

The UT Arlington Fort Worth Alumni Chapter  
of the  
University of Texas at Arlington  
Alumni Association

Article I

Section 1: Name

The name of this organization shall be the UT Arlington Fort Worth Alumni Chapter (the “Chapter”), a field organization of the University of Texas at Arlington Alumni Association (the “Alumni Association”).

Section 2: Purpose

The intent of the Board and the Chapter is to enhance UT Arlington and UT Arlington Fort Worth Center's presence and brand in Fort Worth and Tarrant County by developing and fostering mutually beneficial relationships between UT Arlington, UT Arlington Fort Worth Center, Fort Worth Alumni Chapter members, and the surrounding business community.

Article II

Section 1: Membership

Any UT Arlington faculty, staff, graduate, student or fan, is eligible to become an active member of the Chapter.

Section 2: Dues

Paid membership in the Chapter will provide active membership status in the Chapter. The cost of membership is determined by the Chapter Board.

Article III

Section 1: Board of Directors

The Board of Directors (the “Board”) shall consist of the Officers and Directors at Large in Article III, Section 2.

Section 2: Officers

The officers of the Chapter shall consist of a President, Vice President, Secretary, Treasurer and the immediate Past President.

Section 3: Terms of Office

- A. Officers: The term of office for the officers of the Chapter shall be one year. Officers of the Chapter may be re-elected.
- B. Directors at Large: The term of office for the Directors at Large shall be two years. The Directors at Large shall be appointed by the Board.
- C. Honorary Board Members: Distinguished alumni and community leaders who have the shared commitment to enhance UT Arlington’s presence and brand in Fort Worth and

Tarrant County, may be extended an honorary position with the Board. Honorary Board members shall receive all board communications as appropriate and may participate in board meetings as deemed necessary. Honorary Board members shall provide guidance and support to the board and lend their name recognition and presence in support of chapter events and initiatives.

- D. A staff member of the Alumni Association shall be an ex officio member of the Board. A staff member from the Fort Worth Center shall be an ex officio member of the Board and liaison to the academic units. A member of the Fort Worth Center Advisory Council shall be an ex officio member of the Board and liaison to the Advisory Council.
- E. Vacancies: If vacancies occur, the Board may elect new Officers to serve for the remainder of the unexpired term.

#### Section 4: Election

Officers shall be elected by a majority vote of active members in attendance at the annual Chapter meeting.

### Article IV

#### Section 1: Duties of Officers

The duties of the officers shall be those set forth below and such additional duties as assigned by the Board.

- A. President. The President shall serve as Chairman of the Board and an ex officio member of all committees. He/She shall manage the day-to-day business of the Chapter, appoint committee members, call Chapter and Board meetings, and preside at those meetings. The President shall inform the Alumni Association Office of Chapter activities and shall coordinate activities with the Director of the Fort Worth Center.
- B. Vice President. After serving as Vice President, he/she shall become President when that officer's term is complete. In the absence or disability of the President, or at his/her request, the Vice President shall perform the duties of the President. If the office of the President becomes vacant, the Vice President shall become President until the next annual meeting when he/she shall assume the office of President. He/she shall perform such additional duties as may be delegated to him/her by the President.
- C. Secretary. The Secretary shall keep official minutes of the meeting of the Chapter and the Board shall send copies to the Alumni Association Office and to the Director of the Fort Worth Center.
- D. Treasurer. The Treasurer shall be responsible for all receipts and disbursements of the Chapter and shall assist the Secretary with the Chapter's records, as necessary. The Treasurer shall be responsible for overseeing that disbursements are made in accordance with the Alumni Association rules. He/she shall be responsible for submitting a current financial statement at each Board meeting. He/she shall submit semi-annual financial reports to the Alumni Association Office and to the Director of the Fort Worth Center.
- E. Past President. The immediate past president shall serve as an officer.

## Section 2: Duties of the Board

- A. The business of the Chapter is managed by the Board. The Board is empowered to establish local policy, establish events and programs and approve expenditures consistent with the policies set forth by the Alumni Association.
- B. The Board shall hold a minimum of four meetings each year and other meetings called by the President at his/her discretion or upon petition to the President bearing the signature of at least one-third of the voting members of the Board. A petition for meeting shall state the specific purpose for holding such a meeting. The President shall call a meeting within seven days and shall hold such a meeting within 14 days of receipt of a petition.
- C. A quorum of the Board shall consist of one-third of the voting Board members.
- D. Voting members of the Board shall attend all meetings of the Board with the exception of two absences per term year excused by the President. Additional absences require Board approval.
- E. Voting members of the Board shall serve on at least one committee of the Chapter.
- F. Board members shall work with the Executive Director and Director of the Fort Worth Center in its recruitment and retention efforts, and shall encourage all active members to do so as well.