

NORTHWEST MISSOURI STATE UNIVERSITY ALUMNI ASSOCIATION CHAPTER GUIDELINES

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

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 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 GUIDELINES

Section 1. Formation of Chapters

Membership shall be defined by the bylaws of the Northwest Missouri State University Alumni Association (the Association”). Alumni interested in forming a local or affinity chapters shall request approval in writing, to the Northwest Missouri State University Director of Alumni Relations and Annual Gifts. International chapters may be recognized by written notification of elected officers of the chapter being sent to Alumni Relations by June 30.

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 (ie: Band Alumni Chapter; Black Alumni and Friends Chapter...)
- (d) Chapter charters must be approved by the Association Board.

- (e) In accordance with the bylaws, the local and affinity chapters should have three elected officers; President, Vice President, and Secretary.
- (f) Chapters may choose to have standing committees, suggested committees: Connect, Inform/Promote, Mentor. The Association may lend funding support for one or more special events, with approval from the Director of Alumni Relations and Annual Gifts. A written request must be submitted in advance of the event. The local chapter, and not the Association, is responsible for the funding of chapter events in their local area.
- (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 the Alumni office by June 30;
- (b) Chapter officers shall meet at least once per fiscal year and submit the minutes of the board meetings to the Northwest Office of Alumni Relations (“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.
- (d) International chapters will hold at least one event annually and should be coordinated through Alumni Relations.
- (e) 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
- (f) Share photos from chapter events on social media and have a presence on social media;
- (g) Submit at least one article and picture annually from a chapter event to Alumni Relations that may be featured in the Alumni Magazine publication;
- (h) Submit to Alumni Relations a yearly plan of chapter activities and events by June 30;
- (i) 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 of Alumni Relations and Annual Gifts and approved by the Alumni Association Board.

- (j) 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>

ALUMNI ASSOCIATION CHAPTER COMMITTEE DESCRIPTIONS

Connect Committee:

The goal of this committee is to provide engagement opportunities for alumni, friends, parents and students to connect with each other and with the University.

This committee is responsible for planning and organizing events and activities that encourage cooperative and interdependent relationships with Northwest interests.

Promote/Inform Committee:

The goal of this committee is to promote the Alumni Association and University by providing information and opportunities on all things Northwest.

This committee is 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 Committee:

The goal of this committee is to provide opportunities for alumni and students to connect or benefit from each other in a professional setting.

This committee is responsible for promoting and providing support to Northwest and Career Services in the recruitment of potential Northwest students; assisting local guidance counselors with knowledge of and access to Northwest. Also responsible for fostering a reach-back appreciation of current Northwest students; providing support to Northwest 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 resources; ensuring that all communications, activities and events are conducted in the interest of Northwest.