

WestStar Leadership Program

Bylaws

June 2008

Adopted June 2008

A program of the University of Tennessee at Martin

WestStar Bylaws

ARTICLE I – GENERAL

SECTION 1. NAME

This organization shall be known and designated as WestStar, a Regional Leadership Program of the University of Tennessee at Martin. The principal office of WestStar shall be located at Martin, Tennessee, within the University of Tennessee at Martin hereinafter referred to as UT Martin.

SECTION 2. MISSION

The WestStar mission is to identify, encourage and equip community-minded people who want to become more involved, want to help West Tennessee become a better place, and are willing to accept assertive and dynamic leadership roles.

Participants learn new leadership skills and develop strategies for assisting communities in solving problems and maximizing potential. Participants also become part of a growing network of other leaders who, through mutual support and assistance, shape the future of West Tennessee.

SECTION 3. VISION

WestStar’s goal is to be the premier leadership program in the U.S. that establishes an elite group of people bonded by their commitment to realizing the educational, economic and social development of West Tennessee.

ARTICLE II - PROGRAM

SECTION 1. GENERAL

WestStar participants have the opportunity to take part in more than 100 different presentations including private briefing, special presentations, skill development and demonstrations. Successful completion of the program is recognized through a graduation banquet and presentation of diplomas.

WestStar serves the 21 counties of West Tennessee by providing leadership development and training. WestStar is governed by UT Martin and the WestStar Board of Trustees. Programming is implemented by the Executive Director. The Chancellor of the University of Tennessee at Martin appoints the Executive Director.

SECTION 2. SELECTION PROCESS

Candidates need to provide a completed and signed application. Applications may be faxed, but the original must be on file in the WestStar office to be eligible for selection. Applications are reviewed by the Board of Trustees, which is responsible for selecting the WestStar class. Only one class is chosen each year. Selection is based on leadership achievements and potential to contribute to the development of the region. Other factors in the overall class selection include, but are not limited to, geography, diversity, occupation and level of community and regional involvement. WestStar does not select on the basis of age, sex, race, or religion.

SECTION 3. COSTS

The cost per participant is determined annually at the discretion of the Board of Trustees. The Board of Trustees may, at its discretion, decide to adjust tuition at any time deemed necessary. This adjustment would not be effective until the following year. The tuition fee includes meals, breaks, program materials and expenses for each session. Participants are responsible for their own lodging and transportation.

SECTION 4. GRADUATION REQUIREMENTS

Class participants are required to attend all the sessions including the graduation banquet. Participants are not allowed to miss more than one entire session in order to complete graduation requirements. If a class member misses the first session, they are asked to wait till the following year to participate. Absences will be reviewed by the Board of Trustees to determine eligibility for graduation.

SECTION 5. LOCAL LEADERSHIP PARTICIPATION

Graduation from a local leadership program prior to participation in WestStar is not a pre-requisite for acceptance, but it is strongly encouraged and receives significant consideration by the Board of Trustees when making selection decisions.

ARTICLE III – BOARD OF TRUSTEES

SECTION 1. GENERAL

WestStar shall be governed by a Board of Trustees as hereinafter provided. The Board shall consist of no more than 15 appointed members. (This does not include the Chairman of the Alumni Council.)

SECTION 2. TRUSTEE APPOINTMENT

The Chancellor shall appoint the Board of Trustees based on the recommendation by the Executive Director. Trustees must be a graduate of WestStar and will serve staggered

three-year terms. The Chairman of the Alumni Council is a member of the Board of Trustees, with all rights and privileges of an appointed member.

SECTION 3. HONORARY MEMBERS OF BOARD OF TRUSTEES

The Board of Trustees may select someone as an honorary member of the Board of Trustees. Honorary members do not have to be a WestStar graduate and do not have voting privileges.

SECTION 4. TERMS

Appointments will be made for a three-year term with a possible reappointment for one additional three-year term. Following the completion of the second three-year term, a member shall not be eligible for re-appointment until after an interval of at least one year following the completion of the final year of service. Terms begin July 1 and end June 30.

SECTION 5. VACANCIES

The seat of any member of the Board of Trustees may be declared vacant by the Executive Director after the absent trustee shall have been absent without an explanation from two consecutive regular meetings of the board. Upon a declaration of a vacancy, the Executive Director is authorized in each case to recommend appointment of a successor to the Chancellor. The appointed successor will fulfill the vacated term.

SECTION 6. MEETINGS

The Board of Trustees shall hold three (3) regular meetings annually: September, December, and June. These meetings shall be held at a location determined by the Executive Director. Special meetings of the Board of Trustees may be called by the Board of Trustees or the Executive Director. Five business days notice shall be given to the Trustees prior to any regular or special meeting. All special called meetings shall state the businesses to be considered. The order of business at the regular meetings shall be determined by the Executive Director with input from the members of the board. Eight (8) members of the board shall constitute a quorum.

ARTICLE IV – ADMINISTRATION / STAFF

SECTION 1. EXECUTIVE DIRECTOR

The Executive Director shall be provided by UT Martin. The Executive Director's responsibilities include program administration, management of the program accounts, and assistance to the Board of Trustees. The Executive Director will direct the Board of Trustees meetings but will not have voting privileges except in the event of a tie vote of the membership.

SECTION 2. COORDINATOR

The Coordinator will report directly to the Executive Director. The Coordinator's responsibilities include all coordinating of the WestStar Leadership Program's sessions and sponsored events.

ARTICLE VI – FINANCES

SECTION 1. FISCAL YEAR

The fiscal year of the organization shall commence on July 1 and end on June 30 of the succeeding year.

SECTION 2. GENERAL RECEIPTS AND DISBURSEMENTS

The Coordinator of WestStar shall collect all fees and tuition and deposit them in the WestStar account held by UT Martin in accordance with university accounting practices.

SECTION 3. PRIVATE CONTRIBUTIONS

Any private or corporate contributions to WestStar may be used to discharge the individual financial obligation of WestStar programs for which such funds may have been collected or contributed.

ARTICLE VII – AMENDMENTS

These bylaws may be amended by a majority of the trustees present at any meeting of the board, provided that notice of the substance of the proposed amendment shall have been mailed or emailed to each trustee at least seven days prior to the meeting at which amendment is to be considered.