

Chancellor's Commission for Lesbian, Gay,  
Bisexual, and Transgender (LGBT) People

University of Tennessee, Knoxville

*Commission for LBGT People: Bylaws*

**I. PURPOSE**

- A. The Commission for LGBT People – Knoxville is a body appointed by the Chancellor to advise on the planning, implementation, and evaluation of University programs, policies, and services designed to improve the status of Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, or Asexual people on the Knoxville campus.

**II. RESPONSIBILITIES**

The Commission shall:

- A. Recommend changes in policy or procedure relative to the concerns of LGBTQQIA people;
- B. Make recommendations concerning new and existing academic, professional development, and extracurricular programs;
- C. Recommend and encourage research to assess the status of LGBTQQIA people at The University of Tennessee (UT) and compare their status with that of LGBTQQIA people at other institutions and agencies;
- D. Advise and consult with all University officials on the needs and status of LGBTQQIA people; and
- E. Provide information and support to the campus and community on Commission and University programs and activities related to LGBTQQIA people.

**III. COMPOSITION**

A. Membership.

1. Regular membership.

The Commission for LGBT People shall consist of no fewer than 20 voting members, with a proportionate number of faculty members, exempt and non-exempt staff members and students all equitably distributed among the various colleges, schools, and administrative unites of the University. UTK Alumni and members of the larger Knoxville community may also

serve on the Commission. Appointments are made annually, usually for three consecutive years.

2. Ex-officio voting membership.

The following members by position (or their designees) are voting members:

- a. Faculty Senate President
- b. Employee Relation Council representative
- c. SGA President or designee
- d. GSS President or designee
- e. Exempt Staff Council – Chair or designee
- f. Commission for Women – Chair or designee
- g. Commission for Blacks – Chair or designee
- h. Graduate Student Assistant of the Commission for LGBT People
- i. Lambda Student Union – President or designee
- j. OUTreach LGBT and Ally Resource Center – Director or designee
- k. UT Police Department - Designee

3. Ex-officio non-voting membership.

- a. Representative from Division of Student Life
- b. Assistant Vice Chancellor, Human Resources
- c. Associate Vice Chancellor for Equity and Diversity
4. Representative from Office of Equity and Diversity

B. Commission Leadership

A Chair and a Chair-elect recommended to and approved by the Chancellor shall head the Commission for LGBT People. The Chair and the Chair-elect shall have alternating terms. It is important to have gender equity in the commission's leadership. The positions of Chair and Chair-elect may be held by up to two people serving equally as Co-chairs.

#### Commission Chair or Co-Chairs

The Chair of the Commission serves for a one-year term, following a one-year term as Chair-Elect. The Chair assumes responsibility for Commission activities on August 1st and presides over all Commission meetings for that academic year. The Chair makes assignments to all standing committees and prepares an agenda for all Commission meetings. The Chair may make assignments to ad hoc special committees as needed. The Chair serves as ex-officio nonvoting member of all committees of Commission.

#### Commission Chair-Elect

The Chair-Elect of the Commission serves for a term of one year, works with the Chair to facilitate and promote the Commission's mission and automatically succeeds the Chair upon completion of the latter's term. The Chair-elect serves on the Executive Advisory Committee.

#### Commission Past Chair

Upon completion of a one-year term as Commission Chair, the Chair assumes the position of past Chair. The past Chair provides the Commission with continuity and experience and serves on the Executive Advisory Committee.

#### C. Committees.

Volunteers shall be solicited from among the Commission's membership to serve on the following standing committees, and be appointed by the Chair:

1. Communications and Alumni Committee
2. Equity Issues Committee
3. Membership and Awards Committee
4. Ad-Hoc committees will be formed as needed

### **IV. MEETINGS**

#### A. Frequency.

The Commission shall schedule regular monthly meetings at a time to be agreed upon at the beginning of each academic year. Additional meetings shall be scheduled as needed. The agenda at these meeting shall be determined by the Commission itself and may include items placed on it at the request of the Chancellor, of a member of the faculty, staff or student body with a grievance or concern; or of any member of the UT community with an issue which might demand investigation. All meetings shall be open to any member of the UT community.

#### B. Robert's Rules of Order.

All Commission meetings shall be conducted according to Robert's Rules of Order.

## **V. BUDGET**

- A. The Commission shall be provided with funds through the Office of the Vice Chancellor for Diversity.

At least one graduate student assistant (20 hr/wk) shall be chosen to aid the chair by attending and taking notes at commission meetings, assisting with mentoring events or performing other tasks as needed and required. The graduate student assistant will be appointed by the Vice Chancellor for Diversity.

## **VI. APPROVAL AND AMENDMENTS**

- A. Approval by two-thirds vote of Commission membership.  
These bylaws shall be approved by two-thirds vote of the Commission membership taken by ballot.
- B. Amendments.  
They may be amended by a similar vote taken at two successive, regularly scheduled meetings.
- C. Effective upon approval by Vice Chancellor for Diversity.  
Both bylaws and amendments shall become effective upon the approval of the Vice Chancellor for Diversity.

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Articles IV, V and VI added 12 December 2006 by vote of the Commission  
Revised by vote of the Commission 15 February 2007  
Revised by vote of the Commission 6 April 2009  
Revised by vote of the Commission May 2011  
Revised by vote of the Commission September 2013  
Revised by vote of the Commission April 2014