

CHAPTER RULES OF GOVERNANCE, MEMBERSHIP, AND NON-DISCRIMINATION POLICY

Section 1: Chapter Rules

Chapters may establish rules of governance not otherwise enumerated by the UTRU Articles of Incorporation. Any Chapter-specific rules of governance must be submitted to the Executive Director for initial approval or denial and the Executive Director's decision will be conveyed to both the Chapter and the UTRU Board of Directors. Denials may be appealed directly to the Board of Directors and the Board of Directors may deny any Chapter-specific rule through a majority vote.

Section 2: UTRU Articles of Incorporation, Bylaws, and Policy Supremacy

In the event that part or all of a Chapter's rule runs counter to UTRU's Articles of Incorporation, bylaws, or policy, UTRU's Articles of Incorporation, bylaws, or policy will be the Chapter's rule.

In the event that the Articles of Incorporation or bylaws are amended or policies are created/amended, Chapter officers will be informed via email and Chapters will be required to adhere to the current documents at the time the documents are sent.

Current documents may be requested by Chapter officers to the Executive Director who will, in turn, attempt to fulfill the request within a reasonable timeframe.

Section 3: Membership

Members of a UTRU Chapter are de jure members of UTRU as a general organization.

All members must be registered with UTRU through means outlined by the Executive Director prior to receiving benefits associated with both Chapter and general membership. Rules governing membership, including voting rights, are listed in Article III of UTRU's Articles of Incorporation.

Chapter members may have voting rights within the Chapter; however Chapter members must meet the voting member requirements set forth in UTRU's Articles of Incorporation in order to receive voting member privileges for general UTRU activities such as officer elections.

Section 4: Membership Reporting and Census

Chapters are to perform a membership census and report their findings to the Executive Director on an annual basis.

Chapters may submit the names of new members at any time, but are encouraged to save names and submit a batched report of new member information during the second week of a month.

Section 5: Officer Tenure and Vacancy Procedure

Chapter Officers are elected by Chapter members through a majority vote that will administered by UTRU. Elections will take place on an annual basis and will take place during one of the four quarterly UTRU member meetings.

Officers will hold their office for a term of one year and may hold the office for a maximum of three years. Former officers can reapply for an office after a three year “cool-down” period provided they have not held a different position within the Chapter.

In the event of a vacancy, the Chapter is to inform the Executive Director as soon as possible; the Executive Director will inform the Board of Directors of the vacancy during the next scheduled Board of Directors meeting. The Executive Director will appoint a temporary officer through means they deem appropriate and the temporary officer will complete the remainder of the vacant term. The appointed individual may run for office at the time of general officer elections. If the officer was appointed less than six months into the original appointed term, the remainder of the term will be considered their first year in office.

Section 6: Finances

All Chapter financial activities must go through UTRU’s account and the Executive Director will report finances on a quarterly basis. Funds raised by the Chapter of the property of UTRU and may be used for activities outside of the Chapter. The Executive Director must approve any Chapter spending request below \$249; requests greater than this must be approved by the Board of Directors.

Exceptions to this policy may be made if funding organizations and institutions state that funding may only be given and used by a specific Chapter or Chapters. This exemption does not apply to the collection of member dues.

Section 7: Non-Discrimination and Anti-Harassment Policy

UTRU, and by extension UTRU Chapters, does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Members are expected to, and should expect to be, free from harassment. Harassment, including sexual harassment, is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment.

Complaints related to discrimination or harassment are to be submitted to the Executive Director for review. Upon receiving a complaint, the Executive Director will alert the Board of Directors of the accusation and, if deemed legitimate, initiate an investigation. Upon completion of an investigation, the Executive Director will present their findings to the Board of Directors and the affected parties, along with any recommendations for action (up to and including expulsion from the organization). The Board of Directors must then approve the Executive Director’s decision by a 3/4ths majority or make a final decision, which must be approved by a simple majority.

The names of accusers will remain confidential and held in the strictest of confidence.

Section 8: Chapter Probation, Suspension, and Revocation

All Chapters operate at the will of UTRU and the UTRU Board of Directors. The UTRU Board of Directors may place Chapters on probation or suspension at any time and for any reason and is affirmed by through a vote of 2/3rds of the Board of Directors. A Chapter may be revoked by a 3/4ths vote of the Board of Directors.

If a vote is to take place to revoke, suspend, or place a Chapter on probation, identified Chapter officers will be informed of the proposed action no less than 24 hours prior to the vote in writing by either the Executive Director or by a member of the Board of Directors.

After the decision has been made to revoke, suspend, or place a Chapter on probation, the Board of Directors will determine the terms and conditions necessary for the Chapter to once again be in good standing. These terms must be approved by the Board of Directors through a majority vote.

Policy History

Version	Summary	Approval Date	Resolution #
1	Creation of Policy	8/31/22	2022-03