

CHAPTER AND NETWORK OVERVIEW



TEXAS EXES CHAPTERS AND NETWORKS

The Texas Exes Chapters and Networks program provides a vital role to the Texas Exes—our Chapters and Networks allow alumni to reconnect with the place they once called home. Texas Exes could not reach so many alumni, both members and non-members, without our geographic Chapters and affinity Networks. Chapters and Networks help increase Texas Exes membership while maintaining a connection between alumni and The University of Texas.

Your Chapter or Network's Category and Star Status correspond to the expectations, as well as benefits and resources, allocated to your Chapter or Network for the year.

Review Basic Resources all Chapters and Networks receive and category expectations in this pamphlet.

AFFINITY NETWORKS

Members of our affinity networks share interests, experiences, a common bond or background, and offer support to each other. These networks are built to engage alumni around activities and philanthropy related to affinity connection. Networks allow you to connect and build relationships with alumni all over the world, support students, and show your pride!

CHARTERED VS. NON CHARTERED

Our **chartered chapters and networks** must complete an annual agreement by June 1, have at minimum four board members (President, President-Elect, Treasurer, and Membership Chair), have Texas Exes Association BOD approved bylaws on file, and submit required documents annually to the Texas Exes Association.

Our **non-chartered chapters and networks** are required to submit an annual agreement by June 1, have at least one "Key Contact," and submit required documents annually to the Texas Exes.

Generally, our chartered groups are more active and established than our non-chartered groups. Many groups start at the non-chartered level and build their way up to chartered over the years. A Chapter/Network must be chartered to award scholarships.

Non-Chartered Network

REQUIREMENTS

- Fits into a network type (ethnicity-based, student organization, or professional)
- 1 Key Contact information
- Annual affinity contact agreement
- Submit financial report if funds are taken in during the charter year

EXPECTATIONS *In addition to general expectations:*

- Serve as a point of contact for alumni interested in your network's mission
- Actively grow your network to become a chartered Texas Exes network
- Host at least 1 event annually
- Actively communicate with local geographic chapters

BASIC RESOURCES

THESE RESOURCES ARE AVAILABLE TO ALL ACTIVE CHAPTERS AND NETWORKS.

- Free website hosting on TexasExes.org and listed as an official alumni group online
- Registered trademark Texas Exes Chapter/Network logo
- Chapter/Network email address (@texasexes.org Microsoft Office account)
- Event listing on TexasExes.org
- Eventbrite premium account (using your @texasexes.org email address and paid for by Texas Exes Association)
- Credit card processing
- Scholarship endowment administration (chartered groups only)
- Online credit card donations to chapter's scholarship endowment
- Marketing communications to alumni in Chapter/Networks through Texas Exes Association
- E-vite (email invitation) creation
- Survey creation assistance
- Event liability insurance (updated on annual basis, subject to change) (domestic only)
- 25% discount at University Co-op when items are purchased for fundraising reasons (see handbook for details)
- Speakers bureau list for Chapters/Networks to use
- Volunteer leader resources offered online including training collateral, how-to manuals, etc.
- Chapter or Network Advisory Board member assigned to Chapters/Networks for additional volunteer resource (domestic only)

Chartered Network

REQUIREMENTS

- Fits into a network type (ethnicity-based, student org, or professional)
- Annual network agreement form
- Network board of 4 officers required: President, President-Elect, Treasurer, and Membership Chair
- Annual network financial report for local bank account with unique EIN (if funds are taken in)
- Bylaws (template provided) with 10 charter signatures

EXPECTATIONS *In addition to general expectations:*

- Host at least 1 event annually
- Report on at least 1 board meeting annually
- Submit at least 1 post-event report annually
- Actively communicate and partner with local geographic chapters

ADDITIONAL BENEFITS

- 3 unique designs by Texas Exes staff graphic design staff annually
- 1 mailing at cost to network (template provided)
- \$500 matching funds to chapters/networks that contributed to scholarship funds less than 5 years

GENERAL EXPECTATIONS

THESE ARE EXPECTATIONS FOR ALL ACTIVE CHAPTERS AND NETWORKS

- Use Texas Exes for communication through email
- At least 20 emails on file for alumni in Chapter area or Network
- At least 200 alumni in geographic area (geographic Chapters only)
- Active, up-to-date web presence
- Local sponsorships must be reported to Texas Exes annually
- Use sign-in information sheets periodically at social events and send to Texas Exes
- Any design created outside of Texas Exes staff must have prior approval before use
- Active, up-to-date web presence
- If scholarships are awarded, minimum total contributed per student \$500
- Texas Exes Membership promotion with the intent to increase membership in local area
- Submit an annual Financial Report (if funds are taken in)

INTERNATIONAL CHAPTER EXPECTATIONS IN ADDITION TO GENERAL EXPECTATIONS

Non-Chartered International Chapter

- 1 Key Contact required
- Website or social media presence
- Semi-annual newsletters with chapter-relevant updates on the University

Chartered International Chapter

- Chapter board of 4 officers required: President, President-Elect, Treasurer, and Membership Chair
- Hosts at least 1 event annually
- Reports on at least 1 board meeting annually
- Submit financial report if funds are taken in during the charter year

Outstanding Chartered International Chapter

- Raises scholarship funds with a minimum total contributed of \$500 per student
- Participates in multiple Texas Exes events
- Commits to annual leadership training by Texas Exes staff

DOMESTIC CHAPTER CATEGORY BREAKDOWN

EXPECTATIONS	1-STAR	1-STAR OUTSTANDING	2-STAR	2-STAR OUTSTANDING	3-STAR	3-STAR OUTSTANDING	4-STAR	4-STAR OUTSTANDING
Minimum # of Social Events Required	1	1	1	1	1	1	1	1
Minimum # of Key Priority Events Required	0 or 1	1	1	1	2	2	4	4
Project Worldwide Required	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Minimum Post Event Report Submissions	1	1	1	1	2	2	2+	2+
Minimum Meeting Minutes Submissions	1	1	1	1	2	2	2+	2+
CNLC Attendance Required	No	No	No	Bi-Annually	Bi-Annually	Bi-Annually	Annually	Annually
Scholarship Contribution Minimum	No scholarships awarded	No scholarships awarded	\$500	\$1,000	\$1,000	\$2,000	\$2,000	\$10,000
Financial Report Submission	No, unless the chapter is taking in funds throughout the year		Yes	Yes	Yes	Yes	Yes	Yes
Bylaws Required	No	Intent to abide by bylaws and bylaws drafted	Yes	Yes	Yes	Yes	Yes	Yes
Officer Requirement	1 Key Contact	Intent to increase membership	Minimum of 4 Officer Members (President, President-Elect, Treasurer, Membership Chair)					

White = Non-Chartered Chapter Tan = Chartered Chapter

* Chapter Status Note: Non-Chartered Chapters are not eligible to award scholarships.

In addition to basic resources chapters receive:

1-STAR

• 12 Emails annually

1-STAR OUTSTANDING

• 1-time only mailing—expense covered by Texas Exes (until chartered)

2-STAR

• 20 Emails annually

• Receives 1 leadership training opportunity by staff or CAB

• 1 mailing to members only per year—expense covered by Texas Exes

• Up to 2 additional mailings at cost to Chapter

2-STAR OUTSTANDING

• Non-members added to mailing—expense covered by Texas Exes

3-STAR

• 30 Emails annually

• Receives 2 leadership training opportunities provided by staff or CAB

• 1 mailing to all alumni per year, expense covered by Texas Exes

• Up to 3 additional mailings at cost to Chapter (template)

• Receives up to 2 unique designs annually created by Texas Exes Staff

3-STAR OUTSTANDING

• 1 extra mailing—members only, expense covered by Texas Exes

• Representation at events from Texas Exes at minimum once every 3 years

4-STAR

• 52 Emails annually

• Receives leadership training opportunities provided by staff or CAB

• 2 mailings per year—expense covered by Texas Exes**

• Up to 3 additional mailings at cost to Chapter (template)

• Receives up to 5 unique designs annually created by Texas Exes Staff

• Representation at events by Texas Exes staff at minimum of once every 2 years

4-STAR OUTSTANDING

• Personal Texas Exes staff assistance on securing special speaker/guests

• Special assistance on events

Additional Information

- No more than one email per week

- All mailings must be used for Key Priority Events, template self-mailer, domestic only

**1 to members only, 1 to all alumni, max \$5,000

