

BYLAWS OF FALCON ALUMNI NETWORK

Article I Designation

MAKE – The name of the organization shall be Falcon Alumni Network (“FAN”).

PURPOSE – The purpose of FAN shall be:

- i. Connect alumni and strengthen their relationship with the University of Texas Permian Basin.
- ii. Support the University’s mission and strategic initiatives.
- iii. Promote the welfare and achievements of alumni and students
- iv. Facilitate opportunities for professional networking, mentorship, and community engagement.

Article II Membership

SECTION 1: Active Member

- i. Any former or current student of the University, including online students, who has successfully completed at least one course may become an active member of FAN by registering with the Vice President of FAN and paying dues, as determined by the Board

SECTION 2: Associate Member

- ii. Any faculty member or administrator of the University or person interested in the University may become an associate member without vote by registration with the Vice President of FAN and payment of dues. Associate members may not hold offices in FAN.

SECTION 3: Honorary Member

- iii. The Board of Directors (“Board”), by majority vote of all members of the Board, may confer “Honorary Membership” in FAN upon a person rendering outstanding service to the University and deemed worthy of

the honor, provided that no honorary member may hold office or vote in FAN.

SECTION 4: Membership Dues

- iv. The annual dues for each membership class shall be set by a majority vote of the Board. Lifetime dues may be offered at a rate determined by the Board, ensuring transparency about how funds will support FAN's mission.

Subsection A: Special Provisions for Dues Adjustments

- i. **Grandfathering of Lifetime Members:**

Any member who has already paid for a lifetime membership shall not be subject to additional payments, even if the cost of lifetime membership is increased in the future.

- ii. **Protection for Annual Dues Payers and Payment Plans:**

- i. Members who have paid their annual dues for the current year shall not be subject to any increases until the following year.
- ii. Members on an approved payment plan for lifetime dues shall remain locked into the rate agreed upon when the plan was initiated, provided the payment plan remains in good standing.

Subsection B: Special Provision for the 1974 Graduating Class

- o Members of the first graduating class of the University (1974) are entitled to lifetime memberships without payment of dues in recognition of their pioneering role in the University's history.

SECTION 5: Meetings

- i. There shall be at least two general membership meetings of FAN each year with Virtual options available for Remote members.

Article III

Alumni Board of Directors

SECTION 1: Designation

- i. The affairs of FAN shall be managed by the Board of Directors of FAN.

SECTION 2: Composition

- i. Executive Board
 - a. Shall consist of the President, Vice President, Secretary, and Treasurer.
- ii. Directors
 - a. Shall consist of a minimum of four but no greater than eight FAN members separate and apart from the Executive Board.
 - b. To be considered for a position on the Board of Directors, individuals must be an active member of the Falcon Alumni Network in good standing, with all dues current at the time of nomination or appointment.
- iii. Provisionary Director
 - a. A provisional position on the Board shall be designated for one recent graduate of the University of Texas Permian Basin. This position will be held for a term of one year.

SECTION 3: Election of Executive Board and Directors

- i. Executive Board
 - a. The Executive Board shall be elected for two years and each of its members must be a graduate of the University. The President shall not succeed himself.
- ii. Directors
 - a. Directors shall be elected in successive years for two-year terms.
- iii. Provisionary Director
 - a. The Provisionary Director must have graduated from the University within the past two years at the time of their appointment. The individual will be selected through nomination by the Board and confirmed by a majority vote.

SECTION 4: Quorum

- i. A quorum for conducting official business at Board meetings shall be established by the members in attendance at the meeting, provided that notice of the meeting was properly given to all Board members. Decisions made during the meeting shall be binding, subject to any additional voting requirements outlined in these Bylaws.

SECTION 5: Vacancies

- i. Vacancies on the Board shall be filled by presentation of nominees for that office at a regularly scheduled meeting of the Board and confirmed with a majority vote of those present, with the term of office limited to the unexpired term.

SECTION 6: Meetings

- i. The Board shall meet not less than four times annually and at such other times as may be designated by the President or by half of the members of the Board calling for a Board meeting. Members of the Board shall be notified verbally or in writing of all meetings.

SECTION 7: Term of Office

- i. The term of office for each Board Member shall end on May 31 of the year of expiration of the Board Member's term
- ii. Directors may serve a maximum of three consecutive terms.
- iii. Provisionary Director shall begin upon appointment and conclude after one year.

SECTION 8: Attendance

- i. Board Members are expected to attend all meetings or inform the Secretary of their intended absence. A member of the Board may be subject to removal after two consecutive, unexcused absences
 - a. Subsection A: Attendance Policy
 - i. Excused Absences: An absence shall be considered excused if the member informs the Secretary at least 24 hours prior to the meeting and provides a valid reason, such as:
 - 1. Illness or medical emergency.

2. Work or personal commitments that cannot be rescheduled.
 3. Family emergencies.
- ii. Unexcused Absences: An absence shall be considered unexcused if the member:
 1. Fails to notify the Secretary of their absence.
 2. Provides no reasonable justification for missing the meeting.
 3. Repeatedly fails to attend meetings without prior communication.
- b. The Secretary shall document all absences, noting whether they are excused or unexcused, and report patterns of non-attendance to the Board as needed.

SECTION 9: Removal or Impeachment

- i. Removal: A motion to remove after two consecutive, unexcused absences have been noted by the Secretary is subject to a two-thirds vote of the Board.
- ii. Impeachment: A motion to impeach must include specific charges relating to failure to fulfill the responsibilities of the office held and is subject to a two-thirds vote of the Board.

Article IV

Duties and Responsibilities

SECTION 1: Executive Board

- i. President: The President shall: 1) preside at all meetings of the Board as chairperson, 2) serve as ex officio member of all committees, 3) name and constitute committees and appoint committee members and chairpersons, 4) vote to break a tie, and 5) perform such other duties as usually attended by office of president.
- ii. Vice President :The Vice President shall: 1) vote on all matters before the Board and 2) carry out additional duties as designated by the President. In the absence of the President, the Vice President shall discharge the duties of the President.

- iii. Secretary: The Secretary shall: 1) record minutes of all meetings of FAN and the Board, 2) coordinate with the University to maintain a current membership list, 3) render written minutes to the members of the Board for approval as the permanent record, and 4) vote on all matters before the Board.
- iv. Treasurer: The Treasurer shall: 1) deposit all funds received by FAN in a FAN account designated by the Board, 2) recommend disbursement of said funds to the Board, 3) maintain accurate records of account of said transactions, and 4) present the monthly FAN Statement of Account at meetings of the Board.

SECTION 2: Directors

- i. Directors shall actively participate in meetings, serve on committees, and contribute to FAN's goals.

Article V

Committees

SECTION 1: Standing Committees

- i. The following committees shall be established, with additional committees created as needed:
 - a. Membership Committee: Focuses on recruitment and retention of members.
 - b. Events Committee: Plans and executes alumni events.
 - c. Fundraising Committee : Develops and oversees fundraising initiatives.

SECTION 2: Ad Hoc Committees

- i. Temporary committees may be established for specific initiatives, as determined by the Board.

Article VI

Miscellaneous

SECTION 1: Fiscal Year

- i. The fiscal year of FAN shall commence on June 1 and end on May 31 of each year.

SECTION 2: Transparency

- i. All financial and organizational records shall be accessible to members upon request

Article VII

Alteration, Amendment, and Repeal of Bylaws

SECTION 1: Board Sponsored Change

- i. The bylaws may be altered, amended, or repealed by a two-thirds vote of the voting active members. The proposed change to the Bylaws and ballot shall be e-mailed to the active membership with two weeks permitted for return to the Secretary of the Board.
- ii. The result of said vote shall be announced at the next meeting of the Board.

SECTION 2: Membership Sponsored Change

- i. A written proposed alteration, amendment, or repeal of the Bylaws by the active membership must be submitted to the Board and shall include the signatures of at least twenty active members of FAN. The proposal shall be sent to the active membership with two weeks permitted for return to the Secretary of the Board. Approval of such change to the Bylaws shall be accomplished by the majority of the voting active members voting to approve such change. The result of said vote shall be announced at the next meeting of the Board.

SECTION 3: Permanent Record

- i. Approved alterations, amendments, and repeal of the Bylaws shall be attached to the permanent copy of the Bylaws and submitted to all

members of the Board.