



Guidelines of the PRIDE Alumni Network of

The University of Texas at El Paso Alumni Association

SECTION I

Network Name

The name of the Network shall be: The University of Texas at El Paso PRIDE Alumni Network of The University of Texas at El Paso Alumni Association (UTEP AA).

SECTION II

Network Terms of Agreement

The final legal and financial authority for all business matters rests with the UTEP Alumni Association Board of Directors and assisted by the Office of Institutional Advancement, Alumni Engagement division. 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.

SECTION III

Network Mission

The mission 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 PRIDE Network, the Association, and the University;
- c. To unite (for University PRIDE purposes) those persons who are interested in the future progress of the University;
- d. To advance the interests of the alumni of the PRIDE Network and the support for professional development;
- e. To pledge a personal commitment to The University, the Association, and the PRIDE Network by supporting fundraising activities and encouraging others in that effort.

SECTION IV

Network Membership and Affiliation

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 PRIDE Network leadership. Those individuals who have not yet graduated from UTEP or are members of the El Paso and Ciudad Juarez community. 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.
2. 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 are 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.

d. The PRIDE Alumni Network welcomes participation in the organization by all people regardless of race, color, creed, ethnic origin, religion, sex, gender, sexual orientation, gender identity, age, disability, or veteran status.

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

SECTION V

Network Leadership

Section 1. Eligibility

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

Section 2. Titles

The Leadership Team or Officers of the Network shall consist of four chairs that make up the Leadership Team. Each chair has an equal amount of responsibility to the network. One of the four chair members will be recognized as the “Representative Chair” which is responsible for



attending the monthly UTEP Alumni Network meetings, and will serve as the spokesperson for the network.

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

- a. Election/appointment of the Leadership Team shall take place as needed to fulfill leadership positions as they become vacant at the next Network general meeting. Active Network members are eligible to vote. Members must have an active Minerlink profile in order to vote. If elections are conducted electronically, Alumni Engagement staff will validate active membership status.
- b. Members of the UTEP Alumni Association Board may seek an executive position within the PRIDE Network once they become an ex-officio member.
- c. Election ballots containing the names of the nominees for the various positions and suitable instructions for voting may be used for election or appointment purposes.
- d. 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 PRIDE Network must consider degree held, geographic distribution, gender, race, and ethnicity of candidates for Network leadership nominees.
- e. No member of the leadership team may be removed from office without first having an open hearing and they by no less than 2/3 vote at a regular meeting.

Section 4. Term of Office

- a. The term of office will reflect academic year starting fall 2021
- b. Prior to resigning from a Leadership position, it is imperative for a replacement to be implemented.
- c. Retiring alumni Network leadership is encouraged to remain available for consultation, advice, and advocacy- as needed by the current alumni Network Leadership.

SECTION VI

Leadership Titles and Duties

REPRESENTATIVE 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 Representative Chair:

- a) Shall be elected/appointed/volunteered by the group membership.
- b) Shall preside at all meetings of the members, Leadership Team, and oversee communication with other chairs.
- 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.

FINANCIAL CHAIR

The Financial Chair shall be the Chief Financial Officer of the group and shall in general, handle the budget and the coordination, management performance, record keeping, and reporting of financial transactions of the PRIDE Network in accordance with the Financial Protocol Policy in the handbook. The Financial Chair shall:

- 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.

COMMUNICATIONS CHAIR

The Communications Chair shall be the Chief Communications Officer of the group and shall work with the Alumni Engagement staff to establish and increase the PRIDE Network's online presence. The Communications Chair shall:

- 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.

HISTORIAN

The Historian shall:

- a) Shall be elected/appointed/volunteered by the Network membership.

SECTION VII

The Network Leadership Team

Section 1. Powers and Composition

- a. The Representative Chair, Communications Chair, Financial Chair, and Historian Chair 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 membership. 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. Regular meetings will be held once a month at a time agreed upon by a simple majority of the members.
- b. Special meetings may be called by the Leadership team or upon request of 1/3 of active members.
- c. All members shall be notified of a special meeting at least one week in advance.

SECTION IX

Committees

Section 1. Committee Appointments

With the approval of the Leadership Team, the Communications 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 Communications Committee, the Finance Committee, and the Outreach Committee.

Section 2. Communications Committee: Chaired by Communications Chair

The duties of the Nominations Committee shall include: in general, work with the Alumni Engagement staff to establish and increase the PRIDE Network's online and community presence.

Section 3. Finance Committee: Chaired by Financial Chair

The duties of the Finance Committee shall include: in general, handle the budget and the coordination, management performance, record keeping, and reporting of financial transactions of the group in accordance with the guidelines.

Section 4. Other Committees

The Leadership Team may appoint such committees as are necessary to conduct the business of the Network.

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 a 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 staff - with the assistance of the Network leadership. All PRIDE Network related income, expense and gift transactions are to be channeled through these accounts. Any independent checking, savings accounts are in conflict with UTEP Alumni Association policy and general liability insurance coverage.

SECTION XI

Amendments

Section 1. Revision of Guidelines

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



SECTION XII
Effective Date of Implementation

These guidelines, as approved, will become fully effective on (Date of Implementation).

Leadership Signatures _____

Submitted (Date) _____

Ratified (Date) _____

Amended on (Date(s)) _____