

# **INSTITUTE OF NUCLEAR MATERIALS MANAGEMENT (INMM)**

## **Constitution of the Student Chapter at the University of Tennessee**

### **I. Purpose of Chapter**

Functioning within the Constitution and Bylaws of the parent organization, the Institute of Nuclear Materials Management (INMM), this Student Chapter is formed to provide:

- a) Support at a student level for the purposes of the INMM by those members in the Chapter.
- b) Participation at a student level in the activities of the INMM by those members in the Chapter
- c) Leadership at a student level in support of the current INMM Officers and Executive Committee and experienced leadership candidates for future INMM offices and positions by those members in the Chapter
- d) Support for those engaged in nuclear materials management and physical protection, material control and accountability, nuclear nonproliferation, nuclear safeguards by those members in the Chapter through meetings and professional contacts.

### **II. Membership Dues**

The University of Tennessee Student Chapter Membership dues are to be set at no more than \$25.00 USD for every academic fiscal year (beginning the 1st day of September and ending 31st day of August). It is also recommended that all student chapter members enroll into the membership of the regional INMM Central Chapter at [www.inmm.org](http://www.inmm.org) to maximize benefits associated with the organization.

### **III. Membership Eligibility**

Members are required to be full-time or part-time students currently enrolled at the University of Tennessee – Knoxville campus. Membership enrollment is open to all students that meet this single requirement. There shall be no denial of UT INMM Student Chapter membership due to student's field of study.

Membership is open to all students, and faculty/staff members where appropriate, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

#### **IV. Procedures for disciplining and/or removing a member and/or officer**

Discipline and/or removal of a member/officer must be done according to the following guidelines.

- a) Complaints about the member/officer in question must be submitted to the president in writing.<sup>1</sup>
- b) The president, vice president, and treasurer must decide whether action should be taken regarding the complaint, and discipline/removal requires an unanimous decision between these three officers.<sup>2</sup>
- c) The president must inform the member/officer in question that they are being disciplined and/or removed from the organization.
- d) The member/officer in question has two weeks to contest the decision before the executive body (elected officers of the organization).

<sup>1</sup>If the president is the member in question, the vice president takes the role of the president in the preceding guidelines

<sup>2</sup>If the president, vice president, or treasurer is the member in question, the secretary takes his/her place in deciding whether or not to take action.

#### **V. Chapter Officer Selection Process**

Elected positions for the UT INMM student organization will always include, but never be limited to, four (4) executive roles: a president, vice president, treasurer, and secretary. Elections are to be held at the end of each spring semester before the administering of final exams. This date will be based upon the most current University of Tennessee Academic Calendar.

Notification of the election date must be given to members two (2) weeks prior to the election to allow for timely and prepared nominations. Candidates are required to have been an INMM member in good standing, which includes the GPA and Dues requirements set forth by Articles II and VII of this Constitution, for at least one (1) academic semester prior to their nomination. Candidates for UT INMM student chapter's elected positions can be either undergraduate or graduate students enrolled with the University of Tennessee at the time of their candidacy. All UT INMM student Chapter members in good standing can participate within Chapter elections. Newly appointed UT INMM Student Chapter officers are decided democratically by simple majority rule of the quorum in their respective categories. Quorum is defined to be eight (8) members in good-standing. Any student may be allowed to serve as an official up to two (2) consecutive terms before relinquishing his/her position.

In the event that an election of new UT INMM Student Chapter officers cannot be democratically elected via majority rule of a quorum before the administration of final exams,

the President and Vice President may appoint their successors as well as the successors of any other executive officer position that are required to be filled.

## **VI. Executive Officer Duties & Responsibilities**

Officers are expected to perform the following duties.

### **(a) President**

- Supervises all Chapter business and activities
- Serves as the Chapter's official spokesperson
- Presides over Chapter meetings
- Plan executive meetings on a monthly basis
- Appoints committees for the management of the Chapter's special projects
- Serves as liaison to regional and national INMM organizations
- Informs faculty advisor of all meetings and activities
- Ensuring that the UT INMM Student Chapter retains an honorable presence with the University of Tennessee's Department of Nuclear Engineering, Department of Political Science, College of Engineering, and general student body through professional engagement, volunteer activities, and other forms of outreach

### **(b) Vice President**

- Assists the president in planning monthly general body meetings
- Assist in the formulation and management of outreach activities
- Serves as the chairperson for meetings when requested to do so or in the event that the president is unavailable to attend
- Plans and presides over annual officer elections
- Responsible for recruitment of new members and scheduling of meeting speakers

(c) Treasurer

- Responsible for all financial operations of the Chapter as described in Article VIII of this Constitution
- Accountable for all income and expenditures
- Monitors cash flow
- Reconciles bank statements
- Collects membership dues and informs secretary of new members
- Responsible for financial aspects of fundraising and dealings with national or regional INMM organizations
- Prepares financial reports requested by the president
- Prepares an annual budget no later than 1st day of November

(d) Secretary

- Records the minutes at each meeting and distributes them as needed
- Maintains the current member list and contact information of all members
- E-mails members to inform them of upcoming meetings and events
- Monitors the Chapter's recognition status with the university
- Assists Vice President in the recruitment of new members and speakers
- Makes the necessary arrangements for meetings and events (i.e., reserves required meeting spaces, orders food, etc.)
- Sends thank you letters to all speakers
- Develops and maintains the UT INMM Chapter webpage and social networking sites if applicable
- Archives photos and events

## **VII. Executive Officer GPA Requirement**

The officers of this organization must meet the following requirements:

- (a) Have a minimum grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election, the semester of election, and semesters during the term of office.
  1. For undergraduate students, the minimum GPA is 2.50/4.00. In order for this provision to be met, at least twelve (12) credit hours 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 (6) credit hours must have been taken during the summer semester under consideration.
  2. For graduate students, the minimum GPA is 3.00/4.00. In order for this provision to be met, at least four (4) 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(4) 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. as least twelve (12) credit hours (full-time student), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during term of office, and
  2. at least three (3) credit hours, 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) Requirements prescribed in (a) and (b) must be fulfilled by each individual wishing to become an executive officer of the student INMM chapter.

## **VIII. Financial Procedures**

All monies belonging to the UT INMM Student Chapter 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 faculty advisor to this organization must approve each expenditure that totals in a sum of more than \$100 USD before payment can be executed. In the event of the dissolution of the

organization, all remaining funds will be donated to the University of Tennessee Nuclear Engineering Department.

### **IX. Advisor expectations**

- (a) The advisor must be a University of Tennessee employee as defined by the Human Resources Department and be a faculty member, professional or associate staff member, or graduate assistant. He/she must be familiar with the activities of the INMM organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the organization as defined by the parent INMM chapter.
- (b) The advisor should meet with the officers of the organization to discuss expectations for roles and responsibilities every spring semester after student chapter elections. Additionally, he/she should assist the organization in developing realistic goals for each academic year.
- (c) The advisor should participate in event planning and regularly attend executive as well as general body meetings when possible. He/she should be available outside those meetings for advice and consultation related to the operations of the organization.
- (d) The advisor will regularly receive statements from the Student Organization Finance Center (SOFC) and should be aware of the organization's financial status via review of these statements and approval of expenditures.
- (e) The advisor should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. The advisor should also be familiar with the organization's constitution and all other governing documents. As an employee of University of Tennessee - Knoxville, he/she is expected to report all rule violations or potential violations to the appropriate university official.
- (f) The advisor is required to attend a developmental seminar during their tenure as an advisor. This training must have been completed after April 2001.

### **X. Constitutional Amendment Procedure**

Amendments to this Constitution may be made at any time and require a simple majority vote by the membership for approval. This Constitution shall be reviewed annually by the newly inaugurated executive officers to ensure that the UT INMM Chapter remains effective in providing the University of Tennessee's general student body with the functions set forth in

Article I of this Constitution. This Constitution is also subject to the approval of the Department of Student Activities at the University of Tennessee.

## **XI. Free of Discriminatory Statement**

The University of Tennessee (UT) is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple

missions as an institution of higher learning, UT encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

University of Tennessee, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Students should contact the Office of the Dean of Student Life at 845-3111, faculty members should contact the Office of the Dean of Faculties and Associate Provost at 845-4274, and staff members should contact the Human Resources Department Employee Relations Office at 862-4027.