of input during deliberation will be positive. Again, the deliberation meeting serves the purpose of allowing the executive team to ensure that the best committee team is picked. It is not for the purpose of forcing people in or out of the organization. The Director and Associate Director will ensure that

implicit bias is checked throughout the meeting.

For the purpose of time, the Director will set a 'cut-off line' among the applicants. Those that are above the cut-off will receive membership without being deliberated upon. This cut-off line will include any members whose grades do not fall under the Student Government guidelines. If an executive believes that there is an individual above the cut off who should be deliberated upon, they will have the opportunity to move said applicant to the top of the list of individuals for deliberation. This must be done at the beginning of the deliberation meeting; no individual above the cut-off line may be moved down by an executive after the initial opportunity to do so is given. No applicant can be spoken about for more than one minute.

***Prior to its first General Committee Meeting, six members of Fish Aides will be chosen to serve within the committee's ranks. The Fish Aides are held to the same standards and expectations of every other committee member for most of the Fall, and then transition to the role of a Staff Assistant upon staff selection. The Fish Aides are encouraged (but not required) to participate in Committee meetings, activities, etc. throughout the year, regardless of any transition of roles. It should be the goal of the executive team to provide the Fish Aides with the most immersive and involved experience possible.

Staff Assistant Selection

This selection process is also spearheaded by the Development executives, under the supervision and guidance of the Director and Associate Director. The process for selection of staff assistant will remain the same as committee selection, with the following exceptions:

- 1) Exec team is not required to interview twice as many applicants as there are spots; there are 320 spots and historically, the total number of applicants is between 450-500. A reasonable number of applicants to invite to the interview round is ~415. Obviously, this is up to the discretion of the current exec team.
- 2) The rubrics, which are based on core values deemed by the exec team, may differ from committee to staff. This is due to the difference in job description and requirements between the two.

Constitutional Amendment Process

To make any changes or edits to the constitution, the changes need to be brought forward to the Executive team and advisor. Once the changes are discussed and approved, they will need to be voted in by the Executive team. A majority vote will be needed in order for the changes to pass.

Committee Member/Staff Assistant Removal Process

If a member of The Big Event team is performing below the standard set by the

executive team, then a meeting will be arranged between the individual in question, the Director, and the respective executives. This meeting will serve the purpose of providing the individual with feedback, detailing where they have fallen short of the standard and where they have room to improve. If there is insufficient improvement even after this meeting takes place, then the executives reserve the right to remove this committee member/staff assistant from membership in The Big Event team. Once the action is discussed and approved, they will need to be voted in by the Executive team. A majority vote will be needed in order for the changes to pass. The Director will be in communication with the advisors throughout this process, and keep them updated accordingly. The Director will keep record of all communication between the individual in question and The Big Event.

****If any staff assistant or committee member violates any of the Texas A&M student code of conduct, the directors have full authority to remove the individual immediately on the basis of those violations.**

Executive Member Removal Process

If an executive member of The Big Event team is performing below the standard set by the Director, then a meeting will be arranged between the executive in question and the Director and Associate Director. This meeting will serve the purpose of providing the individual with feedback, detailing where they have fallen short of the standard and where they have room to improve. If there is insufficient improvement even after this meeting takes place, then the Director and Associate Director reserve the right to remove the executive from membership in The Big Event team, following this process:

- 1) The executive will be presented with a document outlining the reasons for their proposed removal from The Big Event team.
- 2) The executive will be given a chance to offer an explanation and make their case for why they should remain a part of The Big Event team. Present at this meeting will be the Director, Associate Director, and advisor(s).
- 3) The Director will be in communication with the advisors throughout this process, and keep them updated accordingly.
- 4) The Director will keep record of all communication between the individual in question and The Big Event.
- 5) Following the meeting, the Director and Associate Director will decide whether to retain the membership of the executive in question, or to terminate it.
- 6) If a decision cannot be met between the Director and the Associate Director, then the motion will be brought to the advisors to make the final decision.
- 7) The executive in question will be notified via letter of the decision made.

If appropriate, a face-to-face meeting with the executive can occur as well.

****If any executive member violates any of the Texas A&M student code of conduct, the directors have full authority to remove the individual immediately on the basis of those violations.**

Grade Appeals

If a member of The Big Event Team reports grades that fall below the standard set in SGA guidelines, that individual will have an opportunity to appeal their officer ineligibility status, in accordance with SODA guidelines.

The Big Event Committee Attendance Policy

The The Big Event Committee attendance policy is as follows, and will be adhered to strictly:

- All meetings, both sub-committee and general committee, are mandatory
- All days of the spring and fall retreat are mandatory
- You are responsible for arriving to meetings ***on time and prepared***
- Two tardies are equivalent to one absence
- ***Two unexcused absences will subject committee members to the The Big Event Committee Member Removal Process mentioned above.***
- Unexcused absences from sub-committee meetings and general committee meetings will count toward overall absences
- If you cannot attend a meeting, you must have an excused absence, defined as:
 1. A University-Excused Absence.
 2. Absence for a University Sponsored or University Authorized Event.
 - 3.

An occasion approved by the Executive committee and/or the advisor. ● In any case other than an emergency, you must give a minimum 24 hour notice to your Executive before any absence, regardless if it is excused or not. ● If you miss a meeting, you are responsible for remaining up to date on the information covered at the missed meeting.

This policy is in place to benefit the The Big Event Committee, the families The Big Event Committee is serving, and everyone who participates in The Big Event. The job of The Big Event Committee requires full dedication and a tremendous sense of responsibility.

In order to maintain the integrity of the The Big Event Committee and the tradition which it upholds, I _____, agree to The Big Event Committee Attendance Policy.

Signature _____ Date _____

The Big Event Behavior Policy

The Big Event behavior and alcohol policy is as follows, and will be adhered to strictly:

- All members are expected to represent the organization well while working and communicating with contacts inside and outside of the university, organizing and scheduling meetings, training staff members, serving at job sites, and recruiting on campus. This includes virtual communication as well.
- **All committee members are to attend The Big Event Committee sponsored events and those campus events in which we are representing The Big Event Committee or the Student Government Association**
- **While attending any function, event, or meeting for The Big Event it is expected that members not be under the influence of any substance.**
- In addition, all meetings, socials, and retreats are to be alcohol and drug-free events.
- Any violation of the above guidelines must be reported through any member or the Executive team to the Director and Advisors.
- ***Failure to adhere to the The Big Event Behavior Policy will subject a member to potential removal through the The Big Event Committee/Staff Assistant/Executive Member Removal Process.***

This policy is in place to benefit The Big Event Committee, those The Big Event Committee is serving, and everyone who participates in The Big Event. The job of the The Big Event Committee requires complete professionalism and appropriate behavior.

“In order to maintain the integrity of the The Big Event Committee and the tradition which it upholds, I _____, agree to The Big Event Committee behavior and alcohol policy.

Signature_____Date_____”

Publicity and Media Relations Guidelines

The Big Event does not make official statements directly to the media unless for recruitment of participants or jobsite purposes. The given statement, when asked, will be “At this time we are unable to make a comment. Please contact the Texas A&M Division of Marketing and Communications at (979) 845-5591 for more information.”

The Big Event Executives will be explicitly clear when communicating information up the chain, as to whether the information is for internal use only or for release to the media.

Budget & Financial Records

All budget and financial records are kept by the Associate Director and saved in that year’s online drive. Past financial information can be found online in the Associate Director’s google drive.

Insurance Policies

The Big Event purchases supplemental insurance on a per-student basis for all volunteers who serve on the day-of. The insurance process is facilitated through the submission of The Big Event Day of Pre-Event Planning form which should be submitted no less than one month in advance of the day of service.

University Statement on Harassment and Discrimination

Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in employment, educational programs, and admissions.