Guidelines of the UTEP College Of Engineering 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 College of Engineering 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 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

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 UTEP College Of Engineering Alumni Network and the support for professional development;
4. To pledge a personal commitment to The University, the Association, and the Network by supporting a culture of philanthropy and encouraging others in that effort.
5. To conduct a Mentorship Program that fosters interaction between the members of the Alumni Network and the students of the College of Engineering via the guardianship of the College of Engineering Faculty and Administration.
6. To encourage UTEP College of Engineering Alumni Network participation in the Texas College of Mines celebration in an advisory role.
7. To develop and support a Top Engineering Students Prgram that recognizes UTEP College of Engineering Students who excel in managing their life in and out of the University.
8. To foster engagement between the UTEP College of Engineering and the UTEP College of Engineering Alumni Network in advising the planning for the Annual Homecoming Breakfast celebration.

SECTION IV
Membership and Affiliation

1) Types of Network affiliation:
    i) Membership - Individuals who have attended UTEP or received a Bachelors, Masters, or Doctorate degree from the University and have registered via Minerlink.
    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) Affiliated membership is open to all former students with nine earned credits toward a degree from the College of Engineering and have registered via Minerlink. The Network will support the cultivation of an inclusive membership which reflects the diversity of the University and of the greater community.
    iv) Friend – individuals interested in the well being and prosperity of the College of Engineering regardless of college or program.

2) Minerlink Engagement and Dues:
    i) UTEP Alumni Association Picks Up Membership through Minerlink will be expected of all Network members. The free membership is available to all alumni.
    ii) UTEP Alumni Association 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 Member that is active and 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 Council shall be comprised of the following positions:
        (1) Executive Chair
        (2) Vice Chair
        (3) Secretary
        (4) Communications Chair
        (5) Finance Chair
        (6) Mentorship Chair
        (7) Top Engineering Seniors Chair

(8) Homecoming/TCM Chair

3) Criteria for Appointment of Leadership members
    i) New Leadership members must meet the criteria for a Member status (i.e. have an active Minerlink profile) in order to fulfill leadership role.
    ii) Appointment of Leadership members shall take place as needed to fulfill leadership positions as they become vacant.
    iii) New Leadership members will be announced at the next Network general meeting.
    iv) Members of the UTEP Alumni Association 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. Please include a timeframe that allows for a full and robust participatory model for Leadership members.] Term of Service for Exec Chair is 3 years. After 3 years of service Exec Chair main remain in office until voluntary retirement from position or a challenge for the position is filed by a challenger. If a single challenge is issued for the position of Exec Chair, the challenger must serve 1 year as the Deputy Vice Chair before assuming the role of Exec Chair. A challenge may only be issued after an Exec Chair has completed 2 years in the position so that the requirement of serving as Deputy Vice Chair may be met. In the case of the Exec Chair resigning before the entire 3 year term is completed, the Vice Chair will be elevated to interim Exec Chair. If a Deputy Vice Chair is in place at the time that a Vice Chair is elevated to interim Exec Chair, the Deputy Vice Chair will assume the position of Vice Chair until the time that the term of the interim Exec Chair is completed at which time the Vice Chair will assume the role of Exec Chair in accordance with the challenge posed to the Exec Chair at the time of the challenge.
    ii) In the case of multiple challegers to the position of Executive Chair, an election campaign conducted by the UTEP Office of Institutional Advancement will be presented to the membership. Only Members and Honorary Members will be allowed to vote.
    iii) The Exect
ive Chair will have the power to appoint Members to the remaining leadership positions at their discretion with confirmation of the appointment from the UTEP Office of Institutional Advancement.
    iv) Prior to resigning from a Leadership position, it is imperative for a replacement to be implemented.
    v) Retiring alumni Network leadership is encouraged to remain available for consultation, advice, and advocacy- as needed by the current alumni Network Leadership.
    vi) In the case that the Exec Chair position becomes vacant without a legitimate occupant confirmed by the UTEP Office of Institutional Advancement, an official appointed by the UTEP Office of Institutional Advancement shall have the power to nominate a candidate for Executive Chair which must then be confirmed by a Committee of no less than 3 officials from the UTEP Office of Institutional Advancement.

SECTION VI

Leadership Titles and Duties

1) EXECUTIVE CHAIR
    i) This individual shall be the chief executive of the group and shall in general oversee and manage all business and affairs related to the group.
    ii) Shall be confirmed by the group membership and approved by the UTEP AA or UTEP Office of Institutional Advancement.

2) VICE-CHAIR or VICE PRESIDENT
    i) This individual shall be the chief of operations of the group and shall in general handle the day-to-day operations.
    ii) Shall be nominated by the Network membership and appointed/confirmed by UTEP AA or UTEP Office of Institutional Advancement..

3) 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.
    ii) Shall be appointed/volunteered by the group membership.

4) FINANCE CHAIR
    i) The FINANCE CHAIR 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, monthly reconciliation and reporting of financial transactions (including deposits, payments, refunds, reimbursements, and transfers), and reporting of financial transactions of the Network in accordance with the Financial Protocol Policy in the handbook,.
    ii) Shall be appointed/volunteered by the group membership.

5) COMMINICATIONS CHAIR
    i) The Communcations Chair shall serve in the primary role of responsibility for the coordination and management,of all communication originating from the COE Alumni Network in collaboration with the Alumni Engagement staff
    ii) Shall be appointed/volunteered by the group membership.

6) MENTORSHIP CHAIR
    i) The Mentorship Chair shall serve in the primary role of responsibility for the planning, coordination, and management of all activity related to the Engineering Alumni Mentorship Program (E-AMP).

7) TOP ENGINEERING SENIORS CHAIR
    i) The Top Engineering Seniors Chair shall serve in the primary role of responsibility for the planning, coordination, and management of all activity related to the Top Engieering Seniors (TES) Recognition Program.

8) HOMECOMING/TCM CHAIR
   i) The Homecoming/TCM Chair shall serve in the primary role of responsibility for the planning, coordination, and management of COE Alumni Network activity related to the Homecoming Breakfast and TCM celebrations.

SECTION VII

The Leadership Team

1) Powers and Composition
   i) The Chair, Co-Chair, Secretary, Finance Chair, Communications Chair, Mentorship Chair, Top Engineering Seniors Chair and Homecoming/TCM Chair 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.
   iii) The Chairs are empowered to build committees using members and affiliates under their areas of responsibility to aid in executing the duties of their office.

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.

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 maintaince 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) 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.

2) 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 Alumni Association policy and general liability insurance coverage.

SECTION XI

Amendments

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