

# University of North Carolina at Chapel Hill

## Institute of Politics

### Constitution and Bylaws

WHEREAS, the University of North Carolina at Chapel Hill Institute of Politics finds itself established and with incomplete governing documents, and

WHEREAS, these previous governing documents require substantial updates to ensure the Institute's long-term operation and sustainability,

WHEREAS, these previous governing documents only govern the operation of the University of North Carolina at Chapel Hill Institute of Politics Student Leadership Team and not the organization in its entirety, and

WHEREAS, the University of North Carolina at Chapel Hill Institute of Politics seeks to create a leadership and governance structure that will be stable and sustainable for the long-term future,

NOW, THEREFORE, we, the Student Leadership Team of the University of North Carolina at Chapel Hill Institute of Politics do hereby adopt this Constitution and Bylaws as the highest set of rules and regulations on its conduct and on the operation of the Institute of Politics as a whole.

#### **ARTICLE I - Mission Statement**

*Section I - Mission Statement:* Our work is guided by three fundamental principles – the Institute of Politics is nonpartisan, undergraduate-focused, and career-oriented. Nonpartisanship is at the core of everything that we do because we are dedicated to creating a space where ideas can be shared and to fostering engagement across ideological lines. Our undergraduate focus directly corresponds with our commitment to being career-oriented, as many students identify their career direction during their undergraduate studies and we hope to inspire them to pursue opportunities in the field of politics and public service during this pivotal period of time.

#### **ARTICLE II - Membership**

*Section I - Membership Generally:* Membership in the University of North Carolina at Chapel Hill Institute of Politics (hereafter referred to as “the IOP”) shall be restricted to undergraduate students currently enrolled in the University of North Carolina at Chapel Hill. Membership and participation

in the IOP is open to all students meeting the previous criteria without regard to age, race, color, sex or gender, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression.

*Section II - Costs for Membership Prohibited:* Membership in the IOP shall be made available to every person meeting the eligibility requirements in Section I of this Article free of charge. Further, the IOP shall not charge any fee or require any other form of payment for access to any of its programming or services.

*Section III - Recall and Referenda:* Members of the IOP shall have the right to vote in actions recalling officers of the IOP and in IOP referenda. Any member of a team, committee, or program staff may, with the consent of at least one-quarter of the team, committee, or program staff, call a recall election to be held within two weeks against the Director in charge of that team, committee, or program of the IOP. Recall elections shall require a two-thirds vote in favor of recall to be considered successful, with the resulting vacancy filled in accordance with Article IV, Section XV of these Bylaws. Any member of the IOP may also, with the support of at least 25 other members of the IOP, petition the Student Leadership Team for a referendum on the amendment of these bylaws. After receipt of such a petition, the Student Leadership Team shall schedule a referendum not more than two weeks later on the proposed amendment, with a vote of two-thirds of the IOP's membership required for the amendment to prevail.

*Section IV - Non-Exclusion of Participation:* Nothing in this Article shall be construed so as to bar graduate or post-graduate students from the University of North Carolina at Chapel Hill; students from other universities; UNC faculty, staff, or administrators; UNC affiliates; or members of the public from attending IOP meetings or events that are advertised as being open to the public.

### **ARTICLE III - Student Programming**

*Section I - Programming Authorized:* The IOP shall maintain at all times a number of Programs that aim to provide to undergraduate students a wide variety of exposure to the fields of politics and public service.

*Section II - The Carolina Political Review:* The principal mission of the Carolina Political Review shall be to produce and regularly publish student-generated content on politics and public affairs.

*Section III - The Civic Engagement Action Coalition:* The principal mission of the Civic Engagement Action Coalition shall be to build a coalition on campus of student organizations, university faculty and administration, and the local community to increase student involvement and awareness in the civic process. The coalition seeks to not only provide opportunities for dialogue and engagement with

voter activation and the electoral process, but furthermore unite campus resources and efforts to create a culture of civic engagement at the university.

*Section IV - The Internships Program:* The principal mission of the Internships Program shall be to arrange for placements and stipends for student internships in politics and public affairs in North Carolina and Washington, DC. The Director of Internships shall cultivate and maintain relationships with external partner organizations, facilitate the application process, and be the primary contact for interested students. The Director of Internships must attempt to provide a range of ideological options for students, in keeping with our principle of nonpartisanship.

*Section V - The Political Archives:* The principal mission of the Political Archive shall be to establish and maintain a collection of materials from notable political and advocacy campaigns from around North Carolina to augment the University's collection for study and preservation.

*Section VI - The Seminars Program:* The principal mission of the Seminars Program shall be to provide a space for productive and informative dialogue between students and experienced political practitioners, and to regularly invite and host prominent speakers and panelists on campus for limited engagements that allow for student interaction with high-profile and high-expertise individuals. The Director of the Seminars Program shall convene a committee in February of each year to determine by consensus the Fellows to be selected for the following academic year. The Director of the Seminars Program shall hold primary responsibility for communicating with potential Fellows, and extending offers of Fellowships. The Director of the Seminars Program is encouraged to seek the counsel of the Student Leadership Team prior to communicating offers to Fellows, particularly the President and the Director of Communications and Outreach.

*Section VII - The Tech Team:* The principal mission of the Tech Team shall be to engage students in technology-based projects on behalf of civic and public affairs groups in North Carolina.

*Section VIII - The Student Policy Collaborative:* The principal mission of the Student Policy Collaborative shall be to conduct research and policy development efforts towards both University policy and state legislation, and to equip students with the knowledge and resources to effectively lobby for the implementation of these policies.

*Section IX- Program Directors:* Each of the Programs covered by this Article shall be led by a Director (the Carolina Political Review may exercise an option to designate their head-of-Program as "Editor-in-Chief"), who shall meet the same criteria as that for members of the IOP. The Directors shall have the full discretion to structure and operate their programs in accordance with their best judgement, to include the staffing of these Programs and the nomination of their successors. Directors are encouraged to structure their team in such a way as to share responsibility and develop leadership

within their programs, such that Directors may facilitate an orderly upward pathway and transition process for their nominated successors. Directors are further encouraged to seek the counsel of the Student Leadership Team or of other members of their Program staff prior to making decisions affecting the long-term development or mission of their Program. Changes to Programs must not violate the respective missions laid out in this Article, unless the relevant sections of this Article are properly amended by the procedures laid out in Article XI.

*Section X - Termination of Programs:* Any Program Director may petition the Student Leadership Team to permit their program to separate from the IOP and to become its own independent entity. No Student Program, which has previously received funding or other institutional support from the IOP, may terminate its affiliation with the IOP without the approval of the Student Leadership Team, indicated by a vote of two-thirds in the affirmative. Any document or record produced as a part of any IOP-supported Program shall remain the property of the IOP unless released by the same procedures as the termination of a Program's affiliation with the IOP. The Program Director may also petition to have their Program terminated without becoming independent, by the same procedures as the termination of a Program's affiliation with the IOP. Any member of the Student Leadership Team shall also be permitted to make a motion to suspend a Program or place it on probationary status for inactivity or other operational difficulty, which shall be accomplished by a vote of two-thirds of the Student Leadership Team. Suspensions and probations shall be supervised by the Executive Committee, who shall have the power to terminate a Program at the end of the suspension or probation period, provided it has not made sufficient progress to return to active status.

*Section XI - Establishment of Programs:* The Student Leadership Team may hear proposals for the development of new programs and may, on a case-by-case basis and by a majority vote, approve a process for the establishment of these programs as is appropriate, and codify them in this Constitution and Bylaws. No new program may be considered formally approved as a part of the IOP, however, without a majority vote in the affirmative by the Board of Trustees' Programming Committee.

## **ARTICLE IV - The Student Leadership Team**

*Section I - Powers and Authorities:* The Student Leadership Team shall be charged with the general administration and oversight of the University of North Carolina at Chapel Hill Institute of Politics. The Student Leadership Team's powers shall include the election of its own officers, developing the IOP's budget, the oversight of the IOP's operation and programming, and managing the relationship between the IOP and the University, its affiliates, and other outside individuals and organizations.

*Section II - Voting Membership:* The Student Leadership Team shall include the following individuals as voting members: The Vice-President of the IOP, the Director/Editor-in-Chief of the Carolina Political Review, the Director of the Civic Engagement Action Coalition, the Director of the

Internships Program, the Director of the Political Archives, the Director of the Seminars Program, The Director of the Student Policy Collaborative, the Director of the Tech Team, the Director of Communications and Outreach, the Director of Membership, and the Director of Finance and Development. Each voting member shall meet the same criteria as for membership in the IOP generally, any additional criteria as specified for their position in other Sections of this Article, and shall have a minimum cumulative grade point average of 2.5.

*Section III - Non-Voting Membership:* The Student Leadership Team shall include the following individuals as non-voting members: The President, two Senior Advisors, the Chief of Staff, and the Sergeant-at-Arms. Each non-voting member shall meet the same criteria as for membership in the IOP generally, any additional criteria as specified for their position in other Sections of this Article, and shall have a minimum cumulative grade point average of 2.5.

*Section IV - Meetings and Voting:* Business meetings of the Student Leadership Team shall be conducted, at minimum, twice monthly while the University is in session. Meetings shall be open to students and the public, who the President may recognize to speak at meetings. The Student Leadership Team may also conduct their meetings in closed session to consider confidential or privileged information by a majority vote of the Student Leadership Team. In order to conduct business, a quorum of the voting membership must be present, either in person, by phone or other telecommunication technology, or by alternate or proxy. A quorum shall consist of at least one-half of all of the individuals listed in Sections II and III of this Article. Any action requiring a vote of the Student Leadership Team shall be accomplished by a simple majority of the voting members present, save for the override of a Presidential veto, which shall be accomplished by a vote of two-thirds of the voting members present. Any meeting at which voting business is to be conducted must be announced to all members of the Student Leadership Team at least 48 hours in advance.

*Section V - The President:* The President shall serve as the head of the IOP's Student Leadership Team and of the IOP's membership, and in this capacity shall hold primary oversight over the IOP's programming. The President shall also serve as the public-facing representative of the IOP, and as the primary liaison between the IOP and its Board of Trustees as a member *ex officio* of that body. The President, as chair of all regular meetings of the Student Leadership Team, shall also possess a veto of any action of the Student Leadership Team or individual officers of the IOP, which may be overridden by two thirds of the voting membership of the Student Leadership Team, but shall not vote on any business before the Student Leadership Team unless to break a tie. No individual may serve more than one term, amounting to 12 calendar months, as President of the IOP. If a person has previously served as President by virtue of elevation to the office from Vice-President as a result of a vacancy in the office of President, then that time served as President shall not count towards the 12-month maximum allowable term. The President of the IOP is to be elected by a majority of the voting members of the Student Leadership Team in April of each year, to serve for one calendar year. At the time of election,

the President must have been a member of the Student Leadership Team, in either a voting or non-voting capacity, for at least the four months immediately preceding the election.

*Section VI - The Vice-President:* The Vice-President shall be responsible for assisting the President in the internal operation of the IOP and its membership activities, as well as the IOP's chief diversity and inclusion officer. In this capacity, the Vice-President shall serve as the Student Leadership Team's primary liaison to the IOP's faculty advisor and to any staff employed by or on behalf of the IOP, to the College of Arts and Sciences, the Carolina Union, to any other relevant University unit with which the IOP may have business, and to any oversight or advisory board composed strictly of University faculty, staff, or administrators that the IOP may establish. The Vice-President will also develop the semesterly Climate Survey to assess the quality of diversity and inclusion efforts within the IOP. The Vice-President may convene one or more committees to assist in the conduct of these duties, including a standing Outreach Committee, which shall assist in the Vice-President in developing and executing campus-facing inclusion initiatives, and may, in cooperation with the Directors of Student Programs, aid in the development and execution of more diverse and inclusive programming. The Vice-President shall also serve as the first alternate for the President of the IOP, discharging the full duties of the President in the event of the President's absence, resignation, or termination. The Vice-President of the IOP is to be elected by a majority of the voting members of the Student Leadership Team in April of each year, to serve for one calendar year. The Vice-President shall be elected immediately following the President. At the time of election, the Vice-President must have been a member of the Student Leadership Team, in either a voting or non-voting capacity, for at least the four months immediately preceding the election.

*Section VII - The Director of Communications and Outreach:* The Director of Communications and Outreach shall be charged with leading the IOP's advertising and publicity efforts, and for assisting the President and Vice-President with outreach to campus groups and University affiliates to promote a more diverse and inclusive organization. The Director of Communications and Outreach shall be responsible for maintaining an accurate and comprehensive registry of contacts for relevant campus organizations and University-affiliated groups for the purposes of communicating information about IOP initiatives, projects, or events. The Director of Communications and Outreach shall also be responsible for the maintenance and regular updating of all of the IOP's social media accounts, and will work closely with the Director of Membership during the IOP's recruitment periods to encourage applications to join the organization from underrepresented communities. The Director of Communications and Outreach may convene one or more committees to assist in the conduct of these duties. The Director of Communications and Outreach shall be responsible for selecting their successor, subject to the confirmation of the Student Leadership Team on the same day as the election for President.

*Section VIII - The Director of Membership:* The Director of Membership shall be responsible for the recruitment of new members to the IOP during such recruitment periods as the Student Leadership Team may designate. This shall include the development and management of an application platform, and, in cooperation with the Director of Communications and the Director of Outreach, the dissemination of that application to the student body. The Director of Membership shall also be responsible for incorporating new members into the IOP's communications platforms, the management of membership records and General Body Member participation, and the planning and execution of General Body Meetings, at times and of a frequency as the Director of Membership may deem appropriate with the advice of the Student Leadership Team. The Director of Membership may convene one or more committees to assist in the conduct of these duties, and shall be responsible for selecting their successor, subject to the confirmation of the Student Leadership Team on the same day as the election for President.

*Section IX - The Director of Finance and Development:* The Director of Finance and Development shall be responsible for the fiscal management of the IOP, and the primary coordinator of its development efforts. The budget shall be drafted under the supervision of the Director of Finance and Development and in close cooperation with any professional staff employed in whole or in part by the IOP, who shall also appropriately and accurately record any modifications to the budget after its approval by the Student Leadership Team. The Director of Finance and Development shall also coordinate the issuance of reimbursements to students or other IOP affiliates who have incurred costs in the conduct of official IOP business, and assist in the long-term development and stability of the IOP's finances in conjunction with University and external partners. The Director of Finance and Development may convene one or more committees to assist in the conduct of these duties. The Director of Finance and Development shall be responsible for selecting their successor, subject to the confirmation of the Student Leadership Team on the same day as the election for President.

*Section X - The Senior Advisors:* The Senior Advisors shall serve in a solely advisory capacity unless delegated other duties at the discretion of the President. There shall at no time be any more than two Senior Advisors, who serve at the pleasure of the President and whose appointment is not subject to the confirmation of the Student Leadership Team.

*Section XI - The Chief of Staff:* The Chief of Staff shall be the chief custodian of the Student Leadership Team's records, and will work closely with the Vice-President, the Director of Membership, and the Director of Finance to maintain accurate and comprehensive records of the IOP's operations. The Chief of Staff shall also be charged with drafting the agendas and keeping the minutes, to include attendance, for each meeting of the Student Leadership Team and for making those available to the membership of the Student Leadership Team in a timely manner. Voting and non-voting members of the Student Leadership Team may direct the Chief of Staff to add any item to the agenda for any meeting of the Student Leadership Team. Agendas must be adopted by unanimous



consent of the voting members present at the beginning of each meeting of the Student Leadership Team, and any voting member may request that an agenda item be postponed until the next meeting, subject to approval by unanimous consent of the voting members present at the beginning of each meeting of the Student Leadership Team. The President may also delegate additional duties to the Chief of Staff, who shall serve at the pleasure of the President and whose appointment is not subject to the confirmation of the Student Leadership Team.

*Section XII - The Sergeant-at-Arms:* The Sergeant-at-Arms shall be responsible for maintaining an intimate knowledge of and familiarity with this Constitution and Bylaws to ensure the integrity of the IOP and its governance. Along with the Chief of Staff, the Sergeant-at-Arms will certify the proper passage of IOP business and the appointment and confirmation of officers. Following the election of the President and Vice-President and the confirmation of the Student Leadership Team as enumerated in Section XIV of this Article, the President shall appoint from among either the voting or non-voting membership of the Student Leadership Team one person to serve as Sergeant-at-Arms, who shall serve in this role at the pleasure of the President and whose appointment is not subject to the confirmation of the Student Leadership Team. Service as the Sergeant-at-Arms shall be the only form of dual-officeholding for offices specifically enumerated under this Article that shall be permitted.

*Section XIII - Elections:* In April of each year, members of the Student Leadership Team whose terms are expiring will first elect the President, and then the Vice-President, to serve for the following 12 months. The election of the President and Vice-President and the confirmation of individual members of the Student Leadership Team shall be accomplished by a majority vote of the present voting members whose terms are expiring. Confirmation votes are not subject to the veto of the President. The term of the President and Vice-President and of the confirmed nominees to a Student Leadership Team position shall not begin until every nominee has been confirmed. Members of the Student Leadership Team are permitted to nominate themselves for additional terms, and may vote accordingly. Members of the Student Leadership Team, excluding the President and the Vice-President, may not serve in any single position for more than two terms, not to exceed 24 months. If a person has previously served as a member of the Student Leadership Team by virtue of elevation to the office as a result of a vacancy in the office to which they have been elevated, then that time served in that office shall not count towards the 24-month maximum allowable term.

*Section XIV - The Executive Committee:* The Executive Committee shall consist of the President, the Vice-President, the Senior Advisors, and the Chief of Staff. When sitting as the Executive Committee, each of these members shall be considering voting members for business before the Executive Committee. A quorum for the Executive Committee to do business shall be the entirety of its membership, except in cases where the business before the Executive Committee concerns the conduct of a member of the Executive Committee, in which case a quorum shall be the entirety of the membership of the Executive Committee except the members(s) in question, who shall be barred from



participating in those proceedings. In this instance, if there should be a tie in any vote taken by the Executive Committee, the option or motion for which the President has voted shall be considered to prevail, or, if it is the President who is under review, then this privilege shall fall to the Vice- President. In the event of an unexpected vacancy on the Student Leadership Team for which no successor has been designated, the Executive Committee may appoint a successor to the position by a majority vote. The Executive Committee shall also serve as the adjudicating authority for allegations of misconduct against members of the IOP or the Student Leadership Team, as provided for in Sections XVI and XVII of this Article.

*Section XV - Absences, Alternates, and Proxies:* Members of the Student Leadership Team are afforded up to two unexcused absences from regular meetings during each semester. Excused absences include but are not limited to: illness, events or activities required for a class in which the member is currently enrolled, family emergencies, or other extreme circumstances as approved by the President. Members not physically present may participate in meetings by means of telecommunication equipment to avoid accruing an absence. In the event that members are not able to attend in-person or by telecommunications equipment, they may send a member of their program or other related team or committee to act as their alternate, or designate another member of the Student Leadership Team as their proxy. Alternates and proxies are vested with the full authority of the member of the Student Leadership Team that they are representing for the duration of the meeting, and permanent members wishing to exercise the option of using an alternate or proxy must notify the President of such an intention in writing. The President is the only member of the Student Leadership Team who shall be prohibited from exercising the option of participating by alternate or proxy, but shall be represented by the Vice-President when necessary. The use of an alternate or a proxy will not count as an absence for the member exercising this option, but may only be exercised twice per semester. Any use of an alternate or proxy beyond two instances will count as an absence by the member exercising this option, unless excused by the provisions above or by the President. Permanent members of the Student Leadership Team who are studying abroad on an extended basis may designate a long-term alternate without penalty, and may resume their office upon their return to campus, provided that time remains in the term to which they were elected.

*Section XVI - Misconduct and Removal:* Members of the Student Leadership Team are expected to hold themselves to a high standard of personal and professional conduct in the discharge of their duties on behalf of the IOP. Any person may report any member of the IOP or of the Student Leadership Team to the Executive Committee for serious failings of personal character, malfeasance in the discharge of IOP duties, egregious violation of the attendance policy, or other misconduct. The Executive Committee shall make every effort to ascertain the validity and the context of these claims and then render a decision by a majority vote on if the subject(s) of the allegations of misconduct shall be allowed to continue in their current capacities with the IOP, be placed on probation, or be terminated. In severe instances, it shall be at the discretion of the President to suspend the subject(s) of

the allegations of misconduct from their positions pending a final determination by the Executive Committee. If the misconduct allegation is levied against a member of the Executive Committee, that member shall be barred from taking part in the disciplinary proceedings except if called upon to answer for their behavior by the remaining members of the Executive Committee.

*Section XVII - Motions of No-Confidence:* Any member of the Student Leadership Team may make a motion of no-confidence in any other member of the Student Leadership Team for gross inability to properly execute the duties of their office. If a member intends to make a motion of no-confidence, they shall give at least one week's notice to the entire membership of the Student Leadership Team, and a quorum for any no-confidence proceeding shall be three-quarters of the membership of the Student Leadership Team. If the motion is adopted by a majority vote of the Student Leadership Team, then the member in question shall be placed on a 30-day probation, supervised by the Executive Committee. If, by the conclusion of this 30-day period, the member in question has not significantly improved their performance in the view of the Executive Committee, then the Executive Committee shall have the power to terminate the member in question through the same procedures in Section XVI of this Article. The Executive Committee may, in extreme circumstances and by a unanimous vote, waive the probationary period and immediately terminate the member in question. In the event that a motion of no-confidence is levied against a member of the Executive Committee, then, upon its adoption by a vote of two-thirds of the Student Leadership Team, the member in question shall be considered terminated with immediate effect.

*Section XVIII - Resignations and Vacancies:* Members of the IOP and of the Student Leadership Team may at any time elect to resign from their position, and must notify the President in writing if doing so. If members of the Student Leadership Team should resign their position in good standing, they may designate a successor subject to the same confirmation proceedings as if that nominee had been presented for regular confirmation to that position. If a Student Leadership Team member should resign their position pending a review of their performance by the Executive Committee, or should be terminated, or should resign in good standing without designating a successor, then the Executive Committee shall fill that vacancy by the procedures set forth in Section XV of this Article.

## **ARTICLE V - The Board of Trustees**

*Section I - Mission:* The Board of Trustees shall be composed of prominent members of North Carolina civil society, and shall have as their principal purview the long-term mission, vision, and growth of the IOP, as well as its financial development.

*Section II - Role and Authorities:* The Board of Trustees shall have as its primary responsibilities the review and approval of the IOP's annual budget, the review and support of the IOP's development efforts, the review and support of the IOP's programming, and the review of the performance of any

person employed in whole or in part by the IOP, to include the hiring and termination of said employee.

*Section III - Composition and Term:* The Board of Trustees will be composed of no less than seven and no more than ten individuals, including the President of the IOP, who shall sit as a member of the Board of Trustees *ex officio*. Members of the Board of Trustees, excluding the President of the IOP, shall serve for a term of three years, renewable indefinitely. No person may be extended an offer to join the Board of Trustees, nor any incumbent member offered a term renewal, without a majority vote of the Student Leadership Team. If at any time a member of the Board of Trustees should resign, the President may nominate and the Student Leadership Team may confirm a new member whose term shall begin as soon as is practicable. No member of the Board of Trustees, except the President of the IOP, shall be removed except by a majority vote of the Board of Trustees, the vote of the member in question notwithstanding. At no time shall any Trustee receive any compensation from the IOP beyond that required to reimburse Trustees for necessary expenses in the conduct of their official functions, and no person enjoying any position of personal profit at the benefit of IOP funds shall be eligible for appointment as a Trustee.

*Section IV - Structure:* The Board of Trustees shall elect by a majority vote from among its members a Chair, who shall lead the meetings of the Board of Trustees. The Board of Trustees may, at its discretion, elect Co-Chairs in place of a single Chair. The Chair will divide the members of the Board of Trustees into committees of not less than three and not more than five members, the committees being the following: Budget, Development, Programming, and Governance. The Chair may designate one member of each committee to serve as its Chair, who shall lead the meetings of each committee. The President of the IOP, though a member of the Board of Trustees, shall not be made a member of any of its committees.

*Section V - Meetings:* The Board of Trustees will meet at least once per semester on or adjacent to the campus of the University of North Carolina at Chapel Hill, in a venue large enough to accommodate the full membership of both the Board of Trustees and the Student Leadership Team. The Chief of Staff of the IOP, at the direction of the President, shall be responsible for arranging the date, time, and venue for these meetings. Committees of the Board of Trustees will meet once per quarter, either in person or by means of telecommunications equipment. The President of the IOP or their designee will attend or participate in the meetings of each of these committees to provide relevant and timely updates to committee members.

*Section VI - Communication:* The President will communicate at least monthly with the Board of Trustees, and will be their primary contact on the Student Leadership Team. Members of the Board of Trustees, when available, are encouraged to attend the regular meetings of the Student Leadership Team.

## **ARTICLE VI - The Budget**

*Section I - Timeliness of the Budget:* The IOP shall write and approve a budget no later than the 30th of April to cover costs incurred in the following 12 months. The first draft of this budget shall be developed by the Director of Finance and Development, who shall be authorized to procure any relevant budget or spending documents in the possession of any other member of the Student Leadership Team for this purpose.

*Section II - Modifications:* The Director of Finance and Development shall submit this budget draft to the Board of Trustees' Budget Committee, and present it to the Student Leadership Team as soon as is practicable. Members of the Board of Trustees' Budget Committee may return the budget to the Director of Finance and Development with notes, and submit a recommendation in favor of or against the passage of the budget to the full Board of Trustees. Members of the Student Leadership Team may request modifications to the budget, which shall be considered adopted by unanimous consent. If unanimous consent is not granted, a modification to the budget may be adopted by a majority vote of the present voting membership of the Student Leadership Team.

*Section III - Approval of the Budget:* At the conclusion of the modification process, the final budget shall be submitted to the full membership of the Board of Trustees for approval. A simple majority vote of the Board of Trustees shall be considered sufficient to adopt the budget. If a budget is not approved by the Board of Trustees, it must be returned to the Student Leadership Team with notes and modifications. The Director of Finance and Development will incorporate these notes into a new budget draft within seven days, to again be submitted to the Board of Trustees for approval. This process may be repeated no more than twice, otherwise the Board of Trustees' Budget Committee shall set the IOP's annual budget on its own authority.

*Section IV - Budget Variances:* If, in the course of the year, it becomes necessary for a member of the Student Leadership Team to request an addition to their budget allocation, or to otherwise request a budget variance, they may submit a request in writing to that effect to both the Executive Committee and the Director of Finance and Development. The Director of Finance and Development shall sit as a member of the Executive Committee for the purposes of considering these requests, and along with the Senior Advisors, shall be considered a voting member of the Executive Committee for the purposes of reviewing these requests. A majority vote of the Executive Committee shall be sufficient to grant the request for variance. If the requests for variance, either individually or cumulatively, exceed \$500 per semester for a single member of the Student Leadership Team or for a single Program, then requests over this amount or after meeting this threshold must be considered and approved by a majority of the Board of Trustees' Budget Committee.

## **ARTICLE VII - Advisory Boards**

*Section I - Advisory Boards Generally:* The IOP may be aided in the conduct of its obligations to students and to the UNC community by no more than five Advisory Boards. No Advisory Board affiliated with the IOP shall have over 20 members.

*Section II - Meetings:* The President or Vice-President, as is appropriate for the nature and character of the Advisory Board, shall convene a meeting of each Advisory Board at least once per semester. The President may choose to convene joint meetings of two or more Advisory Boards, which shall count as one meeting for each.

*Section III - Establishment of Advisory Boards:* The President may initiate, or direct another individual to initiate, a study on the development of one or more additional Advisory Boards as may be appropriate for the IOP. No Advisory Board may be considered created, and no individual asked to serve on an Advisory Board, without the consent of a majority of the present voting membership of the Student Leadership Team. Members of Advisory Boards serve no fixed terms and are at liberty to resign at any time, though notice of such resignation must be submitted in writing to the President.

## **ARTICLE VIII - Relationship with the University**

*Section I - Registered Student Organization Status:* The IOP shall be registered with the proper University authority as a student organization, re-registering with this authority during its Spring registration and authorization period.

*Section II - Faculty Advisor:* The IOP, as a registered student organization, shall maintain a Faculty Advisor from within a relevant department of office within the College of Arts and Sciences.

*Section III - Fiscal Agent:* The IOP shall maintain a relationship with the Department of Political Science to have the Department of Political Science act as the IOP's fiscal agent, and to provide for office space to be used by the IOP's professional staff and by the principal members of the Student Leadership Team, as determined by the President.

*Section IV - Development:* The IOP shall also maintain a relationship with the College of Arts and Sciences and its relevant development officers and organs in order to process, deposit, hold, and disburse financial contributions made in support of the IOP.

## **ARTICLE IX - Professional Staff**

*Section I - Employees Authorized:* The Student Leadership Team may, in conjunction with the College of Arts and Sciences and any other designated agent or unit as the Student Leadership Team and the College of Arts and Sciences may determine, employ full or part-time staff to aid in the steady operation of the IOP and its programs.

*Section II - Approval of Hiring:* No professional staff position shall be considered created, nor any person hired for any position, without the consent of a majority of the present voting membership of the Student Leadership Team and the Board of Trustees' Governance Committee.

*Section III - Competitive Hiring:* Any position for which the IOP is the hiring authority shall be open to a competitive hiring process in accordance with State law and UNC human resources guidelines. In cases where it may be appropriate, the President may direct the College of Arts and Sciences or any other designated agent or unit as the Student Leadership Team and the College of Arts and Sciences may determine to conduct a national or state-wide search process for qualified applicants.

*Section IV - Termination of Employees:* The President, with the consent of two-thirds of the present voting membership of the Student Leadership Team and a majority vote of the full Board of Trustees, may direct the College of Arts and Sciences or any other designated agent or unit as the Student Leadership Team and the College of Arts and Sciences may determine to terminate any person employed by the IOP or who otherwise receives monetary compensation for services rendered to the IOP, in accordance with State law and UNC human resources guidelines.

## **ARTICLE X - Student Life and Leadership Required Addenda**

*Section I - Purpose and Supremacy:* As required by the UNC Office of Student Life and Leadership for all registered student organizations, the following sections in this Article are included in these Bylaws, exactly as written by the Office of Student Life and Leadership. Where the following sections are found to be in conflict with other provisions of these Bylaws, the provisions of Article X will take precedence. Sections II-VII of this Article may not be amended or removed without the express permission of the Office of Student Life and Leadership.

*Section II - Eligibility:* Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.

*Section III - Non-Discrimination:* The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following: (A) Membership and participation in the organization must be open to all students without regard to age,

race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX. (B) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.)

*Section IV - Removal of Officers:* To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization.

*Section V - Faculty Advisor:* The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.

*Section VI - Eligibility, Continued:* All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA.

*Section VII - Amendment:* The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.

## **ARTICLE XI- Adoption, Authority, and Amendment**

*Section I - Adoption:* This Constitution and Bylaws shall be considered adopted and to take effect on Sunday, February 23rd, 2020, upon a vote in the affirmative by two-thirds of the total voting membership of the Student Leadership Team, as qualified by the Student Leadership Team's own guidelines at the time of ratification.

*Section II - Exceptions to Certain Provisions Upon Adoption:* No person elected under the provisions of these bylaws or by any preceding set of rules, regulations, policies, or procedures, and serving prior to April 30th, 2020, shall have time served in their position or any others prior to April 30th, 2020, count towards any applicable term limits as outlined in these Bylaws.



*Section III - Authority:* Upon their adoption, this Constitution and Bylaws shall constitute the highest set of rules and regulations for the University of North Carolina at Chapel Hill Institute of Politics, and shall supersede and replace all previous governing documents enacted by the student leadership of the same, and shall be subordinate only to University policy and State and federal law.

*Section IV - Resolution of Disputes:* Any dispute over the meaning of a particular Article, Section, or phrase within these bylaws may be settled by a majority vote of the Student Leadership Team

*Section V - Amendment:* Any Article or Section of this Constitution and Bylaws may be amended with immediate effect by a two-thirds vote of the total voting membership of the Student Leadership Team, provided that the text of said amendment has been made available for review and deliberation at least one week prior to the date on which it is voted upon. Amendments may also be made by referenda of the IOP's entire membership, as detailed in Article II, Section III of these Bylaws. Amendments approved by either method are not subject to the veto of the President. Amendments shall be recorded as direct edits to the body of this Constitution and Bylaws. Section VI of this Article shall be permanently reserved as the place where the most recent date of amendment shall be noted, using the following formula: "This most current version of the University of North Carolina at Chapel Hill Institute of Politics Constitution and Bylaws was adopted by the proper procedures as certified by the Chief of Staff and the Sergeant-at-Arms on the (day) of (month), (year)."

*Section VI - Current Version:* This most current version of the University of North Carolina at Chapel Hill Institute of Politics Constitution and Bylaws was adopted by the proper procedures, as certified by the Chief of Staff and the Sergeant-at-Arms, on the 21st of March, 2021.