

**Texas A&M University**  
**Aggie Muster Committee**  
**Mission Statement**

**Our Responsibility**

Aggie Muster is the one tradition at Texas A&M University that extends beyond the bounds of campus and out into the world. We commit ourselves to seeing that this cherished tradition continues and prospers. It is our responsibility to:

- Plan the campus observance held each April 21 and the events that surround it.
- Give every family a fitting memorial—filling Reed Arena with spirit and emotion.
- Assure the 50-year reunion class of a respectful homecoming and reassure them that the Spirit of Aggieland is alive and even more vibrant than ever before.
- Inspire current students to carry on the Muster tradition when they leave Texas A&M University and go to every corner of Texas, the United States, and the world.

**Our Reward**

Ultimately we will share the sense of accomplishment felt when each piece comes together on April 21 or the days surrounding, and we will know that each of us played a part in one of the greatest traditions at Texas A&M. While we are planning Aggie Muster we hope to learn as much as possible about how highly motivated people work together, get things done, and enjoy each other's company. We want lasting friendships with others who feel the same way we do about Muster and Aggieland. We want to observe and practice leadership, group dynamics, compromise, and open-mindedness. We want to discover new facts about traditions at Texas A&M University, especially the history of Muster itself.

**Our Pledge**

We are a group of students who are hardworking, enthusiastic, open-minded, loyal, caring, dedicated, flexible, and humble. We hold the Aggie Spirit in the highest honor and are committed to carrying on the tradition of Muster through the campus Muster ceremony on April 21 or the days surrounding of each year.

## **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 a 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**

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.

**Texas A&M University**  
**Aggie Muster Committee**  
**Leadership Selection and Transition Process**

Responsibility for establishing the schedule for committee leadership selection and transition belongs to the outgoing Chair and advisor. Described below is the committee's standard process. Each year, this process is shared with the new student body president to ensure that it is aligned with expectations of the new Student Government Association administration. The goal of this process is to select qualified leaders to oversee the work of the committee for the coming year. To be able to apply for either one of these positions, you have to have served on the Aggie Muster Committee for at least one year. In general, this process begins April 22 and is concluded before the first reading day for spring semester final examinations so that there is no conflict with students' academic commitments.

**Typical Selection and Transition Schedule**

Tentative Timeline for 2020 Chair and Executive selection process:

- April 8-Chair/Executive applications available
- April 25-Both applications due
- April 26-Chair interview and selection
- April 29-30-Executive interviews and selection
- May 7-Transition meeting

**How the Process Works**

*Chair Selection:* Upon completion and submission of the application, the committee advisor, outgoing Chair, and new student body president will interview applicants for Chair. Interview lasts approximately 30 minutes, and cover such issues as past leadership experience, experience on the committee, leadership philosophy, and time commitments. Upon selection of the Chair, it is then the responsibility of the new Chair (from here on referred to as the Chair) to review the applications for Executive.

*Executive Selection:* Specifics for reviewing and evaluating applications for Executive are at the 2020 Chair's discretion (acting with the advisor). Upon completion of the application review process, the candidates will each be interviewed in 20 minute intervals by the Chair and advisor. Interview questions are at the discretion of the interview panel, but generally consist of leadership philosophy, personality strengths, subcommittee goals, etc. In the Executive selection process, it is a goal of the selection panel to not only pick the most experienced and qualified applicants, but also those applicants who best "complement" each other. That is, those applicants whose strengths and weaknesses will combine and form a well rounded diversified Executive team.

*Transition Process:* Upon selection of the new Executive team, a letter notifies the applicants, and a transition meeting is held with the advisor, old and new Chair, and old and new Executives. 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 of our processes and specify changes that need to take place in the following year. During this time, job notebooks are exchanged, and each subcommittee Executive team (old and new) meets to pose and answer questions, give advice, and offer support.

Approximately 4 hours should be allocated for the transition meeting. Attendance at the meeting is required for both old and new committee leadership.

### **General Committee Selection**

With the exception of April 21<sup>st</sup>, the selection process is the most important event of the year for the Muster Committee. This process is held in September, the beginning of the Fall semester. The following procedure has been set to ensure fairness and objectivity in selection. 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 Review**

Every applicant will put their entire University Identification Number (UIN) on the pages following the cover page of the application. The applicants will submit four copies of the essay answers along with the cover page. Once every application has been received, the cover page will be removed, and the essays will be sorted and given a number.

The Executives and the Chair will convene to read and score the essays. Each member of the exec team will read and evaluate each application. There are three questions on the application. After reading all three answers, a score between zero and 10 will be given with zero being the worst and 10 being the best.

Once all of the applications have been read and scored by all exec members, the scores will be submitted to the Chair who will compile and normalize the scores for each applicant. The normalized scores will then be averaged, giving each

applicant one single score, ranging between zero and 10, that represents each Executive's impression of the applicant.

The applicants will then be sorted in descending order. The committee will interview *roughly* twice as many applicants as there are open committee positions. The applicant with the highest score will be invited first, then the one with the second highest score, etc., until the number of allotments is filled.

The last four digits of the interviewees' UINs will be posted in ascending order in the Student Government office as soon as possible for interview sign-ups.

### **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.

Three members of the committee's exec team should be present at each interview to ask questions and to evaluate the interviewee, with one of the three members being the Chair. It is desirable that a fourth member be present to greet potential members in the hallway and to escort them inside the room for their interview when the interviewers are prepared.

During the interview, each potential member is asked five questions. The first question is an "icebreaker" and does not itself receive a score (although it may contribute to the interviewee receiving a better "overall" score – see below). Each of the following four questions is worth a possible five points. Thus, applicants may receive a total of 20 points from each interviewer for their responses to the questions.

In addition to those 20 points, applicants may receive up to 10 points per interviewer based on the overall impression of the potential member. After each interview, the score sheets will be collected by the Chair in order that he/she may compile all interview scores upon the conclusion of all interviews. Similar to the essay scores, the interview scores will be normalized and averaged so that each interviewee receives one score between zero and 30 that reflects the opinion of each of the three interviewers.

### **Final Selection**

The average application score will be multiplied by 1.5 and then added to the average interview score for a final score between 0 and 45. Members will be

chosen according to high scores. Returning committee members will be evaluated by their score on the 45-point scale as well as their end-of-year evaluations. Applicants with the highest score will be invited to be on the committee, assuming there are no disciplinary problems or past unpleasant incidents involving the Muster Committee.

Before finalizing the list, grades must be checked and verified that they fall under the Student Government guidelines.

During the final selection process, a member of the Executive team may challenge any of the applicants who made the cut. A challenge may be based only upon prior knowledge of an individual's poor performance within a student organization at Texas A&M, facts displaying an applicant's weak ethical character, or a relevant event deemed appropriate by the advisor and Chair.

Prior to its first General Committee Meeting, one member of Fish Aides will be chosen to serve within the committee's ranks. The Fish Aide is held to the same standards and expectations of every other committee member.

Two alternate members (a first and a second) will be selected from the applicant pool at the same time as the rest of the general committee; the alternates will be selected using the same criteria as the rest of the candidates. In the event that an applicant who is invited to join the Muster Committee declines, an alternate will be invited to join in his/her place. The alternate members' identity will be revealed to no one outside the Executive team.

### **Host Selection**

The following procedure has been set to ensure fairness and objectivity in selection. 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 selection team reveal any information regarding the selection process to applicants that might give them an unfair advantage – including, but not limited to interview questions. This process takes place at the beginning of each Spring Semester.

### **Application Review**

Every applicant will put their entire University Identification Number (UIN) on the pages following the cover page of the application. The applicants will submit four copies of the essay answers along with the cover page. Once every application has been received, the cover page will be removed, and the essays will be sorted and given a number.

The Host Coordinators and RC&F Executives will convene to read and score the essays. The Host Coordinators and the RC&F Executives will read and evaluate each application. There are three questions on the application. After reading all three answers, a score between zero and 10 will be given with zero being the worst and 10 being the best. See the application scoring sheet as a guide.

Once all of the applications have been read and scored by the Host Coordinators and RC&F Executives, the scores will be submitted to the RC&F Executives who will compile and normalize the scores for each applicant. The normalized scores will then be averaged, giving each applicant one single score, ranging between zero and 10, that represents each RC&F Executive and Host Coordinator impression of the applicant.

The applicants will then be sorted in descending order. The committee will interview *roughly* twice as many applicants as there are open host positions. The applicant with the highest score will be invited first, then the one with the second highest score, etc., until the number of allotments is filled.

The last four digits of the interviewees' UINs will be posted in ascending order in the Student Government office as soon as possible for interview sign-ups.

### **Interviews**

Throughout the entire interview process Executives and the RC&F sub-committee 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.

Three members of either the Executive team or RC&F sub-committee should be present at each interview to ask questions and to evaluate the interviewee. It is desirable that a fourth member be present to greet potential members in the hallway and to escort them inside the room for their interview when the interviewers are prepared.

During the interview, each potential member is asked four questions. The first question is an "icebreaker" and does not itself receive a score (although it may contribute to the interviewee receiving a better "overall" score – see below). Each of the following three questions is worth a possible five points. Thus, applicants may receive a total of 15 points from each interviewer for their responses to the questions.

In addition to those 15 points, applicants may receive up to 10 points per interviewer based on the overall impression of the potential member. After each interview, the score sheets will be collected by the Chair in order that he/she may compile all interview scores upon the conclusion of all interviews. Similar to the essay scores, the interview scores will be normalized and averaged so that each interviewee receives one score between zero and 25 that reflects the opinion of each of the three interviewers.

### **Final Selection**

The mean essay and interview scores will then be added together give each candidate a final score between zero and 35. The average application score will be added to the average interview score. Hosts will be chosen according to high scores. Applicants with the highest score will be invited to be in the Host program, assuming there are no disciplinary problems or past unpleasant incidents involving the Muster Committee.

Before finalizing the list, grades must be checked and verified that they fall under the Student Government guidelines.

During the final selection process, a member of the Executive team may challenge any of the applicants who made the cut. A challenge may be based only upon prior knowledge of an individual's poor performance within a student organization at Texas A&M, facts displaying an applicant's weak ethical character, or a relevant event deemed appropriate by the advisor and Chair.

## **Muster Committee Role Descriptions**

### **Awareness**

#### **External Relations Coordinator (1)**

Updates and maintains the web page; coordinates all media contacts (Battalion, radio stations, KBTX, etc.). Manages the social media aspect of Muster – Facebook and Twitter, as well as designing weekly posts. Works closely with the Media Content Coordinators and Awareness Coordinators to effectively advertise Muster on campus. Is responsible for creating and managing Muster videos in collaboration with other positions on committee.

#### **Media Content Coordinators (2)**

Design and creates the Muster Program, Family Welcome Packet, Muster Poster, and other social media platforms. Works closely with the Association of Former Students and coordinates the printing needs for the committee. Also works closely with the External Relations Coordinator to plan and execute videos and



social media content. Keeps the Muster cube stocked with office supplies and official Muster stationary.

### **Awareness Coordinators (2)**

Awareness coordinators are responsible for planning Spring Awareness Week, as well as any other additional awareness programs – this includes creating and ordering promotional items as well as coordinating the promotion of Muster around campus. Also, organize the speaking engagements on campus and coordinate with the rest of committee to speak on behalf of Muster to the organizations.

### **Roll Call and Families**

#### **Roll Call Coordinators (2)**

Maintains formal contact with Honored families; compiles the campus and worldwide Roll Calls; works 3-5 hours per week at the Muster Desk; provides weekly roll call updates to Executives; responsible for sharing Roll Call stories with committee; meets with Honored families before all Silver Taps to explain the tradition of Muster.

In taking on this role, there is a large emotional component that applicants should be aware of. It is important to maintain professionalism, while being compassionate towards the grief and needs of the family. Please note that this is a partnership, within a very tight-knit sub-committee, so working with others well is key.

#### **Reflections Display Coordinators (2)**

Dedicates creativity to establishing the Reflections Display as another Aggie tradition; compiles, prepares, stores, and returns materials displayed on April 21; facilitates awareness of this event to current students and Honored families.

In taking on this role, there is a large emotional component that applicants should be aware of. You will be handling objects that mean a lot to the families, so being responsible and well-organized is crucial for this position. Please note that this is a partnership, within a very tight-knit sub-committee, so working with others well is key.

#### **Host Coordinators (2)**

Design/revise/execute the entire Muster Host selection process, including conducting and overseeing the informational, applications/interviews, and trainings; maintains all contact with the Hosts and makes sure they are prepared for April 21.

Although this role may seem straightforward, it is key to be aware of the many details that go into running a successful Host Program. It is necessary to be very

well-organized and a strong communicator within the partnership, the sub-committee, and the Program. You will be managing a large number of people, who will most likely have a lot of questions and concerns regarding their role.

## **Reunion Class Operations**

### **Reunion Class Liaison (1)**

This person serves as the official link between Aggie Muster Committee and the Association of Former Students. He/she will work closely with the Association and the Reunion Class agents to coordinate the 50-year reunion, including the BBQ and bus tours. He/she creates and maintains the Muster Collection and coordinates the flag raising ceremony, as well as finds and organizes the entertainment of student groups at the Camaraderie BBQ.

### **Camaraderie Coordinators (2)**

These coordinators are responsible for all aspects of the BBQ, including working with Dining Services, Tailgate Guys, Rudder Complex, Transportation Services, and AFS, all in the coordination of the BBQ for the 50-year reunion class. This also includes designing BBQ posters and other marketing materials. These coordinators serve as the MC for the BBQ and get to interact with the 50-year reunion class throughout the year.

## **Speaker**

### **Database Coordinator (1)**

Organizes speaker research-filing system; responsible for obtaining and maintaining all speaker research paperwork and information in the database; puts together powerpoint presentations of Top 10 and Top 6 speakers to present to entire committee; works to input all information on previous speaker nominees into newly created online database; works to create a new list of contacts from which speaker nominations can be obtained; creates newsletter about current muster committee for past committee members

### **Speaker Liaison (1)**

Contacts the Speaker and updates him/her on committee progress during the Spring; obtains copies of the Speaker's letter for the Family Packet; ensures the Speaker's accommodations are in place for April 20<sup>th</sup>-21<sup>st</sup>; knows Speaker's whereabouts on 20<sup>th</sup> and 21<sup>st</sup> at all times; plan gifts (ideas and donations, etc.), collects scrapbook pages from every committee member and compiles into a scrapbook to be given to the Speaker; purchases flag and case to give to Speaker; presents gift, scrapbook, and flag to Speaker at Speaker Dinner.

**Internal Relations Coordinator (1)**

Locates a place to host Speaker Dinner on April 20<sup>th</sup>; organizes the menu, cost of the dinner, payment method, and decorations; creates invitations for the Speaker Dinner and place setting cards for all committee members; helps put together the presentation of the slide show at Speaker Dinner; arranges for guest speakers to speak at GCM's about Aggie Muster; plans Post Muster Receptions (PPMR).

**Programs**

**Ceremony Event Coordinator (1)**

Coordinates all the aesthetic aspects of the Muster ceremony. Coordinates with singing groups, obtains flower donations, orders flowers and candles for the ceremony. Gathers materials for corsages, organizes and prepares Thank You's, and puts together the stage notebook for the Ceremony.

**Family Welcome Coordinator (1)**

Organizes and implements the Family Welcome Process. Delegates and trains committee members for the positions they will be assigned for the night of the ceremony/for the family welcome process on April 21<sup>st</sup>. Prepares and presents Family Welcome presentation for the Committee and Hosts. Organizes the Reed Training for Hosts. Obtains and prepares the family gift.

**Facilities Coordinator (1)**

Liaison between the Committee and Reed Arena. Coordinates with Reed Arena staff to organize all events at Reed Arena including meetings, Host Trainings, and the events of April 21<sup>st</sup>. Contacts RV's and the Buglers. Prepares RV Training. Prepares Post-Muster Reception.

**Seating Coordinator (2)**

Organizes and implements the seating arrangements and seating process for the Muster Ceremony. Determines the dimensions for the "Block" where Honored Families will sit as well as the Overflow location. Coordinates all aspects of seating in Reed Arena including the stage party, guest seating, band, choral groups, and the reunion class. Contacts stage party, invited guests and other ceremony participants. Prepares and gives presentations to Committee and Hosts on the seating arrangement.

# **Aggie Muster Committee Goals and Expectations**

## **General Committee**

- Cohesiveness amongst the committee members / close bond
- Spend time with everyone on committee in order to establish friendships so working together will be easier and more productive
- Create unity throughout Subcommittees that will ensure for a smoother process
- Strong flow of communication among entire committee
- Passion to serve the university
- Desire to give Muster our best effort
- Timeliness and time-effectiveness at meetings; productive GCMs
- Establish a commitment to Muster and each other
- Remember we are always working hard toward Campus Muster
- High attendance at non-mandatory hangouts/events (socials)
- Become a close knit family/team as soon as possible
- Take some initiative with their own jobs in an effort to make what is already good even better
- Trust in the leadership of the committee
- Make an effort to reach out to even more people with an invitation to Muster
- Enjoy the experience on the committee
- Have everything in order and ready to go at least a week before April 21.
- Have Muster run smoothly as in past years.
- Remember that Muster is not about the committee, but about honoring fallen Aggies.
- Implement changes recommended by previous committee members
- Implement changes that will allow for smoother family accommodations
- Pro-active committee that is able to look ahead plan for future
- Dedication to Muster, while remembering our end purpose
- Selflessness – always available to contribute to others; helping out other sub-committees

## **Executives**

- Leadership and passion to serve University
- Maturity to know when to speak and when to listen
- Increased communication between all Executives
- Flexibility – be able to think outside of the box and be ready for change
- Keep general committee focused on Campus Muster – tradition and day of events; remind committee of purpose weekly
- Set examples but don't be afraid to ask questions
- Develop general committee members into leaders
- Continually evaluate what we do

- Remember your attitude reflects leadership
- Together with the Chair, create a sense of family among the committee
- Work together by discussing ideas, problems, etc. with each other in order to accumulate different perspectives on different issues
- Make a concentrated effort to get to know each committee member
- Work to remind the committee more often the impact and meaning of what they are working toward
- Patience with committee members and with each other
- Work with committee members to set a celebratory tone for the ceremony
- Ensure that being on the committee is an enjoyable and positive experience for everyone
- Always be willing to help with events occurring in other sub committees in addition to those in our own
- Have the selection process run smoothly and efficiently.
- Make sure to involve all of the sub-committee members in decisions.
- Be unbiased when presenting candidates to committee.
- Be available to help sub-committee members at any time throughout the year.
- Make sure to let sub-committee members do their job. Do not do their job for them.
- Select committee members that will be able to connect...therefore strengthening the committee experience and committee efficiency (for lack of a better word)
- Possibly change job titles and roles to make each committee member's job more efficient and more rewarding
- Be efficient facilitators so that committee members can do job well
- Encourage each member to think proactively from the beginning
- Professional, yet approachable
- Involved in all aspects of Muster, resource to committee
- All serving toward the same goal, pick up others slack

### **Chair**

- Strong leadership – constantly striving towards excellence
- Confidence in decisions – not wavering
- Constantly reiterating the values Muster Committee holds
- Encouraging Executives to encourage members
- Only talk about what is necessary at meetings
- Communicate
- Keep the Executive team on the same page
- Don't be afraid to delegate tasks
- 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 Muster
- Be a source of comfort and encouragement to the Executives and the committee members
- Set a positive and celebratory tone for the committee as well as the ceremony
- Be easily approachable and easy to talk to for all members of the committee
- Oversee all of the actions of committee to make sure they are running smoothly
- Have a good working relationship with advisors
- Have a good working relationship with Executives
- Oversee GCMs effectively and make sure they run according to plan
- Be ready for any unforeseen problem that may come up
- Work to outline more permanent changes that could be made to Muster (ie seating, venue...)
- Macro (not micro) manage
- Uphold committee values
- Involved with sub-committees
- Dedicated to all of demands of Muster and committee

### **Advisors**

- 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 Chair, 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 lead the students in the right direction to be able to 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

## **Executive Responsibilities**

### ***Awareness Executives:***

Design and order committee fleece or sweatshirt to distribute to committee members at the Fall Committee Retreat, oversee selection of the Muster Quote

### ***Programs Executives:***

Attend all applicable Reed Arena Meetings (Key Reed Meetings)

### ***Roll Call & Families Executives:***

Update Roll Call database prior to selection of new Roll Call Coordinators

### ***Speaker Executive:***

Once the Speaker has been chosen, organize an event to formally invite the selected speaker candidate. This is usually an informal event attended by the Chair, advisor, and speaker selection subcommittee  
Maintain formal correspondence with members of the A&M community who wish to contribute to the Speaker Selection process

### ***Reunion Class Operations Executive:***

Attend all Camaraderie BBQ and fifty year reunion class meetings

## **Evaluations**

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

Evaluations are to be taken after every major event and at the end of every semester. These will 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 Chair (semesterly)
- Committee evaluating Executives, Chair, and overall committee (semesterly)
- Hosts evaluating the process and the ceremony (annually)
- Evaluations for Fall and Spring retreats
- 50 year reunion class evaluation of reunion (annually)

## **Constitutional Amendment Protocols**

To make any changes or edits to the constitution, the changes need to be brought forward to the entire 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 is 7 out of 8 Executives, and this is what the number will need to be in order for the changes to pass.

## **Muster Committee Attendance Policy**

The Muster 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 member to the Aggie Muster Committee Review Process, where potential removal from committee will be determined.**
- 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 Aggie Muster Committee, the reunion class, the families of Aggies being honored, and all Aggies who participate in the campus Muster ceremony. The job of the Aggie Muster Committee requires full dedication and a tremendous sense of responsibility.

*In order to maintain the integrity of the Aggie Muster Committee and the tradition which it upholds, I \_\_\_\_\_, agree to the Aggie Muster Committee Attendance Policy.*

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Muster Committee Behavior Policy**

The Muster Committee behavior and alcohol policy is as follows, and will be adhered to strictly:

- All committee members are expected to maintain a professional appearance and attitude when working with all contacts for the planning of Muster.
- **All committee members are to attend Aggie Muster Committee sponsored events and those campus events in which we are representing the Aggie Muster Committee or the Student Government Association free of the influence of any substance.**
- All meetings, socials, and retreats are to be alcohol and drug-free events.
- Any violation will be reported through any member or the Executive team to the Chair and Advisor.
- ***Failure to adhere to the Aggie Muster Committee Behavior Policy will subject committee member to potential removal through the Aggie Muster Committee Review Process.***

This policy is in place to benefit the Muster Committee, the reunion class, the families of Aggies being honored, and all Aggies who participate in the campus Muster ceremony. The job of the Aggie Muster Committee requires complete professionalism and appropriate behavior.

*In order to maintain the integrity of the Aggie Muster Committee and the tradition which it upholds, I \_\_\_\_\_, agree to the Aggie Muster Committee behavior and alcohol policy.*

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

## **Aggie Muster Committee Review Process**

The purpose of the Aggie Muster Committee Review Process is to address situations in which a committee member has failed to adhere to the Aggie Muster Committee Attendance or Behavior policies or has failed to fulfill their responsibilities as a committee member. These policies and responsibilities were signed by and made aware to each committee member at the start of Fall 2017. In an effort to provide committee members with the opportunity to discuss their tentative removal, the review process will allow committee members to meet with the Aggie Muster Committee Chair, Advisor, and corresponding Executive(s). The committee member will be able to provide reasons against their removal and lay out ways in which they will better adhere to policies and expectations.

### The Review Process:

1. Committee member or Executive fails to meet the requirements of:
  - i. Aggie Muster Committee Attendance Policy
  - ii. Aggie Muster Committee Behavior Policy
  - iii. Responsibilities assigned to the member
2. The Chair, advisor, and corresponding Executive(s) are made aware of the violation.
3. The Chair, advisor, and all Executives will meet to discuss the committee members overall performance, level of commitment, and ability to fulfill the responsibilities designated in their job as a member of the Aggie Muster Committee.
4. The Chair will contact the committee member or Executive to establish a meeting time. The meeting will include the committee member, Chair, advisor, and Executive(s).
5. At the meeting the committee member or Executive will have the opportunity to reason against their removal and assure the Executive members and advisor he/she can successfully satisfy the remainder of their requirements as a committee member.
6. Following the meeting, the Chair, advisor, and all Executives will discuss the tentative removal of the committee member and make a final decision.
7. The Chair will communicate the final decision to the committee member or Executive in person at a designated time.

By agreeing to the information above you are granted the right to a review process. Please sign below if you agree to the terms and conditions of the Review Process stated above.

If you disagree with the terms and conditions of the Review Process stated above do not sign below. By not signing below you forfeit the right to a Review Process.

Committee Member Name:

Committee Member Signature:

Date:

## **Aggie Muster Chair Review Process**

The purpose of the Aggie Muster Chair Review Process is to address situations in which a committee member has failed to adhere to the Aggie Muster Chair Attendance or Behavior policies or has failed to fulfill their responsibilities as the Chair. These policies and responsibilities were signed by and made aware to the Chair at the start of Fall. In an effort to provide the Chair with the opportunity to discuss their tentative removal, the review process will allow the Chair to meet with the Aggie Muster Committee Advisor and the SGA Operations Executive. The Chair will be able to provide reasons against their removal and lay out ways in which they will better adhere to policies and expectations.

The Review Process:

8. Chair fails to meet the requirements of:
  - iv. Aggie Muster Committee Attendance Policy
  - v. Aggie Muster Committee Behavior Policy
  - vi. Responsibilities assigned to the member
9. The Chair, advisor, and SGA Operations Executive are made aware of the violation.
10. The Chair, advisor, and SGA Operations Executive will meet to discuss the Chairs overall performance, level of commitment, and ability to fulfill the responsibilities designated in their job as a Chair of the Aggie Muster Committee.
11. The SGA Operations Executive will contact the Chair to establish a meeting time. The meeting will include the Chair, advisor, and SGA Operations Executive.
12. At the meeting the Chair will have the opportunity to reason against their removal and assure the SGA Operations Executive and advisor he/she can successfully satisfy the remainder of their requirements as Chair.
13. Following the meeting, the SGA Operations Executive, and advisor will discuss the tentative removal of the committee member and make a final decision.
14. The SGA Operations Executive will communicate the final decision to the Chair in person at a designated time.

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If you disagree with the terms and conditions of the Review Process stated above do not sign below. By not signing below you forfeit the right to a Review Process.

Committee Member Name:

Committee Member Signature:

Date:

## **Publicity and Media Relations Guidelines**

Ultimately the Chair and Advisors oversee all interaction with the media, from the Battalion to the Associated Press. However, the External Relations Coordinator handles some interaction with the media as well, typically in the form of our awareness push. At the beginning of the year we go over how to handle phone calls, emails, or personal invitations to speak to the media. Committee members are directed to their Executives, Executives then filter the message to the Chair and Advisors.

## **The Muster Tradition**

The Muster tradition had its beginnings at a meeting of the Association of Ex-Cadets on June 26, 1883. A statement of objectives noted: "In reunion we meet and live over again our college days, the victories and defeats won and lost upon drill field and classroom. Let every alumni answer a roll call." During the 1890's the Corps of Cadets made annual visits to the San Jacinto Battlefield, followed by a parade down Houston's Main Street as celebrations of San Jacinto each April 21 became the custom. In the early 1900's it was agreed that in addition to honoring the freedom of Texas, April 21 would be a time to pay homage to all students and former students who had passed on, and some living comrade would answer "Here" when the roll call for the absent was read. During World War I, groups of Aggies met in trenches all over Europe and at Army posts in America, but no April 21 events were held on campus.

In 1923, a nationwide rally of former students was planned to provide Aggies an opportunity to "meet old friends again and live over the old days in College Station." Student radio station WTAW broadcasted a special program consisting of a medley of A&M songs, words from football Coach D.X. Bible and Aggie yells by the cadets. The March 1923 Texas Aggie urged, "If there is an A&M man within one hundred miles of you, you are expected to get together, eat a little, and live over the days you spent at the A&M College of Texas." By 1929, meeting had become international, and, in 1942, A&M Muster gained international recognition when 25 men, led by General George Moore '08 mustered during the Japanese siege of the Philippine island of Corregidor. In addition, two Aggies reportedly held Muster in a submarine.

And so it has been over the years, since that small group of Aggies on a beleaguered outpost of World War II inspired what has developed into one of our greatest traditions. Muster is more than a ceremony. It represents a pledge and a responsibility that A&M men and women have handed down from year to year, from generation to generation. It gives us a chance to renew our loyalty and unity, which constitute the basic foundation of our friendship for each other and our love and devotion for our school.

- John A. Adams, Jr. '73

## **Evolution of Muster**

Aggie Muster began as a celebration of Texas' victory over Mexico at the Battle of San Jacinto. "San Jacinto Day" was set aside as April 21<sup>st</sup> by college administrators and was a day of track and field events celebrating Texas' independence. Throughout the years April 21<sup>st</sup> continued to evolve and became the homecoming for Aggies. In 1922 the first major organized celebration took place in Waco, Texas, and in 1924 the Texas Aggie magazine stated "In every town where there are as many as 2 Aggies let us have a meeting April 21<sup>st</sup>". Texas A&M's first campus Muster ceremony took place in 1944, and in 1946 the Victory Homecoming Muster was held at Kyle Field with General Dwight D. Eisenhower as speaker. Muster has been held on campus at Guion Hall, Kyle Field, the grass of the Memorial Student Center, G. Rollie White, the steps of the Systems Building and currently at Reed Arena. The week of Muster serves as the reunion for the 50-year class and a day of camaraderie for current and former students. The day begins with a flag raising ceremony in the Academic Plaza, a barbeque in the Academic Plaza followed by the evening's ceremony in Reed Arena. The ceremony consists of traditional Muster poems, a keynote speaker, and a Roll Call for the Absent. During the Roll Call for the Absent the names of those Aggies who have passed away within the last year are called and a loved one answers "Here". Currently there are over 400 Musters held worldwide, with the largest being held on campus at Reed Arena.

The Aggie Muster Committee finds its roots in 1943, when the first planned Muster ceremony took place. At this time packets were created outlining a suggested ceremony format. In 1945 a committee of 45 cadets organized the campus Muster, and by 1950 a permanent committee was established.

## **History of Aggie Muster**

Following is a brief history of Aggie Muster. For more detailed information, the definitive work on this subject is *Softly Call the Muster* by Dr. John A. Adams (Texas A&M University Press, ISBN 0-89096-586-2).

Muster is an old military word meaning gathering, roll call, or the retirement of a soldier. Muster on the Texas A&M campus began in 1883 as a time for Aggies to remember their college days. In 1889, Muster unfolded into a San Jacinto field day to remember the battle during which Texas won its independence. Throughout World War I, Aggies began to gather around the nation on April 21<sup>st</sup>. The first major San Jacinto celebration occurred not in College Station, but in Waco in 1922.

In 1924, the first major organized observance of Muster on A&M's campus occurred. Three years later, *Taps* was played in honor of the dead. Through time, new traditions pertaining to campus Muster evolved.

During World War II, many Aggies were called to battle. One of the most famous Musters occurred in 1924 in the midst of Japanese fire on the island of Corregidor. Many other Musters occurred worldwide during the war, and they continue to occur.

In 1946, a victory homecoming was held in Kyle Field, where 15,000 people gathered to hear the keynote speaker, General Dwight D. Eisenhower. This homecoming included three days of banquets, and the dorms were cleaned and made available for guests to rent.

On April 21, 1951, the Memorial Student Center was dedicated in honor of those Aggies who sacrificed their lives in World War II, and the Muster was held on the front lawn.

From 1970 to 1997, all but a few of the campus Musters were held in G. Rollie White Coliseum. In 1998, campus Muster was moved from G. Rollie White to the newly completed Reed Arena.

In the early 1980's, the lighting of the candles during the roll call for the absent became a part of campus Muster. This part of the ceremony first began in Lubbock in the mid-1960.

Aggie Muster brings together Aggies past, present, and future to recognize the Aggies who lost their lives within the last year.

### **Budget & Financial Records**

All budget and financial records are kept the finance Chair and saved in that year's finance binder. Past finance binders can be found in the Muster Cube.

### **Insurance Policies**

Due to the nature of the committee and the ceremony, the Muster Committee does not have or require any insurance policies.