



Guidelines of the Mid-Atlantic Region Alumni Network

The University of Texas - El Paso Alumni Association

SECTION I

Name

The name of the Network shall be The University of Texas at El Paso Mid-Atlantic Region Alumni Network of The University of Texas at El Paso Alumni Association (UTEP AA).

SECTION II

Charter

The Network is financially obligated to the Association; moreover, the Association is obligated and responsible for the financial affairs of the Network. In the event of dissolution of the Network, all Network assets remaining (after payment or settlement of the Network indebtedness) shall be returned to the Alumni Association. A Network is not a legal entity in itself and cannot operate autonomously. The final legal authority for all business matters rests with the UTEP Alumni Association Board of Directors.

SECTION III

Purpose

The purposes of the Network shall be:

- a. To support the activities of The University of Texas at El Paso (“The University”) toward the realization of its mission, as well as financial and educational program in every manner possible;
- b. To establish and promote goals and projects which tend to strengthen the ties between the members, the Network leadership, the Association, and The University;
- c. To unite (for social purposes) those persons who are interested in the future progress of the University;
- d. To advance the interests of the alumni of the Mid-Atlantic Region Network and the support for professional education (development?);
- e. To pledge a personal commitment to The University, the Association, and the Network by supporting fundraising activities and encouraging others in that effort.



SECTION IV

Membership

- a. Three categories of Network membership:
 1. Regular full membership will constitute those persons who have received a Bachelors, Masters, or Doctorate degree from the University.
 2. Honorary status shall constitute those individuals who have had this designation conferred by the Network leadership. Honorary members shall neither be voting members, nor shall they serve as elected/appointed members of the Network.
 3. A status as friend shall constitute those that are members of the University community not possessing a degree from the University and have applied for membership in accordance with these guidelines.
- b. Minerlink Engagement and Dues:
 1. UTEP Alumni Association Picks Up Membership through Minerlink will be expected of all Network members. The free membership is available to all alumni. UTEP Alumni Association Lifetime Membership is highly encouraged for Network leadership.
- c. Network membership is open to all former students (to include those who graduated, but currently attending) and to friends of the University as well- regardless of college or program. The Network will support the cultivation of an inclusive membership which reflects the diversity of the University and of the new greater community.

NOTE: UTEP and the UTEP AA (and its Networks) does not discriminate against gender, age, race, ethnicity, culture, disability, sexual orientation, or religious beliefs.

SECTION V

Officers

Section 1. Eligibility

Any member that is in good standing and that is a graduate of the University is eligible to become an officer. Undergraduate students are not eligible to be officers, but should be encouraged to join the UTEP Student Alumni Association.

Section 2. Titles

The Leadership Team or Officers of the Network shall be Chair, Co-Chair, Secretary, Treasurer/Financial Officer, Historian, and other designated representatives.

Section 3. Criteria for Election/Appointment/Volunteer of Leadership Team

- a. Election/appointment of Officers shall take place as needed to fulfill leadership positions as they become vacant throughout the academic year and prior to September 1st. Officers shall be announced at the annual meeting as stated in Article VIII. Active Network members are eligible



to vote. Members must have an active Minerlink profile in order to vote. If elections are conducted electronically, OAR staff will validate active membership status.

- b. Members of the UTEP Alumni Association Board may seek an executive position within the Network once they become an ex-officio member.
- c. Election ballots may be used for election or appointment purposes containing the names of the nominees for the various positions and suitable instructions for voting.

Section 4. Term of Office

- a. The term of office for the Leadership Team shall be two (2) consecutive years with the opportunity to join again as a leadership member after one (1) full year as a general Network member (September 1 – August 31). Should the Chair position fall vacant, the Co-Chair shall fill the unexpired term. In the interim, the Leadership Team shall appoint a new Co-Chair.
- b. Retiring alumni Network leadership is encouraged to remain available for consultation, advice, and advocacy- as needed by the current alumni Network Officers.

SECTION VI

Leadership Titles and Duties

CHAIR

This individual shall be the Chief Executive Officer of the group and shall in general oversee and manage all business and affairs related to the group. The Chair:

- (a) Shall be elected/appointed/volunteered by the group membership.
- (b) Shall preside at all meetings of the members and Leadership Team and oversee communication with Co-Chair.
- (c) Shall serve as the primary point of contact with UTEP Alumni Engagement staff.
- (d) Shall ensure adherence by the guidelines of the Network, the UTEP AA, and UTEP.
- (e) Shall develop an annual calendar of events for the Network in collaboration with the Leadership Team.
- (f) Shall submit an annual calendar of events for the Network to the Alumni Engagement staff at the beginning of each fiscal year.
- (g) Assumes general responsibility for the success of each activity/project the Network undertakes.
- (h) Shall submit reports to Alumni Engagement staff for all events.
- (i) Shall serve as ex-officio to the group.

CO-CHAIR

The Co-Chair shall be the Chief Operations Officer of the group and shall in general handle the day-to-day operations. The Co-Chair:



- (a) Shall be elected/appointed/volunteered by the Network membership.
- (b) Shall assume the duties of Chair in his/her absence or when the position becomes vacant.
- (c) Shall ensure adherence to the guidelines of the Network, the UTEP AA, and UTEP.
- (d) Shall represent the Chair at regular and special functions when Chair is unavailable.
- (e) Shall serve in the primary role of responsibility for the areas of membership, nominations, elections, appointments, and regular and special meetings of the membership.
- (f) Shall, as needed, assemble committees for each area of responsibility and provide reports to the Leadership Team.
- (g) Shall perform all duties as customarily pertain to the office of co-chair and such other duties as may be prescribed by the Leadership Team from time to time.

SECRETARY

The Secretary shall be the Chief Records Officer of the group and shall in general, handle the creation, distribution, and maintenance of records of the Network. The Secretary:

- (a) Shall be elected/appointed/volunteered by the Network membership.
- (b) Shall ensure adherence to the guidelines of the Network, the UTEP AA, and the UTEP.
- (c) At the discretion of the Chair, shall represent him/her at regular and special functions.
- (d) Shall serve in the primary role of responsibility for the creation, distribution, and maintenance of records including committee reports, decisions, meeting minutes, resolutions, rosters, and votes.
- (e) Shall serve in the primary role of responsibility for the creation, distribution, and maintenance of materials such as letters, acknowledgements, thank you notes, name tags, sign-in sheets, etc.
- (f) Shall perform all duties as customarily pertain to the office of secretary and such other duties as may be prescribed by the leadership from time to time.

TREASURER/FINANCIAL OFFICER

The Treasurer/Financial Officer shall work with the Alumni Engagement staff to perform the chief financial officer duties of the Network and shall in general, handle the budget and the coordination, management performance, record keeping, and reporting of financial transactions of the Network in accordance with the Financial Protocol Policy in the handbook. The Treasurer/Financial Officer:

- (a) Shall be elected/appointed/volunteered by the Network membership.
- (b) Shall ensure adherence by the group to the guidelines of the Network, the UTEP AA, and UTEP.
- (c) Shall represent the group as needed.
- (d) Shall serve in the primary role of responsibility for the planning and approval of all event budgets.
- (e) Shall serve in the primary role of responsibility for the coordination, management, performance, record keeping, and monthly reconciliation and reporting of financial transactions including deposits, payments, refunds, reimbursements, and transfers through the Alumni Engagement staff.
- (f) Shall perform all duties as customarily pertain to the office of Treasurer/Financial Officer and such other duties as may be prescribed by the Leadership Team.



HISTORIAN

- (a) Maintains an overview of all events and happenings of the group by taking photos and keeping memorabilia.
- a. Develops and maintains electronic event or activity records, which will be kept and filed with the Alumni Engagement staff or scrapbook for Network use.

SECTION VII

The Leadership Team

Section 1. Powers and Composition

- a. The Chair, Co-Chair, Secretary, Treasurer/Financial Officer, and Historian shall comprise the Leadership Team.
- b. The Network shall encourage or attempt to elect/appoint/volunteer a leadership team to represent the diverse profile of all UTEP alumni. Representation of the Network must consider degree held, geographic distribution, gender, race, and ethnicity of candidates for Network leadership nominees.

SECTION VIII

Meetings

Section 1. Leadership Meetings and Attendance

- a. The Network Leadership Team are encouraged to meet monthly. Additional meetings, as called by the chair, can be held with the approval of the leadership team.
- b. Network Leadership Team members are expected to attend all meetings in person or via electronic or telephone conferencing. Members not fulfilling this expectation may have his/her officer status reviewed by the leadership team, which may then recommend removal from the Network Leadership Team.
- c. A quorum will be defined as one-half plus one of the Leadership Team members present.

Section 2. Annual Meeting

It shall be the recommendation of the Network to hold one annual meeting of its entire membership for the purpose of presenting new leadership and deliver a State of the Network Address.

Section 3. General Meetings and Locations

Network members will be notified of upcoming meetings at least two (2) weeks prior to the date of the meeting. A meeting notice will state date, time, and location or medium of the meeting.



SECTION IX

Committees

Section 1. Committee Appointments

With the approval of the Leadership Team, the Chair shall appoint members of all standing committees necessary for the proper functioning of the Network. Special requirements are outlined for appointing members of the Nominations Committee.

Section 2. Nominations Committee

- a. The duties of the Nominations Committee shall include: preparation of a chart for all vacancies on the Network Leadership Team, tabulating ballots, and aiding the Chair and leadership team in filling vacancies, and other such duties which may be assigned by the Chair.
- b. The Chairperson of the Nominations Committee shall be a member of the Network Leadership Team. The other members of the Nominations Committee shall be one or more members of the general membership or at the discretion of the Committee Chair.
- c. Presence on the Committee shall not exclude a Committee member from being nominated for office, however once said member accepts a nomination, the member must resign from the Committee to be replaced at the discretion of the Network Chair.

Section 2. Guidelines Committee

- a. The duties of the Guidelines Committee shall include to develop and maintain the guidelines of the Network. Once adopted, a final copy of the Network Guidelines shall be forwarded to the Alumni Engagement staff.
- b. In the event that a Guidelines Committee has not been appointed, the Network Leadership Team shall perform that role.
- c. The Guidelines of the Network shall be reviewed, and when necessary revised on an annual basis and ratified by the full membership body. A copy of all revised guidelines should be forwarded to the Alumni Engagement staff.
- d. The Network Leadership Team shall have the power to adopt guidelines by a majority vote. No amendments to the Network guidelines will preclude or undermine the administrative and legal authority of the UTEP Alumni Association. The bylaws of the UTEP Alumni Association are the final authority over all Network business, events, and activities.



Section 3. Other Committees

- a. The Chair may appoint such committees as are necessary to conduct the business of the Network. These committees will be appointed for a limited period of time and will be reviewed at least annually by the Network Leadership Team.
- b. The chairpersons of these committees shall be appointed by the Network Chair, with the exception of the Nominations Committee, and shall serve at the discretion of the Network Chair.

SECTION X

Governance

Section 1. Rules

The Network shall be governed by adherence to Roberts Rules of Order.

Section 2. Meetings

It is recommended to have at least four quarterly meetings a year with the general membership since there are no membership leaders at-large? The proposed meeting schedule will be posted prior to the beginning of the fiscal year, September 1 through August 31.

Section 3. Finances

Since each Network is a branch operation of the UTEP AA, its finances must be audited and handled via accounts established by the Alumni Engagement team with the assistance of the Network leadership. All Network related income, expense, and gift transactions are to be channeled through these accounts. Any independent checking, savings accounts are in conflict with Alumni Association policy and general liability insurance coverage.

SECTION XI

Amendments

Section 1. Revision of Guidelines

Guidelines may be amended by the Network Leadership Team. Amended guidelines will be provided to the Alumni Engagement staff.