

NORTHWEST MISSOURI STATE UNIVERSITY ALUMNI ASSOCIATION CHAPTER GUIDELINES

Revised: April 16, 2016; September 14, 2018; April 17, 2020;
April 30, 2022

ALUMNI ASSOCIATION MISSION STATEMENT

The Northwest Alumni Association fosters lifelong relationships through the giving of time, talent and funds to initiatives and opportunities that advance the University, its alumni, future alumni and friends.

ALUMNI ASSOCIATION PURPOSE

To provide Northwest Missouri State University Alumni Association (the “Alumni Association”) chapters with guidelines for success. The guidelines can help alumni chapter leaders understand the goals and expectations of each chapter while illustrating how the chapters can improve during the course of time as they serve local alumni, the Alumni Association and Northwest Missouri State University (“Northwest”).

CHAPTER GUIDELINES

Section 1. Formation of Chapters

Membership shall be defined by the bylaws of the Alumni Association. Alumni interested in forming a local or affinity chapters shall request approval in writing, to the Northwest Director of Alumni Relations (“Director”) at the Northwest Office of Alumni Relations (“Alumni Relations”).

Chapter criteria and boundaries shall be as follows:

- (a) Population of city or region should be at least 50,000 or have a solid base of alumni and friends.
(Population exception: Maryville, MO, *Home of the Bearcats*)
- (b) Territorial boundaries of local association chapters, districts or regions typically include at least a 30-mile radius of the targeted charter city and associated zip codes.
- (c) Affinity chapters should demonstrate strong interest for the creation of a chapter to meet the needs of a specialized alumni group (ex: Band Alumni Chapter; Black Alumni and Friends Chapter...)
- (d) Chapter charters must be approved by the Alumni Association Board.

- (e) In accordance with the bylaws, the local and affinity chapters should have three elected officers; President, Vice President, and Secretary.
- (f) All chapters shall include Friends in the title.
- (g) Each chapter, when officially chartered, will be presented with a banner to be displayed at their chapter events.

Section 2. Chartered Chapters

The basic requirements for an active chapter shall be as follows:

- (a) Written notification of elected officers of the chapter should be sent to Alumni Relations by June 30.
- (b) Chapter officers shall meet at least once per fiscal year and submit the minutes of the board meetings to Alumni Relations within 14 days of the meeting.
- (c) Chapters shall host at least two events annually.
 1. Events can be family friendly, community service, education, social, student related or a combination of these categories.
 2. An event coordinator/contact should be selected for each event. The event coordinator should work with Alumni Relations to promote the event.
 3. International chapters will hold at least one event annually and should be coordinated through Alumni Relations.
- (d) The local chapter, and not the Alumni Association, is responsible for the funding of chapter events in their local area. The Alumni Association may lend funding support for one or more special events, with approval of Alumni Relations. A written request must be submitted in advance of the event.
- (e) All chapter events and meetings shall be open to all alumni and friends of Northwest.
- (f) All chapters should use a Northwest Alumni email for inquires to simplify leadership contacts that occur.
- (g) An annual report of chapter meetings and events shall be submitted to Alumni Relations with copies to the Association Board president and the chapter chair by June 30 of each year. This report will be shared with the Board at the annual fall meeting.
- (h) All media related materials (Facebook, Twitter, etc.) for the Chapter must be named Northwest Missouri State University XXXXXXXX Alumni and Friends Chapter.
- (i) All media related materials (Facebook, Twitter, etc.) must include a representative from Alumni Relations as an Administrator to help monitor the page.

- (j) Chapters shall share photos from chapter events on social media and have a presence on social media.
- (k) Chapter leaders shall submit at least one article and picture annually from a chapter event to Alumni Relations that may be featured in the Alumni Magazine publication.
- (l) Chapters shall work toward establishing an endowed student scholarship to be presented annually and named in honor of the chapter. Criteria for the scholarship to be determined by the local chapter in consultation with the Director and approved by the Alumni Association Board. For grandfathered scholarships at the \$10,000 level, the selection committee shall be members of the Northwest Office of Financial Assistance. The selection committee for scholarships established at the \$25,000 may include one chapter member.
- (m) A complete listing of all current Association chartered chapters can be found on the Northwest Alumni Association web page: <https://www.nwmissouri.edu/alumni/chapters/index.htm>