CHARTERING OF CONSTITUENT UNITS

Constituent Unit Definition

“Constituent units of the Association may be college campus alumni associations; local alumni clubs (or chapters); professional program-oriented alumni associations (or societies); and other groups of alumni who wish to form organizations of special interests or affiliations.” Bylaws – Georgia Perimeter College Alumni Association

Constituent Unit Chartering Process

Petitioning Unit

Letter of Petition To Include
- Name of group
- Primary purpose of formation (may be in form of Mission Statement)
- Description of the unique contribution the group will bring to the advancement of the Alumni Association
- Identification of population the unit seeks
- Agreement to the provisions of the Alumni Association’s bylaws by the organizing committee/board

Documents To Be Submitted to the College Alumni Association Board of Directors
- Letter as above
- Bylaws
- List of Steering Committee/Officers addresses, phone numbers and email addresses
- Minutes of organizational meetings

College Alumni Association

Charter Review Committee
- Three (3) members not necessarily board members
- Reviews petition to determine if the petitioning unit meets sufficient criteria to be chartered
- Makes recommendation to board to accept or reject petition for charter

Alumni Board
- Acts upon recommendation of Charter Review Committee
- President informs petitioning unit of decision
- Charter document provided to unit

7/11/06