



Chapter & Network Leader Handbook

CONDENSED FY27 EDITION

Prepared for Texas Exes chapter and network volunteer leaders
Leadership Year: July 1, 2026 – June 30, 2027

From the Chapters & Networks Department

This launch-ready handbook is designed to help volunteer leaders navigate the core requirements, deadlines, financial responsibilities, event expectations, marketing standards, and scholarship fundamentals that keep chapters and networks strong, aligned, and mission-focused. Use it as a practical working guide throughout the FY26 leadership year.

"It wouldn't be Texas without the Exes."

1 ORGANIZATIONAL MISSION AND VITAL CONTACTS

Mission & Vision

Mission: Unite alumni and friends around the world, create a passionate voice that strengthens the university, promote alumni accomplishments, and celebrate Longhorn spirit and traditions.

Vision: Alumni of The University of Texas at Austin are known around the world for their collective contribution to society.

Primary Contact Directory

The Chapters and Networks Department is the primary point of contact for volunteer leaders. Staff are available during standard business hours: **Monday–Friday, 8 a.m.–5 p.m. CST.**

Role / Person	Resource / Task	Contact Detail
Department Staff	General Support & Strategy	Emily Evans
Primary Email	General Inquiries	chaptersandnetworks@texasexes.org
Primary Phone	Direct Assistance	(800) 594-3937
Online Support	Support Ticket System	texasexes.org/leadersupport
Membership Dept	Member Records / Updates	(800) 369-0023

Physical and Mailing Information

USPS Mailing Address: P.O. Box 12368, Austin, TX 78711

Scholarship Donation Address: Texas Exes, Attn: Scholarship Dept, P.O. Box 142309, Austin, TX 78714

Physical Location: Etter-Harbin Alumni Center, 2110 San Jacinto Boulevard, Austin, TX 78712

IMPORTANT

Sending scholarship checks to the general P.O. Box will cause significant processing delays. Always use the dedicated Scholarship Donation Address above.

SUCCESS TIP

Adhering to these operational standards ensures the Texas Exes brand remains as strong as the degree it represents.

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ANNUAL RENEWAL AND CHARTERING REQUIREMENTS

JUNE 1ST DEADLINE

The leadership year runs from July 1st to June 30th. All renewal requirements and documentation must be submitted online by June 1st to remain active and eligible for resources.

Chartered vs. Non-Chartered Comparison

Requirement / Privilege	Chartered Status	Non-Chartered Status
Min. Board Members	4 (Required Positions)	1 (Key Contact)
Scholarship Eligibility	Eligible to award scholarships	Ineligible
Required Documents	Agreement, Financials, Bylaws, Leadership Forms	Agreement, Leadership Forms
Financial Report	Mandatory (due June 1st)	Conditional (required only if funds are taken in)
Engagement Expectations	Based on Star Status	1 Engagement activity annually

Mandatory Renewal Steps

To maintain chartered status, groups must submit all of the following:

Annual Agreement: Formally submitted for approval by the Texas Exes Board of Directors.

Leadership Submissions: Updated officer lists and individual volunteer forms.

Financial Report: A full accounting of income/expenses for the previous year (required for all groups taking in funds).

Bylaws: Required if new or amended. **Important:** Bylaws must be signed by 10 current dues-paying members to be valid.

Compliance Forms — Required Annually for Every Board Member

Every board member must submit the following forms annually to maintain eligibility:

- Volunteer Code of Conduct
- Conflict-of-Interest Form

3 BOARD MEMBER ROLES AND RESPONSIBILITIES

The "Core Four" Leadership Structure

Role	Responsibilities
President	Determine annual objectives; supervise all activities; delegate duties; serve as the primary liaison to the Association and University.
President-Elect	Prepare for the future term; assist the President; ensure the incoming officer list and annual agreement are submitted by June 1st.
Treasurer	Upon taking office, update bank signature cards immediately and transfer all credit card authorizations. Maintain financial records (3-year retention). Submit the June 1st financial report. Manage payouts and scholarship fund transfers.
Membership Chair	Recruit members; promote membership value at events; ensure all board members maintain current paid memberships; manage address update forms.

Financial Rules of Engagement

Two-Signature Requirement: Two signatures are an absolute requirement for the setup of any bank account and for all financial transactions (typically President and Treasurer).

Reimbursement Integrity: No member may approve their own reimbursement; President must approve all chairperson expenses.

Documentation: Original invoices or receipts are required for all payments.

Timeliness: Deposit all checks/cash within one week of receipt.

4 EVENT CATEGORIES AND PROGRAMMING REQUIREMENTS

Key Priority Events

Student Development: Send-offs (Summer), scholarship fundraisers, and college fairs.

Community Service: Local projects and mandatory participation in Project Worldwide every February.

Serious-Minded Content: Professional networking (specifically utilizing HookedIn), educational speakers, and cultural events (e.g., book clubs).

Social Alumni Engagement Events

Gatherings intended to foster community, such as Game Watches, Happy Hours, Young Alumni Socials, and family picnics.

Star Category Expectations

Status	Key Priority Events	Social Events	Annual Email Allotment
1-Star	1 (Total of either category)	1 (Total of either category)	12
2-Star	1 (Incl. Project Worldwide)	1 (Excl. Game Watches)	20
3-Star	2 (Incl. Project Worldwide)	1 (Excl. Game Watches)	30
4-Star	4 (One from every sub-category)	Multiple social events	52

5 MARKETING AND COMMUNICATION POLICIES

Email Request Protocol

Submission: Submit the request form with all content and images (JPEG/PNG).

3-Business Day Lead Time: Content must be submitted at least 3 business days before the send date.

Final Approval: All emails must be approved at least one business day before the preferred send date.

DELAYED SEND PENALTY

If final approval is not provided by the leader at least one business day prior to the preferred send date, the send date will be automatically pushed back by one business day. Chapters must use the Association's official marketing system. Maintaining or using external mass-marketing lists (e.g., Mailchimp, Constant Contact) is strictly prohibited.

Social Media Naming and Admin Standards

Naming: Use "Texas Exes City Chapter" or "Texas Exes Affinity Network."

Administration: New accounts must be set up using @texasexes.org email addresses.

Identity: The official chapter/network logo must be the profile image.

6**BRAND STANDARDS AND LOGO USAGE**

Logo Integrity: Use only official, registered trademark logos. Do not alter colors or fonts.

Graphic Design Approval: Any design created outside of Texas Exes staff must receive prior approval before use.

Usage Prohibitions: The logo may not promote products, political candidates, or religious activities.

Legal and Tax Status (501(c)3)

The Texas Exes is a 501(c)3 corporation. Chapters and Networks are components of the Association, not independent 501(c)3 entities.

Tax Receipts: Chapters cannot issue tax-deductible donation receipts. Only the Association can issue these.

Compliance: This is why using the Association's technology and payment platforms is mandatory for all donations and ticket sales.