Alumni Chapter Network

Chapter Guiding Principle

A WKU alumni chapter is an active and structured volunteer organization that exists to foster the WKU Spirit and enhance WKU in the local community.

Chapter Qualifications

To qualify for a WKU Alumni Association (WKUAA) chapter, a group must meet the following criteria:

- A minimum of 150 alumni in a 50 mile radius or a geographic area approved by the WKU Alumni Association
- An executive planning committee
- All executive planning committee members must be a sustaining WKU Alumni Association member.
- A chapter will have guidance and support from the WKUAA but must be self sufficient. (see chapter responsibilities below)

Chapter Tiers

The WKUAA Chapter Network operates on a tier system, which recognizes chapters based on levels of involvement. The levels are Alumni Chapter, Spirit of Excellence Chapter, and Spirit of Distinction Chapter, with Distinction as the highest level. A chapter’s executive committee chooses the level of commitment and which tier to achieve. Spirit of Distinction chapters are honored each year at Homecoming during the annual Summit Awards volunteer recognition banquet.

Chapter Member Responsibilities

- Chapter members are responsible for scheduling planning team meetings, sending meeting notifications, taking minutes, and sending follow up information to AA staff.
- Chapter members are responsible for determining level of involvement.
• Chapter members are responsible for recruiting new chapter members.
• Chapter members are responsible for planning and implementing chapter events, with the assistance of an Alumni Association staff member.

**Alumni Association (AA) Staff Responsibilities**

• Assist chapters in the planning and marketing of chapter events, including mailed invitations, mass chapter emails, and online event marketing.
• Attend planning team meetings and chapter events when available. However, a staff member is present in that area no more than six times annually (including planning team meetings) for chapters of distinction and two times annually for chapters below distinction level.
• AA staff does not coordinate planning team meetings. Chapter members are responsible for setting planning dates, notifying chapter members, and taking minutes.