



GUIDELINES FOR ESTABLISHING ALUMNI CHAPTERS

1. BACKGROUND

Mangosuthu University of Technology recognise alumni as the most valued resource of the institution and encourages alumni participation in shaping the future of MUT. The provisions of the MUT Statute and the Constitution of the MUT Convocation encourages the establishment of alumni chapters in order to provide a platform and an opportunity for interaction between graduates of the same interest.

Globally, alumni chapters are active groups that are dedicated to connecting institutions with alumni in a mutually beneficial relationship through fostering a spirit of pride and encouraging meaningful engagement and support of their alma mater.

The purpose of this guideline document is to facilitate effective functioning of MUT alumni chapters and structures. These guidelines are also developed to ensure that alumni chapters act within the stipulations of the MUT Alumni Relations Policy and other relevant governance documents. It is our understanding that every chapter's experience will be different, therefore the guidelines are not means to control, dictate or influence the functioning of chapters, coordination of chapter activities, and roles of chapter members.

2. DEFINITION OF TERMINOLOGY

Alumni Chapter: An organised group of alumni who possess common interests, goals, purpose, geographic location or place of employment. Examples of alumni chapters include:

Corporate Chapters – Corporate chapters are comprised of alumni employed by the same organisation.

Regional Chapters – Regional chapters are made up of alumni residing in the same geographic location.

Special Interest Chapter - include alumni who share a common activity, attribute or occupation, e.g., same qualification or faculty, sport, community service, etc.

3. PURPOSE AND GOALS FOR CHAPTERS

Alumni chapters provide its members with personal and business opportunities for networking with like-minded individuals which provides professional development and social interaction between graduates. The overall purpose for alumni chapters is to promote mutually beneficial relationships between the institution and its graduates. Chapters also are a vehicle for continued connection between the university and graduates.

Goals for forming chapters include:

- a. Promote programs that enrich the professional, cultural and personal lives of alumni.
- b. Represent alumni interests and concerns.
- c. Supporting the vision, mission and values of the University.
- d. Acting as ambassadors for their alma mater
- e. Facilitate networking and relationship-building with external stakeholders
- f. Recruiting members for the chapter
- g. Promoting the particular interests and activities of the group
- h. Facilitating fellowship/interaction among chapter members
- i. Providing the relevant data for updating alumni records in order to facilitate effective communication between the University and its alumni
- j. Providing feedback from alumni to the University
- k. Facilitation of alumni giving

4. ESTABLISHING A CHAPTER

Any alumnus of MUT is entitled to convene a group of alumni with a view to establish a recognised chapter. Forming and participating in a chapter is completely voluntary. For a chapter to be formally recognised it needs to fall within the following criteria:

- a) A chapter must have at least (5) alumni that will make up the core group that will lead the initiative to form an Alumni Chapter. One member of this core group will be the primary contact person between the chapter and the MUT alumni relations office.
- b) The core group will be responsible for reaching out to other alumni (i.e. word of mouth, friends, social media, etc.) with similar to promote the idea of forming a chapter.
- c) The Alumni Relations office will help promote the core group's initiatives by sending out emails and social media posts to alumni. **Note: there will be a lead time of at least 4 weeks set aside for promoting the proposed chapter.**
- d) Once a group of at least 20 MUT alumni have registered interest in the chapter, the group can move forward with hosting chapter meetings
- e) Attendance should be recorded and the register should be submitted to the Alumni Relations office within one week of the meeting.

4.1 The process of establishing a Chapter

This is the process to be followed in establishing a chapter:

- a) Identify interest among potential members by an initiator/coordinator.
- b) Contact the Alumni Relations office for guidance and support with disseminating information to potential chapter members.
- c) Facilitate the registration of the chapter in order to obtain formal recognition in the form of an agreement being signed between the chapter and the Alumni Relations office.
- d) The chapter proceeds with arranging its planned events and meetings.
- e) Solicit support and guidance from the Alumni Relations office.
- f) Provide feedback to the Alumni Relations office after meetings and events and annually in the form of a short feedback report.

THE PROCESS



4.2 Coordination and Chapter management

Each chapter is required to establish a Management Committee consisting of a Chairperson, Deputy Chairperson, Secretary and Ex officio members.

The Chairperson: has a responsibility of the management of the chapter, chairing of meetings and oversight of chapter good governance.

The Deputy Chairperson: provides support and assist the Chairperson with implementing the chapter's programme.

The Secretary: this administrative role maintains the chapter's administrative records/files, records any financial matters/budgets and minutes the decisions taken at meetings.

Ex officio members: chapters are at liberty to invite a member of the Alumni Relations office to serve in an ex officio capacity in the management committee.

The Alumni Relations office should be informed of any changes in terms of office bearers. The chapter management committee should meet at least twice per annum and minutes of such meetings should be kept.

4.3 Functioning and activity boundaries of Chapters

Each chapter determines its own programme and activities, however all activities need to result in specific benefits for its members.

4.4 Funding and Budget

Chapter activities will be funded by moneys received (e.g. sponsorship, membership fees, member contributions) by the Chapter for its purposes. Such monies will be paid to a dedicated vote number and held by the Alumni Relations office for the purposes for which it was raised.

No Chapter will hold funds or accounts or collect payment without written permission from the University.

4.5 Chapter Meetings

Chapter members are expected to meet at least twice a year and members are expected to attend in person or remotely at least one meeting per annum. All members should be given adequate notice of meetings.

The Chair will be responsible for setting the meeting agenda in co-ordination with the Alumni Relations office. Members may be invited to contribute items for inclusion in the meeting.

If the Chair is unable to be present, chairing responsibilities will be taken over by the Deputy Chair. If both Chairperson and Deputy are not available, members may nominate a person amongst them to chair the meeting.

Minutes will be taken for each meeting, the chapter Secretary will be responsible for the secretariat services of the chapter including filing and distribution of the minutes.

5. Relations with the University

In the interest of orderly procedure all communications from MUT Alumni Chapters to standing committees or Executive management will be forwarded through the Alumni Relations office

For the interest of the brand of MUT, no member of a Chapter may release any statement or publish a comment, complaint or recommendation through the media in the name of MUT. Only the Marketing and Communications office is assigned the responsibility to speak on behalf of the University.

6. Fundraising

Fundraising activities of Chapters shall not be in conflict with the University's advancement efforts. All fundraising activities require the prior written approval by the Executive Director: Institutional Advancement.

7. Support from Alumni Relations office to Chapters

The MUT Alumni Relations office will provide support and advisory service to recognised chapters. The support will be in the following activities:

7.1 Helping an interested person/volunteer/group to establish a chapter

- 7.2 Advice with events management and administration of chapter projects and events
- 7.3 Communication and contacting alumni via the official University communication platforms.
- 7.4 Administration of funds deposited or raised by the chapter members on behalf of the chapter, provided all deposits are clearly referenced as agreed between the Alumni Relations office and the respective Chapter.

Chapters are expected to assist the Alumni Relations office with updating the contact information of alumni in the University's central database as well as provide content with regards to alumni events for publication of alumni events in the respective alumni and University publications.

8. Conclusion

The above alumni chapter guidelines are developed in order to streamline chapter activities and to ensure effective functioning of chapters. Through this document we aim to improve benefit for both alumni and the University. The guidelines are in no means intended to police the activities of various alumni chapters but guide and align chapter activities with the vision and goals of the University.