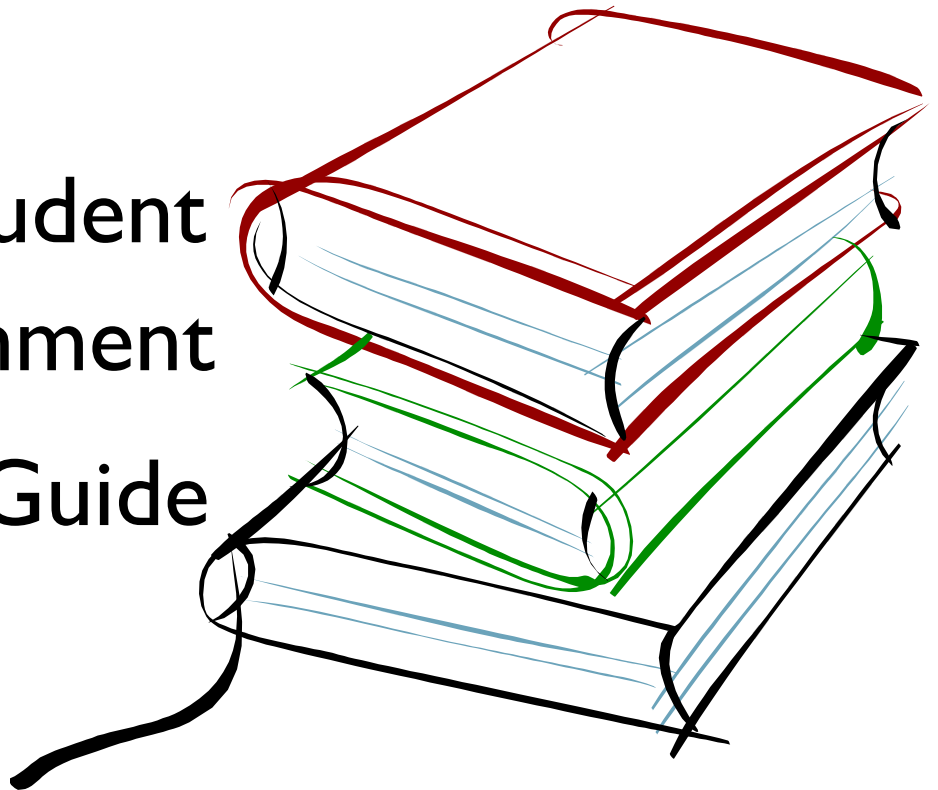




TENNESSEE BOARD OF REGENTS
EDUCATING TENNESSEE

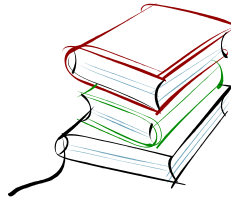
Student Government Resource Guide



Created by the Office of Academic Affairs
Tennessee Board of Regents

Updated 7/28/16

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Introduction

SGA Advisors,

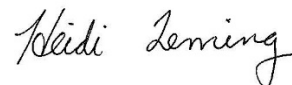
Thank you for your service as an SGA advisor! We are excited to be able to provide to you this first edition of our “Student Government Resource Guide”. Your role as an advocate as well as a resource to students navigating the TBR structure is vital to the success of students within our System.

Your student leaders have been chosen to be the liaison between students, staff, faculty and administrators from each institution. The skills they acquire as they progress in their role as change agents, mediators, communicators and role models, is significantly influenced by their SGA advisors. As many past presidents can attest, it is critical that current SGA presidents talk openly with their advisors as they begin this important journey. We hope this guide will encourage you to work with your new officers on the important role that the Board of Regents plays in the governance of our institutions. As partners and collaborators, student leaders can address issues on behalf of students at all schools and bring ideas and suggestions back to their home institution or to the staff at the Board of Regents.

One primary way the student voice can be heard at the Board level is through our Student Government President’s Council (SGPC). This advisory group exists to bring every SGA president together to share ideas and concerns. The SGA president’s role with SGPC requires dedication to the total Tennessee System. Their peers at other TBR schools, big or small, understand the roles other student leaders are being asked to take part in and fulfill on a daily basis. They can and will become a great support to your SGA representative. The critical factor is to broaden the SGA leader’s scope beyond your campus and embrace these other leaders throughout the year.

Again, we are so pleased that you are working with our student leaders. Do not hesitate to contact my office with any questions.

Sincerely,



Heidi Leming, PhD
Assistant Vice Chancellor for
Student Affairs



SECTION 1: THE TENNESSEE BOARD OF REGENTS



A Brief History of the Board of Regents

The State of Tennessee has a coordinating agency model for higher education. Coordinating agencies are agents of state government, not separate autonomous organizations. The coordinating agency provides expert educational advice into the decision-making process of the legislative branch of state government. In Tennessee, the Tennessee Higher Education Commission (THEC) serves as the coordinating agency for the state. Under the guidance of THEC, the University of Tennessee and Tennessee Board of Regents operate.

While the University of Tennessee system is governed by a board of trustees, the Tennessee Board of Regents system is comprised of an 18 member board with oversight for the state universities, community colleges, and technical colleges. There are six public universities, 13 two-year institutions, and 27 technology centers in the TBR System.

About the TBR Board

The composition and powers of the Tennessee Board of Regents are set forth in Tennessee Code Annotated 49-8-201 through 49-8-203. The board consists of 18 members: 12 lay citizens appointed for six-year terms by the governor, with one each from the state's nine congressional districts and three grand divisions; one faculty member from among the system institutions appointed by the governor for a one-year term; one student from among the system institutions appointed by the governor for a one-year term ; and four ex-officio members--the Governor of Tennessee, the Commissioner of Education, the Commissioner of Agriculture, and the Executive Director of the Tennessee Higher Education Commission, who is a non-voting member.

A detailed list of the current members of the Board of Regents can be found later in this document.

About the TBR Board, Retrieved September 3, 2014 from www.tbr.edu/about/default.aspx?id=386.

Bylaws of the Board of Regents – 6:06:00:00

Retrieved 9/3/14 from: <https://policies.tbr.edu/policies/tbr-bylaws>

1. Name, Charter, and Purpose

1. Name: The name of the system established by T.C.A. § 49-8-101 is The State University and Community College System of Tennessee.
2. Charter: The charter consists of the Acts of the General Assembly of the State of Tennessee codified at T.C.A. § 49-8-101 et seq. and T.C.A. § 49-11-401, et seq.
3. Purpose: The purpose of the Board of Regents shall be:
 1. To establish, govern, manage, and control the Tennessee State University and Community College System. The Board of Regents views itself as the responsible agency for the purposes and proposals of the System subject only to legislative mandated review.
 2. To develop a system organization that will provide coordination of the system of institutions, while at the same time preserving the unique qualities, integrity, and regional and community relationships of each of the institutions.
 3. To provide essential centralized services and uniform procedures which will increase the individual effectiveness and improve operations of each of the institutions of the System.
 4. To increase the ability of the institutions and the System to compete and account for state appropriations, while providing more efficient utilization of state resources provided for their support.
 5. To assure more effective lay and public direction and System policy guidance thus preserving citizens' control of postsecondary education in Tennessee.

2. Elements of the State University and Community College System

1. The elements of the System shall be the institutions, the Board of Regents, and the Chancellor.

3. Members

1. Members

1. The composition of the membership of the Board, the terms of office, and the conditions of membership are as provided in T.C.A. § 49-8-201 through 49-8-204, as amended, and are incorporated by reference into these bylaws as if fully set forth herein, including all future amendments thereto.

2. Power of Members

1. Individual members of the Board enjoy equal right with all other members:

1. the right to vote,
 2. the right to participate fully in all considerations before the Board,
 3. the right to enter motions and to submit recommendations, and
 4. all rights and privileges afforded the Board by law and regulation when sitting in deliberative session.
2. As individuals when not participating in meetings of the Board or any of its duly constituted committees, members enjoy the same rights and privileges of any citizen of the State of Tennessee as pertains to the governance, control, and management of institutions under the Board.
 3. As individuals, members shall not speak for the Board unless so specifically authorized by the Board.
3. Responsibilities of Members
 1. When participating in meetings of the Board or its duly constituted committees, members are responsible for the entire System.
 2. They are responsible for representing the entire System without regard for any congressional district or area of the State or for any individual institution within the State.
 3. Members are enjoined from espousing the cause of any one institution over the interests of others or the System as a whole.
 4. Expenses of Members
 1. Board business-related and travel expenses, including lodging and meals encountered in connection with meetings of the Board or duly constituted committees thereof shall be reimbursable at rates established by Board policy in accordance with Tennessee State Regulations for Travel.
 5. Minority Views
 1. Upon announcement of any vote of a meeting of the Board or one of its duly constituted committees, a member holding a minority view may request his or her view by made a matter of record.
 2. Such minority view shall be submitted in writing to the Secretary.
4. Meetings of the Board
 1. Regular Meetings
 1. The Board shall hold at least one (1) stated meeting annually on a day or days determined by the board from year to year and at called meetings that may be necessary, to be called by the secretary, giving at least five (5) days'

notice to the board members, but the board may adjourn the stated or called meetings to any date that it may set for adjournment.

2. Special Meetings

1. Special meetings of the Board of Regents may be called for any purpose by the Chairman by request in writing to the Secretary, or by the Secretary upon written request from four other members of the Board.
2. The requests shall state the purpose of the proposed meeting.
3. Business transacted at all special meetings shall be confined to the objects stated in the call.

3. Location

1. The Secretary shall issue each calendar year the regular meetings of the year and their locations as well as those special meetings as may be known.
2. It shall be the purpose of the Board to meet as feasible at the campus of each institution of the System.

4. Notice

1. The Secretary shall give each member of the Board at least five days' written notice of a regular or of special meetings of the Board.
2. The Secretary, upon advice from the Chancellor and Board, shall prepare an annotated agenda to accompany each notice of a regular or special meeting of the Board.
3. The notice shall be mailed to the address appearing on the Secretary's records.
4. Emergency meetings may be called by telephone or telegraph notification with the understanding that similar notices are provided all members.
5. Public notice of all meetings shall be furnished the news media.

5. Quorum

1. At all meetings of the Board of Regents, nine voting members shall constitute a quorum for the transaction of business.
2. The action of a majority of the voting members of the Board present at any meeting shall be the action of the Board, except as may be otherwise provided by these Bylaws.

6. Order of Business

1. The following shall be the order of business at each regular meeting of the Board, but the rules of order may be suspended by the Board:
 1. Roll call.
 2. Consideration of minutes of last regular meeting and of special meetings held subsequently and their approval or amendment.
 3. Consideration of interim Board actions taken by the Chancellor.
 4. Reports of committees.
 5. Reports of the Chancellor.
 6. Reports of Presidents and Directors.
 7. Unfinished business.
 8. New business.

7. Procedures

1. Any member of the Board may be represented at a meeting of the Board, but cannot under any conditions register a vote by proxy.
2. When a member identifies a conflict of interest in connection with a vote on a matter before the Board, he or she should withhold his or her vote. Such matter shall not be made a matter of record except by express request of the member.
3. Record votes shall be called for on all motions or resolutions presented to the Board providing for: the allocation or expenditure of funds; creation of any financial liability against any institution, school, or agency of the System; any revision of the Bylaws, the adoption of a new Bylaw or the appeal of an existing Bylaw; and the documentation of any transaction as may be required or deemed desirable in the judgment of the Chairman. Upon demand of any member present, a record vote may be called for on any matter before announcement of a vote previously taken. A record vote shall require a majority of the entire voting membership of the Board for passing.
4. A motion to reconsider shall be made by a member who voted on the prevailing side and must be made at the same meeting.

8. Adjourned Meetings

1. The Board may adjourn any regular or special meeting to any date it may set.
2. If a quorum is not present, any regular or special meeting may be adjourned by the members attending until a quorum shall be present.

9. Joint Meetings

1. From time to time, the Board may find it appropriate to meet jointly with some other board or body.
2. In such meetings, the Board shall retain its constituted integrity as established under law and in accordance with these Bylaws.

10. Minutes

1. Minutes shall be taken at each meeting of the Board and shall provide a permanent record of such meeting.
2. Minutes need not be a verbatim record of a meeting but should provide adequate basis upon which implementing actions may be taken or permanent policies be extracted therefrom.
3. Minutes of each regular meeting and of subsequent special meetings shall be circulated for consideration of the members prior to the next regular meeting at which time they shall be approved as attested to by the Vice Chairman and the Secretary of the Board.

5. Office of the Board of Regents

1. The office of the Board and of the Chancellor of the State University and Community College System and his or her staff shall be located in Nashville, Tennessee. (T.C.A. § 49-8-202)

6. Duties of the Board

1. The Board of Regents shall be responsible for the operation of the State University and Community College System of Tennessee as provided by the laws of the State of Tennessee. The Board shall be responsible for the government, management, and control of the system.
2. The Board is empowered:
 1. To employ the Chancellor, define his or her duties, and within budgetary limitations, fix his or her compensation.
 2. To select and employ presidents of the institutions and to set their salaries and terms of office.
 3. To confirm or establish policies and procedures for the appointment of administrative personnel, faculty, and other employees of each institution and fix their salaries and terms of office.
 4. To prescribe curricula and requirements for diplomas and degrees.
 5. To approve the operating and capital budgets of each institution and otherwise set policies for their fiscal affairs.

6. To establish policies and regulations regarding the campus life of the institutions, including, but not limited to the conduct of students, student housing, parking, and safety.
 7. To assume general responsibility for the operations of the institutions, delegating to the presidents and directors such powers and duties as are necessary and appropriate for the efficient administration of their respective institutions and their programs.
 8. To receive donations of money, securities, and property from any source on behalf of the institutions of the System which gifts shall be used in accordance with the conditions set by the donor.
 9. To purchase land subject to the terms and conditions of state regulations, to condemn land, to erect buildings and equip them for the institutions subject to the terms and conditions of legislative appropriations.
 10. To be vested with title to property transferred from the State Board of Education and to property donated or purchased subsequent thereto.
 11. The Board shall have such other powers not otherwise prescribed by law, as are necessary to carry out its duties. (T.C.A. § 49-8-02 and § 49-8-203)
3. In fulfilling its responsibilities for the governance of the System, the Board shall perform continuous review and evaluation of its purposes, duties, Bylaws, policies and operations, and shall affect such changes necessary to ensure effectiveness and responsiveness to the needs of the System and the State.

7. Committees of the Board

1. The Board of Regents as a whole shall be responsible for the operation of the State University and Community College System.
2. The Board may organize standing and special committees as necessary to carry out its governance, control, and management functions.
3. The Committees of the Board shall make studies of the problems in the fields assigned to them and advise the Board as to what, if any, changes of policy should be made.
4. Each of the standing committees shall keep informed with respect to the manner in which the policies of the Board are being administered in its field. Committees may be authorized to act on behalf of the Board.
5. All Board members may participate in committee deliberations; however, each standing committee shall consist of not less than three and not more than seven Board members.
6. A majority of the members of a committee shall constitute a quorum for the transaction of business.

7. The Board of Regents may authorize special committees with whatever membership is desired by the Board.
8. Each standing or special committee shall report to the Board periodically or at the request of the Chairman of the Board.
9. The Chairman of the Board shall be an ex officio member of all committees with the authority to vote.
10. The Chancellor and Secretary shall be ex officio members of all committees without the authority to vote.
11. The Executive Director of the Tennessee Higher Education Commission may serve as a member of any committee without the authority to vote.
12. The Chancellor shall appoint students and faculty from System institutions to serve as ex officio non-voting members of each standing committee.

13. Standing Committees

1. There shall be the following standing committees:

1. Committee on Finance and Business Operations

1. The Committee on Finance and Business Operations shall make recommendations to the Board regarding the fiscal policies to be followed in the conduct of the System.
2. The Committee shall receive and review the recommendations of the Chancellor concerning appropriation requests, allocations, budgets and budget revisions for each of the institutions in the State University and Community College System and for the office of the Board, and shall make its recommendations to the Board.
3. The report of the Committee to the Board shall include in written form the itemized deletions, additions, or other changes in the submitted budget requests of each institution.
4. The Committee shall also make recommendations to the Board as to needs for additional buildings and land for the campuses, repair and renovation of buildings, maintenance of campuses, and adequate insurance coverage of buildings and contents.
5. It shall coordinate the preparation of the capital outlay budget and capital outlay appropriations.

6. It shall study and submit recommendations affecting investments or reinvestments of trust funds and shall advise the Board regarding such funds.
7. The Committee shall submit recommendations on System-wide policies and procedures on procurement and purchasing.
8. This committee shall have such other duties as may be authorized by the Board.
9. The Treasurer shall serve as a member of this committee only without the authority to vote.

2. Committee on Academic Policies and Programs and Student Life

1. The Committee shall review and make recommendations to the Board concerning all proposals for new academic programs and degrees, revisions or discontinuations of existing programs, the adoption of our changes in admission and retention standards, and the establishment, reorganization or elimination of academic departments, divisions, branch operations and extension services, and other academic units.
2. The Committee shall be responsible for reviewing the level of productivity of existing programs, and when appropriate to recommend the discontinuance of non-productive programs.
3. The Committee shall make appropriate recommendations concerning studies and policies relating to academic matters.
4. The Committee on shall also make recommendations to the Board regarding campus life of the institutions.
5. It shall receive and review the Chancellor's reports of proposed policies and regulations concerning student affairs including, but not limited to, the conduct of students, discipline, student housing, parking, safety and special activities of students of the institutions under control of the Board.

3. Committee on Personnel and Compensation

1. The Committee on Personnel shall make recommendations to the Board regarding retirement, tenure, promotion, evaluation and other personnel matters regarding personnel involved in the various institutions governed by the Board.

2. The Committee shall make appropriate recommendations concerning policy and procedures relating to personnel matters and review the recommendations from the Chancellor relative to the annual review of personnel requests from the institutions.
 3. The committee shall also review compensation matters of the institutions and System Office personnel that require Board approval and make recommendations to the Board regarding these matters.
 4. The Committee shall have the power to act for the full Board in compensation matters when waiting for the next scheduled Board meeting is not desirable.
4. Committee on Tennessee Colleges of Applied Technology
 1. The Committee on Tennessee Colleges of Applied Technology shall review and make recommendations to the Board concerning all proposals for new programs and credentials, and modifications or terminations of existing programs at the colleges of applied technology.
 2. The Committee shall be responsible for reviewing the level of productivity and performance of existing programs and make recommendations to the Board when appropriate.
 3. The Committee shall make appropriate recommendations to the Board concerning policies as well as other matters that come before the Committee relating to Tennessee Colleges of Applied Technology.
5. Committee on Public Affairs
 1. The Committee on Public Affairs shall make recommendations regarding the Board's role in economic development initiatives and the Board's relationship with business, industry, and community leaders in Tennessee.
 2. The Committee on Public Affairs shall also make recommendations to the Board on legislative and public relations.
6. Audit Committee
 1. The Audit Committee shall provide appropriate oversight and accountability on fiscal matters within the Tennessee Board of Regents.

2. In addition to the Regents appointed to the Committee, the Board may select one or more certified public accountants or other qualified citizens who are not members of the Board to serve on the Audit Committee.
3. The Audit Committee shall employ a person qualified by training and experience to serve as an internal auditor and to report directly to the Audit Committee and the Board.
4. The internal auditor shall be removable only for cause by a majority vote of the Board.
5. The internal auditor shall perform the duties required by the Higher Education Accountability Act of 2004 (T.C.A. § 49-14-101 et seq.) including reports to the Committee and development of a process to report and investigate illegal, improper, fraudulent or wasteful activity.

8. Officers and Their Duties

1. Officers

1. The officers of the Board of Regents shall be the Chairman, Vice Chairman, Chancellor, Treasurer, and Secretary.
2. The Board may from time to time establish such other offices and positions as may be necessary to carry out the functions of the Board.

2. Election and Term of Office

1. The term of office of each officer, except the Chancellor, Treasurer and Secretary, shall be one year commencing on July 1st and until his successor is chosen and installed.
2. Officers other than the Chancellor, Treasurer, and Secretary shall be elected each year by the Board at the last regular meeting of each fiscal year and may be re-elected for up to two (2) consecutive terms.
3. No one person shall hold more than one of these offices.

3. Removal of Officers

1. Officers may be removed at any time by the Board by the affirmative vote of a majority of the Board, not merely of the quorum.

4. Vacancies

1. Vacancies shall be filled by the Board as soon as practicable.

5. Chairman

1. The Chairman shall be a member of the Board, shall preside at the meetings of the Board with the authority to vote, and shall appoint the chairmen and members of all committees.
2. He or she shall be an ex officio member of all committees with the authority to vote.

6. Vice Chairman

1. The Vice Chairman shall be a member of the Board and shall perform the duties and have the powers of the Chairman during the absence or disability of the Chairman.

7. Chancellor

1. The Board of Regents shall elect the Chancellor who shall hold office at the pleasure of the Board.
2. He or she shall not be a member of the Board.
3. In case of any vacancy in the Chancellorship, the Board shall name an Acting Chancellor who shall serve until the office of the Chancellor shall be filled.
4. The Chancellor shall be the chief executive officer of the State University and Community College System.
5. He or she shall perform all of those duties that are prescribed by the Board.
6. He or she shall be responsible to the Board of Regents for the prompt and effective execution of all resolutions, policies and rules and regulations adopted by the Board for the ordering and the operation of the entire System and for the government of any and all of its branches.
7. His or her discretionary powers shall be broad enough to enable him or her to discharge these responsibilities.
8. The Chancellor shall attend and participate in, without the privilege of voting, all of the meetings of the Board of Regents and of its committees.
9. He or she shall be an ex officio member of all committees, without the authority to vote.
10. He or she shall review recommendations from the presidents and directors regarding annual appointments, promotions, and salaries of employees of the several institutions of the System, and shall be responsible for compliance by the presidents and directors with Board policies and procedures on personnel matters.
11. He or she shall make recommendations regarding the establishment or discontinuance of staff positions in the Office of the Board of Regents.

12. He or she shall recommend the appointment of administrative officers and other employees of the Office of the Board of Regents.
13. The Chancellor shall be empowered to act for the Board in the interims when the Board is not in session.
14. He or she shall speak for the Board and shall represent it at meetings and before the public consistent with established policies of the Board.
15. He or she shall be the channel of communication with the presidents and directors of the institutions and shall present recommendations concerning System policy to the Board.
16. The Chancellor shall be authorized upon the authority of the Board and in its name to execute all notes, bonds, deeds, contracts, and other documents of an official nature.
17. He or she shall submit, in behalf of the Board and with its approval the annual report at the end of each fiscal year, which report shall go to the Governor and the legislature.

8. Treasurer

1. The Treasurer shall be elected by the Board and shall not be a member thereof, but shall be a member of the staff of the Chancellor.
2. He or she shall be sworn and bonded to discharge faithfully the duties as Treasurer.
3. He or she shall serve without vote as a member of the Committee on Finance and Business Operations.
4. He or she shall perform such other duties as the Board may authorize or as may be assigned by the Chancellor.

9. Secretary

1. The Secretary shall be elected by the Board and shall not be a member thereof but shall be a member of the staff of the Chancellor.
2. He or she shall be sworn to discharge faithfully the duties as Secretary.
3. He or she shall be present at all meetings of the Board and of the committees.
4. He or she shall keep an accurate record of proceedings of the meetings of the Board and of the committees.
5. In the absence of the Secretary from a meeting, a secretary shall be chosen for the meeting and shall record the proceedings.

6. He or she shall be the custodian of all minutes, official documents, and archives of the System.
7. He or she shall perform such other duties and have such other powers as the Board may authorize or as may be assigned by the Chancellor.

10. Delegation of Duties of Officers

1. In case of the absence of any officer of the Board of Regents, or for any other reason that the Board may deem sufficient, the Board of Regents may delegate the powers or duties of such officers, provided a majority of the full Board concurs therein.

9. Universities, Community Colleges and Colleges of Applied Technology

1. The State University and Community College System of Tennessee shall consist of the following universities, community colleges and colleges of applied technology and such other institutions as may be established or placed under the Board of Regents from time to time:

1. Universities (6)

1. Austin Peay State University, Clarksville; East Tennessee State University, Johnson City; University of Memphis, Memphis; Middle Tennessee State University, Murfreesboro; Tennessee State University, Nashville; Tennessee Technological University, Cookeville

2. Community Colleges (13)

1. Chattanooga State Community College, Chattanooga; Cleveland State Community College, Cleveland; Columbia State Community College, Columbia; Dyersburg State Community College, Dyersburg; Jackson State Community College, Jackson; Motlow State Community College, Lynchburg; Nashville State Community College, Nashville; Northeast State Community College, Blountville; Pellissippi State Community College, Knoxville; Roane State Community College, Harriman; Southwest Tennessee Community College, Memphis; Volunteer State Community College, Gallatin; Walters State Community College, Morristown

3. Colleges of Applied Technology (26)

1. Athens, Covington, Crossville, Crump, Dickson, Elizabethton, Harriman, Hartsville, Hohenwald, Jacksboro, Jackson, Knoxville, Livingston, McKenzie, McMinnville, Memphis, Morristown, Murfreesboro, Nashville, Newbern, Oneida, Paris, Pulaski, Ripley, Shelbyville, and Whiteville. (T.C.A. § 49-8-101)

2. Heads of Colleges and Universities

1. The president of each college and university in the System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.
2. He or she shall be responsible to the Board through the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and of the Chancellor.
3. He or she shall have direct access to the Board by submitting reports to the Board at its regular meetings and to meet with the Board on such occasions.
4. He or she shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.
5. He or she shall recommend annually to the Board of Regents, through the Chancellor, the creation or continuance of positions of faculty and other employees of the institution.
6. He or she shall have the authority to recommend or make appointments of personnel and, within budgetary limitations, to fix their salaries, and to recommend or approve promotions, transfers, leaves of absence, and removal of personnel, pursuant to the requirements of policies and procedures established by the Board, and subject to such prior approval or confirmation of the Board or the Chancellor as may be required by the Board.
7. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.

1. Terms of Heads of Colleges and Universities

1. (1) The heads of the colleges and universities shall serve at the pleasure of the Board.

2. Resignation and Removal of Heads of Colleges and Universities

1. (1) The Board anticipates upon appointment that each head of an institution will serve for a number of years.
2. (2) The head of each institution may resign at any time upon written notification to the Board through the Chancellor.
3. (3) The head of each institution may be terminated at any time by the Board.
4. (4) In the event of termination of the head of an institution, three months' severance compensation may be authorized by the Board.

3. Presidents' Councils

1. The president of each college and university shall be a member of the respective Presidents' Council for his or her type of institution and shall likewise be a member of the Joint Presidents' Council.
2. These councils shall have the opportunity to present reports and recommendations to the Board of Regents.
3. The Chancellor shall be an ex officio member of each council and shall be invited to attend each meeting of said councils.

3. Heads of Colleges of Applied Technology

1. The director of each college of applied technology in the System shall be the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution.
2. He or she shall be responsible to the Board and Chancellor, through the senior member of the Board staff for colleges of applied technology, for the execution of all directives of the Board and of the Chancellor.
3. He or she shall have access to the Board by submitting reports to the Board at its regular meetings through a representative director who shall meet with the Board on such occasions.
4. He or she shall be the official medium of communication between the faculty and the Chancellor, and between the council, senate, assembly, or any such body, either of the faculty or of the students, and the Chancellor.
5. He or she shall make an annual report to the Board, through the Chancellor, of the work and condition of the institution under his or her control.
6. He or she shall have specific responsibilities as delegated by the Chancellor for the operation and management of the institution.

1. Terms of Heads of Colleges of Applied Technology

1. The heads of the colleges of applied technology shall serve at the pleasure of the Chancellor.

2. Resignation and Removal of Heads of Colleges of Applied Technology

1. It is anticipated upon appointment that each head of a college of applied technology will serve for a number of years.

2. The head of each college of applied technology may resign at any time upon written notification to the Chancellor.
3. The head of each college of applied technology may be terminated at any time by the Chancellor.

4. Employees

1. Administrative personnel, faculty members and other personnel shall be recommended or appointed by the president of the college or university and director of the college of applied technology, subject to such requirements, approvals or confirmations by the Board or the Chancellor as may be specified by the Board.
2. A member of the Board shall not be a party to procuring the appointment of any relative at any of the units of the State University and Community College System.

5. Students

1. Admission

1. The Board shall prescribe rules and regulations for the admission of students to the institutions.

2. Campus Conduct

1. Within general System guidelines and policies developed by the Board, the presidents and directors shall be responsible for promulgating campus regulations developed within the institutional community.
2. Students violating the rules and regulations of an institution may be punished, suspended, or expelled as the nature of the case requires.

10. Degrees, Diplomas, and Certificates

1. Degrees

1. The faculty shall recommend to the president of the institution the candidates for degrees which the institution has been authorized by the Board to confer.

2. Diplomas and Certificates

1. The director shall certify the candidates for diplomas and certificates which the college of applied technology has been authorized by the Board to award.

3. Degree, Diploma, and Certificate Requirements

1. The Board of Regents shall set requirements for the award of degrees by all institutions, and diplomas and certificates by all colleges of applied technology within the System.
4. Approval of Degree and Academic Programs, and Diploma and Certificate Programs
 1. The Board of Regents shall approve all present and proposed programs of study leading to degrees in all institutions, and diplomas and certificates in all technology centers of the System.
 2. The Board shall also exercise authority to disestablish programs of study upon the recommendation of the Chancellor.

11. Appeals

1. The Board shall adopt a policy defining those final decisions affecting students and employees in the System which may be appealed to the Chancellor and the Board.
2. The policy shall prescribe the process of appeal and the standard of review to be applied by the Chancellor and the Board.

12. Amendment of Bylaws

1. These Bylaws may be amended or repealed at any regular meeting by an affirmative vote of not less than nine members of the Board, provided however, that any proposed change in these Bylaws shall be submitted to the Secretary in writing at any regular meeting or special meeting and shall be voted on at the next regular meeting of the Board.
2. Amendments or additions to the Bylaws shall be presented in such form as suitable for direct incorporation into the Bylaws.
3. Any Bylaw may be suspended at any regular or special meeting for that meeting only by the unanimous consent of all present.
4. The Secretary shall maintain a Bylaws book in which shall be recorded all Bylaws and any changes, additions, or deletions thereto.

13. Parliamentary Authority

1. The rules contained in Roberts Rules of Order, 1970, or subsequent edition shall govern the Board in all cases to which they are not inconsistent with the Bylaws or any special rules of order of this Board.

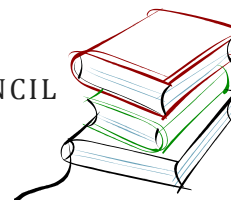
List of Current Board Members

Districts	Regent	Regent Term
1	J. Parker Smith (Kingsport)	2013-2019
2	Danni B. Varlan (Knoxville)	2013-2019
3	Tom Griscom (Chattanooga)	2011-2017
4	Fran Marcum (Tullahoma)	2010-2016
5	Robert Thomas (Nashville)	2009-2015
6	MaryLou Apple (Tullahoma)	2015-2018
7	Darrell S. Freeman (Nashville)	2012-2016
8	Barbara Prescott (Jackson)	2014-2020
9	Gregory Duckett (Memphis)	2012-2018
Governor	Honorable Bill Haslam	
Commissioner of Education	Candice McQueen	Ex-officio
Commissioner of Agriculture	Jai Templeton	Ex-officio
THEC	Mike Krause	Ex-officio
At-Large Regents		
Howard Roddy, East Tennessee		2010-2016
Emily J. Reynolds, Middle Tennessee (VICE CHAIR)		2012-2018
Leigh Shockey, West Tennessee		2014-2020
Student Regent		
TBA		2016-17
Faculty Regent		
TBA		2016-17

Institutions by Location

Institution	Address	City
Austin Peay State University	601 College St. Post Office Box 4598	Clarksville, TN 37044
Chattanooga State Community College	4501 Amnicola Highway	Chattanooga, TN 37046
Cleveland State Community College	P.O. Box 3570	Cleveland, TN 37320
Columbia State Community College	1665 Hampshire Pike	Columbia, TN 38401
Dyersburg State Community College	1510 Lake Road	Dyersburg, TN 38024
East Tennessee State University	P.O. Box 70725 ETSU	Johnson City, TN 37614
Jackson State Community College	2046 North Parkway	Jackson, TN 38301
Middle Tennessee State University	P.O. Box 0039	Murfreesboro, TN 37132
Motlow State Community College	P.O. Box 8500	Lynchburg, TN 37352
Nashville State Community College	120 White Bridge Road	Nashville, TN 37209
Northeast State Community College	P.O. Box 246	Blountville, TN 37617
Pellissippi State Community College	P.O. Box 22990	Knoxville, TN 37933
Roane State Community College	276 Patton Lane	Harriman, TN 37748
Southwest Tennessee Community College	737 Union Avenue	Memphis, TN 38103
Tennessee State University	3500 John Merritt Boulevard	Nashville, TN 37209
Tennessee Technological University	Campus Box 5027	Cookeville, TN 38505
University of Memphis	359 University Center	Memphis, TN 38152
Volunteer State Community College	1480 Nashville Pike	Gallatin, TN 37066
Walters State Community College	500 South Davy Crockett Parkway	Morristown, TN 37813

SECTION 2: THE STUDENT GOVERNMENT PRESIDENTS COUNCIL



What is the Student Government Presidents Council (SGPC)?

SGPC is composed of all the student body presidents or student leadership organization representative within the TBR's community colleges and universities. Institutions with branch campuses can have more than one student body president representing each campus. SGPC's main purpose is to be available to the Board for input on matters affecting students within the System.

SGPC representatives have a fall meeting (typically held in early late September/early October) where they learn about the role of SGPC, the purpose of the TBR System and role of the Board of Regents, general policies and guidelines affecting students, and the structure of the TBR office and personnel. Two additional meetings are held in January and March.

Throughout the year, students engage in discussions with each other through meetings, online listservs, and webinars. The Student President's Council reviews and discusses pertinent TBR-wide and campus-related issues of interest to students. The SGPC also provides an opportunity for networking, sharing successes, seeking solutions and supplementing leadership development for student leaders.

The Vice Chancellor for Academic Affairs serves under the Chancellor and has designated the Assistant Vice Chancellor for Student Affairs to serve in an advisory role to SGPC. As such, the Assistant Vice Chancellor and staff in the Office of Academic Affairs regularly distribute information on items under consideration by the Board to SGPC representatives.

What are the provisions governing SGPC?

At the spring meeting, as required by state statute (*Tenn. Code Ann. § 49-7-207*), the TBR Student Presidents Council meets to select three applicants' names for submission to the Governor as nominees for Student Regent. The selected appointee serves a one-year term. Every other year at this same meeting, the SGPC selects three nominees for the position of Tennessee Higher Education Commission (THEC) Student Representative. The THEC Student Representative is a two-year appointment made by the Governor. The THEC Student Representative serves as a non-voting member during the first year and as a voting member during the second year of service.

What are SGPC's Continuous Goals?

- To continue communications established during the first meeting.
- To determine how best to represent TBR students on your respective campuses and throughout the system.
- To communicate the concerns of TBR students to the Board of Regents through the Office of Academic Affairs.
- To foster strong interactions among the members of the SGPC.

Where can I get additional information on SGPC and their activities?

The Office of Academic Affairs maintains a website for constituents interested in the activities of Student Affairs. The website is located at: <https://www.tbr.edu/academics/studentaffairs/student-government-association-presidents-council>

SGPC Executive Officer Position Descriptions

Name and Purpose

The Student Government President's Council (SGPC) provides a forum for communication and recommendation between TBR students, the Chancellor, and, as appropriate, the Board of Regents, concerning problems and issues that are important in providing information and assistance in programs and activities of the member institutions.

Members

The Student Government President's Council (SGPC) is composed of duly elected student body presidents, or equivalent elected officers, of TBR institutions.

Executive Officers of Student Government President's Council

The Executive Board for the Student Government President's Council shall consist of three members: President, Vice President, and Secretary. The Executive Board will be selected at the SGPC's first meeting of the academic year. Officers will hold their position for one academic year.

Responsibilities for each officer are outlined below:

President

The president shall be responsible for:

1. Leading the business meeting of the Student Government President's Council meetings;
2. Working with the Assistant Vice Chancellor for Student Affairs on the development on the SGPC meeting agenda;
3. Working with the Assistant Vice Chancellor for Student Affairs on the logistical planning for all SGPC meetings;
4. Serving as a liaison between the Council members and the Office of Academic Affairs and Chancellor at the Tennessee Board of Regents System Office; and
5. Other duties as assigned.

Vice President

The vice president shall be responsible for:

1. Leading the business meeting of the Student Government President's Council meetings when the President is not in attendance;

2. Assuming the responsibilities of the SGPC President if the President is unable to continue in the position;
3. Maintaining the SGPC social media presence and informing members of TBR related student events, including national conferences, regional opportunities, and institutional student resources;
4. Serving as a liaison between the Council members and the Office of Academic Affairs and Chancellor at the Tennessee Board of Regents System Office; and
5. Other duties as assigned.

Secretary

The secretary shall be responsible for:

1. Maintaining the roster of council members including:
 - a. Member's Full Name,
 - b. Address; City; State; Zip Code
 - c. College or University Name
 - d. Email(s) and Phone for contact options
2. Working with the Assistant Vice Chancellor for Student Affairs on transmission of information to council members;
3. Maintaining an accurate copy of SGPC's bylaws;
4. Managing attendance of individuals present at each meeting;
5. Maintaining records of meeting agendas and minutes;
6. Attending all council meetings;
7. Working with executive officers and Assistant Vice Chancellor for Student Affairs in the planning and implementation of council meetings;
8. Other duties as assigned

[SGPC Community Service Hour Requirement](#)

The following provision was voted on by the SGPC at the Winter 2015 meeting:

Each TBR institution with representation on the Student Government Presidents Council will participate in one system-wide service project during the academic year, to be completed by May 1 of each year. The service project will be selected by the membership at the first meeting of the academic year in which it is to be completed.

[Communication Expectations](#)

Student government presidents are expected to actively participate in the Student Government President's Council at all meetings, on-line webinars, and through on-line communications such as the e-mail listserv and D2L page. Regular communication from the Office of Academic Affairs at the Board of Regents should be expected. As such, if a student does not see regular communication they should inquire with the Assistant Vice Chancellor of Student Affairs to be sure we have their correct contact information listed.

The Office of Academic Affairs will always copy the SGA advisor on emails to the student government president. Furthermore, information shared through SGPC meetings and on-line discussions should be communicated from the campus SGA president to the SGA advisor. In return, SGA presidents should also communicate campus issues or concerns with the Board of Regents through SGPC meetings and directly to the Assistant Vice Chancellor for Student Affairs. In order to facilitate this exchange in ideas and concerns, SGA presidents should regularly meet with their institutional president, vice president, and other campus administrators to share concerns and gain input that could be valuable in their discussions with other SGPC leaders and Board members.

Behavioral Expectations of SGPC Representatives

All student delegates at SGPC meetings are expected to adhere to basic behavioral expectations including: on-time attendance to all sessions, no alcohol/drug use, business casual or business attire as designated in the schedule, active participation for the entire meeting, and collegial debate and discussions. As an advisor, we encourage you to express to your student representative additional behavioral expectations you have for them as a representative of your institution. Any advisor who wishes to follow up with the Assistant Vice Chancellor for Student Affairs regarding a student concern should feel free to do so. The Assistant Vice Chancellor will communicate with advisors during or after the meeting regarding egregious student behavior with the expectation that the advisor will address the issue with the student when the student returns to their home campus. It is important for advisors to ensure that Office of Academic Affairs has accurate advisor contact information in case an emergency should arise.

Advisor's Role in Working with SGA Officers

Advisors should set aside time at the beginning of each semester to discuss expectations that the professional staff have of student government officers as well as the expectations that SGA officers have of their advisor. Communication flow is critical to the success of any SGA, but also to the success of SGPC. Therefore, if an advisor feels they have not received adequate feedback from the students on what is happening within SGPC, the advisor should use this time to address any concerns.

Another key role that advisors play with SGA officers is to teach students how to work with campus administration and within campus structures. Early in the students' terms of office, the advisor should conduct a training with the students to let them know key personnel, how to appropriately share student concerns with administration, and additional resources available to the students on their campus. For example, if students wish to put forward an idea, opinion, or comment on behalf of their student body to their representative in the Tennessee legislature, they should know who their campus contact is for external affairs. The external affairs officer could then work with the student to contact the representative for their district and ensure that the student is accurately representing the interests of the institution. Furthermore, if your campus vice president or president would like to see information that represents a position of the institution (perhaps even shared with a legislator), talk with your students about this expectation. When information is shared with the Board, for example, we will assume it has been filtered through the appropriate channels prior to receiving a copy from your students.

Throughout the academic year, regular meetings between the advisor, vice president for student affairs, campus president, and SGA should be scheduled. Regardless of the size of the institution, it is typical for SGA presidents to meet with campus presidents on a monthly or semester basis to share student concerns and to receive feedback on how the SGA can assist administration. Advisors, as someone working on the front lines with students, should encourage SGA officers to schedule meetings with key administrators and to follow through on their commitments in a professional manner. This can be an excellent learning opportunity for students, so empowerment by the advisor is critical.

Tennessee SGA Fact Book

In August 2014, the Assistant Vice Chancellor compiled information from each of the TBR institution's student government advisors on basic organizational structures at each institution. This Fact Book will be updated every even-numbered year. Below is a compilation of the data obtained from the survey at this point with 17 of the 19 institutions reporting.

Community Colleges

Of the two-year institution respondents, the size of the executive board officers range from three to 10 members. Student leaders are either compensated at an hourly rate or given a scholarship up to full time tuition. The number of hours of service in exchange for compensation range from a low of 1.5 hours to a high of 6 hours a week.

Universities

The majority of universities have 3 members on their executive boards. Student leaders are compensated based on their position title and are required to work between 0-20 hours per week. University student government associations do not serve as the primary programming body for campus and instead focus their efforts on policy and governance issues.

Student Government Advisors

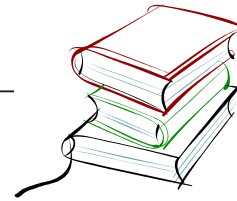
Student government advisors range from coordinators to Associate Vice Presidents of Student Affairs depending on the complexity of the student affairs division at the institution. On average, the student government advisor is at the Director of Student Activities level, followed next by personnel at the Associate Dean/Vice President level.

Student Fees

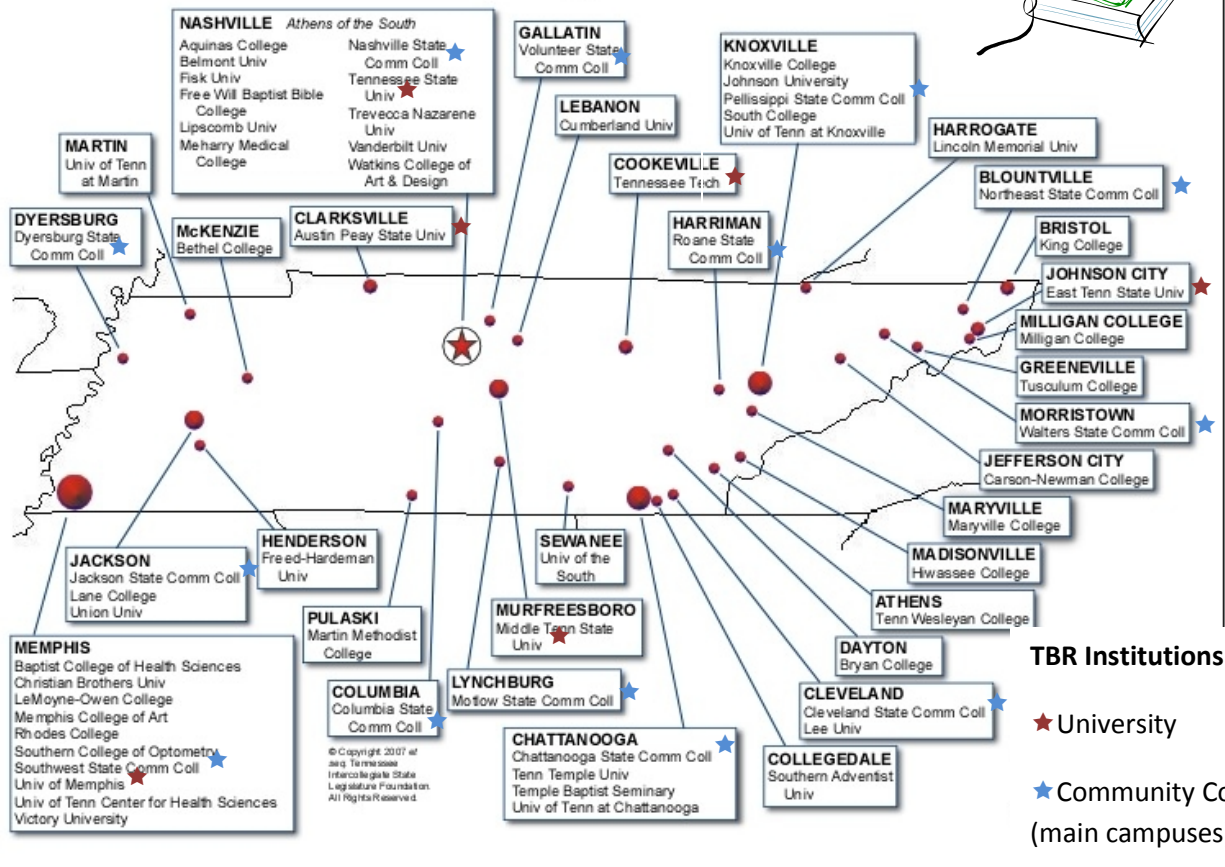
All student fees are submitted by campuses for approval by the Board of Regents on an annual basis (spring semester). Typically, a campus will engage students in input on increases to student fees as part of the approval process. As of 2013-14, the following fee ranges occurred at TBR institutions:

Student government fee ranges from a low of \$3 a semester to a high of \$20 semester. Two community colleges have sustainable campus fees: Pellissippi and Volunteer State and all universities, except Tennessee State, have a sustainable campus fee ranging from \$5-\$10 a semester. Among the community colleges, the student activity fee ranges from a low of \$5 a semester to a high of \$23 a semester. At universities, the student activity fee ranges from \$65-\$132 a semester. Campus access fees range from \$3 a semester to \$19 a semester at community colleges and \$22 to \$105 a semester at universities. Two universities also charge a student recreation fee: Austin Peay and Middle Tennessee. At universities, the athletic fee ranges from \$112 to \$250 a semester.

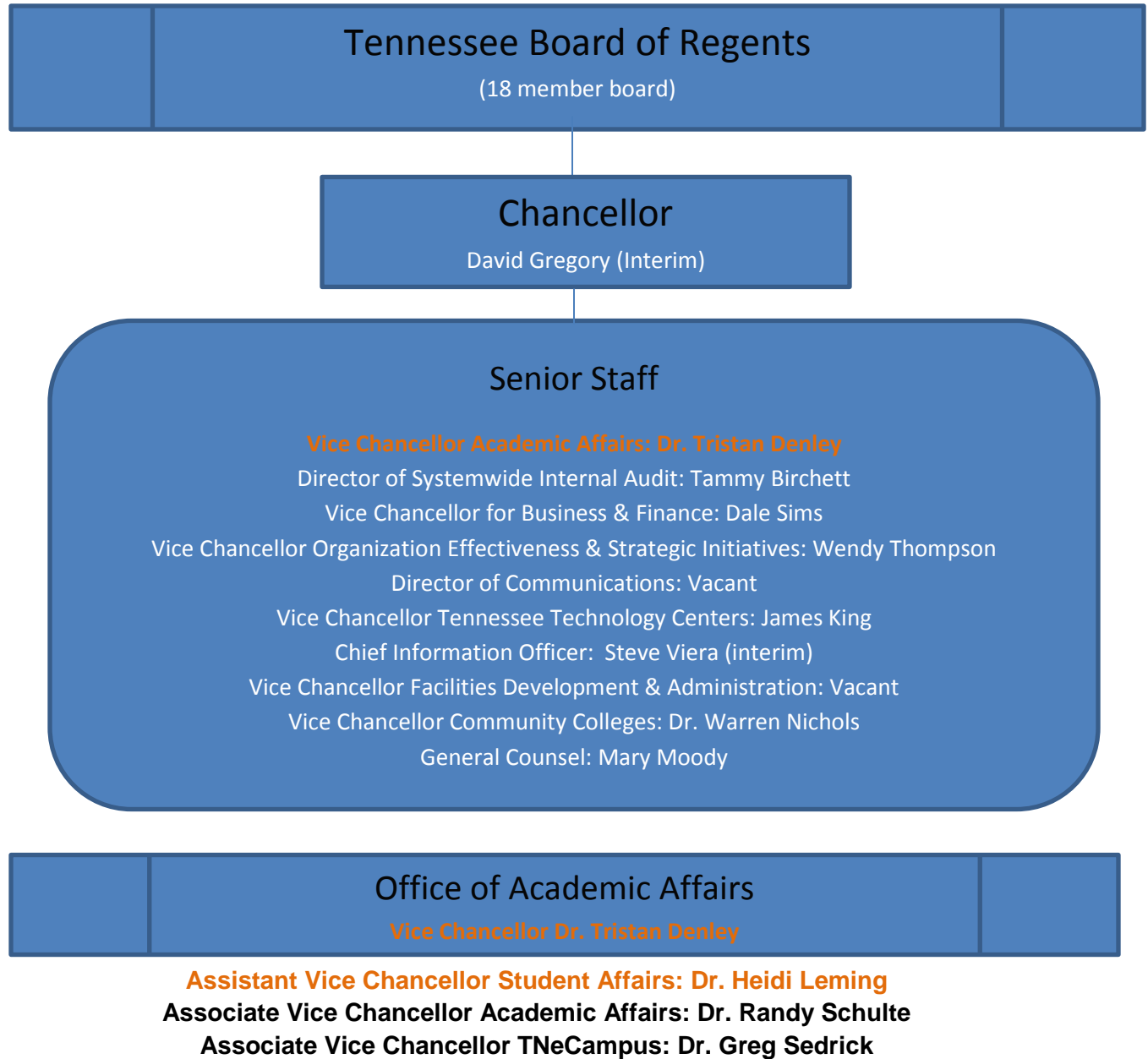
Section 3: University System of Tennessee



Tennessee Universities & Colleges



Board of Regents Organizational Chart



Standing Committees Pertaining to Student Affairs (TBR Bylaws: 6:06:00)

Committee on Academic Policies and Programs and Student Life - shall receive and review the Chancellor's reports of proposed policies and regulations concerning student affairs including, but not limited to, the conduct of students, discipline, student housing, parking, safety and special activities of students of the institutions under control of the Board. The Chancellor shall appoint students and faculty from System institutions to serve as ex officio non-voting members of each standing committee

Campus Liaison Groups Pertaining to Student Affairs (TBR Policy 1:03:04:00)

(TBR Policy 1:03:04:00)

The councils and sub-councils are established for the purpose of providing means through which campus administrators may formally assemble to communicate on matters of common channels in the System to the Board of Regents. For a complete list, please go to: <https://policies.tbr.edu/policies/councils>

Presidents' Council

The President of each institution is a member of this council which has the opportunity to submit reports and recommendations to the Board. The Chancellor is an ex-officio member.

Student Affairs Sub-Council

The chief administrative officer for Student Affairs of each university and community council is a member of this sub-council. This sub-council has the opportunity to present reports and recommendations to the Chancellor through the Joint Presidents' Council.

Faculty Sub-Council

The president or chairman of the recognized faculty organization at each university and community college is a member of this sub-council. This sub-council has the opportunity to present reports and recommendations to the Chancellor through the Joint Presidents' Council.

Advisory and Information-Sharing Groups

Continuing Education Committee	Academic Affairs
Distance Education Committee	Academic Affairs
Library Deans and Directors Committee	Academic Affairs
Admissions and Records Deans and Directors Committee	Academic Affairs
University Research Officers	Academic Affairs
Finance Committee	Business and Finance
Campus Contracts Officers	Business and Finance/Purchasing
Internal Auditors	Business and Finance/Systemwide Internal Audit
Human Resource Officers	Business and Finance/Human Resources
Benefits Committee	Business and Finance/Human Resources
Compensation Committee	Business and Finance/Human Resources
Affirmative Action Officers	Access and Diversity
Diversity Contacts	Access and Diversity
Development Officers	Administration and Facilities
Facility Coordinators	Administration and Facilities
University-based Counsel	General Counsel
Public Relations/Marketing Officers	Chancellor's Office/Communications
Publications Officers	Chancellor's Office/Communications

TBR Policies Related to Student Affairs

Below is a list of policies that can also be found on the Board of Regents' website. In order to highlight the policies that have direct connection to some of the issues that student government leaders and student affairs professionals handle in their day to day work, we encourage you to use this separate list for reference.

Board of Regents Policies and Guidelines Pertaining to Student Affairs

- a. Admissions (Policy 2:03:00; 2:03:00:05; 3:02:03:00; 3:02:04:00; 3:03:00:00; 3:05:01:00; 4:01:03:00) (Guidelines A-015; S-010; S-020)
- b. Athletics (Policy 4:03:03:50) (Guidelines B-042; B-041; B-043)
- c. Disability Services (Policy 3:02:03:00) (Guideline S-020)
- d. Financial Aid (Policy 3:02:03:00; 3:04:01:00; 3:04:01:01; 3:05:01:00; 4:01:03:00)
- e. International Education Programs (Policy 2:08:10; 2:08:20) (Guidelines A-076)
- f. International Students (Policy 2:08:30)
- g. Residence Life & Housing (Policy 3:03:01:00; 3:03:00:00; 3:03:03:01; 3:05:01:01)
- h. Student Activities & Student Life (Policy 1:03:02:50; 1:07:00:00; 3:01:01:00; 3:02:04:00; 3:03:00:00; 3:05:01:01) (Guideline S-030)
- i. Student Conduct (Policy 1:07:00:00; 3:02:00:01; 3:02:01:00; 3:02:03:00; 3:03:00:00; 3:05:01:01) (Guidelines S-020; P-080)
- j. Student Health (Policy 3:02:03:00) (Guideline S-020)
- k. Sexual Discrimination/Harassment/Misconduct (6:01:00:00; 6:02:00:00; 6:03:00:00)

Business Operations Policies and Guidelines Pertaining to Student Affairs

- a. Auxiliary Enterprises (Guidelines B-020)
- b. Contracts and Agreements (Guidelines G-030)
- c. Purchasing Policies and Procedures (Policy 4:02:10:00)
- d. Travel (Policy 4:03:02:00; 4:03:03:00; 4:03:03:50)
- e. Tuition & Fees (Policy 4:01:03:00) (Guidelines B-060; B-065)
- f. Purchase of Food Using Institutional Funds (Policy 4:07:00:00)



Additional Information Related to Student Government Operations

Anti-bias Rules for Student Organization Recognitions

Each campus may have its own policy on requirements for student organization recognition and funding that aligns with anti-discrimination standards based on race, religion, gender, and sexual orientation. Anti-bias policies should be viewpoint neutral and not restrict or limit any certain type of beliefs, requiring simply that organizations and students not discriminate.

In June 2010, the Supreme Court ruled that public colleges and universities may require religious organizations seeking recognition or funds as a campus group to comply with campus anti-bias rules. Still, the issue before the Supreme Court was the *permissibility* of public colleges' enforcing their anti-bias codes when they interfere with the beliefs of religious groups - not a *requirement* that they do so. Since 2010, the courts have upheld this decision that student organizations must be open to all students who want to join.

Funding for student organization activities can vary by type of organization, but an institution may not prevent a recognized organization from using facilities. Furthermore, funds given to organizations from institutional accounts should not support religious worship, but may fund social events sponsored by religious organizations.

Charitable Fundraising

The Charitable Gaming Implementation Law authorizes eligible 501(c)(3) organizations to hold an annual "game of chance" fundraising event. In order to conduct such an event, an organization must file an application with the Division of Charitable Solicitations. An application can be found at: Tennessee.gov/sos/charity/gaming

Constitution Day

Constitution Day (or Citizenship Day) is an American federal observance that recognizes the ratification of the United States Constitution and those who have become U.S. citizens. It is observed on September 17, the day the U.S. Constitutional Convention signed the Constitution in 1787. The law establishing the holiday was created in 2004 with the passage of an amendment by Senator Robert Byrd to the Omnibus spending bill of 2004. Before this law was enacted, the holiday was known as "Citizenship Day". In addition to renaming the holiday "Constitution Day and Citizenship Day," the act mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. In May 2005, the United States Department of Education announced the enactment of this law and that it would apply to any school receiving federal funds of any kind.

Copyright

Student organizations and student life offices that wish to show a movie as part of their programmatic efforts should obtain copyright permission from the film owner or a licensing agency. Owning your own copy of a movie does not give you these permissions. The following two companies contract films for public viewing:

Criterion, USA http://criterionpicusa.com/cplusa/lcl_criterionusamain.html

Swank Motion Pictures <http://www.swank.com/college/index.html>

Free Speech Zones

In the 1980s and 1990s, many universities enacted speech codes designed to instill greater civility on public campuses and prevent harassment based on race and sex. Some universities have established policies to limit student protests and demonstrations to certain select areas of the campus – called free-speech zones. These zones are a way to prevent student activism from disturbing the primary function of a university – the teaching of students in classrooms. Legally, the practice of establishing free speech zones has been and continues to be challenged. While First Amendment principles do apply with force to the campus, colleges and universities may assert and protect their interests in ways that create limits on time, place, or manner. The freedom to protest does not constitute freedom to disrupt. The best defense for a university is to show that regulations are content neutral, are sufficiently narrowly tailored to serve a significant governmental interest, and leave open ample alternative channels for communication of the information through a public venue (*Clark v. Cmty. for Creative Non-Violence*, 468 U.S. 288, 293. (1984)). In the absence of a free speech zone policy, an entire campus is considered a free speech zone.

Gambling on Campus

Tennessee outlaws most forms of gambling. Gambling is defined in the law as risking anything of value for a profit whose return is to any degree contingent on chance. One exception is annual charitable fundraising. (See information above.) Games where skill is more important than chance are legal, but you cannot play games of chance for money, goods or services.

Tennessee Open Meetings Act

The Tennessee Open Meetings act states that members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration must, and for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter, must give adequate public notice of such meeting. The minutes of the meeting shall be promptly and fully recorded, open to public inspection, and mention persons present, all motions, proposals, and resolutions offered, and results of any votes taken. Tenn. Code Ann. Section 8-44-101(a)1.

Tennessee Open Records Act

The Tennessee Open Records Act provides procedures for the disclosure of public records in the custody or under the control of public officials/record custodians. It further creates civil and criminal penalties for records custodians who fail or refuse to follow its procedures. All public records (unless exempt as set forth below) are open to inspection by the general public. Public records are “all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency” (Tenn. Code Ann. Section 10-7-503(a)(1)). Requests may be written or verbal. A custodian does not have to prepare summaries of documents, nor must it compile records in any requested order not in existence at the time of the request.

Specifics of the Open Meeting and Open Records laws can be accessed through the Tennessee Comptroller of the Treasury’s Office of Open Records Counsel at:
<http://www.comptroller.tn.gov/openrecords/index.asp>

Stipends for Student Leaders

The American Student Government Association reported in 2010 that 71% of elected campus leaders get paid to serve. This can include salaries, tuition waivers, scholarships, stipends, computers, cell phones, reserved parking, class credit and more. Among state universities, 86% of elected officers earn salaries and 66% of community colleges offer tuition waivers or scholarships. The larger the enrollment, the more likely the schools are to pay.

There is no evidence that anyone runs for office to get paid, but there is evidence to suggest that students who run for office might not otherwise be able to if they know they can't offset a portion of their income from a part-time job. A compiled list of Student Government officer information is available from the Assistant Vice Chancellor for Student Affairs if institutions would like to examine the practice among TBR institutions more closely.

Transporting Students/Student Drivers & Student Travel

TBR Policy 4:03:02:00 "Motor Vehicles" outlines that only full-time or part-time employees of an institution with proper departmental authorization may be authorized to operate a state vehicle for official business. Students who are employees of the institution are allowed by policy to drive state vehicles; however, each campus may determine their own policy regarding student employee use of state vehicles. In practice, some institutions have a motor pool policy that designate who is eligible to drive while other institutions, lacking a motor pool, may rent vehicles and use rental company standards in determining who may drive the vehicle.

The TBR "General Travel" (4:03:03:00) and "Athletic and Other Group Travel" (4:03:03:50) policies provides specific information about how to book travel, claim expenses, and list allowable charges for trips. Please refer to the TBR policies mentioned for more details.

Parliamentary Procedures Reference Sheet

Parliamentary procedure at a glance

Here are some motions you might make, how to make them, and what to expect of the rules.

To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn meeting	"I move to adjourn."	No	Yes	No	No	Majority	No
Call an intermission	"I move to recess for..."	No	Yes	No ⁽¹⁾	Yes	Majority	No
Complain about heat, noise, etc.	"I rise to a question of privilege."	Yes	No	No	No	No vote	No
Temporarily suspend consideration of an issue	"I move to lay the motion on the table."	No	Yes	No	No	Majority	No ⁽²⁾
End debate and amendments	"I move the previous question."	No	Yes	No	No	2/3	Yes ⁽³⁾
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee."	No	Yes	Yes	Yes	Majority	Yes ⁽⁴⁾
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes ⁽⁵⁾	Yes	Majority	Yes
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
The motions listed above are in order of precedence. Below, there is no order.							
Protest breach of rules or conduct	"I rise to a point of order."	Yes	No	No	No	No vote ⁽⁶⁾	No
Vote on a ruling of the chair	"I appeal from the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid considering an improper matter	"I object to consideration of this motion."	Yes	No	No	No	2/3 ⁽⁷⁾	Yes ⁽²⁾
Verify a voice vote by having members stand	"I call for a division," or "Division!"	Yes	No	No	No	No vote	No
Request information	"Point of information..."	Yes	No	No	No	No vote	No
Take up a matter previously tabled	"I move to take from the table..."	No	Yes	No	No	Majority	No
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes ⁽⁸⁾	Yes	Yes ⁽⁹⁾	No	Majority	No

Notes:

1. Unless moved when no question is pending.
2. Affirmative votes may not be reconsidered.

3. Unless vote on question has begun.
4. Unless the committee has already taken up the subject.

5. Unless the motion to be amended is not debatable.
6. Unless the chair submits to the assembly for decision.

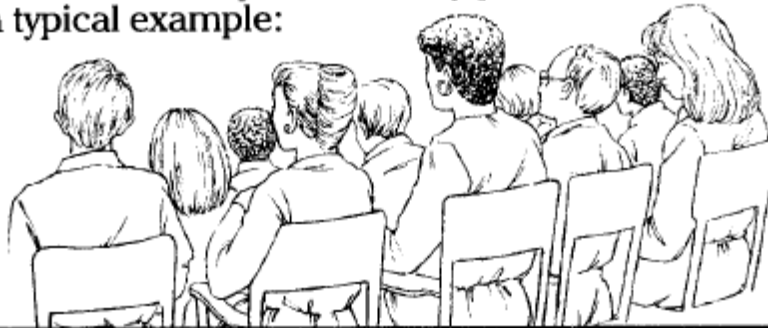
7. A 2/3 vote in negative is needed to prevent consideration of the main motion.

8. Only if the speaker has the floor but has not actually begun to speak.

9. Unless the motion to be reconsidered is not debatable.

A fixed agenda,

or order of business, is generally followed by organizations that use parliamentary procedure. Here's a typical example:



1. Call to order

If a quorum* is present, the chair (the person conducting the meeting) says, "The meeting will come to order."

2. Minutes

The secretary reads a record of the previous meeting.

3. Officers' reports

Officers and standing (permanent) committees may report on their activities. Some only report at annual meetings.

4. Reports of special committees

Special (temporary) committees report on the tasks for which they were created.

5. Special orders

This is important business previously designated for consideration at this meeting.

6. Unfinished business

This is business that has come over from the previous meeting.

7. New business

New topics are introduced.

8. Announcements

These inform the assembly (the people at the meeting) of other subjects and events.

9. Adjournment

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was set by an earlier vote).

*A quorum is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.

Note: Some assemblies may hold electronic meetings, such as videoconferences or teleconferences. These assemblies may need to modify some rules for obtaining the floor, but they should still follow the other rules of parliamentary procedure.