Campus Chapters Program Requirements

*Updated: August 2017*

All chapters are required to meet the following requirements in order to remain in good standing with the Alumni Association.

The Alumni Association can withdraw recognition of a chapter if the chapter does not comply with the Campus Chapters Program Requirements, has not demonstrated active progress in the pursuit of its objectives, or is found to be unsupportive of or working against the wishes of its respective faculty, department, or the Alumni Association. Please note, however, it is the Alumni Association’s wish to support every chapter and help it flourish.

1. **Governance**
   1.1. Create and follow a Terms of Reference using the Campus Chapters Program template.
   1.2. Maintain an executive of at least 5 members with set terms (the majority of whom are alumni, exceptions approved by the Alumni Association).
   1.3. Maintain a Chair or President and a Chair-elect or President-elect position with set terms as part of the executive at all times (both of whom are alumni).
   1.4. Provide job descriptions for executive roles.
   1.5. Provide timely meeting minutes to the executive committee and a Campus Chapters Program staff member.
   1.6. Communicate regularly with a Campus Chapters Program staff member.

2. **Planning & Reporting**
   2.1. Submit an annual chapter report and plan by August 31 of each year.
   2.2. Coordinate at least one activity per year.
   2.3. Submit an activity summary report for each completed activity.
   2.4. Establish a budget for activities.
   2.5. Receive approval and work with the Campus Chapters Program staff member on all activities that involve collecting funds or registration fees.
   2.6. Promote broad participation or involvement of the cohort.
   2.7. Be responsive to inquiries from alumni, staff and students; be a good ambassador.

3. **Coordination & Approvals**
   3.1. Engage and interact with a defined cohort as outlined and approved by the Alumni Association.
   3.2. Chapter efforts are aligned and approved by any relevant faculty or campus partner.
   3.3. Should the chapter identify an opportunity for fundraising, the chapter is required to work with the Office of Advancement and Alumni Relations to determine the project’s feasibility; all
fundraising activities must be approved by the University of Alberta Advancement team and implemented under the University’s leadership.

3.4. Any sponsorships in support of Chapter activities must be solicited in accordance with the tenets set out in the Campus Chapters Program Sponsorship Guidelines.

3.5. Chapters wishing to engage with the media must receive advance approval and create a media relations plan in consultation with the Alumni Association.

3.6. Chapters may create social media accounts with approval from the Alumni Association. All social media accounts must give administrative access to a university staff member.

4. Compliance

4.1. Chapter executive board members represent their alma mater in a highly ethical manner, adhering to the Campus Chapter Program Volunteer Code of Conduct.

4.2. Chapters must comply with all University of Alberta policies and procedures.

4.2.1. Access to Information and Protection of Privacy Procedure
4.2.2. Counting Practices for Philanthropic Support Procedure
4.2.3. Donation Acceptance Procedure
4.2.4. Gift Expenditure Procedure
4.2.5. Hospitality, Working Sessions / Committee Meetings and University Employee Functions Procedure
4.2.6. Sponsorship Procedure
4.2.7. University Visual Identity Policy
4.2.8. All other University of Alberta Policies and Procedures