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UNIVERSITY OF MEMPHIS
ALUMNI ASSOCIATION MISSION STATEMENT

The University of Memphis Alumni Association engages alumni, former students and friends in three challenges: advocating the ideals of the University, advancing its welfare and fostering life-long relationships with the institution.

GENERAL OVERVIEW

What is the University of Memphis Alumni Association?
The Alumni Association is a not-for-profit organization created to serve and support the University, by involving its alumni, former students and friends. Association headquarters is physically located on campus at 635 Normal Street, but the Association has a presence throughout the state and in many areas of the nation and world. Throughout this manual, reference to alumni refers to graduates and former students, unless otherwise noted.

Who is the University of Memphis Alumni Association?
A nineteen (19) member Executive Board of Directors and thousands of members comprise the Association. Our members, who include alumni, friends and former students, join for a variety of reasons. Most join because they want the opportunity to give back to the University.

What does the Alumni Association do?
The Association funds numerous scholarships, maintains biographical records of alumni, recognizes and rewards outstanding faculty, assists in recruiting top students to the University of Memphis, sponsors Tiger Treks for away-athletic events, underwrites Homecoming and reunions and brings the University to its members through events at dozens of alumni Clubs and Chapters across the nation. It all adds up to keeping alumni involved with the UofM and making the University a stronger institution.

What doesn’t the Alumni Association do?
The Alumni Association is committed to keeping its members in touch with the University of Memphis. We are the University’s friend-raisers and FUN-raisers! Membership dues are solicited to fund operations, and the Association builds endowments to fund future program development and expansion.

The fund-raising arm of the University is the Office of Development which utilizes efforts such as the Annual Fund to solicit private support to enhance state dollars.
Fan-raising is a function of Tiger Scholarship Fund: an organization which supports UofM athletics. Contributions are linked to athletic ticket priorities.

**Admission Information**

The Office of Admissions is the central source of information for prospective students considering the University of Memphis. Alumni interested in helping with the academic recruitment of high school juniors and seniors are encouraged to contact the Office of Admissions through the Alumni Association for more information about prospective students in their geographic area. Special recruitment publications designed to answer the questions of college bound students are available by request.

Alumni in locations around the country frequently become involved in representing the University of Memphis at nearby college planning programs. Additionally, Clubs and Chapters often choose to host special recruitment receptions or “send-off” parties for students in the immediate geographic area. Involvement of this type is usually very rewarding for loyal Memphis alumni, not to mention a first-hand demonstration of successful UofM graduates. There’s no better salesperson than a satisfied customer!

To find out more about how alumni in your area can become official Memphis Alumni Ambassadors, call the Alumni Association at (901) 678-2586 or (800) 678-8729.

**Student Athletes Recruitment**

The NCAA has stringent rules that forbid alumni and fans from interfering, contacting or influencing athletic recruits.

Alumni from schools that have received NCAA probation have learned the hard way: when it comes to the recruiting of athletes, hands off!

If you have any questions please call the Athletic Department at (901) 678-2335.

For those of you who want to help recruit, the Alumni Association encourages you to funnel those energies towards helping your local Clubs and Chapters recruit academic students to the University of Memphis!

**The University of Memphis Foundation**

With few exceptions, gifts to the University of Memphis are deposited in the Foundation. A separate 501(c)(3) organization, the Foundation’s board of directors determines the investment policy for endowment. Gifts to the UofM Foundation are used to maintain and enhance the educational and scholarly programs at the UofM. Most accounts for the Alumni Association are housed within the Foundation.
MEMBERSHIP

Membership is the lifeblood of the University of Memphis Alumni Association.

Membership provides the funds for the Club and Chapter Stipend Awards, some major Club and Chapter events, some Club and Chapter postage for Out of Towns and speaker travel expenses. The Alumni Association funds up to twelve Alumni Scholarships (children and grandchildren of alumni members) yearly, financially underwrites Homecoming, the Distinguished Alumni Awards and Reunions, and funds five excellence in teaching awards, four excellence in research awards and two excellence in advising awards.

Membership in the University of Memphis Alumni Association provides immediate membership in your local Club or Chapter. Club and Chapter members do not have to be graduates of the University to be members.

ABC Members – “Alumni By Choice” – former students, friends and current students — receive all the benefits of membership except that they are not eligible to serve on the Association’s National Executive Board of Directors.

Associate Members – those first year out graduates that receive their first year membership complimentary from the Association are not eligible to serve on the National Executive Board of Directors. However, Associate Members and non-graduates who are alumni members are eligible to hold office or even serve as president of a local Club or Chapter.

The Alumni Association produces membership brochures, which contain information about joining and the reasons for membership. Each Club and Chapter should have a quantity on hand for display at events and give to people who express an interest in the Clubs and Chapters. Call the Alumni Office if your Club or Chapter needs brochures. You will also find a standard membership application on the website for Clubs’ and Chapters’ use — www.memphis.edu/alumni/joinnow.

TRADEMARK LICENSING

The marks of the University of Memphis are controlled under a licensing program administered through Collegiate Licensing Company and through the University’s Marketing Department. The University receives royalties from commercial use of these marks that support athletics and other programs.

The University formalized its program to control the use of the University name and athletic mascot by registering these names and marks with the U.S. Patent Office and by signing a licensing agreement with the Collegiate Licensing Company. Non-University entities that wish to use the University’s marks on commercial products must enter into a royalty-bearing licensing agreement; those that wish to use them in other contexts must obtain permission from the Trademark Licensing Office. The University of Memphis shares in the royalties from this agreement. The University seal and logo are registered and included with this agreement. All inquiries relative to such use should be referred to the University’s Marketing Department at (901) 678-2843, logo@memphis.edu and www.memphis.edu/logo.

The University of Memphis Alumni Association and its chartered satellite Clubs and Chapters have permission to use the University’s marks for non-commercial purposes. However, before your Club or Chapter pursues any reproduction of the University’s marks for commercial or non-commercial purposes, you must first contact the alumni staff at (901) 678-2586. Although not listed in their entirety, examples of Protected Marks are:

PREFERRED LOGO
THE UNIVERSITY OF MEMPHIS

SECONDARY LOGO
THE UNIVERSITY OF MEMPHIS

ATHLETIC LOGO
THE UNIVERSITY OF MEMPHIS

UNIVERSITY SEAL
UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION
LOGO AND PROTECTED MARKS

The University of Memphis Alumni Association holds the rights to the Association logo and any visual reference to the Alumni Center. Clubs and Chapters are authorized to use the logo and any insignia, but each Club or Chapter must receive approval prior to any reproduction of these items. To receive approval for the use of the logo, please contact the Alumni Association at (901) 678-2586 or alumniassociation@memphis.edu.

All printed materials associated with the Alumni Association and its Clubs and Chapters must bear the Alumni Association trademark. Each Club and Chapter has its own logo. For those logos, please contact the Alumni Office at (901) 678-2586 or (800) 678-8729.

VISION FORUM

Why would numerous well-educated college graduates and university friends sacrifice time to sit through meetings and discussions? Perhaps it’s because the VISION FORUM is the most valuable preparation, training and resource for an Alumni Club or Chapter leader. Many general members want to know what the Alumni Association is working on, and the Vision Forum is an excellent way to find out.

On March 27, 2004 the first VISION FORUM was scheduled and attendance was full capacity: 200+ alumni, former students, current students and friends! The Vision Forum is held as needed during the fall.

Participants must provide their own travel arrangements to the event and pay for their own hotel rooms that are reserved for Vision Forum participants by the Association staff. Out-of-town Club and Chapter awarded annual stipends may be used (in part) with permission from the National Executive Board of Directors to provide financial assistance for their representatives to attend the session.

There is no charge to attend the Vision Forum, and generally, the Alumni Association provides meals, refreshments and other extras to ensure an enjoyable and educational day for all.

Each Club and Chapter must have at least one representative at the VISION FORUM to be eligible for the Club and Chapter Stipend. Exceptions may be made for Out-of-Town groups upon the approval by the National Executive Board of Directors.

The VISION FORUM is held as needed upon direction of the Executive Director, Alumni Association with the approval of the National Executive Board of Directors. It is recommended that the Association does not go longer than 3 years without holding a VISION FORUM.
SCHOLARSHIP PROGRAM

The establishment of a scholarship is the one stage of the building process that creates a solid foundation for an active Club or Chapter. Step one involves recruiting students. Once students are attracted to the University by an active Club or Chapter’s recruiting program, the Club or Chapter can turn to local alumni to help reward the most exceptional students through the establishment of a Club or Chapter scholarship.

Selection Procedure

There are four options available for selection of scholarship recipients.

1. Club or Chapter Selects
   The Club or Chapter scholarship committee makes the selection based on knowledge of the candidates.

2. The Alumni Office Selects
   Applications for the overall Alumni Scholarship Program received from students living in the Club’s or Chapter’s geographic area will automatically be considered. In addition, the Office of Admissions can furnish the Alumni Office with lists of incoming freshmen from geographic areas requested for the Clubs or Chapters. After screening according to criteria established by each Club or Chapter, candidates are reviewed by the Alumni Office. The final decision is made by the Alumni Office on behalf of the Club or Chapter.

3. Combined Selection
   A combination of the first two methods offers a number of qualified students from which the Club or Chapter scholarship committee makes a final recommendation. A personal interview might be considered by the committee. This method requires extensive lead time to complete all phases of the selection and requires the Club’s or Chapter’s close coordination with the University of Memphis Alumni Association Scholarship officer.

4. The Scholarship Office selects the recipient.

Administrative Details

Once decisions have been made concerning the scholarship, the following sequence of administrative events must be completed:

- NOTIFICATION AND ACCEPTANCE
  The Club or Chapter must write a letter or e-mail to the Alumni Office Scholarship officer stating its intent of creating a scholarship and identifying the criteria established by answering the previously stated “Preliminary Decisions.” The Alumni Office needs to receive a letter of intent for a new scholarship at least a month prior to the first board meeting in the fall in order to receive approval from the Alumni Executive Board of Directors. Please keep in mind that the criteria should not change annually and should remain the same for at least a 3-5 year period. If Clubs or Chapters wish to make any changes, please notify the Alumni Association Scholarship officer in writing.

- ACCOUNTS
  When initial scholarship funds are sent to the Alumni Office, a scholarship account will be established with the University of Memphis Foundation. This account will earn interest, and a detailed report of activity will be sent to the Alumni Office monthly. Establishment of such an account will allow students to view the criteria of the Club’s or Chapter’s scholarships.

- FUND-RAISING – WHO AND HOW?
  Establishment and acceptance of the scholarship by the University opens the door for actual fund-raising. The Clubs or Chapters can organize any number of methods of raising the funds including:
  - Small “surtax” on local events
  - Sponsorship of special projects such as garage sales, golf tournaments, pre-game rallies, spring picnics, theater nights or viewing parties
  - Special fund-raising campaign to ask alumni to contribute directly to the Club’s or Chapter’s scholarship

Once the method is chosen, it must be approved by the Alumni Office in cooperation with the University’s Development Office and Scholarship Officer. A written request for approval must contain:
1. a proposed timetable
2. method of solicitation
3. agreement on responsibility for printing and mailing costs of solicitations (budget)

The following guidelines were created to assist Clubs or Chapters wishing to establish a scholarship.

Preliminary Decisions
The initial discussions of Club or Chapter leaders should center around the criteria for the scholarship. Several questions must be answered:

1. NEED-BASED SCHOLARSHIPS (dependent on financial need of the family) versus MERIT-BASED SCHOLARSHIPS (awarded entirely on the student’s accomplishments and merit).

A merit scholarship is the academic equivalent of an athletic “scholarship,” awarded totally on the merit or the talent of the student without regard to parents’ income.

2. FRESHMAN SCHOLARSHIPS VERSUS UPPER-CLASS SCHOLARSHIPS
The first may attract an outstanding student to the University. The second generally rewards a current student for good work at the University. However, the timing of Club or Chapter scholarships may not be a factor in the attraction of freshmen but might be more of a reward.

- Freshman Scholarships are an incentive and will complement your Club’s or Chapter’s recruiting process. Freshmen recipients are easier to identify.
- Upper-class scholarships are fewer and harder to receive.

- A Club or Chapter may wish to renew the scholarship for their scholar. We have found that students whose Club or Chapter scholarships are renewed are more apt to build lasting relationships with the Club or Chapter and Alumni Association versus students who receive one-year scholarships.

3. GEOGRAPHIC AREA
The Club or Chapter can determine an area by high school(s) (Germantown or Central), city (Little Rock or Memphis), region or county (Central Arkansas or Southern California or Shelby County) or state (Tennessee or Mississippi), for example.

4. SIZE OF AWARD
Although any size award will help, a significant scholarship begins at a “book award” ($250), or registration fee levels (tuition) or anywhere in between. Realistically, a $1,000 award is a well-received scholarship by today’s standards.

5. MINIMUM REQUIREMENTS
Minimum University of Memphis admission requirements must be checked and are constantly reviewed. Please refer to the Office of Admissions for current requirements.

Any written material must be approved by the Alumni and Development Offices. Both of these offices have experience in successful fund-raising and can provide advice and time-saving shortcuts for a Club or Chapter.

As a guideline, Clubs or Chapters must contact the Alumni Scholarship officer in writing by January 1, indicating they do or do not intend to continue to provide a scholarship/scholarships the next academic year. Please include amount of scholarship to be awarded by the Club or Chapter. All necessary funds must be in the Club’s or Chapter’s scholarship account in the UofMemphis Foundation by February 1, or the scholarship cannot be awarded for the designated academic year.

Contributions
All gifts should be housed in the University of Memphis Foundation. After a Club’s or Chapter’s endowed scholarship account is established, all funds are invested as part of the Foundation’s pool of funds. Dividends are assigned back to the account on a quarterly basis. Equally important is that a Foundation Account insures individual contributors that their contributions are tax deductible and provides an opportunity for the Clubs or Chapters to qualify for employers’ matching gifts. This account also insures the timely availability of funds for the recipient. Please make checks payable to the University of Memphis Foundation and write the name of the Club or Chapter in the lower left-hand corner along with the designation. Unendowed scholarships are handled directly by the Alumni Association and Scholarship Officer. Consult the Association for details.
Public Relations

Clubs or Chapters are encouraged to use the Club’s or Chapter’s scholarship to promote the mission of the Club or Chapter. At a minimum, the announcement of the scholarship recipient should reach the local newspaper. The Alumni Office can assist the Club or Chapter with the press release. The Club or Chapter can get assistance from the Association for contacting local newspapers and submitting the press release. Small newspapers like articles that can bring high levels of visibility to the Club or Chapter and the scholarship. The University’s Department of Communications, Public Relations and Marketing must approve all PR.

The notification date should provide ample time for the Club or Chapters to contact the student, seek a commitment to accept the award and arrange for a place on the high school’s awards and honors program (usually in May). Please notify the Alumni Office of the date of these programs as well as who will be presenting scholarship certificates, which may be prepared by the Alumni Office Scholarship officer.

Clubs and Chapters should introduce the scholar at one of the Club’s or Chapter’s functions during the year. Again, this action will bring positive public relations to the Club or Chapter.

Due to extra time required for selection, need-based scholarships may not be awarded in time for awarding at school programs.

Scholarship Stewardship

A Scholarship staff member has been assigned the responsibility of stewardship for scholarships. This staff person will be in contact with the Clubs or Chapters during the year, advising officers of impending deadlines, discussing potential recipients and providing other information.

Any Club or Chapter officer with questions concerning scholarships should contact the Alumni Office at (901) 678-2586 or (800) 678-3729.

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Revised July 13, 2015
EVENT STANDARDS

Each Club or Chapter event and activity represents EVERYONE in ALL Clubs and Chapters, each member of the Alumni Association, the University of Memphis and the Alumni Association itself. Therefore, it is ESSENTIAL that each Club or Chapter safeguard the Association’s image and integrity. All Association Club or Chapter events and activities must maintain the following standards.

- The Alumni Association logo and the Club or Chapter logo must be represented on all printed materials and any materials mailed from a Club or Chapter. Proofing and approval of all materials by the Alumni Association staff is required. Written approval must be given. This includes, but is not limited to, memorandums, agendas, letters, e-mails, invitations, programs, napkins, postcards, signage and thank you notes.
- When available and financially possible, Association standardized thank you notes, name tags, beverage napkins, letterhead, envelopes and postcards will be provided by the Alumni Association. Letterhead usage and postcard usage must be requested two weeks (2) in advance and is not meant for large mailings (over 100) or invitation usage. Those types of printing should come from the Club or Chapter budget. Thank you notes must be sent within a week of each event. Name tags must be printed by computer when possible. Requests for such materials must be made two weeks (2) in advance.
- When available and financially possible, decorative poms and limited door prizes will be provided by the Alumni Association for Club and Chapter events upon request. Such is not intended for meetings. The items mentioned are for events only.
- Each Club and Chapter will be provided a banner that is to be displayed at all Club or Chapter events.
- Each event should have clothed tables, poms on tables where appropriate and skirted tables for name tags with alumni greeters.
- When ordering food, limited vegetarian meals and bottled water should be available.
- Each Club or Chapter will be provided a lectern sign for continuous use.
- Membership applications should be available at every activity. The Alumni Office will provide these. Or, a Club or Chapter can refer to the website — www.memphis.edu/alumni for online applications.
- Events must be advertised for a minimum of 2 weeks.
- E-mail whenever possible.
- Event approval must be obtained from Executive Director and Board.
**HOW TO USE MEMBERSHIP LISTS**

A Club or Chapter must exhibit activity in its membership efforts each year to be eligible for the Clubs and Chapters Stipend Awards. The Association expends a great deal of energy increasing membership from the entire alumni base and needs each Club and Chapter to do its share in this most important aspect of alumni relations from a financial viewpoint. Presented are five recommended membership methods your Club or Chapter may utilize:

1. **Follow-up e-mails:** The alumni staff can distribute lists to Club and Chapter presidents listing all alumni and friends in the geographic area. Lists showing which members have not renewed may also be sent. These must be requested and approval given according to Association policy.
   A. University Alumni business only
   B. Club/Chapter in good standing
   C. Signed document of usage on file

2. **Non-renewals by Club and Chapter area report:** Our database can generate these reports, which can be forwarded to Club and Chapter presidents. Club and Chapter presidents should designate a Club or Chapter board member to contact each alum personally by e-mail or phone call and:
   A. tell them that you noticed that they didn’t renew their Alumni Membership recently, and ask them if they received their renewal notices
   B. ask them if your Club/Chapter or the Alumni Association has done something wrong to cause them to not renew their membership
   C. encourage them to renew, emphasizing that your Club or Chapter needs membership growth to earn the Stipend Award, award a local scholarship, recruit students, etc.

3. **Event Pricing:** Nothing demonstrates the importance of membership more than pricing your Club and Chapter’s events with a member price and a not-yet member price. Many non-members will join in order to avoid paying the surcharge. All alumni events should have the two prices unless otherwise approved by the National Executive Board of Directors.

4. **Tips for Presidents:**
   - Don’t try to do it all yourself. Your Executive Committee Members committed to helping when they volunteered for the position. Use them!
   - We recommend that the President make the calls to the non-renewals or designate a strong Club or Chapter board member to do so.

5. **Club and Chapter Membership Drives:** The Alumni staff can make your Club or Chapter membership drive much easier than you might think. If your group will express an interest in targeting membership in a particular way, the Alumni Office can support those efforts.

If they have any feedback regarding problems or concerns, please forward the information to the Alumni staff.

It’s hard to increase the total number of members in your Club or Chapter area when current members do not renew. Research has proven that it is easier to convince a current or past member to re-join than it is to recruit a new member. For every member that fails to renew, you have to recruit two new members! This is why it is so important to closely monitor your non-renewals. Once you make a few of these calls to non-renewing alumni, you’ll find that 90% of them have either:
A. procrastinated in paying their dues
B. misplaced the renewal notice
C. have moved within the city and did not receive the renewal notices. Ninety percent will tell you that they plan on doing so, but it often takes a call from you to spur them to action.
5. Name tags and Sign-in Sheets: Traditionally the Alumni Coordinator prepares name tags in advance for all Club and Chapter event participants from the RSVPs received. Obtain an updated list from the alumni office so you can tell who are members and who are not. Place a paw on the member name tags only, or use different color ink for member and non-member name tags. During the program, explain the significance of the name tag differences, and offer a way for non-members to join immediately. Sign-in sheets will allow you to track who has attended your events, and a copy forwarded to the Alumni Office will result in a gentle appeal to non-members.

**CLUB AND CHAPTER LIST UPDATING**

Periodically Clubs and Chapters should perform a Club and Chapter listing update effort in order to help “clean-up” the alumni records database. Here’s a common example:

Joe Smith graduates from the UoM, and upon leaving Memphis, he lists his parents’ Little Rock address as his address while he looks for a job. Eventually he relocates to Pensacola. His parents keep receiving his alumni mail, and they don’t bother to submit a forwarding address because:
1. they think he’ll soon move again like most young graduates do,
2. they’re more concerned about him paying off his student loans than “donating money” to the Alumni Association,
3. they are unaware that there is an alumni Club or Chapter in Pensacola, and
4. Joe will be home Christmas and 4th of July. They’ll give him all of his mail then (which he’ll probably discard without reading).

What’s wrong with this all-too-common situation?

2. The Alumni Association is wasting money by sending mail to the Little Rock address.
3. The Pensacola Club is missing out on a potential member.
4. Joe is missing out on all of the services provided by the Alumni Association and the Pensacola Club.

Club and Chapter Listing Update Sessions help solve these problems. Here’s how you do it:

1. Decide amongst your Executive Committee how you want to break the list up: by class years, zip codes (particular towns & neighborhoods), alphabetically, etc. Any and all representatives that will be handling sensitive and private information from the list must have written permission on file.
2. Ask the Alumni staff to send you a Club or Chapter listing sorted however you desire. Discuss the project goals with the alumni staff.
3. Distribute the list among your Club or Chapter members, so everyone calls an equal number of people. Concentrate your calls on the non-members.
4. If the phone number is not on the list, look it up on the internet. Write the phone number on the list if you find it – if you do not, note such on the list.

5. Call the alum, tell them who you are and what you are doing, confirm that the person on the list actually lives there, confirm the street address and zip code, and ask if they're interested in joining. If they are, note such on the list and the alumni staff will send an application. Note any address, name (married/divorced), e-mail and phone number changes on the list. If someone says that the alum you are looking for has moved to Memphis area, ask them if they have their address - if so, write it on the list. If not, just write “moved to Memphis” and the alumni staff will take it from there. If they say they don’t want to be contacted/aren’t interested in the University of Memphis anymore, note such, and we’ll drop them from the list so we won’t waste money mailing to them anymore.

6. Return the list with all of the changes noted to the Alumni staff, which will note all of the changes in the database.

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**CLUB AND CHAPTER STANDARDS**

**ACADEMIC CLUBS OR SOCIETIES** - Academic Clubs are directly linked to their College Chapters. All Academic Clubs work with their College Chapters concerning calendaring events and financial matters. The President of each Academic Club may serve on the Board for the College Chapter. Yearly financial reports, calendaring events and end of the year reports (due June 15) for academic Clubs are presented through the College Chapters and approved by the National Executive Board of Directors. An Academic Club may also be called a society.

Academic Clubs have a membership of at least five (5) people and can grow to large numbers. Clubs must organize one signature event to be eligible for stipend awards. Academic Clubs may be social, but their link is primarily to their academic discipline. Where an Academic Chapter does not exist to work with the academic Club, then the National Alumni Association will directly work with that organization. Should an Academic Club be dissolved, then all monies - except scholarship - linked with that Club will be given to the National Alumni Association.

**ACADEMIC CHAPTERS** - Academic Chapters are directly linked to academic Clubs and are governed by the National Alumni Association. Chapters coordinate activities that are social and academically based. They involve alumni, former students, friends, current students, faculty and staff.

Academic Chapters have a Board of Directors with no less than eight (8) ACTIVE members and no more than twenty-four (24). Active general membership is also possible. Academic Chapters not only assist academic Clubs in their activities, but Academic Chapters must have an active endowed scholarship or have an open account working towards a scholarship, coordinate events recognizing outstanding alumni, coordinate or assist in student recruitment and mentoring events and can claim at least two signature events per year. Should an Academic Chapter be dissolved, then all monies - except scholarship - linked with that Chapter will be given to the National Alumni Association.
AFFINITY CLUBS AND CHAPTERS - Affinity Clubs are those Clubs that are formed around a special interest or area such as Atlanta, Band, and so forth. Clubs have to have at least five (5) members and can grow to large numbers. Some Clubs choose to always remain at Club status and never grow to Chapter status. Clubs tend to be social in nature and are loosely managed. Some Clubs meet every ball game and others meet only yearly. Clubs must host one signature event a year to be eligible for stipend awards.

Any Affinity Club can become a Chapter if Chapter standards are met. For an Affinity Club to become a Chapter, the Club must have a Board of Directors with no less than eight (8) ACTIVE members and no more than twenty-four (24). Active general membership is also possible. Chapters must have an active endowed scholarship or have an open account working towards a scholarship, coordinate events recognizing outstanding alumni, coordinate or assist in student recruitment and mentoring events and can claim at least two signature events per year (all events cannot be athletic centered). Should a Chapter be dissolved, then all monies - except scholarship - linked with that Chapter will be transferred to the National Alumni Association.

Due to most clubs and chapters proximity to Memphis, Alumni Coordinators must be invited to all Club and Chapter meetings and committee meetings. Approval from the Executive Director must be received before a coordinator will not be present.

Former staff members and current faculty and staff are strongly advised to not sit on Alumni Boards.

To be recognized as an official group by the University of Memphis Alumni Association, the National Executive Board of Directors must vote on the proposed Club or Chapter.

A Club or Chapter that has been inactive for a period of two (2) years may be dissolved by the National Executive Board of Directors - all financial assets, properties and the charter claim are to be revoked and returned to the National Alumni Association. A Club or Chapter reclaiming activity within that two year period will be presented as an active Club or Chapter at the time of its “recharter” if approved by the National Executive Board of Directors.

The charter serves as official proof of affiliation with the University of Memphis Alumni Association much like a diploma certifies “graduate” status. All charter documentation and affiliations are kept by the Association.
E-MAIL, MAILING LISTS AND DATABASES

Many Clubs and Chapters want to keep their own e-mail, mailing lists and/or databases. Keeping private data lists is against the University of Memphis policy. The University of Memphis Alumni Association does not allow Clubs and Chapters to do so for the following reasons:

1. The University of Memphis Alumni Association currently utilizes a computer mainframe system. The system, among other uses, maintains all the addresses and records of well over 130,000 alumni. Advancement staff members maintain alumni addresses on the database.

2. Alumni, especially recent graduates, change jobs, addresses and cities very frequently. Our advancement staff devotes full time resources to keeping track of and accurate addresses for our alumni. If your Club or Chapter has its own mailing list/database, its accuracy will be obsolete within days.

3. Not only do we perform constant research to keep good addresses, but we also make constant updates to our database from the many alumni reported changes of address. If a Club or Chapter does a mailer from its own dated mailing list, and alumni receive an invitation at the old address (from your Club’s or Chapter’s database), it reflects poorly on the Alumni Association as a whole.

4. Anytime a Club or Chapter wants an updated list or labels, the Alumni staff usually can deliver it within 10 business days. That information may be sorted in variety of ways—by zip code, graduation year, particular degrees, and more—whatever is attributed on the database may be sorted in our lists and labels.

5. The Alumni Association’s database is protected from commercial or political uses. If a Club’s or Chapter’s Executive Officers request a list of alumni in the area, it can be used for Club or Chapter purposes only.

TRUE BLUE GOES GREEN
Please remember, the University of Memphis Association is eliminating direct mail pieces whenever possible. Let’s do our part to save our resources!

Please do not try to maintain your own mailing list and/or database.

RECORDS RELEASE POLICIES

The records maintained by the University of Memphs Alumni Association represent confidential information about the graduates, former students and friends of the University of Memphis. In order to maintain the privacy of those individuals, the University of Memphis Alumni Association will not release any portion of those records except for use in programs planned by the Association or University.

- The alumni records will not be supplied to any individuals or agencies except those involved in the planning and development of Alumni Association or University of Memphis programs.
- All requests for use of alumni records must have the approval of the Executive Director of the Alumni Association as well as approval of the National Executive Board of Directors.
- In every case, the confidentiality of the records must be maintained and a signature of use on file.
- No commercial or political use of alumni records is permitted without written consent of the Association.
- The Association prohibits the use of alumni records for any fund raising activity unless authorized by the Alumni Association and the Office of Development.
- Final authority in determining legitimate uses of the alumni records for the Association is given to the Executive Director.

If you have any questions on the policies listed above, please contact the Executive Director for the Alumni Association at University of Memphis at (901) 678-2586 or alumniassociation@memphis.edu.
HOW TO PLAN EVENTS AND COORDINATE A MAILING/E-MAILING

This section is an operational step-by-step guideline for taking an idea for an event and seeing it through to completion. This information does not address what kinds of events to consider, nor does it offer insight as to what gatherings tend to work better than others.

- Remember e-mail whenever possible. Let's save our resources!

- Complete the “Request for Publicity for Clubs and Chapters Event” form six weeks prior to the event.

- E-mail the form to the Alumni Office. The Alumni Staff does not advocate taking the information over the phone, since names and addresses can be easily misspelled.

Here are the reasons why the Alumni Office needs six weeks lead time to handle a Club or Chapter mailing/e-mailing:

- Although your Club or Chapter is important, the Alumni staff coordinates mailings, events and travel for more than 86 different groups. At any given time, several invitations are being designed and the communications coordinated.

- The Alumni Association does not have the staff resources to assign a person to only handle Club and Chapter programming. Please try to understand when the office cannot give immediate undivided attention to your Club’s or Chapter’s request.

- It takes time to design an invitation, e-mail the Club or Chapter a proof, engage the services of a printer, submit label requests, label the invitations and sort them for mailing.

Your Club’s or Chapter’s events are a very important part of the Alumni Association’s outreach program. Timely planning helps ensure that your events are successful!

For more information on mailing lists, see HOW TO USE MEMBERSHIP LISTS, page 20.

REPORTING EVENTS

Club and Chapter activity and attendance figures play a key role in University and Alumni Association budget allocations. University leaders review reports to assess growth and health of the Alumni Association. Clubs and Chapters who don’t report events are only hurting themselves and other Clubs and Chapters.

Even if your Club or Chapter only has four people show up for a gathering, whether it’s a formal event or an informal gathering, please e-mail the attached Clubs and Chapters Activity Report to the Alumni Office—or report the same complete information to your alumni staff liaison. The key to the Association’s success is good communication.
WEBSITE & SOCIAL MEDIA GUIDELINES

WEBSITE
All Clubs, Chapters and Societies are provided a web page that is maintained by the University and Alumni Staff. Club and Chapter sites must adhere to University trademarks and marketing guidelines and must be kept current. Clubs and Chapters are not permitted to maintain these sites. Requested website updates should be submitted to your Alumni Coordinator.

SOCIAL MEDIA
Each Club, Chapter and Society is permitted to utilize social media outlets to connect with constituents. The accounts are created and managed by the Alumni Staff. The Club and Chapter Alumni Coordinator and Marketing Director must be administrators on each account. Club and Chapter leadership is allowed to be administrators, as well. Although participation is encouraged, the general maintenance of the site is handled through the Alumni Staff.

Each page must be updated regularly and adhere to University trademarks and marketing guidelines. Inactive pages will be deleted.

Those maintaining their own websites and social media outlets run the risk of probation and are highly encouraged not to do so.

For guidelines concerning branding, website standards and social networking sites go to: www.memphis.edu/webguidelines.htm.

HOW TO TAKE GREAT PHOTOS AT CLUB AND CHAPTER EVENTS

When the University of Memphis Magazine went through some design changes, one goal was to have a format that would allow more photographs from our Club and Chapter events. Now that the magazine can accommodate your photos, we would like to ask for your help in getting the best possible pictures of your events. We also need your photos for the Web!

Some tips to help you take better photos for the magazine:

- **Don’t forget to bring a digital camera of the highest quality available.** Make sure that someone from the Club or Chapter is designated to bring the camera and/or take the photographs. It sounds simple, but cameras are often forgotten.

- **Don’t try to get too much into one shot.** It’s much better to have two or three people in a shot than to try to get everyone who attended the event. The readers want to see faces of people they may recognize. Also, there’s no need to get someone’s entire body into the frame—chest up is fine.

- **Avoid unnatural poses.** Please do not send “grip ‘n grins,” “check passing” or “firing squads,” as we call them. That is, do not have two people shaking hands, one person passing a check to another, or a group of people lined up against a wall. Take candid shots of people having a good time.

- **Imitate others.** We realize that you aren’t professional photographers, but there’s no reason why you can’t try to imitate photos you’ve found interesting in other places.

- **Take plenty of photos.** Your chances of getting your event in the magazine are greater if you send us more than two or three shots to choose from. Also, your odds for getting your Club and Chapter photos published increase if you consistently submit photos throughout the year.

- **Use plenty of light.** Our advice is to always use a flash indoors and take advantage of other sources of light such as windows, lamps or overhead lights. Use a flash outdoors if you’re not sure about shade or clouds.

- **Please do not agonize over taking pictures.** We appreciate your support of the University and the Alumni Association, and we want you to enjoy your Club or Chapter events—do not spend time worrying about photos. If your pictures don’t turn out, just try again with your next event!
CLUB AND CHAPTER SIGNATURE EVENTS

Who: All area alumni (members and non-members), friends, fans, students, family and a campus representative.

What: Your Club or Chapter’s chance to show everyone in your community what being a Memphis Alum or friend of the University of Memphis is all about! Have fun—catch up on what’s happening at the University through your speaker—do something really special!

Where: Anywhere! Programs have been held at restaurants, homes of alumni, businesses, schools, hotels, museums and other unique local attractions.

When: It’s up to you—think in terms of a local occasion that may help you capitalize on attracting more people, or go with a special seasonal theme. The sky’s the limit!

Why: To rally support and increase the visibility of the University of Memphis (and your Club or Chapter) in your community. Also, to raise money for your Club or Chapter and/or scholarships!

REMEMBER – Each Chapter must host two “Signature Events” to qualify for consideration toward Stipend Awards! These events must be significant, purposeful, potentially large in attendance and at least one has to be non-athletic in nature. Clubs must host one “signature event” to be considered for stipend awards.

Why the Alumni Association does not count watch parties as “Signature Events”

- Do you have any privacy? Can a speaker get the crowd’s attention and be heard?
- If the program is pre-game, how can you get everyone there in time?
- If the program is at half-time, how do you try to keep everyone from going to the restroom or to get food/drinks?
- What can your Club or Chapter do to assure the Alumni staff that those in attendance will leave the watch party knowing that they attended an Alumni Association Club or Chapter event?

BE SURE you follow the guidelines in this manual with regard to lead-time to accomplish everything—this is your Club or Chapter’s chance to really shine and you want everything to flow smoothly!

CLUB AND CHAPTER PROGRAMMING IDEAS

A Club or Chapter’s annual program of events will make or break the group’s success. There are three keys to making a Club or Chapter’s annual programming a success.

- Make sure the executive committee plans a variety of events scheduled throughout the year.
- Plan the events well in advance, and stick to the dates selected. Nothing destroys a group’s credibility faster than changing dates, canceling events or sending out meeting notices that arrive too late for someone to make plans to attend.
- Know the alumni base in the area. What are their ages? Professions? What do they like to do? This will help the Club or Chapter plan events more suited to different groups of alumni.

CLUB AND CHAPTER EVENT IDEAS

- RECEPTIONS WITH UNIVERSITY OF MEMPHIS SPEAKERS When people and resources are available, the Alumni Association can send a University representative or staff member to speak at your event, offering the advantages of fellowship and the chance to receive an update about UoM.
- BARBECUES, PICNICS AND OTHER OUTDOOR ADVENTURES These family oriented events are popular among alumni of all ages and offer a great way to start a local University of Memphis tradition.
**THREE MONTH PLANNING GUIDE**

Remember, the Alumni Staff are here to assist you with each step . . .

**THREE MONTHS AHEAD**
- Designate committee chairs responsible for:
  - Notifying the Alumni Office and submitting a Request for Publicity form
  - Program
  - Receiving reservations and inquiries about the event
  - Telephone follow-up
  - Publicity
  - Hospitality
  - Invitation Design/Database Request
- Hold a meeting of the executive committee and committee chairs.
- Select time, date and location of event.
- Reserve the location.
- Decide format of the event.
- Confirm menu and price if applicable.

**TWO MONTHS AHEAD**
- Submit Request for Publicity form to the Alumni Office so they can begin securing a speaker (if applicable), designing and printing invitations, and designing e-mail invitations.
- Make requests for any door prizes or other information that should be sent from the Alumni Office.

**FIVE TO SIX WEEKS AHEAD**
- Invitations should be mailed/e-mailed to area alumni from the Alumni Office.
- Committee chairs need to work on an agenda.
- Write a press release for local media/approval of release from Alumni Office.

**THREE TO FOUR WEEKS AHEAD**
- Information and goodies should arrive from the Alumni Office.
COUNTDOWN: FINAL EVENT PREPARATIONS

ONE WEEK FROM THE EVENT DATE

☐ Make sure you have door prizes, name tags, door prize forms, membership applications and sign-in sheets.

☐ Go over your meeting agenda; if there are any changes, alert your speaker or anyone else who may be affected. If you will be speaking, prepare your remarks or delegate to another eloquent Club or Chapter leader.

☐ Look at your RSVP numbers. If attendance looks light, form a calling tree and contact alumni in your area.

☐ Develop a news release with the Alumni Staff to publicize your event and hand deliver or e-mail to appropriate local media. Approval of release must be obtained from the Alumni Office.

☐ Call your speaker to confirm. Tell them what to expect, attire, directions, etc.

☐ If you will be meeting someone at an airport, confirm their flight itinerary. Offer assistance, and make sure they will be well accommodated once they arrive in your area.

THREE DAYS AHEAD (Make sure you delegate!)

☐ Make name tags in advance to help smooth the registration process at your event.

☐ Call the site. Confirm food, drinks, seating, and any AUDIO/VIDEO needs.

☐ Designate a handful of people to arrive early, help set up, sign in early birds and decorate.

☐ Assign an official photographer.

CLUB AND CHAPTER PROGRAM TIMETABLE

Suggested versions

A timetable should be established to make sure your program runs smoothly.

LUNCHEON  (Try not to exceed 1 1/2 hours)
15 Minutes  Social Period
20-30 Minutes  Food Service
10 Minutes  Welcome, recognize officers and VIPs
(business can take place during dessert)
20 Minutes  Introduction of speaker and speech

DINNER  (Try to end any dinner program by 9:30-10:00 p.m. at the latest)
30-45 Minutes  Social Period
45 Minutes  Dinner
10 Minutes  Welcome, recognize officers and VIPs
(business can take place during dessert)
20-30 Minutes  Introduction of speaker and speech

RECEPTION
45 Minutes  Social Period
15 Minutes  Welcome, recognize officers and VIPs
20-30 Minutes  Introduction of speaker and speech
(try to arrange for seats for attendees)

Registration/Welcoming: Always appoint a member(s) to arrive early to check people in and receive any unpaid reservations. Recruit several greeters to hand out name tags and direct traffic.

Publicity: Have someone take pictures to submit to the Alumni Office for MEMPHIS magazine and the e-news. Make sure you get names to go with the faces!

Meeting Agenda: Arrange in advance for someone to introduce the speaker, using biographical information sent from the Alumni Office. Recognize any officers, VIPs, Alumni Staff or those who worked hard to make the event happen.

Have fun, encourage everyone to wear Tiger Blue, and don’t forget to sing the Fight Song!
ARRIVE TWO HOURS EARLY FOR THE EVENT

☐ Make sure you have everything. Take pens and a box for door prize forms. Set up your sign-in table near the entrance. Display all paraphernalia on the table.

☐ Make sure the microphone and any audio-visual equipment is operable and ready.

☐ Have your registration helpers make sure that everyone fills out the sign-in sheet and a door prize form. This will:
  A. make them eligible to win great stuff,
  B. help the Association maintain good addresses and phone numbers, and
  C. show how many people came to the event.

☐ Stash your door prizes near the microphone.

☐ Go over agenda with the speaker.

PLEASE BE SURE TO SEND YOUR DOOR PRIZE FORMS AND SIGN-IN SHEET BACK TO THE ALUMNI OFFICE PRIOR TO OR WITHIN ONE WEEK AFTER THE EVENT!!!

The Alumni Staff will handle many details discussed above - especially those dealing with contracts, monies and RSVPs.

WATCH PARTIES

Tiger Watch Parties are the most common events for both in-state and out-of-state alumni Clubs and Chapters.

It is not practical for the alumni staff to send out individual invitations for each watch party. TV networks jockey for position in the college football broadcasting race. Within two weeks of any given contest, game times and networks can change more than once. There is simply not enough time (or financial resources) to produce watch party invitations for each game.

As a result of this situation, the Alumni staff (when possible) will produce a national football watch party guide each fall. All Alumni Association members are informed of where to go in their area to watch the Tigers on TV. It is very important for Clubs and Chapters to determine a watch site early and have it ready to report in August. Basketball watch party sites must be reported by early October. The official alumni watch party guide is located on our website. Watch monthly enews for updates.

Factors to consider in planning your watch parties:

- **SATELLITE DISHES** – Select a place that has several dishes, or receive a firm commitment from the proprietor that they will indeed broadcast the Tigers when they are on TV.

- **NEGOTIATE YOUR BARGAINING POWER** – Our watch party guide provides free advertising and a guaranteed customer base for the location. Use your leverage and you might negotiate free hors d’oeuvres, drink specials or door prizes. Shop around for your best deal.

- **SELECT A LOCATION THAT ALLOWS CHILDREN** if possible, so families may attend.

- **CALL THE ALUMNI OFFICE THE WEEK OF EACH TV GAME**, or look for e-mails to obtain information about satellite coordinates. Keep in mind that usually the satellite/pay-per-view/television contracts are not signed until 10 days before the game, so the Alumni Office or Sports Information do not even have accurate information until that time.
ATHLETIC ROAD TRIPS

As with watch parties, athletic road trips are a featured attraction among our alumni. Group seats at away football and basketball games are another popular Club or Chapter event. Alumni Staff can arrange this for you.

Consider putting together a bus trip or convoy to a home or away football game. Work with the Alumni staff on such a project, and your Club or Chapter could even make some money on the venture. If you don’t think your Club or Chapter can fill an entire bus, perhaps the opponent’s alumni from your area would be interested in the excursion.

And don’t forget that the alumni staff arranges many of the official Tiger Treks and should work with your Club or Chapter in either a hosting or participating role. Go to Tiger Treks on our website for complete details.

- ALWAYS HAVE A SIGN-UP SHEET, and forward a copy of such to the alumni office. The alumni staff will update our records and send gentle membership appeals to inactive alumni and friends in attendance.
- ASK THE ALUMNI STAFF for Alumni name tags, handouts, etc.
- Remember the Alumni Staff are here to assist with most details.
TIGER TREKS

“Tiger Treks” is a program of the University of Memphis Alumni Association. Tiger Treks provide UofM fans and alumni the opportunity to travel to away football and basketball games, bowl games and tournaments with fellow Tigers. The trips are administered by the Alumni Association staff. Other professional travel providers are at times contracted to give professional travel agent assistance when road trips necessitate airfare or airplane charters. Visit our website for details.

TIGER SCHOLARSHIP FUND
GENERAL INFORMATION

The TSF mission has been clear - to provide a base of fan-raising and fund-raising services for alumni and friends who support Tiger athletic programs. As the central fund-raising organization in support of Memphis athletics, the TSF and its members have been instrumental in the success of the overall athletic department.

SCHOOL COLORS
The University of Memphis’ official school colors of Blue and Gray were selected in the early 1900s.

The colors were chosen in an effort to show unity in a nation that was still recovering from the effects of the Civil War. The student body thought that by picking the colors of the North and the South, the school would show togetherness among all students.

THE LOGO
The University of Memphis’ official athletic logo has been redesigned by Craig Thompson, from Disciple Design in Memphis, TN.

The original logo was an MSU with a leaping tiger coming out from behind the letters. The new logo is an “M” with a leaping tiger coming up over the center of the “M”.

The Pantone Matching System colors are PMS 280 (blue) and PMS 423 (gray).
CLUB AND CHAPTER STUDENT RECRUITING EVENTS

One of the most valuable ways a Club or Chapter can serve the University is through the recruitment of students. There are several ways a Club or Chapter can help recruit students. Successful completion of any of the following will fulfill the Stipend Award of “implementing a student recruitment effort”:

1. Freshman Send-off Party: Traditionally held in the summer, Freshman Send-off Parties allow Club and Chapter members to greet incoming University of Memphis students from your area, offer some inside tips on Memphis and establish a sense of Tiger camaraderie while “breaking the ice” for these often anxiety-prone students. To organize such an event, select an inviting location and talk with our alumni staff about the event.

2. High School Receptions: Some Clubs and Chapters prefer to do their events in the winter, while many seniors are still deciding where they will matriculate. Clubs and Chapters should follow the same procedure highlighted for Freshman Send-off Parties.

3. Staffing College Fairs: Many alumni Clubs and Chapters enjoy manning booths at local high school college fairs. The Office of Admissions can provide all of the literature needed. The most credible spokesperson for a business is a satisfied customer - potential students are generally very impressed that alumni would volunteer their time for such a cause. Contact the Alumni Office for coordination.

4. Contacting potential students: The Office of Admissions can provide phone numbers and addresses of students in your Club or Chapter area that have expressed an interest in the University of Memphis. Club and Chapter leaders can contact these prospects by either phone or mail, and encourage the student to pursue their education at the University of Memphis. Testimonials are a very powerful means of persuasion. Contact the Alumni Office for coordination.

5. Contacting High School Counselors: Counselors play a very influential role in the recruiting process. By opening doors with these professionals through either personal visits or letters, alumni can make sure that counselors in their areas are aware of the academic excellence at the University of Memphis, and insure that University of Memphis literature is readily available in the counselors’ offices.

UNIVERSITY OF MEMPHIS TICKET OFFICE

The University of Memphis Ticket Office coordinates the sale of Tiger Athletic Event tickets. The phone number is (901) 678-2331.

FOOTBALL

Home Game Season Tickets: Season tickets are assigned by priority of TSF giving donor levels.

Home Single Game Tickets: Single game tickets are available for purchase as long as the supply exists. Single game ticket seats are available on a strictly first-come, first-served basis - TSF donations are not considered for single game tickets. The sooner you order your single game tickets, the better your seats will be. The best seats go to the season ticket holders. Savvy single game ticket purchasers often wait until 5-10 days before the game to see if the visiting team has returned any of its allotment. This approach will generally get you better seats, but be ready for the possibility that you will probably be surrounded by the opponent’s fans!

Away Game Tickets: Away game tickets are available on a single game basis, first-come, first served. All football game tickets may be purchased over the phone with a credit card.

BASKETBALL

Home Games: Season tickets are assigned by priority of TSF giving donor levels. For single game seats, call the ticket office. Persistent fans can usually find tickets 2 hours or less before tip-off at the arena box office for all but the biggest games.

Away Games: The University of Memphis receives 50-100 tickets for its road games, from which the players, staff, and families nearly always deplete the allotment. Call the UM ticket office for availability and/or to be connected to the opposing team’s ticket office.
EDUCATIONAL OUTINGS

Alumni have varying tastes and desires. One way of activating the more refined or mature alumni is by holding an educational outing.

Consider attractions in your area that have an educational, cultural, or historical value (museums, parks, displays, well-known businesses, etc.). You might be surprised at the professions of some of your local alumni.

The alumni staff may be able to send a professor who is an expert in the relevant field to host your educational outing.

Seek out the local resources in your area and capitalize on them!

YOUNG ALUMNI EVENTS

*Currently editing this section*

Young Alumni approach Clubs and Chapters with a very distinct agenda: networking! Young alumni generally are interested in:

A. increasing their business contacts as they establish their careers, and
B. socializing.

By establishing nothing more than a business card exchange Happy Hour, your Club or Chapter can meet a very important need among this constituency. Events arranged specifically for young alumni are also perceived as less imposing to our recent graduates: they don’t have to worry about feeling out of place in an older crowd and are much more likely to attend.

In order to keep young alumni within all Clubs and Chapters, a Young Alumni Chapter will not be organized as a separate Chapter by direction of the National Executive Board of Directors. However, special programming for alumni under the age of thirty-five (35) will be coordinated by a programming committee organized by the National Executive Board of Directors. This committee may be called the Young Alumni Council or Young Alumni Committee.
Expectations and Establishing Clubs and Chapters

Revised July 13, 2015
NATIONAL EXECUTIVE BOARD OF DIRECTORS
EXPECTATIONS

BOARD MEMBER REQUIREMENTS

Each member of the University of Memphis National Alumni Association Executive Board of Directors must a graduate of the University of Memphis or the Lambuth Campus (Lambuth University) and be an active, life or annual dues paying member in good standing. While supportive of the University and its ideals, a board member also represents alumni, former students and friends in matters concerning the University.

BOARD MEMBER COMMITMENTS

ROLE
The Executive Board of Directors is an active board. Each member is assigned to one or two committees and is expected to contribute.

Board members are required to serve as examples to membership through support of Association programs with attendance at events, participation in auxiliary programs and encouragement to Club and Chapter leaders where appropriate. Board members should have a demonstrated history of involvement with the University.

Board members serve a one three-year term. Although not a guarantee, board members may be nominated and voted to serve a consecutive three-year term.

MEETINGS
Board meetings are held as needed (quarterly) and the Vision Forum is held in August as needed. Board members are expected to attend each meeting. Failure to attend half of the quarterly Board meetings and Vision Forum may result in automatic removal from the Board.

Committee meetings are held quarterly to monthly. Board members are expected to attend each meeting of their particular committee assignment(s).

Executive officers may meet monthly and are expected to attend each meeting.

FINANCIAL CONSIDERATIONS
Board members are expected to be the role models of our Association. Board members must be dues paying members (preferably life members) and have a demonstrated history of financial giving to the University beyond Association membership as well as a demonstrated history of involvement.

As a volunteer, board members will not receive compensation for travel and lodging expenses to meetings or events. However, board members may deduct these expenses as a “gift” to the University. Please consult your tax accountant.

Board members are expected to attend the Distinguished Alumni Awards Gala and support the event through the purchase of a table and donation of a silent auction item if applicable.

BOARD MEMBER EXPECTATIONS

1. Commitment to the vision, mission and values of the University of Memphis Alumni Association.
2. Serve terms of the board for three years without expectation of a second term.
3. Attend board meetings at selected sites, and actively serve on assigned committees.
4. Actively participate in board and general alumni functions including the Distinguished Alumni Awards Gala and Alumni Scholarship activities.
5. Represent well the University and Association in his or her community, informing others of our mission, goals, activities and needs.
6. Offer personal expertise and interest to benefit the Association using appropriate talents and influence to its development.
7. Demonstrate original thinking and offer fresh ideas and viewpoints.
8. Accept an obligation of involvement with a local alumni Club or Chapter including the development of scholarships, recruitment of students or attendance at a Club or Chapter event.
9. Support Alumni Auxiliary Programs.
10. Thoughtfully nominate individuals for the Distinguished Alumni Award and identify responsible alumni to serve on future alumni boards.
11. Carry out obligations as a member of the Executive Board of Directors of the University of Memphis Alumni Association, and if unable to do so, give notice and resign.
PURPOSE OF CLUBS AND CHAPTERS

Clubs and Chapters are a primary program for outreach at the University and the University of Memphis Alumni Association. Accordingly, a Club or Chapter should reflect the dual role of its parent Alumni Association.

SERVING THE “U”

- Promote the University of Memphis in your community
- Provide conduits of two-way communication to personally link the University and alumni
- Recruit quality students to attend the University of Memphis
- Develop local scholarships
- Involve alumni through membership in the Association and participation in local Club and Chapter activities
- Assist the Alumni Office in maintaining accurate alumni addresses

SERVING “YOU” — THE GRADUATES, FORMER STUDENTS AND FRIENDS OF THE UNIVERSITY

- Provide a communication link between you and your alma mater
- Foster a feeling of camaraderie by welcoming alumni new to your Club or Chapter area
- Develop an alumni professional and social network
- Continue your educational experience and career development
- Enhance the value of your UofM degree
- Provide enjoyable focal points where people can gather with a common purpose

WHY PEOPLE DO AND DO NOT PARTICIPATE IN CLUBS AND CHAPTERS

Top Ten Reasons why alumni participate in Clubs and Chapters (in no particular order):

- Have fun
- Have a feeling of belonging
- Come together with a common purpose—way to give a little back
- Loyalty to the UofM
- Love of the Tiger athletic program
- Increase business contacts, enhance career pursuit
- Feel appreciated
- Keep informed about what is happening on the tracks
- Socialize with old friends
- Make new acquaintances

Top Ten Reasons why alumni do not participate:

- Too busy—do not need us
- Not asked to do anything (Use me or lose me!)
- Lack of knowledge about Clubs and Chapters
- Perceive that we will ask for money
- Do not read their mail/e-mail
- Lack of or too much emphasis on sports/academics
- No personal benefit - do not feel they make a difference or see a tangible result
- Bad memories/feelings about their experience while on campus
- Don’t think they’ll fit in - expect there will be too many older/young people

Events often held at an uninviting place (some feel unwelcome at a Country Club,... others will not attend events in a “bar” due to feelings about alcohol).

HOW TO START A CLUB OR CHAPTER

The birth of Clubs and Chapters is a complex, ever-changing development of events. All Chapters (except academic college Chapters) begin as Clubs until membership requirements, event guidelines and financial standards are met. Academic Clubs, or academic affinities, do not mature to Chapter level due to their parent chartered college Chapters. Officially recognized college Clubs or Societies and chartered Chapters are governed by the National Alumni Association. No entity is greater than the National Alumni Association.
HELLO ALL DALLAS AREA TIGERS!

We’re working to contact the more than 2000 University of Memphis graduates, former students and friends living in your area to determine if there is sufficient interest in starting a Dallas Club of the University of Memphis Alumni Association.

Please take a few moments to complete the information on the email so that we can determine who might want to be involved.

We’d love to hear from YOU! Let’s explore this opportunity, and discuss local activities you’d like to see a potential Dallas Club sponsor for University of Memphis graduates, former students and friends.

Questions? For a local contact, call (Club President) at XXX-XXXX or email at ______________. For an Alumni Staff member, contact (Alumni Coordinator) at _____________ or email at ____________________.

YOU ARE TRUE BLUE!

YES, I WANT TO BE INVOLVED!

NAME (LAST, FIRST, MAIDEN/MIDDLE)

MAILING ADDRESS

CITY STATE ZIP

PHONE                                          CELL

FAX NUMBER

E-MAIL

CLASS YEAR DEGREE(S)

I’d like to help get a group started—let me know how I can get involved!

FOR INFORMATION:

UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION

ALUMNI CENTER

MEMPHIS, TN 38152-3760

Five things generally should happen before an alumni Club can be developed:

1. There has to be an interest expressed by alumni in the proposed Club area. The Alumni staff documents these inquiries. The areas that have the most expressed interest to help organize a Club receive the staff’s attention.

2. There must be a substantial population of alumni in the proposed Club area to draw upon. A good rule of thumb is at least 300 alumni and friends in the area according to the Alumni records, or a Club will not be developed.

3. From the total population in the proposed area, there must be 8-25 who will commit to supporting the Club, either by serving on the Executive Committee or by attending the Club’s events. This number is developed by survey responses (see attached) or by the number who attend organizational meetings.

4. You must have the endorsement of the Alumni staff. Ever-changing factors and intangibles such as the fiscal state of the Association and the staff resources will play key roles in the decision of whether a Club will be developed.

5. There must be available and willing leadership in the Club area, in terms of both quantity and quality. The final decision of whether a Club or formal Chapter will be organized and chartered is made by the University of Memphis Alumni Association Executive Director with the approval of the National Executive Board of Directors. A club may be placed on probation status either until fully formed or officially dissolved.

Revised July 13, 2015

Example Interest Survey E-mail
CLUB AND CHAPTER NAMING

Traditionally, all Alumni Association satellite groups were called “Alumni Clubs and Chapters.” The Association leaves it up the discretion of each individual group to develop their own name. Here are some samples:

- Dallas Alumni Club
- Half Century Club
- Alumni Music Society
- Fogelman College of Business and Economics Alumni Chapter

Food for thought as you consider your Club’s or Chapter’s name:

- Out-of-state groups tend to attract a significant number of non-graduate native Memphians and Tiger fans.

- The Athletic Office operates Tiger Scholarship Fund Clubs. These groups are not affiliated with the Alumni Association and are strictly booster Clubs that support only athletics. Therefore, it is not permitted for alumni groups to officially call themselves Tiger Clubs.

- Club or Chapter distinction is determined by the National Alumni Association Executive Board of Directors. No Club or Chapter is permitted to use the distinction of “Association” unless approved by the National Board (UMAR). All Club and Chapter names, as well as official recreation and recognition, must be approved by the National Alumni Association Executive Board of Directors. No entity within the Association is greater than or equal to the National Alumni Association which governs all entities.

ORGANIZING YOUR CLUB OR CHAPTER OFFICERS AND DUTIES

An Alumni staff member should be able to attend most initial organizational or re-organizational meetings and help the Clubs and Chapters develop their slate of officers. This list is not ratified at the organizational meeting but is generally presented to the Club or to a Chapter at its charter event.

It is highly recommended that Clubs and Chapters revise their slate of officers each year. “Presidents-for-life” risk burnout. The University and the Alumni Association would rather keep enthusiasm high, utilizing individual talents in a manner other than Club or Chapter President—rather than risk the person approaching burnout stage.

The following is a sample slate of officers: it is not mandatory for all positions to be filled, but all duties must be completed:

President Coordinates committee chairs, presides at functions, communicates regularly with Alumni Office, agendas.
Vice President Next in line for presidency, fulfills needed duties as assigned by the president; is lead on programs.
Secretary Forwards minutes of each meeting to the Alumni Office, communicates meeting time and place, evals.
Treasurer Forwards financials and budgets to the Alumni Office, maintains Club or Chapter’s financial account.

COMMITTEES

Programs Plans and coordinates details of Club events
Recruiting Helps recruit students via the Admissions Office
Membership Welcomes new grads to area/monitors membership
Publicity Coordinates Club phone tree, writes news releases
Scholarship Pursues development of local scholarships
Community Implements community service platform

Board Members optional positions are for persons who wish to be on the Executive Committee but have no specific assigned responsibility.

The Executive Committee is comprised of all officers—President, Past President, Vice President, Secretary, Treasurer and Committee Chairs.
EXAMPLE MINUTES

Meeting Minutes
Wednesday, March 1, 2009

The meeting was called to order by President Frank Plafcan. Those in attendance were as follows:
Frank Plafcan
Kelli Winters
Melissa Haral
Rick Vassar
Kenny Gibbs
Paul Latture
Bettye King
Rod Sweetman

Minutes were read and approved from the previous meeting.

The agenda was as follows:
1. Treasurer’s report- Ending balance to date $1,567.74
2. Banner requirements were met this year as reported by Frank Plafcan.
3. Melissa Haral volunteered to gather information about past Association awards in order to possibly nominate an individual for this honor.
4. The student recruitment reception is tentatively set for Monday, April 10th. Kelli Winters will keep in contact with Kelly Walker in the UofM admissions office to assist with the details and planning.
5. Rick Vassar will organize the annual tailgate party fundraiser tentatively set for the Sept. 2nd or Sept. 16th game (depending on which is available).
6. Frank Plafcan will organize the FISH FRY again this year. This is set for May 6th in order to coincide with the “CELEBRATION OF SUCCESS” broadcast with President Raines. Frank is working on a location that will allow a satellite hookup. King Cat is scheduled to cater again this year.

Revised July 13, 2015

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CLUB AND CHAPTER MEETINGS & MINUTES

Although Clubs and Chapters are free to submit their Executive Committee Meeting minutes in their own style, your minutes should always have all of the following components included:

1. Name of the Club or Chapter
2. Date meeting was held
3. Location of meeting
4. Total number of people in attendance
5. Financial report (income, expenses, account balance since the last meeting)
6. Old business
7. New business

The following are the quarterly guidelines for setting a Club or Chapter executive meeting schedule:

First Quarter: July 1 – September 30
Second Quarter: October 1 – December 31
Third Quarter: January 1 – March 31
Fourth Quarter: April 1 – June 30*

*During the last quarter the Alumni Office evaluates the accomplishments of all Clubs and Chapters for that year. Those measurements will determine each Club or Chapter’s opportunity to receive the Stipend Award. Decisions on awards are made during the last two weeks of June and the first two weeks of July, after which Stipend awards are given and placed in accounts.
Scholarship selection is March 17 & 18. The board voted to delegate $3000 from the budget for this year. Paul Latture motioned that it be approved and Kenny Gibbs seconded this motion.

8. The executive members of the board plan to meet before the next meeting to work on the constitution and bylaws for our Club.

*The next meeting will be on Thursday, April 27th at Merrill Lynch on Poplar.*

**UPCOMING DATES:**
- Student Recruitment Banquet .................................................April 10th
- Board meeting ..............................................................................April 27th
- Fish Fry and Celebration of Success ..........................................May 6th
- Annual Tailgate Party/Fundraiser .............................................Sept. 2nd or 16th

Awards Criteria & Procedures

Revised July 13, 2015
UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION
AWARDS CRITERIA

DISTINGUISHED ALUMNI AWARD

NAME: The individual recognition shall be named the “Distinguished Alumnus Award” or “Distinguished Alumna Award,” depending upon the gender of the recipient. The Association, Club’s or Chapter’s name shall be used in conjunction with the award’s name.

PURPOSE: To publicly recognize and honor alumni meeting one or more of the following criteria:

· Outstanding personal and career achievements that reflect honor on the University

· Exemplary contributions to society that bring credit to the University of Memphis

· Outstanding service to the University through cumulative contributions or by an extraordinary act or effort that advances it

NUMBER AND FREQUENCY OF AWARDS:
The awards shall be given only in the years when a deserving recipient is identified. No more than four awards shall be presented each year.

“University” refers to the UofM and its component programs, departments, schools and colleges.
OUTSTANDING YOUNG ALUMNI AWARD

NAME: The individual recognition shall be named the “Outstanding Young Alumnus Award” or “Outstanding Young Alumna Award,” depending upon the gender of the recipient. The Association, Club’s or Chapter’s name shall be used in conjunction with the award’s name.

PURPOSE: To publicly recognize and honor young alumni meeting one or more of the following criteria:

- Outstanding personal and career achievements that reflect honor on the University
- Exemplary contributions to society that bring credit to the University of Memphis
- Outstanding service to the University through cumulative contributions or by an extraordinary act or effort that advances it

NUMBER AND FREQUENCY OF AWARDS: To be given only in the years when a deserving recipient is identified. No more than two awards shall be presented each year. Recipients must be forty or under the age of forty.

“University” refers to the UofM and its component programs, departments, schools and colleges.

DISTINGUISHED UNIVERSITY FRIEND AWARD

NAME: Clubs and Chapters have discretion in naming their awards for non-alumni defined as non-degreed alumni and/or never attended. The Association’s award shall be called “Distinguished University Friend,” and all other Clubs and Chapters should add their Club’s or Chapter’s name to the award.

PURPOSE: To publicly recognize and honor non-alumni who have performed outstanding service for the University of Memphis through cumulative contributions or by an extraordinary act or effort that advances the University, or whose accomplishments and stature reflect favorably upon higher education in general or specific academic discipline or related profession.

NUMBER AND FREQUENCY OF AWARDS: To be given only in the years when a deserving recipient is identified. No more than two awards may be presented each year, although a family or couple may be recognized.

MILLARD J. SMITH ILLUSTRIOUS SERVICE TO THE ASSOCIATION AWARD

NAME: The award is named in honor of J. Millard Smith the first president of the Alumni Association and the sixth president of the University of Memphis - the first alumnus to hold the position.

PURPOSE: The J. Millard Smith Illustrious Service to the Association Award publicly recognizes alumni and friends who have performed outstanding service for the Alumni Association.

NUMBER AND FREQUENCY OF AWARDS: To be given when a deserving recipient is identified. No more than one individual, one couple or one family may be presented this award.
**AWARDS ELIGIBILITY**

**CRITERIA:**

a. The awards are permanent, one-time designations. Previous recipients are eligible for similar recognition by other Clubs or Chapters, assuming they qualify for consideration.

b. Club and Chapter board and selection committee members, National Alumni Association Executive Board Members and relatives of the aforementioned are not eligible for award consideration.

c. Distinguished Alumni Award recipients must hold a UoM earned degree.

d. Outstanding Young Alumni must hold a UoM earned degree and be under the age of 40.

e. Distinguished University Friend Award recipients must be non-graduates of the UoM.

f. Award recipients must be accomplished in their business, profession, life work or other worthy endeavors.

g. Award recipients must be of such integrity, stature and demonstrated ability that the awards will reflect honor on the University and create a sense of pride among the members of the University community.

h. Award recipients must have demonstrated a continuing interest in the University of Memphis.

i. Outstanding Alumni Award nominees must have been graduated or have last attended the UoM as a student five (5) or more years prior to selection.

j. Awards cannot be presented in absentia; however, they may be granted posthumously.

k. No person will be selected and presented an award while an active candidate for an elected public official in the year of the award.

**AWARDS SELECTION COMMITTEE**

**GENERAL PROCEDURES:**

a. The selection committee and its chair are appointed by the National Association President, Chapter or Club President with the guidance of each body’s boards.

b. The committee shall be comprised of not less than four (4) members. It is recommended that Academic Chapters’ committees include a representative from the faculty or administration.

c. All members of the committee must be members of the Alumni Association.

d. The committee must be autonomous, and its deliberations and all files are confidential.

e. The committee chair will be responsible for the committee’s files and for turning them over to his or her successor. Files are kept by Alumni Staff.

f. It is the committee chair’s responsibility to ensure that the Selection Committee adheres to all procedures and guidelines.

g. Award nominations may be sought from among the members of the administration and the Annual, Associate and Life Members of the Association.

h. Nominations may include letters of recommendation, together with a completed nomination form and detailed resume.

i. Nominations may be acknowledged, as soon as possible, by letter from the chair on behalf of the committee.

j. The committee’s responsibility is to identify and select the most deserving award recipients. Therefore, the selection process should not be limited to
those nominated.

k. The committee determines the number and combination of award recipients, within the recognition guidelines, that will be presented in a given year. In no year shall more than five awards be presented.

l. A majority vote of the Selection Committee is necessary to designate a nominee as an award recipient or alternate, and the decision is final.

m. Recipients should be notified personally, as soon as possible, by committee members to secure acceptances. If a recipient is unable to accept an award, selected alternates should be promptly contacted in accordance with the committee’s plan.

n. Award nominees may remain under consideration for three years after their initial nomination. If not presented the award after three years, nominees are removed from consideration, and they must be renominated.

o. Any subsequent data gathered on previous nominees will be added to their file.

**AWARDS RECOGNITION PROCEDURE**

**GUIDELINES:**

a. A combination of five awards is the maximum that should be presented and no less than two at one ceremony unless given an exception by the National Association.

b. In making its awards selections, the committee should be mindful of the combined “drawing power” of the slate of recipients in terms of having a well-attended event that adds to the overall prestige of the award ceremonies.

c. The award should be presented at an appropriate assembly of alumni and other supporters as may be determined from time to time by the Club or Chapter’s members. Suggested events are as follows:

1) Cocktail buffet reception with program
2) Luncheon or dinner with appropriate alumni and University officials
3) Banquet with alumni members and appropriate UofM officials
4) As the centerpiece of the Club’s or Chapter’s Annual Meeting
5) (For Academic Chapters) Breakfast or luncheon with appropriate alumni and university officials prior to a college or school convocation at which the award is presented and the recipient makes a presentation to graduation students.

d. The planning, location and ceremonies should be formal and reflect the prestige of a great University and the high honor to have accorded to its award recipients.

e. The award recognition commemorative pieces shall be distinctive and of high quality.

f. The award ceremonies should be covered in alumni publications.

g. Club and Chapter leaders should work closely with the alumni staff to secure broad media coverage.

h. The awards ceremony formal invitations shall be sent to the following: the recipients’ guests, key UofM officials, Alumni Association Board, members (of the Chapter or Club), previous Award recipients and other key guests. Alumni Staff can assist with this guest list.

**OTHER AWARDS:**

a. Recognition of individuals, families, students, organizations, businesses and/or Clubs, Chapters and Societies may be deemed appropriate by the Executive Director of the Alumni Association and approved by the National Executive Board of Directors.
b. Clubs, Chapters and Society awards are created and given by the individual group with the National Executive Board of Directors and approval from the Executive Director, Alumni Association.
ARTICLES OF ASSOCIATION OF THE UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION

ARTICLE ONE
The name of this organization is the University of Memphis Alumni Association.

ARTICLE TWO
The duration of existence of this association shall be perpetual.

ARTICLE THREE
This association is organized exclusively for charitable and educational purposes as follows:

a. To operate for the benefit of, to perform the function of and/or carry out the purposes of the University of Memphis and the University of Memphis Alumni Association; and

b. To acquire property, real, personal, or mixed, by purchase, gift, devise or bequest, unconditionally, or in trust for the benefit of the supported association within the limitations of these Articles; to convey, reinvest proceeds, and otherwise administer all such properties for the benefit of the supported association; and to use or distribute such property, or the income there from, to or for the benefit of the supported association; and

c. To solicit and receive contributions of funds from individuals, trusts, estates, corporations and other entities for the benefit of the supported association; to engage in friend-raising and fund-raising activities for the benefit of the support association; to hold, invest and reinvest such funds; and make distributions to the supported association.

ARTICLE FOUR
The principal office of the association shall be located on 635 Normal Street in Memphis, Tennessee, or wherever the Executive Board of Directors of the Association shall from time to time designate the location of the principal office.

ARTICLE FIVE
The governing body of the University of Memphis Alumni Association is the National Executive Board of Directors which includes directors, officers and the Executive Director, Alumni Association. The Alumni Council, comprised of the
National Executive Board of Directors and the officially recognized Club and Chapter representatives is the encompassing representative body that serves both in an advisory capacity and a governing role. Meeting as needed, the Council functions as a sounding board for the effectiveness and development of alumni programs and is a clearinghouse of information for Clubs and Chapters.

ARTICLE SIX
The management and control of the association and its affairs, funds and property shall be vested in an Executive Board of Directors consisting of the approved officers and the immediate past president of the organization, the Executive Director and such a number of additional directors as may be fixed by the by-laws of this Association. The Executive Board of Directors shall have the power to adopt and amend by-laws. The Executive Board of Directors shall have the power to make, adopt, alter or repeal such rules, regulations and determinations for and in respect to the operation and conduct of the association and its affairs and purposes as it may deem appropriate.

Directors shall be affirmed by the entire membership of the association. The term of office for the directors serving at the time of these articles shall be the unexpired portion of the three year term for which each such director was slated; thereafter, each director shall serve such term of office as may be fixed by the by-laws of this association. Each director shall hold office for the term for which he is elected or until his successor shall be duly elected and qualified.

ARTICLE SEVEN
The Executive Board of Directors shall consist of not less than nine and not more than twelve members as set forth in the by-laws who shall serve until the expiration of their respective terms and until their successors are elected and qualified. In addition, the Executive Director (non-vote), President, Vice President for Programs and Events, Vice President for Finance, Vice President for Membership, Vice President for Communication and Past President of the association shall serve as members of the Executive Board of Directors. Advisors to the Executive Director are non-voting members, appointed by the Executive Director and do not have meeting requirements.

ARTICLE EIGHT
The membership of the association shall consist of those graduates, former students and friends of the University of Memphis who elect to become members and have complimentary or pay membership dues established from time to time by the Executive Board of Directors. The rights, obligations and classes of membership shall be fixed by the by-laws of this association.

ARTICLE NINE
Unless and until otherwise provided in the by-laws, the presence, in person, of nine (9) or more of the Executive members (Officers and Directors) of this association shall constitute a quorum for the transaction of business of the Executive Board. If a quorum is present, actions, election and determinations by the membership shall be by majority vote of the members present at any regular or special meeting of the membership. During the council meetings, eighteen (18) voting members to include official Club and Chapter representatives, the National Executive Officers and Directors must be present for quorum (Vision Forum).

ARTICLE TEN
No part of the net earnings of the association shall inure to the benefit of, or be distributable to, private shareholders or individuals, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three thereof. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE ELEVEN
Upon the dissolution of the association, the Executive Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the association, dispose of all of the assets of the association exclusively for the purposes of the association.
ARTICLE I · OFFICE
1.01 Registered Office. The office of the association shall be on 635 Normal Street in Memphis, Tennessee.

ARTICLE II · MEMBERS
2.01 Membership. The members of the association shall consist of the graduates, former students and friends of the University of Memphis who elect membership and pay the membership dues herein specified unless complimentary membership is given.

2.02 Classes of Membership. The membership of the association shall be available to graduates and non-graduates alike and divided into the following classes:

(a) Annual Membership.
   i) Annual ................................................................. $35
   ii) Joint Annual ....................................................... $50
   iii) Recent Graduate .................................................. $20
   (alumni who received their diplomas within five years after their graduation date for five years)
   iv) FAM ................................................................. $20
   (Future Alumni of Memphis)
   v) Blue Crew ........................................................... $20
   vi) FAM/Blue Crew Combo ........................................ $30
   vii) Faculty/Staff ....................................................... $20
   (currently employed or retired)
   viii) UMAR ............................................................. $25
   (University of Memphis Association of Retirees)
   ix) UMAR Joint Annual .............................................. $35
   xii) Golden Annual .................................................. $20
   (65 years of age or older)
   xiii) Golden Annual Joint .......................................... $35
   (alumni couples 65 years of age or older)
   xiv) True Blue Tiger ................................................... $135
   (membership in the Alumni Association, Tiger Scholarship Fund/Tiger Clubs and a contribution to scholarships)

(b) Life Membership.
   i) Single ............................................................... $750
   ii) Joint ................................................................. $1,000
   (A $100 administration fee, or $20 per year, will be imposed for life memberships paid over a 5-year period)
   iii) Single Golden .................................................... $200
   (65 years of age or older)
   iv) Joint Golden ....................................................... $350
   (65 years of age or older)
   v) UMAR Single Lifetime ........................................ $200
   vi) UMAR Joint Lifetime ......................................... $350

2.03 Place of Meeting. Meeting of members shall be held at the time and place stated in the notice of the meeting or in a waiver of notice.

2.04 Vision Forum. A meeting (Vision Forum) of the Association shall be held as deemed necessary in August following the last Executive Board of Directors’ meeting of the year at the University of Memphis. Any business to be placed on the agenda must be submitted in writing to the Executive Director no later than fourteen (14) days prior to the annual meeting. At the meeting, the members shall transact such business as may be properly brought before the meeting.

2.05 Voting List. At least fourteen (14) days before each Vision Forum of Association, a complete list of the Clubs and Chapters entitled to vote at the meeting, arranged in alphabetical order, with the name of each Club or Chapter representative, shall be prepared by the Alumni Office or agent having charge of the Membership Book. One vote is granted by the National Executive Board of Directors to each officially recognized Club or Chapter. Each member of the National Executive Board of Directors is entitled to one vote each with the exception of the Executive Director, Alumni Association and the Advisors to the Executive Director. The list of voters, for a period of fourteen (14) days prior to the meeting, shall be kept on file at the office of the Association and shall
be subject to inspection by any member at any time during usual business hours. The list shall also be produced and kept open at the time and place of the meeting during the whole time thereof, and shall be subject to the inspection of any member during the whole time of the meeting.

2.06 Special Meeting. Special meetings of the Association, for any purpose or purposes, unless otherwise prescribed by statute or by Articles of Association, or by these by-laws, may be called by the Executive Board of Directors or not less than one-tenth of all the members entitled to vote at the meetings. Business transacted at a special meeting shall be confined to the purposes stated in the notice of the meeting.

2.07 Notice. Written or e-mailed notice, stating the place, day and hour of the meeting and in case of a special meeting the purpose or purposes for which the meeting is called, shall be delivered not less than fourteen (14) nor more than sixty (60) days before the date of the meeting if notice is given in person, by first class, or e-mail to each Club, Chapter or Executive member of record entitled to vote at the meeting. If notice is given by other than in person, first class, or e-mail, then notice shall be delivered not less than thirty (30) or more than sixty (60) days before the meeting date. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his address as it appears on the Membership Book of the association, with postage thereon prepaid.

2.08 Quorum. The presence, in person, of eighteen (18) or more of the representatives and directors entitled to vote shall constitute a quorum at annual meetings of the Association of the transaction of business except as otherwise provided by statute, by Articles of Association or by these by-laws. If a quorum is not present at an annual meeting of the members, the representatives/directors entitled to vote who are present shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present. At any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally notified.

2.09 Majority Vote. When a quorum is present at an annual meeting, the vote of the majority of the representatives/directors present in person, shall decide any question brought before the meeting, unless the question is one on which, by express provision of the statues, the Articles of Association, or these by-laws, a higher vote is required in which case the express provision shall govern.

2.10 Method of Voting. Each officially recognized Club or Chapter representative and director shall be entitled to one vote on each matter submitted to a vote at the annual meeting of the members. At the annual meeting of the members, every representative/director having the right to vote may vote in person. Any vote may be taken by voice or by show of hands unless someone entitled to vote objects, in which case written ballots shall be used.

2.11 Record Date. The Executive Board of Directors may fix in advance a record date for the purpose of determining representatives entitled to notice of or to vote at a meeting of the members, the record date to be not less than fourteen (14) nor more than (50) days prior to the meeting; or the Executive Board of Directors may close the Membership Book for such purpose for a period of not less than fourteen (14) nor more than (5) days prior to such meeting. In the absence of any action by the Board of Directors, the date upon which the notice of the meeting is mailed shall be the record date.

ARTICLE III · NATIONAL EXECUTIVE DIRECTORS

3.01 Management. The business and affairs of the association shall be managed by the Executive Board of Directors who may exercise all such powers of the association and do all such lawful acts and things as are not (by the Articles of Association or by these by-laws) directed or required to be exercised or done by the member. The Directors may amend all by-laws at anytime.

3.02 Number and Term. The number of directors of the association upon adoption of these by-laws shall be twelve (12) and these directors shall serve until the expiration of the respective three year terms then being served by said directors and until their successors shall be duly elected and qualified. Thereafter, the number of regular directors shall be no less than nine (9) and no more than twelve (12). Each regular director elected shall hold office for a term of
3.07 Vacancies. Any vacancy occurring on the Board of Directors may (but does not have to) be filled by an affirmative vote of a majority of the remaining Board of Directors. A director elected to fill a vacancy shall hold office until the expiration of the term of the director replaced and until his successor is duly elected and qualified.

3.08 Election of Directors. The directors slated each year shall be affirmed by a plurality approval of the membership through all association members. Nominations will be taken by the Nomination Committee that is appointed by the Executive Director and a slate will be presented. The Slate Committee shall be comprised of National Executive Directors and Club/Chapter representatives. The entire National Executive Board of Directors will then review the slate. Upon approval, the slate will be presented to the entirety of Association members. At each such election for the Board of Directors, every member entitled to vote in such process shall have the right to cast one vote for as many persons as there are directors to be approved and for whose affirmation he has a right to comment.

3.09 Student Representation. The President of the Student Ambassador Board, the Student Alumni Association (FAM) and the President of the Student Government Association may have a position, but no voting privileges, during executive board and any annual meetings.

3.10 Place of Meeting. Meetings of the Board of Directors, regular or special, shall be held at the place stated in the notice of the meeting or a waiver of notice.

3.11 Annual Meeting. The end of the year meeting of the Board of Directors shall be held without further notice immediately preceding the annual meeting of members, and at the same place; unless, by unanimous consent of the directors then elected and serving, the time or place is changed.

3.12 Regular Meetings. Regular meetings of the Board of Directors may be held without notice at such time as determined by the Board.

3.13 Special Meetings. Special meetings of the Board of Directors may be called by the President on ten (10) days notice to each director, either personally,
mail, facsimile or electronically. Special meetings may be called by the President or in his absence the Vice President for Programs and Events in like manner and on like notice on the written request of three (3) directors. Except as otherwise expressly provided by statute, Articles of Association, or these by-laws, neither the purpose, nor the business, any special meeting need be specified in a notice or waiver of notice.

3.14 Quorum. Majority Vote. At meetings of the Board of Directors, a majority of the number of directors fixed by these by-laws shall constitute a quorum for the transactions of business. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, except as otherwise specifically provided by statute, the Articles of Association or these by-laws. If a quorum is not present at a meeting of the Board of Directors, the directors present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

3.15 Procedure. The Board of Directors shall keep regular minutes of its proceedings. The minutes shall be placed on file at the Alumni Office.

3.16 Action Without Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if consent in writing, setting forth the action so taken, is signed by all the members of the Board of Directors. Such consent shall have the same force and effect as a unanimous vote at a meeting. The signed consent, or a signed copy, shall be placed in the Alumni Office. The consent may be in more than one counterpart so long as each director signs one of the counterparts.

3.17 Committees. The association shall have standing committees and such other special committees as the Board of Directors or the President shall from time to time create. The standing committees shall be an Alumni Awards Committee, an Alumni Services Committee, a Programs and Events Committee, a Marketing and Publications Committee, a Finance Committee, a Nominating Committee and a Scholarship Committee and shall report directly to the Board of Directors.

(a) Alumni Awards Committee: The Alumni Awards Committee shall select and propose the annual recipients of the Distinguished Alumni Awards. The Alumni Awards Committee shall propose the creation of new awards as appropriate and shall provide alumni representation for university committees selecting the faculty and staff excellence awards. The Alumni Awards Committee shall be chaired by the Past President and composed of no less than two (2) current directors and other appointed members. The President and Executive Director shall be ex-officio members of the Alumni Awards Committee.

(b) Alumni Services Committee: The Alumni Services Committee shall have oversight of the many programs of the University of Memphis Alumni Association including, but not limited to, Chapters, Clubs, constituent groups, membership, and reunions. This committee also reviews the membership benefits package on an annual basis. The Alumni Services Committee shall be composed of no less than three (3) directors and other appointed members. The Vice President for Membership chairs this committee, and the Executive Director shall be an ex-officio member of the Alumni Services Committee.

(c) Programs and Events Committee: The Programs and Events Committee shall be chaired by the Vice President for Programs and Events and shall review all new affinity partnership programs and contracts, event and program sponsorships, and marketing plans for programs, activities and sponsorships. The Committee shall evaluate and make revisions, as needed, to the travel program. The Committee shall conduct an ongoing assessment of the Official Ring Program, including its marketing plan and the ring presentation ceremony. The Committee also coordinates the Distinguished Alumni Awards Gala to include the Silent Auction and all activities surrounding Homecoming. The Committee shall be composed of no less than three (3) directors and other appointed members. The Executive Director shall be an ex-officio member of the Programs and Events Committee.

(d) Marketing and Publications Committee: The Marketing and Publications Committee shall be empowered to review publications of the association, conduct long-range marketing efforts for the
association and coordinate the published work and presentations of all committees. The Committee shall be chaired by the Vice President of Communication and shall consist of two (2) directors and other appointed members. The Executive Director shall be ex-officio member of the Executive Committee.

(e) Finance Committee: The Finance Committee shall develop and propose an annual budget for consideration of the Board of Directors, develop and propose interim revisions of the budget as may become necessary or advisable, and generally formulate fiscal policy for the Board’s consideration. The Finance Committee shall be composed of the Vice President for Finance (who shall be designated as the committee’s chairperson) and two (2) directors appointed by the President. The Executive Director shall be ex-officio member of the Finance Committee.

(f) Nominating Committee. The nominating committee shall consist of at least three (3) directors, three (3) appointed members that hold officer status within the Clubs or Chapters and shall be chaired by the then serving President, or by the Past President if no President is then serving, who shall be a voting member of the committee. All members shall be appointed by the Executive Director.

1. At least one (1) member shall be appointed who is serving their first year of a three-year term on the Board of Directors of the association.
2. At least one (1) member shall be appointed who is serving on their second year of a three-year term on the Board of Directors of the association.
3. At least one (1) member shall be appointed who is serving their final year of a three-year term and is not eligible to return.

(g) Scholarship Committee. The Scholarship Committee shall assist in the selection process for the Alumni Association Scholarship Program. The Scholarship Committee shall be responsible for establishing and implementing policy regarding the criteria, funding, selection, and size of all awards within the Alumni Scholarship Program. The Scholarship Committee shall be comprised of no less than two (2) current directors and other members so appointed. The Executive Director shall be an ex-officio member of the Scholarship Committee.

(h) Special Committees: A special committee may be created by the President or the Board of Directors. The President or Board of Directors shall establish the size, term, and task of the committee. The President shall appoint the members of the special committee and shall designate a chairperson. Each special committee shall provide reports as directed. The members of such committee are not required to be members of the Board of Directors.

ARTICLE IV · NOTICE

4.01 Method: Whenever, by statute, the Articles of Association, these by-laws, or otherwise, notice is required to be given to a member, director, or committee members, and no provision is made as to how the notice shall be given, it shall not be construed to mean personal notice, but any such notice may be given:

(a) In writing, by mail, postage prepaid, by fax, or by e-mail, addressed to the director, committee members, or member at the address on the books of the Association;

(b) In any other method permitted by law. Any notice required or permitted to be given by mail shall be deemed given at the time when the same is thus deposited in the United States mails.

4.02 Waiver: Whenever, by statute, the Articles of Association, these by-laws, notice is required to be given to a member, committee member, and or director, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein shall be equivalent to the giving of such notice. Attendance at a meeting shall constitute a waiver of notice by such meeting, except where a person attends for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

ARTICLE V · OFFICERS AND AGENTS

5.01 Number; Qualification; Election; Term.

(a) The association shall have: (1) a President; (2) a Vice President for Programs and Events; (3) a Vice President for Finance; (4) a Vice President for Membership; (5) a Vice President for Communication;
5.02 Removal. Any officer or agent approved or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the association will be served thereby. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

5.03 Vacancies. Any vacancy occurring in any office of the association (by death, resignation, removal or otherwise) may be filled by the Board of Directors. A director, officer or agent may resign by giving written notice to the President or the Executive Director. The resignation shall take effect at the time specified in it, or immediately, if no time is specified. Unless it specifies otherwise, a resignation takes effect without being accepted.

5.04 Authority. Officers and agents shall have such authority and perform such duties in the management by the association as are provided in these by-laws or as may be determined by resolution of the Board of Directors not inconsistent with these by-laws.

5.05 Compensation. No officer or board member shall receive compensation from the Association except the position of Executive Director which is a non-voting member and an employee of the University of Memphis. Although influence is present, the Executive Board of Directors does not have any authority in the matters of University personnel.

5.06 President. The President shall preside at all meetings of the Board of Directors. The President and the Executive Director shall have general management of the business and affairs of the association. The President shall appoint committees, see that all orders and resolutions of the Board of Directors are carried into effect, serve as a spokes person for the association and shall perform such other duties and have such other powers as the Board of Directors shall from time to time prescribe. The President's term will be a one-year term and at the completion will serve a one year term as Immediate Past President. With Board approval the President may be asked to serve a second term given extraordinary circumstances. This, however, is an exception and not a rule.

5.07 Executive Director. The Executive Director shall have the general and active management of the business and affairs of the association, subject to the approval of the President and the Board of Directors. The Executive Director shall supervise and direct the association's employees and shall supervise and direct the association's financial activities. The Executive Director shall perform such other duties and have such other powers as the Board of Directors deems necessary.

(b) Officers of the association shall be members of the association. All Officers shall become members of the Board of Directors for and during their terms of office. The Executive Director is a non-voting member. Guidelines set forth by Association By-Laws and Articles of Association are to be followed and maintained unless given exception by the majority vote of the National Executive Board of Directors and Executive Director.

(c) Officers shall be slated by the Nomination Committee and approved by the general membership, as are the Board of Directors, prior to the expiration of the officer’s term. Officers may be elected by the Board of Directors to fill a vacancy at any meeting, whether regular or special.

(d) Unless otherwise specified by the Board of Directors at the time of his or her approval or appointment, or in an employment contract approved by the Board of Directors, each officer's term shall end on the last day of the association's fiscal year. Each officer shall serve until the end of his or her term, or if earlier, his or her death, resignation, or removal. Terms of office for the National Executive Officers are finite for term, but The President may be asked to serve a second term with board approval and if there are exceptional circumstances by which a second term of Presidency would benefit the Association. Therefore, several terms for all officers is optional except for the President—which is defined as one term unless given exception by the National Board for a second term.

(e) No two offices may be held by the same person.*

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*With the exception of Past President, a current President of a Club, Chapter or Society cannot hold a position on the National Executive Board of Directors simultaneously—unless approved by the National Executive Board of Directors.
Immediate Past President. The Immediate Past President shall be a member of the Executive Board of the Board of Directors. The Immediate Past President shall perform such other duties and have such other powers as the Board of Directors shall from time to time prescribe. The Immediate Past President shall be the Chair of the Past Presidents Council and shall have general management of the business and affairs of the Council. The Immediate Past President will serve a one-year term during the President's first year of tenure. If the current President is asked to serve a second term, so shall the past President.

Vice President for Programs and Events. The Vice President for Programs and Events, in the absence of the President, shall assume the duties and have all the responsibilities of the President and shall be a member of the Executive Board of the Board of Directors. The Vice President for Programs and Events oversees Homecoming Activities, the Distinguished Alumni Awards, and young alumni activities. The Vice President for Programs and Events shall perform such other duties and have such other powers as the Board of Directors shall from time to time prescribe.

Vice President for Communication.
(a) The Vice President for Communication or his or her designee shall attend all meetings of the Board of Directors and all the meetings of the members and record all votes, actions and the minutes of all proceedings in a book kept for that purpose and shall perform like duties for the executive and other committees when required.
(b) The Vice President for Communication shall give, or cause to be given, notice of all meetings of the members and special meetings of the Board of Directors.
(c) The Vice President for Communication shall assist in the review of the Web site information and collection of association board member information.
(d) The Vice President for Communication shall be under the supervision of the President. He or she shall perform such other duties and have such other powers as the Board of Directors shall from time to time prescribe or as the President may from time to time delegate.

Vice President for Finance. It is recognized that the Vice President of Finance is not an employee of the association and is not responsible for the daily financial matters of the association which are handled by the staff members who are employees. The Vice President for Finance shall have no supervision over any employee. The Vice President for Finance shall make a good faith effort to keep the Board of Directors informed regarding the financial status of the association, as it may be revealed to him or her by the Staff, including the execution of the budget adopted by the Board of Directors as the budget may be executed by the staff. The Vice President for Finance shall not be personally liable for the receipt, deposit and expenditure of Association Funds unless he or she may have acted with a willful, corrupt intent or purpose to cause funds to be lost or misapplied, and no greater responsibility shall be imposed on the Board members serving as Vice President for Finance than that imposed on other members of the Board of Directors.

Vice President for Membership. The Vice President for Membership shall be a member of the Executive Board of the Board of Directors. The Vice President for Membership oversees the Alumni Services committee which includes membership development. The Vice President for Membership shall perform such other duties and have such other powers as the Board of Directors shall from time to time prescribe.

ARTICLE VI · CERTIFICATE OF MEMBERSHIP
6.01 Certification. Certification in the form determined by the Board of Directors shall be delivered to the members evidencing membership into the association. Membership cards shall be numbered and shall be entered into the books of the association as they are issued. Each membership shall state on its face the member’s name, the date of issuance, class of membership (if applicable), and such other matters as may be required and may be sealed with the logo of the association or a facsimile thereof.

ARTICLE VII · ORGANIZATION
7.01 Academic Chapters, Clubs and Societies. Designation of academic Chapters
and Clubs of the Memphis Alumni Association shall be presented by resolution to and authorized by the Board of Directors. Formation of Clubs and Chapters must be in accordance with prescribed criteria established by the Board of Directors and symbolized by the issuance of documents of charter kept in the Alumni Office. Clubs and Chapters may be dissolved upon recommendation of the Executive Director and approval of the Executive Board of Directors. All funds accumulated will be transferred to the Association upon dissolution.

7.02 Constituent/Affinity Chapters, Clubs and Societies. Other constituent/affinity Chapters and Clubs identified by common organizational, geographic area or social bonds shall be presented by resolution to and authorized by a majority vote of a quorum of the Board of Directors upon recommendation of the Executive Directors. Formation of constituent/affinity Chapters and Clubs must be in accordance with prescribed criteria established by the Board of Directors. Constituent/affinity Chapters and Clubs may be dissolved upon recommendation of the Executive Director with approval of the Executive Board of Directors. All funds accumulated will be transferred to the Association.

ARTICLE VIII · GENERAL PROVISIONS

8.01 Books and Letters. The association shall keep at its registered office or principal place of business, a Membership Book which shall contain a record of its members, giving the names and addresses of all members, and the date of admission to membership. The Membership Book may be maintained as a computer record.

8.02 Checks and Notes. Checks, demands for money and notes of the association shall be executed by the Executive Director as so designated by the Board of Directors.

8.03 Depositories. Designation funds of the association are to be deposited or invested, as well as authorization of other investments, and shall be a function of the Board of Directors at the direction of the Finance Committee and Executive Director.

8.04 Fiscal Year. The fiscal year of the association shall begin on the first (1st) day of July each year and end the following June thirtieth (30th).

8.05 Logo. The association logo shall contain the name of the association and the name of the institution. The logo may be used by impressing it or reproducing a facsimile of it, or otherwise.

8.06 Amendment of By-laws
(a) All by-laws and Articles of Association may be altered, amended, or repealed at any time or meeting of the Board of Directors at which a quorum is present, by the affirmative vote of a majority of the directors of the association, provided notice of the proposed alteration, amendment or repeal is contained in the notice of the meeting.

(b) These by-laws may also be altered, amended or repealed at any meeting of the members at which a quorum is present or represented, by the affirmative vote of Club and Chapter representatives/directors of the association, entitled to vote thereon, provided notices of the proposed alteration, amendment or repeal is contained in the notice of the meeting.

8.07 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural and conversely. Similarly, Clubs and chapters are also to include Societies and any such name approved by the Executive Director and Board. If any portion of these by-laws shall be invalid or inoperative, then, as is reasonable and possible:

(a) The remainder of the by-laws shall be considered valid and operative, and

(b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

8.08 Table of Contents: Headings. The table of contents and headings are for organization, convenience and clarity. In interpreting these by-laws, they shall be subordinated in importance to the other written material.

8.09 Relation to Articles of Association. These by-laws are subject to the Articles of Association.
8.10 Gifts to the Association.

(a) Method. Donors may make gifts to the association by naming or otherwise identifying the association.

(b) Terms. Each donor by making a gift to the association accepts and agrees to all the terms of the Articles of Association and these by-laws and provides that the fund so created shall be subject to the provisions of these by-laws for the presumed intent of donors.

8.11 Rules of Procedure. When these by-laws do not specify procedures to be followed, Roberts Rules of Order, newly revised, shall be used as a guide.

8.12 Definition of Graduates, Former Students and Friends. For purposes of these by-laws, “Graduates” shall mean any person who has graduated from the University of Memphis, “former students” are those individuals that have taken classes at the University of Memphis but did not graduate and “friends” are those individuals that never attended the University of Memphis. The University of Memphis Alumni Association welcomes all forms of membership and support.

Revised: March 28, 1995 · August 1, 2004 · August 8, 2014

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**CLUB AND CHAPTER BY-LAWS**

An organizing Club or Chapter should use the Alumni Association’s guide in establishing its by-laws and Articles of Association. A sample follows. The sample is for a chartered Chapter; however, the word “Chapter” can be usually replaced where “Chapter” appears for use among Clubs.

Groups organizing Clubs, Chapters and Societies should allow the Alumni staff to approve the by-laws before the documents are reproduced for ratification for the Club or at the Chapter’s charter event. 2.03 Place of Meeting. Meeting of members shall be held at the time and place stated in the notice of the meeting or in a waiver of notice.
EXAMPLE

BY-LAWS
COLLEGE OF ARTS AND SCIENCES CHAPTER
UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION

These by-laws define in general the duties of the officers, the standing committees, conduct of meetings, and the general governance of the Chapter, but are not intended to limit or prohibit minor changes in such duties of officers, standing committees, or the general operation of the Chapter to the end that the efficiency and effectiveness of the Chapter is paramount and necessary to obtain the goals of the University of Memphis Alumni Association.

ARTICLE I
OFFICERS
SECTION 1. PRESIDENT
The President is the Chief Executive Officer of the Chapter and presides over the Chapter and Executive Committee meetings, and is an ex-officio member of all standing committees, fundraising, and scholarship committees. The President has the power to call Chapter and Executive Committee meetings, create committees, appoint committee chairmen and remove committee chairmen at the President’s discretion, negotiate and execute contracts on behalf of the Chapter, and to do all things consistent and requisite with the general powers and duties of the office of President. The term of office is one year. The Past President serves in an advisory role and on the Executive Committee.

SECTION 2. VICE PRESIDENT
The Vice President serves as the point person for the annual fundraising event(s), coordinates with the President the appointment of the event chairman, and is responsible for general oversight of each event. Each event chairman reports to the Vice President. The Vice President’s responsibilities include overseeing other committees as may be assigned by the President, ensuring assigned committee chairmen make timely reports to the Executive Committee, serving in the place and stead of the President in the absence, or inability or incapacity to serve, of the President. The term of office is one year.

SECTION 3. SECRETARY
The Secretary’s responsibilities include overseeing other committees as may be assigned by the President, assuring that assigned committee chairmen make timely reports to the Executive Committee, serving in the place and stead of the President in the absence, or inability or incapacity to serve, of the President or the Vice President, and carrying out such other duties as may be assigned by the President or the Executive Committee. The Secretary shall take the minutes of each membership meeting and each Executive Committee meeting and forward the minutes to the Alumni Office within one week of such meeting. The Secretary is charged with the development and maintenance of computer programs that will provide on line web site communication with all Chapter members, non-members and anyone logging onto the Chapter web site. The committee will provide data to the Chapter to keep the Chapter web site current.

The Secretary is not automatically the Vice President, but the Secretary is favorably positioned for advancement into the Vice President’s position and succeeds to the office of Vice President upon the Vice President’s resignation, death, removal from office or upon the Vice President succeeding to the office of President for any reason other than end of term. The term of office is one year; however, the Secretary can be elected for successive terms.

SECTION 4. RESIDENCY AND SUCCESSION OF PRESIDENT AND VICE PRESIDENT
The offices of President and Vice President are to be elected yearly. Any one person cannot hold office for more than one term successively although a second term may be held with a one year break between terms.
EXAMPLE (Continued)

SECTION 5. TREASURER
The office of Treasurer maintains the Chapter’s financial account and financial records and provides a written report of the Chapter’s financial conditions at each regular Membership and Executive Committee meeting and such other times as the President may request. The Treasurer also prepares an annual financial statement with a copy to the Alumni Office. The term of office is one year; however, the Treasurer can be elected for successive terms.

SECTION 6. VACANCIES
In the event the office of President, Vice President, Secretary, or Treasurer becomes vacant for any reason before that officer’s regular term expires, then, in that event, the vacancy or vacancies will be filled as follows:

President
By the Vice President or the Secretary in that order if the office of Vice President is also vacant.

Vice President
By the Secretary or the office may be filled by majority vote of the Executive Committee if the office of Secretary is vacant.

Secretary
The office may be filled by a majority vote of the Executive Committee from nominees selected by the Executive Committee.

Treasurer
The office may be filled by a majority vote of the Executive Committee from nominees selected by the Executive Committee.

All vacancies should be filled as soon as practicable; however, consideration may be given to the date of the next annual meeting in determining the necessity for filling the offices of Vice President, Secretary and Treasurer prior to such meeting.

EXAMPLE (Continued)

In the event of succession because of one or more vacancies as provided for in this section, the serving of an unexpired term of a vacant office shall not prohibit the person serving such unexpired term from serving in that office for the following regular annual term.

All elections are to be held during the months of May and June when schedules permit - with all newly elected Club and Chapter officer terms running from July 1 through June 30. All financial budgets will run July 1 though June 30 parallel with officer terms.

ARTICLE II
STANDING COMMITTEES
SECTION 1. NAMES AND DUTIES
Publicity and Media Relations
The Publicity and Media Relations Committee establishes relationships with media outlets, develops publicity programs and news releases, coordinates publicity and news releases with committee chairmen and the Alumni Office, and works with the President in developing public relations goals for the Chapter. The chairman is appointed by and serves at the pleasure of the President.

Programs
The Programs Committee plans and coordinates the programs and events for each Chapter’s calendar and recommends to the Executive Committee a general plan of action for adoption by the Executive Committee at their first meeting. The committee coordinates ongoing programs and events from one year to the next. The committee also works with the Publicity and Media Relations Committee to assure ongoing publicity. Co-Chairmen are appointed by and serve at the pleasure of the President.

Membership and Volunteer
The Membership and Volunteer Committee develops and executes plans and programs for contacting and recruiting eligible prospects for Chapter membership, maintains a current list of active Chapter members for Chapter and Alumni Office
EXAMPLE (Continued)

use, works with the Alumni Office to update active and inactive Alumni Association member lists, and helps other committee chairmen to locate Chapter members to serve on committees and to participate in Chapter activities. The Co-Chairmen are appointed by and serve at the pleasure of the President.

Recruitment and Retention
The Recruitment and Retention Committee helps recruit high school students to the University working with the Alumni Office, the University Admissions Office, and high school counselors. The committee seeks to identify and select qualified students to be honored for achievements and sees that those so honored receive appropriate public recognition. The Chairman is appointed by and serves at the pleasure of the President.

Scholarship
The Scholarship Committee develops and recommends to the Executive Committee scholarship programs that provide financial help to eligible students, including eligibility requirements, amounts of financial aid, length of time aid is available, how candidates are selected, and deadlines for qualifying. The committee works with the Alumni Office to set up scholarship accounts for the Chapter. The Chairman is appointed by and serves at the pleasure of the President.

SECTION 2. ADDITIONAL STANDING COMMITTEES
The President may create additional standing committees, after advising the Executive Committee of this intention, and appoint chairmen to head such committees. The description, parameters, and duties related to any additional standing committee must be reduced to writing and offered as an addendum to these by-laws.

EXAMPLE (Continued)

ARTICLE III
EXECUTIVE COMMITTEE
SECTION 1. DUTIES AND POWERS
The Executive Committee is the governing body of the Chapter and has all of the powers usually attributable to a Board of Directors. In addition to powers herein implied, the Executive Committee is specifically vested with the following powers: To adopt, amend, change, vacate and/or rescind operating rules and procedures of the Chapter. To remove and/or replace officers, standing committee chairmen or other committee chairmen, and Executive Committee members as provided for elsewhere in these Bylaws. To abolish, create or change the names and duties of standing committees. To amend these by-laws upon a two-thirds vote of the Executive Committee members. All such powers are inclusive and are not limited to those enumerated herein.

SECTION 2. REGULAR MEMBERS
The President, Past President, Vice President, Secretary, Treasurer and all Chairmen and Co-Chairmen of standing committees make up the Chapter’s Executive Committee. Each such member shall serve on the Executive Committee during their term of office or appointment.

SECTION 3. AT LARGE MEMBERS
If, in the sole judgment of the then existing Executive Committee, it is deemed appropriate to add members to the Executive Committee in order to establish or maintain geographic balance of Executive Committee membership or for other purposes, the existing Executive Committee can nominate from the active Chapter members one or more such members to serve on the Executive Committee. A simple majority vote by the existing Executive Committee can then elect a nominee or nominees to serve as an At Large Member of the Executive Committee with all the powers and privileges there unto appertaining. The term of office is one year in addition to any partial year if elected between annual meetings. An At Large Member may not serve more than three (3) consecutive years. At the end of term, in the sole discretion of a majority of the Executive Committee, and At Large seat may be extended or abolished.
ARTICLE IV
SECTION 1. QUORUM
A. A quorum of the Executive Committee shall be four (4) members present. Proxy voting is prohibited. A simple majority, except as herein otherwise provided, shall be sufficient to pass any matter before the Executive Committee.

B. A quorum of the general Chapter’s membership shall be those actually present at any general membership meeting.

SECTION 2. EXECUTIVE COMMITTEE
Regular Meetings
The Executive Committee shall meet at least once each fiscal quarter as prescribed by the University of Memphis Alumni Association. The date, time, and place is to be determined by the President.

Special Meetings
The President, a Vice President in the event the President is absent or incapacitated, any three (3) members of the Executive Committee, or the Executive Director of the University of Memphis Alumni Association (or his/her delegate) may call a special meeting of the Executive Committee after giving at least two (2) days notice of such meeting by any means that notifies at least a quorum of Executive Committee members.

Action Without Meeting
Any action may be approved and/or taken without a meeting presence if a number of members equal to a quorum consent to such action via written, telephone, fax, or e-mail contact, EXCEPT removal from office or from the Executive Committee.

Attendance
Any member of the Executive Committee, including an officer, who misses two (2) consecutive meetings of the Executive Committee, including regular and special meetings, without a reasonable cause as determined by a two-thirds vote of a quorum of the members of the Executive Committee may be removed and the position declared vacant by a vote of two-thirds of a quorum of the members of the mem
EXAMPLE (Continued)

SECTION 2. NOMINATING PROCESS
The Nominating Committee will meet at such times and places as they choose. Nominations may be made to the committee by any active Chapter member. The Nominating Committee will choose from all nominations offered a slate of officers to be elected at a regular Chapter meeting and this slate will be made available to the active Chapter members at least fourteen (14) days prior to the meeting. The format of the ballot will include the nominees presented by the Nominating Committee and provide for write-in nominations. Nominations from the floor will not be accepted.

All nominees are to be made aware of the obligations attendant to accepting nomination to office. Included in these obligations are the awareness of the duties of the President, Vice President, Secretary, and Treasurer, the possible succession of the Secretary and Vice President, and the solemn promise that each officer will give to serve the regular term and possible succession.

ARTICLE VI
REMOVAL FROM OFFICE
Officers and Executive Committee members may be removed or dismissed for absences from meetings as herein elsewhere provided, AND officers may be removed for cause on charges brought before the Executive Committee. A two-thirds majority of the Executive Committee is required to remove an officer from office.

ARTICLE VII
COMPENSATION
Section 1. Officers, Executive Committee, Others
No compensation will be paid to officers, Executive Committee members, committee chairmen, or other members. However, properly documented expenses incurred in furtherance of Chapter programs and activities including, but not limited to, supplies and materials may be reimbursed. The Executive Committee must approve all reimbursements as well as their proper reporting to the Alumni Office.

EXAMPLE (Continued)

ARTICLE VIII
LOGO
The Chapter may place a logo or logos for display on whatever the Executive Committee deems appropriate. Any logo adopted is for the exclusive use of the Chapter and shall include in the design the name “University of Memphis Alumni Association.” Appropriate abbreviations are permissible. All designs must be approved by the Alumni Office and the University of Memphis Marketing and Communication Department.

ARTICLE IX
AMENDMENTS
These By-laws may be amended by a majority vote of the Executive Committee at any meeting that includes in its notice that a purpose of the meeting is to amend the Bylaws. All by-law revisions must be reported to the Alumni Office and approved by the National Executive Board of Directors. No Chapter by-law can supersede or be in conflict with the parent alumni association. State laws may vary. Any Club or Chapter operating outside of the State of Tennessee should consult with local legal counsel. Please contact the Office of Alumni and Constituent Relations for legal contacts.
ARTICLE X
DISSOLUTION
The Chapters may be dissolved by a two-thirds vote of the Executive Committee, by declaration of the Board of Directors of the University of Memphis Alumni Association, or by operation of law. In the event that a Chapter is dissolved, after the payment of all amounts lawfully due creditors, all remaining funds and assets are to be transferred to the University of Memphis Alumni Association without restriction and its Executive Director, in the absence of or the failure to act by any remaining Chapter officer, is empowered to take charge of and transfer any such funds and assets.

ARTICLE XI
EFFECTIVE DATE
These By-Laws are a revision of the original By-Laws adopted on March 28, 1995, which said By-Laws are hereby amended and replaced in total by these By-Laws, Articles I through XI, EXCEPT, that current officers will continue to serve and/or transition until new officers are elected in June, 2005, otherwise these By-Laws take effect from and after August 1, 2004.

ARTICLES OF ASSOCIATION
COLLEGE OF ARTS AND SCIENCES CHAPTER
UNIVERSITY OF MEMPHIS ALUMNI ASSOCIATION

ARTICLE I - NAME
The name of this organization is the College of Arts and Sciences Alumni Chapter of the University of Memphis Alumni Association.

ARTICLE II - PURPOSE
The College of Arts and Sciences Alumni Chapter of the University of Memphis Alumni Association supports the efforts of the National Alumni Association in engaging alumni, former students and friends in three challenges: advocating the ideals of the University, advancing its welfare, and fostering life-long relationships with the institution.

ARTICLE III - TERRITORY
The territory to be served by this Chapter includes any graduate, former student, or friend within the College of Arts and Sciences primarily within the Memphis and such adjacent areas as may from time to time be determined by a majority vote of the Chapter’s Executive Committee to be included within the term “territory” under this Article.

ARTICLE IV - MEMBERSHIP
Membership in this Chapter is open to all alumni, former students, friends, and supporters of the University of Memphis.

ARTICLE V - MEETINGS
Section 1. The annual membership meeting of the Clubs and Chapters shall be held during August at a time and place designated by the National Executive Board of Directors after notice of the meeting duly given in writing to all members and mailed at least fourteen (14) days prior to said meeting.

Section 2. The Executive Committee shall meet as needed but no less than quarterly and the general membership shall meet at least once each quarter at a time and at a place designated by the President upon notice given by U.S. mail, e-mail, fax, or telephone. The Executive Committee may meet at any other time deemed necessary by the President, or by any two (2) members of the Executive Committee, or at the request of the Executive Director of the University of Memphis Alumni Association upon notice of such meeting timely given by any means to all members of the Executive Committee.

ARTICLE VI - OFFICERS
Section 1. Chapter officers shall consist of a President, Past President, Vice President, Secretary and a Treasurer. The Vice President shall succeed the President and the Secretary shall succeed the Vice President should circumstances arise.

Section 2. The Executive Committee shall consist of the President, Past President, Vice President, Secretary, Treasurer and Chairmen of all standing committees until such time as the then existing Executive Committee, or the members of the Chapter, determine that additional members of the Executive Committee, are needed or desirable at which time at-large members may be added in a manner consistent with the Articles of Association and by-laws. The membership of the Executive Committee shall not exceed 12 members at any one time. The number of at-large Executive Committee members may be likewise reduced as needs may change, but in no event until the expiration of the at-large committeeeman’s term.

Section 3. The majority of the members attending the Chapter’s meeting during June shall elect officers. Officers will serve for one (1) year beginning July 1 through June 30, except that the initial officers shall serve from the Chapter’s founding until June 30, and may stand for election to serve the next consecutive year.

ARTICLE VII - CHAPTER FINANCES

No local dues are required to gain membership in this Chapter. Chapter members must be active, dues paying members of the University of Memphis Alumni Association and their dues will be paid directly to the University of Memphis Alumni Association. Chapters will establish a University account through the Alumni Association and deposit funds that the Chapters raise through its own efforts, that are donated, or are provided by the University of Memphis Alumni Association. Chapter accounts not maintained by the University are not allowed or authorized unless approved by the National Executive Board of Directors. Chapters securing accounts other than those approved by the University Alumni Association place themselves in jeopardy of losing award stipends. Chapter accounts will initially be established by the Alumni Association on behalf of the Chapter. Maintenance will be handled by the individual Chapter and the Alumni Staff liaison. Operating expenses that may be given each Chapter by the Alumni Association will be approved by the National Executive Board of Directors and the Executive Director of the Alumni Association. Monies will be placed in accounts during the month of July. Any account established must be in the name of the Chapter, may provide for two (2) officer approvals and meeting minute statements for withdrawal of funds as determined by the Chapter’s Executive Committee, and must be balanced monthly with a report given to the Chapter President by the Alumni Staff. Officer account approvals must be updated during the month of June with new officer election. An annual financial report, or more often if required, will be prepared for distribution to the Chapter’s Executive Committee, to the Executive Director of the University of Memphis Alumni Association, and its’ National Executive Board of Directors. Such reports will be due by June 15 completed by the Alumni Staff. Any organization doing business with this Chapter may accept authorization, direction, documents, legal papers, account openings and closings, and anything deemed necessary by the University when executed or authorized by the President of this Chapter. The University of Memphis Alumni Association is automatically given authorization for viewing of all accounts, and should accounts exceed $2500.00, monies must be deposited with the University of Memphis Foundation in the form of a scholarship account or for a designated project for the Chapter unless otherwise approved by the Executive Director, Alumni Association.

EXAMPLE (Continued)

ARTICLE VIII - BY-LAWS

By-laws may be adopted whenever deemed advisable by the Executive Committee. They may be amended by a majority vote of the members of the Executive Committee upon at least fourteen (14) days notice given to the members of the Executive Committee. Such notice may be in any form certified to by the Secretary to the President. State laws may vary. Any Club or Chapter operating outside of the State of Tennessee may consult with the University legal counsel through the Alumni Staff. Please contact the Office of Alumni and Constituent Relations for legal contacts.
ARTICLE IX - AMENDMENTS
These Articles of Association may be amended by a majority vote of those mem-
bers present at a regular meeting of the Chapter upon at least fourteen (14) days
notice given of such meeting.
Most Clubs and Chapters maintain a small pool of capital by charging a dollar or two of profit over the cost of each event. For instance, if you hold a dinner banquet event and the caterer charges $25 per person, do not hesitate to charge attending alumni $28 (watch out for tax and service charges at hotels, catering services, and restaurants!)

Additionally, the University of Memphis Alumni Association Executive Board of Directors has voted that events charging admission must have a slightly different price for those attending who are not Association members. This is an incentive for non-members who participate regularly to go ahead and join the Association. This ultimately helps the Clubs and Chapters by increasing its potential Club and Chapter stipend, as well as insures that the participant receives all future pertinent Club and Chapter mail.

The seed money of Club and Chapter finances is derived from the Club and Chapter stipend. Stipend funds are provided for the Clubs and Chapters to do such things as provide seed money for a local Club and Chapter scholarship event, cover postage and printing for organizational meetings, and cover incidental Club and Chapter operating expenses. Club and Chapter monies are for the direct use of Clubs and Chapters only - any expenses shown must have a direct relationship with that Club’s or Chapter’s alumni. Monies may not be used for any other purpose than those directly benefiting alumni and sponsored by the Alumni Club or Chapter. Club or Chapter monies cannot be used to pay for Club or Chapter Alumni Association membership dues, and stipend monies cannot be used to enhance a scholarship account. Stipend monies are for Club and Chapter growth only. Each Club’s or Chapter’s finances will be reviewed yearly with that Club or Chapter and the National Executive Board of Directors. The stipend award for one year is only for that year and is not guaranteed a second year. If growth is not shown, financial awards can be lessened or removed. Likewise, stipend awards can be increased with shown Club or Chapter growth.

Since the fiscal backbone of the Alumni Association is its membership revenue, Clubs and Chapters cannot charge local dues. Remember: membership revenue allows the Association to award stipends. Local Club and Chapter dues would present a conflict of interest and would confuse alumni. Local Clubs and Chapters can charge incidental fees for payment of refreshments at local meetings or lunch.
for board members; however, such incidental fees cannot be membership dues. EXAMPLES - Stipend awards should cover more than expenses of food and drinks for board members or meetings. Stipend awards do cover postage and printing for membership organizational meetings and office supplies. Note - stipend awards should not cover postage and printing for invitations or programs. Those costs should be included in the event planning budget and reflected in the ticket price for the event.

ALL CLUB AND CHAPTER members and officers must be active, dues paying members of the University of Memphis Alumni Association and their dues will be paid directly to the University of Memphis Alumni Association. No local dues are required to gain membership in a Club or Chapter. Clubs and Chapters will establish a University account through the Alumni Association and deposit funds that the Clubs or Chapters raise through its own efforts, that are donated, or are provided by the University of Memphis Alumni Association. Club and Chapter accounts not maintained by the University are not allowed or authorized unless approved by the National Executive Board of Directors. Clubs and Chapters securing accounts other than those operated by the University Alumni Association place themselves in jeopardy of losing Award Stipends. Club and Chapter accounts will initially be established by the Alumni Association on behalf of the Club or Chapter. Maintenance will be handled by the individual Club or Chapter through its Alumni Staff Representative. Operating expenses that may be given each Club or Chapter by the Alumni Association will be approved by the National Executive Board of Directors and the Executive Director of the Alumni Association. Monies will be placed in accounts during the month of July or August. Any account established must be in the name of the Club or Chapter and have proof through the meeting minutes. An annual financial report, or more often if required, will be prepared for distribution to the Club’s or Chapter’s Executive Committee, to the Executive Director of the University of Memphis Alumni Association, and its’ National Executive Board of Directors. Such reports will be due by June 15 by the Alumni Staff. The University of Memphis Alumni Association is automatically given authorization for viewing of all accounts via the Executive Director and Financial Officer.

Clubs and Chapters in the organizing stage obviously can not take advantage of the previous year’s stipend. The Alumni Association will underwrite, when possible, many expenses on organizing events that the National Executive Board of Directors and/or the Executive Director of the Alumni Association approves so that local alumni helping organize the Clubs and Chapters will not incur personal financial expense. All Clubs and Chapters are financially responsible for any event organized by their members. The National Alumni Association assumes no responsibility for the debts of individual Clubs and Chapters. Additionally, once stipends are given in July, the Club or Chapter should accordingly plan its calendar and budget (approved by the National Executive Board of Directors in August) for the year. It is unlikely that the Alumni Association and its National Executive Board of Directors will award additional monies after stipends are given due to budgeting. Postage and printing should be planned in the event budget within the year budget for each Club and Chapter.

The minutes taken by Club or Chapter Officers of each Executive Committee meeting for each Club and Chapter should include a financial report which is provided by the Alumni Staff. Any Club or Chapter income and expenses incurred since the last financial report should be noted, as well as the current balance of the Clubs or Chapter’s account.

Remember all financial budgets are to run July 1 through June 30 each year to additionally coincide with all club/chapter/national board officer terms – July 1 through June 30.
FEDERAL TAX ID, NON-PROFIT AND TAX-EXEMPT STATUS

The University of Memphis Alumni Association is an IRS certified, non-profit organization. Each chartered Club or Chapter enjoys the same non-profit status under the Association’s corporate umbrella.

Having determined that the Association is exempt from federal income tax, we possess a federal tax ID number, also known as the Employer Identification Number. Ask our staff for a copy of this document for Club and Chapter purchasing purposes. Make sure that you tell your vendor about your tax status BEFORE purchasing. Most purchases are made by the Alumni Staff on behalf of the Club or Chapter. These purchases are directly invoiced to the Association by way of the Club or Chapter — or reimbursed to the Alumni Staff. Volunteers are discouraged to make payments themselves unless approval has been given by the Alumni Staff.

CLUB AND CHAPTER STIPEND AWARD GUIDELINES

If a Club or Chapter fulfills the stipend criteria during the course of the Club or Chapter fiscal year (July 1 through June 30), as measured during the month of June, it may be awarded. Stipend awards will be given during the months of July or August.

The University of Memphis Alumni Association’s Stipend Award Program has been established to provide alumni Clubs and Chapters with a framework in which to create and continually develop successful organizations – and to reap recognition and financial rewards in line with each Club and Chapter’s annual accomplishments. The award one year is only for that year and is not guaranteed a second year. If growth is not shown, financial awards can be removed or lessened.

The following point system program is designed to provide:

- A clear set of guidelines Club and Chapter leaders may use in planning effective programs, events and other activities
- A subjective method for tracking and evaluating Clubs and Chapters programming, leadership, communication and membership support
- A system to allow Clubs and Chapters and the University of Memphis Alumni Association to better work together to achieve common goals, as well as to support the University and Association’s mission

In rewarding the stipends, the following activities, as well as the standards for Clubs and Chapters, are taken into consideration. End of the Year reports – to include financials but are not limited to, as well as reporting throughout the year, determine the stipend amount. All decisions are final and made by the University of Memphis Alumni Association National Executive Board of Directors.
CLUB AND CHAPTER STIPEND AWARDS
GUIDELINES

Most reports are submitted by the Alumni Staff on the Club’s or Chapter’s behalf.

### STRATEGIC PLANNING/MISSION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Point Value</th>
<th>To receive points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Annual Clubs &amp; Chapters Plan</td>
<td>15</td>
<td>Submit plan to Alumni</td>
</tr>
<tr>
<td>Submit Clubs &amp; Chapters Mission Statement</td>
<td>5</td>
<td>Include with Annual Plan</td>
</tr>
<tr>
<td>Submit Current Clubs &amp; Chapters Bylaws</td>
<td>5</td>
<td>Include with Annual Plan</td>
</tr>
<tr>
<td>Establish/Contribute $250 or More to UofM Foundation Account</td>
<td>10 per year</td>
<td>Confirmed by Association staff</td>
</tr>
<tr>
<td>Specific to Clubs and Chapters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organize Golf Tournament or other Similar Major Fundraising Event</td>
<td>10 per year</td>
<td>Submit activity report with financial statement of earnings</td>
</tr>
<tr>
<td>Host Event with Academic Speaker</td>
<td>7 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Other Events/Outings (describe)</td>
<td>5 per event</td>
<td>Submit activity report</td>
</tr>
</tbody>
</table>

### CLUBS AND CHAPTERS LEADERSHIP

<table>
<thead>
<tr>
<th>Activity</th>
<th>Point Value</th>
<th>To receive points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Clubs &amp; Chapters Board Meeting</td>
<td>5 per meeting (20 max.)</td>
<td>Submit meeting minutes &amp; financial report</td>
</tr>
<tr>
<td>Formalize Clubs &amp; Chapters Executive Committee</td>
<td>5 per year</td>
<td>Submit officer slate with complete contact information</td>
</tr>
<tr>
<td>Attend Vision Forum (Annual Meeting)</td>
<td>10 per person (20 max.)</td>
<td>Clubs and Chapters leader(s)</td>
</tr>
<tr>
<td>Verified by Alumni Office based upon Clubs and Chapters officer list of the Alumni Association</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CLUBS AND CHAPTERS PROGRAMMING (SOCIAL/ATHLETIC)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Point Value</th>
<th>To receive points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Association Award Nominations</td>
<td>2 per person (6 max.)</td>
<td>Submit nomination forms</td>
</tr>
<tr>
<td>Create Prospective Student Recruitment Event</td>
<td>2 per volunteer (10 max.)</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Conduct Community Service Activity Involving Support of Education</td>
<td>5 per activity</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Host New Member Welcome Event</td>
<td>5 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Host Career Networking Event</td>
<td>5 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Staff Student Recruitment Fair/Event</td>
<td>3 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Host Student Recruitment Reception</td>
<td>5 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Host Current Student Send-off Event</td>
<td>5 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Present Scholarship at Local Graduation</td>
<td>3 per event</td>
<td>Submit activity report</td>
</tr>
<tr>
<td>Contribute $250 or More to General Association Scholarship Fund</td>
<td>5 per year</td>
<td>Confirmed by Association staff</td>
</tr>
</tbody>
</table>

### CLUBS AND CHAPTERS COMMUNICATION/PROMOTION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Point Value</th>
<th>To receive points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Clubs &amp; Chapters</td>
<td>5 per article</td>
<td>Send news article</td>
</tr>
<tr>
<td>News for Magazine (15 max.)</td>
<td>(15 max.)</td>
<td>to Alumni Mag</td>
</tr>
<tr>
<td>Distribute Clubs &amp; Chapters-Funded Newsletter (20 max.)</td>
<td>5/issue</td>
<td>Send copy to Alumni Office</td>
</tr>
<tr>
<td>Maintain Clubs &amp; Chapters Web Site</td>
<td>15 per year</td>
<td>Submit info to Alumni Office</td>
</tr>
<tr>
<td>Maintain Clubs &amp; Chapter Phone Tree</td>
<td>5 per year</td>
<td>Submit names to Alumni Office</td>
</tr>
<tr>
<td>Other Activities (describe)</td>
<td>5 per effort</td>
<td>Submit activity report</td>
</tr>
</tbody>
</table>

### CLUBS AND CHAPTERS MEMBERSHIP SUPPORT
<table>
<thead>
<tr>
<th>Activity</th>
<th>Point Value</th>
<th>To receive points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Previous Year's Membership</td>
<td>10 per year</td>
<td>Verified by Association staff</td>
</tr>
<tr>
<td>Total By One or More Persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase Previous Year's Membership</td>
<td>20 per year</td>
<td>Verified by Association staff</td>
</tr>
<tr>
<td>Total By 10% or More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include Association Membership</td>
<td>2 per newsletter</td>
<td>Send newsletter to Alumni</td>
</tr>
<tr>
<td>Promo Ad in Clubs &amp; Chapters</td>
<td></td>
<td>Office</td>
</tr>
<tr>
<td>Newsletter (if applicable)</td>
<td></td>
<td>Provide copy of publicity if not designed by Alumni Office</td>
</tr>
<tr>
<td>Enforce Special Association</td>
<td>2 per event</td>
<td></td>
</tr>
<tr>
<td>Membership Discount for Events</td>
<td></td>
<td>designed by Alumni Office</td>
</tr>
<tr>
<td>Other Activities (describe)</td>
<td>5 per effort</td>
<td>Submit activity report and/or copies</td>
</tr>
</tbody>
</table>

Based on yearly budget, a financial value system is coordinated with the stipend award guidelines each academic term.
National Executive Board of Directors

SEE WEBSITE — www.memphis.edu/alumni

Club and Chapter Leadership Lists

SEE WEBSITE — www.memphis.edu/alumni

Alumni Staff

SEE WEBSITE — www.memphis.edu/alumni

American Athletic Conference

SEE WEBSITE — www.theamerican.org
Sample Forms & Correspondence

Revised July 13, 2015
SAMPLE MEMBERSHIP APPLICATION
FOR THE UNIVERSITY OF MEMPHIS
ALUMNI ASSOCIATION

*Currently editing this section*
Dear Non-Member Name:

On behalf of the Awesome Club (or Chapter) of the University of Memphis Alumni Association, I would like to welcome you to the Metroplex!

There are over 2,500 Tigers in the Awesome area; over 700 are active members in the University of Memphis Alumni Association, and therefore automatic members of our active Club. Enclosed is a list of our Club’s (or Chapter’s) Executive Committee. If you don’t recognize any of the names, count on me to be your local resource as you become acclimated to your new city. Feel free to call any of us if you have any questions.

Our next event is an Executive Committee Meeting, Saturday, October 28, 11:00 a.m., at the Green Elephant (2743 Greenville Ave.). Afterwards we will have a Tiger Watch Party, as Memphis & Houston kickoff at 11:35.

Having noticed that you are not currently a member, I have enclosed an application and hope that you’ll join. As a member you’ll receive invitations to all of our Club’s (or Chapter’s) events plus the great benefits listed at our web site, www.memphis.edu/alumni. Since a portion of your dues goes to our Club or Chapter, you would be supporting not only our alma mater but our local efforts as well.

Welcome to Awesome, and we look forward to having you as a member of the University of Memphis Alumni Association and your local Club (or Chapter)!

True Blue,
President’s Name
President, Club/Chapter Name
REQUEST FOR CLUB OR CHAPTER LABELS OR LISTS

Please remember to save our resources. Ask for e-mail addresses!

Most requests are handled by the Alumni Staff.

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REQUEST FOR CLUB OR CHAPTER LABELS OR LISTS

Please remember to save our resources. Ask for e-mail addresses!

Most requests are handled by the Alumni Staff.
REQUEST FOR CLUB OR CHAPTER EVENT PUBLICITY

Work with the Alumni Staff for Distribution. No “emergency” emails will be sent without approval of Executive Director. All marketing must be approved by Executive Director.

Please mail this form to:
University of Memphis Alumni Association
Alumni Center
Memphis, TN 38152

To download a form that can be e-mailed, please visit memphis.edu/alumni/manual.php

CLUB AND CHAPTER ACTIVITY REPORT

Reports are handled by Alumni Staff.

Please fax or mail a completed copy of this report following any Club or Chapter meeting or event within one week of the date of the activity.

NAME OF CLUB OR CHAPTER: ____________________________
NAME OF PERSON SUBMITTING THIS REPORT: ____________________________
DAYTIME PHONE: _______ FAX: _______ EMAIL: ____________________________
DATE OF CLUBS AND CHAPTERS EVENT: ____________________________
DESCRIPTION OF EVENT: ____________________________
LOCATION OF EVENT: ____________________________
NUMBER OF PEOPLE IN ATTENDANCE: ____________________________
NUMBER OF VOLUNTEERS: ____________________________
APPROXIMATE TOTAL OF VOLUNTEER HOURS CONTRIBUTED: ____________________________
ANY FOLLOW-UP NEEDED FROM ALUMNI OFFICE? YES [ ] NO [ ]
DO YOU HAVE PICTURES FOR ALUMNI PUBLICATIONS? YES [ ] NO [ ]
IF A CLUB OR CHAPTER EXECUTIVE COMMITTEE OR BUSINESS MEETING WAS HELD, ARE THE MINUTES ATTACHED? YES [ ] NO [ ]

REQUEST FOR CLUB OR CHAPTER EVENT PUBLICITY

REQUEST SHOULD BE MADE SIX WEEKS PRIOR TO EVENT

<table>
<thead>
<tr>
<th>CLUB OR CHAPTER NAME</th>
<th>REPRESENTATIVE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT DATE &amp; TIME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT LOCATION &amp; DRIVING DIRECTIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT FORMAT (dinner, hors d’oeuvres, cocktails, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COST PER MEMBER</td>
<td>COST PER NON-MEMBER</td>
<td></td>
</tr>
<tr>
<td>RSVP TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEND PAYMENT TO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSVP/PAYMENT DEADLINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT DRESS CODE (casual, business attire, TRUE BLUE, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVITATION SHOULD BE SENT TO (all alumni, members only, last 10 graduating classes, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEAKER REQUEST (Alumni Office will attempt to accommodate if feasible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please mail this form to:
University of Memphis Alumni Association
Alumni Center
Memphis, TN 38152

To download a form that can be e-mailed, please visit memphis.edu/alumni/manual.php
Dear Becky,

This is to inform you that the [CHAPTER NAME] Chapter plans to award scholarship(s) in the amount of [DOLLAR AMOUNT] each for the [20XX-20XX] academic year.

Scholarship Criteria:

[As outlined on Checklist at left]

Selection Procedure:

[As outlined on Checklist at left]

Please furnish a list of scholarship candidates from the [CHAPTER NAME] Chapter’s geographic area by [DATE REQUESTED].

Sincerely,

[Chapter President or Chapter Scholarship Chair Name]
[Position, Chapter Name]

---

**NOTE:** Chapters must send checks for deposit to their University of Memphis Foundation scholarship accounts – attention to the Executive Director of the Alumni Association.
REQUEST TO SOLICIT A GIFT/DONATION/SPONSORSHIP

BETORE REQUESTING A GIFT OR DONATION, PERMISSION TO SOLICIT A DONOR MUST BE GIVEN BY THE VICE PRESIDENT OF ADVANCEMENT. IN ORDER TO PROCESS THE REQUEST AND TO DOCUMENT GIFTS AND DONATIONS FOR TAX PURPOSES, ALL SUCH REQUESTS MUST BE COORDINATED THROUGH THE ALUMNI ASSOCIATION.

<table>
<thead>
<tr>
<th>RECORDED DATE</th>
<th>GIFT OR DONATION</th>
<th>ESTIMATED VALUE</th>
<th>TO BE USED FOR</th>
<th>PLEASE ACKNOWLEDGE THE REQUEST TO THE DONOR</th>
<th>PLEASE ACKNOWLEDGE THE REQUEST TO THE ALUMNI ASSOCIATION</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>WORK PHONE</th>
<th>HOME PHONE</th>
<th>E-MAIL</th>
<th>FAX</th>
</tr>
</thead>
</table>

REQUESTS WILL BE PROCESSED IN TEN BUSINESS DAYS

Please mail this form to:
University of Memphis Alumni Association
Alumni Center
Memphis, TN 38152
Fax: (901) 678-3035
Phone: (901) 678-2586
E-mail: alumniassociation@memphis.edu

To download a form that can be e-mailed, please visit memphis.edu/alumni/manual.php

REQUEST TO SOLICIT A GIFT/DONATION/SPONSORSHIP

CLUB AND CHAPTER PROPERTY AGREEMENT

I, have the following listed property of the Alumni Association in my possession, and I will store all items. I agree to return all items in good condition upon request from the Executive Director, Alumni Association, or upon my inactive status with the Club or Chapter. Additionally, I agree that all items will be used in accordance with all Alumni Association event standards and policy guidelines for the sole purpose of the betterment of the Alumni Association Club or Chapter. If lost or damaged, the Club or Chapter will take financial responsibility for replacement items.

I HAVE THE FOLLOWING ITEMS IN MY POSSESSION:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

SIGNATURE DATE CLUB OR CHAPTER NAME

REQUESTS WILL BE PROCESSED IN TEN BUSINESS DAYS

Please mail this form to:
University of Memphis Alumni Association
Alumni Center
Memphis, TN 38152
Fax: (901) 678-3035
Phone: (901) 678-2586
E-mail: alumniassociation@memphis.edu

To download a form that can be e-mailed, please visit memphis.edu/alumni/manual.php
DATABASE CONFIDENTIALITY AGREEMENT

With each project, the old list will be destroyed and a fresh list requested.

June 10, 2004

Mr. Joe Brown
3002 Megan Circle
Helena, Arkansas 36080-3351

Dear Joe:

We would like to begin by thanking you for your time and effort given to our beloved University. It is because of the efforts of our dedicated alumni that we are able to provide our current students with facilities like the Michael D. Rose Theatre Lecture Hall, the Kemmons Wilson School of Hospitality and Resort Management, the FedEx Institute of Technology and the Student Plaza. It is also because of our alumni's involvement that we can bring the energy and enthusiasm of the University of Memphis, your alma mater, to cities across the nation.

We constantly update the database for our alumni club officers' use. To receive the current database of the alumni in your area, please sign the bottom of this form and return it to our office. Please address the envelope to: Office of Alumni and Constituent Relations, Alumni Center, 635 Normal Street, Memphis, TN 38152. Upon receipt of this document, we will email the address database to you in an Excel file. It is our hope that this information makes it easier and more expedient for the club officers to plan alumni activities.

By signing this document, you will be accepting responsibility for the confidentiality and proper use of the address information. The University of Memphis alumni address databases may ONLY be used for approved University purposes. All contact, mailings and the content of such must be approved by the Executive Director, Alumni Association, in writing. The Executive Director has the right to refuse the use of contact information for Clubs, Chapters or individuals that are not in good standing with the Alumni Association or the University of Memphis. It is illegal to impart or sell another person's information without their consent. To misuse the database information could result in officer privileges being revoked, removal from the club board and possible Club or Chapter probation. Please note with each project, the old list will be destroyed and a fresh list requested.

If you have questions or concerns regarding this information, please feel free to call our office at (901) 678-2586. Again, thank you for your involvement with alumni activities. Your support is invaluable to the University’s continued growth.

True Blue,
Tammy L. B. Hedges
Executive Director, Alumni Association and
Director, Alumni and Constituent Relations

AGREED:

SIGNATURE   DATE   EMAIL

The University of Memphis Alumni Association gratefully acknowledges the shared written word, candid direction and tireless efforts given by the following Alumni Associations in order to create this document and those items therein:

Arizona State University
Arkansas State University
Auburn University
Indiana University
Kansas State University
Mississippi State University
Penn State University
Purdue University
Texas A & M
University of Alabama
University of Arkansas
University of California - Berkeley
University of California - Los Angeles
University of Cincinnati
University of Kentucky
University of Louisville
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University of Pittsburgh
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Should there be questions concerning this document or items contained within this document, please direct those to alumniassociation@memphis.edu, or call (800)678-TRAX (7829).