

Bylaws

LEAD TENNESSEE ALUMNI NETWORK

MISSION STATEMENT

To continue to motivate and prepare LEAD Tennessee alumni by providing learning, service, and networking opportunities.

ARTICLE I - NAME

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

ARTICLE II - OBJECTIVES

The objectives of this organization shall be to:

1. Promote interest in and support of LEAD Tennessee.
 2. Foster community, service, and networking opportunities among Alliances of LEAD Tennessee through LTAN activities.
 3. In cooperation with the Department of Human Resources (DOHR), provide educational events promoting leadership development in State government.
 4. Support the statewide leadership development activities of the Tennessee Government Leadership Council (TGLC).
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ARTICLE III - MEMBERS

Section 1. The membership of LTAN and voting rights shall be open to all former LEAD TN graduates, i.e., those who have completed the LEAD TN program sponsored by the Department of Human Resources, who are currently employed by Tennessee state government.

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

ARTICLE IV – STEERING COMMITTEE

The LTAN Steering Committee shall have the responsibility for overseeing alumni activities and implementing LTAN bylaws. Serving on the LTAN Steering Committee is an important responsibility and requires a commitment and willingness to promote activities and communicate with their respective Alliance. This requires, at a minimum, participation in the monthly Alumni Network Steering Committee meetings.

Section 1. The LTAN Steering Committee will consist of the following:

Each of the seven or eight most recently graduated Alliances will elect two (2) representatives to serve on the Steering Committee. During the first seven years, the number of Steering Committee members will fluctuate every other year as a result of Article 4, Section 2, which sets forth members will serve a term of two calendar years. The Steering Committee will thereafter be comprised of 19 members from the eight most recently graduated Alliances.

In the first election of LTAN Steering Committee members, the LTAN Task Force will select three (3) At-Large members based on election results. Additionally, during the first two years the LTAN Task Force members may continue to serve on the LTAN Steering Committee for continuity.

During the first seven years, the three (3) At-Large members will come from the Alliances that are not eligible to serve on the Steering Committee because they are no longer one of the seven or eight most recently graduated Alliances due to the fluctuation mentioned above. Alliances that are no longer one of the seven or eight most recently graduated Alliances will elect candidates to serve as At-Large members.

During the first seven years, the number of most recently graduated Alliances electing representatives to serve as At-Large members will fluctuate for the reason listed above. After the election of Alliance 15 representatives, the At-Large members will come from those Alliances not represented in the eight most recent Alliances. Based upon election results, the Steering Committee will select the three (3) At-Large members.

If any alumni network election were to end in a tie, a runoff election will be held between the candidates who received the same number of votes. If the runoff election ends in a tie, the Steering Committee shall cast a vote by written ballot. The ex-officio, who is a non-voting member, shall collect the written ballots, count the votes and declare a winner. Should this vote end in a tie, the Chair, Vice-Chair, and Past Chair shall cast a

vote by written ballot with the ex-officio collecting and counting votes and declaring a winner.

The election process will occur in the timeframe from November-December annually.

Section 2. Elected Alliance representatives will serve as members of the Steering Committee for a term of two (2) calendar years running from January 1 through December 31. Steering Committee members may be elected to multiple 2-year terms that may or may not be consecutive. However, Steering Committee members are limited to two (2) consecutive terms.

Section 3. The officers of the LTAN Steering Committee will be Chairperson, Vice Chairperson, Communications Chairperson, Treasurer, and Past Chairperson. These officers shall perform the duties prescribed by these bylaws.

Section 4. The Steering Committee shall have the responsibility of electing the Chairperson, Vice Chairperson, Communications Chairperson, and Treasurer from within its membership. This election process will occur at the January Steering Committee meeting.

Section 5. The Chairperson, Vice Chairperson, Communications Chairperson, and Treasurer will serve a term of one (1) calendar year. Officers may be elected to multiple 1 calendar year terms that may or may not be consecutive but may not exceed two consecutive terms. The term shall run from the January Steering Committee meeting election through December 31.

Section 6. The Past Chairperson is not an elected position. The Past Chairperson position is established when a new Chairperson takes office. The previous Chairperson then automatically becomes the Past Chairperson, and shall serve an additional one-year term immediately after having served as the Chairperson. The position of Past Chairperson serves to provide continuity and historical knowledge.

Section 7. If the Chairperson is unable to perform her/his duties, the Vice Chairperson will do so. If the Vice Chairperson is also unable to perform the duties of the Chairperson, the Past Chair will assume the duties. Should the current Chairperson, the Vice Chairperson or the Past Chairperson be unable to perform the duties of Chairperson, an emergency appointment will be made by the Steering Committee.

Section 8. If a position on the LTAN Steering Committee is vacated, the Steering Committee will appoint a person to fill that term, taking into consideration the alumni election results, within 45 calendar days.

Section 9. The Commissioner of the Department of Human Resources may appoint an ex-officio member to serve on the LTAN 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 LTAN Steering Committee members in offering continued learning and development opportunities.

Section 10. The LTAN Steering Committee shall have general supervision of the affairs of the LTAN, set the date and place of activities, make recommendations to the LTAN, and shall perform such other duties as are specified in these bylaws.

Section 11. The LTAN 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 LTAN Steering Committee.

ARTICLE V - DUTIES OF THE STEERING COMMITTEE AND OFFICERS

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

1. Schedule and preside at meetings of the LTAN Steering Committee.
2. Send notices of meetings to LTAN Steering Committee members.
3. Prepare an agenda for the LTAN Steering Committee meetings.
4. Support the objectives of the LTAN.
5. Speak at and participate in the graduation ceremony for each LEAD Tennessee Alliance.
6. Represent LTAN at TGLC meetings.
7. Create standing and special committees as needed, and appoint committee members.
8. Be an ex-officio member of all committees.
9. Perform other duties appropriate to the office.

Section 2. The Vice-Chairperson shall:

1. Perform the duties of the Chairperson in the absence of the Chairperson.
2. Serve in such capacities as may be assigned by the Chairperson.

Section 3. The Communication Chairperson shall:

1. Record, maintain and distribute minutes from all LTAN Steering Committee meetings to the LTAN Steering Committee for approval.

2. Distribute approved minutes from each LTAN Steering Committee meeting to the TGLC.
3. Coordinate the LTAN Steering Committee communications activities, which may be accomplished through e-mails, announcements, newsletters, or other methods.

Section 4. The Treasurer shall:

1. Act as custodian of the LTAN bank account.
2. Present a financial status report of the bank account to the LTAN Steering Committee at their monthly meetings.
3. Serve as primary contact for collection of fees for events.

Section 5. The Past Chair shall:

1. Advise and provide historical context for the Steering Committee.
2. Perform duties delegated by the Chair.

Section 6. The Steering Committee shall:

1. Make decisions by a quorum vote. A majority of the Steering Committee members, defined as 50% plus one, then serving shall constitute a quorum at any Steering Committee meeting; and a majority of those present in either case shall have power to act in all matters.
2. Communicate and inform LTAN about activities, events, government issues/initiatives and professional growth opportunities.
3. Manage the voting process for LTAN, which includes: a) managing the list of eligible voters for LEAD Tennessee and communicate with DOHR/SLS who is not eligible to be elected each year, b) tracking which graduated Alliance classes will be voting during each election cycle, based on the rotation of graduated Alliance classes onto and off of the LTAN Steering Committee, and c) other activities as deemed necessary by the LTAN Steering Committee to support an efficient and effective annual election process.
4. Maintain the LTAN Steering Committee email box, which is LEADTN.SteeringCommittee@TN.gov , and respond to emails received at this address.

ARTICLE VI - COMMITTEES

Committees, standing or special, shall be appointed by the Chairperson of the LTAN Steering Committee to carry on the work of the Alumni Network.

ARTICLE VII - AMENDMENTS TO BYLAWS

These bylaws may be amended at any meeting of the LTAN Steering Committee by a quorum vote as defined above in Article 5, Section 6, provided that the amendment has been submitted in writing at least three days prior to the meeting. Any changes will be communicated to the LTAN as needed.

AMENDMENT 1

Absence of Elected, Non-At-Large Alliance Representatives.

Exception to Article 4, Section 2: If an Alliance fails to elect two representatives for Steering Committee Membership, the Alliance position(s) shall be held vacant until the next election period. However, if an incumbent member from such Alliance failing to elect two representatives is willing to continue to serve on the Steering Committee until the next election period, they may do so upon a majority vote by the Steering Committee. However, no elected Alliance representative shall be permitted to exceed 5 consecutive years as a Steering Committee member for any specific Alliance.

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