



ALUMNI CHAPTERS AND AFFINITY GROUPS

Alumni chapters and affinity groups bring active alumni together for the common purpose of encouraging participation and connection with the UAH Alumni Association and the University as a whole. Chapters and affinity groups are a means through which individuals can contribute their talents to the objectives and purpose of the UAH Alumni Association and the University. A Charger Alumni Chapter or Affinity Group is a group of UAH alumni who possess a common interest, goal, purpose, geographic location or place of employment and are united by their Charger spirit. Examples of alumni chapters and affinity groups include:

- ▶ Corporate Chapters – Corporate chapters are comprised of alumni employed by the same company.
- ▶ Regional Chapters – Regional chapters are made up of alumni residing in the same city or geographical region, e.g., Atlanta Regional Chapter, Birmingham Regional Chapter, Nashville Regional Chapter.
- ▶ Affinity Groups/Special Interest Chapters – Affinity or special interest chapters include alumni who share a common activity, attribute or occupation, e.g., hockey, gaming, veterans or nursing.

Alumni chapters foster a mutually beneficial relationship between alumni and the University by:

- ▶ Providing avenues for alumni to network and build relationships in their communities;
- ▶ Planning and hosting events that strengthen ties to UAH and within corporate and community groups;
- ▶ Renewing or strengthening friendships and camaraderie developed at UAH;
- ▶ Supporting the efforts of the University by keeping alumni informed of campus developments and fostering Charger pride;
- ▶ Creating environments for the exchange of ideas between alumni and the University;
- ▶ Assisting the University's recruitment and admissions program to identify the most qualified prospective students and uphold the tradition of excellence;
- ▶ Promoting giving to the University so as to show loyalty and pride in UAH, strengthen the value of a UAH degree through higher rankings in *U.S. News & World Report* and enhance the experience for future Chargers;
- ▶ And involving alumni in career development, mentoring programs and job/internship placements for students and graduates so as to prepare Chargers for life after graduation and identify outstanding job candidates.

ALUMNI CHAPTER AND AFFINITY GROUP COMPOSITION

Each chapter will consist of one leader and one co-leader. Chapter leaders are the liaisons between the Office of Alumni Relations and the participants of the chapter. They will communicate with the Office of Alumni Relations as well as organize and lead chapter meetings and events. Chapter co-leaders will assist the leader with his or her duties. There is no limit to the number of members who can participate in a chapter or affinity group; however, there must be a minimum of 10 members in order for a chapter or affinity group to function.



CHAPTER LEADERS

Chapter leaders guide and assist their group of alumni to create events and opportunities for a wide range of chapter members to participate in (e.g., family-friendly events to include those with children). They are the main contact for inquiries and events, and are responsible for delegating responsibilities to other members as needed. Chapter leaders must be UAH alumni or honorary alumni and serve two-year terms. One term is from August to July.



CHAPTER CO-LEADERS

Chapter co-leaders fulfill the duties of the leader in the case of his or her absence and are expected to serve as successor to the chapter leader. Co-leaders assist the leader with chapter events, planning, meetings and activities. Chapter co-leaders must be UAH alumni or honorary alumni and serve two-year terms. One term is from August to July.



MEMBERS

All members are expected to participate and stay involved with the chapter, promote the mission of UAH and assist the leader and co-leader with promotions and events. All members must be UAH alumni or honorary alumni.

REQUESTING A CHAPTER OR AFFINITY GROUP

Please follow the steps below to request a chapter or affinity group establishment:

1. Contact the Office of Alumni Relations at alumni@uah.edu to state your interest and schedule an initial meeting (in person or via phone) with the Senior Director.
2. The Senior Director will request a list of alumni based on parameters discussed in the initial meeting.
3. The Office of Alumni Relations may send an email blast to the distribution list in order to assess interest in the proposed chapter or affinity group, or to announce the formation of the proposed chapter or affinity group.
4. If there is enough interest or enough participants (minimum of 10 people), the chapter leader must submit a New Chapter Intent Form to alumni@uah.edu.
5. Upon the recommendation of the Chapter and Affinity Group Committee or the Executive Committee and approval from the UAH Alumni Association Board of Directors, the proposed chapter or affinity group request will be granted.



STARTING AN ALUMNI CHAPTER OR AFFINITY GROUP

The chapter or affinity group will be formally launched through a “Charge Up” event. Plan your “Charge Up” event to announce your chapter, establish your roster of chapter members and host a discussion or conduct a survey to evaluate chapter interests for the year. Some areas of interest and types of events to consider include social/networking events, continuing education events, service to UAH, community service and student recruitment.

Please note the following:

- ▶ Chapters shall not collect dues from their participants. Financial support for all chapter events/activities shall be self-sustaining. Limited funds from the Office of Alumni Relations may be available upon request.
- ▶ Alumni may be added to a chapter roster by contacting the chapter leader or the Office of Alumni Relations and expressing interest in affiliating with the chapter. Chapter participants may be on more than one roster (i.e., someone may affiliate with an affinity group and with a regional chapter). It is recommended that rosters contain the following information for each member: name, graduation year, email and phone number. Send roster updates to alumni@uah.edu.

ALUMNI CHAPTER AND AFFINITY GROUP GUIDELINES

In order to stay active as an alumni chapter or affinity group, all recognized chapters must adhere to the following:

- ▶ **EVENTS:** Each chapter shall hold a minimum of two events per year. Prior to scheduling any event, the chapter leader should contact the Office of Alumni Relations to coordinate the proposed date with other alumni activities and submit an Event Proposal Form. All events shall be held in a manner consistent with the overall goals and objectives of the UAH Alumni Association and the University. Events must be submitted to the Office of Alumni Relations eight weeks in advance.
- ▶ **ANNUAL REVIEW:** All chapters and affinity groups will be reviewed annually by the Chapters and Affinity Groups Committee of the UAH Alumni Association at the beginning of each fiscal year (October 1) and throughout the year as needed.
- ▶ **LEGAL RELATIONSHIPS:** Alumni chapters are recognized entities of the UAH Alumni Association, which operate under the auspices of UAH and are subject to the authority thereof.
- ▶ **CONTRACTS AND AGREEMENTS:** Any contract(s) must be entered under the authorization of the Senior Director of Alumni Relations. Questions concerning these matters should be directed to the Senior Director at mallie.hale@uah.edu.
- ▶ **PRODUCT LICENSING/THE UNIVERSITY OF ALABAMA IN HUNTSVILLE AND UAH LOGOS:** All uses of The University of Alabama in Huntsville seal and logos must be approved by the Office of Alumni Relations.
- ▶ **CHAPTER REIMBURSEMENT/PAYMENT CRITERIA:** Monies spent by a chapter for an event or meeting must be approved by the Senior Director of Alumni Relations in advance, prior to expenditure. In order to be reimbursed, receipt(s) for expenditure(s) must be submitted to the Office of Alumni Relations within 14 days of the event. Please note that only tax-exempt, itemized bills may be reimbursed. There are limited funds within the Office of Alumni Relations to cover these expenses. Contact alumni@uah.edu for more information and/or to request funds.