

Transfer **Advisory Group**

Constitution

The hierarchy of this manual is as follows: part, article, section, subsection. When referencing a policy this structure should be used along with the page number.

Table of Contents

1. Name	2
2. Mission	2
3. Membership	2
4. Officers	2
5. Meetings.....	3
6. Committees	3
7. Mentor Program.....	4
8. Interpretation	4
9. Amendments	4

1. Name

- 1.1.** We hereby establish the Transfer Advisory Group as a Registered Student Organization at the University of Illinois at Urbana-Champaign and we shall commonly be known as TAG.

2. Mission

- 2.1.** To facilitate and advocate for a more perfect academic and social transfer experience for native and international students of the College of Liberal Arts & Sciences at the University of Illinois at Urbana-Champaign.
- 2.2.** TAG aims to aid current and future transfer student's transition into the University of Illinois by providing opportunities for leadership and community building.

3. Membership

- 3.1.** Membership is open to any and all students at the University of Illinois and especially encourages transfer students to join.
- 3.2.** In order to be a half member of TAG one must be registered with the secretary-treasurer.
- 3.3.** In order to be a full member of TAG one must be registered with the secretary-treasurer and have the required amount of points.
- 3.3.1.** Participation points are awarded for attending general meetings, committee meetings, social events, community service events, completing the mentor program, and special events as deemed necessary.
- 3.3.2.** General meetings are worth four points each, committee meetings are worth three points each, social events are worth three points each, community service events are worth two points with a cap of ten points, completing the mentor program is worth five points, and special event points will be determined as they arise.
- 3.3.3.** A minimum of twenty-five points is necessary for full membership.
- 3.3.4.** Only full members may be eligible for awards, prizes, officer positions, mentor status, and committee leadership positions.

4. Officers**4.1. Selection**

- 4.1.1.** Officers shall be selected by application to be released in the month of April and chosen by a five person panel.
- 4.1.1.1.** The panel shall consist of the advisor, any and all retiring officers, and college administrators to fill the remaining spots.
- 4.1.2.** They shall serve a full year long term from May 1st until April 30th.

4.2. Positions

- 4.2.1.** The officer positions shall be president, vice president, secretary-treasurer, and advisor.
- 4.2.2.** The president is responsible for enforcing the constitution, running meetings, setting the group's agenda, overseeing all boards, leading the mentor program, and acting as a liaison to other Registered Student Organizations.

4.2.3. The vice president is responsible for assisting the president in overseeing all boards and leading the mentor program, as well as supervising group-wide communications, and managing community relations

4.2.4. The secretary-treasurer is responsible for finances, fundraising, membership, recording minutes, composing agendas, and filing paperwork.

4.2.5. The advisor is responsible for overseeing the group, assisting officers when needed, and leading the recruitment effort.

4.2.5.1. The advisor is a non-voting and permanent officer.

4.3. Officers represent TAG to the administration of the college and university.

4.4. Officers may plan events, advocate, and perform other functions independently when the need arises.

4.5. Officers shall report on their respective areas of responsibilities at each general meeting.

4.6. Officers may create a position and appoint a member to that position at any time and for any duration as the need arises by a simple majority vote of the membership.

4.7. An officer may be removed for neglecting his or her duties by a two-thirds majority vote of the membership at the meeting the removal is presented.

4.8. If the membership approves, then the officer team must unanimously approve the removal, except for the officer in question.

5. Meetings

5.1. Officer Meetings

5.1.1. Shall be held monthly and all officers must be in attendance in order to hold the meeting.

5.1.2. Notice of the meeting shall be one week prior to the meeting.

5.1.3. Minutes shall be reported at the next general meeting.

5.2. General Meetings

5.2.1. Shall be held monthly.

5.2.2. Notice of the meeting shall be given one week prior to the meeting.

6. Committees

6.1. Committee assignments are voluntary, open, and without a cap on the number of members per committee.

6.2. Each committee has two chairpersons and one secretary.

6.2.1. They are elected by a simple majority vote of the membership of the committee at the initial committee meeting.

6.2.2. They shall serve from August until July.

6.2.3. Removal of a chairperson or secretary may be made by a two-thirds vote of the membership of the committee at the meeting the removal is presented.

6.2.4. If a vacancy occurs the group shall use the same procedure as in 6.2.1. and fulfill the term stated in 6.2.2.

6.3. Committee chairpersons shall report all of their plans and events to the officers, and membership when deemed necessary by the officers, for approval.

- 6.4. Committee chairpersons shall give a general report on items they are considering or working on at each general meeting.
- 6.5. Committee secretaries shall report minutes of their meetings to the secretary-treasurer within one week of the meetings conclusion.
- 6.6. Programming Committee
 - 6.6.1. Responsible for planning, advertising, and executing all programs including fundraising, community service, and social events.
- 6.7. Advocacy Committee
 - 6.7.1. Responsible for advocating transfer needs to the college and university administration.

7. Mentor Program

- 7.1. The Mentor Program is for any new transfer student seeking guidance and support in their transition to the University of Illinois and the College of Liberal Arts and Sciences. The mentors of this group are eager to guide their fellow students with the knowledge and resources they have acquired through their own experiences and transition here to Illinois.
- 7.2. Mentors and mentees shall be selected and paired informally by the officers, with special guidance by the advisor.
- 7.3. Mentor Program activities outside of regular advising shall be performed by the Programming Committee.

8. Interpretation

- 8.1. When a disagreement occurs regarding interpretation of the constitution the officer team shall hold a simple majority vote to resolve the matter when all three voting members are present.

9. Amendments

- 9.1. Any changes to the constitution must be approved by a two-thirds vote of the membership at the meeting the amendment is presented.
- 9.2. If the membership approves, then the officer team must unanimously approve the amendment.
- 9.3. Once both bodies approve of the amendment, it shall take immediate effect, unless otherwise specified prior voting.