Alumni Chapter Guidelines: International
Chapter formation and operation

The Alumni and Graduate Services Unit has been created to support your continuing involvement in the UWS community. Part of this initiative is the formation and operation of alumni chapters.

A chapter is created when a group of graduates who share a location, area-of-study or other common interest form to collectively remain involved in the UWS community. Chapters run a variety of events suited to the interests of its members. Activities may focus on professional development, reunions, networking and personal enrichment.

The Alumni and Graduate Services Unit is funded by the University and is accountable for the support it provides chapters. The guidelines set out in this leaflet are to assist you in forming and operating an alumni chapter, and to explain the level of support provided by the Alumni and Graduate Services Unit.

Enquiries about any of the guidelines should be directed to the Alumni and Graduate Services Unit by calling +61 2 9852 5826, or by e-mail to alumni@uws.edu.au

Chapter Operation

Membership
Chapters cannot charge membership fees. Membership of the UWS graduate community is free of charge and automatic upon graduation. Membership in the context of chapters is a notional concept, used to identify graduates that are actively involved in the life and growth of a chapter. Chapters may charge a subscription fee for specific services, and alumni may opt to participate or not participate.

Constitution
Each international UWS alumni chapter will have a constitution to govern their operations, and covers important points such as agency, and release and indemnity. Forming a legal entity is also required. This will facilitate the movement of support funding, and licensing arrangements for the use of brand and visual identity - for example the local production of communication or merchandise. A model constitution is available from the Alumni and Graduate Services Unit, or from the Alumni and Graduate Services website.

Activity Plan
Each chapter should develop an annual activity plan to be submitted to the Alumni and Graduate Services Unit. If your chapter does not already have an activity plan in place, contact the Alumni and Graduate Services Unit for assistance.

Events, Activities and Projects
Chapters will be responsible for organising events, activities and projects of special interest to their group. Seed funding may apply to initiate an event or project in accordance with the section called ‘Applications for Funding’. Chapters may charge attendance fees for events and activities.

Updated Officer List
It is critical that the Alumni and Graduate Services Unit be able to maintain an accurate and up-to-date officer list for each chapter. A chapter should send an updated officer list to the Alumni and Graduate Services Coordinator each time there is a change.

Meeting Minutes
Chapters that retain meeting minutes are required to send an electronic copy of those minutes to the Alumni and Graduate Services Unit for information as soon after the meeting as possible.

Annual Report
A concise annual report from each chapter is necessary for the Alumni and Graduate Services Manager to complete an annual report on all alumni activity for the University. Chapter annual reports are requested in November of each calendar year. An annual report template is available from the Alumni and Graduate Services Unit, or from the Alumni and Graduate Services website.

Use of visual identity and University brand
International alumni chapters will require a license to use the visual identity and University brand. The Executive Committee of the chapter should write to the Office of University Legal Counsel, indicating the applications for which the University brand shall be used. Upon approval, the chapter will be issued with a licence to use the brand, and be provided with a visual standards guide to assist with the preparation of independently prepared chapter communication and promotional material. The Alumni and Graduate Services Unit is available for assistance in applying for a brand license.

Applications for Funding
Funding for events, activities and projects may be sought by applying to the Alumni and Graduate Services Unit. Any chapter may apply for funds at any time of the year, and may apply more than once per year. The chapter leadership must keep in mind that available funding is limited and it is not possible to fully subsidise all events, activities or programs for all chapters.

Funding Application Guidelines
Events, activities and projects must satisfy several or all of the following guidelines:

- Promote participation in the chapter.
- Connect alumni to the University and to each other.
- Promote future alumni engagement with the chapter and the University.
- Support the chapter’s activity plan.
- Must not exclude participation of graduates outside of the chapter membership.

Funding application forms may be obtained from the Alumni and Graduate Services Unit, or from the Alumni and Graduate Services website.

Review of Applications
The staff from the Alumni and Graduate Services Unit will review funding applications. Reviews may take up to 3 working days, not including weekends and Australian public holidays. Please allow the necessary time when submitting applications. Applications may also be submitted with activity plans. The considerations used to determine the eligibility of a proposal include, but are not restricted to:

- The availability of other funding for the event, activity or project.
- How many graduates will benefit from the project?
- What types of opportunities for alumni involvement are presented by the activity, event or project?
- What personal or professional development opportunities are presented for graduates?

Proposal Format
Proposals should only be submitted for programs that have not yet taken place. Requests for the purchase of technology or software support will not be considered. All proposals must include the following:

- A summary or overview of the event, activity or project with objectives and proposed outcomes.
- A completed Funding Application Form. This is available from the Alumni and Graduate Services Unit, or from the Alumni and Graduate Services website.
- A budget with estimated costs, the specific amount requested from the Alumni and Graduate Services Unit, and specific amounts available from other sources.

Proposals may be sent:
By post to
Manager, Alumni and Graduate Services Office of Marketing and Communication University of Western Sydney
Locked Bag 1797
PENRITH SOUTH DC NSW 1797
AUSTRALIA

By email to alumni@uws.edu.au

By fax to +61 2 9852 5832
Support for Chapters

Communication Services

General
The Alumni and Graduate Services Unit communicates regularly during a calendar year. This includes, but may not be restricted to a bi-annual newsletter, a monthly e-mail bulletin, and the Alumni and Graduate Services web site. Clubs and chapters may have access to Alumni and Graduate Services communications free of charge to publish news, events and articles related to the chapter.

Website
The UWS Alumni website will provide space for each chapter to maintain a group home page, advertise events and activities, promote membership of their group, online event registration. Website content should be submitted to the Alumni and Graduate Services Coordinator. All content will be published in accordance with University of Western Sydney guidelines, policies and procedures. Commercial advertising cannot be accepted as web content due to the rules for universities relating to web publishing.

Important note on independent communication
Chapters may, if they wish, publish communication of particular interest to their group. Production and distribution costs for communication, outside that which is offered free of charge by the Alumni and Graduate Services Unit, are to be met from any funds the chapter has accumulated or can independently arrange.

Database Services
The Alumni and Graduate Services Unit maintains a database of all UWS graduates, and offers a range of services to chapters. The database services your group will require will vary from project to project and may be negotiated with Alumni and Graduate Services at the commencement of each project.

To ensure consistency and quality of alumni data, and to protect the privacy of graduates, separate databases are not permitted. Personally identifiable information will not be released to chapter officers.

Planning
Chapters are welcome to seek assistance from the Alumni and Graduate Services Unit in the development of annual activity plans and individual event plans.

Sponsorship
The Alumni and Graduate Services Unit can assist in securing sponsorship of chapter events and activities. To ensure that individuals and potential corporate supporters are not contacted repeatedly, the Development Manager must be consulted about sponsorship approaches. Chapter sponsorship must be approved by the Alumni and Graduate Services Manager and the Development Manager.

Speakers Roster
The Alumni and Graduate Services Unit maintains a list of University faculty, administrators and staff representatives who volunteer to offer presentations to chapters. The speaker list will contain a diverse cross-section of individuals from UWS and the area of expertise for each speaker. To request a speaker for a chapter event, contact the Alumni and Graduate Services Unit.

Conditional Funding
The Alumni and Graduate Services Unit will contribute funds for chapter establishment, seed funding for events and activities, and special projects or initiatives. See ‘Applications for Funding’ (opposite) for conditions related to funding support for chapter activity.

Insurance
Insurance cover automatically applies to alumni activities and events approved by the Alumni and Graduate Services Unit. The insured events are occurrences of personal injury, property damage or advertising injury as defined within the University’s General and Products Liability Master Policy. More information on the extent of insurance coverage may be obtained from the Alumni and Graduate Services Unit.
Contact information

Alumni and Graduate Services
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Web: www.uws.edu.au/alumni
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International Chapters

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