

BYLAWS

TENNESSEE GOVERNMENT EXECUTIVE INSTITUTE ALUMNI NETWORK

MISSION STATEMENT

To promote effective leadership in state government by providing Tennessee Government Executive Institute Alumni Network with opportunities for education, leadership development, and networking with fellow alumni and state leaders.

ARTICLE I

NAME

The name of this organization shall be the Tennessee Government Executive Institute (TGEI) Alumni Network. The name of the body that has responsibility for overseeing alumni activities and the implementation of these bylaws shall be the TGEI Alumni Network Steering Committee.

ARTICLE II

OBJECTIVES

The objectives of this organization shall be to:

- a. Promote interest in and support of the Tennessee Government Executive Institute.
- b. Encourage networking and effective partnerships within State government.
- c. Nurture and sustain affiliation and camaraderie between classes of TGEI through the sponsorship of the Alumni Network.
- d. Create opportunities for learning and continuous improvement in government operation.
- e. Promote professionalism and a positive image of the State of Tennessee and its employees.
- f. Instruct and foster appreciation for innovative management philosophies and effective techniques of supervision.
- g. In cooperation with the Department of Human Resources and all other relevant state agencies, develop educational events promoting leadership in State government.
- h. Upon request, provide consultation and input to the provider of the TGEI curriculum.

ARTICLE III

ALUMNI NETWORK MEMBERS

Section 1. The membership of the TGEI Alumni Network shall be open to all former TGEI participants, i.e., those who have completed the TGEI course sponsored by the University of Tennessee and formerly by the Department of Human Resources.

Section 2. No dues are required to be a member of the Alumni Network.

ARTICLE IV

ALUMNI NETWORK STEERING COMMITTEE

The TGEI Alumni Network Steering Committee shall have the responsibility for overseeing alumni activities and the implementation of TGEI Alumni Network bylaws. Serving on the Alumni Network Steering Committee is an important responsibility and requires a commitment and willingness to promote activities and to communicate within the network. This requires, at a minimum, participation in the monthly Alumni Network Steering Committee meetings.

Section 1. The officers of the Alumni Network Steering Committee shall be a Chairperson, a Vice-Chairperson, a Past Chairperson, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws. Any member of the TGEI Alumni Network shall be eligible to run for a position on the Alumni Network Steering Committee. A person who is no longer employed by Tennessee State government also retains voting privileges as a member of the TGEI Alumni Network.

Section 2. The Chairperson shall be the principal officer of the Alumni Network Steering Committee and shall assume the duties of the Chairperson after serving a one-year term as the Vice-Chair.

Section 3. The Vice-Chair shall be elected at the annual meeting of the Alumni Network. Other than the current year's TGEI graduating class, all members of the network are eligible to run for

Vice-Chair. The Vice-Chair shall assume the duties of the Chairperson following a one-year term as Vice-Chair. In the event this is not possible, the current Chairperson will retain the duties of Chairperson for another year term. If the Chairperson is unable to retain the duties, the Past Chair will assume the duties of Chairperson.

Should neither the current Chairperson nor the Past Chair be able to perform the duties of Chairperson, an emergency appointment or alumni nomination and election process will take place.

Section 4. The current Chairperson becomes the Past Chair when the new Chairperson takes office. The Past chair shall serve an additional one-year term immediately after having served as the chair.

Section 5. The Secretary shall be elected by the Alumni Network Steering Committee from its voting members.

Section 6. The Treasurer shall be elected by the Alumni Network Steering Committee from its voting members.

Section 7. The Commissioner of the Department of Human Resources will appoint an ex-officio member to serve on the Alumni Steering Committee from the Department of Human Resources, Strategic Learning Solutions (SLS) Division. SLS assists in the responsibility of alumni development and partnering with the Alumni Network Steering Committee members in offering continued learning and development opportunities.

Section 8. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 9. The Chair, Vice-Chair, Past Chair, the twelve elected members from the Alumni Network, and the ex-officio member from the Department of Human Resources shall constitute the Alumni Network Steering Committee.

Section 10. The twelve elected members from the Network shall be distributed as follows:

- Four members elected from the most current TGEI class for a two-year term:
 - a. The President
 - b. The Vice-President
 - c. Two Alumni Network Steering Committee members
- Four members from one year prior to the most current class:
 - a. The President
 - b. The Vice-President
 - c. Two Alumni Network Steering Committee members
- Two members elected from the membership-at-large from other than the current year's TGEI graduating class. These members elected in the even years for a two-year term.
- Two members elected from the membership-at-large from other than the current year's TGEI graduating class. These members elected in the odd years for a two-year term.

Section 11. The Vice-Chair and Members-at-Large shall be elected by written ballot just prior to the annual meeting. The Chairperson shall appoint a nominations/election committee who shall solicit candidates and establish the election ballot. Ballots shall be compiled by the Alumni Network Steering Committee.

Section 12. Vacancies on the Alumni Network Steering Committee are to be filled by appointment of the Chair with the approval of a majority of Committee Members except for the officer positions of Vice-Chair, Chair, and Past Chair. An appointed Committee Member shall serve out the term of the member he/she has replaced. If the vacancy involves the

representative of the most current class or the class one year prior to the most current, the Chair shall ask the President of that class to recommend the class member to fill the vacancy.

Section 13. The Alumni Network Steering Committee shall have general supervision of the affairs of the Alumni Network between its business meetings, set the hour and place of meetings, make recommendations to the Network, and shall perform such other duties as are specified in these bylaws.

Section 14. Alumni Network Steering Committee meetings shall be held at least monthly and shall be called by the Chairperson. Special meetings may be called upon the written request of three members of the Alumni Network Steering Committee.

ARTICLE V

DUTIES OF ALUMNI NETWORK STEERING COMMITTEE OFFICERS

Section 1. The Chairperson shall be the principal officer of the Alumni Network. The Chairperson shall:

- a. Preside at meetings of the Alumni Network.
- b. Preside at meetings of the Alumni Network Steering Committee.
- c. Create standing and special committees as needed, and appoint committee members.
- d. Be an ex-officio member of all committees.
- e. Send notices of meetings to Alumni Network Steering Committee members and the Network.
- f. Prepare an agenda for the Alumni Network Steering Committee meetings.
- g. Prepare an agenda for the Alumni Network meetings.
- h. Serve on the Department of Human Resources Tennessee Government Institute Leadership Committee.
- i. Ensure the objectives of the organization are met.
- j. Perform other duties appropriate to the office.

Section 2. The Vice-Chair shall:

- a. Distribute approved minutes from each Alumni Network Steering Committee meeting to all by posting to the TGEI website.
- b. Maintain an active listing of all Alumni Network members.

- c. Monitor the TGEI website for accuracy and relevancy.
- d. Perform the duties of the Chairperson in the absence of the Chairperson.
- e. Serve as Chair of any program planning related committees.
- f. Serve on the Department of Human Resources Tennessee Government Institute Leadership Committee.
- g. Serve in such capacities as may be assigned by the Chairperson.
- h. Submit information to the Department of Human Resources for distribution or posting on the TGEI website.

Section 3. The Secretary shall:

- a. Record and maintain minutes from all Alumni Network Steering Committee meetings.
- b. Provide minutes to the Alumni Network Steering Committee members for approval.

Section 4. The Treasurer shall:

- a. Act as custodian of the TGEI bank account.
- b. Provide a financial report at Alumni Network Steering Committee meetings.
- c. Report to the Alumni Network Steering Committee at the end of the calendar year the financial status of the bank account.
- d. Serve as primary contact for collection of fees for events.

Section 5. The Past Chair shall:

- a. Perform duties delegated by the Chair.

ARTICLE VI

ALUMNI NETWORK MEETINGS

Section 1. Regular meetings of the TGEI Alumni Network shall be called by the Chairperson. Meetings may be held electronically if notice is provided to the members at least three (3) days prior to such meeting. The annual meeting shall take place during the period of September 1 through December 30.

Section 2. Special meetings of the Alumni Network may be called by the Chairperson of the Alumni Network Steering Committee, a majority of the members of the Alumni Network Steering Committee, or upon the written request of ten members of the Alumni Network. Except in cases of emergency, at least three days' notice shall be given.

ARTICLE VII

COMMITTEES

Committees, standing or special, shall be appointed by the Chairperson of the Alumni Network Steering Committee as the Alumni Network or the Alumni Network Steering Committee shall from time to time deem necessary to carry on the work of the Alumni Network. The Chairperson shall be an ex-officio member of all committees.

ARTICLE VIII

COMMUNICATION ACROSS THE MEMBERSHIP OF THE ALUMNI NETWORK

Section 1. The Alumni Network Steering Committee shall be responsible for communicating and informing the TGEI Alumni Network about activities, events, government issues/initiatives and professional growth opportunities.

Section 2. Communication may be accomplished through the TGEI website, e-mails, announcements, newsletters, or other methods.

Section 3. The Vice-Chair and Class Reporters shall be responsible for collecting information and producing a "Final Copy" of the communication ready for posting on the TGEI website or for distribution via other methods. Final Copy is defined as the communication has been proofed for proper grammar, accuracy, and overall clarity/quality, any final pictures or graphics are attached, and the specific author/owner's name is attached with the understanding that it accompanies the communication.

Section 4. The Vice-Chair shall be responsible for collecting and/or producing Final Copy information to be submitted to the Department of Human Resources for distribution or posting on the TGEI website. The Department of Human Resources is responsible for administratively posting or sending the communication of the Final Copy within 72 hours of receipt from the Vice-Chair.

Section 5. The Vice-Chair shall be responsible for periodic monitoring of the website to ensure that information posted on the TGEI website is accurate and relevant.

ARTICLE IX

TGEI CLASS OFFICERS

At the end of each TGEI class, a group of individuals are selected as officers to continue to support networking and other activities by the TGEI class and to contribute to the activities of the overall Alumni Network.

Section 1. The officers of each graduating TGEI class shall be:

- President
- Vice-President

- Class Reporter
- 2 Alumni Network Steering Committee Members

Section 2. The class officers shall be elected during the final week of class through a nomination and secret ballot election process.

Section 3. The President, Vice-President and Class Reporter are considered life time appointments unless the electing class deems otherwise. The two Alumni Network Steering Committee members serve for a two-year term.

Section 4. Any TGEI class can create other officer positions for their class as considered necessary. The Class President shall notify the Alumni Network Steering Committee Chairperson of the additional officer positions.

ARTICLE X

TGEI CLASS OFFICER DUTIES

Section 1: The President shall be the principle officer for the class and shall:

- a. Serve on the Alumni Network Steering Committee for the designated term.
- b. Preside at class officer meetings.
- c. Create standing and special committees as needed, and appoint committee members.
- d. Uphold the objectives of the Alumni Network.
- e. Work to maintain closeness and communication among classmates and the Alumni Network.
- f. Perform other duties appropriate to the office.

Section 2: The Vice-President shall:

- a. Serve on the Alumni Network Steering Committee for the designated term.
- b. Provide minutes from each officers meeting and distribute.
- c. Perform the duties of the President in the absence of the President.
- d. Perform other duties designated by the President or appropriate to the office.

Section 3. The Class Reporter shall:

- a. Serve as the central repository for their class news and information.
- b. Conduct and direct quarterly requests for publication any news, activities and accomplishments of class members.
- c. Submit to the Alumni Network Steering Committee Vice-Chair information for compilation and routing to the Department of Human Resources for distribution.
- d. Assist in the coordination of coverage for special events involving classmates.
- e. Work collaboratively with their class officers to arrange and coordinate social gatherings and events for the purpose of networking and remaining in contact with classmates, and with other alumni.

Section 4. The Alumni Network Steering Committee members shall:

- a. Serve on the Alumni Network Steering Committee for the designated term.
- b. Work collaboratively with their class officers and classmates to further the objectives of the Alumni Network.

Section 5. All class officers shall notify their fellow officers and the Alumni Network Steering Committee should they choose to step down from their appointed office.

The Vice-President shall assume the duties of President should the President no longer be able to perform the duties. Should the Vice-President not be able to assume the President's duties, an emergency nomination and election process shall be conducted by the remaining officers, and the class will elect a new President.

Should any other officers choose to step down, the President may make an appointment, or conduct a nomination and election process through which the class will elect a new officer.

ARTICLE XI

These bylaws may be amended at any regular meeting of the Alumni Network by a consensus of those present to vote, provided that the amendment has been submitted in writing at least three days prior to the meeting.

Effective 12/2010