TENNESSEE TECH UNIVERSITY
PARENT ASSOCIATION BYLAWS

Article I
Membership

All parents or legal guardians of students currently enrolled in the University are invited to join the Tennessee Tech University Parent Association (herein called TTUPA) by purchasing an Annual, Duration or Lifetime Membership. The benefits of membership will be determined annually by the Board of Trustees.

Article II
Dues

1. Membership dues are available by paying the prevailing Annual Rate; the Duration Rate (which covers the duration that the parent continuously, with no gaps, has a student enrolled at TTU); or a Lifetime Rate (which covers the duration, with gaps permitted, that a parent has student(s) enrolled at TTU). All annual renewals must be received by the TTUPA by September 1st. The cost of membership dues may be changed by a majority vote of the TTUPA Board of Trustees.

2. No refunds will be given on Annual Memberships for any reason. Partial refunds will be given only for Duration and Lifetime Membership when the following criteria are met:
   a. Student withdraws from TTU in their first semester, prior to the University’s Fall Semester 100% refund published deadline.
   b. Request must be received in writing via email or letter and made to the Director of Orientation and Student Success (herein called Executive Director).
   c. Refund will be given, minus the prevailing annual membership rate.

Article III
Board of Trustees

1. The governance of the TTUPA shall be through the Board of Trustees (herein called BOT).

2. The BOT will consist of no less than nine (9) and no more than seventeen (17) Parent Members; two (2) Student members and three (3) Ex-Officio members.

3. The BOT should strive to represent all four undergraduate classifications. Those wishing to serve on the BOT will submit an application to the Executive Director. The Executive Director will make recommendations to the BOT in order to fill vacancies. Interviews may be used and BOT majority vote will determine new members to BOT.

4. The BOT will consist of:
   a. Chairperson
      i. The Chairperson shall preside at all meetings of the TTUPA BOT and Executive Board meetings.
      ii. The Chairperson will serve as the official representative of the TTUPA and shall appoint or dissolve committees as authorized by the BOT.
      iii. The Chairperson will work with the Board Treasurer, along with the
Executive Director, to support the board in achieving its fiduciary responsibilities, in particular with respect to financial management.

iv. Chairperson will serve a one-year term; however may be asked to serve a second one-year term if the Chair-Elect is not yet ready to assume the role of Chairperson.

b. Chair-Elect/Vice Chairperson
   i. The Chair-Elect/Vice Chairperson shall assist the Chairperson in supervising the affairs of the BOT and the Executive Board and perform all duties incumbent upon the Chairperson during his or her absence.
   ii. If the Chairperson is unable to fulfill his or her complete term then the Chair-Elect/Vice Chairperson will assume the role of Chairperson for the remainder of the unexpired term.
   iii. The intended secession plan would be for the Chair-Elect/Vice Chairperson to automatically be placed in the Chairperson’s position the academic year after fulfilling their role as Chair-Elect/Vice Chairperson.
   iv. Chair-Elect/Vice Chairperson will serve a one-year term and an additional one year term as Chairperson.

c. Secretary (this position may be merged with the Treasurer; to be determined on an annual basis).
   i. The Secretary will take minutes at all BOT and Executive Board meetings and will email to the Chairperson for their review and then disperse a draft via email for review by the BOT within two (2) weeks of the meeting. Any additions/revisions will be corrected in the official copy of the minutes and stored in a notebook in the Executive Director’s Office and will be included in the packet emailed to the BOT one week prior to their meetings.
   ii. The Secretary will also be responsible for recording each BOT member’s appointment date and update the Board each meeting with current BOT term standings.
   iii. Secretary will serve one-year term which is subject to reappointment.

d. Treasurer
   i. The Treasurer will work with the Executive Director, along with the Chairperson, to support the board in achieving its fiduciary responsibilities, in particular with respect to financial management.
   ii. Present written report to the BOT showing income and expenses since the prior meeting.
   iii. The Secretary and Treasurer roles may be filled by the same individual if so deemed by a vote of the BOT on an annual basis.
   iv. Treasurer will serve a one-year term which is subject to reappointment.

e. Past Chairperson
   i. The Past Chairperson will serve in an advisory role for the purpose of providing history and guidance to the Chairperson.
   ii. Past Chairperson will serve a one-year term if their term has not expired on the BOT. If their term has expired then the BOT may opt to keep this position, but then the Past Chairperson becomes an Ex-
Officio member of both the BOT and the Executive Board.

iii. Past Chairperson may still serve one year regardless of student enrollment status with the University.

f. Parent Members
   i. Parent members represent the interests of the members of the TTUPA and conduct projects and accept duties as assigned by the Chairperson.
   ii. All Parent Members, regardless of their status as an Executive officer or not, will serve a three year term on the BOT. If elected an Executive officer, an additional year reappointment may apply by majority vote from the BOT.
   iii. No Parent may serve beyond the time that they have a student enrolled at TTU, with the exception of the Past Chairperson; but they may serve during a year that their student is studying abroad or is completing their internship before graduating.

g. Two (2) student members
   i. Students members are selected by the Executive Director and approved by the BOT.
   ii. Student members represent the interest of the University’s student population and will conduct projects and accept duties as assigned by the Chairperson.
   iii. Student members will serve a one-year term which is subject to reappointment.

h. Three (3) Ex-Officio members
   i. Dean of Students
      1. Dean of Students is to provide support and assistance to the TTUPA Board of Trustees without voting privileges.
   ii. Director of Alumni Relations
      1. Director of Alumni Relations is to provide support and assistance to the TTUPA Board of Trustees without voting privileges.
   iii. Director of Orientation and Student Success
      1. The Director of Orientation and Student Success presides as Executive Director to the TTUPA.
         a. The Executive Director is to provide support and assistance to the TTUPA BOT and Executive Board.
            i. The Executive Director will have voting rights only when there is a tie vote.

5. Parent Members of the BOT may not be related through marriage or blood. A student member of the BOT can be related through marriage or blood to a Parent Member.

**Article IV**

**Executive Board**

1. The BOT will be overseen by an Executive Board.
2. The Executive Board will include Chairperson, Chair-Elect/Vice Chairperson, Secretary, Treasurer, Past Chairperson, and the Executive Director.
3. The Executive Board will meet on an as needed basis, but may opt to communicate via email. The Executive Board does not have authority to make decisions in absence of a full board vote. However, the Executive Board may make recommendations for a full BOT vote.

**Article V**

**Meetings**

1. Two (2) meetings of the TTUPA BOT shall be conducted each year. The first meeting shall be held during Family Weekend and the second meeting shall be held in the Spring Semester during a time designated by the BOT.

2. Additional meetings may be called at the discretion of the Chairperson, or the Executive Director.

**Article VI**

**Quorum**

1. Five BOT Members, along with one Student Member must be present, for a minimum of six voting members to be considered a quorum when there are nine (9) total Parent Members on the BOT. In years where there are more Parent Members, the BOT must vote to determine the exact number in order to reach a quorum. In absent of a vote, the rule will be that half, plus one, of the Parent Members must be present, along with one Student Member in order for a quorum to be reached. If there are no Student Members represented, 2/3 BOT must be present for quorum to be reached.

2. Email voting is only allowed when a quorum was reached at a prior meeting of the BOT and it was determined that an additional piece of information is needed before the BOT could vote. Full discussion should occur at the actual meeting, with the emailed document or piece of information sent out as soon as possible afterwards.

**Article VII**

**Parliamentary Authority**

Robert’s Rules of Order-Newly Revised will be utilized to conduct the business of the BOT and the Executive Board.

**Article VIII**

**Adoption and Amendment to the Bylaws**

1. Bylaws of the TTUPA may be altered or amended by a two-thirds BOT vote, including one Student Member, of the entire BOT.