

**WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION  
CHAPTER DEVELOPMENT**



**WEST CHESTER UNIVERSITY**  

---

**ALUMNI ASSOCIATION**

**OFFICIAL GUIDE FOR  
ALUMNI CHAPTERS & CLUBS**

# WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION CHAPTER DEVELOPMENT

## 1. CLUB OR CHAPTER?

**CLUB:** A club is an informal group that engages alumni by hosting social and networking events. Such a group is not officially recognized by the West Chester University Alumni Association and therefore cannot use the university's name or trademark. It may not conduct official business, fundraise or utilize most of the services of the Alumni Association.

**CHAPTER:** a chapter is a formal organization recognized by and responsible to the West Chester University Alumni Association.

## 2. HOW TO ESTABLISH A CHAPTER

To become formally recognized as a chapter of the West Chester University Alumni Association, you must submit a roster of at least 10 alumni who are interested in participating in the chapter as well as a set of bylaws for the chapter.

You may submit your roster and bylaws to [alumni@wcupa.edu](mailto:alumni@wcupa.edu) for consideration.

The West Chester University Alumni Association's bylaws committee will review your request to become a chapter. If approved, the committee will ask the Board of Directors to consider your request for a charter for your new alumni chapter. Once approved by the Board of Directors, you are a formally recognized chapter of the Alumni Association.

## 3. REQUIREMENTS

To remain an officially recognized chapter, you must *annually* complete the following requirements:

- Host one business meeting
- Host one special event
- Designate a representative from your chapter to attend and report on your chapter activities at the WCU Alumni Association Board of Director meetings
- Provide a report of chapter activities to the Bylaws Committee by April 1<sup>st</sup>
- The collection of chapter membership dues is not allowed

## 4. REQUIREMENTS

To remain an officially recognized chapter, you must *annually* complete the following requirements:

- Host one business meeting
- Host one special event
- Designate a representative from your chapter to attend and report on your chapter activities at the WCU Alumni Association Board of Director meetings
- Provide a report of chapter activities to the Bylaws Committee by April 1<sup>st</sup>

# **WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION CHAPTER DEVELOPMENT**

## **5. NEW CHAPTER: NEXT STEPS**

- Schedule your first meeting to:
  - Elect chapter officer per your approved bylaws
  - Discuss events ideas
  - Schedule your next meeting

## **6. HOW DO I STRENGTHEN MY CHAPTER?**

The Alumni Association's primary responsibility is to engage West Chester University Alumni. Therefore, we are made stronger by having strong chapters who do the same! To facilitate the relationship between the Alumni Association and your chapter, you are encouraged to work with the Alumni Association by:

- Communicating with the Alumni President
- Serving on the Chapter Development Committee

## **7. HOW CAN THE ALUMNI ASSOCIATION HELP MY CHAPTER?**

The Alumni Association can advise and support your chapter's efforts with funding assistance and logistical support for activities such as:

- Outreach & Communication with Alumni
- Hosting Social & Networking Events
- Honoring Distinguished Alumni
- Establishing & Operating Scholarship Programs
- Other Creative Ventures

**WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION  
CHAPTER DEVELOPMENT  
SAMPLE BY-LAWS**

**ARTICLE I. Name**

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

The Chapter was established in YEAR under the West Chester University Alumni Association.

**ARTICLE II. Purpose**

Section 1. The purpose of this chapter shall be to promote the interests of West Chester University in [insert criteria], support the West Chester University Alumni Association and to increase alumni awareness of the University's needs.

**ARTICLE III. Membership**

Section 1. Any person graduating from West Chester University and [insert additional criteria] is eligible for membership in the Chapter.

All non-graduates who have attended West Chester University for at least two semesters and otherwise meet the criteria under this section shall be eligible for membership of this chapter.

**ARTICLE IV. Officers**

Section 1. The Executive Council of the Chapter shall include the following officers: President, Vice President, Secretary/Treasurer and Immediate Past President.

Section 1.1 The Executive Council of the Chapter shall be authorized to transact business on behalf of the chapter. The Executive Council shall hold at least one business meeting per year.

Section 2. The duties of the 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; decide all questions of order; offer for consideration all motions regularly made; appoint all committees; implement the decisions of the Chapter; and perform other duties that usually pertain to this office. 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

## **WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION CHAPTER DEVELOPMENT**

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. Immediate Past President: The Immediate Past President of the Chapter shall be an ex officio 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 chapter at the next regularly scheduled meeting.

### **ARTICLE V. Meetings**

Section 1. The chapter shall hold at least one meeting or special event per year.

### **ARTICLE VI. Reports**

Section 1. The Chapter shall provide an annual report of activities to the WCUAA Bylaws Committee by April 1 of each year.

Section 2. The Chapter shall submit an update on chapter activities to the Chapter Development Committee prior to each meeting of the WCU Alumni Association Board of Directors.

### **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 chapter membership.

# **WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION**

## **CHAPTER DEVELOPMENT**

### 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 Chapter is not organized for profit. 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.

### 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 Executive Council of the Chapter.

The Executive Council shall vote upon the proposed bylaw amendments. All amendments receiving a two-thirds approval vote from the Executive Council shall be submitted to the WCUAA Bylaws Committee for consideration.

#### Section 2. Ratification

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

Date: