



## **Guidelines of the Young 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 Young 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 Young 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 enable advocates of the University and the Association by spreading news and Miner Spirit, encourage higher education advocacy, and encourage event attendance.

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 with their graduation was in the last 10 years.
  - 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.
- 1) 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.

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, Vice President/Co-Chair, Secretary, Treasurer/Financial Officer, and Social Media Chair.
  - ii) Other positions may include but are not required/or limited to: Community Service Chair, Membership Chair, Event Chairs and AA Board Representative
- 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. Appointment will be done via leadership meetings on best fit/desire of person to vacant position.
  - ii) New Leadership members will be announced at the next Network leadership meeting and via Social Media. New Leadership members must have an active Minerlink profile to fulfill leadership role.
  - iii) Members of the UTEP Alumni Association Boards may seek a leadership position within the Network once they become an ex-officio member.
- 4) Term of Service
  - i) Leadership members shall serve one-year terms beginning September 1<sup>st</sup> and

- ending August 31<sup>st</sup>. Leadership members will be given the opportunity to stay at current position or move to a new position as desired.
- 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) PRESIDENT/CHAIR

- i) This individual shall be the leader/main contact of the group and shall in general oversee and manage all business and affairs related to the group.
- ii) Shall be appointed/volunteered by the group membership.
- iii) Shall preside at all meeting of the members and Leadership Team and oversees communication with designated Chairs.
- iv) Shall serve as the primary point of contact with UTEP AA and the University.
- v) Shall ensure adherence by the guidelines of the group, the UTEP AA, and the University
- vi) Shall develop and annual calendar of events for the network in collaboration with the Leadership Team.
- vii) Shall submit annual calendar of events for the group to the UTEP AA and Institutional Advancement (Alumni and Donor Engagement) at beginning of each fiscal year (September 1<sup>st</sup>)
- viii) Assumes general responsibility for the success of each activity/project the group undertakes
- ix) Shall submit reports to Alumni and Donor Engagement Office and UTEP AA as needed for all events.

#### 2) VICE PRESIDENT/ CO-CHAIR

- i) This individual shall be the Vice President / Co-Chair of the group and shall in general handle the day-to-day operations.
- ii) Shall be appointed/volunteered by the Network membership.
- iii) Shall assume the duties of President in his/her absence or when the position becomes vacant.
- iv) Shall ensure adherence to the guidelines of the group, the UTEP AA and the University.
- v) Shall represent the President/Chair at regular and special functions when the President/Chair is unavailable.
- vi) Shall, as needed, assemble committees for each area of responsibility and provide reports to the Leadership Team.
- vii) Shall perform all duties as customarily pertain to the office of Vice President/Co-Chair and such other duties as may be prescribed by the Leadership Team from time to time.

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 including committee reports, decisions, meeting minutes, resolutions, rosters and votes.
- ii) Shall be appointed/volunteered by the group membership.
- iii) Shall ensure adherence to the guidelines of the group, the UTEP AA and the University.
- iv) At the discretion of the President/Chair, shall represent him/her at regular and special functions.
- v) Shall serve in primary role of responsibility for the for the creation, distribution and maintenance of materials such as letters, acknowledgements, thank you notes, name tags, sign-in sheets, etc...
- i) Shall perform all duties as customarily pertain to the office of Secretary and such other duties as may be prescribed by the Leadership Team from time to time.

4) TREASURER/FINANCIAL OFFICER [Insert new designation per Network needs]

- 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.
- ii) Shall be appointed/volunteered by the group membership.
- i) Shall ensure adherence to the guidelines of the group, the UTEP AA and the University.
- ii) Shall represent the group as needed.
- iii) Shall serve in the primary role of responsibility for the planning and approval of all events' budget.
- iv) 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.
- v) 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 from time to time.

5) SOCIAL MEDIA CHAIR

- i) The Social Media Chair shall serve in the primary role of responsibility for the taking photos/videos, coordination, management, performance on all social media channels.
- ii) Shall be appointed/volunteered by the group membership.
- iii) Manage and post regularly on all social media channels but not limited to Minerlink, Facebook and Instagram.
- iv) Develop and maintain electronic records or photo gallery of events and activities which will be kept and filed with the Office of Institutional Advancement (Alumni and Donor Engagement).
- v) Develop promotion material when needed in accordance with the Office of Institutional Advancement (Alumni and Donor Engagement) beforehand.

## SECTION VII

### **The Leadership Team**

#### 1) Powers and Composition

- i) The President/Chair, Vice President/Co-Chair, Secretary, Treasurer/Financial Officer, Social Media Chair, or any other leadership title designation shall comprise the Leadership Team. Other positions may include but are not required/or limited to: Community Service Chair, Membership Chair, Event Chairs and AA Board Representative.
- 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 Network shall keep overall mission of the University and UTEP AA first.
- iv) The Network shall keep and upheld the guidelines and if needed to update the guidelines to fit the evolving network ideas.

## SECTION VIII

### **Meetings**

#### 1) Leadership Meetings and Attendance

- i) The Network leadership team are encouraged to meet monthly either in person or virtually. 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 quarterly with the Office of Institutional Advancement (Alumni and Donor Engagement).
- iii) The Network leadership team is required to have a representative attend monthly UTEP AA Network Meetings and provide update on the Networks progress or events.
- iv) Attendance is required for monthly meetings, unless emergency or prior engagement. Other Leadership Team members may decide if other team members will be removed due to absents.

## 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) General meetings are not required but can be held if needed.  
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 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.