



WCU Alumni Chapter Development Guidelines

OFFICIAL GUIDE FOR ALUMNI CHAPTERS & CLUBS

WEST CHESTER UNIVERSITY ALUMNI ASSOCIATION

CLUB OR CHAPTER?

CLUB - 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 (WCUAA) 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 formal organization recognized by and responsible to the West Chester University Alumni Association.

CURRENT WCUAA CHAPTERS

Please view our website to the current list of alumni chapters and clubs.

www.WCUalumni.org/chapters

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. Sample bylaws available on request.

You may submit your roster and bylaws to bgallagher@wcufoundation.org to be passed on to the WCUAA Board of Directors for consideration.

The West Chester University Alumni Association's bylaws committee will review your request to become a chapter and submit your application to be voted on at the next scheduled board meeting. Once approved by the WCUAA Board of Directors, you are a formally recognized chapter of the Alumni Association.

REQUIREMENTS

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

- 1) host one business meeting
- 2) host one special event
- 3) designate a representative from your chapter to attend and report on your chapter activities at the WCU Alumni Association Board of Director's meetings
- 4) provide an annual report of chapter activities for the Annual Board Meeting.
- 5) the collection of chapter membership dues is not allowed

CHAPTER STRUCTURE

CHAPTER FORMATION

Chapters may be formed based on geographical location and population or for a specific affiliated group whether it is college, major, athletics, Greek organization, or student organization/club. Geographic boundaries will be set by the Association during the review process.

GENERAL CHAPTER GOALS

All chapters have three basic goals:

- Connect WCU Alumni, students, parents of students, and friends of the University by providing programming, networking opportunities and information.
- Assist the University in promoting its programs under the direction of the Alumni Association.
- Recruit volunteers for the various programs of the Association and the University.

DEFINING THE CHAPTER EXECUTIVE BOARD

The executive board is the governing body of the chapter. It will consist of your executive council members serving in the roles of President, Vice President, Secretary and Treasurer. While the number of members will vary for each chapter, executive council members are permitted to add additional board members that are active participants and interested in taking part in the voting processes.

JOB DESCRIPTIONS

PRESIDENT – The President serves as the primary point of contact for alumni, students, parents of students, friends of the University and the Alumni Association. They are responsible for leading all aspects of the chapter.

VICE PRESIDENT – The Vice President shall be first in line of succession to the President supporting him/her in all aspects of the chapter's activities. They shall act on behalf of the President in his/her absence.

SECRETARY - The Secretary is responsible for maintaining a written record of chapter activities, taking and distributing minutes of all meetings. A copy of meeting minutes should also be sent to the Office of Alumni Engagement to be kept on file.

TREASURER – The Treasurer is responsible for the financial records and operations of the chapter. Responsible to officers and members at large for any fiscal matters.

BOARD MEMBER – board members are voting members of the chapter, who contribute to the chapter in various capacities, including assistance with chapter events/activities, service particular to individual skillset and representation of the general alumni membership.

OVERALL BENEFITS: As an alumnus of West Chester University, the benefits are numerous and participating as a member in the Alumni Association is just one. Our hope is that you can take this experience of leadership and play a key role in the growth of our Association while shaping the future of the chapter. Additional opportunities are available to mentor new volunteers, students and alumni while building a professional and social network with fellow alumni.

NEW CHAPTER: NEXT STEPS

Schedule your first meeting to:

- Discuss events ideas
- Strategize your chapter goals
- Schedule your next meeting

EVENTS & ACTIVITIES

Each event comes with many different components and purposes for hosting, and it is our hope that we can offer your chapter assistance throughout the entire planning phase. The Office of Alumni Engagement can provide resources for planning, online registration, communication, and giveaways. Any event requests can be sent to the Assistant Director of Alumni Engagement. All event requests require a minimum of 6 weeks advance notice to allow for planning, advertising, and communication.

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 and the Assistant Director of Alumni Engagement.

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 and communication with alumni, hosting social and networking events, honoring distinguished alumni, establishing, and operating scholarship programs, and other creative ventures. More information can be found in the Chapter Development Manual that is provided to chapter leadership upon charter approval.

CALENDAR OF EVENTS

For an updated comprehensive list of upcoming events and meetings, check out the events calendar on our website: www.wcualumni.org/eventscalendar

Thank
you

On behalf of the WCU Alumni Association and Office of Alumni Engagement, we extend our gratitude and appreciation for your dedication and support of our mission to support student success. Your involvement has a tremendous impact on our alumni and students, paving the way for a growing network of alumni engagement.

WEST CHESTER UNIVERSITY FOUNDATION OFFICE OF ALUMNI ENGAGEMENT

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