



Starting a Sacramento State Alumni Association Chapter

Thank you for your interest in starting a Chapter in the Sac State Alumni Association (SSAA)! Below you will find an outline of the Chapter Recognition Requirements. The Alumni Association staff is available to help you through this process, and support you as you develop into a robust, dynamic chapter.

As you move forward towards becoming an officially chartered Chapter of the Sac State Alumni Association, it will be important that you work closely with the Alumni Chapters and Networks Officer. In fact, this will be your first step in the process, scheduling a meeting with the Alumni Chapters and Networks Officer. At this meeting you will be provided with all of the necessary materials, including the application, chapter agreement, petition, etc. and discuss the progression from Network to Chapter.

All groups are started as Networks and then progress to the Chapter chartering process. Chapters are chartered once a year at the final SSAA Board meeting of the fiscal year, typically in May. Networks interested in chartering should keep the following approximate timeline in mind:

- All applications for chapter charter and recognition, including chapter agreements and petition, are to be submitted to the Alumni Chapters and Networks Officer for review with SSAA Executive Director – **February 1 at the latest.**
- Discussion with proposed chapter leadership regarding any needed adjustments to application materials or related documents – **no later than March 1.**
- Application materials reviewed by the SSAA Chapter Engagement Committee – **March meeting at the latest.**
- Upon recommendation by this committee, application materials are forwarded to the SSAA Executive Committee for review – **April meeting at the latest.**
- Pending a recommendation by this committee, application materials will be sent forward for approval by a majority of the SSAA Board of Directors – **mid-May meeting.**
- Upon majority vote, chapter recognition and charter will be granted and the leadership will be recognized at the year-end Alumni Board Installation Ceremony – **mid-May following Board meeting.**

To be considered for review, chapters applying for a charter require:

1. **Petition to charter:** a minimum of 50 signatures are required from alumni interested in joining the chapter and activating their complimentary membership.
2. **Governing Body:**
 - a. Officers:
 - i. President
 - ii. Vice-President (President-elect)
 - iii. Secretary/Treasurer
 - iv. Events Officer
 - b. Officer responsibilities and expectations: see Chapter Job Descriptions



3. **Chapter Agreement:** A document governing rules of the chapter will be provided for your review and signature which will be renewed annually. The chapter agreement and supporting documents will contain:
 - a. Chapter name and purpose;
 - b. Membership;
 - c. Nominations and elections of Officers;
 - d. Duties of Officers;
 - e. Committees and meetings;
 - f. SSAA Bylaw information.

4. **Strategic Planning meetings:** The Executive Officers of the chapter must agree to complete a strategic planning meeting with the Alumni Chapters and Networks Officer annually. The resulting plan will include any changes in leadership, planning of signature and networking level events, fundraising, etc. During the start-up of the chapter charter, a first-year plan should be submitted to accompany the petition and chapter agreement.

5. **Chapter Affiliate:** To be an active affiliate of the chapter, each person must activate their complimentary membership to the Sac State Alumni Association.

Lastly, attached you will find the excerpt from the By-laws of the Sacramento State Alumni Association that govern the establishment of Alumni Chapters. This will give you some additional bits of information about the process of the Association.

Thank you for your interest and we look forward to meeting with you to help jumpstart your efforts!

Stingers up!

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Excerpt from:

BY-LAWS OF THE ALUMNI ASSOCIATION OF CALIFORNIA STATE UNIVERSITY, SACRAMENTO

(version 6/28/19)

**ARTICLE XIV. THE ESTABLISHMENT
AND OPERATION OF ALUMNI
CHAPTERS**

Section 1. Petitions by Alumni Groups

Alumni groups, whether proposing to become a chapter or an affiliate, may petition the Board of Directors to become a recognized part of the Association. Chapters may be (1) regional, (2) cultural, (3) industry based, (4) associated with an academic discipline, or (5) have some other special interest. Affiliates defined in Article XV of these By-Laws.

Section 2. Compliance with By-Laws

Alumni chapters must comply with the Association's By-Laws, policies and procedures.

Section 3. Requirements for Petitions

An alumni group can become a chapter of the Association by fulfilling all of the requirements set forth by the Board of Directors of the Association. Said requirements include but are not limited to the following:

- a. An interested group must submit a petition, a completed a chapter agreement, and a drafted strategy plan to the Assistant Vice President of the Association.
 - i. The petition shall include a statement that the petitioning group agrees to:
 - a. Abide by the By-Laws of the Association;
 - b. Comply with the rules, regulations, policies and procedures that are set forth by the Board of Directors;
 - c. Comply with campus policies and procedures;
 - d. Comply with the requirements of Article 15 and regulations of the CSU Trustees.
- b. When the Assistant Vice President finds that the petitioning group has successfully completed the requirements of the Board as set forth in this section, the Assistant Vice President shall submit the petition to the Board of Directors with a recommendation for approval or denial of the petition. If the Board of Directors approves the petition, the group shall be awarded a charter as a chapter of the Association.

Section 4. Responsibilities of the Chapter and the Association

Once chartered, an Alumni Chapter shall be an integral part of the Sacramento State Alumni Association and comply with:



- a. All the requirements of Article 15, established accounting/financial processes and the regulations of the CSU Trustees, as well as policies that may be adopted by the Association or University;
- b. By-Laws, policies and procedures established by the Association;
- c. Development of fundraising programs only with Association approval and in accordance with section 42397.3 of Article 15 and the Memorandum of Agreement between the Association and the University;
- d. Annually completed chapter agreement and strategy plan.

Section 5. Revocation of Chapter Charter for Cause

- a. Alumni chapters may have their charters revoked at any time for a violation of the by-laws and/or policies of the Association or any actions the Board of Directors of the Association deems not to be in the best interests of California State University, Sacramento.
- b. The Association will provide sixty (60) day written notice to the chapter of such revocation.
- c. The chapter may be granted a hearing by the Board on the subject of such revocation, if requested, within said 60-day period by the executive officer of such chapter. The hearing will be held within 30 days of the request.
- d. Upon revocation of the charter, any funds in the chapter's account will be distributed as follows: First, to the payment of all outstanding debts and liabilities of the chapter; second, to the Association for chapter development purposes.

Section 6. Administrative Suspension or Dissolution of Chapters

- a. A chapter shall be subject to suspension if there are six (6) consecutive months in which (1) there are no Officers; (2) no chapter business meetings or activities are held; or (3) membership falls below thirty (30) members.
- b. Chapter Officers, and chapter liaison staff if applicable, shall receive notice of an impending suspension from the Association and shall have forty-five (45) days in which to respond. Responses complete with a reactivation plan will be considered by the Board.
- c. If the chapter does not respond to the suspension notice within 45 days, the chapter's charter shall be formally suspended. Upon suspension, all current chapter members shall be notified and all chapter funds shall be distributed as follows: First, to the payment of all outstanding debts and liabilities of the chapter; second, all remaining funds shall revert to the Association for Chapter Development purposes.
- d. International chapters require special handling and will be addressed on a case by case basis by the Board.