

Policies and Procedures (AKA Bylaws) Template

Chapter's name:

The starting date of chapter (if it can be determined)

The type of chapter: ___Geographic ___Department ___Affinity

Geographic chapter examples: NE Ohio, Chicago, Las Vegas

Department chapter examples: Construction Management, Social Work, CMTA

Affinity chapter examples: Black Alumni, Latino Alumni, E-Club Letter Winners

The purpose of the chapter:

Include

- *Mission*
- *Goals*
- *Any other pertinent information that defines why the group will exist*

The types of activities the chapter anticipates doing to:

- *Engage alumni*
- *Support students or the university*
- *Support the community*

Identify chapter Leaders/Officers

- *Should be 3 or more*
- *Internal structure (titles of officers or whatever works best for the chapter)*
- *Determine and include the procedure by which they are chosen*

Include whether or not it is membership dues driven

- *Amount of dues*
- *Frequency (lifetime, annual etc.)*
- *Purpose of any dues charged*

The types of communication with members:

- *Social media pages*
- *Newsletters*
- *Emails, conference calls, etc.*

Identify chapter meetings and/or events each year

- *Frequency of each*

Policies regarding voting on chapter business