



<https://alumni.utep.edu/cobanetwork>

**Guidelines of El Paso Hunt College of Business Administration 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 Hunt College of Business Administration 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 is 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. Connect the different generations of CoBA alumni to one another across the globe to build meaningful relationships and continue to educate, mentor, and develop its alumni through workshops, mentorships, social outreach, and social events.
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 Hunt College of Business Administration 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 take advantage of the network's collective assets to realize community outreach and develop strong ties with the business, government, and academic communities.

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) Dues:
 - i) 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 Network 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) See Section VI.



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. If a member needs to step down, it is expected that the member finds a suitable replacement for the position and is subject to approval by the rest of the members of the leadership team.
- ii) Upon the termination of the service term, a Leadership member may continue to serve for an additional period with the approval of the rest of the leadership team.
- iii) 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.
- 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) Leadership members must commit to a two-year period.
- ii) Prior to resigning from a Leadership position, it is imperative for a replacement to be implemented.
- iii) Retiring alumni Network leadership is to remain available for consultation, advice, and advocacy- as needed by the current alumni Network Leadership for a one-year period.

SECTION VI

Leadership Titles and Duties

1) PRESIDENT

- i) This individual shall in general oversee and manage all business and affairs related to the group.
- ii) Overall planning, guidance, and follow-up on Chapter matters.
- iii) Attend social functions of other organizations as a representative of the Network.
- iv) Address and resolve the Network-related concerns.
- v) Ensure all officers carry out their duties.
- vi) Set goals for the applicable year with the help of all other board members.
- vii) Speak at or select appropriate designee to speak at all events.
- viii) Build and maintain relationship with sponsors.
- ix) Shall be subject to the criteria and terms of service enlisted above.

2) VICE PRESIDENT

- i) This individual shall in general handle the day-to-day operations.
- ii) Plan, guide and follow up on the Network matters.



- iii) Supervise, direct and lead over the activities of the chapter.
- iv) In the absence of the President - Preside at meetings ensuring that the meeting is called to order on time and determine that a quorum is present before proceeding with the meeting.
- v) In the absence of the President - Review and set the agenda for meetings in consultation with Secretary.
- vi) Ensure that all meeting proceedings are done in a correct order and manner according to rules of order. Intervene and stop any incorrect proceedings.
- vii) Protect the assembly from frivolous or dilatory motions and from any attempt by a member to push an action through without following the democratic process.
- viii) Ensure their direct reports carry out their duties.
- ix) Shall be subject to the criteria and terms of service enlisted above.

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) Document minutes for each meeting (board and general), send draft minutes within one week time frame. The minutes should be approved and ratified at the next meeting.
- iii) Ensure compliance with the University regulations and guidelines.
- iv) Prepare agendas for all Leadership and General meetings.
- v) Attend all leadership meetings.
- vi) Make an effort to attend all Network events.
- vii) Be responsive to each other (48 hour turn-around).
- viii) Keep board issues within the board and do not involve outside members.
- ix) Shall be subject to the criteria and terms of service enlisted above.

4) TREASURER

- i) The Treasurer 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) Send all monies received during events to designated accounts.
- iii) Complete grant applications and perform timely submittal.
- iv) Advise team on events based on financial situation.
- v) Provide an up to date report at all meetings of payables and receivables and other sources.
- vi) Responsible for processing all payments and related reports.



vii) Shall be subject to the criteria and terms of service enlisted above.

5) SOCIAL MEDIA DIRECTOR

- i) Social media director 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.
- ii) Officer will be in charge of handling all social media platforms and ensure compliance with all regulations of the Alumni Association.
- iii) Shall manage all content and password credentials related to social media.
- iv) Shall be in charge in conjunction with the Alumni Office of coordinating media campaigns.
- v) Will develop and design all advertisement related to any events and meetings.
- vi) Shall be subject to the criteria and terms of service enlisted above.

6) Business Development & Community Outreach

- i) Lead efforts in conjunction with the Fundraising Chair in gathering and obtaining sponsorships for the network.
- ii) Increasing membership by organizing membership drives and outreach to other cities.
- iii) Maintaining close contact with alumni and coordinating events at other satellite cities.
- iv) Updating and maintaining the membership database.
- v) Maintaining RSVP list for events.
- vi) Serving as a liaison and point of contact with other businesses and organizations.
- vii) Preparing reports detailing membership demographics.
- viii) Keeping President and Board informed on a timely basis of all items/issues surrounding.
- ix) Shall be subject to the criteria and terms of service enlisted above.

7) FUNDRAISING & PARTNERSHIPS

- i) Setting revenue goals and present to Leadership members for overall support and target lead generation.
- ii) Identifying top employers and strategic companies as targets for sponsorship of the network.
- iii) Formulating a strategy to create partnerships for fundraising.
- iv) Planning fundraising activities and ensure that sponsors are engaged year-round in receiving the benefits of the sales package.



- v) Work with Treasurer to ensure receivables are invoiced and collected.
- vi) Work with the President to obtain sponsorships.
- vii) Keep the President and the leadership team informed on a timely basis of all items/issues surrounding “fundraising”.
- viii) Shall be subject to the criteria and terms of service enlisted above.

SECTION VII

Meetings

- 1) Leadership Meetings and Attendance
 - i) The Network leadership team will meet monthly. Additional meetings, as called by the President, can be held with the approval of the leadership team.
 - ii) A schedule of meetings will be prepared and provided in advance by the Secretary.
 - iii) There shall be at least 4 leadership members present to initiate a meeting.
- 2) General Membership Meetings and Attendance
 - i) The General meetings will be held quarterly. Additional meetings, as called by the President, can be held with the approval of the leadership team.

SECTION VIII

Committees

- 1) Committee Appointments
 - i) With the approval of the Leadership Team, the president shall appoint members of all standing committees necessary for the proper functioning of the Network. Members and Leadership Members can also volunteer to lead committees and shall be confirmed with the approval of the rest of the leadership team.
- 2) Committees Duties and Functions
 - i) Each committee shall be developed depending on the network’s needs and its objective and rules shall be determined at inception of the committee.

SECTION IX

Governance

- 1) Rules
 - i) The Network shall be governed by adherence to modified Roberts Rules of Order.



2) Meetings

- i) It is recommended to have at least four quarterly meetings a year with a general membership meeting. 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 Alumni Association policy and general liability insurance coverage.

SECTION X

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.



SECTION XI

Effective Date of Implementation

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

Leadership Signatures: *Jorge Banos Gomar*

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023

Leadership Signatures: *Yoshika Amamori*
Yoshika Amamori (Mar 22, 2023 20:28 CDT)

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023

Leadership Signatures: *José Guerra*
José Guerra (Mar 22, 2023 18:27 CDT)

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023

Leadership Signatures: *[Signature]*
Crystal Ponce (Mar 22, 2023 19:30 MDT)

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023

Leadership Signatures: *[Signature]*
Melissa Harcrow (Mar 22, 2023 17:30 MDT)

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023

Leadership Signatures: *[Signature]*

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023



Leadership Signatures: Claudia E. De la Rosa
Claudia E. De la Rosa (Mar 22, 2023 17:06 MDT)

Submitted (Date): Mar 22, 2023

Ratified (Date): Mar 22, 2023

Leadership Signatures: _____

Submitted (Date): _____

Ratified (Date): _____












CoBA Alumni Network Guidelines

Final Audit Report

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