Vision and Mission
The UA Alumni Association chapter network builds a connection between alumni locally and across the U.S. by strengthening the bridge between the Wildcat Nation and the University of Arizona. Through meaningful, impactful, and diverse events, as well as communication and leadership, chapters are an invaluable resource and active stewards of the Wildcat for Life tradition.

As keepers of the flame, our chapters act as connectors and mobilizers while influencing alumni engagement and action.

Chapter Impact:

1. Membership is strengthened
2. Contact/communication is increased
3. Scholarships are awarded
4. Donors are made more easily visible
5. Next generation of Wildcats are recruited
6. Wildcat pride spreads
7. UA presence and influence increases in regions across the country

Definition of a Chapter
A chapter is an alumni group in a defined geographic region (>350 alumni) that supports the missions of the University and the Alumni Association through its activities.

Overview
Welcome to the University of Arizona Alumni Association Chapter program! By choosing to assume a leadership role at a local level, you become an integral part of the UA Alumni Association – Wildcat for Life. We believe that the key component to chapter success involves providing alumni leaders with information, programming ideas, and policies that are needed to begin and grow a chapter. The UA Alumni Association believes the role of a leader strongly impacts the success of a chapter. We are dedicated to providing the tools necessary for chapter leaders to be successful.

Remember that by organizing as a chapter, you are representing the University of Arizona and Alumni Association in your community.

Benefits to You

1. Maintain a closer relationship with the UAAA and UA
2. Grow your social and professional network  
3. Tickets to UA sporting events (if available and you pay)  
4. Invites to special events  
5. Looked upon as a representative of the UA and UAAA in your community  
6. Resume booster  
7. Form of giving back to your alma mater  
8. Make a difference to the UA and UAAA in your community

Annual Requirements  
Must have completed prior to June 15 in order to become and remain an officially chartered chapter for the following UAAA fiscal year (July 1 – June 30).

- Submit UAAA approved bylaws (in years changes are made) or have current bylaws on file with UAAA (template provided)  
- Submit an annual plan and report (template provided)  
- Submit a roster of officers - All must be UAAA members (template provided)  
- Include UAAA consultant to e-mails sent to local constituency and include in board communications (latter is optional, but encouraged)  
- Must review UAAA policies on resource guide website  
- Hold at least two events during past fiscal year  
- Hold at least four in-person board meetings in past fiscal year and submit meeting minutes following each (recommend meeting more frequently than this though)

Programming Idea  
The types of programming ideas for chapters are as diverse and varied as the chapter themselves. We encourage you to contact other chapter leaders in your area for suggestions and ideas as to what your chapter can do to get involved and reconnect with Arizona, no matter how far away you are from campus.

We encourage you to submit your programming ideas to the chapter staff so that we can continue to compile them, and share them with other chapters.

Support for Chapters  
UAAA offers the following support for our chapters.

1. Chapter Consultant: a professional staff member is assigned to work with each chapter.  
2. Liability Insurance: Coverage available to chapters at no cost.  
3. Financing
4. Event Materials: event materials such as UA décor, registration sheets, stickers, and name tags.
5. Online Services: Variety of services including online event registration, and e-mail blasts.
6. Listserv: the UAAA will create an e-mail listserv (chapter nickname @listerv.arizona.edu) so that it makes it easy for chapter leadership to communicate to its members.
7. Merchandise: Ability to purchase UA merchandise at a significant discount.
8. Memorabilia: Opportunity to receive autographed athletics memorabilia for chapter raffles or silent auctions.
9. Non Profit Status: Ability to operate under the Alumni Association as a non profit organization using the UAAA’s federal tax identification number. Along the same lines, the chapter has the ability to accept tax-deductible gifts via “Restricted” account through the UA Foundation.
10. Speakers: When feasible and applicable, speakers can be provided for chapter events.
11. Visit from UAAA Staff: Tell us which event or meeting you would like us to attend in a year and we’ll make an attempt to be there.
12. Sponsored Programs: Opportunity to participate in UAAA sponsored programs such as summer sendoffs and other program(s) to be named later.
13. Leaders Conference: Annual training conference held on the UA campus in Tucson for alumni leaders and volunteers. All meals included for attendees.
14. Scholarship Program: Your chapter consultant will assist with the scholarship process. They will also communicate your chapter’s scholarship opportunity to area students. The UAAA will match chapter scholarship dollars up to $2,000 (not certain).
15. Membership: Ability to participate in the chapter membership incentive program where the chapter has the opportunity to earn money for its operation.
16. Logos: UAAA chapter specific Wildcat for Life logo created. Your chapter also has access and ability to use University of Arizona trademarks (Block A, Wildcat face) for tee shirts, Web site, e-mails, Facebook, etc.

To Start a Chapter in Your Area

While the UAAA currently has chapters in most metropolitan areas across the country, there are geographic areas where faithful Wildcats have not come together as an organized group. Our history indicates that strong leadership and commitment help build and matriculate gathering alumni into a strong chapter. To start a chapter in your area, we recommend the following steps:

1. Become a UAAA member (if you’re not already).
2. Go to the UAAA chapters website to find out if there is already an active chapter in your geographic region.

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3. Contact Marc Acuña, director for chapters and clubs, at marc.acuna@al.arizona.edu or 520-626-0705 to express your interest in organizing a group.

The UAAA will work with you to determine if there are enough alumni in your area to create a viable chapter environment. The UAAA research the 50 mile radius around your city to assess the number of alumni in that area. At least 350 alumni need to live in the area to be a chapter.

**Step 1: Gauge Interest**

Once it has been determined there are enough alumni in the area, the next step is to gauge the interest of those alumni in starting a chapter. We recommend one of the following events as a way to get people together for this purpose:

- Dinner at a restaurant or family-friendly bar
- Picnic
- Family activity
- UA sports viewing party

Take time to plan a quality event that will reflect well on you, the University of Arizona, and the UA Alumni Association. This event will set the tone for the support and participation area alumni will give the chapter. The activity should appeal to a range of age groups.

The UAAA will coordinate a one-time mailing and pay for its cost. It’s suggested that an interest survey accompany this mailing.

**Step 2: Form a Steering Committee**

Form a steering committee consisting of four to eight people, based on interest gathered from your survey. This group will meet to discuss the possible future of the chapter. If there is not enough interest in forming an organized chapter, yet some of those in attendance as the organizational meeting wish to stay active, they can organize a University of Arizona Alumni Association Backer Group by informing the UAAA of their decision.

**Step 3: Develop Bylaws**

If the committee decides to organize as a chapter it should proceed with establishing bylaws using the required template provide by the UAAA.

**Step 4: Have a meeting to adopt the bylaws and elect officers**
Following the steering committee meeting where a constitution is developed, a meeting should be called to adopt the constitution and elect officers.

It is also recommended that the steering committee create an agenda for the meeting. A sample agenda for the first meeting would include the following:

- Sign-in sheet with name, address, and e-mail address
- Welcome by organizer and introduction of attendees if feasible.
- Suggest everyone wear nametags. Blank name tags can be sent to the organizer.
- Thank you to steering committee for work completed to date.
- State reason(s) for gathering and share future plans and goals.
- Distribute proposed constitution and ask for input.
- Vote on constitution.
- Elect officers.
- Encourage everyone to join the UA Alumni Association. Repeat thank you and adjourn the meeting.

Once the meeting has ended, the following items need to be sent to the UAAA: (these items have already been created, contact your consultant for them)

- Chapter Bylaws (signed by leaders)
- Leader Roster (template available)

Once your chapter consultant receives these materials, they will be presented to the UAAA’s Governing Board for approval at one of their meetings. These meetings occur quarterly.

**Step 5: Recommended officers and job descriptions**

All successful chapters share one thing in common; there is at least one identifiable person responsible for each important aspect of chapter activities. Don’t underestimate the influence of a strong organized leader! Some chapters have a small leadership team and relay on a few people to establish its goals. In others, many people are involved. Whenever possible, it is best to divide responsibility among many leaders to avoid burnout and encourage involvement. The more people you include, the more likely their return and commitment.

The UAAA recommends each chapter have a president, vice president, secretary, and treasurer.

The possible duties and responsibilities of these officers are detailed at [http://arizonaalumni.com/sites/default/files/media/responsibilities.pdf](http://arizonaalumni.com/sites/default/files/media/responsibilities.pdf).

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Step 6: Financial Considerations

When a chapter starts handling money, it’s a good idea to open a chapter bank account. Pursuant to UAAA financial guidelines, the chapter must open and maintain their checking account with Bank of America through the UAAA. Your chapter consultant can assist with this task.

In the case where the chapter would like to be able to receive tax-deductible or corporate matching gifts, they must open and maintain a “Restricted” account with the UA Foundation. Your chapter consultant can assist with this task.

Chapters are expected to be self-supporting. Chapters have the opportunity to earn money from membership dues by participating in the membership incentive program and by holding certain types of events.

Individual chapter events should be self-supporting unless it can be subsidize from funds already in the chapter treasury. Additional event costs can be recovered through an admission charge. Additional meeting costs could include, but are not limited to:

- Cost of the meal for UAAA representative and/or speaker attending event.
- Rental costs for AV equipment needed for a speaker.
- Bartenders for cash bars at restaurants or clubs are often an additional expense.
- Room rental charge in addition to the quoted “per meal” cost.
- Decorations with University of Arizona theme on table (UAAA will supply a goodie box)
- Raffle or giveaway items

Additional Resources

Additional chapter resources can be found at http://arizonaalumni.com/chapters-and-clubs-online-resources.