Approved by the Council Staff on March 31, 2016

The University of Tennessee-Knoxville
Army ROTC Alumni Council

Standard Operating Procedures
As of March 31, 2016

University of Tennessee-Knoxville (UT-K) Army ROTC Alumni Council Standing Operating Procedures (ACSOP)

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SUBJECT: UT-K Army ROTC Alumni Council Standing Operating Procedures (ACSOP)

1. The purpose of this ACSOP is to standardize roles and responsibilities for the UT-K Army ROTC Alumni Council and the Department of Military Science. Detailed lists of roles and responsibilities will be included in annexes as appropriate.

2. The UT-K Army ROTC Council serves to further the interest of the department in a variety of ways. Some of the Council’s specific roles include:
   a. Advise and assist the Department on all matters relating to alumni relations.
   b. Assist in the preservation of the history of the program.
   c. Administer and solicit nominations for the Vol Army Hall of Fame.

3. The Department of Military Science recognizes the significant past and present contributions of the Alumni Council and the unique value of a Council Staff who stand ready to provide advice and assist in keeping the program viable and relevant.

4. This ACSOP will be reviewed annually at the Council Staff.

5. Submit recommendations for changes to the Council S1 at any time.

/s/ Logan Hickman  
W. Logan Hickman, Jr.  
Council President

ANNEXES:  
A. Alumni Council Bylaws  
B. Hall of Fame Induction Criteria  
C. Hall of Fame Induction Procedures  
D. Endowment Fund  
E. Restricted Fund  
F. Newsletter  
G. Alumni Database Management Procedures  
H. Recurring Events List  
I. Alumni Staff Meeting Agenda  
J. Golf Tournament (omitted)  
K. Football Tailgate (omitted)  
L. Mountain Man Memorial March (omitted)
ANNEX A (Bylaws) to UT-K ROTC ACSOP

PREAMBLE

We, the Alumni of The University of Tennessee-Knoxville Army Reserve Officers’ Training Corps (ROTC), hereby establish The University of Tennessee-Knoxville Army ROTC Alumni Council in association with The University of Tennessee-Knoxville (UT-K) Office of Alumni Affairs.

ARTICLE I - NAME

The name of the alumni group shall be the University of Tennessee-Knoxville Army ROTC Alumni Council.

ARTICLE II – MISSION, PURPOSE, AND HOW WE COMPLEMENT THE ALUMNI PROGRAM

MISSION: The University of Tennessee Army ROTC Alumni Council promotes the welfare and interests of the Army ROTC program operating on the Knoxville campus to assist the Battalion’s efforts in commissioning college students to be officers and leaders of character in the Total Army.

PURPOSE: (1) Maintain an active Army ROTC unit and a productive relationship with the university faculty and administration. (2) Secure and maintain appropriate military scholarship funding levels for cadets. (3) Establish an active and efficient network of alumni and friends to mentor current ROTC cadets. (4) Mentor and support alumni currently serving. (5) Assist alumni transitioning from military service to civilian careers. (6) Organize and conduct social events for alumni and friends. (7) Establish and maintain financial resources needed to support our purpose.

The Alumni Council fully supports the Mission, Values, Vision, and Strategic Direction of the University of Tennessee-Knoxville Alumni Association. Their blueprint is our cornerstone.

The Association’s mission is: The University of Tennessee Alumni Program will advance the university and enrich the lives of students and alumni.

The Association’s Values are: Excellence. We go the extra mile. We deliver high quality communications, programs, and service. Innovation. We strive to be an industry leader. Our success depends on continuous improvement, adaptability, and embracing transformational change. Traditions. We believe in Tennessee. We cherish the university’s rich and vibrant history and enhance its reputation. Inclusion. We value diversity. We welcome all, recognize and value differences, and seek alternative perspectives and inclusiveness in all we do. Accountability. We keep our promises. Our reputation rests on transparency, professional ethics, honesty, and fairness. Partnerships. We promote collaboration. We develop strategic alliances and use university resources efficiently and effectively.
The Association’s Vision is: Our vision is to be a key leader in the university’s journey to become a Top 25 public research university by serving students and alumni and cultivating a strong culture of lifelong connection and philanthropy.

The Association’s Strategic Directions are: (1) Improve Data Integrity. Enhancing the quality of UT’s database is essential to engaging more of the Big Orange family in the life of the university. (2) Enhance UT’s Reputation. Helping build UT’s brand by developing a consistent message. (3) Strengthen Student Engagement. Creating the next generation of alumni leaders by involving students in alumni and development initiatives is critical to the university’s future. (4) Amplify Alumni Engagement. Creating more volunteer and involvement opportunities for alumni are major strategies to advance the university’s goals. (5) Increase the Number of Alumni Donors. Generating 10,000 new donors by 2020 is a key driver in the university’s journey to Top 25 status. (6) Enhance Donor Stewardship. Establishing stewardship as a priority is part of the alumni program’s commitment to accountability and transparency.

ARTICLE III -MEMBERSHIP

There are four levels of membership: (1) cadet member, (2) member, (3) associate member, and (4) honorary member. Cadet membership in The University of Tennessee Army ROTC Alumni Council shall be offered to all UT-K AROTC cadets who have completed at least 24 semester hours at University of Tennessee, Knoxville, and have completed at least one semester as a member of Army ROTC. All UT-K Army ROTC commissionees will be allowed membership. Associate memberships will be granted to friends of the unit. Honorary memberships may also be granted by the Council’s staff.

ARTICLE IV—ARMY ROTC ALUMNI STAFF

A. Function. The Army ROTC Alumni Staff shall be responsible for the overall operation of The Army ROTC Alumni Council consistent with The University of Tennessee Office of Alumni Affairs’ purpose.

B. Membership. The Army ROTC Alumni Staff shall consist of no more than fifteen (15) elected members and up to two members appointed by the Professor of Military Science (PMS). The PMS shall be an ex-officio member of the Board. A representative from the University Of Tennessee Office Of Alumni Affairs and a representative from the University of Tennessee Development Office may also serve as ex-officio members of the Board.

C. Nominations. Nominations for membership on the Army ROTC Alumni Staff may be made by any Alumnus of The UT-K Army ROTC Alumni Council. Nominations for staff membership will be considered by the Membership Committee and ratified by a vote of the full membership of the Army ROTC Alumni Staff.

D. Election of Staff Members. Each year the Council Membership Committee will nominate five new staff members to replace any open or expiring seats, such that the total number of the board shall be restored to fifteen (15). The membership election shall take place during the second (2nd) Staff meeting of the calendar year. New members shall be elected by vote of the current Staff members present at the election meeting, so long as a quorum is
present. The term of each Staff member will begin upon adjournment of the meeting at which their election occurs and will terminate upon any one of the following: 1) resignation of the member from his/her seat; 2) expiration of his/her term of Staff membership; or 3) removal from their Staff membership by the Staff.

E. Term Limitations. The term limit for a specific office within the staff is limited to three years. Upon completion of the three-year term, members may petition the Membership Committee to remain in the staff position for one additional three-year term. Members appointed by the Professor of Military Science will serve a one-year non-renewable term. There is no limit to the amount of time a member may stay on the Staff.

F. Resignation. A member of the Army ROTC Alumni Staff may resign from service at his/her will with notice in writing to the President.

G. Removal. By vote of the Army ROTC Alumni Staff, a member of the Army ROTC Alumni Staff may be removed from service with or without cause. Notice of a motion for removal must be given to the Army ROTC Alumni Staff via email or U.S. mail at least fourteen (14) days before such motion may be considered for vote.

H. Vacancies. At the discretion of the Army ROTC Alumni Staff, staff member positions that become vacant other than at the end of a regular term may be filled at any meeting of the Army ROTC Alumni Staff in accordance with regular election procedure, as outlined above.

ARTICLE V -MEETINGS

A. Meetings. The Army ROTC Alumni Staff shall meet at least twice a year. Due to geographical spread, a meeting among the Staff members via teleconference or videoconference may constitute a board meeting. The Army ROTC Alumni Council will also meet twice a year. These meetings will be in the spring and fall and normally be associated with the UT-K football homecoming and the Mountain Man Memorial March.

B. Quorum. During any staff meeting, the presence of a majority of staff members in person or by proxy shall constitute a quorum. Majority shall be defined as any number of staff members greater than 50% of all staff members. A quorum must exist for the staff to transact any official business or conduct elections.

C. Voting. Unless otherwise specified in these bylaws, all motions and official actions of the staff must be passed by a majority vote of the staff members present and voting, so long as a quorum is present.

ARTICLE VI -STAFF OFFICERS

A. Offices. The elected officers shall consist of:
   1. Commander (or President)
   2. Executive officer (or Vice-President)
   3. S1 (or secretary)
   4. S2 (recruiting and retention)
   5. S3 (operations)
   6. S4 (logistics)
   7. S5 (development)
   8. S6 (communications)
9. S8 (Finance/treasurer)
10. Chaplain
11. Staff Judge Advocate

B. Eligibility. Officers must be members of the Army ROTC Alumni Council and have served at least (1) year on the Council prior to beginning their term of office. The President must have served (1) year as Vice-President prior to beginning his/her term of office. These requirements are waived for the council’s first three years of existence.

C. Duties. The officers shall be responsible for the operation of Army ROTC Alumni Staff consistent with the Purpose and subject to the Staff’s approval.
1. The Commander or (President) is the chief executive officer and shall preside at all Council and Staff meetings. He/she may appoint ad hoc committees.
2. The Executive Officer (Vice President) shall assume all duties of the President in his/her absence, or upon request of the President.
3. The S1 or (Secretary) shall be responsible for all correspondence, records and minutes.
4. The S2 is responsible for recruiting and retention.
5. The S3 is responsible for operations.
6. The S4 is responsible for logistics.
7. The S5 is responsible for plans.
8. The S6 is responsible for communications. These duties include the website and newsletters.
9. The S8 is responsible for finance. The S8, as the treasurer, will monitor any and all accounts related to Army ROTC Alumni and provide a financial report for each regular meeting. All expenditures shall be approved in advance by the Army ROTC Alumni Staff. The Staff may establish deposit accounts at an agreed upon financial institutions.
10. The Chaplain provides appropriate guidance.
11. The Staff Judge Advocate provides legal reviews when necessary.

ARTICLE VII–COMMITTEES

A. Standing Committees. Several committees shall continuously exist as detailed below. Further standing committees may be established by vote of the Council. The President shall appoint the Committee Chairs from among the members of the Council. Committee members need not be members of the Council.
1. Homecoming Committee. The S4 will serve on this committee. In conjunction with the PMS and his staff, the Homecoming Committee shall provide leadership for the planning and execution of Army ROTC Alumni functions related to Homecoming each year.
2. Communications Committee. The S6 will serve on this committee. The Communications Committee shall provide leadership and/or support for all media relations, marketing and promotion of Army ROTC Alumni activities and Army ROTC Alumni activities, communications with Army ROTC members, and all other public relations efforts. This committee will also supervise websites, newsletters, and social media sites.
3. Development Committee. The S5 will serve on this committee. In conjunction
with the University of Tennessee, Knoxville Development Office, the Development Committee shall provide leadership and/or support for all fundraising, stewardship, scholarship development, and other development activities of the Army ROTC Alumni.

4. Membership Committee. The S2 will serve on this committee. A five-member membership committee will be appointed by the Commander (President) each year. This committee will consider honorary nominations to the Army ROTC Alumni Council and present these nominations to the staff for approval. This committee will also prepare the slate each year to replace any open or expiring seats on the Staff.

5. Mountain Man Memorial March Committee. The S3 will serve on this committee. This committee will organize alumni teams for the annual event.

6. Financial Committee. The S8 will serve on this committee. This committee will monitor all funds and spearhead efforts to raise money for council activities other than scholarships.

B. Ad Hoc Committees. Ad Hoc Committees shall be appointed by the staff as needed. The number of members appointed to a committee may vary depending on the nature of the committee's function. The President shall appoint any Committee Chairs from among the members of the Council. Committee members need not be members of the staff.

ARTICLE VIII - AGREEMENT

A. The Army ROTC Alumni Council shall operate under the University of Tennessee, Knoxville Office of Alumni Affairs.

B. The Army ROTC Alumni Council shall not charter itself.

C. The University of Tennessee, Knoxville Office of Alumni Affairs shall provide staff support in the areas of communications and event support.

ARTICLE XI – AMENDMENTS

Proposed amendments to these by-laws may be recommended by any member, officer or Council member of the UT Army ROTC Alumni Council. Such amendments to these by-laws shall pass by a majority vote of the Army ROTC Alumni Staff present and voting on the proposed amendment, so long as a quorum is present.
ANNEX B (Hall of Fame Induction Criteria) to UT-K Army ROTC ACSOP

1. General Criteria:

Eligibility: The nominee must be an alumnus of University of Tennessee-Knoxville and commissioned through the UT-K Army ROTC program. Additionally, the nominee must be of good character and have no felony convictions. Posthumous nominations are accepted.

2. Criteria:

a. Received his/her commission through ROTC at The University of Tennessee-Knoxville. Posthumous nominations are accepted.

b. Military career of substantial quality, although it could be for only a few years.

c. If not long-time military service (active or reserve), the individual should have a substantial civilian record.

d. Service in combat a plus, but not required.

e. No more than two persons per year will be selected. If more than two persons are nominated that nomination will carry over to the next year. Exception applies to those killed in action (KIAs). There is no limit to the number of KIAs that may be elected into the Hall of Fame in any given year. The committee requires that two years elapse between the date of KIA and the nomination. The two person selection rule may be waived for the first three years of Hall of Fame inductions.

3. These criteria have been unanimously approved by the Staff of the University of Tennessee-Knoxville Army ROTC Council Staff on March 31, 2016. Any changes, deletions or additions to said criteria must be voted upon by the Council Staff.

4. The Hall of Fame selection committee will review all nomination packets. The committee will consist of the PMS and the five ROTC Council members. One of the five Council members will be the committee chairperson. The Hall of Fame selection committee will follow the guidelines and criteria noted above and will make recommendations based upon the criteria noted. Those recommended will be voted upon by the Council staff. Those approved for induction into the HOF will be notified by the council president. The induction ceremony will occur in the fall in conjunction with a home football game.

5. The council staff also reserves the right to remove a Hall of Fame inductee for unforeseen reasons. This vote must be by a 2/3s majority.
ANNEX C (Hall of Fame Nomination Procedures) to UT-K Army ROTC ACSOP

1. Purpose: To standardize procedures for induction into the Army ROTC Hall of Fame.

2. Who may be submitted? Nominees must meet the criteria established in Annex B of this SOP.

3. Who may submit a nomination? Anyone can submit a nomination.

4. How is a nomination submitted? The nomination should be submitted in written form.

5. Nomination Guidelines: see next three pages.
Cover Sheet

- Full Name of Nominee:
- Address:
- Telephone number:
- Email:
- Is Nominee deceased? Yes (or) No:
- Nominator’s Name:
- Address:
- Telephone number:
- E-mail:

AFFIDAVIT AND AUTHORIZATION

I hereby affirm that the information contained in this Nomination Form is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Guidelines. I agree to provide additional information if requested by the University of Tennessee Army ROTC Hall of Fame Selection Committee.

Signature of Nominator: ____________________________________________

Date: ____________________
Format for nomination (supporting documentation)

1. Nominee’s Full Name:

2. UT-K graduation date:

3. Commissioning date:

4. Branch(es):

5. Current or highest military rank achieved. Indicate if retired from military service:

6. List of assignments:

7. List of Military Schools:

8. List of Military Awards:

9. Narrative of substantial military accomplishments:

10. Narrative of substantial civilian accomplishments:

11. Recommendations or other supporting data as needed:

MAIL COMPLETED PACKET TO: University of Tennessee Army ROTC, ATTN: Hall of Fame Nomination, 108B Hoskins Library, 1400 Cumberland Ave, Knoxville, TN 37996
Appendix 1 (Format for Hall of Fame Nomination) to Annex C (Hall of Fame Induction Procedures) to UT-K Army ROTC ACSOP

Submitted by: CPT Steve Jones (UT-K ‘97), 121 Butter Milk Road, Loudon, TN 36654 (557) 812-1667; nominator@comcast.com.

1. John K. Doe

2. Graduated May 1996

3. Commissioned May 1996

4. Infantry

5. Captain

6. Assignments:

   - 101st Airborne Division 1997 – 2000 (Rifle Platoon Leader, Company XO)
   - 82nd Airborne Division 2000 – present (Rifle Company Commander, SF Team leader)

7. IOBC, Airborne, Air Assault, Ranger School, Special Forces Qualification Course, INCCC

8. Silver Star, Bronze Star with “V” device, Purple Heart

9. CPT Dillinger distinguished himself as a Rifle Company Commander in Iraq and as a Special Forces Team Leader in Afghanistan. His “A” Team was responsible for the capture of Achmed Al-Asan on the Pakistani border in January of 2004. Al-Asan was a key leader in Al-Qaeda and was reportedly responsible for the recruiting, training and equipping of suicide bombers in Iraq. CPT Dillinger was wounded in the action to seize Al-Asan.

10. NA.

11. Silver Star citation attached.
Appendix 2 (Notification Letter) to Annex C (Hall of Fame Induction Procedures) to UT-K Army ROTC ACSOP

University of Tennessee Army ROTC
108B Hoskins Library, 1400 Cumberland Ave
Knoxville, TN 37996

XXXX XX, 20XX

CPT John K. Doe
1221 ABC Lane
Fayetteville, NC XXXXX

Dear Captain Doe,

On behalf of the University of Tennessee Army ROTC Alumni Council and the ROTC Department, it is my distinct privilege to congratulate you on your recent selection to the University of Tennessee-Knoxville Army ROTC Hall of Fame. Your achievements during your outstanding career are extraordinary and add great value to the reputation of this organization.

The Council wishes to formally induct you into the Hall of Fame during our Annual Dining Out on _____________. The location is the _____________________. We would be delighted if you have the opportunity to be present for the induction. We are additionally coordinating a recognition ceremony at one of the on-campus sporting events for the following day. We will provide you more information as it becomes available. It is my sincere hope that you are available to attend both ceremonies.

Once again, congratulations on this well-deserved recognition. We look forward to seeing you back in Knoxville.

Sincerely,

_____________________
President, Alumni Council
Appendix 3 (Hall of Fame Induction) to Annex C (Hall of Fame Induction Procedures) to UT-K Army ROTC ACSOP

1. Induction. The Hall of Fame induction will normally occur during the fall semester in the dining-out tradition. This event will occur on a Friday evening prior to a UT football game. As a recognized council within the UT-K Alumni Association, the Alumni Association will partner with our Council to ensure the ceremony is a success. Events and associated responsibilities are as follows:

- Notification of the selectee: Council President
- Lock in date: Council staff
- Lock in location: staff committee and UT-K alumni association
- Hall of Fame plague/memento: staff committee
- Media Plan: staff communications committee
- Event program: staff committee.
- Coordinate selectee recognition at UT football game: PMS and UT-K Alumni Association

2. These are the minimum procedures for Hall of Fame inductions. They may be amended by the council staff.
ANNEX D (Endowment Fund) to the UT-K ROTC ACSOP

1. Among the UT-K’s Alumni Association’s Strategic Directions are: (1) Increase the Number of Alumni Donors. Generating 10,000 new donors by 2020 is a key driver in the university’s journey to Top 25 status. And (2) Enhance Donor Stewardship. Establishing stewardship as a priority is part of the alumni program’s commitment to accountability and transparency. To support those directions, the Council through its development committee will promote funding through the following funds. The Department of Military Science will award these scholarships.

<table>
<thead>
<tr>
<th>Name</th>
<th>Award Criteria</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Scholarship</td>
<td>Student scholarship for an undergraduate cadet.</td>
<td>S010020468</td>
</tr>
<tr>
<td>COL Bobby Cochran</td>
<td>Must be enrolled in or been admitted in UTK; should be Army ROTC cadets in JR or SR year of study; should be judged by the PMS to have the best potential among the officer corps.</td>
<td>F010001006</td>
</tr>
<tr>
<td>General Fund</td>
<td>Student Scholarship</td>
<td>S010020764</td>
</tr>
<tr>
<td>Rocky Top BN Enrichment Fund</td>
<td>General Program support. Gifts made to the fund may be used for purposes other than scholarships.</td>
<td>S010020975</td>
</tr>
<tr>
<td>COL Lawrence Simcox Memorial Scholarship</td>
<td>Awarded to a cadet based on the following: (1) cadet must have qualified for and expressed an intent to complete his MSIV year in ROTC leading to a commission as a 2LT of Infantry; (2) must meet standards to be selected a distinguished military student in Army ROTC; (3) must be recommended by the PMS.</td>
<td>F010000176</td>
</tr>
<tr>
<td>Hassie Stiner Scholarship</td>
<td>Camel Manufacturing Company of Campbell Co, TN established this scholarship to honor the military careers of GEN Carl S. Stiner and COL Tommy C. Stiner. Student must be enrolled or have been admitted to UTK; student must be enrolled in Army ROTC program; preference goes to students who are dependents of employees of Camel Manufacturing Co. who have qualified for admission to UTK and the Army ROTC program. If no eligible dependents exist, first preference should go to graduates from Campbell, Scott, or Morgan Counties who are participating in Army ROTC. 2d preference should go to graduates of any E. TN high school participating in Army ROTC.</td>
<td>F010001397</td>
</tr>
</tbody>
</table>
2. The Council Staff also reserves the right to award scholarships directly to the cadets. These awards will be voted on and administered by the council staff on an as needed basis. These awards will normally occur in conjunction with the ROTC Battalion Awards Ceremony in April of each year.
ANNEX E (Restricted Fund) to UT-K Army ROTC ACSOP

1. This Annex identifies procedures for the Alumni Council’s Restricted Fund.

2. The Restricted Fund is distinctly different from the Endowment fund. Unlike the Endowment fund, the purpose of this fund is to pay for administrative costs, scholarships, and other expenditures approved by the Alumni Council. This fund will consist of a checking account at a local financial institution.

3. Responsibilities:

   a. The Council staff will approve all purchases from the Restricted Fund. If the Board is not available to vote, the Council President has the authority to approve a purchase if the total is less than $200.

   b. The Council treasurer will brief the Staff on the status of the Restricted Fund at each Staff meeting.

4. Contributions to the account. The Restricted Fund is funded solely through donations and fund raisers. If in the future, the Staff votes to establish Alumni dues, those funds will be deposited in the Restricted Fund.
ANNEX F (Alumni Newsletter) to UT-K ROTC ACSOP

1. This annex identifies procedures for publishing the Alumni Newsletter (Dragoon).

2. General. The purpose for producing and distributing the Dragoon is to keep all UT-K Army ROTC Alumni and friends informed of the status of the program.

3. Responsibilities:
   
   a. The Communications Committee will produce and distribute an electronic edition of the Dragoon on a monthly basis.
   
   b. All alumni are encouraged to submit brief notes or announcements to the newsletter.
   
   c. An electronic copy of each edition will be posted on the Vol Army web site, Facebook page, LinkedIn page, and other social media sites.

4. Careful management of the Alumni data base (see Annex G) is essential for the success of the newsletter.
ANNEX G (Alumni Database Management Procedures) to UT-K Army ROTC ACSOP

1. This annex identifies responsibilities and procedures for managing the Alumni Database.

2. General. The database provides a single source listing of all Alumni who have received their commission through the UT-K Army ROTC program. In addition to its usefulness as a historical document, the primary purpose of the list is to facilitate communications between the Department and its graduates and friends.

4. Responsibilities:

   a. The Council will maintain a list of alumni who received a commission through UT-K Army ROTC. It will contain, if possible, the full name, mailing address, email address and phone number of all alumni. The list will be immediately updated with new information as appropriate.

   b. All Alumni are encouraged to update their addresses, phone numbers and email addresses when they change.

5. Security of information. The Department and Council will not share this list with any individual, agency or organization. Those with access to the list must sign a confidentiality agreement with the UT-K Alumni Association.
ANNEX H (Recurring Events Timeline) to UT-K Army ROTC ACSOP

This annex identifies a timeline of recurring events.

JAN

FEB  Cadet Military Ball

MAR

APR  Mountain Man Memorial March
     Spring Council Meeting

MAY  Spring Commissioning Ceremony

JUL  Deadline for submitting Hall of Fame nominations

AUG  Summer Commissioning Ceremony
     Hall of Fame Selection Committee meets
     Hall of Fame Inductees notified

SEP-NOV  Golf Tournament
         Football Game Tailgate
         Hall of Fame Induction Dining-Out

DEC  Fall Commissioning Ceremony

Monthly  Staff Meetings (as needed)

Quarterly  Electronic Newsletter
ANNEX I (Alumni Staff Meeting Agenda) to UT-K Army ROTC ACSOP

This annex identifies the standard template for Alumni council staff meetings.

1. Inocation

2. Minutes

3. Financial Report

4. ROTC Battalion update. (Cadet representative/PMS)

5. Special events update(s)

6. Council Committees
   A. Homecoming
   B. Communications
   C. Development
   D. Membership
   E. Mountain Man Memorial March

7. Open Discussion.

8. Next meeting.