This sample provides an adaptable template for creating an alumni chapter. Chapter organizers may style the chapter as they wish, and are welcome to use any and all language provided in this adaptable template, or may fabricate their own. All bylaws must be reviewed and proofed by the Alumni Engagement office before creating a chapter. Consult the Assistant Director of Alumni Programs with any difficulties or questions on language.

**(Pioneer Chapters)**

**Article I. Name**

The name of the organization shall be the the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Texas Woman’s University. This organization is formed as an alumni chapter affiliated with Texas Woman’s University Alumni Engagement.

**Article II. Purpose**

* To organize alumni in the community in support of Texas Woman’s University and involve as many Texas Woman’s University alumni as possible in chapter activities.
* To create an environment in the community, which helps Texas Woman’s University alumni meet and assist one another.
* To promote a good image of the university in the community through the dissemination of information regarding the educational opportunities available.
* To stimulate a continuous interest in the university through interesting meetings and programs.
* To provide the optimum level of resources and services to Texas Woman’s University community.

**Article III. Membership**

The membership of the \_\_\_\_\_\_\_\_ Alumni Chapter shall be composed of Texas Woman’s University alumni and predecessor institutions, as well as friends of the university. All chapter ambassadors must be donors to the university. All members in the­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_ Alumni Chapter also are strongly encouraged to donate to the university.

**Article IV. Officers**

The officers of the \_\_\_\_\_\_\_\_ Alumni Chapter shall include, but not be limited to a leadership committee comprised of three chapter ambassadors and a chapter chair. Leaders are elected or appointed for a term decided upon by the chapter.

**Article V. Leadership Committee**

The Leadership Committee of the \_\_\_\_\_\_\_\_ Alumni Chapter shall be composed of the officers named in Article IV.

During the formation year, each committee member is appointed to serve for a two-year term. Thereafter, committee members are elected to two-year terms, on a rotating basis.

Officer terms will coincide with the fiscal year of the Texas Woman’s University Alumni Engagement office, which begins on September 1 and ends on August 31 of each year.

Any and all outgoing committee members of the chapter shall appoint someone to fill their vacancies.

The committee shall elect or appoint ambassadors.

**Article VI. Duties of Officers**

*Chapter Chair*

* Lead all general meetings
* Appoint committees, and advise other officers and committee chairs
* Delegate specific responsibilities to officers and committees
* Delegate a note taker to record meeting minutes and permanent records of all chapter activities
* Lead the overall operations and programs of the alumni group
* Work closely with the committee to establish and achieve the group’s goals
* Call meetings for the committee, recommend and direct the execution of policies and procedures, together with specific programs in the interest of the group
* Maintain contact with the Assistant Director of A
* Participate in annual Chapter Leaders Roundtable
* Support Texas Woman’s with an annual gift to a fund of your choice. Participation is key. It’s not what you give, but that you give that matters most.

*Committee Ambassadors*

* Oversee chapter activity in multiple committees
* Assist in coordinating and directing committee activities and general operation
* Notify Texas Woman’s Alumni Engagement office of address and contact updates
* Assume other duties as assigned by the chapter ambassadors
* Support Texas Woman’s with an annual gift to a fund of your choice. Participation is key. It’s not what you give, but that you give that matters most.

**Article VII. Chapter Committees**

The committee will create committees necessary to the functioning of the alumni chapter and the attainment of its objectives. Chairs for the established committees will be elected or appointed.

**Article VIII. Quorum**

 Three members of the committee shall constitute a quorum.

**Article IX. Elections/Appointments**

If necessary, the chapter ambassadors shall appoint a committee to nominate candidates for the leadership and the officers of the chapter prior to the annual meeting. A list of the committee members shall be filed with the Alumni Engagement office annually following the election. Elections will be held or appointments made prior to the end of each fiscal year.

**Article X. Amendments**

The bylaws of the \_\_\_\_\_\_\_\_ Alumni Chapter may be amended at any meeting by a two-thirds vote of its committee members provided there is a quorum. Any changes or amendments to these bylaws passed by the committee must ultimately be approved by Texas Woman’s Alumni Engagement.

A copy of the chapter’s bylaws must be filed with the Assistant Director of Alumni Programs.

SAMPLE MISSON STATEMENTS

*Computer Information Systems Alumni Chapter*

The CIS Alumni Chapter will provide CIS Texas Woman’s University alumni and friends with networking, information and learning opportunities through programs, membership and timely communications about Texas Woman’s University and the technology industry.

*Geology Alumni Chapter*

The mission of Texas Woman’s University Geology Alumni Chapter is to provide a forum to keep the alumni of the Texas Woman’s University Geology program in touch with each other and the Geology Department. We wish to have an active alumni voice, support various geology scholarships and provide guidance to Texas Woman’s University Geology Department, and the current students as to what skills are most needed in the “real world.” In addition, we want to encourage alumni to remain active in research in the field of geology and to advance geology as a science in the eyes of both the academic and the professional community and to elevate the stature of the geology program and its alumni.

*Gerontology Alumni Chapter*

The mission of the Gerontology Alumni Chapter is to provide a channel of support for the Center from alumni, participants of its program and friends. It also is for the purpose of providing opportunities in professional development, fellowship and continuing education.

*Real Estate Alumni Group*

The mission of the Real Estate Alumni Group is to serve and support Texas Woman’s University’s Real Estate alumni, students, faculty and the real estate community in ways that enable Texas Woman’s University Real Estate department to become one of the nation’s premiere real estate programs.

*Robinson MBA Alumni Chapter*

Our mission is to promote the interests of MBA alumni and increase the value and visibility of business alumni through programs, services and activities that foster personal growth, enhance professional development and motivate civic contribution.

*Washington D.C. Alumni Chapter*

The mission of the Washington D.C. Alumni Chapter is to establish an affinity between Texas Woman’s University and alumni living in the Washington D.C. area. The chapter seeks to provide networking opportunities and a balance of social and business programs for members to stay connected with Texas Woman’s University. Chapter members will work to positively influence the institution.