

MUSEUM STUDENT ADVISORY COMMITTEE (MSAC)

The priority of the museum is to serve the Pan-Atlantic University community, including the students who are the primary audience of the museum and its mission. At that, the museum is focusing on engaging and connecting with the students in 2021 through engagement plans both academically and non-academically. Being that the museum staff are not part of the student body, the student advisory committee is being set up to connect the two bridges.

The committee will:

- Be a representative of the Student body of PAU
- Learn the inner workings and mission of the museum
- Be the faces and ambassadors of the museum in reaching out to the PAU community and it's equivalent, Lagos Business School (LBS) as well as the Ibeju-lekki community around the museum.
- Be opportune to collaborate with the museum staff to develop programs that cater to the educational and leisure needs of the students.

MEMBERSHIP

This committee would be made up of twelve volunteer students who are willing to take leadership positions to enhance the engagement level of students and staff within the museum. Meetings will be three times a semester to discuss activities.

The application will be open to all undergraduate students in various courses with interest in the museum. The application will be screened and the final selection will be done by the Director and Museum Manager.

The Director and the Museum Manager reserves the right to invite a student or a former committee member, who has shown great caliber and efficiency, to join the next Student Advisory Committee.

To remain an active member, the student must attend at least three scheduled meetings in a semester and must take active part in at least one event hosted by the MSAC in a year. The student must also maintain an average academic standard. If a member does not meet these requirements, they will receive a one semester grace period before their membership is terminated. A replacement will be gotten from the array of applicants received by the museum.

Membership will be held for two years, subject to renewal if still a student of Pan-Atlantic University.

OFFICERS

Within the committee, five individuals will be voted to take up various leadership roles for the smooth running of the committee. The officers will be a President, Vice-President, a Secretary, A Public Relations Officer and a Chair of Student Outreach.

Officers serving the Shyllon Student Advisory Committee must meet the requirements:

- Maintain a cumulative GPA or 2.0 or higher
- Cannot be on academic probation
- Must have completed at least a semester at Pan-Atlantic University

Terms of holding an official position shall be for one year, subject to renewal. In an event of any vacancy post, a closed ballot election by the MSAC members will be proclaimed at the following meeting to fill the vacancy. The officers of MSAC will band together to form the executive committee, overseeing the activities organized by the group. They are responsible for reporting the plans and discussions held during the biweekly meetings.

For any event held, a member of the Executive Committee will be charged with serving as an Event Coordinator of the event, to midway discussion between the committee and the museum on specific events. An Executive Committee meeting will be held once every two months with the staff of the museum.

DUTIES OF OFFICERS

The duties of the President shall be:

- To head the Executive Committee and be present at all meetings.
- Represent the MSAC to Student Council, Student Affairs and any other University institutions or organizations of which the museum is involved with.
- Serves as the liaison between the committee and the Museum's Advisory and Supervisory Board
- Coordinate collaboration with other student groups and clubs by keeping in contact with their leadership
- Lay out the plans and activities of the committee to the museum staff and any other organization that wishes them to make a presentation.

The duties of the Vice-President shall be to:

- Preside over general meetings of the committee
- Provide agendas for the members at each general meeting
- Coordinate with other officers and plan activities
- Receive and respond to official correspondence
- Assume the duties of the President in his/her absence

The duties of the Secretary shall be to:

- Send general meeting reminders to all members of the organization
- Record minutes of the meeting
- Provide monthly reports of committee's plans and discussions to reach out to students through the museum.
- Maintain records of attendance and report a member's re-current absence to the Vice-president.
- Respond to requests and emails from students, as agreed by the President and Vice-President.
- Act as the finance officer and record expenses and budgets within the committee
- Communicate the days of meeting to the museum staff to ensure that the conference room is made available for them.

The duties of the Public Relations Officer shall be:

- To create social media pages representing the MSAC and updating its information.
- Linking of the social media pages, i.e., Facebook, LinkedIn, to the main museum pages
- Generating and providing of content to the communications department of the museum to upload on the website.
- Communicating of museum events to the students
- Assisting the communications department to develop Social media plan to engage the students online

The duties of the Chair of Student Outreach shall be to:

- Conduct monthly or quarterly research on students' suggestions for the museum.
- Assist the secretary in sourcing through students' requests
- Be present for all meeting and assist the event coordinator during the period of their appointment.
- Drafting a report for the President on all discussion and planning that occurs for an event

- Accompany the President to make a case or presentation concerning an activity they want to carry out.
- Coordinate budgets with the secretary and consult the Museum Manager and Development Officer of the museum.

NOMINATIONS AND ELECTIONS

Nominations for the pioneer officers will begin a week to the general election of their second meeting. After which, subsequent nominations will be held a week to the last meeting of the year. Any active member of MSAC can email his or her nominations to ysma@pau.edu.ng. Nominations will close the day before the general election.

Elections will be held at the last meeting of the year and new officers will begin their term at the beginning of the new year. The current officers, unless re-elected, will be responsible for preparing the new officers for their transition.

Officers, elected, will be candidate that receives more votes than anyone else. In a case where only one member was nominated for a position, he/she is declared winner by default.

MEETINGS

Regular meetings will be held twice a semester, based on the agreement of the members. In a situation of an upcoming event, an independent meeting will be arranged as the Chairperson of Student Outreach and Event coordinator deems fit. All meetings must be held at the conference room of the museum.

In a given situation where by the conference room is in use, the meeting can either be adjourned or moved to a classroom, as the Executive Committee sees fit. The change of venue must however be communicated to all MSAC members and advisors.

If an officer wishes to hold an emergency meeting, they must inform and gain the approval of the president before the meeting is called to order.

At least 50% of members must be available for a general meeting to hold.

EVENT TEAM

For every event or activity, an event team will be formed to plan and prepare for the event. This team will be coordinated by the selected officer and overseen by the Event Coordinator. For this, the event team can comprise of students outside the MSAC membership, approved by the Executive Committee and the MSAC advisors.

AMENDMENTS

In an event of a proposed constitutional amendment, the amendment will be read by the secretary at the meeting, proceeding a vote.

If the amendment is accepted by all members, it must then be presented to the Museum Director that has to approve it before it takes effect. Once approved, the amendment will take effect immediately.

Half of the votes of the total MSAC members is needed to adopt the amendment

BYLAWS

- The MSAC members are not required to pay any dues to join
- Only MSAC members are eligible to hold office, chair committees or vote in an MSAC election
- The MSAC members are not allowed to carry out any form of activity on behalf of the museum without an official approval.
- A proposal must precede any event ideas
- For events planned to host outside the museum, the MSAC must be detailed about it in their proposal.
- All MSAC members must be aware that everything they do is for the benefit of the students and the museum.
- The MSAC members are ambassadors of the museum and therefore, cannot be found in any sort of disciplinary case. In a situation whereby a member is facing a disciplinary hearing, he/she will be suspended from the committee until after the hearing.
- Depending on the gravity of punishment, the Museum Director and Manager have the right to request them to either step down from any leadership position they hold or asked to leave the committee.
- The MSAC advisors can plead a case for a member. However, the final decision lies with the Museum Director.