

Proposed By-Laws
For
The University of Tennessee at Chattanooga
Career Development Alliance

Promulgated on May 1, 2017

Revised on July 13, 2017

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Article I. Name

The name of this organization shall be the UTC Career Development Alliance.

Article II. Purpose

- The UTC Career Development Alliance provides support to the career services community at the University of Tennessee at Chattanooga and is committed to serving the students at UTC. The organization accomplishes its mission by achieving the following goals:
 - Creating a forum for discussion of current career services issues related to career services, including internships, career connections, programs, and employer relations.
 - Providing quality professional development for career services employees and student mentors.
 - Improving campus communication about issues related to career services and sharing of best practices.
 - Training new career services staff and providing updates on career opportunities, programming, and employer information

Article III. Membership

A. Members:

1. The members of this organization shall be open to all faculty and staff involved with career services at UTC, to include the Director of Career Services for UTC, the central Career Services staff, the career services representatives from each college, and representatives from other areas with a vested interest in career services as deemed appropriate.
2. Invitations to the Career Development Alliance will be offered to every newly-hired career service employee.

B. Privileges and Responsibilities of Membership:

1. Voting: Each member shall be entitled to one vote and must be present to vote. Voting privileges can be suspended (and in rare cases revoked) should members of the Alliance demonstrate an unsatisfactory meeting attendance pattern. Failing to provide advance notice of absence on two occasions or missing two meetings per quarter constitutes an unsatisfactory meeting attendance pattern.
2. Privileges: Each member shall be entitled to all services of the organization and serve as an advocate for the Alliance.
3. Participation: Each member shall be entitled to participate in all organizational events. Participation in the Career Development Alliance is voluntary and consists of regular attendance

at monthly meetings, contributing and disseminating information to peers and stakeholders, and thoughtful consideration to volunteering to Alliance initiatives and projects.

4. Responsibilities: Each member shall attend a minimum of three meetings per quarter and offer suggestions to improve career services functions at UTC.

Article IV. Membership Meetings

- A. The meetings of the membership will be held on the second Friday of the month. The Leadership Team Chair may call additional meetings or reschedule the monthly meetings as necessary.
- B. Quorum: At all meetings of the organization, a quorum shall consist of a majority of the membership.

Article V. Leadership Team

- A. The UTC Career Development Alliance shall have a Leadership Team with the following officers selected from current membership.
 1. Chair
 2. Secretary
 3. Training Coordinator
 4. Assessment Coordinator
 5. Liaison members as deemed appropriate
- B. Qualifications:
 1. The Chair must be a member of the organization for at least two years before being elected as chair. A provisional article will be enacted to identify a Chair exempt from this qualification until Academic Year 2019-20.
 2. The other officers must be current members of the organization with a minimum of one representative from the Central Career Services office.
- C. Duties of Officers:
 1. The Chair shall preside at all meetings and be responsible for scheduling the meeting room, providing agendas for regularly scheduled meetings and training opportunities, oversee the budget, report on assessment efforts pursued by the Career Development Alliance, coordinate and staff committees, and facilitate public relations and promotional efforts of the Career Development Alliance.
 2. The Secretary shall take minutes of Career Development Alliance and Leadership meetings, regularly communicate with Alliance members, post minutes on the Career Development Alliance website, take attendance, contact new advisors on campus and invite them to join the Career Development Alliance and assist with other projects as needed.
 3. The Training Coordinator shall contact other departments to coordinate professional development opportunities at regularly scheduled meetings, lead the Training Committee to further develop a Career Development training curriculum, maintain training records, coordinate training offered to student mentors and assist with other projects as needed.
 4. The Assessment Coordinator shall work with the Chair to coordinate the assessment of career services, oversee the Assessment Committee, collaborate with such organizations as the National

Association of Colleges and Employers (NACE) to generate a more comprehensive assessment report, and assist with other projects as needed.

5. Enrollment Services Liaison shall report to/from Central Administration to the Career Development Alliance. Additionally, this person will assist with assessment efforts and assist with other projects as needed.

D. Terms of Office:

1. Nominations for new officers shall be taken at the Career Development Alliance meeting in August. Officers shall be elected, based on rotation, at the Career Development Alliance meeting in September. Elections shall be by ballot, and a majority of the votes cast shall elect.
2. The Chair and Secretary shall be elected in odd-numbered years and the Training and Assessment Coordinators shall be elected in even-numbered years. The outgoing Chair shall serve as an ex-officio member of the Leadership Team. Each officer shall take office on the second Friday in September and serve a two-year term.
3. The Enrollment Services Liaison is not an elected officer.

E. Vacancies and Removal:

1. A vacancy in the office of the Chair shall be filled by the Secretary unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Secretary shall be left vacant with the Leadership Team Chair delegating the duties of that position.
2. Any officer, including the Chair, may be removed from office or suspended from office by a vote of two-thirds of the members at a regular meeting. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension; the person under consideration shall not be counted in determining the presence of a quorum not whether the required two-thirds vote has been obtained. Upon a vote of removal or suspension of the Chair, the Secretary shall preside at the meeting.

Article VI. Committees

- A. The Chair, subject to the approval of the organization, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws and as the Chair finds necessary. Committee Chairpersons shall be appointed by and responsible to the Chair and Leadership Team, meeting with the Leadership Team as necessary.
- B. If a vacancy in a Committee Chairperson position occurs, the Leadership Team Chair shall appoint a new chair with input from the outgoing Committee Chairperson.
- C. Participation on a committee, if standing, is a one-year commitment starting in September of each year. Committees will meet approximately once a month, or as needed.

Article VII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the Career Development Alliance.

Article VIII. University Policies

This organization shall abide by all applicable policies instituted by the University of Tennessee at Chattanooga.

Article IX. Amendments

These bylaws may be amended by a vote of two-thirds of the members of the Career Development Alliance at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.