

Federation University Alumni Chapter Guidelines

1. Definition

Forming an alumni chapter is an exciting and rewarding experience. Chapter formation can be initiated by any member of the University and/or alumni community. The University's Alumni Office must be notified and involved in the initiation, formation and ongoing management of an alumni Chapter.

Chapters foster continuing lifelong links between the Federation University and its alumni and between alumni themselves. Chapters serve to unite alumni in an organisation which is mutually beneficial to both the individuals and the University.

Chapters can be formed on the basis of geographical location (eg Melbourne, Hong Kong, Malaysia); professional discipline (eg business, engineering, IT); or special interest area (eg residential clubs, sporting clubs, retired lecturers).

2. Aims and Objectives

Aims and objectives of University Alumni Chapters include:

- To promote participation in the Chapter;
- To promote a positive relationship between the University and its Alumni;
- To promote future engagement between the Alumni;
- To promote and enhance the University's good name and global reputation;
- To facilitate links with the community; and
- To promote a lifelong relationship between the University and its Alumni.

This could involve:

- Providing opportunities for networking and fostering social, professional and business relations amongst alumni;
- Being a conduit for communication between alumni and the University;
- Cultivating links with current students;
- Developing a program of activities to enhance the objectives of the University within the region.

3. How to establish a Federation University Alumni Chapter

- 3.1. Contact the Alumni Office to discuss the proposal and obtain in principal support
- 3.2 Define in consultation with the Alumni Office the target membership / participant group. Consultation should also include any third party provider/s if applicable
- 3.3 Ensure there is sufficient interest and support for the proposed formation of a chapter
- 3.4 Call for expressions of interest from the participant group to form a Steering Committee to oversee the formation of the Chapter and determine its role, purpose and proposed objectives. Need to consider:-
 - What will be the mission of the Chapter?
 - How will the Chapter best serve the University and the particular constituencies?
 - Are there at least 10 local alumni who are willing to serve as Chapter officers and/or Chapter Steering Committee members?

Successful alumni Chapters are dependent upon the time, energy and interest of volunteers. These volunteers are invaluable to its ongoing success and survival and are usually responsible for:

- Managing Chapter finances and administration;
- Maintaining regular communication with the University;
- Chapter communications and functions; and
- Recruitment of new members

Positions on the committee may include (but are not limited to) the following:-

- President
- Vice-President
- Secretary
- Treasurer

- 3.5 Define data management procedures:-

- Who holds the definitive source of records?
- What are the privacy requirements of maintaining records?
- By what process do members join and update their records?

- 3.6 Determine the structure and governance arrangements for the Chapter

- Are there legal requirements that any kind of association must be formally established and registered with the appropriate local authorities?
- Should a constitution be developed for the Chapter or will the required Legal Contract between the Chapter and the University suffice?

Choosing the right structure of the Chapter is important. Most Chapters are unincorporated associations – meaning they are not legal entities, but rather a group of persons who come together to promote a common interest or group activity.

3.7 Determine how the Chapter will be managed financially and prepare an annual budget

- How will the chapter support itself financially (membership fees, fundraising, self supporting events, corporate or individual sponsorships)?
- What funding will be required to support initial chapter formation?
- What expenses will be incurred during the first year of operation?

While funding may be sought from the University for initial formation / registration expenses, specific functions and initiatives or activities, Federation University Alumni Chapters are expected to be largely self-funding

3.8 Design a communications program and events schedule

- How will the group communicate with its membership
- What types of activities will the group be involved in to support the chapter's mission

3.9 Federation University Alumni Chapters are required to sign a contract which establishes the legal agreements between the Chapter and the University. This contract establishes the terms and conditions according to which the Chapter will be established and conduct its activities. Should the Chapter incorporate or otherwise become a separate legal entity then the proposed constitution, articles of Chapter or other founding document shall be in accord with this agreement and be approved by the University's Legal Officer.

3.10 Prepare to invite all alumni within the participant group to an event to help celebrate the formation of the Chapter. At the event, highlight the Chapter goals and future events and ask for volunteers willing to help with various tasks.

3.11 Regularly communicate with members of your participant group and with the University Alumni Office. The Alumni Office will provide updates on your chapter in the alumni newsletter on a quarterly basis.

4. Maintain an active Alumni Chapter

The Chapter must stay active to maintain its Federation Alumni Chapter status. To be considered active, Chapters must accomplish the following:

- Conduct at least four business meetings per year and submit all meeting minutes to the Alumni Office
- Hold at least two general alumni functions of educational or social nature annually.
- Conduct regular elections for new leadership.

5. Central Alumni Office support

The University Alumni Office will provide advice, counsel and resources to Alumni Chapters in order to help them fulfil their defined role and purpose and achieve their prescribed objectives.

This includes providing access to University services and individuals, and assisting with the coordination of Chapter events and communications. It is important to note however that the agenda and future direction of the Chapter must be determined by the Steering Committee upon the advice and feedback of the Chapter members themselves. It is also expected that the relevant Schools and partner institutions will also assist Chapter initiatives either financially or in-kind. Services that the Alumni Office can provide include:

- Initially, the Alumni Office can assist with printing and postage costs, however ultimately Chapters must be self-financing
- Advertising of functions and activities on the Federation Alumni website and in newsletters;
- Access to alumni data and contact details in accordance with the University's Information Privacy Policy;
- Access to Federation University promotional material and merchandise (at discounted cost);
- Enlist / help secure VIP visitors / speakers and visiting academics from the University for events;
- Advice on event coordination and management.