

# **RAM'S EYE VIEW GUIDE FOR CHAPTERS AND CLUBS**



**COMPILED BY THE WCU ALUMNI ASSOCIATION  
COMMITTEE ON CHAPTER DEVELOPMENT**

Fall 2012

## **Introduction from the Chapter Development Committee**

Dear Alumni Chapter/Club Organizers,

We appreciate your wanting to spread the good news that is West Chester University. We have provided you with the basic tools for getting a Club/Chapter started and once organized how to sustain your efforts.

### ***Formation***

Club – Not a Chartered Chapter of the University but nonetheless, a group of alumni who come together to promote the good news of WCU, however, you may decide to have club socials and invite members of the university to speak to your group but will not be able to fundraise using the West Chester name as a group.

Look over the materials inside and decide if the time is right to become a Chartered Chapter of the University. This will mean completion of the By-Laws as indicated and submission with a roster of at least 10 alumni who will support the organization as a Chapter.

Chapter- More than likely, you have already decided to become a Chartered Chapter of the University when you look over the material. You have 10 alumni who will support the organization as a Chapter and you have a group of individuals ready to stand for office as President, Vice-President, Secretary (sometimes, Secretary/Treasurer) and Treasurer.

### ***Sustention***

Whether a Club or Chapter, please be sure to keep in touch with our Alumni Relations Office, and our Chapter Development Committee at [alumni@wcupa.edu](mailto:alumni@wcupa.edu) to share your best practices for other clubs/chapters.

Welcome aboard!

## **Chapter Purpose**

As stated in the introduction, you probably already know you want to be a Chapter. Chapters can exist to:

- promote the welfare of West Chester University
- connect and maintain a beneficial relationship between West Chester University and its alumni.
- network in the community to increase visibility of the University and encourage enrollment
- socialize between graduates of the university across all schools and class years

### **Chapter Size**

We have found that ten (10) people are the minimum number for Chartering. This would be considered a small chapter and of course, activities might be less than a chapter of hundreds. No matter the size two meetings a year are required to keep the Chapter in good standing. One of these meetings can be a social, however.

### **Chapter Events**

Geographical – Chapters can organize meetings and socials in accordance with their geographical location. The Alumni Association office can advise on event planning

At West Chester- Chapters can organize events at the campus with prior consultations. Chapters are welcome to join and/or to support campus events including but not limited to:

- Annual Presidential Scholarship Community Gala in Chester County
- Annual Killinger Foundation Football Banquet
- Women in Leadership and Service

### **Exploratory Committee Activities**

The Alumni Relations Office can provide you with a cover letter detailing the number of alumni in your area or the number of those who are on file as having an interest in forming a chapter.

#### *A. Preliminary Actions*

Our Foundation Office will make the initial contact for you once you decide to go ahead and introduce yourselves as wanting to start a club or chapter.

You should submit a request to the Foundation office containing the following information:

- Your Exploratory Committee's Chairman's name

- Address
- Email
- Interest in Club or Chapter formation
- Type of Formation- Affinity or Geographical (Other? Please specify)
- Activities envisioned
- Daytime telephone number

You will be sent a copy of the preliminary letter sent by the Foundation. When you are contacted by the recipients, schedule a meeting to discuss the next steps.

#### *B. Next Steps*

1. Meet to discuss formation and discuss the mechanics of the formation such as Chapter name, identification of potential officers and committee members such as By-Laws writers, membership and recruitment, liaison with the campus and other issues such as programs and projects.
2. Set-up electronic presence such as Yahoo groups, Facebook, LinkedIn to reach more potential members through exposure to the campus on-line presence.
3. Vote on the date to finalize the formation and submit the By-Laws to the By-Laws committee for approval or re-editing as necessary.
4. Set a date for the introduction of the new chapter in conjunction with the Alumni Association and invite campus mentors and other interested supporters.
5. Elect officers at this launch meeting and submit the report of names and other news to the Alumni Association office for posting on the Alumni Association page.
6. Discuss and adopt a schedule of activities for the Chapter as far out in the future as possible such as fall sporting events if meeting in spring or if meeting in the winter, spring events such as a picnic, etc.

Note: Dues are not collected. Instead members should make gifts to the WCU Foundation designated for their chapter's operations. The Alumni Relations Office will assist chapters with this procedure.

## **SAMPLE BY-LAWS**

### **WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION SAMPLE CHAPTER BYLAWS**

#### **ARTICLE I. Name**

*Section 1.* The name of this organization shall be the *NAME* Chapter of the West Chester University Alumni Association, hereinafter referred to as “the Chapter.”

The Chapter was founded/reorganized in *YEAR* under the auspices of the West Chester University Alumni Association.

#### **ARTICLE II. Purpose**

*Section 1.* The purpose of the Association shall be to promote the interests of West Chester University in all areas of academic, cultural, and social needs; to strengthen the Association through a strong network of graduates in the *GEOGRAPHICAL AREA AND/OR INTEREST (AFFINITY CHAPTER)* and to increase alumni awareness of the University's needs.

#### **ARTICLE III. Membership**

*Section 1.* Any person graduating from West Chester Normal School, West Chester State Normal School, West Chester State Teachers College, West Chester State College, or West Chester University becomes and remains a member of the Association, and therefore are eligible for membership in the Chapter. All non-graduates who have attended West Chester University or its predecessors for at least two semesters and whose classes have graduated may become members of the *NAME* and the Association upon request.

#### **ARTICLE IV. Officers**

*Section 1.* The Executive Officers of the Chapter shall be as follows: President, Vice President, Secretary, and Treasurer OR Secretary/Treasurer, Parliamentarian and Immediate Past President.

*Section 2.* The duties of the Executive Officers of the Chapter shall be as follows:

*Section 2.1.* President: The President shall preside at all meetings of the Chapter. The President shall be the principal representative of the Chapter at all Association and/or University functions where a Chapter representative is needed; decide all questions of order; offer for consideration all motions regularly made; appoint all committees; participate in the implementation of the decisions of the Chapter; and perform other duties that usually pertain to this office. The President shall be an advisor (non-voting) to committees. The President or an appointed designee shall serve as a liaison member of the Alumni Association Board of Directors

*Section 2.2.* Vice President: The Vice President of the Chapter shall be first in line of succession to the President. The Vice President shall fulfill the duties of the President whenever the President is unable to do so and shall also perform the duties that usually pertain to this office or that may be assigned by the

President.

*Section 2.3. Secretary/Treasurer:* The Secretary/Treasurer shall be second in line of succession to the President. The Secretary/Treasurer shall take the minutes of all meetings of the Chapter and shall also perform the duties that usually pertain to this office or that may be assigned by the President. He or she shall be responsible for collecting and recording any funds related to Chapter events or programs.

*Section 2.4 Parliamentarian*

*Section 2.5. Immediate Past President:* The Immediate Past President of the Chapter shall be an ex officio (voting) member and serve in an advisory capacity.

*Section 3.* Should any officers of the Chapter resign or be unable to perform the duties of that office, the vacancy shall be filled by an election by the Board at the next regularly scheduled meeting.

## **ARTICLE V. Meetings**

*Section 1.* The Chapter shall hold two regular meetings per year.

*Section 2.* The following agenda shall be used at all regular meetings:

- Call to Order
- Opening Exercises
- Roll Call
- Reading, Correction, Approval, or Disapproval of Minutes of
- Previous Meetings
- Reports of Officers
- (Brief Reports/Presentations of Special Guests)
- Reports of Committees
- Report of WCU Alumni Relations
- Unfinished Business
- New Business
- Adjournment

## **ARTICLE VI. Reports**

*Section 1.* Chapters shall be required to send an annual report of activities to the WCUEA Bylaws Committee by April 1 of each year and submit quarterly Chapter updates to the Alumni Office for WCU Magazine.

## **ARTICLE VII. Committees**

*Section 1.* The President of the Chapter shall appoint all committees, as deemed necessary by the Chapter, by August 1 of each year and shall report the names of committee members to the Director of Alumni

Relations.

#### **ARTICLE VIII. Terms of Office**

*Section 1.* Officers of the Chapter shall be limited to two consecutive one-year terms per office.

*Section 2.* Should there be a failure to elect or install any or all officers and Directors, those persons then in office shall hold over and shall retain the full authority of the respective positions until their successors shall be duly elected.

#### **ARTICLE IX. Elections**

*Section 1.* Annually by August 30, the Chapter membership shall vote upon executive officers as nominated from the general membership.

#### **ARTICLE X. Quorums**

*Section 1.* Fifteen (15) members of the Chapter shall constitute a quorum for meetings.

*Section 2.* A majority of the members of a given committee shall constitute a quorum for committee meetings.

#### **ARTICLE XI. Finances**

*Section 1.* The NAME Chapter is not organized for profit nor shall any party of the funds be used for the benefit of any member. No member shall be entitled to receive funds from the NAME Chapter, except for reimbursements of an authorized expense incurred on behalf of the Chapter.

(NOTE: M.O.U. WITH WCU FOUNDATION MAY AMEND THIS SECTION. HOWEVER, CURRENT ARTICLE IS REPEATED HERE FOR REPORT PURPOSES)

#### **ARTICLE XII. Amendments**

*Section 1.* Amendments

For a bylaw amendment to be considered, any member of the Chapter must present the proposed amendment in writing to the Parliamentarian, along with a second. All amendments shall be presented to the Executive Officers.

The Executive Officers shall vote upon the proposed bylaw amendments. All amendments receiving a two-thirds approval vote from the Executive Officers shall be presented to the general membership for vote.

A notice of any proposed amendment must be distributed to all members at least one month prior to a general membership meeting. This notice shall contain the section of bylaws to be amended appearing in its original wording and with the proposed changes.

Amendments must receive two-thirds approval of all present voting members to be modified.

The bylaws shall be reviewed annually by the Chapter and by the WCUAA Bylaws Committee.

*Section 2.* Ratification

These bylaws shall become effective upon acceptance by the West Chester University Alumni Association.

Date: