

GUIDELINES FOR ESTABLISHING A MONTANA TECH ALUMNI CHAPTER

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A chapter is a group of alumni who work together in a region to meet the goals of the Montana Tech Alumni Association (Alumni Association) and Montana Tech.

The Alumni Association membership includes all past students of Montana Tech and the Highlands College of Montana Tech who have successfully completed at least one academic year as a full time student.

The mission statement of the Alumni Association is to promote the interests of the College to the alumni, community, state, nation and world.

The Montana Tech Alumni Association is striving to:

- ❖ Cultivate networking/unity among graduates of the College;
- ❖ Foster attachment to our Alma Mater;
- ❖ Promote the interest of the College to all;
- ❖ Aid and assist the Chancellor and the Administration;
- ❖ Encourage, aid, assist, and represent the members of the faculty;
- ❖ Interchange/exchange ideas and information on alumni and educational matters; and
- ❖ Stimulate individual alumni groups

The Alumni Association is governed by an executive committee which meets on campus monthly and operates on Montana Tech's calendar year January 1 through December 31.

The Alumni Association works with the Office of Alumni Affairs, a department at Montana Tech's office of advancement and development.

Establishing a Montana Tech Alumni Chapter

We encourage any individual or group of alumni interested to contact the Office of Alumni Affairs about beginning a chapter of the Alumni Association. The staff in the alumni office will in turn:

- ❖ Provide a list of alumni, including spouses, who live in the area and may be interested in becoming involved with the chapter. (This list is to be used for chapter purposes only, NEVER for commercial or private uses.)
- ❖ Help as requested with establishing chapter structure and projects.
- ❖ Supply a chapter recognition form to be completed by local members.
- ❖ Include publicity of chapter events in the editions of M-News and the Montana Tech Alumni Website.
- ❖ Coordinate public relations with the local area media

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Establishing an alumni chapter will be fun and exciting but also entails some forethought. Chapter leaders and interested members of an area should ask themselves the following questions to help guide the direction and focus of their chapter:

1. What will be the mission of the Chapter? How will we best serve the interest of Montana Tech and our constituencies?
2. What types of activities will our group be involved in to support the chapter's and Alumni Association's mission? Some examples are Career and Life Networking, Resource Development, Mass Gatherings, Image Enhancement. Please see matrix below:

<p style="text-align: center;">Career and Life Networking</p> <ul style="list-style-type: none"> ❖ Career Mentoring ❖ Job Shadowing 	<p style="text-align: center;">Resource Development</p> <ul style="list-style-type: none"> ❖ Scholarships & Financial Support ❖ Promoting Alumni Association membership
<p style="text-align: center;">Mass Gatherings</p> <ul style="list-style-type: none"> ❖ Social gathering ❖ Sports related socials ❖ Cultural activities ❖ Help with Hosting MT Tech events in their area 	<p style="text-align: center;">Image Enhancement</p> <ul style="list-style-type: none"> ❖ Community service ❖ Admission Recruitment support

3. How will we communicate with our membership? (Examples are direct mail, e-mail, telephone...)
4. How will the chapter support itself financially (fundraisers, self supporting fund i.e dues, corporate or individual sponsorships)
5. Can alumni readily be identified in the college database?
6. Are there at least 3 alumni who are willing to serve as chapter officers?
7. How will we recruit new members?
8. Five years from now, what will be our chapter's accomplishments and our role in them?

Organizing a Montana Tech Alumni Chapter

Alumni interested in forming a chapter in their area need to follow certain criteria so that their chapter can be properly recognized by the Office of Alumni Affairs and the governing board of the Alumni Association.

1. Notify the alumni affair's office at (406) 496-4402 or alumni@mtech.edu for a list of names of alumni in the area. Provide the alumni office with relevant geographic location, academic or professional areas. (Please allow 5 business days for information to be gathered.)
2. Contact the alumni to assess interest in establishing a chapter. This can be done via e-mail, telephone, or formal letter. The alumni affairs office will assist in this area.

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3. Set a meeting time with a core group of alumni whom you think might be interested in beginning a chapter. This meeting should be relaxed and may be in any setting you choose, such as a home, restaurant or meeting room. A designated person should prepare minutes of the meeting to be forwarded to the Alumni Affairs office.
4. Set a meeting for all alumni in the area. (The alumni office will mail notices if requested.)
5. At this meeting, ascertain the interest level in forming a chapter, determine events that would generate enthusiasm among chapter members and, working within the goals of the Alumni Association, elect officers or appoint a steering committee to establish guidelines or by-laws for the local committee. Officers are to include – chairperson, vice-chairperson and secretary/treasurer.
6. Request a chapter approval form from the Office of Alumni Affairs. Once it is completed and recognized by the president of the Alumni Association and the Director of Alumni Affairs, the chapter will then be recognized by the college and the Alumni Association executive committee.
7. Chapters are responsible for funding all chapter activities. Montana Tech will not assume any chapter expense without written consent from the Director of Alumni Affairs prior to the incurring of the expense.

Maintaining an Active Chapter

To maintain its Alumni Association status, the chapter must stay active. To be considered active, chapters must accomplish the following:

1. **Business meetings:** Chapters must conduct at least one business meeting per year and submit all meeting minutes to the Director of Alumni Affairs.
2. **Alumni events:** Chapters must hold at least two general alumni functions of educational or social nature annually. Chapter events and activities should be coordinated through the Alumni affairs office.
3. **Elections:** Chapters must conduct elections for new leadership. These elections may be conducted by e-mail to save costs.
4. **Reports:** Chapters must submit annual financial and year-end reports to the Director of Alumni Affairs. The year-end report must be submitted by July 30 of each fiscal year.
5. **Policy:** Chapters must adhere to Montana Tech and Alumni Association policies and procedures.

Alumni Affairs Office and Alumni Association Responsibilities to the Startup Chapters

The Montana Tech Alumni Affairs office and the Montana Tech Alumni Association will assist a chapter start-up during its first year. After that time the chapter is expected to either apply for official chapter status. The Alumni Affairs office will:

1. Provide chapter guideline and general support.
2. Act as a chapter's primary source in goal setting, program planning, and membership development.
3. Coordinate chapter communication with alumni.
4. Provide names and address of alumni for inter-chapter communications.

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5. Send a university or Alumni Association representative to participate in chapter organizational meetings and other events when possible.

Alumni Affairs Office and Alumni Association will assist established chapters by:

1. Helping arrange meetings and identify possible university guests.
2. Send e-mail announcement for events.
3. Provide alumni roster of alumni in that area.
4. Provide information on university faculty, administrators and events.
5. Provide chapter, university, and association news through M-News
6. Assist chapter in creating chapter annual plans.
7. Assist chapter with student scholarship fund drives, as well as alumni admission program information for prospective student.

MONTANA TECH ALUMNI CHAPTER RECOGNITION FORM

Alumni Interested in Founding Chapter:

Name: _____ MTECH Class Year: _____

E-Mail Address: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ MTECH Class Year: _____

E-Mail Address: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ MTECH Class Year: _____

E-Mail Address: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Location of Chapter:

City(ies) or County(ies): _____ State: _____

Proposed Officers or Steering Committee for Chapter:

Proposed Activities for Chapter:

Signatures:

Signed by _____ Date _____
Representative of Proposed Chapter

Signed by _____ Date _____
Representative of Proposed Chapter

Signed by _____ Date _____
Representative of Proposed Chapter

Approved by _____ Date _____
Director of Alumni Affairs

Approved by _____ Date _____
President of the Montana Tech Alumni Assoc.

Please submit this form to the Office of Alumni Affairs, Peggy McCoy/ Director of Alumni Affairs/ 1300 W Park, Butte, MT 59701