

(insert name) Chapter
of the UCI Alumni Association
Bylaws

ARTICLE I: ORGANIZATION NAME

This organization shall be known as the ____*(insert name)*____ Chapter of the UCI Alumni Association (UCIAA). This organization may also be referred to as ____*(insert nickname)*____.

ARTICLE II: MISSION STATEMENT - PURPOSE

The ____*(insert name)*____ Chapter is committed to fulfilling the following mission:

To enrich the lives of alumni and engage them in a lifelong advancement of UC Irvine.

ARTICLE III: MEMBERSHIP

A. Participation in the ____*insert name*____ Chapter is open to any UCI alumni interested in alumni activities at UCI.

ARTICLE IV: Chapter Leaders

- A. As a member of the chapter leadership board, you are expected to represent the chapter professionally and ethically in all organizational activities.
- B. The leadership board shall have no less than five (5) members. The required leader positions are as follows:
1. President
 2. Vice President/President Elect
 3. Treasurer
 4. Communications Chair
 5. Event Chair
- C. It shall be the duty of the leaders to be fiscally responsible for the organization and to provide sound leadership for the ____*(insert name)*____ Chapter in order to carry out the mission statement. To this end, the leadership board shall develop an annual plan and set goals for the ____*insert name*____ Chapter.
- D. Terms of Office:
1. Each leader will have a term of two years, and may not serve more than two consecutive terms in office in the same position without a one-year break in service.
 2. If a leader cannot fulfill his or her duties, the President may appoint a member in good standing as an interim leader until the next election. The interim term shall not count towards the chapter leader’s term limit.

- E. The leadership board shall have the authority to establish committees and appoint a chairperson for each committee. The chairs of these committees, if not already chapter leaders, shall be considered as part of the leadership board.
- F. Duties of Leaders

President

1. Provide overall leadership and direction to the alumni chapter.
2. Execute an annual plan and set goals in conjunction with your leadership board to support the mission of the Association. Submit by September 1st.
3. Supervise the coordination of the chapter's activities.
4. Attend chapter events and activities.
5. Preside over chapter meetings.
6. Exercise overall financial responsibility for the chapter and uphold university policies.
7. Encourage your full chapter board to attend the annual Chapter Leadership Summit.
8. Serves as primary contact for the Chapter Liaison.
9. With the help of the Vice President and Chapter Liaison create a succession plan for new chapter leadership.
10. Ensure board members are complying with deadlines of event and financial forms.
11. Encourage your full chapter board to attend the bi-monthly All Chapter Leaders Conference Call.

Vice President

1. Preside over meetings in the absence of the President.
2. Coordinate with the chapter president to advise all chapter leaders in the completion of tasks and responsibilities.
3. Serve as interim President, if necessary, during a presidential transition.
4. Record chapter meeting minutes, including approved expenditures that are within the University policies and distribute to leadership board and Chapter Liaison in a timely manner.
5. Maintain current roster of chapter leaders and submit updates to Chapter Liaison.
6. With the President, oversee the succession planning process.

Treasurer

1. Develop an annual budget and keep track of all financial revenue and expenses of the chapter.
2. Immediately work with payee on submitting chapter reimbursement within one week of an event. Keep copies of all invoices, receipts, etc. on file for at least two years.
3. Work with Event Chair to keep track of and manage event budget.
4. If applicable, work with Scholarship Chair to track scholarship donations.
5. Obtain board minutes stating the approval of the expense.

6. Keep the rest of the leadership board informed on the chapter's financial status.
7. Routinely reconcile Treasurer's report with UCIAA report.

Communications Chair

1. Strategize and implement social media and marketing campaigns for the chapter.
2. Ensure chapter marketing content is in compliance with the University of California communication policies. Policy 800-16, Part b14 (<https://www.policies.uci.edu/policies/pols/800-16.php#partb14>) and that the chapter adheres to the Association's branding guidelines. (Page 42)
3. If applicable, check chapter email inbox; respond and delegate responses as needed.
4. Oversee chapter social media platforms and maintain an active online presence to meet requirements on the Chapter Funding Checklist. (Page 55)
5. Provide social media login information to your Chapter Liaison. Assign your Chapter Liaison as an admin or moderator on all social media accounts to assist in continuity of content during leadership transition.
6. Encourage fellow chapter leaders to promote events to their direct networks and personal social media platforms.
7. Share UCIAA messaging on chapter social media platforms.
8. Ensure all social media platforms and websites (if applicable) are up to date with latest information (upcoming events, board directory, contact info, etc).

Events Chair

1. Work with chapter leadership board to design programs which appeal to the alumni group's diverse constituency and to plan the year's calendar of events. (See Annual Event Planner, page)
2. Inform Chapter Liaison of plans and activities by submitting a *Chapter Event Approval Request* for coordination through the UCIAA office. (See page)
3. Coordinate with Communications Chair to ensure proper lead time for communications promoting events and programs to alumni.
4. Oversee the planning of events including all logistics, in accordance with checklists and other tools provided (See Event Planning Section, page 29)

5. Ensure that all events incorporate the mission and goals of the chapter and Association.
6. Complete post event tasks and reports by submitting sign in sheets, event photos, thank you email call to action items and event reimbursements to Chapter Liaison.

ARTICLE VI: LEADER ASSIGNMENTS

Chapter leadership board will recruit and propose a board slate. UCIAA will confirm the appointment of new chapter leaders.

ARTICLE VII: MEETINGS

- A. Meetings of the leadership board shall be held at least quarterly.
- B. Quarterly meeting minutes must be submitted to chapter liaison in a timely manner (2 weeks).

ARTICLE VIII: PARLIAMENTARY PROCEDURE

- A. The standing rules and regulations of the leadership board and leadership meetings shall be based on **Robert's Rules of Order**.
- B. In addition, the ____ *insert name* ____ Chapter will comply with the bylaws of the UCIAA, as well any decisions of the UCIAA Board of Directors. The UCIAA bylaws will serve as primary reference for resolution if questions, omissions, or conflicts arise within chapter bylaws.

ARTICLE IX: FINANCES

- A. Budget allocations must be approved by a vote of two-thirds of the leadership board.
- B. Chapter reimbursements and financial affairs must comply with university policies and deadlines.
- C. The UCIAA shall be authorized to receive any information, records, or photocopies of transactions relating to the accounts as UCIAA may at any time request other records and documents of the organization.

- D. If this organization should ever dissolve, any remaining assets held in its name shall be allocated by UCIAA.

ARTICLE X: CHARTER REVOCATION

A charter may be revoked by majority vote of the Board of Directors upon the occurrence of any of the following:

1. Failure to comply with the requirements and policies set forth within these bylaws
2. Taking any action detrimental to the university or the association.
3. Any unauthorized or improper use of the association's name, brand, digital content, stationery, mailing lists, tax identification, or the like.

END

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