

# CAMPUS CHAPTERS | HANDBOOK



UNIVERSITY OF ALBERTA  
**ALUMNI**

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# Welcome to the Campus Chapters Program!

Following is some general information to help you get started.

## 1. What is the Alumni Association?

The Alumni Association is a volunteer, not-for-profit association. All alumni of the University of Alberta automatically become lifetime, free members of the Association when they graduate. The Alumni Association works interdependently with the Office of Alumni Relations, paid staff of the University of Alberta. The staff receives direction from the Association on priorities and policies and carries out the work of connecting with and offering benefits to all alumni of the U of A.

The Alumni Association is governed by elected members of Alumni Council, volunteer representatives from each of the 17 degree-granting faculties. Also on Alumni Council are representatives from the Senate, the Board of Governors and the Students' Union. Alumni Council represents the Alumni constituency and provides direction regarding programming, policies and finances.

The staff members of the Office of Alumni Relations are led by the Association's Executive Director and Associate Vice President Alumni Relations, Sean Price. There are about 25 full time positions in the Office of Alumni Relations who work with alumni through the many programs we offer.

Funds to support the Alumni Association are from its revenue-generating programs, such as degree frame sales, the Alumni Travel program and from its affinity partnerships with various companies offering alumni benefits.

The first degrees granted by the University of Alberta were in 1912. The Alumni Association was formed in 1915. There are currently more than 250,000 living alumni of the University of Alberta.

### Vision

A proud and inspired community of alumni and students, positively influencing the success of the university.

### Mission

To engage University of Alberta alumni and students in building the success of one of the world's great universities for the public good.

### Strategic Drivers:

We are committed to five pillars of alumni and student engagement:

***Raising Reputation and Profile*** — Informing, engaging and inspiring university pride and support.

***Volunteer Involvement, Student Recruitment and Mentorship*** — Involving alumni as ambassadors working in support of the university and helping students.

***Alumni Giving*** — Cultivating a culture of philanthropy and inspiring alumni to give back.

***Traditions and Spaces*** — Sharing history and traditions to build community among alumni and students.

***Educational Engagement*** — Forming a lifelong learning connection between alumni and the University of Alberta.

### Strategic Goals:

- Inspiring alumni pride and support for the University of Alberta.
- Engaging and involving our community of alumni and students.
- Leaving lasting legacies for our alma mater.
- Establishing effective operational foundations for our Association.

## 2. Office of Alumni Relations

The Office of Alumni Relations carries out programming to help to connect and inspire our alumni. Below are some of the main areas of programming offered.

- **Alumni Weekend** — our reunion each September to welcome alumni back to campus. Alumni can visit their faculty, go on tours, hear lectures and visit with classmates. The highlight of the weekend is a gala dinner.
  - **Alumni Recognition Awards** — an annual event to honour alumni accomplishments. Recipients are presented with an award at our gala event at the Winspear Centre at the beginning of Alumni Weekend.
  - **Alumni Travel** — offering quality travel opportunities for alumni to visit the world with other U of A graduates, often with a focus on education.
  - **Alumni Benefits Program** — offers discounted home, auto and life insurance through our affinity partners, TD Insurance Meloche Monnex and Industrial Alliance, as well as no-fee credit cards through MBNA Canada. Our relationship with our affinity partners helps us to fund many of our alumni programs.
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- **Alumni Ambassador Program** — offers a variety of volunteer opportunities for our alumni.
  - **The Educated Alumni Series** — offers fun and educational activities for our alumni in a variety of areas, such as The Educated Palate series and The Educated Wallet financial information lecture series.
  - **Alumni Regional Chapters Program** — offers opportunities for alumni around the world to gather for socializing, networking, or educational purposes. Regional Chapters programs and events happen anywhere there is a concentration of U of A alumni, from Lethbridge to Houston to Hong Kong and many places in between.
  - **New Trail and e-trail** — *New Trail*, our glossy alumni magazine is distributed free of charge to more than 145,000 alumni around the world and is full of university news, and features stories on alumni and their achievements. *E-trail* is a monthly electronic newsletter that shares information on events and news of interest to our alumni.
  - **The Alumni Campus Chapters program** — offers people with specific connections to the University the opportunity to gather, to network and to continue to be involved with the University in a specific way.

## 3. The Alumni Campus Chapters Program

### A. OVERVIEW

An alumni campus chapter is a group of volunteers who share a connection and who want to connect with the university and each other. During your time in university, you probably met a lot of people who made your student experience special. Some of these people were in your program of study or your faculty or department, or maybe in a student club or residence. The chapters program is a way to stay connected with your special group of friends, meet new people and stay connected to the university in a way that is meaningful to you.

In general, campus chapters help promote the interests and welfare of a particular group and provide overall support for the University of Alberta. Campus Chapters create communication between the university and alumni groups, and provide networking, educational and social opportunities for their members

#### Some of our alumni campus chapters include:

- Dental Alumni Association
- Dental Hygiene Alumni Chapter
- *Gateway* Student Newspaper Alumni Association
- Ismaili Alumni Chapter
- Library and Information Studies Alumni Association
- Lister Hall Alumni Chapter
- Mixed Chorus Alumni Association
- Pharmacy Alumni Association
- School of Public Health Alumni Chapter

#### What do Campus Chapters do?

In general, chapter volunteers work together to organize gatherings or events for their alumni or student groups. Some chapters have a broad mission and are very active, while some chapters have a small focus, such as fundraising to support student endeavours in a specific program, or to provide mentoring for students in a department.

Some campus chapters have a reunion during Alumni Weekend and some sponsor the student convocation event for their respective program. Many chapters have regular newsletters to share information about the faculty or program and to keep people connected. Some chapters raise funds for both student scholarships and to fund their social events. Some have organized pub nights, student vs. alumni hockey games, continuing education credit courses and many other fun events.

#### How do Campus Chapters do all that?

Campus Chapter volunteers usually meet between two and five times per year to discuss what kinds of events or opportunities would interest their alumni. They plan the kind of events, how to fund them, where to hold them and divide up the responsibilities. Some of the chapters receive funding from their faculty to support their work, while others fundraise or offer events on a cost-recovery basis.

The Office of Alumni Relations is here to help. They will assist in the planning process, offer advice on what has worked for other groups and may assist in booking event venues and in taking event registrations. Alumni Chapters staff also have access to the university's alumni contact database so they can help to send out event invitations. Alumni Chapters staff can provide guidance on how to run your chapter and can manage your funds for you.

Chapters volunteers have a lot of fun! For most people, attending university was a pivotal experience. We learned so much about who we are and what interests us, not to mention our program of study. Being a chapter volunteer helps us to reconnect to those powerful times in our lives and gives us the opportunity to share our experience with others and with the current generation of students. It is great fun to get to meet other alumni who share similar experiences and it is so rewarding to be able to meet our current students. Serving on a volunteer board is a great skill to add to your résumé and there are many valuable networking opportunities.

## **B. HOW TO START A NEW CAMPUS CHAPTER**

An Alumni Association Campus Chapter can be formed by a group of alumni from almost any identifiable group that existed on campus.

### **The chapter could be based upon a:**

- faculty
- department
- program or specialized area of study
- student club
- any other connection shared by a group of graduates

### **The purposes of a campus chapter could include:**

- inspire continued interest in the university from the membership
- encourage the best students to attend the U of A
- assist students by raising funds to support their activities or for scholarships
- offer social activities and communications for alumni to stay connected

The right number of members is important for a campus chapter to thrive and be meaningful. We recommend you have at least 300 people who could potentially be involved. There also needs to be interest from the alumni — we will not support a chapter unless we know that alumni support the chapter. We also want the appropriate faculty or department to support the chapter.

Forming a new campus chapter is a challenging but rewarding experience that leaves a lasting tradition for your alma mater. As a volunteer, you can draw from these experiences and make valuable, lasting contributions and contacts.

### **Some questions you and other interested alumni should consider:**

- What is our purpose? What do we hope to accomplish?
- In what ways will we support the needs of our faculty/department/group? In what ways will we be supporting the Alumni Association?
- What are the needs of our alumni? What are the demographics of our alumni? What types of programs or activities are most important to them?
- What will we focus on? What kinds of activities will we undertake? Networking, socializing, continuing education, student outreach and support, community service?
- How will we finance ourselves? Will we collect dues from our membership? Will our faculty/department support us? Will we need to fundraise for donations?
- How will we find our alumni?
- How will we maintain interest? How will we find new volunteers?
- What is our long-term vision? In five or 10 years, what will the contribution of our group be?

## C. STEPS IN FORMING A CAMPUS CHAPTER

This is a pathway to success as a University of Alberta Alumni Campus Chapter. These steps might be taken in a different order, but each is an important touch point for the group to consider.

**Meet with the Alumni Association Campus Chapters staff.** The Coordinator of the Alumni Chapters program will discuss your plans and interests, ensure that parameters for success can be met, and provide advice on a plan of action.

**Meet with other interested parties.** If your chapter will be based on a course of study, you should meet with the appropriate party within the faculty or department. Discuss with them the purpose, goals and activities to ensure they are aware and supportive of the proposed chapter.

**Have a preliminary meeting.** Invite selected alumni and any relevant university representatives. Use the meeting to brainstorm about what the chapter's goals should be and to invite interested members to accept interim appointments to the Board of Directors.

**Survey your constituents.** The Coordinator of the Campus Chapters program will assist you in surveying alumni who could potentially be involved. This will help to determine if the chapter will be supported and what its mandate and activities should be.

**Form a committee.** Gather the interested parties to review the survey and consider the chapter's plans and goals. Create a Terms of Reference (a guiding document like a constitution or set of bylaws — see appendix).

**Apply for Alumni Association Campus Chapter status.** Submit the Terms of Reference document to the Chapters Coordinator for review. Gather a list of at least 25 names of alumni who will support the formation of the chapter. Gather any other letters of support from the university community. The Chapters Coordinator will compile the information and submit it to Alumni Council for approval.

**Full steam ahead!** Your Chapters Coordinator can help you set up a meeting schedule. It's a good idea to send out some kind of notice or newsletter to let your membership know you've started a campus chapter and welcome their input for the first activities or events.

## D. RECOGNITION REQUIREMENTS

The Alumni Council may withdraw recognition of an Alumni Campus Chapter if active progress is not demonstrated in the pursuit of its objectives.

### Minimum requirements include:

1. holding at least one meeting each year at which business is conducted
2. electing a president/chair and a vice-president/chair at least every two years
3. electing a new president after two consecutive terms
4. communicating with the Alumni Chapters Coordinator at least once per year, including submission of meeting minutes

Alumni Council could withdraw recognition of an Alumni Campus Chapter if its executive committee or members of the committee break any bylaws of the Alumni Association. This could include improper use of a mailing list or improper use of funds. Alumni Council may withdraw recognition of an Alumni Chapter if it is found to be unsupportive of or working against the wishes of its respective faculty, department, or if it is working against the wishes of the University Alumni Association.

Please note, however, it is Alumni Council's wish to support every chapter and help it flourish.

## E. TERMS OF REFERENCE

The Terms of Reference is the guiding document behind a chapter. Like a constitution or set of bylaws, they describe the organization's goals and standards of conduct. The document is meant to protect the chapter, outline its responsibilities and provide a working structure. It needs to be general enough to adapt to changing times but also specific enough to define its interests and goals.

The document will state the group's name, provide a mission statement and define its membership. The membership identifies those who will be recipients of programming and who will make up the executive committee. The Terms of Reference also defines the roles of the executive committee and how they and the membership can vote on issues of interest. The document outlines how the finances will be managed, how its records will be kept, how it can change its terms if needed and what would happen to its funds should it dissolve. It also helps define some rules and boundaries and helps provide guidance in case of dispute between members.

The Terms of Reference might not be referred to often once a group is established, but thinking through these matters is an important step to ensure the group can function for many years to come.

See appendix for a sample Terms of Reference document.

## F. JOB DESCRIPTIONS

Clear job descriptions help volunteers understand expectations, promote good relations within the campus chapter and help new members take ownership of their role.

Below are some standard job descriptions that can serve as a guideline. Titles and duties may be modified as necessary. Most terms will be one to two years, with a requirement that no one individual should hold the same title for more than two terms.

### Executive Committee

The executive committee in general will provide the decision-making for the work of the chapter. All alumni within the membership are eligible for nomination for any role on the executive committee, but those alumni with the most interest or perhaps with a specific skill set should be recruited. The executive committee should meet at minimum once per year — between two and four times per year is the norm.

### President/Chairperson

- calls meetings
- chairs meetings of the executive committee
- creates the agenda for meetings, with input from members
- provides leadership and direction at meetings and for chapter activities
- serves as the contact person with the Office of Alumni Relations

### Past President/Chairperson

- provides advice and counsel to the president as needed
- oversees the recruitment of new members

### Vice President/Vice Chairperson

- serves as a backup to the president
- provides assistance to the president
- often will succeed the president at the close of his/her term

### Secretary

- keeps accurate minutes of all meetings
- ensures the minutes are forwarded to the Office of Alumni Relations

Note: some chapters rotate this position for each meeting.

### Treasurer

- ensures accurate financial records are kept and distributed
- prepares an annual budget
- handles all financial transactions

Note: for some chapters, your Chapters Coordinator will fulfill some of these duties.

### Student Representative

- serves as a full member of the executive committee
- acts as a liaison between the student group and the alumni chapter

### Faculty/Department/Affiliation Representative

- may serve as a non-voting member
- may be a faculty or staff member and may be appointed by the Dean or Chair

### Director at Large/Board Member (usually more than one)

Like all other members of the board, the director-at-large:

- may sit on ad hoc committees
- is responsible for bringing ideas and enthusiasm to the meetings
- will participate in deliberations and decisions

## **G. TIPS ON BEING A SUCCESSFUL CAMPUS CHAPTER**

### **Know your alumni and what will interest them.**

Your Campus Chapters Coordinator can help you with some demographic research. You will want to know how many are in your geographic area, as well as an idea of the largest age group. If your chapter is not based upon an area of study, you may wish to know what faculty is most represented or least represented in your constituency. Are most of them in their late twenties or early thirties? If so, they may be raising young families and you will want to keep this in mind when planning activities.

Take the time to analyze the unique culture of your group. Think of their interests, needs and the best way to contact these people. If your chapter will be based on a young cohort, perhaps they are interested in networking events and the best way to reach them is through social media. You might use a different approach with alumni who graduated 30 or more years ago.

### **Plan more and meet less.**

Be realistic and cautious with your plans. Set no more than three priorities for your chapter at any given time. A chapter can be completely successful if it has just one event per year. It is far better to have just one or two great and well-attended events each year rather than exhausting your team trying to put on multiple events for smaller groups.

Identify your traditional events and activities and rely on past successes to guide you. Develop a work plan for new initiatives, with duties and responsibilities outlined for members, far in advance of your deadline. Schedule your meetings to coincide with your needs for your events and initiatives. Think about when you should be meeting in order to plan your specific events and activities. Set your meeting dates far enough in advance so members can plan around them. Follow your agenda at meetings. Make sure conversation doesn't go off on tangents that keep you from addressing the decisions you need to make.

### **Assign Responsibilities**

Volunteers are usually willing to take on short or one-time assignments. Be clear on what is expected. Ensure the assignments are documented in the minutes with deadlines clearly stated and agreed upon. The chairperson or president might wish to follow up with volunteers at key times with reminders and to check in on progress.

It is best to break down large tasks into small units. For example, asking someone to 'arrange a gala dinner' is daunting, but asking several people to be in charge of small pieces is more manageable and probably more fun. For example, assign people to be in charge of registrations, invitations, program and décor.

### **Ask for Assistance**

Check in with the Campus Chapters Coordinators — they likely have some ideas you can use. Another chapter has probably encountered similar issues or had similar ideas. Remember, some chapters have been around for many decades. Learn from them and steal their ideas!

### **Recruit New Board Members**

To keep your group energized and motivated, have a plan to bring on a new member every year. If you have to rely on the same volunteers every year, you might have trouble maintaining momentum. If your executive committee comprises volunteers who will attend meetings but who are not inclined to work outside of the meetings, then you need to replenish your reserves with fresh recruits.

### **Work with your Faculty, Student Association, or Other Group**

A good connection with your campus cohorts will benefit your group. Consider planning your activities or events so that they tie in with the faculty's events. Supporting their event will be a far easier task than trying to create something from the ground up. Your faculty or department might be able to provide you with support including leads on volunteers or activities and events the campus chapter might wish to support.

Your student association will help you to keep in touch with the current student experience and also might suggest events or activities for you to support. Most alumni are very keen to support their students and this is a major focus of many chapters.

Consider joining with another campus chapter to do a joint event. For example, if your chapter and another chapter are each considering a golf tournament, you may wish to pool your resources and book the facility together. Or plan a multi-chapter event to support a varsity athletic game.

And remember, the U of A Alumni Association offers many events throughout the year that could benefit your chapter. There are also many lectures and fun events that you could invite your chapter to attend with little effort — for example, you could have a 'chapter table' at the Alumni Dinner and Dance held during Alumni Weekend, or perhaps invite your chapter members to volunteer at the big student dodgeball game, or send an invitation out to your membership to attend an Educated Palate event together. Feel free to piggyback on the Alumni Association events and on Alumni Weekend. A reception during Alumni Weekend, for example, will likely draw a larger crowd than at another time of year and your participation will make Alumni Weekend more vibrant for everyone's benefit.

## 4. Financial Management

Your campus chapter executive will need to think about how you will sustain yourselves financially. Some chapters are supported by their respective faculty or program and might receive an annual sum to carry out their activities. This annual support is negotiated by the chapter volunteers usually with the Office of the Dean of the respective faculty. If the faculty will commit to supporting the chapter's fund-raising and fund-raising efforts in conjunction with the faculty's efforts, then it might relieve the chapter of dues or membership campaigns.

If your chapter is managed by the Alumni Relations office, you could have access to a small annual operating grant. This will help cover small costs such as postage and photocopying, but will not be enough to sustain the organization on its own.

Campus Chapters who are not attached to a faculty or department might need to solicit funds from its membership annually, or offer activities only on an at-cost basis. A yearly "dues" campaign may be recommended during a similar time each year. A letter, brochure or newsletter should accompany the appeal and announce the program schedule for the upcoming year. Members should be informed of what benefits they can expect for their dues.

Many chapters solicit and receive donations from their membership in order to augment their ability to carry out their activities or fund a special activity or cause.

There are some strict rules that must be followed when dealing with donation appeals and fundraising, so be sure to speak with your Chapters Coordinator before you proceed. One example is that chapters cannot raise funds by participating in casinos or bingos through the Alberta Gaming and Liquor Commission. If a group wants to fundraise in this way it is best to incorporate under the Societies Act of Alberta and not be part of the Alumni Association.

You have a couple of choices for where your chapter's money is held. Your faculty, department, program or other university office may hold your funds for you in a university account that they

manage, but most chapters have their funds held and managed by the Alumni Relations office and the Chapters Coordinator. Alumni Chapters funds must be held in a university account and not in a separate bank account.

### **Some basic rules of financial management for Campus Chapters:**

1. The university's Office of Advancement is responsible for soliciting gifts for the university and for managing all fundraising campaigns. You must not solicit donations without first consulting with the Chapters Coordinator in order to ensure we are following university and Canada Revenue Agency regulations as well as adhering to the current wishes of the relevant faculty or department.
2. A campus chapter may be able to solicit donations for an award, scholarship or bursary, or membership campaign but before any solicitations occur or any funds are received, you must consult with your Chapters Coordinator. We can assist you in getting in touch with the right people to help with fundraising and ensure all paperwork is completed correctly.
3. No member of the chapter's executive can receive payment for any services.
4. Funds can only be used for chapter activities that are open to the entire membership.
5. Chapter members may be reimbursed for chapter expenses but you must consult with the Chapters Coordinator before any expenses are incurred. Reimbursing volunteers might take some paperwork and time, so it's best to see if your Coordinator can pay the bill on your behalf.
6. Gifts designated directly to a chapter will be deposited into the chapter's university-held account. Tax receipts will be issued by the university. These funds are to be used to support the chapter's activities.

## 5. Programming

Each campus chapter is unique in its interests and goals, but most do hold activities or events for the membership. For the campus chapter to be successful, it is important to monitor the wishes and needs of the membership in order to have a good turnout. Being connected to what the faculty or other affiliated groups are doing is also very helpful.

### **Some common events:**

**Social Events:** Most alumni want to get together in a social setting so they can get to know each other better. Having fun or casual gatherings help to solidify the membership. Examples of some common social events are pub nights, wine tastings, skating parties, barbecues or attending a university sports game.

**Student Events:** Our alumni love to support and connect with today's students. It's a reminder that university involvement doesn't have to stop at graduation and a way to improve the student experience. Some examples of student events are: hosting a portion of a student orientation for your faculty or department, hosting a student pub night or barbecue, hosting a convocation celebration, hosting study breaks during exam times, providing incoming or outgoing students with gifts, and hosting mentoring and networking activities.

**Special Events:** Capitalize on the unique interests of your chapter. If you are an arts group, then attend a related event in the community. Perhaps your faculty or department has public lectures you could promote and enhance. Whatever your connection to campus, try to find a way to use those interests in your chapters programming. For example, the Mixed Chorus Alumni Association hosts a reception at a performance of the student chorus, the Dental Alumni Association hosts a reception at a major dentistry conference, the Dental Hygiene Alumni Chapter hosts a continuing education seminar and the Library and Information Sciences Alumni Association recognizes an 'alumnus of the year' with a donation to a special library collection.

**Reunions:** Each year the Alumni Association hosts Alumni Weekend, a major series of events over four days that brings thousands of alumni back to campus. Many chapters capitalize on the celebration to host a reunion. Some also provide special gifts to alumni who are celebrating a special anniversary. Some reunion events are: a tour of new facilities, a reunion reception, a dinner, a wine and cheese party, a patio party, a reunion barbecue, or a tea and cakes afternoon reception.

**Fundraising:** It feels good to give back. Many of our chapters raise funds to support their activities or take on a special cause. Our chapters have endowed bursaries and scholarships for our students and have undertaken fundraising campaigns to create other endowments for special purposes. Be sure to check with your Chapters Coordinator before soliciting any money — we can offer assistance and guidance to ensure success.

**Mentorship:** Our students gain so much from learning from our alumni who are already practicing in their chosen field. It can help guide their studies and is very rewarding for the alumnus as well. The Business Alumni Association and the Pharmacy Alumni Association both have excellent mentoring programs and the university hosts a general mentoring program that all faculties and departments can use and support.

**Communications:** Keeping in touch with your membership is important to a robust and well-supported chapter. Newsletters (by email or in print) are a great way to let your alumni know about the great work you're doing and to update them on happenings on campus. Your Chapters Coordinator can usually assist you with some proof-reading and layout help, and suggestions for good topics. Using social media is also helpful — keep your chapter's Facebook page updated with event information and updates on what your student cohort is doing and consider setting up a LinkedIn group.

## 6. Assistance

Throughout this handbook we have outlined many of the ways that your Campus Chapters Coordinator and the Office of Alumni Relations can help your chapter to be vibrant and successful.

### Some key areas of assistance are:

**Event coordination** — we can help with registration set up and with choosing and negotiating with vendors. We can provide guidance and advice on how to make your event successful.

**Newsletters** — we'll help with design and layout if you give us enough time, and we can suggest topics or ways to communicate with your alumni.

**Mail lists** — we can access the university's database to find your alumni.

**Meetings** — we will host meetings and provide suggestions on how often to meet and how to set up your agenda.

**Website** — we can host information on the Alumni section of the university's website.

**Board support** — we will provide guidance on how to run your chapter and how to ensure your executive works well together.

**Fundraising** — we can connect you with the experts to assist your group in fundraising.

# Appendix

## A. SAMPLE TERMS OF REFERENCE

### University of Alberta Dental Hygiene Alumni Chapter

#### TERMS OF REFERENCE

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1. NAME

The name of the committee shall be the University of Alberta Dental Hygiene Alumni Chapter, hereinafter known as the Chapter.

2. MISSION

To promote and support the goals of the University of Alberta, the Alumni Association and the Dental Hygiene Program.

3. CHAPTER MEMBERSHIP

3.1 All graduates of the University of Alberta Dental Hygiene Program shall be members of the Chapter.

3.2 Any individual who has rendered outstanding service to the Chapter may become an honorary member upon identification as such by the executive committee.

4. EXECUTIVE COMMITTEE

4.1 The executive committee shall plan and implement the goals of the Chapter, as long as they are not in conflict with the University of Alberta, the University of Alberta Alumni Association or a sponsoring Faculty, student group or club.

4.2 The powers of the Executive Committee shall include:

- 4.2.1 Promoting the goals of the Chapter;
- 4.2.2 Approving an annual budget for the Chapter;
- 4.2.3 Raising funds for scholarships or bursaries;
- 4.2.4 Making policies, rules and regulations for operating the Chapter

4.3 The Executive Committee shall consist of the following officers:

- 4.3.1 Chair;
- 4.3.2 Vice-Chair;
- 4.3.3 Secretary;
- 4.3.4 up to 3 Directors-at-large;
- 4.3.5 up to 3 student representatives;
- 4.3.6 a faculty representative (non-voting); and
- 4.3.7 a CRDHA Representative.

4.4 The Chair, or in his/her absence, the vice-chair, shall preside at all meetings of the committee. In the absence of both, a chairperson shall be appointed by members present.

4.5 Vacancies shall be filled by a majority vote of the committee for the remaining term of position vacancy.

## B. SAMPLE MEMBERSHIP DRIVE LETTER

Dear Group Colleague,

I am pleased to inform you that an official campus chapter of \_\_\_\_\_ is being established. The goals of organization include the promotion of the welfare of the \_\_\_\_\_ program and increasing fellowship and communication among our grads.

We have a core group of interested alumni who are keen to create this Campus Chapter. Some of our ideas for our first year include a student event, an alumni social event, and a newsletter with notes from our alumni and information on what is currently happening with our program at the University. We plan to look at various fundraising and corporate sponsorships as a way to support our activities, with thoughts of creating scholarships or bursaries for future students in the \_\_\_\_\_ program.

We want to include all of the U of A members of our program in this new Chapter! If you would like to be involved in any way, we would welcome you. You may wish to serve on our executive so that you can help to shape our activities, or you may wish to just volunteer a couple hours of your time in helping out at our events. Or, maybe you're just interested in attending our social or receiving a newsletter.

We need to know if you would support the formation of this Campus Chapter. Please email us at [ourchapter@ualberta.ca](mailto:ourchapter@ualberta.ca) to let us know if you would like to see our program create a Chapter. You don't have to commit to volunteering at this time, but we would like to hear from you so we know that this is the right direction for our alumni.

I sincerely hope you will become an active member of your Alumni Association and I hope to see you at some of our future functions. I cherish my memories as part of our program and the opportunities it has provided both professionally and personally.

Sincerely,

**Sally**  
U of A Program Alumnus

### C. SAMPLE INVOICE

Student Conference 2011 Faculty 'X' Students Association Room 310 SUB University of Alberta Edmonton, AB T6G 2R3	<b>INVOICE</b>
	INVOICE #102 DATE: MAY 7, 2013 Payment is due upon receipt.
TO: Faculty 'X' Alumni Association c/o Alumni Relations Office 1-050, 10230 Jasper Avenue Edmonton AB T5J 4P6	

DESCRIPTION	AMOUNT
Sponsorship of Student Conference 2011	\$900.00
TOTAL	
Make all cheques payable to 'Student Conference 2011'  <b>Payment is due upon receipt.</b>	\$900.00
Thank you for your support!	

## D. SAMPLE FINANCIAL STATEMENT

**Faculty X Alumni Campus Chapter**  
 Statement of Operating Account (012345)  
 April 1, 2011 to March 31, 2012

		Last Month Transactions	This Month Transactions	Year to date Balance
<b>Opening Balance</b>	<b>\$3522.25</b>			
<b>Revenue:</b>				
	Donations	\$ 0	\$45.00	\$245.00
	Memberships	\$30.00	\$15.00	\$675.00
	Alumni Relations Grant	\$0	\$0	\$500.00
	Reunion ticket sales	\$0	\$150.00	\$150.00
<b>Total Revenue:</b>		<b>\$30.00</b>	<b>\$210.00</b>	<b>\$1570.00</b>
	Postage – newsletter	\$0	\$0	\$44.32
<b>Expenditures:</b>				
	Reunion – catering	\$0	\$625.00	\$625.00
	Reunion – décor	\$28.50	\$12.00	\$40.50
	Sponsor – student event	\$75.00	\$0	\$75.00
	Pub Night – door prize	\$0	\$0	\$50.00
<b>Total Expenditures:</b>		<b>\$103.50</b>	<b>\$637.00</b>	<b>\$1471.82</b>
<b>SURPLUS</b>				<b>\$3620.43</b>

## E. SAMPLE FUNDRAISING LETTER

Dear Faculty X Colleague,

I am pleased to inform you that an official chapter of Faculty X has been established. The goals of organization include the promotion of the welfare of the University Alberta X program and increasing fellowship and communication between U of A X grads.

Our group only formed a year ago, but we have already planned a series of events/projects for our chapters. Our focus for next year will be on offering more social events for our grads to enjoy, and on offering at least one continuing education credit seminar each year. We know how important our students are to our alumni, so we also will be supporting our students' endeavours by sponsoring their convocation celebration.

The Executive of the Faculty X Alumni Association has decided that we will NOT charge dues to our members. Instead, we prefer to include ALL U of A Faculty X alumni members in our programs and activities. Our group, however, will require funding to achieve all that we have planned. Our Executive plans on working to secure corporate sponsorship to help defray some of the costs of our projects but we hope that we can also count on you to assist your Faculty X Alumni Association by making a charitable contribution to the group.

All donations over \$10 will be recognized with an official tax receipt from the University of Alberta. If you are interested in making a donation to the group to help us with you can simply complete and return the enclosed form.

I sincerely hope you will become an active member of your Alumni Association and I hope to see you at some of our future functions. I cherish Faculty X education and the opportunities it has provided both professionally and personally.

Sincerely,

**President**  
Faculty X Alumni Association



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