



**Guidelines of the Rocky Mountain Alumni Network of  
The University of Texas at El Paso Alumni Association**

SECTION I

**Name**

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

SECTION II

**Terms of Agreement**

The final legal and financial authority for all business matters rests with the UTEP AA 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

**Mission**

The mission of the Network shall be:

1. 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 programs in every manner possible;
2. To establish and promote goals and projects which tend to strengthen the ties between the Network members and their community, the Association, and the University;
3. To unite (for University pride purposes) those individuals who are interested in the future progress of the University while advancing the interest of the members of the [Insert name] Network and the support for professional development;
4. To pledge a personal commitment to The University, the Alumni Association, and the Network by supporting a culture of philanthropy and encouraging others in that effort.



## SECTION IV

### **Membership and Affiliation**

- 1) Types of Network affiliation:
  - i) Individuals who have attended UTEP or received a Bachelors, Masters, or Doctorate degree from the University.
  - ii) Honorary status shall be designated by Network leadership to those individuals who are proud and active supporters of the Network's activities. Honorary members shall not serve as elected/appointed members of the Network.
  - iii) 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 greater community.
- 2) Minerlink Engagement and Dues:
  - i) UTEP AA Picks Up Membership through Minerlink will be expected of all Network members. The free membership is available to all alumni.
  - ii) UTEP AA Lifetime Membership is highly encouraged for Network leadership.

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

## SECTION V

### **Network Leadership**

- 1) Eligibility
  - i) Any Network member that is in good standing and that is a graduate of the University is eligible to become a member of the Leadership.
  - ii) Undergraduate students who have not graduated are not eligible to be members of the Leadership, but are highly encouraged to participate in the Network's activities or join the UTEP Student Alumni Association.

2) Leadership Titles

- i) The Network Leadership members shall be:
- President/Chair
  - Secretary
  - Treasurer/Financial Officer
  - Social Media Manager
  - Events Chair

3) Criteria for Appointment of Leadership members

- i) Appointment of Leadership members shall take place as needed to fulfill leadership positions as they become vacant.
- ii) New Leadership members will be announced at the next Network general meeting. New Leadership members must have an active Minerlink profile in order to fulfill leadership role.
- iii) Members of the UTEP AA Board may seek a leadership position within the Network once they become an ex-officio member.

4) Term of Service

- i) The term of service for Leadership members shall be decided upon by the Network. The timeframe shall be no less than one year to allow for a full and robust participatory model for Leadership members.
- ii) Prior to resigning from a Leadership position, it is imperative for a replacement to be implemented.
- iii) 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**

1) CHAIR or PRESIDENT

- i) 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 President/Chair:
- Shall be appointed/volunteered by the group membership.
  - Shall represent the Network as needed.
  - Shall preside at all meetings of the members and Leadership Team and oversees communication with designated Chairs.
  - Shall serve as the primary point of contact with the UTEP AA and the University.
  - Shall ensure adherence by the bylaws, policies, procedures, and regulations of the group, the UTEP AA, and UTEP.
  - Shall develop an annual calendar of events for the chapter in collaboration with the Leadership Team.

- Shall submit an annual calendar of events for the group to the UTEP AA at the beginning of each fiscal year.
- Assumes general responsibility for the success of each activity/project the group undertakes.
- Shall submit reports to Alumni Association for all events.

## 2) SECRETARY

i) 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:

- Shall be appointed/volunteered by the group membership.
- Shall represent the Network as needed.
- Shall ensure adherence to the bylaws, policies, procedures, and regulations of the group, the UTEP AA, and the University.
- At the discretion of the President/Chair, shall represent him/her at regular and special functions.
- Shall serve in the primary role of responsibility for the creation, distribution, and maintenance of records including committee reports, decisions, meeting minutes, resolutions, and rosters, and votes.
- 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.
- 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.

## 3) TREASURER/FINANCIAL OFFICER

i) The Treasurer/Financial Officer shall work with 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:

- Shall be appointed/volunteered by the group membership.
- Shall represent the Network as needed.
- Shall ensure adherence by the group to the bylaws, policies, procedures, and regulations of the group, the UTEP AA, and the University.
- Shall serve in the primary role of responsibility for the planning and approval of all events' budget.
- 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.
- 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.



#### 4) SOCIAL MEDIA MANAGER

- i) The Social Media Manager shall serve in the primary role of responsibility for the coordination, management, and distribution of social media postings. The Social Media Manager:
  - Shall be appointed/volunteered by the group membership.
  - Shall represent the Network as needed.
  - Shall ensure that social media posts adhere to UTEP AA and UTEP guidelines.
  - Shall maintain a regular presence in social platforms to promote member engagement. Postings may include, but are not limited to, Network events, news relating to Network, news relating to the University, etc.

#### 5) EVENTS CHAIR

- i) The Events Chair shall serve in the primary role of responsibility for the planning, coordination, management, and distribution of Network events. The Events Chair:
  - Shall be appointed/volunteered by the group membership.
  - Shall represent the Network as needed.
  - Shall plan, coordinate, and manage events approved by Network Leadership team. Duties shall include coordination with AA, purchase and/or reservation of required materials/venues, coordination with Treasurer/Financial Officer to adhere to budgets, and coordination with Social Media Manager to promote events.

*Note: These titles and duties are recommended. The Network is encouraged to identify their unique needs to better fulfill their mission and values.*

### SECTION VII

#### **The Leadership Team**

##### 1) Powers and Composition

- i) The Chair, Secretary, Treasurer/Financial Officer, Social Media Manager, Events Chair or any other leadership title designation shall comprise the Leadership Team.
- ii) 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**

##### 1) Leadership Meetings and Attendance

- i) The Network leadership team are encouraged to meet monthly. Additional meetings, as called by the Chair/President, can be held with the approval of the leadership team.
- ii) The Network leadership team are encouraged to meet prior to any event/gathering to ensure that all event materials have been procured, venue(s) been reserved, and social media postings and email invitations have been sent. Pre-event meetings shall occur within one week of event.
- iii) The Network leadership team are encouraged to meet following any event/gathering to discuss event success, attendance, and potential ideas for improvement. Follow-up meeting shall occur no later than two weeks after the event.

## SECTION IX

### Committees

- 1) Committee Appointments
  - i) 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.
- 2) Nominations Committee
  - i) The duties of the Nominations Committee shall include: preparation of a chart for all vacancies on the Network's leadership team, aiding the Chair and leadership team in filling vacancies, and other such duties which may be assigned by the Chair.
  - ii) The Chairperson of the Nominations Committee shall be a member of the Network's 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.
  - iii) 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 Chair.
- 3) Guidelines Committee
  - i) The duties of the Guidelines Committee shall include: development and maintenance of the Network Guidelines. Once adopted, a final and signed copy shall be forwarded to the Alumni Engagement staff.
- 4) Other Committees
  - i) The Chair may appoint such committees as are necessary to conduct the business of the Network.

## SECTION X

### **Governance**

- 1) Rules
  - i) The Network shall be governed by adherence to Roberts Rules of Order.
- 2) Meetings
  - i) 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.
- 3) Finances
  - i) 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 Network related income, expense and gift transactions are to be channeled through these accounts. Any independent checking, savings accounts are in conflict with UTEP AA policy and general liability insurance coverage.

## SECTION XI

### **Amendments**

- 1) Revision of Guidelines
  - i) Guidelines may be amended by the Network's leadership team.
  - ii) Amended guidelines will be provided to the Alumni Engagement staff.