

CONSTITUTION & BY-LAWS OF THE TEXAS TECH PARENTS ASSOCIATION

Adopted November 6, 1999
Amended March 31, 2000
Amended April 2004
Amended April 5, 2008
Amended September 20, 2008
Amended April 4, 2009
Amended October 3, 2009

PREAMBLE

(From Dean Allen's Book)

"The Texas Tech Dads Association: A History" written by Dean James G. Allen p. 7-8

ARTICLE I

NAME

This organization shall be known as the Texas Tech Parents Association (TTPA/Tech Parents/Association).

ARTICLE II

OBJECTIVES AND PURPOSES

The objectives and purposes of this Association are:

- (1) To provide a means by which the members may fully involve themselves in the educational experience of their students;
- (2) To provide the opportunity to the members of this Association to become acquainted with the faculty, staff, administration and educational environment at Texas Tech University;
- (3) To provide an additional voice through which the University may effectively, purposefully and publicly present its achievements and requirements; and,
- (4) To be a means through which the financial and academic necessities of the University and its students may be fully discovered and assistance made available in fulfilling those needs.

ARTICLE III
MEMBERS AND MEMBERSHIP FINANCIAL CONTRIBUTIONS

REGULAR MEMBERS

The parent(s), family member(s), and/or supporter(s) of a student or former student, whether graduate or undergraduate, of the Texas Tech University System shall be eligible for membership.

REGULAR MEMBERS FINANCIAL CONTRIBUTIONS

Regular Members are not required to contribute financially to the Association.

ENDOWMENT LEVEL MEMBERSHIPS

These levels are reserved for those parents and family members who have chosen to contribute financially to the Association will be supporting student Scholarships and Association Maintenance and Operating Costs. The three levels shall be the Annual Endowment Level for a minimum annual contribution of thirty-five dollars (\$35), the Annual Power Endowment Level for a minimum annual contribution of one hundred dollars (\$100), and the Life Membership (\$1000).

All financial contributions will be distributed according to the approved budget.

ARTICLE IV
MEMBERSHIP BENEFITS

Regular Membership (Free) Benefits:

- (1) e-Lert e-mail notifications
- (2) Monthly eNewsletters
- (3) Window Decal

Annual Endowment Level Membership (\$35) Benefits:

- (1) Regular Membership Benefits plus:
- (2) Receipt of Tech Parents Association 12-month Calendar
- (3) Advance notice for Tech Parents Association Scholarships
- (4) Texas Tech Chrome Automobile Emblem
- (5) One (1) Tuition Draw Ticket

Annual Power Endowment Level Membership (\$100) Benefits:

- (1) Benefits of Annual Endowment plus:
- (2) Five (5) Tuition Draw Tickets
- (3) Recognition in the Family Weekend programs

Life Membership (\$1000) Benefits

- (1) Benefits of Annual Power Endowment Level Membership for the first year of membership.
- (2) Receipt of Tech Parents Association 12-month Calendar
- (3) 95% of your donation placed directly into the Association Endowments for Student Scholarships
- (4) Recognition in publication materials

ARTICLE V
PROGRAMS AND SERVICES

The Association in collaboration with Texas Tech University Office of Parent and Family Relations shall provide a variety of programs and services to the parents and family members and students.

These programs and services may include:

- (1). Student Scholarships
- (2). Faculty Recognition and Support
- (3). Road Raiders Safe Travel Parent Network
- (4). Parent and Family Guide
- (5). Family Weekend
- (6). Educational and Training Opportunities
- (7). Outreach (Chapter support, development, recruitment)
- (8). Involvement in Texas Tech University traditional events
- (9). Spring Scholarship Recognition Event
- (10). Raider Relief Fund
- (11). Recognition of deceased students (flag flown in Memorial Circle in memory of currently enrolled student sent to family)

ARTICLE VI
ORGANIZATION

The governing body of the Association shall consist of the following:

The Executive Officers: President, President-Elect, Immediate Past President, Staff Liaison.

The Board of Directors: Executive Officers plus six (6) individuals or units (defined as a husband and wife with one vote) directors elected for three-year terms. Each chapter president, or designee, recognized by the Association will also serve on the board during his/her term of office as president. Efforts should be made to ensure the Board membership is representative of university student demographics.

DUTIES – Executive Officers

1. PRESIDENT

The President shall be the presiding Officer of this Association, and shall preside at all meetings of the membership, the Board of Directors and the Executive Officers. The President shall report at all meetings of the Association all matters that have been transacted and decided at meetings of the Executive Officers and Board of Directors. Maintain duties as listed for Board of Directors, supervise the implementation of projects and activities established by the Board of Directors and serve as a signature authority on all off-campus accounts. The President shall act for and on behalf of the Association between meetings of the Board of Directors and Membership. In the event of a vacancy in any office, such vacancy shall be filled by the Board of Directors at either a special or regular meeting or written vote.

2. 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, the Board of Directors, and the membership in the absence of the President. Maintain duties as listed for Board of Directors, assist the President with the supervision and implementation of projects and activities established by the Board of Directors. 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. The President-Elect shall succeed to the office of President.

3. 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 officer. Review applications for Chapter recognition. Provide needed support and guidance for recognized Chapters.

4. 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.

DUTIES – Board of Directors

The duties of the Board of Directors shall include but not be limited to:

1. All Board of Director members shall be voting members.
2. Developing major project and activity initiatives for the Association;
3. Establishing, approving and monitoring a long-range plan for the Association to insure its growth and development;
4. Serve as the membership recruitment and involvement arm of the Association;
5. Insuring effective communication and mutual support among members;
6. Reporting all such activities and decisions to the membership through the President as required by the duties of that office;
7. The business and financial affairs of this Association shall be managed and governed by the Executive Officers and Board of Directors. The Executive Officers and Board of Directors at reasonable times shall have access to all financial records of the Association; and
8. Maintain authority and responsibility for fund raising, investing, allocating, and budgeting all monies in endowment accounts, with the advice and recommendations of the Endowment Committee.
9. Review and vote on applications for Chapter recognition.
10. Provide needed support and guidance for recognized Chapters.

REMOVAL OF EXECUTIVE OFFICERS AND BOARD OF DIRECTORS

An Executive Officer and/or Board of Director 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 2/3 vote of eligible voting members of the Executive Officers and/or Board of Directors.

ARTICLE VII
COMMITTEES

COMMITTEES

The Standing Committees of this Association shall be:

1. The Scholarship Committee,
2. The Endowment Committee,
3. The Nominations Committee, and

4. The Awards Committee.

The President may from time to time appoint Special Committees. Special Committees shall serve on an annual basis and must be re-appointed by each President to continue as a Committee of this Association. Terms of members of both Special and Standing Committees shall be for one (1) year except for the Endowment Committee.

At its initial meeting each Committee shall by majority vote select its Secretary, if necessary.

1. SCHOLARSHIP COMMITTEE

The Scholarship Committee shall be composed of not less than six (6) members of this Association plus the Chairperson. The Chairman designated by the President. The Committee shall select the persons to receive the Association scholarships and making recommendations concerning Scholarship review, awarding, and recognition. The committee will make its report at the Fall Meeting.

2. ENDOWMENT COMMITTEE

The Endowment Committee shall be composed of nine (9) members of this Association plus the Chairperson. The Chairperson shall be designated annually by the President. The Endowment Committee shall be responsible for making recommendations concerning The Scholarship Endowment Funds #1 and #2, and The Dean James G. Allen Distinguished Visiting Professor Endowment Fund, The Student Academic-Citizenship Award Fund, the James W. Kitchen Memorial Scholarship Fund, the Texas Tech Parents Association Operating Fund for Excellence, and other such dedicated funds as they are established. The Endowment Committee shall make an annual, or more often as may be required, recommendation to the Executive Officers and Board of Directors, as to fund raising and investing, allocating, and budgeting all unrestricted Endowment Funds. Endowment Committee members shall be appointed for three (3) year terms by the President. Three (3) terms shall expire each calendar year. The committee will make its report at the Fall Meeting.

3. NOMINATIONS COMMITTEE

At each Fall Meeting of this Association, the President shall appoint a Nominations Committee composed of not less than four (4) members of this Association plus the Chairperson. The Chairperson shall be designated by the President. The Nominations Committee shall identify members to serve the Association as Executive Officers and Board of Directors. The committee will make its report at the Spring Meeting.

4. AWARDS COMMITTEE

The Awards Committee shall be composed of not less than three (3) members of this Association plus the Chairperson, and such other representatives as needed. The

Chairperson shall be designated by the President, and shall serve as needed to select recipients of Association faculty, student and membership awards and honors.

ARTICLE VIII ELECTIONS

The Executive Officers and Board of Directors of this Association shall be elected each year at the Spring Meeting. The Nominations Committee shall nominate at least one (1) person for each office and representation on the Board of Directors. Additional 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 and Board of Directors shall be in this order: (1) President; (2) President- Elect; and (3) Board of Directors.

ARTICLE IX MEETINGS

There shall be two (2) full membership meetings and three (3) Executive Officers and Board of Directors meetings at the University each calendar year. Those full membership meetings shall be the Family Day Meeting and the Spring Meeting. The Executive Officer and Board of Directors meetings shall be the Family Weekend Meeting, and the Spring Meeting. Other meetings may be called by the President as needed and announced in advance. At each meeting, the Executive Officers and Board of Directors shall by majority vote select a Secretary to record and distribute minutes.

By majority vote of the Executive Officers and Board of Directors, other meetings of the membership, Executive Officers, and/or Board of Directors may be called for such purposes as may be set out in the call of such meeting, and shall be limited to those purposes.

The Executive Officers and Board of Directors may be summoned for special meetings by the President or by request of any two (2) members thereof. Such special meeting shall be called for a specific purpose or purposes. The meeting shall be limited in its business to the call of the meeting.

FAMILY WEEKEND MEETING

The Family Weekend Meeting shall be in the fall during the Texas Tech University football season. The Endowment Committee, and the Scholarship Committee shall make their annual reports at such meeting. The Executive Officers and Board of Directors shall meet at a time to be decided and announced.

SPRING MEETING

A Spring Meeting shall be held, in conjunction with the Spring Scholarship Selection and Weekend. There shall be during such Spring Meeting a meeting of the Executive Officers, the Board of Directors, The Membership, and such Committees as may be required to conduct the business of this Association. Elections shall take place at this meeting.

MEETINGS AS NEEDED

The President may call additional meetings of the Executive Officers and Board of Directors as needed.

ARTICLE X FINANCIAL PRACTICES

The Association fiscal year shall mirror that of Texas Tech University. An annual budget should be presented and approved by the Executive Board and Board of Directors.

The Association will provide the Texas Tech University Office of Parent and Family Relations or appropriate University Department with the financial support required to maintain all financial records for off-campus accounts.

All on-campus accounts will be maintained by the Texas Tech University Office of Parent and Family Relations or appropriate University Department.

The Association will provide the Texas Tech University Office of Parent and Family Relations or appropriate University Department, financial support for programs, events, and services. The Association will approve the Office of Parent and Family Relations or appropriate University Department to utilize funds in the Operating Account, no less than twenty thousand dollars (\$20,000) to the Texas Tech University Office of Parent and Family Relations or appropriate University Department on or before September 1st of each year. This funding is to be utilized for programs and services listed in Article V Programs and Services as well as but not limited to the following:

- (1) Marketing and Promotions for the Association
- (2) Membership Maintenance
- (3) Student Assistant Hourly Wages or Staff salary and benefits
- (4) Travel on behalf of the Association
- (5) Chapter support and development
- (6) Other programs, services, or activities performed on behalf of or

supported by the Association

Off-Campus accounts

Current Off-Campus Accounts include:

- (1) Texas Tech Federal Credit Union Account
 - a. Used for Raider Relief
 - b. Raider Relief is to be distributed in accordance with the Raider Relief Application
- (2) American State Bank Account
 - a. Used for various operating income/expenses such as ticket sales, donations, reimbursements, and/or operating costs.
 - b. Ticket sales, donations, and other income shall be collected primarily through the use of the credit/debit card system. Other forms of income that are acceptable include cash and check.
 - c. Reimbursements may be made to on-campus accounts to support events for which ticket sales were collected (ex. Family Weekend Ticket sale income should be used to make necessary reimbursements for Family Weekend Events).
 - d. Financial Support for recognized Chapters.
 - e. An ATM/Debit card will be maintained for this account to be used only if a check cannot be used as a form of payment or as means to acquire petty cash for an event/program.

These accounts shall:

1. Maintain signature authority of the current Association President and no more than three (3) staff members from the Office of Parent and Family Relations or appropriate University Department,
2. Require two (2) signatures on all expense transactions except when the ATM/Debit Card is utilized,
3. Receipts are required on all transactions, and
4. Be reviewed at the fall and spring meetings to ensure excess funds are utilized properly (i.e. increasing Scholarship or Operating Account Endowment).

Audit

An audit will be performed by an outside entity at least every three (3) years and presented by the auditor to the Executive Officers and Board of Directors at the Spring Meeting. The auditor will be identified and approved by the Executive Officers. Identification may take place through an official request for proposals. Ideally, the auditor or firm selected to perform the audit will change or rotate every three (3) to five (5) years.

ARTICLE XI

ENDOWMENT FUNDS

The Association shall maintain six (6) separate Endowment Funds with the Texas Tech Foundation. The Funds shall be:

- (1) Texas Tech Parents Association Scholarship Endowment Fund #1,
- (2) The Texas Tech Parents Association Scholarship Endowment Fund #2,
- (3) The Dean James G. Allen Distinguished Visiting Professor Endowment Fund,
- (4) Student Academic-Citizenship Award Fund,
- (5) James W. Kitchen Memorial Scholarship Fund and,
- (6) The Texas Tech Parents Association Operating Fund for Excellence.

The earned income from the corpus or principal of the two (2) Scholarship Endowment Funds are dedicated to assisting deserving students at the University. The corpus or principal may not be expended.

The earned income from the corpus or principal of The Dean James G. Allen Distinguished Visiting Professor Endowment Fund is dedicated to bringing academicians, who possess international credentials preferably a Nobel Laureate, to the University to teach and lecture. The corpus or principal may not be expended.

In the event that the earned income from the corpus or principal of either Scholarship Endowment Funds or the Dean James G. Allen Distinguished Visiting Professor Endowment Fund is not used during any fiscal year, it shall not automatically become corpus or principal. The determination as to what to do with such earned income from either Endowment Fund shall be determined by the Officers.

The Officers shall be in charge of selecting the proposed visiting Professor to be invited to the University. The Officers shall extend the formal invitation.

The Texas Tech Parents Association Operating Fund for Excellence is dedicated for use toward general Association projects and operations. See Article X for specific expenses.

ARTICLE XII DISBURSEMENT OF FUNDS ON TERMINATION

In the event that this Association should be terminated and cease to exist for any reason, then all its funds, including those sums of money in the endowment and off-campus funds, shall be paid over to Texas Tech University for use in its scholarship programs.

ARTICLE XIII

STUDENT SCHOLARSHIPS AND AWARDS

Association Scholarships

- (1) The Association shall distribute fifty-six (56) annual scholarships in the amount of seven hundred and fifty dollars (\$750.00) to students. The goal of the Association will be to distribute at least fifty six (56) annual scholarships in the amount of one thousand dollars (\$1000.00) to students.
- (2) These scholarships shall be funded through the Association Scholarship Endowments #1 and #2 and the James W. Kitchen Memorial Scholarship Fund.
- (3) These scholarships shall be selected for the following Academic Year by the Scholarship Committee at the Spring Meeting.
- (4) Selections will be based on criteria as listed in establishment forms, as directed by the Association, or donor.
- (5) Recipients will be notified prior to the end of the spring semester.

Door Prize Scholarships

- (1) Will be defined as those scholarships distributed during summer orientation.
- (2) Individuals who attend the parent and family evening reception on Day 2 during summer orientation.
- (3) Door Prize Scholarships will be distributed through a drawing of names for those in attendance. Only one (1) scholarship will be selected during each session in the amount of one hundred fifty dollars (\$150.00).
- (4) Door Prize Scholarships will be funded by the Association and awarded through the University Scholarship Office.

Tuition Draw

- (1) Drawing to take place at Family Weekend during the Association General Meeting.
- (2) Tickets will be sold to individuals and placed in a drawing.
- (3) Amount and number of "tuitions" to be determined by total ticket sales.

Student Academic Citizenship Awards (SACA)

- (1) Will be defined as an award to recognize a student in each college/school, who has achieved excellence in academics during the academic year, and who during that same period has demonstrated outstanding citizenship/service. Service at best means recognizing a needed public service, voluntarily identifying with it, and demonstrating superior leadership and/or a high quality of performance.
- (2) Can include a plaque and small honorarium for each student recipient
- (3) The amount of the honorarium will be \$150.00 determined by the Executive Officers and Board of Directors.

Raider Relief Fund

The Raider Relief Fund, a program initiated by the Ombuds for Students, Student Government Association, and Parent and Family Relations, was established with financial support from the Texas Tech Parents Association. The Raider Relief Fund will be administered according to the guidelines and policies set by the Ombuds for Students, Student Government Association, and/or Parent and Family Relations.

ARTICLE XIV FACULTY AWARDS

The Association shall distribute and recognize four (4) Faculty Awards.

These awards include: Barnie E. Rushing, Jr. Faculty Distinguished Research Award, Spencer A. Wells Faculty Award for Creativity in Teaching, Faculty Distinguished Leadership Award, and the Hemphill Wells New Professor Excellence in Teaching Award.

The award nominees will be selected by the Provost Office and forwarded for final selection and approval to members of the Association attending the Winter Meeting or Awards Committee.

These awards will be presented at the Annual Spring Scholarship Event. Each award recipient will receive a commemorative plaque and honorarium. Honorarium amounts will be based on the yearly earnings from the Dean James G. Allen Distinguished Visiting Professor Endowment Fund.

ARTICLE XV RECOGNITION OF MEMBERS

The Association will make efforts to recognize the contributions of members during Family Weekend.

Suggested recognition/awards shall be the following:

- (1) Parents of the Year - outstanding contribution as parents to Texas Tech University, involvement in Texas Tech Association of Parents
- (2) Volunteer(s) of the Year - outstanding contribution and involvement volunteering in Texas Tech Association of Parents
- (3) Distinguished Service Award - not given every year, only when merited. Extraordinary service to university community and service to Texas Tech Association of Parents

Nominations shall be submitted to the Association President. Nominations will be selected by Awards Committee.

ARTICLE XVI
ASSOCIATION EXTERNAL MEMBERSHIPS

In an effort to provide a plethora of quality services to the members, the Association should maintain memberships in the following organization(s):

- (1) Lubbock Chamber of Commerce

This membership(s) should be reviewed on an annual basis.

ARTICLE XVII
CHAPTERS OF THE ASSOCIATION

The Association established and recognized Chapters in various geographical locations in an effort to provide additional networking opportunities and support for the membership and their students.

Chapters will operate under the oversight of the Executive Officers and Board of Directors and the Staff Liaison. Chapters will only operate utilizing Tech Parent Chapter Bylaws.

ARTICLE XVIII
CHAPTER RECOGNITION PROCEDURES

APPLICATION REVIEW AND NOTIFICATION

Applications for chapter recognition will be reviewed by the Executive Officers and Board of Directors during the fall and spring meetings. Applicants will be notified of the decision within two (2) weeks of the fall or spring meeting.

APPLICATION PROCEDURES

Those interested in applying for recognition should submit the completed application to the Association President and Staff Liaison at least two (2) weeks prior to the fall or spring meeting. The application may be found on the Association website or obtained from the Staff Liaison.

APPROVAL

To receive approval and recognition, the Executive Officers and Board of Directors must approve with a majority vote. The Executive Officers and Board of Directors reserve the right to deny recognition or approval with due cause.

ARTICLE XIX

Solicitation

Tech Parents manages and utilizes a membership database for the communication needs of the Association and to assist the larger membership with creating connections amongst one another. It is inappropriate usage of the membership database to collect email addresses for the purpose of soliciting other members for inappropriate personal and/or business related reasons. It is the sole discretion of Association Board Members or Staff Liaison to determine what is considered inappropriate usage. Violation of this solicitation policy may result in membership cancellation or restriction of membership privileges.

ARTICLE XVIII

QUORUM AND PARLIAMENTARY AUTHORITY

QUORUM

A quorum for a meeting of the Association shall be fifteen (15) members. A quorum for a meeting of the Executive Officers and Board of Directors shall be four (4) voting members.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised as of the date of any meeting shall govern this Association in all cases to which such rules are applicable. In any event this Constitution and By-laws shall prevail, if there is a conflict between the Constitution and By-laws and Roberts Rules.

ARTICLE XVIII

AMENDMENTS

This Constitution and By-laws may be amended at any of the three (3) regular Executive Officer and Board of Director meetings by a two-thirds (2/3) vote of the members present. Any amendment to be considered must be submitted in writing and filed in the offices of this Association in advance of such meeting.