

NORTHWEST MISSOURI STATE UNIVERSITY ALUMNI ASSOCIATION CHAPTER GUIDELINES

(Revised: April 16, 2016; September 14, 2018)

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.

Purpose: To provide Northwest Missouri State University 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.

Chapter Formation Guidelines:

- Membership shall be defined by the By-Laws of the Northwest Missouri State University Alumni Association.
- Alumni interested in forming a local chapter will request approval, in writing, to the Northwest Missouri State University Director of Alumni Relations & Annual Gifts.

Suggested Chapter Criteria:

- 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)
- 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.
- Chapter charters must be approved by the Northwest Missouri State University Alumni Board of Directors.
- In accordance with the By-Laws, the local chapters should have three elected officers; President, Vice President, and Secretary.
- Chapters may choose to have standing committees, suggested committees: Connect, Inform/Promote, Mentor. The Alumni Association may lend funding support for one or more special events, with the approval of the Alumni Office. A written request must be submitted in advance of the event. The local chapter, and not the Alumni Association, is responsible for the funding of chapter events in the local area.
- Each local chapter, when officially chartered, will be presented with a banner to be displayed at the local chapter events.

Once the chapter is established and chartered, each chapter should strive to meet the following guidelines.

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

- Written notification of elected officers of the chapter should be sent to the Alumni office by June 30.
- Local board officers shall meet at least once per fiscal year and submit the minutes of the board meetings to the Alumni office within 14 days of the meeting.
- Host at least two events annually. Events can be family friendly, community service, education, social, student related or a combination of these categories. An event coordinator/contact should be selected for each event. The event coordinator should work with the Alumni office to promote the event.

- An annual report of chapter meetings and events shall be submitted to the Alumni office with copies to the Alumni Association Board President and the chapter chair by June 30 of each year. This report will be shared with the Board of Directors at the Annual Summer Meeting.
- Share photos from events on social media and have a presence on social media.
- Submit at least one article and picture to each issue of the Alumni Magazine for publication within the year.
- Submit to the Alumni office a plan for a full calendar of activities and events for the coming year by June 30.
- Work toward establishing an endowed student scholarship to be named in honor of the chapter to be presented annually. Criteria for the scholarship to be determined by the local chapter in consultation with the Director of Alumni Relations and Annual Gifts and approved by the Alumni Association Board.

Note: International Annual Chapters may be recognized by written notification of elected officers of the chapter being sent to the Alumni office by June 30. In addition, International Chapters will hold at least one event annually and should be coordinated through the Alumni Office.

Alumni Association Chapter Committee Descriptions

Connect: Responsible for planning and organizing events and activities that encourage cooperative and interdependent relationships with Northwest Missouri State University interests.

Inform/Promote: Responsible for the recruitment, acknowledgement and maintenance of chapter membership; promotion of volunteer opportunities to benefit the chapter or Northwest Missouri State University. Responsible for the advocacy and development of interests, contributions or benefits to Northwest Missouri State University or the chapter on behalf of the Northwest Foundation.

Mentor: Responsible for promoting and providing support to Northwest Missouri State University and Career Services in the recruitment of potential Northwest Missouri State University students; assisting local guidance counselors with knowledge of and access to Northwest Missouri State University; assisting in local career fairs. Also responsible for fostering a reach-back appreciation of current Northwest Missouri State University students; providing support to Northwest Missouri State University students from each respective chapter geographical location. Responsible for presenting or integrating activities or ideas that encompass all or part of the chapter or Northwest Missouri State University resources; ensuring that all communications, activities and events are conducted in the interest of Northwest Missouri State University.