

CHAPTER REQUIREMENTS

The Eastern Michigan University Alumni Association is dedicated to fostering engagement and connection among alumni through various chapters. This policy document outlines the requirements and benefits for EMU Alumni Association chapters, detailing their structure, responsibilities, and the support they can expect from the association.

REQUIREMENTS:

Chapter Description:

- A chapter is a group of alumni interested in maintaining connections with the university and fellow alumni through social or networking events. Each chapter is required to focus on alumni from a specific geographic area, program, or affinity.

Officers/Board:

- Chapters must have a minimum of four leaders or co-leaders, with officer titles determined by the chapter. Common officer positions may include President, Vice President, Treasurer, Secretary etc.

Bylaws:

- Chapters are required to establish and maintain a governing document that outlines the operational details of the chapter. A template will be provided by the Office of Alumni & Donor Engagement to assist chapters in creating their bylaws.

Finances:

- Chapters have access to accounts through Eastern Michigan University. Financial transactions and reporting must be conducted using these accounts for chapters established after 2020. New chapters will be automatically eligible for a one-time grant of \$1,000 from the Alumni Association.

Membership & Dues:

- Membership criteria and requirements are defined and determined by each chapter. However, memberships should not include any premium attachments or "freebies." The collection of dues is optional for chapters.

Events/Activities:

- Chapters are required to host at least one event per fiscal year. Events can include conferences, annual gatherings, social activities, participation in tailgates, fundraisers, community service initiatives, and more.

Annual Report:

- Each chapter must submit an annual report each fiscal year by the deadline set by the Chapters Committee. A provided template will assist chapters in reporting their activities and plans. This report should include requests for financial support for the next academic year, allowing the Chapters Committee to plan accordingly.