

Constitution of the Tennessee Intercollegiate State Legislature University of Tennessee at Knoxville Chapter

Article I: Name and Purpose

- A. The name of this organization shall be the Tennessee Intercollegiate State Legislature, University of Tennessee at Knoxville Chapter.
- B. This Chapter is organized for the educational and professional purposes of advancing and advocating excellence in legal and public service by:
 - Upholding and promoting the integrity, ethics, and professionalism of the legislative and legal fields; and
 - Promoting the understanding of the legislative and legal process of the State of Tennessee; and
 - Providing students with relevant and competent experience in the legislative, legal, communications and public affairs fields.

Article II: Membership

- A. Any student of the University of Tennessee at Knoxville interested in the purposes of the Chapter shall be eligible for membership, including, but not limited to, students in all undergraduate, graduate, professional, and law programs at the University.
- B. Must have a balance of zero (0) for both dues and fines, at the end of each semester.
- C. Must abide by the rules established by the Executive Board.
- D. Must maintain a 2.2 GPA.
- E. Must sponsor or co-sponsor at least but not limited to one piece of legislation to be submitted to the Tennessee Intercollegiate State Legislation.
- F. Each member shall have the right to vote for officers, to attend meetings of the Chapter, and to hold office.
- G. The Chapter may not impose any qualifications or restrictions on membership as a result of a person's age, race, sex, religion, political affiliation, sexual orientation, national origin, handicap, or veteran status. Further, the Chapter shall subscribe to all University of Tennessee at Knoxville policies, local, state, and federal laws pertaining to this issue.

Article III: The Executive Board

- A. The governing body of the Chapter shall be the Executive Board and will consist of the President & Delegation Chairman; the Chief of Staff & Vice President; the Secretary of Legislative Affairs; the Secretary of Delegation Affairs; the Secretary of the Treasury; the Webmaster; and the Secretary/ Parliamentarian.
- B. The Executive Board shall have full power and authority over the affairs of the Chapter except where those powers have been vested within specific officer duties or have been reserved by the membership.
- C. The Executive Board shall have the authority to veto Executive Orders enacted by the Chapter President with a simple majority vote within fourteen (14) days of the signing of the Executive Order.
- D. The Executive Board shall have the authority to create and enact legislation for the administration and operation of the Chapter pursuant to this Constitution.
- E. The Chapter's Executive Board may establish categories of participation and dues and fees. No dues or fees shall be raised in the year for which they have been paid.
- F. The Chapter's Executive Board may establish rules for membership expulsion, which shall follow due process and shall be in the best interest of the Chapter.
- G. All members of the Executive Board, excluding the President, shall be voting members. The President shall vote in the instance of a tied vote.

Article IV: Officers and Duties

- A. The executive leadership of the Chapter shall consist of: the President & Delegation Chairman; the Chief of Staff & Vice President; the Secretary of Legislative Affairs; the Secretary of Delegation Affairs and the Secretary of the Treasury.

1. The Office of the President & Delegation Chairman:

- a. The posts of President and Delegation Chairman shall be held by the same person, elected annually by a plurality vote of the members each year; this position will herein be referred to as President. The term of this office shall be one calendar year serving from the date of election to the date of the immediate next year's election. There shall be no limit on the number of terms a President may serve.
- b. The President is responsible for the execution of Chapter business, subject to the policies of the Executive Board.
- c. The President is vested with the power necessary to carry out the decisions of the membership and the Executive Board. Pursuant to this investiture, the President has the power to author and implement Executive Orders to achieve the will of the organization.
- d. The President may establish committees and boards for various purposes. Chairpersons of such committees and boards shall be appointed by the President, with the advice and consent of the Executive Board, for a term of one year. The appointment shall be renewable for successive one year terms subject to the consent of the Executive Board.
- e. In case of death, resignation, or inability of the President to perform the duties of his/her office, the Chief of Staff shall be President for the remainder of the unexpired term. In the case of an interim vacancy in the post of Chief of Staff an election shall be held to fill the vacancies pursuant to Article V.
- f. The office of President and Delegation Chairman shall not be allowed to be occupied by a person who also holds the position of Governor of the Tennessee Intercollegiate State Legislature.
- g. The President shall serve as an ex-officio member of all committees and sub committees.

2. The Office of Vice President & Chief of Staff:

- a. The posts of Chief of Staff and Chapter Vice President shall be held by the same person (herein referred to as the Chief of Staff). The Chief of Staff shall be elected to this position by the voting membership with a plurality vote.
- b. The Chief of Staff shall serve a term of one year, to run concurrently with that of the President's term.
- c. The Chief of Staff will report and be accountable to the President of the Chapter. His/her responsibilities include: execution of directives as ordered by the President, coordinating the Chapter's activities, and providing support to the Chapter President and Officers.

3. The Office of the Secretary of the Treasury:

- a. The Secretary of the Treasury shall be elected by the membership annually. The term of this office shall be for one year, to be served from the date of election to the immediate next year's election for this post. The Secretary of the Treasury shall report directly to the President of the Chapter.
- b. The Secretary of the Treasury shall be responsible for the location of and securing of the financing necessary to facilitate TISL-UTK's participation in TISL's General Assembly Convention. The Secretary may establish committees and boards, with the approval of the Chief of Staff, to achieve this goal. The Secretary may establish and maintain, at the financial institution of their choosing, an account for purpose of properly financing local chapter operations.

- c. The Secretary of the Treasury shall be responsible for the proper administration of the finances of the TISL-UTK chapter. The Secretary, upon proper request, shall administer funds for the execution of the Chapter business subject to policies established by the Executive Board. The Secretary shall provide to the Executive Board on a quarterly basis, (in March, June, September, and December), financial statements as to the financial health of the Chapter.
 - d. The Secretary of the Treasury shall be responsible for the location of and securing of the financing necessary to facilitate monthly and/or annual expenditures created by the TISL-UTK Delegation for administrative/procedural purposes.
4. The Office of the Secretary of Legislative Affairs:
- a. The Secretary of Legislative Affairs shall be appointed by the President. The term of this office shall be for one year, to be served concurrently with that of the appointing President's term.
 - b. The Secretary of Legislative Affairs shall report directly to the President of the Chapter.
 - c. The Secretary of Legislative Affairs may establish legislative committees, with the approval of the President, for purposes pursuant to fostering an understanding of, and for, the legislative processes of the Tennessee General Assembly.
 - d. The Secretary of Legislative Affairs shall be responsible for collecting and filing with the TISL Secretary of State all TISL-UTK Chapter legislation. The Secretary shall further be responsible for processing and forwarding "late bills" to the TISL Secretary of State.
 - e. The Secretary of Legislative Affairs shall also be responsible for providing to the Executive Board a report on the status of TISL-UTK legislation within three weeks of the adjournment of the TISL General Assembly's last Joint Session.
5. The Office of the Secretary of Delegation Affairs:
- a. The Secretary of Delegation Affairs shall be appointed by the President. The term of this office shall be for one year, to be served concurrently with that of the appointing President's term.
 - b. The Secretary of Delegation Affairs shall report directly to the President of the Chapter. In this capacity, the Secretary shall provide to the President for approval and prior to their distribution, all registration documents which are to be sent to the Governor of TISL, or his/her designate.
 - c. The Secretary of Delegation Affairs shall be responsible for collecting and filing with the TISL Governor, or his/her designate, all information necessary for the proper registration of the TISL-UTK Delegation. The Secretary shall further be responsible for processing and forwarding appropriate statistics to secure accommodations for the TISL-UTK Delegation. The Secretary of Delegation Affairs shall also be responsible for the recruitment and selection of possible new delegates.
 - d. The Secretary of Delegation Affairs shall also provide appropriate information and notice to the Secretary of the Treasury for payment of Chapter debts incurred as a result of participation in Tennessee Intercollegiate State Legislator's General Assembly Convention.
 - e. The Secretary of Delegation Affairs shall appoint a recruitment committee with as many people as he/she deems necessary.
6. The Office of Webmaster:
- a. The Webmaster shall be appointed by the President. The term of this office shall be for one year, to be served concurrently with that of the appointing President's term.
 - b. The Webmaster shall report directly to the President of the Chapter.
 - c. The Webmaster shall be responsible for the maintenance and updates of the chapter's webpage.

7. The Office of Secretary of Parliamentary Procedure:

- a. The Secretary of Parliamentary Procedure shall be appointed by the President. The term of this office shall be for one year, to be served concurrently with that of the appointing President's term.
- b. The Secretary of Parliamentary Procedure shall report directly to the President of the Chapter.
- c. The Secretary of Parliamentary Procedure shall be responsible for recording and reporting the minutes of the chapter's meetings, as well as monitoring the parliamentary procedure conducted during the chapter's meetings.

Article V: Nominations and Elections

- A. Executive Elections will be held no later than two (2) weeks prior to the end of the fall semester following the TISL General Assembly.
- B. Nominating Committee shall be elected one month (4 weeks) prior to the next scheduled election. The Nominating Committee shall consist of one member of each class as voted by the delegation.
- C. Upon the selection of the committee, the President shall appoint the Nominating Committee Chairperson.
- D. Members shall be invited to submit recommendations for consideration for President, Vice-President and Treasurer, to the Nominating Committee.
- E. To be eligible for nomination, a person shall be a member of TISL-UTK, be a registered student at the University of Tennessee at Knoxville for the term in which he/she wishes to serve, and have attended at least one TISL General Assembly Convention prior to their nomination.
- F. The decision to run for the elected positions of President, Vice-President and Treasurer shall be finalized in writing by the nominee and submitted to the Nominating Committee Chairperson no later than two (2) weeks prior to the scheduled election date.
- G. The Nominating Committee shall interview all the submitted candidates one (1) week prior to the scheduled election.
- H. The Nominating Committee shall nominate candidates for President, Vice-President, and Secretary of the Treasury. The Nominating Committee shall present a slate of candidates to the delegation for election.
- I. The Nominating Committee shall provide each member with a ballot that includes the candidates for all offices.
- J. Space shall be provided on the ballot for writing in the names of additional candidates.
 - a. The voting will take place in sealed chambers. Voting shall not take place before the General Assembly.
 - b. The current delegation shall be the only members eligible to vote in the Executive Elections.
 - c. The ballots shall be collected by the Nominating Committee Chairman and presented to the delegation for counting. The final results shall be read allowed before the general membership body.
 - d. Each candidate may have one representative view the vote count process to certify its accuracy.
 - e. The nominee receiving the highest number of votes for each office shall be declared elected. In the event of a tie vote, the winner will be determined by a run-off election to be held immediately within the sealed chambers of the delegation.
- K. The Chairperson of the Nominating Committee or their designate shall announce the results of the election. Candidates not present shall be notified by phone by the Chief of Staff and/or President as soon as results for each race have been determined. It shall not be necessary for a nominated candidate to be present in order to assume office.
- L. The newly elected officers shall assume office at the close of the electoral meeting.
- M. In the event of a contested election, the President shall appoint, with the consent of the Executive Board, an Election Appeals Board of three persons who shall have the final authority to resolve the issue. These persons do not have to be affiliated with TISL-UTK.
- N. The Executive Board, or its designate, shall provide a method for the impeachment of an officer at the request of the membership of the Chapter.

Article VI: Meetings

- A. There shall be regularly scheduled meetings of the TISL-UTK Chapter, to be held at least once per month during the traditional academic year.
- B. Meetings of the Executive Board shall be held upon written notice made not less than ten days before the date of the meeting. Meetings shall be at the call of the President, or of any combination of three members of the Executive Board.
- C. All TISL-UTK Chapter meetings shall be open to any member of the Chapter, except for executive sessions of the Executive Board.

Article VII: Parliamentary Authority

- A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Chapter may adopt.

Article VIII: University of Tennessee, Knoxville Policies

- A. Pursuant to University policy, the Chapter will select a faculty Advisor to oversee Chapter operations and activities.
- B. Pursuant to University policy, the Chapter, should it receive University Programs and Service Fee Funds, shall allow receipt and disbursement of those funds through the Student Activities Business Office.
- C. Pursuant to University policy, the Chapter, should it dissolve, hereby authorizes the distribution of remaining funds to the University of Tennessee at Knoxville Student Government Association to further the work and goals of this organization.

Article IX: Chapter Alumni Association

- A. University of Tennessee, Knoxville – Tennessee Intercollegiate State Legislature Alumni Association is organized with the purpose of assisting the local chapter in three key areas:
 - 1. Financial Assistance and Fundraising for the local chapter;
 - 2. Coordination and provision of officer training;
 - 3. Serve as a resource for the local chapter leadership.