

TENNESSEE TECH UNIVERSITY PARENT ASSOCIATION BYLAWS

Article I Membership

All parents or legal guardians of undergraduate students currently enrolled in the University are invited to join the Tennessee Tech University Parent Association (herein called TTUPA) by purchasing a Purple, Gold or Legacy 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 Purple Rate; the Gold Rate (which covers the duration that the parent continuously, with no gaps, has an undergraduate student enrolled at Tennessee Tech University); or a Legacy Rate (which covers the duration, with gaps permitted, that a parent has undergraduate student(s) enrolled at Tennessee Tech University). 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.
 - a. A portion of membership dues collected each year will be allocated to the TTUPA Scholarship Fund as voted upon by the Board of Trustees.
2. No refunds will be provided for memberships.

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 three (3) and no more than seventeen (17) Parent Members; two (2) Student members; and four (4) Ex-Officio members.
3. 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.
 - a. Interviews may be used, and BOT majority vote will determine new members to BOT.
 - b. These selections will take place during the fall semester of the school year.
 - c. The BOT should strive to represent all four undergraduate classifications.

4. Parent Members of the BOT will serve a three-year (calendar) term beginning in January and ending in December. This term may be extended by one calendar year, if desired and approved by majority vote of the BOT.
5. The BOT grants the authority to the Executive Director to nominate new BOT members to begin terms during the year.
 - a. The term appointment for those elected to join the BOT outside of the normal term cycle defined in Article III, section 4 will begin on the first of day of the subsequent month of the majority vote.
 - b. This provision would be used to keep the BOT in compliance with Article III, section 2.
6. The BOT will consist of:
 - a. Chairperson
 - i. Facilitates in the creation and execution of goals and objectives of the TTUPA. Works with the other Board members and to monitor progress of goals and objectives and modifies programs or plans as required. This person ensures that programs and Board are focused on the mission of the TTUPA.
 - ii. Presides over all meetings of the TTUPA BOT and Executive Board meetings.
 - iii. The Chairperson will serve as the official representative of the TTUPA and shall appoint or dissolve committees as authorized by the BOT.
 - iv. The Chairperson is responsible for developing and executing a membership recruitment strategy for the association.
 - v. Chairperson will serve a one-year term; however, may serve an additional one-year term if elected by the BOT.
 - vi. The Chairperson will assume the Former Chairperson role upon completing their term(s).
 - b. Vice Chairperson
 - i. The 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 their absence.

- ii. If the Chairperson is unable to fulfill their complete term then the Vice Chairperson will assume the role of Chairperson for the remainder of the unexpired term.
- iii. The Vice Chairperson 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 and scholarship fundraising.
- iv. The Vice Chairperson will review, approve, and sign all Income and Expenditure reports.
- v. The Vice Chairperson will serve as the chairperson for the Annual Scholarship Auction Committee hosted by the TTUPA.
 - 1. The Annual Scholarship Auction Committee is responsible for coordinating and soliciting donations for the fundraiser event.
- vi. Vice Chairperson will serve a one-year term; however, may serve an additional one-year term if elected by the BOT.

c. Secretary

- i. The Secretary will take minutes at all BOT and Executive Board meetings and will email to a designee from the New Student & Family Programs team for review.
 - 1. A draft will be sent via email for review by the BOT one month after the meeting.
 - 2. Any additions/revisions will be corrected in the official copy of the minutes and kept on file in the Executive Director's Office.
- ii. The Secretary will assist the Assistant Director for New Student & Family Programs in planning the execution of regional and on-campus events including preparing any proposals to the entire BOT during a scheduled meeting for vote.
- iii. The Secretary will oversee the responsibilities of the Volunteer Engagement Committee.
 - 1. The Volunteer Engagement Committee coordinates the recruitment, organization, and management of TTUPA volunteers to support its events, initiatives, and activities.

2. This committee is led by a chairperson who will be appointed annually by nomination or direct appointment by the Secretary.
 3. The chairperson will report to the BOT and the Secretary committee updates.
 - iv. The Secretary will assist in coordinating efforts to contact members in the hosted event's region to personally invite them to register and attend.
 - v. Secretary will serve one-year term, which is subject to reappointment.
- d. Former Chairperson
- i. The Former Chairperson will serve in an advisory role for the purpose of providing history and guidance to the Chairperson and BOT.
 - ii. The Former Chairperson will assist both the Chairperson and the Vice Chairperson with membership recruitment and fundraising initiatives.
 - iii. Former 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.
 - iv. Former Chairperson may still serve one year regardless of student enrollment status with the University.
- e. 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.
 1. This includes serving on ad-hoc or mission critical committees established by the Chairperson or BOT.
 - ii. All Parent Members, regardless of their status as an executive officer or not, will serve a three-year term on the BOT, unless extended by a majority vote of the BOT. If elected an executive officer, an additional year reappointment may be extended by majority vote from the BOT.
 - iii. Parent Member may serve during a year that their student is studying abroad, completing their internship before graduating, or not enrolled at the university.
 - iv. Up to two Parent Members may serve in a remote role under the guidelines set forth under Article V Section 3.

1. These members must attend at least one on-campus BOT meeting annually.
 2. Parent Members may not remotely serve if elected to an Executive role within the BOT.
- f. Two (2) student members
- i. Student Members represent the interest of the University's student body and share a "student's perspective" on initiatives and opportunities proposed by the BOT.
 - ii. Student members are nominated by the Executive Director and approved by the BOT.
 - iii. Student Members will attend each Board of Trustees meeting.
 - iv. Although they may not be a member of the Student Government Association (SGA), the Student Member will provide an update to the board regarding SGA meetings and their current initiatives during each BOT meeting.
 - v. The Student Member will also update the BOT about student life events and opportunities to help provide insight into the daily lives of Tech students.
 - vi. Student Members will assist the TTUPA via the Office of New Student & Family Programs with on-campus events and programs (including, but not limited to Family Weekend, Spring Family Day, regional events, and tailgating).
 - vii. Student Members may serve up to 2 years.
 1. Student members may serve an additional year if term is extended by a majority vote of the BOT.
- g. Four (4) Ex-Officio members
- i. Representative from University Advancement
 1. The representative is to provide support and assistance to the BOT without voting privileges.
 - ii. Executive Director for Student Success
 1. The Executive Director for Student Success presides as Executive Director to the TTUPA.

2. The TTUPA Executive Director is to provide support and assistance to the BOT and Executive Board and day-to-day management of the Association's operations.
 3. The Executive Director will have voting rights only when there is a tie vote.
- iii. Director, New Student and Family Programs
 1. The Director for New Student and Family Programs reports to the Executive Director and leads the University's department that is responsible for supporting and executing campus-wide parent and family programs.
 2. May provide support and assistance to the BOT without voting privileges.
 - iv. Assistant Director, New Student and Family Programs
 1. The Assistant Director for New Student and Family Programs reports to the Director for New Student and Family Programs and is responsible for managing the TTUPA membership database, regular communication with members, and supporting the coordination of the Association's on and off-campus outreach events.
 2. May provide support and assistance to the BOT without voting privileges.
7. 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.
 8. Ethics, Conflict of Interest and Removal of a Board Member
 - a. The purpose of this policy is to set the minimum standards for ensuring TTUPA BOT members conduct themselves with a high degree of professionalism and in a manner that is consistent with the purposes of the TTUPA as set forth in Article II of the TTUPA Constitution.
 - b. Conflict of Interest is when the BOT member's personal interests, financial or otherwise, actually or potentially diverge from the BOT member's professional obligations to and the best interests of the TTUPA. For the purposes of this policy, a conflict of interest with a vendor or contractor also creates a conflict of interest with a related sub-vendor or sub-contractor.
 - c. Each TTUPA BOT member shall avoid any action, whether or not specifically prohibited by statute, regulation, or this policy, that might result in or create the

appearance of:

- i. Using the BOT member's position for private gain;
 - ii. Impeding BOT efficiency or economy;
 - iii. Losing complete independence or impartiality;
 - iv. Making a BOT decision outside of official channels;
 - v. Failure to satisfactorily perform the responsibilities of the BOT as defined in the BOT's bylaws; or
 - vi. Affecting adversely the integrity of the BOT.
- d. It is improper for any BOT member or BOT member's immediate family to be financially interested in any contract or transaction affecting the interests of the TTUPA. A BOT member who violates the provisions stated in this Section shall be subject to removal.
- e. Each BOT member shall submit a written acknowledgement that they have reviewed this policy and the TTUPA Constitution and Bylaws to the Board's Secretary.
- f. Penalty for Material Violations of this Bylaw
- i. By a two-thirds (2/3) vote of its membership, the BOT may remove any member of the BOT for a material violation of this policy. A BOT vote to remove one of its members shall only be taken after a finding has been made that the BOT member violated this policy.

Article IV

Executive Board

1. The BOT may be overseen by an Executive Board.
2. The Executive Board will include Chairperson, Vice Chairperson, Secretary, Former Chairperson, Executive Director, Director for New Student and Family Programs, and Assistant Director for New Student and Family Programs.
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 the Fall semester and the second meeting shall be held in the Spring Semester during a time designated by the BOT.
 - a. These meetings should be scheduled before mid-terms of their respective semesters.
2. Additional meetings may be called at the discretion of the Chairperson or the Executive Director.
3. Remote Participation in Meetings
 - a. This policy describes the process for using remote participation in BOT meetings. Remote participation is not to be used solely for a BOT's convenience or to avoid attending a particular meeting in person.
 - b. The TTUPA BOT acknowledges their responsibility to ensure that remote participation is not used in any way that damages the integrity or hinders the ability to fully execute the mission and vision of the Association and members serving on its BOT.
 - c. Permissible reasons for remote participation:
 - i. Emergency
 - ii. Remote Parent Member of the BOT
 - iii. Situation as approved by the Chairperson
 - d. Remote participation requirements:
 - i. A member who wishes to participate remotely must notify the Chair and the Executive Director, in the absence of the Chair, the Vice Chair and the Executive Director, their intention to do so and the reason and facts supporting the request at least 5 days prior to the scheduled meeting for non-emergency situations.
 - ii. The Chair or the person chairing the meeting shall make the determination of whether the request for remote participation is approved.
 - iii. The acceptable means of remote participation is conference telephone or any other technology that is available that enables the remote participant and all Committee members and visitors present to be clearly audible to one another.
 - a. If video technology is used, the remote participant must be clearly visible to all persons present at the meeting location.
 - b. At the Chair's discretion discussion may be suspended in the

event of any technical difficulties or disconnection by the remote participation of member(s).

- iv. Copies of any documents or exhibits that is reasonably anticipated to be used during the meeting should be distributed to remote participants, in advance of the meeting.

Article VI

Quorum

1. A quorum will be reached if half, plus one, of the BOT voting members, including at least one Student Member, are present. If no Student Members are represented, 2/3 of the BOT voting members must be present.
2. Proxy voting virtually is only allowed when a quorum was reached at a prior meeting of the BOT and a proxy vote was approved after full discussion.
 - a. There must be at least 72 hours for the BOT to respond to a proxy vote request.
 - b. The proxy vote discussion and decisions will be documented and shared with the BOT after the vote.

Article VII

Budget

1. The BOT will vote annually for the subsequent year's operational budget.
2. Operations Account Floor (also known as "Floor")
 - a. The Floor for a fiscal year will be based on the operating expenses from the prior year to sustain the expenditures in the subsequent year.
 - i. The TTUPA must end its fiscal year above its operations account Floor that was established with the annual budget approved by the BOT.

Article VIII

Scholarships

1. Each year, the BOT will propose and approve a scholarship budget, which will include the number of undergraduate scholarships to award and the amount of each award that will be distributed to recipients.
 - a. The BOT may choose to establish additional requirements (e.g., by student classifications) for any scholarships awarded on an annual basis with the exception of the following:
 - i. The Greer Carr Honorary Founding Member Scholarship will be awarded to a student in senior standing.

- ii. The Legacy Member Scholarship will be awarded to any undergraduate student of a Legacy Member.
 - iii. Student members serving on the BOT will receive a TTUPA scholarship for each year they are active in this role.
- 2. Active members' (per TTUPA Constitution Article III) enrolled undergraduate students must complete the University's annual scholarship application to be eligible.
 - a. Students will be included in an annual lottery drawing conducted by the Office of Scholarships for one of the TTUPA scholarship(s) they qualify to receive based on any criteria set forth by the BOT for the scholarship's Award Year.
 - b. Scholarships are non-renewable based on university guidelines.
- 3. All TTUPA scholarships are awarded based on policies and guidelines established by the Tennessee Tech University Scholarship Office.
 - a. In situations or circumstances not outlined above, the Executive Director, with consultation from the University's Scholarship Coordinator/Director, is provided the authority to decide if scholarship funds should be disbursed or re-awarded to a student recipient as long as:
 - i. funds were previously budgeted and approved by the BOT for the Award Year in question;
 - ii. the decision is in accordance to current university policies; and
 - iii. the student has unmet financial need.
 - b. Any decisions made by the Executive Director will be communicated to the BOT at the next meeting as part of the Executive Director's report.

Article IX

Parliamentary Authority

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

Article X

Adoption and Amendment to the Constitution and Bylaws

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

Article XI

Review of the Constitution and Bylaws

TTUPA Constitution and Bylaws will be reviewed every year or whenever circumstances require

review, whichever is earlier, by the Executive Director of the Association and its Chairperson with recommendations for revision presented to the BOT.

Bylaws Updated: November 8, 2025