

How to become an Official Chapter:

To become recognized as an official alumni chapter, the following criteria must be met. Once accepted, each chapter will undergo a probationary period of no less than one calendar year before official status as a chapter can occur.

1. Each regional chapter must have a minimum alumni base of fifty within a sixty mile radius of the city where the chapter will be formed.
2. A chapter must demonstrate that it is formed to promote the interests of Walsh University and its alumni by maintaining a mutually beneficial relationship.
3. The chapter and its members must conduct themselves in a manner consistent with the goals and objectives of the Office of Alumni Relations and the mission of the University.
4. Chapters must communicate regularly with the Office of Alumni Relations, notifying them of all chapter-sponsored plans and events.
5. Each chapter must host a minimum of two events per fiscal year (July 1 – June 30). These events may be social, networking or service-oriented.
6. All chapters must be approved by the Office of Alumni Relations and by a vote of the Alumni Board.
7. Each chapter must fill each position as outlined below with candidates from the membership of the Association.

Chapter Officers

Each chapter shall be made up of the following officers: Chapter President, Chapter Vice President of Programming/Events, Communications Committee Chair, Membership Committee Chair and Chapter Secretary. Each officer must be a member of the Alumni Association and be within the region that the chapter represents.

Chapter President

The President shall represent the chapter by serving on the Alumni Board of Trustees or on one of its committees. The President shall be responsible for appointing all chapter officers, presiding at all meetings of the chapter, and administering and supervising all chapter affairs. The President shall serve as the principal representative and spokesperson for the Alumni Chapter at various events and meetings.

Vice President of Programming/Events

The Vice President of Programming shall be responsible for developing a calendar of events for each fiscal year, with a minimum of two events. In the absence of the President, the Vice President will assume all duties as described above.

Chapter Secretary

The Secretary shall keep minutes of all chapter meetings and correspondence and send them to the Director of Alumni Relations in a timely manner (within two weeks). The Secretary shall maintain an up-to-date chapter board roster (including address, telephone, e-mail, etc.) and notify the Office of Alumni Relations of any changes.

Communications Committee Chair

The Communications Chair will work closely with the Chapter President to keep alumni informed of chapter and University events and news. The Communications Committee Chair shall ensure that all information that is to be sent out to the chapter is sent to the Office of Alumni Relations in a timely manner.

Membership Committee Chair

The Membership Committee Chair shall actively recruit alumni and guests to attend chapter functions as well as track attendees. The Membership Chair shall form a nominating committee to replace officer vacancies as needed.

Chapter Events and Programs

The primary focus of Alumni chapters is to connect and engage Walsh alumni. Each chapter is required to hold a minimum of two (2) events per fiscal year.

Office of Alumni Relations

Please contact our office with any additional questions or requests.

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