

# ***Chapters of the Texas Tech Parents Association Bylaws***

## ***Article I – Recognized Chapters***

The following TTPA Chapters are recognized, official, and receive all benefits entitled to such groups:

- Greater West Houston
- Fort Bend County (Houston)
- Austin
- Collin County in D/FW
- Tarrant County in D/FW

## ***Article II – Purpose***

The purpose of a TTPA Chapter of the Texas Tech Parents Association shall be:

- a) To support the activities of Texas Tech University toward the realization of its educational program in every manner possible.
- b) To support the Texas Tech Parents Association towards realization of its priorities and goals.
- c) To establish and promote goals and Chapter projects which tend to strengthen the ties between the members, the Chapter, the community, and the university.
- d) To unite for social purposes those persons who are interested in the distinguished record and future progress of Texas Tech University.
- e) To act as an agency for all dissemination of information regarding the educational advantages of Texas Tech University.

## ***Article III – Definition of Terms***

- a) Association Office – This refers to the physical location of the Texas Tech Parents Association, which is 025 Student Union, Texas Tech University, Lubbock, TX 79409. The Association Office is housed in the Office of Parent and Family Relations.
- b) Staff Liaison - The Staff Liaison, to be known as the Director of Parent and Family Relations or other designated University Department, shall be the person in charge of the day-to-day operations of the Association. The Staff Liaison shall be the official custodian of all Association records and monies. Staff serving the Association shall be bonded in an amount sufficient to protect the Association. The Staff Liaison shall serve under annual contract with the University. The Staff Liaison shall be a non-voting officer.
- c) Chapter – A Chapter is an organized and local group of people who support and promote Texas Tech University and its interests. This group of people comes together regularly through meetings, social gatherings, and networking/educational opportunities to encourage friendship and recruit new individuals for membership into the Chapter.
- d) General Meeting – a time set aside to discuss Chapter business with Executive Officers and Chapter members.

#### ***Article IV – Membership***

Membership in Chapters is open to any parent and/or family member of any current or previously enrolled Texas Tech University System student. Individuals desiring to be active in a Chapter may indicate their interest with the Association Office. Members may choose the Chapter location that best suits them. Each Chapter member must be a registered member of the TTPA and receives one (1) vote in Chapter voting procedures.

#### ***Article V – Criteria for Chapter Recognition***

- a) Chapters must maintain a minimum of 6 members. If the minimum number of members is not able to be met upon formation of the chapter, those interested may petition the Texas Tech Parents Association Board of Directors for chapter recognition.
- b) Chapters petitioning the TTPA for recognition will be reviewed annually at the Fall meeting of the TTPA Board of Directors.
- c) Annually, or as needed, update officer contact information with the TTPA Association Office.
- d) Quarterly provide meeting minutes, chapter activity reports, and financial statements/reports.
- e) Annually, host a minimum of 4 General meetings and 4 Executive Board meetings.
- f) Notify TTPA Association Office of all scheduled meetings, social/networking gatherings so that the general public may be informed.
- g) Uphold all TTPA guidelines, policies in addition to federal, state, and local laws.
- h) All Chapters are reviewed annually to ensure compliance.
- i) Chapters not in compliance to all aforementioned criteria are subject to loss of Chapter support and/or loss of recognition at the discretion of TTPA Board of Directors.

#### ***Article VI – Chapter Support***

The Texas Tech Parents Association and/or Association Office will provide the following organizational support for the recognized Chapter in compliance with Association policies and guidelines:

- a) Costs up to \$500.00 for chapter activities annually (does not include scholarships)
- b) Chapter record maintenance
- c) Chapter website hosting and maintenance
- d) Arrange and secure mailing lists for students, parents, and families in chapter area
- e) Promotion of activities at Red Raider Orientation and other appropriate recruitment events
- f) Use of the official Tech Parents logo for approved publications/events/activities. Chapter leadership must consult with the Association Office when considering using the logo.
- g) Association Office staff support

#### ***Article VII – Chapter Compliance***

Failure to comply with Association procedures may result in suspension as approved by the TTPA Board of Directors by a majority vote. Chapters may file a written letter of appeal to the Association President and/or the Staff Liaison within 15 days of the decision. Suspension includes loss of recognition and benefits that accompany a recognized Chapter.

## **Article VIII – Executive Officers**

- a) The Executive Officers shall consist of President, Immediate Past President, President Elect, and 3 individual Members At Large.
- b) The government of the Chapter and the direction of its activities between meetings shall be vested in the Executive Officers and the guiding mission of the Texas Tech Parents Association.
- c) The Executive Officers shall hold 4 Executive Officer meetings each year. Quorum is met when a two-thirds (2/3) majority of Executive Officers are present.

## **Article IX – Executive Officer Organization**

### **PRESIDENT**

The President serves one (1) year in this role and then becomes Immediate Past President. The President shall be the presiding Officer of this Chapter, and shall preside at all meetings of the membership and the Executive Officers. The President shall report at all meetings of the Chapter all matters that have been transacted and decided at meetings of the Executive Officers. Maintain duties as listed for Executive Officers, supervise the implementation of projects and activities established by the Executive Officers. The President shall act for and on behalf of the Chapter between meetings of the Executive Officers and Membership. The President is the primary liaison to the TTPA Association Office and the Texas Tech Executive Officers regarding all Chapter matters. The President shall attend/participate in the Spring and Fall TTPA Board of Directors Meeting held in Lubbock or designated location.

### **PRESIDENT-ELECT**

The President-Elect shall serve one (1) year in the office as President-Elect then shall automatically succeed to the office of President. The President-Elect shall preside at all meetings of the Executive Officers and the membership in the absence of the President. Maintain duties as listed for Executive Officers, assist the President with the supervision and implementation of projects and activities established by the Executive Officers. To be eligible to serve in the office of President-Elect, the member must have a student enrolled in the University at the date of election to that office. In the event of a vacancy for any reason in the office of President, the President-Elect shall serve the remainder of that term, and the term to which elected.

### **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall serve one (1) year in the office after his/her term as President. The Immediate Past President shall provide support and guidance to the President and President-Elect as needed. The Immediate Past President shall be a non-voting Executive Officer.

### **MEMBERS AT LARGE**

Three (3) Members At Large serve a minimum of one (1) year, but no more than three (3) years. Each individual Member At Large assists the President, President Elect, and Immediate Past President with Chapter support and involvement. Members At Large also serve as a voice for the general membership.

## **Article X – Executive Officer Duties**

The duties of the Executive Officers shall include but not be limited to:

- a. All Executive Officer members shall be voting members, except Immediate Past President.
- b. Developing major project and activity initiatives for the Chapter;
- c. Establishing, approving and monitoring a long-range plan for the Chapter to insure its growth and development;

- d. Serve as the membership recruitment and involvement arm of the Chapter;
- e. Insuring effective communication and mutual support among members;
- f. Reporting all such activities and decisions to the membership through the President as required by the duties of that office;
- g. Ensure Chapter compliance with the TTPA.

#### ***Article XI – Removal of Officers***

An Executive Officer may be removed for failure to fulfill the duties of the office to which elected, including repeated and excessive absences from duly called meetings, by a two-thirds (2/3) vote of eligible voting members of the Executive Officers.

#### ***Article XII – General Meetings***

- a) It shall be the policy of the chapter to hold at least four (4) general meetings annually (2) of these meetings must be business meetings and two (2) must be any of the following types of activities:
  - a. Social/networking gathering
  - b. Attending university sponsored educational session
  - c. Student send-off event.
  - d. See Chapter Leader Manual for further examples and details. The Chapter may petition the TTPA Board of Directors for any exceptions.

#### ***Article XIII – Committees***

- a) With approval of the Executive Officers, the President shall appoint all standing committees necessary for the proper functioning of the Chapter. Executive Officers should be serve as chairperson of created committees, if possible.
- b) Committees should report all Chapter activities Chapter leadership, which are then reported to the Association Office.

#### ***Article XIV – Elections***

Elections shall occur in April and will be effective immediately until April of the following year. Nominations shall be permitted from the floor. A majority vote of the members present shall be required for election to office. Election of Executive Officers shall be in this order: (1) President; (2) President- Elect; and (3) Members At Large.

#### ***Article XV – Quorum and Parliamentary Authority***

A quorum for a meeting of the Chapter shall be two-thirds (2/3) of the membership. A quorum for a meeting of the Executive Officers shall be four (4) voting members. The rules contained in the current edition of Roberts Rules of Order Newly Revised as of the date of any meeting shall govern this Chapter in all cases to which such rules are applicable.

### ***Article XVI – Finances***

- a) Chapters should utilize financial support made available through the Texas Tech Parents Association.
- b) Chapters should not collect dues from its members or require dues as prerequisites for membership. Members opting to make financial donations may do so through the appropriate Texas Tech Parents Association or Texas Tech Foundation account. This allows any person fitting membership guidelines to be a member of the local Chapter. This also relieves the local Chapter from the responsibility of bookkeeping and paperwork that would result in the upkeep of the annual billing of members.
- c) Sponsorships for events/programs/activities are only acceptable if approved by the Association Office prior to acceptance.
- d) Chapters opting to establish scholarships should do so through the Texas Tech Parents Association or Texas Tech Foundation.
- e) Chapters should not maintain individual operating and/or scholarship accounts. All funds should be received through the Texas Tech Parents Association or Texas Tech Foundation.
- f) Chapter members may request annual reimbursement for approved Chapter activities for up to five hundred dollars (\$500.00). Requests must include original receipts/invoices and a completed Request for Reimbursement form. Requests for reimbursement must be made no later than 4 weeks after the original purchase. Alcoholic beverages/purchases are not allowed for reimbursement. Funding not used in the fiscal year will not be available for use in future years and will not be used for scholarships.
- g) TTPA non-profit 501 (c)(3) tax exempt status may be extended to recognized Chapters for use in support of mission/purpose or organization.

### ***Article XVII – Adoption***

When a Chapter gains recognition, this Chapter bylaws becomes the guiding organizational framework for the Chapter. Copies of these bylaws-should remain with local Chapter leadership an also with the Texas Tech Parents Association Office.

### ***Article XVIII - Websites***

All recognized Chapters will have hosted website via the TTPA Association Office. All other websites relating to Chapter activities, officers, and functions are not considered official.

### ***Article XIX – Amendments***

These bylaws may not be amended without the expressed consent of the Texas Tech Parents Association Board of Directors and Executive Officers. These by-laws may be submitted to the TTPA Board of Directors and Executive Officers for amendment consideration no less than one (1) time per year. These by-laws are reviewed at least every three (3) years.

Amended: Wednesday, January 28, 2009