

BYLAWS

COMMUNICATION DEPARTMENT ALUMNI ASSOCIATION OF THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

ARTICLE 1. NAME AND MISSION

Section 1. Name. This organization shall be known as the Communication Department Alumni Association of the University of Tennessee at Chattanooga, (referred to as the "CDAA" in these bylaws).

Section 2. Mission. The mission of the University of Tennessee at Chattanooga CDAA is to enhance the opportunities for, and elevate the standards of, the study and practice of professional communication by developing and maintaining mutually beneficial relationships between the department and its publics.

ARTICLE 2. MEMBERSHIP

Section 1. Eligibility. The following persons shall be eligible for membership in the CDAA.

(A) Graduated majors from the University of Tennessee at Chattanooga Communication department.

(B) Graduated minors from the University of Tennessee at Chattanooga Communication department.

Section 2. Elected and Appointed Members. The CDAA shall be organized in the following manner:

(A) The CDAA is composed of a five-member Board of Directors and a general membership. The CDAA maintains contact with the UTC Communication Department through a designated Faculty Liaison.

(B) The CDAA will be governed by the Board of Directors. The Board consists of four Focus Leaders of areas of emphasis (students, faculty, alumni and community) and one Communications Coordinator. One Board member also serves as Treasurer; and one Board member assumes the role of UTC Alumni Association Liaison (see Section 5).

(C) At the August business meeting of the CDAA, a new Board of Directors will be elected by a majority vote of the dues-paying CDAA members. The same voting practice will occur at the August business meeting each year.

(D) Board members may not be appointed for more than two consecutive years.

Section 3. Vacancies. Any vacancy occurring among the elected members of the Board of Directors shall be filled by the remaining Board members under the direction of the Faculty Liaison.

Section 4. Constituent Alumni Membership.

(A) A Constituent Alumni Organization is defined as an approved academic, athletic department or school.

(B) An appointed Board Member of the CDAA shall serve as a member of the UTC Alumni Council during his/her tenure on the Board of the organization.

(C) Any CDAA vacancy occurring among the Constituent members of the Alumni Council will be filled by the CDAA.

Section 5. Inactive Membership.

Any member unable to fulfill his or her commitment to the CDAA must elect to take a voluntary inactive status due to personal or business reasons. This request should be submitted, in writing, to the Board of Directors and must state the length of time needed.

ARTICLE 3. MEETINGS AND ATTENDANCE

Section 1. Business Meetings. Four regular business meetings shall be held each year, one each in August, October, January and May.

Section 2. Special Meetings. Special meetings of the CDAA may be called at the request of at least two of the five members of the Board of Directors.

Section 3. Quorum. At any regular or special business meeting of the CDAA properly called, those members present shall constitute a quorum.

Section 4. Attendance. The status and membership of any member of the CDAA who fails to attend two regularly scheduled business meetings during a fiscal year shall be reviewed by the Board of Directors. The Board of Directors, by majority vote, shall have the authority to terminate the membership of the delinquent member for cause.

ARTICLE 4. OFFICERS

Section 1. Officers. The elected officers of the CDAA shall consist of a five-member Board of Directors. The Board consists of four Focus Leaders of areas of emphasis (students, faculty, alumni and community) and one Communications Coordinator. One Board member also serves as Treasurer; and one Board member assumes the role of UTC Alumni Association Liaison (see Section 5).

Section 2. Election of Officers. The Board of Directors shall be elected by majority

vote from the membership of the CDAA on an annual basis at the August business meeting of the CDAA. Their term of office will begin immediately on October 1. If a member of the CDAA shall decline to serve upon election to the Board, the member receiving the next highest number of votes for the position shall automatically succeed to the position.

Section 3. Terms of Office. The Board members each shall hold those positions for the fiscal year for which they have been elected. Board members may not be appointed for more than two consecutive years.

Section 4. Duties.

(A) The Board of Directors shall perform the usual duties of such officers and have general charge of the affairs of the CDAA.

(B) The four Focus Leaders shall each preside at one of the four annual business meetings of the CDAA, and shall prepare the agenda in cooperation with the Communications Coordinator.

(C) The Communications Coordinator shall keep the minutes of all action taken by the CDAA. The Communications Coordinator shall distribute, or have distributed, copies of the minutes of all meetings.

(D) The Treasurer shall have auditing control over the checking account for the CDAA. The Treasurer shall give a report on the financial affairs of the CDAA at each regular Business meeting.

ARTICLE 5. ELECTIONS

Section 1. Elections. Members of the CDAA Board of Directors shall be elected by the dues-paying CDAA members on an annual basis. The annual election for new members to the CDAA shall be held each August so that the new Board members may be qualified to assume their positions in October.

Section 2. Nominations. Nominations for new CDAA Board members will be sought from each member of the CDAA. Those selected as nominees for the CDAA Board shall be placed on the official election ballot but only after having first signified their understanding of the responsibilities of service on the Board and their willingness to give their time and effort in such service. Nominees receiving the greatest number of votes shall be elected.

Section 3. Officers. The Board of Directors shall be elected by the CDAA general membership. They shall serve for the fiscal year to which they have been elected.

Section 4. Nomination of Officers. Nominations from the floor may be made at the August meeting. The new officers shall be elected by the plurality of those members of the CDAA present and voting in person.

ARTICLE 6. AMENDMENTS

These bylaws may be amended by the majority vote of the members present at any meeting of the CDAA held after at least 10 days written notice of the proposed amendment change, provided that such vote shall thereafter be ratified by three-fourths of the entire CDAA at the next regularly scheduled business meeting.

ARTICLE 7. COMMITTEES

Section 1. Standing Committees. Standing Committees of the CDAA shall include:

(A) Students: The purpose of this committee's work is to enhance the long-term benefits of the communication program for students.

(B) Faculty: The purpose of this committee's work is to enhance the long-term benefits of the communication program for faculty.

(C) Alumni: The purpose of this committee's work is to enhance the long-term benefits of the communication program for alumni.

(D) Community: The purpose of this committee's work is to enhance the long-term benefits of the communication program for the community.

Section 2. Special Committees. The Board of Directors shall appoint such committees and committee chairpersons as deemed necessary.

ARTICLE 8. PROCEDURE

Section 1. Fiscal Year. The CDAA shall have a fiscal year from October 1 to September 30.

Section 2. Procedure. Robert's Rules of Order, newly revised, shall govern all meetings of the CDAA and its committees.

Approved January 2000



Communication Department Alumni Association

Mission Statement Draft

The mission of the University of Tennessee at Chattanooga Communication Department Alumni Association (CDA) is to enhance the opportunities for, and elevate the standards of, the study and practice of professional communication by developing and maintaining mutually beneficial relationships between the department and its publics.

	STUDENTS	FACULTY	ALUMNI	COMMUNITY
Goal	To enhance the long-term benefits of the communication program for students.	To enhance the long-term benefits of the communication program for faculty.	To enhance the long-term benefits of the communication program for alumni.	To enhance the long-term benefits of the communication program for the community.
Objectives	<ul style="list-style-type: none"> ▶ To provide communication internship opportunities for students to enhance their knowledge and experience in the profession. ▶ To encourage professional development for students through extracurricular activities and department events. ▶ To build relationships and professional bonds with students by serving as mentors. 	<ul style="list-style-type: none"> ▶ To enrich the resources of the department and the faculty through fundraising. ▶ To serve as a resource for department faculty as classroom guest speakers and workshop instructors. 	<ul style="list-style-type: none"> ▶ To provide professional networking opportunities for alumni. ▶ To formally recognize the professional accomplishments of alumni. 	<ul style="list-style-type: none"> ▶ To provide professional community service to a non-profit organization. ▶ To formally recognize the professional accomplishments of local communication practitioners.

This mission statement was adopted by the CDA at its October 1999 meeting.