TENNESSEE TECH UNIVERSITY
PARENTS 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 Parents 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 dues must be received by 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 published deadline for partial refunds.
   b. Request must be received in writing via email or letter and made to the Director of New Students and Family Programs.
   b. 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.

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

3. The Board of Trustees should strive to represent all four undergraduate classes. Those wishing to serve on the Board of Trustees will submit an application to the Director of New Students and Family Programs. The Executive Board will make recommendations to the Board of Trustees in order to fill vacancies. Majority vote will determine new members to the Board of Trustees.

4. The Board of Trustees will consist of:
   a. Chairperson
b. Chair-Elect/Vice Chairperson

c. Secretary (this position may be merged with the Treasurer; to be determined on an annual basis).

d. Treasurer

e. Parent Members

f. Two (2) student members
   i. One student member who is the Student Government Association President.
   ii. One student member who leads one of the University’s student organizations (to be determined by the Board of Trustees each year).

g. Three (3) Ex-Officio members
   i. Dean of Students
   ii. Director of Alumni Relations
   iii. Director of New Students and Family Programs

5. Parent Members may not be related through marriage or blood. A student member of the Board of Trustees can be related through marriage or blood to a Parent Member if that student member is the legitimate leader of one of the University’s student organizations.

6. Chairperson
   a. The Chairperson shall preside at all meetings of the TTUPA Board of Trustee and Executive Board meetings.
   b. The Chairperson will serve as the official representative of the TTUPA and shall appoint or dissolve committees as authorized by the Board of Trustees.
   c. The Chairperson will work with the Board Treasurer, along with the Director of New Students and Family Programs, to support the board in achieving its fiduciary responsibilities, in particular with respect to financial management.
   d. 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.

7. Chair Elect/Vice Chairperson
   a. The Chair Elect/Vice Chairperson shall assist the Chairperson in supervising the affairs of the Board of Trustees and the Executive Board and perform all duties incumbent upon the Chairperson during his or her absence.
   b. 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.
   c. 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.
   d. Chair Elect/Vice Chairperson will serve a one-year term and an additional one year term as Chairperson.
8. Secretary
   a. The Secretary will take minutes at all Board of Trustees and Executive Board meetings and will email to the Chairperson for their review and then disperse a draft via email for review by the Board of Trustees 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 Director of New Student and Family Programs’ Office and will be included in the packet emailed to the Board of Trustees one week prior to their meetings.
   b. Secretary will serve a one-year term.

9. Treasurer
   a. The Treasurer will work with the Director of New Students and Family Programs, along with the Chairperson, to support the board in achieving its fiduciary responsibilities, in particular with respect to financial management.
   b. Present written report to the Board of Trustees showing income and expenses since the prior meeting.
   c. The Secretary and Treasurer roles may be filled by the same individual if so deemed by a vote of the Board of Trustees on an annual basis.
   d. Treasurer will serve a one-year term.

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

11. Student Members
    a. Student members represent the interest of the University’s student population and will conduct projects and accept duties as assigned by the Chairperson.
    b. Student members will serve a one-year term which is subject to reappointment.

12. Parent Members
    a. Parent members represent the interests of the members of the TTUPA and conduct projects and accept duties as assigned by the Chairperson.
    b. All Parent Members, regardless of their status as an officer or not, will serve a three year term on the Board of Trustees. In TTUPA’s inaugural year (2008/2009) a lottery will determine which three (3) parent members will serve a one-year term, which three (3) parents will serve a two-year term and which will three (3) parents will serve a three-year term in order to initiate the three-year cycle for Board of Trustees terms. Parent members who were given the initial one-year term may be appointed to serve a second three (3) year term.
c. No Parent may serve beyond the time that they have a student enrolled at TTU; but they may serve during a year that their student is studying abroad or is completing their internship before graduating.

13. **Ex-Officio Members**
   a. Dean of Student is to provide support and assistance to the TTUPA Board of Trustees without voting privileges.
   b. Director of Alumni Affairs is to provide support and assistance to the TTUPA Board of Trustees without voting privileges.
   c. Director of New Students and Family Programs is to provide support and assistance to the TTUPA Board of Trustees and Executive Board.
      i. Director of New Students and Family Programs will have voting rights only when there is a tie vote.

**Article IV**

**Executive Board**

1. The Board of Trustees will be overseen by an Executive Board.
2. The Executive Board will include the officers from the Board of Trustees and the Director of New Students and Family Programs.
3. The Executive Board will meet on an as needed basis, but may opt to communicate via email. This governing body does not have authority to make decisions in absence of a board vote on issues that typically would be considered by a full board.

**Article IV**

**Meetings**

1. Two (2) meetings of the TTUPA Board of Trustees shall be conducted each year. The first meeting shall be held during Parents Weekend and the second meeting shall be held in the Spring Semester during a time designated by the Board of Trustees.
2. Additional meetings may be called at the discretion of the Chairperson, in consultation with the Director of New Students and Family Programs.

**Article V**

**Quorum**

1. Five Parent Members of the Board of Trustee, 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 Board of Trustees. In years where there are more Parent Members, the Board of Trustees 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.
2. Email voting is not allowed. The only variance to this policy will be when a quorum was reached at a prior meeting of the Board of Trustees and it was determined that an additional piece of information is needed before the Board of Trustees 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.

3. Proxy votes are only allowed when a Student Member knows that they will not be able to attend the Board of Trustee’s meeting and therefore would keep the organization from voting on key issues. The Student Member must notify the Chairperson or the Director of New Students and Family Programs that they will be sending a proxy. In the absence of both Student Representatives and their proxies, \( \frac{1}{2} + 2 \) of the Parent members would constitute a quorum for voting purposes.

**Article VI**
**Parliamentary Authority**

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

**Article VII**
**Adoption and Amendments to the Bylaws**

1. The Bylaws of the TTUPA shall require a two-thirds vote, including one Student, of the entire TTUPA Board of Trustees to be adopted.
2. Bylaws of the TTUPA may be altered or amended by a two-thirds vote, including one Student, of the entire TTUPA Board of Trustees.