

MOUNT ROYAL COLLEGE  
ALUMNI ASSOCIATION

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CHAPTER AND BRANCH  
HANDBOOK



**MOUNT ROYAL COLLEGE ALUMNI ASSOCIATION  
CHAPTER AND BRANCH HANDBOOK**

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## INTRODUCTION

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This guide is intended to assist you in your chapter/branch development, explain responsibilities of members and provide guidelines for the conduct of chapter and branch activities. Required forms plus resources focusing on volunteer recruitment, communications and tips to succeed have been included.

If you have suggestions on how to improve the organization and/or content of the handbook, please contact the Mount Royal College Office of Alumni Affairs, by phone at 403-440-7000; toll free at 1-866-441-6101, or e-mail, [alumni@mtroyal.ca](mailto:alumni@mtroyal.ca). Please send all forms to **Mount Royal College Alumni Association c/o the Mount Royal College Office of Alumni Affairs**

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## **MOUNT ROYAL COLLEGE ALUMNI ASSOCIATION (MRCAA)**

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**The MRCAA** is intended to be the voice of College alumni and the champion of College alumni relations. Officially recognized by the Mount Royal College Board of Governors, the Association Board of Directors, which serves as an advisory body to the Office of Alumni Affairs, and the College as a whole, establishes policies to guide the activities of the Alumni Association.

Mount Royal College currently has over 67,000 alumni. As an important part of the College community, alumni play a vital role in College governance and operations. Alumni help recruit students, communicate the College's successes, make generous financial contributions to support faculty and students, and provide ongoing advice and counsel in all aspects of College affairs.

### **The Mount Royal College Alumni Association Mission**

**MRCAA has defined its mission as the following:**

We engage alumni as active members of the College community inspiring students and alumni to share lifelong commitment, pride and passion for Mount Royal. Supported by an extensive network of volunteers, we lead the development of alumni programs and services that add value to the alumni experience and to the life and work at the College.

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## WHAT IS AN ALUMNI CHAPTER OR BRANCH?

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Chapters and branches are officially recognized member groups within the Mount Royal College Alumni Association. Although they may have similar purposes, there are important differences in membership and structure between chapters and branches.

### **What is an alumni chapter?**

A chapter is a group of alumni of the College formed because of shared interests, experiences or field of study while at Mount Royal College. Examples of shared interests include faculty or department attended or participation on a specific team or student group. The purpose of a chapter is to engage alumni through a variety of social and professional networking opportunities, continuing education and enrichment experiences, community service and other activities of interest to chapter members. It also provides members with a means of maintaining valuable lifelong connections with former classmates, other alumni and the MRC community.

### **What is an alumni branch?**

A branch is a local group of alumni of the College formed in a geographic area. Not unlike a chapter, a branch's purpose is to engage alumni through a variety of social and professional networking opportunities, continuing education and enrichment experiences, community service and other activities of interest to branch members. It also provides members with a means of maintaining valuable lifelong connections with former classmates, other alumni and the MRC community.

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## CHAPTER AND BRANCH OBJECTIVES

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The objectives for each chapter or branch will support the mission and vision of the Mount Royal College Alumni Association. Specific objectives will be established by the chapter or branch based on the principle that chapters and branches are intended to add value to the alumni experience and to the life and work of the College.

### **Chapters and branches serve alumni by:**

- Providing opportunities for alumni to socialize, learn and network.
- Helping alumni retain their connection to the College.
- Informing and involving alumni in major events at MRC.
- Accessing resources and services provided to the chapters/branches through MRC and the MRCAA.
- Providing the opportunity for alumni to reconnect with fellow alumni and share positive memories of their years at the College.
- Organizing fun-filled events and activities for alumni to enjoy in their communities.
- Providing alumni the means to serve their alma mater in a meaningful way.
- Providing opportunities for involvement in charitable or community service activities that are meaningful to members.

### **Chapters and branches serve the College By:**

- Engaging alumni as active members of the College community.
- Inspiring students and alumni to share lifelong commitment, pride and passion for Mount Royal.
- Building and supporting an extensive network of volunteers
- Adding value to the alumni experience and to the life and work of the College.

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## CRITERIA FOR ESTABLISHING A CHAPTER OR BRANCH

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The following are the **basic criteria** that each chapter/branch must meet in order to be recognized by the MRCAA. These criteria help ensure that each group serves the best interests and welfare of its members, the MRCAA and Mount Royal College

***To be recognized as a MRCAA chapter or branch and to receive all services provided by the MRCAA and the College, a chapter/branch shall:***

- Demonstrate that it is formed to promote the interests of the College and its alumni by maintaining a mutually beneficial relationship.
- Conduct itself in a manner consistent with the goals and objectives of MRCAA and the high standards of the College.
- Extend membership to include any alumnus/a of MRC and hold all events in facilities where all alumni are welcome on an equal basis.
- Select or elect an alumni contact person for prospective chapter or branch members to contact. That person's name and contact information will appear on the MRC Alumni home page and in the College's alumni magazine, *Reflections*.
- Select or elect a board of directors including President, Vice-President, Secretary, Treasurer and a minimum of 3 Directors-at Large.
- Create formal governance documents including a required constitution and provide shared copies to the MRC Office of Alumni Affairs. *See Appendix I for Chapter/Branch Constitution Template.*
- Inform the Office of Alumni Affairs of all chapter/branch sponsored events and submit an event report and photographs, if available, after each event. For your convenience, the event report can be made through a phone interview with the Coordinator of Alumni Chapters and Events or other staff representative in the Office of Alumni Affairs as soon after the event as possible.
- Remain in good financial standing with MRCAA and with any person or organization with which the chapter or branch does business.

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## HOW TO SET UP A CHAPTER OR BRANCH

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Alumni chapters and branches are organized in areas where there is a sufficient level of interest and number of graduates to reasonably support alumni activities. Chapters and branches should be created with longevity and sustainability in mind. Alumni interested in forming a chapter or branch should follow these steps:

**1. Submit Interest in Developing Chapter/Branch Form and appoint or become the alumni contact person for your geographic area or field of interest.**

Individuals interested in developing a chapter or branch must submit the Interest in Developing Chapter/Branch Form (*see forms*) to the Coordinator of Alumni Chapters and Events in the MRC Office of Alumni Affairs. The coordinator will work with the interested party/parties to facilitate subsequent processes. One person must be willing to be appointed as the contact person for the proposed chapter/branch and have their name, phone number, and e-mail posted on the MRC Alumni website and in *Reflections*, the Mount Royal College alumni magazine. This person must be willing to accept and return calls from alumni. The alumni contact person will generally become a member of the chapter or branch board of directors, once the formal group is established. This individual will play a key role in the initial launch and recruitment of members.

**2. Establish a faculty/department contact (chapters only)**

In consultation with the Office of Alumni Affairs, identify a faculty/department liaison who will agree to sit as a member-at-large on the chapter.

**3. Recruit a volunteer team**

With the help of the MRC Office of Alumni Affairs, obtain a list of alumni in the area. Before obtaining a list, you will need to sign the Volunteer Oath of Confidentiality (*see – Volunteer Oath of Confidentiality Form*) and become familiar with Mount Royal College's confidentiality procedures. *See Appendix II – Volunteers* for hints to keep in mind when recruiting and working with volunteers.

**4. Organize an initial event or meeting**

With the help of the MRC Office of Alumni Affairs, arrange an informal organizational event or meeting of interested alumni to be held at a convenient location. The objectives of this meeting are to attract a significant number of potential chapter or branch members, provide information about chapter/branch development and recruit a working board of directors. Groups may apply for financial support for meeting expenses and assistance including booking space at the Lincoln Park Campus.

If this initial event is successful and it is determined that there is a reasonable chance of success and a strong desire for a chapter or branch, then the group may consider itself at the first stage of chapter/branch development and elect officers to accept interim appointments to the chapter/branch board. Members will confirm interest in becoming a member of chapter/branch by completing a Membership Registration Form. *See Membership Registration Form.*

**5. Elect Board of Directors including the following minimum number of seven elected members:**

- President
- Vice President
- Treasurer
- Secretary
- Three Directors at Large

**6. Establish a Chapter/Branch Constitution approved by the Chapter or Branch Board of Directors**

Although this may seem like a daunting task, a simple template has been established to assist new chapters and branches through this step. Many of the details in the template will be consistent for most groups. The mission and affiliations of a particular chapter or branch will be what makes it unique. Essentially, these are the sections of the Constitution that the initial Board of Directors will work to define. *See Appendix I – Chapter/Branch Constitution Template.*

**7. Seek recognition of your branch or chapter from the MRCAA.**

Submit the proposed Chapter or Branch Constitution to the MRC Office of Alumni Affairs for review. Assuming all requirements have been met, the Constitution will serve as an application to become an official chapter/branch of the MRCAA and will be forwarded to the Alumni Association for approval.

**8. Upon approval by the MRCAA, contact potential members by phone, introductory letter or e-mail.**

With the help of the MRC Office of Alumni Affairs, contact potential members to gain support for the chapter/branch and to obtain their input regarding the group's programs and activities.

**9. Establish a list of goals and initiatives that your group can easily handle with success.** Refer to your constitution when considering future goals and plans. *See Chapter/Branch Planning Form.*

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## CHAPTER AND BRANCH BOARD OF DIRECTORS LEADERSHIP RESPONSIBILITIES

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Each chapter or branch Board of Directors includes at least seven members: President, Vice President, Secretary, Treasurer, and three (3) Directors-at-Large.

**Terms of Office:** The President and the Vice-President shall be elected for a term of two (2) years, eligible for renewal. All other Directors of the Board shall hold office for a minimum period of one (1) year, eligible for renewal, commencing at the first Annual General Chapter Meeting at which he or she is appointed. See *Appendix I – Chapter/Branch Constitution template*.

### **Responsibilities of all chapter/branch Board of Directors:**

All chapter/branch board members are expected to:

- Attend and actively participate in chapter/branch meetings
- Attend chapter/branch events
- Participate in event planning processes
- Participate in developing an annual calendar of events
- Identify and cultivate potential chapter or branch volunteers
- Seek opportunities to market and publicize branch/chapter events and activities
- Share skills and resources to support activities of the MRC Alumni Association

### **Qualifications required:**

- Active member of the MRC Alumni Association
- Demonstrated leadership ability or an interest in developing leadership skills
- Committed to the MRC Alumni Association’s mission and vision
- Ability to work with a diverse group of alumni and stakeholders

### **Benefits:**

- Interaction with interesting and committed alumni, students, college and community leaders.
- Involvement in College activities

- Opportunities to share and develop skills and networks
- Opportunity to make a difference in a meaningful way in the lives of students, alumni and friends of the college

**Time Requirements:**

- Participation in chapter or branch meetings - generally 4 meetings per year including AGM
- Individuals may require additional time for planning and implementing chapter or branch events and activities and reporting and accountability to the MRCAA Board

**Board member position descriptions:**

Please *see appendix I - Mount Royal College Alumni Association Chapter and Branch Constitution Template* for full details on chapter and branch governance and board member position descriptions. Chapters and branches may wish to develop committees to oversee different activities such as mentorship, special events, community outreach, student outreach, etc.

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## HOW DOES THE ALUMNI ASSOCIATION SUPPORT CHAPTERS AND BRANCHES

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### 1. Financial Support:

The MRCAA reserves funds each year for chapter and branch development. Chapters and branches can apply to use a portion of these funds to subsidize expenses that reflect the purpose of the chapter or branch, as outlined and approved in their constitution. Funds can also be accessed to hold an initial chapter or branch launch event.

Funds available may vary from year to year. Chapters and branches are advised to identify key events in their annual plan and submit an application for funding as early as possible each year. *See Funding Application Form.*

### 2. Coordinator support:

The MRC Office of Alumni Affairs has assigned a Coordinator of Alumni Chapters and Events to provide consultation and support to chapters and branches. In addition to providing assistance with event planning and project management, the coordinator will offer support in accessing Mount Royal College campus facilities and services. Contact the Coordinator of Alumni Chapters and Events to determine internal resources, availability and related costs. On-campus resources include catering services, facility space, AV support, document services, and consultation and support for chapter/branch promotions and communications.

### 3. Chapter/branch communications

As the administrative arm of the Mount Royal College Alumni Association, the Office of Alumni Affairs provides communications assistance (*see Appendix II – Communications and Appendix IV – Alumni Lists and Labels Policy*) to all chapters and branches including:

- Newsletter/event notice production
- Broadcast e-mails
- Web support through the MRC Alumni website and chapter/branch website links
- Alumni lists and database maintenance

### 4. Governance and chapter/branch development

**Several tools and resources are available to help support the chapter and branch development:**

- Chapter/Branch Handbook and constitution template
- Support from MRCAA Vice-President of Chapters and Branches
- Support from the MRC Office of Alumni Affairs including the Coordinator, Alumni Chapters and Events

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## CHAPTER AND BRANCH FINANCIAL RESPONSIBILITIES

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Each chapter or branch must prepare an annual financial report and quarterly activity financial reports and submit them to the MRCAA Board of Directors. These reports must be signed off by the treasurer of the chapter/branch and two other chapter/branch board members. All chapters/branches must remain in good financial standing with the MRCAA and with any person or organization with which the chapter/branch does business. Sound financial management includes working with a budget, exercising fiscal responsibility, paying bills on time, and submitting requests for funding in a timely manner.

The MRCAA will be prepared to provide a subsidy to help defray the costs for chapter development expenses and annual events/activities including mailings, advertising, and special events. Chapters/branches with valid expenditures may be able to apply each fiscal year for assistance. There is, however, no guarantee that funds will be available on an annual basis.

The Board of Directors of the chapter must agree to recognize the limited liability of the MRCAA regarding both insurance and/or excessive expenditures.

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## CHAPTER AND BRANCH PROGRAMMING IDEAS

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Events, activities and services may include the following: (Refer to your Chapter/Branch Constitution to ensure these activities are aligned). *See Appendix V – Tips for Success.*

### 1. Social

- Reunions for specific class years/ specific faculties/departments/clubs/groups
- Potluck supper, barbecue, picnics
- Luncheon/dinner roundtable
- Wine/cheese party
- Holiday or theme parties
- Happy hours/pub nights
- Meet and greets
- Nature walk/picnic
- Theatre party/concert/musical event
- Sporting event/bowling /golf/cycling/hiking
- Send-off party for graduates, graduate anniversary or celebration
- Nostalgia night

### 2. Educational

- Health/fitness lecture
- Tour of interesting location
- Faculty presentation
- Guest speaker reception/luncheon/dinners
- Seminar series on business or personal development/interest
- Faculty presentation
- Financial seminar, retirement seminars
- Forums on topical issues
- Museum, nature hikes, exhibits and private collection tours, nature hikes
- Book launches (college, local or world-wide author)
- Conferences - political, business, community leaders
- Film festivals

### 3. Student outreach

- Mentorship - bringing students and alumni together for an exchange of information on education, careers and other resources and support
- Network/career guidance events
- Student recruitment/welcoming events

#### **4. Sports and athletic events**

- Golf tournaments
- Competitive events, individual or group including walking, running, swimming or cycle races of different distances
- Outdoor pursuits including hiking, cross-country and downhill skiing
- Group sports including basketball, volleyball, hockey, baseball, football
- Recreational sports including bowling, darts, pool
- Cougar athletic team support through pre-game reception and block book of tickets

#### **5. Programs and services**

- Personal fulfillment programs such as travel or wine tasting group ventures
- Local community service projects such as school tutoring projects, soup kitchens, food bank distribution centers, and student and youth support programs
- Global charitable and nonprofit involvement

#### **6. Family activities**

- Holiday celebrations
- Picnics/barbecues
- Theatre/musical productions

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## APPENDIX I - MOUNT ROYAL COLLEGE ALUMNI ASSOCIATION CHAPTER/BRANCH CONSTITUTION TEMPLATE

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### (Constitution DRAFT)

#### NAME

The official name of this chapter/branch shall be the “Mount Royal College Alumni Association \_\_\_\_\_ Chapter/Branch”, and shall be referred to hereinafter as the “\_\_\_\_\_” or the “Chapter/Branch”.

#### MISSION

To provide opportunities for ...

To provide ...

To build ...

To promote the interests and welfare of the chapter/branch and the Mount Royal College Alumni Association (MRCAA)

#### AFFILIATIONS OF THE CHAPTER

Chapter/branch is affiliated with the MRCAA and its associated chapters and branches and shall comply the MRCAA Constitution and By-laws

#### MEMBERSHIP

The membership shall be open to anyone who ...

The Chapter Board of Directors will review and consider applications for membership outside of the above criteria.

#### NON-DISCRIMINATION

All provisions of this Constitution shall be applied to all members without discrimination based on race, national or ethnic origin, colour, religion, sex, age, sexual orientation, or mental or physical disability.

#### BOARD OF DIRECTORS

The membership of the Board of Directors shall consist of seven (7) elected members, including:

1. The President;
2. The Vice-President;
3. Treasurer;
4. Secretary;
5. Chapters will include two (2) directors-at-large elected by the membership and one (1) director-at-large appointed by the faculty/department associated with chapter.
6. Branches will consist of (3) three directors-at-large elected by the membership.

All Chapter members belonging to the Board of Directors hold voting privileges at all regular and Annual General Meetings.

## **TERM OF BOARD OF DIRECTORS**

The President and the Vice-President shall be elected for a term of two (2) years.

All other Directors of the Board shall hold office for a minimum period of one (1) year commencing at the first Annual General Chapter Meeting at which he or she is appointed.

In the event a vacancy occurs on the Board of Directors, then the board shall appoint a member of the Chapter to fill the unexpired term of the vacant seat.

## **ELECTIONS BY THE CHAPTER**

The procedures for Candidature shall be as follows:

Candidates should provide notice of their intent for candidature for all Board positions at least one (1) month prior to the Annual General Meeting (AGM).

Elections for the Board will be by the General Members of the Chapter and will take place at the AGM.

Elections shall be by majority vote of those members present at the AGM.

All terms of the Board, except the President and the Vice-President, shall be for one (1) year commencing their first executive meeting.

## **BOARD OF DIRECTORS OF THE CHAPTER**

The duties of each Director of the Board include, but are not limited to, the following:

NOTE: One of Board of Directors must be assigned to be the main contact for the Chapter/Branch.

The **President** shall perform the following duties while holding Board membership within the Chapter:

- Promote the interests and welfare of both the (Chapter/Branch) and MRCAA.
- Chief Officer and primary spokesperson for the Chapter/Branch.
- Oversee the activities of the (Chapter/Branch) Board of Directors to ensure that the purpose of the Chapter is fulfilled.
- Be responsible for the day-to-day operations of the (Chapter/Branch).
- Oversee and coordinate partner opportunities between the (Chapter/Branch) and MRCAA members.
- Become familiarized with all regulatory documents applicable to the Chapter/Branch including: (Chapter/Branch) Constitution, MRCAA Constitution.
- Act as the chairperson for all Annual General Meetings and Chapter meetings.
- Is the official interpreter of the Constitution should the meaning or directive of any of its points come under question by other members of the Board of Directors or the membership at large.

The **Vice-President** shall perform the following duties while holding Board membership within the Chapter:

- Assist the President in promoting the interests and welfare of the (Chapter/Branch) and the MRCAA.
- Oversee chapter/branch membership and recruitment of members.
- Become familiarized with all regulatory documents applicable to the Chapter/Branch, including: Chapter/Branch) Constitution, MRCAA Constitution.
- Act as the chairperson for all meetings when the President is unavailable.

The **Treasurer** shall perform the following duties while holding Board membership within the Chapter:

- Assist the President in promoting the interests and welfare of the (Chapter/Branch) and the MRCAA.
- Maintain a financial history of the (Chapter/Branch).
- Oversee all financial reports of the (Chapter/Branch) including quarterly activity financial reports and annual report at AGM. All reports must be signed by the treasurer and two other board members.
- Report the financial status of the (Chapter/Branch) at all Annual General meetings or when called upon by the President and the Board.
- Assist with any MRCAA funding applications.
- Become familiarized with all regulatory documents applicable to the (Chapter/Branch) including: (Chapter/Branch) Constitution, MRCAA Constitution.
- Provide account reconciliations and requests through the MRCAA.
- Coordinate expenditure transactions in consultation with the MRCAA.

The **Secretary** shall perform the following duties while holding Board membership within the Chapter:

- Assist the President in promoting the interests and welfare of the (Chapter/Branch) and the MRCAA.
- Record and maintain minutes at all chapter/branch meetings and meetings of the Board including the AGM.
- Send minutes to all appropriate members.
- Prepare an agenda with the President for all meetings.
- Keep the organization informed.
- Maintain attendance at all meetings.
- Maintain a calendar of events.
- Maintain a directory of all (Chapter/Branch) members.
- Become familiarized with all regulatory documents applicable to the Chapter/Branch, including: (Chapter/Branch) Constitution, MRCAA Constitution.

The **Directors-at-large** shall perform the following duties while holding Board membership within the Chapter:

- Assist the President in promoting the interests and welfare of the (Chapter/Branch) and the MRCAA.

- Provide assistance in any area or unto any project, initiative or program as requested by the Board.
- Become familiarized with all regulatory documents applicable to the Chapter/Branch including: (Chapter/Branch) Constitution, MRCAA Constitution.
- In chapters, one of the Director-at-Large positions will be a **Director/Faculty/department liaison.**

The faculty/department liaison will act as a Director-at-Large and will facilitate communication between the associated College faculty/department and the chapter and will also perform the same duties as other directors-at-large.

## **MEETINGS**

### **Board**

The Board of Directors shall meet on a quarterly basis each January, March, June and September. A majority of its members shall constitute a quorum.

### **Chapter**

The AGM shall be held in June and coincide with Mount Royal College Annual Alumni Weekend. There shall be at least one regular meeting of the chapter each year subject to the call of the Board of Directors.

Special meetings of the chapter may be called at any time by the Board of Directors.

A special meeting of the chapter may be called by the President upon the written request of five members of the Chapter

## **QUORUM**

### **Regular Meetings**

Quorum for the valid transaction of business of the Chapter/Branch shall be reached through the participation and attendance of fifty per cent (50%) of the Board of Directors.

### **Annual General Meetings**

Quorum for the AGM shall be 12 or more members of the Chapter/Branch, which shall include fifty per cent (50%) of the Board of Directors.

## **FINANCES**

### **(Chapter/Branch) Fund**

The Chapter/Branch may create a Fund, herein after called the (Chapter/Branch) Fund. The (Chapter/Branch) Fund shall hold funds generated from (Chapter/Branch) events and endeavors.

All funds collected, disbursed and held must be officially accounted for.

A complete fiscal year-end report must be presented at the Annual General Meeting.

All transactions must be reported in a quarterly activity final report to MRCAA.

### **Fiscal Year**

The fiscal year of the (Chapter/Branch) shall be the same as that of Mount Royal College.

## **DISSOLUTION, FUNDRAISING, AND REPORTING**

### **Dissolution**

Dissolution of the Chapter may be reached by:

A ninety (90) per cent vote of the General Membership at an AGM;

Or

If the chapter does not elect a Board of Directors and/or conduct any activities or events for its members for 24 consecutive months, the chapter will be considered inactive and will be dissolved.

In the event that the Chapter is dissolved or terminated, all remaining assets after payment of liabilities shall be disbursed to the MRCAA.

### **Fundraising**

The (Chapter/Branch) will comply with all Fundraising policies of MRC, MRCAA, and the Mount Royal College Foundation.

The (Chapter/Branch) will restrict its fund raising and/or solicitation to special events, special projects and chapter events leaving general direct solicitation of its members, including but not limited to annual appeals and capital campaigns, as an initiative of the Mount Royal College Foundation.

The (Chapter/Branch) will request approval from the MRCAA prior to all fundraising initiatives.

### **Reporting**

If required, all information and lists of members of the (Chapter/Branch) generated in the course of the activities of the (Chapter/Branch) shall be transferred to the Office of Alumni Affairs upon request of the Director of Alumni Affairs. All (Chapter/Branch) information and lists of members will be handled in accordance with FOIPP.

## **IMPEACHMENT**

Impeachment of any member of the Board may be initiated for any of the following:

Inability to carry out duties of the office.

Excessive absence or tardiness.

Unlawful behaviour.

Behaviour inconsistent with the ideal or image of the (Chapter/Branch).

Impeachment may be brought to the floor by any active member of the (Chapter/Branch).

The defendant may argue his or her case before the (Chapter/Branch) Board of Directors.

In the case of a vote by the Board of Directors, the Board must vote unanimously for the impeachment to occur. In the case of a full (Chapter/Branch) Board vote, three-fourths (3/4) of the Chapter present must vote favourably for impeachment to occur. In either case, the defendant does not get a vote.

## **AMENDMENTS**

This constitution may only be amended during a General Meeting of the Chapter. Prior to the General Meeting, the amendment must first be approved at a Regular meeting of the Board of Directors where it must receive at least three-quarters (3/4) vote of the Board of Directors.

## **PROPERTY**

The Chapter shall not be permitted to acquire property.

## **PARLIAMENTARY PROCEDURE**

In the absence of rules in the Constitution and Bylaws, the proceedings of this Chapter shall be determined by the (Chapter/Branch) Board of Directors and conducted in accordance with Robert's Rules of Order.

## **EFFECTIVE DATE**

This Constitution shall come into force immediately after being adopted by the Chapter/Branch and approved by the MRCAA Board of Directors.

Submitted in agreement by:

Name / Position	Phone Numbers	Email address
President		
Vice-President		
Treasurer		
Secretary		
Member-at-large		
Member-at-large		
Member-at-large		

Signatures of Board of Directors:

Name: \_\_\_\_\_ Position: President

Name: \_\_\_\_\_ Position: Vice-President /

Name: \_\_\_\_\_ Position: Treasurer

Name: \_\_\_\_\_ Position: Secretary

Name: \_\_\_\_\_ Position: Member-at-large

Name: \_\_\_\_\_ Position: Member-at-large

Name: \_\_\_\_\_ Position: Member-at-large

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## APPENDIX II-VOLUNTEERS

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### Why do people volunteer?

- Passion for a cause.
- Networking opportunities.
- Meeting new people.
- Getting involved with a group once the individual has relocated.
- Sense of fulfillment and satisfaction.
- New stimulation.
- Recognition, value.
- To have fun.
- To contribute something (people want to be able to give and share with others).
- Sharing an interest with others.

### Volunteer Leaders

As a volunteer leader, you should:

- Emphasize the importance of the work that is being done.
- Delegate responsibility/ownership.
- Stick to structure.
- Be flexible.
- Provide enough training to allow volunteers to feel as if they can successfully complete their tasks.
- Make volunteers feel as if they are on the “inside” and are “in-the-know” with your group activities.
- Make sure that volunteers realize that there are opportunities to move within the group structure.

### Hints for Working with Volunteers:

#### Recruiting Volunteers:

Try to involve all members in the work of running the chapter. Actively involve new members and avoid the natural tendency to rely on the same people year after year. Asking for volunteers at the meeting may not be as effective as a one-on-one request when the committee leader can discuss why a specific volunteer is the best person for the task. Attempt to create an expansive list that includes volunteers with different strengths and skill sets. With the same people being invited to the same things, you will get the same results: this way works but it does not allow for **diversity** and **new ideas** and can lead to burnout for alumni chapter/branch leaders and committees.

### **Spread the Work Around:**

Asking a volunteer to put on a meeting or seminar may appear to be a daunting task. The work should be divided equally among the members such as: lining up speakers, publicity, registration and local arrangements for the meeting place and hotel accommodations. While it may be easier for the Chair to do all of these things, recruiting help from the membership will help strengthen the chapter/branch and encourage participation. For large events, a committee may be more appropriate than a single volunteer due to the workload.

### **Motivate the Volunteers:**

Because there is no paycheck, what works in business does not always work for volunteers. Allow the volunteer to take ownership of a project and use their creativity in solving problems and issues. Although some volunteers may need to be told what to do in all cases, most will resent interference in the work they are doing, or do nothing for fear of making a mistake. Try to work towards a consensus among the volunteers rather than passing down a decision. Recognize that if the volunteer quits, the chapter/branch has lost a potential future leader and you may end up doing their work.

### **Recognize the Work of Volunteers:**

Helping the chapter/branch can involve a lot of hard work. Recognition of that work is important. Examples include: public recognition at a meeting and on website and publications, gifts of appreciations, certificates, pins, etc. The volunteer will appreciate the recognition and it will help motivate other members to participate in events. Mount Royal Bookstore has some excellent ideas for recognition gifts. Contact the Office of Alumni Affairs for assistance.

**Recognize Time Conflicts:** Since family, work, and community activities compete for the time of a member; Officers should schedule meetings to accommodate their members' schedules. Find out what time your chapter/branch membership is available. Talk to members who have stopped coming to meetings regarding meeting start times. Surveys of members concerning meeting times can provide valuable feedback.

### **Maintain Constant Communication:**

Constant communication with your membership, your section and your society is an excellent way to foster an active chapter/branch. *See Appendix III – Communications.*

### **Identifying Volunteers:**

- Friends
- Referrals
- College records
- Faculty/Department instructors, chairs, deans
- Those attending events
- Advertise

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## APPENDIX III - COMMUNICATIONS

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Well-planned promotion and publicity are essential for almost every meeting, program, event, or activity. Not only will good publicity inform branch members that an event is being planned, and thereby increase attendance, but it will attach individual importance to the event itself. For this reason, post-publicity is as vital as pre-publicity. Promotion and publicity can often be handled most effectively by a permanent person/committee, which handles this responsibility on a regular basis.

### **MRC Alumni website**

Information that pertains to all MRC alumni is posted on the MRC Alumni website. This site is housed within the main Mount Royal College website. A special link is dedicated for chapters/branches which will have individual links for specific chapters or branches. This website is an excellent tool for getting news to your chapter/branch members and keeps other chapters/branches and alumni and friends informed of your events and activities. Send items, questions including timelines or specific segments to [cbangs@mtroyal.ca](mailto:cbangs@mtroyal.ca) or contact the Office of Alumni Affairs at 440-7000.

### **Broadcast e-mails**

The Office of Alumni Affairs produces a bi-monthly e-newsletter for all MRC alumni for whom we have a current e-mail address. It includes an upcoming events listing. Please forward all items you would like included to the Office of Alumni Affairs staff at least three weeks in advance out of the e-newsletter distribution date. Specific segments of our alumni community can be targeted based on factors such as graduate year or geographic area. Send items, questions including timelines or specific segments to [cbangs@mtroyal.ca](mailto:cbangs@mtroyal.ca) or contact the Office of Alumni Affairs at 440-7000.

### ***Reflections* magazine**

The Mount Royal Alumni magazine, *Reflections*, is published semi-annually, in September and March. *Reflections* highlight the achievements of our many successful alumni, promote campus events and enables alumni to share highlights and achievements through the popular Class Notes. Section details on chapter or branch projects should be sent to the MRC Office of Alumni Affairs staff member as soon as they are completed so they can be included in *Reflections* in the next publication available. The publisher will attempt to provide as much pre- and post-coverage available in the magazine as space will allow. This publication is an excellent media for getting news to your chapter/branch members and keeps other chapters/branches informed of your events and activities.

### **Photographs for the Alumni Website and the Alumni *Reflections* Magazine**

Photographs are always desirable for use with news stories. Try to take pictures of your events. These pictures are an excellent means of publicizing past or future chapter/branch events as well as recognizing key volunteers and the event participants.

We will make every effort to have these photographs placed on the MRC Alumni Website or in the Alumni *Reflections* magazine. Please contact MRC Office of Alumni for photo guidelines appropriate to their use and for information in regards to photographs and FOIP regulations.

## **E-Newsletters**

Good newsletters are informative, entertaining and extremely popular with College chapter and branch audiences. The newsletter communicates the vitality of the program, and can be essential to the success of the annual calendar of events. Electronic mail-out is encouraged to save costs but for those that request or require mail-outs, it is possible to utilize printing and postage dollars much more effectively through use of the newsletter rather than a simple invitation. It does require more planning and effort... for chapter/branch leaders and staff... but the end result is definitely “more bang than buck. Contact the Office of Alumni Affairs at 440-7000 to discuss how they can assist with this project.

### **What should be included?**

*Articles on Upcoming Events* - Focus on events that are planned, and act as an invitation as well as a reservation form for upcoming events. For emphasis, include an abbreviated calendar of all upcoming events in addition to the articles on these events.

*Reports on Past Events* - Take this opportunity to recognize local alumni who planned, produced, and attended recent branch events... and what the appetites of those who stayed at home.

*Interest Survey Form* - A brief interest survey form can be included to give area alumni an opportunity to express their programming preferences and most importantly, volunteers to get involved.

*Spotlight Local Alumni* - brief news spots can be included which contain information of interest to area alumni.

*List of Chapter/Branch Board Members* - with email addresses and telephone numbers.

*Photographs* - Photos can add interest and appeal. Try to obtain the names of alumni in the pictures.

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## APPENDIX IV – ALUMNI LISTS AND LABELS POLICY

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### ***Can I get a list of alumni from my area?***

The Office of Alumni Affairs staff members will provide lists of local alumni to chapter/branch leaders to assist with the recruitment for chapter/branch leadership and the promotion of chapter/branch events.

The policy established by Mount Royal College states that the information provided to chapter/branch leaders can only be used for official College and Association use and for individual communication of a personal nature between members listed therein. Use of the information for any commercial, political or solicitation purposes is expressly prohibited. Reproducing and storing the information in a retrieval system by any means, electronic or mechanical is prohibited. Photocopying or use of the addresses or other information provided for mailing other than notification of an official alumni branch function is strictly prohibited.

### ***So how can I make a request for a local alumni list?***

Simply contact the Office of Alumni Affairs at 440-7000 to make your request.

You will be required to sign a Volunteer Oath of Confidentiality Form. (See *Volunteer Oath of Confidentiality Form*)

### ***What if alumni in my area ask me to share the list of alumni with them?***

As a leader you may occasionally receive request from local alumni for an alumni list. As stated in the policy above, you should not share the alumni information you have been given for branch purposes in response to such a request. Your response should be to ask the alumnus requesting the information to contact the Office of Alumni Affairs.

### ***E-mail Privacy Policy***

When sending e-mails to a number of your members who are not on your volunteer committee, put the recipient's emails in the "bcc" (blind carbon copy section) of the e-mail rather the "to" section. This ensures that everyone's e-mail address is kept private from other recipients, making it more difficult for someone to send unwanted e-mail to everyone on the list.

Mount Royal College can send broadcast e-mails to a specific group of alumni on your behalf, but cannot release e-mails lists to chapters or branches.

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## APPENDIX V - TIPS FOR SUCCESS

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### Tips for Operating a Successful Chapter/Branch

1. Know your alumni and what will interest them.
  - Take time to analyze the unique culture of your group, the members' interests and needs and the best way to make contact with these individuals.
2. Plan more and meet less
  - Set no more than three priorities for your group to work on, and then discuss these priorities informally with your executive.
  - Identify your traditional events and activities and make plans for how these events/activities might be organized. Encourage chapter/branch to plan an activity or AGM during Homecoming week. Coordinate this with the MRC Office of Alumni Affairs.
  - Develop a work plan (duties and responsibilities of members) for new initiatives.
  - Determine the number of meetings required to be effective and to complete your plans.
  - Set meeting dates in advance; members can better plan their lives if they know they need to meet at certain times.
  - List in point form all the thing you need to accomplish at each meeting
  - Follow the agenda at meeting.
3. Set specific projects for your Chapter/Branch each year
  - Make your goals achievable and stick to your goals
  - Set a plan of action and follow it.
4. Assign Responsibilities
  - Volunteers are usually willing to complete short, one-time assignments.
  - Give your executive member a specific project with a deadline written in the minutes (put assignments and deadlines at front of the minutes as a to do list)
  - Make sure all executive members have their to-do lists well in advance of each meeting
  - Try to set the tone and expectation so that committee members will follow up on their assigned tasks.
5. Seek our advice and resources for information and guidance  
If your volunteers are not sure how to proceed with a task, have them call the MRC Office of Alumni Affairs to discuss resources available on campus and possible strategies for completing the task. A quick phone call can save volunteers' time and keep them from having to re-invent the wheel.

6. Recruit new board members.
  - Have a plan to bring in a new member on to your executive each year to keep your group energized and motivated.
7. Work with MRCAA, affiliated Faculty or Department/Group and other Chapters/Branches.
  - Plan your activities and events so they tie in with Faculty/Department/Group events and with MRCAA programs and services. Supporting the initiative of your interest area by recruiting volunteers or promoting attendance at a Faculty/Department event will be a far easier task than trying to create something from the ground up.
  - MRCAA may be looking at ways to work with partners to strengthen their program and increase the level of contact with alumni. The resources that the Alumni Association can invest in major events far exceed what chapters/branches can invest in for a similar program. It makes good sense to look for programming opportunities.
  - Other chapters/branches may be interested in doing a joint event. For example, several groups can organize a golf tournament each year and share facilities, expenses and volunteer resources.
  - Consult with MRC Office of Alumni Affairs to coordinate efforts.

#### Tips for successful programming and planning

A successful Alumni branch or Chapter is the result of successful programming and planning. The following important areas of consideration are essential to that success:

*The Annual Calendar* - the Executive committee should meet prior to the first of August to plan a calendar of events for the coming year that will not overtax the leadership.

*Variety* - Plan a diversified calendar of events that appeals to a variety of interests, ages, and budgets.

*Annual or Traditional Event* - Consider establishing a local traditional event. Suggest activity or event held during MRC Alumni weekend.

*Check Dates* - Check local calendars as well as religious calendars to avoid obvious conflicts, such as religious or statutory holidays.

#### Tips on Success from the Other Chapters and Branches

Conduct regular meetings of the officers and Board of Directors.

Create an activities schedule, plan and announce to the membership early in the year. Promote and publicize.

Develop interesting and varied programs touching on as many interests as possible.

In cooperation with the Office of Alumni Affairs, keep up-to-date alumni listing. Advise the Office of Alumni Affairs staff of all changes.

Develop a board base of leadership and involve as many alumni as possible.

Assist the College in student recruitment in your area to encourage a student connection with the chapter/branch, MRCAA and MRC.

Carefully select branch or chapter leaders.

Evaluate each event immediately. Identify reasons for success or lack of success and adjust future activities accordingly. Do not judge the success of your program purely on the number of alumni attending one event. It's the whole program that counts.

Share your successes with other Chapters/Branches.

Respond to the special needs and demographics of your area.

Try to conduct at least one or two events annually.

Recognize and reward those people or teams who do a good job

Keep your Chapter/Branch financially sound.

Make sure everyone who attends is made to feel personally welcome. Make them want to return. HAVE FUN!!!

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## APPENDIX VI – CONTACT INFORMATION

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### **General Information**

The Office of Alumni Affairs is located in F101, along Main Street at Mount Royal College, next to the Mount Royal BookStore and across from the library.

Please feel free to drop by our offices to ask questions or just pay us a visit.

### **Our mailing information is:**

The Office of Alumni Affairs  
Mount Royal College  
4825 Mount Royal Gate SW  
Calgary AB T3E 6K6

Phone: 403-440-7000

Toll free: 1-866-441-6101

Fax: 403-440-7070

E-mail: [alumni@mtroyal.ca](mailto:alumni@mtroyal.ca)

Web: [www.mtroyal.ca/alumni](http://www.mtroyal.ca/alumni)

### **For specific inquiries, you are welcome to contact one of our staff:**

Colleen Bangs  
Alumni Officer  
403-440-7025  
[cbangs@mtroyal.ca](mailto:cbangs@mtroyal.ca)

Shirley Reynolds  
Coordinator, Alumni Chapters and Events  
403-440-7047  
[sreynolds@mtroyal.ca](mailto:sreynolds@mtroyal.ca)

Randy Paquette  
Director, Alumni Affairs  
403-440-7099  
[rpaquette@mtroyal.ca](mailto:rpaquette@mtroyal.ca)



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**VOLUNTEER OATH OF CONFIDENTIALITY FORM**

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Name of alumni chapter/branch member (print) \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell \_\_\_\_\_

**Confidentiality Agreement**

It is the responsibility of all volunteers of Mount Royal College to respect the highest level of confidentiality and privacy for all parties as required under the Alberta Freedom of Information and Protection of Privacy Act and Mount Royal College Policies and Procedures (<http://www.mtroyal.ab.ca/foip>).

I understand and accept the following conditions as part of my involvement with the \_\_\_\_\_ . (Indicate name of chapter or branch)

Information will be used for the following purpose:

\_\_\_\_\_

- a) I will not make subsequent disclosure of the information or records that are obtained during my involvement with the program in any form or manner whatsoever, unless disclosure is a normal requirement of my chapter/branch volunteer position or has been authorized by law;
- b) I will undertake to prevent and protect information and records from unauthorized disclosure, use, possession or knowledge by employees, students, clients, agents, consultants, volunteers or other persons.
- c) I will not collect, use, access records or change personal information about individuals, including but not limited to their name, username, password or grades unless it is a requirement of my chapter/branch volunteer position or is authorized by law.

Signature of alumni chapter/branch member \_\_\_\_\_

Date \_\_\_\_\_

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**Alberta Freedom of Information and Protection of Privacy Act**

The personal information you provide to Mount Royal College is collected under the Alberta Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act, Section 33(c). This information is being collected to administer Alumni Affairs programs and services. Your personal information is protected by the Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Office of Alumni Affairs, Mount Royal College, (403)440-7025.



CHAPTER / BRANCH MEMBERSHIP REGISTRATION FORM

**Membership Registration**

By completing this form you will become a registered member of the (Name \_\_\_\_\_ )  
 Registered membership will allow you to enjoy the many ongoing opportunities and experiences of  
 (Name \_\_\_\_\_ )

<b>1. Member Information</b> Please print and complete in full		
<hr/> Last name	<hr/> First name	<hr/> Middle name
<hr/> Student ID number (If known)	<hr/> (Yr)____(Month)____(Day) Date of Birth	
<hr/> Street Address	<hr/> City, Province	<hr/> Postal Code
( )_____ Work Phone	( )_____ Home Phone	( )_____ Cell Phone
<hr/> Preferred e-mail address		
<b>2 Interest in the Chapter</b>		
<input type="checkbox"/> Board positions and leadership	<input type="checkbox"/> Continuing education/enrichmen activities	
<input type="checkbox"/> Social/Professional Networking	<input type="checkbox"/> Mentorship/student involvement	
<input type="checkbox"/> Other _____		
<hr/> Signature		<hr/> Submission Date
<p>The information that you provide on and with this registration form is collected under the authority of the Colleges Act and Freedom of Information and Protection of Privacy Act Section 33(c). It will be used for identification purposes, contact purposes, to update the information database of the Mount Royal College Alumni Chapter?Board and to inform you of Chapter/Board related benefits, programs and events. Your personal information is protected by Alberta's Freedom of Information and Protection and Privacy Act and can be reviewed on request. If you have any questions regarding the collection or use of this information, contact the Office of Alumni Affairs, Mount Royal College, (403) 440-7025.</p>		



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**EXPRESSION OF INTEREST IN DEVELOPING A MRCAA CHAPTER/BRANCH FORM**

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To assist you in developing a MRC alumni chapter or branch, please fill out the form below. Send the following information to the Mount Royal College Alumni Association (MRCAA) c/o The Mount Royal College Office of Alumni Affairs.

Please Print

I. Proposed chapter name:

\_\_\_\_\_

OR

Proposed branch name:

\_\_\_\_\_

II. Main purpose or interest of chapter/branch:

\_\_\_\_\_

III. MRC affiliation area and the primary city, province or country where chapter/branch activities will be held.

\_\_\_\_\_

\_\_\_\_\_

IV. Name of alumni contact person:

\_\_\_\_\_

Address \_\_\_\_\_

Phone: (Daytime/Work) (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**I have read the Chapter and Branch Handbook, and we understand and agree to the conditions outlined therein.**

Main contact signature

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Other interested parties supporting this chapter/branch development. (Please provide at least two other names and contact information)

1. Member (supporting application) signature

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Print Name \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

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2. Member (supporting application) signature

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Print Name \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

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**If you have any questions about this form, please contact the MRC Office of Alumni Affairs at 403-440-7000, toll free at 1-866-6101 or e-mail at [alumni@mtroyal.ca](mailto:alumni@mtroyal.ca).**



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CHAPTER/BRANCH PLANNING FORM

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Keep in mind the following questions in creating a chapter/branch:

1. Identify your purpose.

- What do we hope to accomplish

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- In what ways will we be supporting the needs of our MRC Faculty or Department?

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- In what ways will we be supporting our MRC Alumni Association

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- In what ways will we be meeting the needs of our alumni

2. What are the needs of our alumni?

- What are the demographics and profiles of our alumni?

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- What type of programs and activities are most important to them?

3. What will we focus on?

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4. What activities will we focus on? (*Refer to Chapter and Branch Programming Ideas –page 10 in the Chapters and Branches Handbook*) includes:

- Social/Professional Networking
- Continuing Education/enrichment activities
- Mentorship/student involvement
- Charitable/community service
- Social events/family events
- Other \_\_\_\_\_

5. What is our long term vision?

- Five years from now, what will be the contribution of our chapter?

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**MRCAA FUNDING APPLICATION FORM**

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Chapter/Branch name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submission Date: \_\_\_\_\_

**We do hereby request the funding of:**

Amount:

Purpose:

Attached is the proposed budget outlining the use of the requested funds (*must be included in order for the application to be considered*). *Please Note:* Funds are limited and available on a first come first served basis.

**Chapter/Branch Signing Authorities (three are required):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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The Office of Alumni Affairs Approval signature:

\_\_\_\_\_

Date: \_\_\_\_\_

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The personal information collected on this form will be used to administer and manage Mount Royal College Alumni Association programs and services, and to maintain the MRC Alumni Association and Office of Alumni Affairs' records. This information will be protected by the provisions of the *Personal Information and Protection Act*. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services you have requested.