

**Cheyney University National Alumni Association
New Chapter Start Up Procedures**

- I. In order to establish a local chapter of “Cheyney University Alumni Association,” the newly-formed group is required to do the following:
 - A. Submit a completed Alumni Association Application.
The application serves to establish contact information for the association and lists its officers and members. Once received by the National Office, application materials are reviewed by the CUNAA Board of Directors. However, associations should not wait for formal induction in order to commence activities. Associations can choose to have a few activities prior to submitting an application in order to grow membership. Once established, however, it is necessary to be officially recognized. This will take place at either Homecoming or Alumni Day General Membership Meetings.
 - B. Submit a roster of Members and submit current year CUNAA Membership Fees for each member.
- II. Startup involves two specific tasks: recruitment and organization. In order to “have” an alumni association, members are needed. Once membership is established, the association has to set ground rules for how it will operate.

A. Recruiting Membership

The first step in the recruitment process is establishing a core membership which should be four or five individuals to help with the start-up process.

Suggested methods for informing potential members:

- 1. *News Media* Almost all provide free announcements of community groups and events, membership drives, etc. Contact each of these outlets separately to inquire about procedures and deadlines.
 - 2. Consider contacting local Newspapers (including online), Magazines (including online), Television stations, Radio stations.
 - 3. *The Internet:*
 - Yahoo Groups <http://groups.yahoo.com>
 - LiveJournal <http://www.livejournal.com>
 - MySpace <http://groups.myspace.com>
 - Facebook <http://www.facebook.com>
- B. Advertise your alumni association start up plan via all of these means. Just make certain that your information is the same on each site. You also might consider creating a Web site for your association.

III. Organizing Structure

Within the Association there should be defined bylaws, the purpose or mission of the organization, the roles of the officers, committees.

IV. Program

The programs of an alumni association are the activities undertaken by the local association and its members. The program should reflect both the long- and short-term objectives of the group. For example, the scheduling of a fundraiser for next month would be a short- term objective, but to use the money raised to build a future scholarship fund reflects a long-term objective.

V. Bylaws

The bylaws are the governing document for the association. The bylaws should set forth its name, purpose, association officers and committees, and operation of the general program. A set of sample bylaws is included in Appendix C.

VI. Fiscal Policies/ Establishment of Treasury

In order to keep personal and association monies separate, associations are required to open a bank account. It is recommended that an account be established in the name of the association to ensure proper accounting of funds as well as to allow for officer transition. A properly set up association account will protect the personal identity of officers named on the account. Consult the CUNAA Treasurer for further clarification, assistance and to obtain the CUNAA IRS tax i.d. number.

VII. Officers and Elections

Planning activities while establishing an association falls upon the leadership. The number and composition of officers in an association is completely flexible. Typical positions include president, vice president, secretary and treasurer. Remember that all officers are volunteers, but once volunteered and elected, they have chosen to take responsibility. Look to the officers for leadership.

Appendix Form VI, p.2

VIII. Strategic Planning

Once formed, new associations should consider some type of planning session concerned with developing a long-term plan of action. This will help the leadership direct the energies of the membership. Traditional strategic planning consists of the following steps:

- A. Establishing a mission
 - B. Setting SMART goals (See Appendix, Form IX)
 - C. Identifying actions that achieve the goals
 - D. Scheduling activities that encompass the actions
- Strategic planning should be expedient, complimentary and effective.

IX. Liability Insurance

- A. Volunteers and alumni members who belong to an alumni association are covered by the Cheyney University National Alumni Association's liability insurance.
- B. It is important that all associations be registered and have a current roster of members on file with the National Office in order to ensure insurance coverage.
- C. This insurance covers liability (someone threatens to sue the association and or its officers) and is not medical coverage (someone gets hurt at an event).
- D. Whenever a local chapter schedules an event or must show indemnification for the purpose of obtaining locations for meetings , it is that chapter's responsibility to pay the cost of the rider associated with the CUNAA insurance policy.
- E. To find the latest information on what the insurance covers and how to get proof of insurance, contact the CUNAA Treasurer. (See Appendix Form VIII.)

Cheyney State University National Alumni Association Local Chapter Application Form

Name of Alumni Organization: _____

Date: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

List of Officers:

President: First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

Vice-President: First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

Treasurer: First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

Recording Secretary: First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

Corresponding Secretary: First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone: Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

Return Form To:

Cheyney University National Alumni Association
1837 University Circle, P.O. Box 121
Cheyney, Pennsylvania 19319

Official Roster of New Members
Chapter Name:
Date:

New Member First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone:Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

New Member First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone:Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

New Member First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone:Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

New Member First Name _____ Last Name _____
Maiden Name _____
Membership Category: General _____ Friend _____ Life _____
Address: _____
City _____ State _____ Zip Code _____
Telephone:Home _____ Cell _____ Business _____
e-mail address _____ Class of _____

Return Form To:
Cheyney University National Alumni Association
1837 University Circle,
P.O. Box 121
Cheyney, Pennsylvania 19319

Sample Bylaws of Local Chapter of Cheyney University Alumni Association

Originally drafted by _____
Ratified on _____ with/without revisions
Last amended _____

ARTICLE I NAME

The name of this organization is the _____

ARTICLE II PURPOSE

The purpose of the LOCAL CHAPTER shall be to promote the principles of Cheyney University National Alumni Association.

ARTICLE III ADHERENCE TO NATIONAL BYLAWS AND GUIDELINES

This association shall observe all applicable articles and sections set forth in the National Bylaws/Constitution of Cheyney State University National Alumni Association.

ARTICLE IV MEMBERSHIP

Section 1: Membership in this association is open to all alumni and friends of LOCAL CHAPTER.
Section 2: All paid in full alumni members of the chapter are considered voting members of the association. Only voting members may hold association office. Only voting members are eligible to vote at association meetings.
Section 3: Non-voting members/Friends of the association may neither vote at association meetings nor hold association office, but they may attend all association meetings.

ARTICLE V OFFICERS

Section 1: The elected officers of the association are a president, vice president, secretary, treasurer. All of the officers listed in Article IV, Section 1 shall be elected. Other officers, and/or committees are appointed by the president and approved by the elected officers who, when meeting collectively, shall be called the Executive Board.
Section 2: The president supervises and represents the association, and sees that its duties and obligations are fulfilled; presides at all association and Executive Board meetings; insures that the alumni operations are in conformity with the principles set forth in the National Bylaws and the Chapter Bylaws; appoints and removes all non-elected officers, committee chairpersons, subject to the approval of the Executive Board. The president is an ex-officio member of all committees. If the president is temporarily unable to carry out these aforementioned duties, the order of succession is listed in Article IV, Section 1.
Section 3: The vice president shall be responsible for the duties of the president if the president is absent or unable to perform them. The vice president shall serve as an assistant to the president.
Section 4: The secretary shall carry out all necessary association correspondence, and shall keep records of all association and Executive Board meetings.
Section 5: The treasurer shall receive and disburse all association funds, keep an accurate record of all transactions; report on the condition of the association's finances to the president regularly, formulate a budget to be approved by the association, and keep the association's financial records in order.

Section 6. The officers of this alumni organization shall be elected biennially and serve for two years. An officer may succeed himself/herself. Nominees do not have to be present at this meeting to run for or hold office.

Section 7. All officers shall, in addition to their stated duties, perform such duties as their offices or the alumni organization may require.

ARTICLE VI

EXECUTIVE BOARD

Section 1: The Executive Board consists of all current elected officers of the association.

Section 2: Executive Board meetings are called by the president or vice president. Other members will be given sufficient notice of the meeting. Quorum consists of _____ of the board members.

Section 3: The Executive Board may exercise any power of the association in the period between association meetings whenever a question cannot be brought before the association in a timely manner.

ARTICLE VII

MEETINGS

Section 1. This alumni association shall hold regularly scheduled meetings per calendar year. The meetings shall be held _____ at _____.

Section 2. Other special meetings shall be at the discretion of the Executive Board. Adequate notice of such meetings shall be provided to the association members.

Section 3. A quorum shall consist of _____. No business shall be voted upon unless a quorum is present.

Section 4. Only voting members shall be allowed to vote at meetings.

Section 5: The president shall conduct meetings according to *Robert's Rules of Order*.

ARTICLE VIII

FINANCES

Section 1. The alumni association dues will be _____ per member per year. Any member, who does not submit his/her dues, shall have voting privileges automatically suspended until payment is made.

ARTICLE IX

AMENDMENTS

Section 1. These bylaws may be amended by a majority vote of the voting members of the alumni organization, at a regular alumni organization meeting, provided that the amendment was proposed with sufficient notice to all members.

Section 2. These bylaws shall become effective upon acceptance by a vote of _____ of the alumni present and voting at a regular alumni organization meeting