

Alumni Chapter Manual

Welcome to MC's Alumni Chapters' Gateway!

The Alumni Association serves as an important connection to Monmouth College for more than 20,000 Scots in over 50 countries around the world. Currently, we proudly support nine regional alumni chapters including one international chapter.

Regional Alumni Chapters offer a vast network that keeps Scots connected to their alma mater no matter where they live. Regional Chapters provide a great way to build personal and professional networks by discovering the paths of your fellow alumni. Active participation in your local chapter will result in new relationships and opportunities. And of course, MC alums know how to have fun! Our Alumni Chapters are organized by geographic regions. Most alumni within these areas are automatically assigned to a chapter based on their home address.

We are excited to have your support in sustaining these groups of engaged alumni, and look forward to the opportunity to partner together for the benefit of Monmouth College and our Scots across the globe. I hope you will find this manual useful in your endeavors as a steward of MC.

With Scots' pride,

Hannah Maher
Director of Alumni Engagement



Alumni Relations Staff



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Alumni Chapter Purpose

Chapters are formed because alumni have a fondness for Monmouth College and want to foster and maintain their relationship with their alma mater. Alumni also enjoy networking with other Monmouth College alumni and friends within their community and enjoy sharing their experiences.

In order for the goals, objectives and the programs of the Monmouth College Alumni Association (MCAA) to be successful, there must be unity and organization.

MCAA's overall success will reflect the facilitation of these alumni Chapters.

MCAA's alumni chapters will be formed in **Geographic** regions consisting of all alumni and friends of Monmouth College in a specific locale; for example, Chicago, Quad Cities, and Washington D.C.

These alumni Chapters sponsor programs, educational workshops, reunions and activities for their constituents. No Chapter will be recognized unless it offers an overall program of positive interest and value to its members and to the College.

Therefore, the purpose of the alumni Chapter is to enhance mutual benefit of the alumni, the community, and the College. We hope to encourage the organized effort of its members to be more knowledgeable and actively supportive of Monmouth College. A Chapter that is formed with a basic purpose in mind, and a series of programs that will accomplish this purpose, brings a sense of pride to its members and the College.

Alumni Chapter Organizational Information

Chapter Policies and Procedures

The purpose of Chapter recognition is to ensure that Chapter members have ongoing access to the services, benefits and support provided through the MCAA. In turn, this strengthens the alumni community and its relationship with the College. Chapters engage their members in sharing and participating in the intellectual, cultural and athletic life of the College, and work to enhance and enrich the scholarly, spiritual and cultural resources of the College.

Once officially recognized as a Chapter of the MCAA, Chapters are provided with the following:

1. Assistance in producing, labeling and mailing of membership material, as well as guidance for the planning and implementation of events.
2. Inclusion in alumni publications with express approval of the Director of Alumni Engagement.
3. Maintenance of membership information on the alumni database. Membership information/list retrieval from the database will also be provided. All records are confidential and are not to be used for any commercial purpose. Chapter government must sign confidentiality agreement.
4. *Financial assistance to newly organized Chapters to assist with the Chapter's establishment and growth. This financial assistance will be available for up to one year from the effective date of the Chapter Agreement. Startup funds are available for mailing and support services. Final decision of financing is made by the Director of Alumni Engagement.
5. Use of the Alumni Online Community for marketing and Chapter maintenance.
6. Potential guest speakers or Faculty upon request.

*These funds are to be used for the development of the Chapter through membership mailings, events and fundraisers. To obtain financial assistance, the Chapter must submit its request in writing to the Office of Development and College Relations outlining the funds needed and how they will be spent. The Director of Alumni Engagement and the Executive Board of the Monmouth College Alumni Board will approve all requests for Chapter financial assistance.

Forming a Chapter

All parties interested in forming a chapter in their area, should contact the Office of Alumni Relations, where their request will be given appropriate consideration.

Chapter Leadership:

- A chapter shall have 2-3 volunteers who agree to serve as Chapter Leaders. Those 2-3 Leaders will be supported by a member of the Office of Alumni Relations, who will help guide them in the process of leading a regional alumni chapter.

Chapter Agreement:

- The volunteers for Chapter Leadership shall sign a Chapter Agreement at the beginning of each fiscal year, July 1. This acknowledges that the Chapter accepts responsibility for compliance with the MCAA Chapter Policies and Procedures, Chapter Maintenance Requirements and all other applicable College policies.

Chapter Maintenance Requirements

In order to maintain good standing as an active Chapter of the MCAA, all recognized Chapters shall adhere to the following maintenance requirements:

1. **Consistent Communication:** The chapter leaders should maintain quarterly contact with the alumni office through methods such as email, calls, event attendance, personal visits, etc.
2. **Programs:** Hold one event per year that promotes the goals and objectives of the Chapter. Following the event, a summary should be completed and forwarded to the MCAA so as to include the event results in the MCAA communications. All Chapter events shall be held in a manner which is consistent with the overall goals and objectives of the MCAA and the mission of the College.
3. **Promote alumni pride at all events and activities:** The Chapter shall conduct itself in a manner consistent with the goals, objectives and mission of Monmouth College, and the MCAA.
4. **Fundraising:** Any attempt to fundraise is to be handled in a professional manner and is to be shared with the Alumni Relations team.
5. **Annual Renewal and Review:** Regardless of the original recognition date, all Chapters will come up for review at the beginning of the following fiscal year, July 1.

Chapter Suspension and Dissolution

Chapters will be reviewed on an annual basis. Should it be decided that a chapter should be dissolved, the Office of Alumni Relations will discuss the process with the chapter leaders.