

### Chapter Requirements and Benefits

2018-2019

*These requirement and benefits are for each fiscal year (July 1-June 30)*

	<b>Chapters</b>
<b>Description</b>	A group of alumni that is interested in staying engaged with the university and other alumni via social or networking events.
<b>Alumni Base</b>	Must have alumni from a specific geographic area, program or affinity.
<b>Officers / Board</b>	Minimum of four leaders or co-leaders (officer titles are up to chapter - i.e. President, VP, Treasurer, Communications, Events, etc).
<b>Policies &amp; Procedures</b>	A governing document that provides details of how the chapter operates. A template will be provided to chapters as support for creation.
<b>Finances</b>	Accounts are available through EMU.
<b>Membership &amp; Dues</b>	Membership is defined and determine by the chapter. There must be NO premiums attached to memberships ie: "freebies". Dues are optional.
<b>Events / Activities</b>	Host a minimum of one (1) event per year (i.e. conference, annual event, social, participate in tailgate, fundraiser, community service etc.).
<b>Communication</b>	Maintain regular communication with membership (meetings, conference calls, email, newsletter, social media)

<b>Annual Report</b>	Annual report must be submitted by June 30 <sup>th</sup> of each fiscal year. Template provided.
<b>Financial Support</b>	Financial support is available for chapter events and activities. Up to \$1,000 annually is available on a first-come, first-served basis. Requests for financial support for the next academic year must be stated in the Annual Report, due June 30 each year so that the Chapters Committee can plan on the amount of funds needed for the year. Completion of a Chapter Grant Request is required at least 30 days before the event. Determination of the request will be made by the Chapter Committee and communicated to the chapter shortly after the request is filed with the Alumni Office.
<b>Data Request/ Email Communication</b>	Up to two (2) data requests available each year.
<b>University Created Logo</b>	The Alumni Office will submit the request and to the Marketing and Communications and work with them regarding specific logo design that meet the university specific guidelines
<b>Finances/University Accounts</b>	Accounts held at EMU, can utilize tax exempt status. Quarterly account report available.
<b>Social Media</b>	Promote events, membership, etc. via alumni office social media channels as approved
<b>Website</b>	Listed on alumni office website with contact info, social media channels and website.
<b>Events Calendar</b>	Events listed on full University Event Calendar and on alumni website. Must complete online form. Unlimited number available.

<b>Event Registration</b>	One <u>paid</u> event can be hosted in the alumni office for registration and payment. One <u>free</u> events can be hosted through the alumni office system for registration.
<b>Speakers/Presenters</b>	Assist in finding speakers/presenters at events/activities as resources permit.

**Criteria will be reviewed on a biannual basis for updates by the Chapters Committee and Alumni Office.**