**Terms of Reference**

Colour guide:

Red – Guiding questions

Black - Mandatory text

Blue - Replace or use suggested wording

1. NAME

What is the official name of your chapter? Most chapters choose “XX Alumni Chapter” or “XX Alumni Association.”

* 1. The name of the campus chapter shall be (insert name), hereinafter known as the Chapter.

1. MISSION AND PURPOSE
   1. All activities, initiatives and communications of the Chapter will align with the goals of the University of Alberta as supported by the Alumni Relations Strategic Plan and Alumni Charter developed jointly by the University of Alberta Office of Alumni Relations and Alumni Council, as well as those of any University of Alberta faculty or program with which the Chapter is associated.

What are the main goal(s) of your chapter?

* 1. The Chapter will assist in furthering the goals of the University of Alberta in areas such as student recruitment, community development, career advisory services, mentoring, fundraising, etc.
  2. Bring together alumni with common backgrounds or interests related to their experience at the university, fostering lifelong, mutually beneficial relationships between alumni and their alma mater.

Which internal and external groups will your chapter work with (i.e. faculty, department, student groups, professional association, etc.)? Outline how the work of the chapter will align with these groups and what understanding should exist between the chapter and groups. Please note that all faculty / department based chapters must align their work with the faculty / department to ensure all activities contribute to an overall strategy in support of the university.

* 1. The Chapter will work closely with (insert: the Faculty, program, unit, group, etc.) to ensure a commonality of purpose in support of the goals of the (insert: Faculty, program, unit, group, etc.) by aligning with xxx, supporting xxx, communicating through xxx, etc.

1. MEMBERSHIP

Who is considered a member of the chapter (i.e. those who are permitted to sit on the executive and participate in activities)?

* 1. The Chapter is open to all University of Alberta Alumni Association members and Alumni Association associate members who (insert information on cohort, i.e. the background or affiliation on which the Chapter is based.)

Are there different categories (i.e. honourary membership, student membership, etc.)? Can they participate in the same ways as a regular chapter member (e.g. sit on executive)?

* 1. Honorary membership may be extended to individual University of Alberta faculty and staff who have a direct relationship to the founding purpose of the Chapter (for example, deans of Faculties, club leaders, etc.).
  2. In addition, any individual who has rendered outstanding service to the University of Alberta or to the Chapter may be named an honorary member of the Chapter upon identification as such by the executive board of the Chapter.

1. EXECUTIVE COMMITTEE & SUB-COMMITTEES
   1. The executive committee is responsible for forming and implementing the goals of the Chapter, ensuring they are in alignment with the goals of the University of Alberta and the University of Alberta Alumni Association, as well as those of any Faculty or program with which it is associated.

Who will the executive committee consist of? Will there be staff or student representatives? Any ex-officio (non-voting) members?

* 1. The Executive Committee of the Chapter shall consist of the following officers:
     1. Chair / President
     2. Chair-elect / President-elect / Vice President
     3. Secretary
     4. Treasurer
     5. Directors-at-large
     6. Student representatives (ex-officio)
     7. Faculty / program / unit / group representatives (ex-officio)
     8. Events Chair
     9. Communications Chair
     10. Other positions as the Chapter deems necessary.

How long will the terms of service be? How will officers be replaced?

* 1. Executive committee officers, including the president, shall normally be appointed/elected for a term of (insert number of years, typically two) years, with retiring officers eligible for re-election or reappointment for no more than (insert number of years, typically one) successive term.
  2. The Chapter will recruit and appoint/elect members to their executive committee.

Will sub-committees be established and who can sit on them (e.g. volunteers not on the executive committee

* 1. The executive committee will establish sub-committees based on need by September 1 of each year. Volunteers from the membership will be recruited to serve on sub-committees with a member of the executive committee appointed as the chair of each sub-committee

What are the expectations of the executive committee members?

* 1. Chapter executive committee members are expected to attend, prepare for and actively participate in Chapter meetings and initiatives. (Chapter may require attendance at a minimum percentage of meetings.)
  2. Chapter executive committee members are expected to represent their alma mater in a highly ethical manner, adhering to the Campus Chapter Program Volunteer Code of Conduct.
  3. Chapter executive committee members are responsible for ensuring the Chapter meets the requirements of the Campus Chapter program as set out in the Program Requirements document.

1. MEETINGS

How will meetings be organized? Who sets and chairs the meetings? How often does the executive committee meet? How is quorum established? Will you use Robert’s Rules or another process such as consensus?

* 1. The president / chair will chair all executive committee meetings. In the president / chair’s absence, the president-elect or a chairperson appointed by the members present will preside over the meeting.

1. The executive committee will meet XX times a year.
2. All fiscal or other major decisions of the executive board shall be recorded and the minutes of these decisions forwarded to the Office of Alumni Relations.
3. The quorum for meetings of the Chapter executive committee meetings shall be a majority (50% + one) of members of the executive committee.
4. FINANCES

How will funds be acquired? How will you decide on budgeting for events?

* 1. The Chapter will gain funds through sponsorships, cost-recovery activities, member donations, etc.
  2. The Chapter’s funds will be held in a University of Alberta account. The Chapter will make decisions regarding Chapter funds which will be recorded in the Chapter’s minutes. The Chapter is then responsible to communicate the financial decisions to university staff, who will administer all financial transactions and ensure compliance with the financial policies and procedures of the University of Alberta. University staff will have final oversight over financial management of the Chapter.

1. AMENDING TERMS OF REFERENCE

How will amendments to the constitution be proposed? How will amendments be passed (i.e. majority, vote by membership, etc.)

* 1. The executive committee may propose amendments to the terms of reference and a majority of executive committee members must approve the proposed changes.
  2. Proposed amendments will be submitted in the Office of Alumni Relations in writing and shall not take effect until approved by the Office of Alumni Relations.

1. DISSOLUTION OF THE CHAPTER

In what circumstances will the association be dissolved? How will any remaining funds be used?

* 1. Upon the dissolution of the Chapter, any funds remaining will revert to the University of Alberta and will be used to support other alumni activities or student scholarships.