The chartering process for alumni chapters grants recognition by the Alumni Association Board of Directors entitling the group to official campus status, use of the University name and campus facilities, membership dues allocation, and eligibility for other services. Charters will be reviewed for congruence with the mission of the University and the mission of the California State University, Northridge Alumni Association. All alumni chapters operate under the mission and umbrella of CSUN and the Alumni Association.

**Mission of the California State University, Northridge Alumni Association**

The Mission of the Alumni Association is to create opportunities for former students to connect with the University, fostering additional personal and financial resources to promote the welfare and intellectual progress of current students and association members.

The goals and objectives of the CSUN Alumni Association are to develop and sustain interaction with alumni, students, faculty, staff, and the community, thereby enhancing a sense of tradition, affiliation and pride that will support the mission of the institution.

**Mission and Values of California State University, Northridge**

California State University, Northridge exists to help students realize their educational goals. The University’s first priority is to promote the welfare and intellectual progress of students.

**COMMITMENT TO TEACHING, SCHOLARSHIP, AND ACTIVE LEARNING.** We demonstrate excellence in teaching. We honor and reward high performance in learning, teaching, scholarship, research, service, and creative activity. Because the quality of our academic programs is central to our mission, we encourage intellectual curiosity and protect the multiple expressions of academic freedom.

**COMMITMENT TO EXCELLENCE.** We set the highest standards for ourselves in all of our actions and activities and support the professional development of faculty, staff and administrators. We assess our performance so that every area of University life will be improved and renewed. We recognize and reward our efforts of greatest distinction and through them provide state and national leadership.

**ALLIANCES WITH THE COMMUNITY.** We seek partnerships with local schools, community colleges, businesses and government and social agencies to advance the educational, intellectual artistic, cultural, and economic aspirations of our surrounding communities.

**RESPECT FOR ALL PEOPLE.** We aspire to behave as an inclusive, cooperative community. Our behaviors, policies, and programs affirm the worth and personal dignity of every member of the University community and contribute to a campus climate of civility, collegiality, tolerance, reasoned debate.

**ENCOURAGEMENT OF INNOVATION, EXPERIMENTATION, & CREATIVITY.** We seek to provide an environment conducive to innovation, experimentation, and creativity. We encourage all members of our community to take intellectual and creative risks and to embrace changes that will enhance the fulfillment of the University’s Mission.
Policies Governing Chartered Alumni Chapters

To support and enhance the growth and development of alumni constituencies the Alumni Association provides a host of privileges to chartered chapters of the Association. In exchange for the advantage of having privileges, minimum standards are required for all chartered organizations. These privileges and responsibilities are outlined below.

Recognition and Conduct

1. Conduct
   a. Chartered chapters and their members represent the University and the Alumni Association, and have a responsibility to conduct themselves in such a manner as to give positive impression of California State University, Northridge to the public, students, and fellow graduates. Chapters are expected to fulfill the purpose stated in their chapter constitution. Chapter polices and procedures shall be consistent with the University and Alumni Association mission and values. Chapters shall self govern without interference from the Association as long as they abide by the organizational and program standards outlined in these rules and regulations, their chapter bylaws and the CSUN Alumni Association Bylaws.

2. Use of the University Name and Other Alumni Names and Marks
   a. The California State University, Northridge Alumni Association is the official representative body of the alumni of the University. The name “Alumni Association/Chapter” and other similar derivatives are for the exclusive use of this body. Only officially recognized chapters may use these terms. Chapters must follow University Graphic Standards and policies pertaining to the use of the marks. A copy of these are available through the Office of Public Relations.

3. Voting
   a. One representative identified by each chapter shall serve as a full voting member on the Alumni Association Board of Directors. The chapter president will be automatically designated as the official member of the board of directors unless the chapter presents an alternative representative and contact information.

4. Executive Board Rosters
   a. Chapters shall submit to the Office of Alumni Relations an official list of current officers, volunteers, and advisors at the beginning of each fall semester, and at other times when necessary. If roster changes occur mid-year, it is the responsibility of the chapter to update the Office of Alumni Relations. Official chapter contact information for use in publications, insurance, and other communications will be drawn from these lists.
Membership

1. Membership Dues Revenue
   a. A portion of the Alumni Association annual dues revenue for members who have officially identified their chapter affiliation at the time of acquisition will be deposited into Chapter accounts on a quarterly basis. (All chapter financial transactions must be deposited into an official on-campus University account).
   b. Dues revenue will be distributed to chapter accounts at the following rates per membership package:

<table>
<thead>
<tr>
<th>Package</th>
<th>Fee</th>
<th>Chapter Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Single Member:</td>
<td>$40 per person</td>
<td>$10 per member</td>
</tr>
<tr>
<td>Annual Joint Member:</td>
<td>$50 total</td>
<td>$10 pp ($20) total</td>
</tr>
<tr>
<td>Recent Graduate Member:</td>
<td>$20 per person</td>
<td>$10 per member</td>
</tr>
<tr>
<td>Single Life Member:</td>
<td>$500 per person</td>
<td>$0 *</td>
</tr>
<tr>
<td>Joint Life Member:</td>
<td>$600 per person</td>
<td>$0 *</td>
</tr>
</tbody>
</table>

   * Life memberships are placed in an endowment fund overseen by the Alumni Association.

2. Membership Cards, Benefits and Services
   a. Dues-paying members will receive a membership card and information listing general benefits and services afforded to all Alumni Association members. These will be prepared and mailed to chapter members at Association expense. Specific benefits afforded only to chapter members of a specific constituency can be negotiated by individual chapter boards.

3. Membership Rosters and Lists
   a. The Office of Alumni Relations will maintain the official alumni records, rosters, and database on behalf of the chapters. Chapters may request membership reports or lists at any time with 5 working days notice. All reports and lists will be provided free of charge.

4. Minimum Membership for Recognition
   a. Chapters shall maintain a minimum number of 10 active dues paying members to remain chartered and receive benefits afforded to chapters. One of these members must be recognized as the official Chapter President. If chapter membership drops below 10 members for more than 1 year, the chapter may face dissolution.
1. Chapter Financial Accounting  
   a. On behalf of the Chapter, the Alumni Association will establish an official  
      Chapter account with the CSUN Foundation. All chapter revenues and financial  
      transactions must be deposited into the on-campus CSUN Foundation Account.  
      Chapters may not hold an off-campus account.  
   b. Chapters may access their account at any time and use the funds for purposes  
      deemed appropriate by the individual chapter board. Please recognize that the  
      expenditure of funds must also follow all university financial policies and signing  
      authorities. Reports listing current chapter members and financial revenue  
      deposited into chapter accounts will be supplied to each chapter on a monthly  
      basis. Additional reports may be requested at any time with 5 working days  
      notice. All reports will be provided free of charge.

2. Additional Chapter Revenue  
   a. Any revenue raised by a chapter outside of membership dues collected by the  
      Chapter is separate and may be used at the chapters own discretion and  
      timeline.

3. Accounting Fees  
   a. The Association will pay all fees and charges associated with accounting, audit,  
      and financial services provided for chapter accounts held with the  
      Foundation/Association.

4. Special Project Fund  
   a. Chapters are eligible to apply for additional Alumni Association funding for  
      special chapter projects. The amount available in the fund will be determined by  
      the Board of Directors during the normal budgeting process. There is no limit to  
      the number of requests submitted per chapter, per year. Funds will be allocated  
      until the fund is $0. If the balance of the fund is exhausted prior to the end of the  
      year, no new money will be placed in the fund until the next fiscal year. Requests  
      will be reviewed by the Chapter Affairs committee using the following  
      philosophy:
         • Evidence of strong organizational management and organization of the  
           program.  
         • Degree to which the request fits into the overall direction and mission of  
           the Association.  
         • Success of past chapter programming.  
         • Number of requests submitted/amount previously allocated to the  
           chapter.  
         • Number of people participating/cost per participant  
         • Balance of fund at the time of request vs. amount requested.
5. Collection of Additional Chapter Dues  
   a. A member of a chartered Chapter must be an active dues paying member of the California State University, Northridge Alumni Association to receive the benefits of active membership status of the Association. Chapters may not collect additional membership dues above those collected by the Association, they may however, and raise funds for scholarships and special projects as long as the amounts are not connected to the basic member dues, acquisition or renewal.

Communication Vehicles

1. Mailings  
   a. At minimum, one standard mailing of information, prepared by the chapter, paid for by the Alumni Association, will be sent to all addressable alumni in the Chapter’s constituency base on an annual basis. This can be a chapter newsletter, upcoming chapter event promotion or whatever the chapter deems appropriate. Mailings must be non-profit in nature, not commercial. Mailing includes printing and duplicating and postage fees. Printing and duplicating not to exceed 6 pages, black & white copies on color paper or similar financial costs.

2. Alumni Website and Broadcast Email  
   a. Chapters will be afforded presence on the Association web-site for membership recruitment, chapter home-pages, on-line credit card payment services and to promote upcoming chapter events. Chapters will also have access to the broadcast email system to send electronic communications to alumni at their convenience.

3. Northridge Magazine  
   a. Chapters will be afforded visibility in the Northridge alumni magazine and other alumni publications. Chapters may submit dates for upcoming events and reviews of past events. Submission deadlines will be provided at the beginning of each term.

Insurance

1. Officers and Directors Insurance  
   a. Chapters will be afforded coverage under the Alumni Association insurance and liability policies for chapter volunteers and events. (The cost of high risk event insurance for single events may be passed on to the chapter on an event by event basis depending on the nature of the event and cost of the single event insurance coverage.) It is the responsibility of the individual chapter to submit current rosters of volunteers (and changes when necessary), calendar of meetings, programs and events to insure coverage of chapter activities.
Chapter Programming

1. Facilities and Rentals
   a. The Association can arrange for chapter meetings and functions to be held in campus facilities. If rental rates apply, chapters may use the Association’s discounted campus rate. This includes rental of audio-visual and other equipment.

2. Events and Activities
   a. Chapters are expected to plan events and/or hold meetings and/or produce electronic or published communications and/or promote Association events and/or otherwise engage their constituency in the stated purpose of the chapter constitution. The type of events or methods of engagement are at the discretion of the chapter. It is the responsibility of the chapter to submit a calendar of events, meetings and activities if they want to insure such activities are covered under the Association’s insurance package.

3. Chapter Meetings
   A. All chapter meetings must be open to the public and follow California State meeting laws pertaining to the agenda, scheduling, and minutes. The chapter board of directors must meet at least once annually.

Continued Recognition

1. Fully chartered chapters shall be regarded as permanent chapters, eligible for uninterrupted delivery of benefits and services outlined in this document until such time they choose to self-dissolve or fail to comply with chapter guidelines.

2. Chapters shall submit updated lists of executive officers and board members to the Office of Alumni Relations as changes occur within the chapter. These lists should include the current chapter contact information for use in alumni publications and inquiries made by interested members.

3. Chapters shall submit a copy of any approved changes to their chapter constitution or enabling documents within two weeks of adoption by the chapter

4. Chapters shall submit a list of chapter meetings, events and activities to the Office of Alumni Relations if activities are to be covered under the Association’s insurance policy.

5. Chapters shall maintain a minimum number of 10 active dues paying members to remain chartered and receive benefits afforded to chapters. One of these members
must be recognized as the official Chapter President. If chapter membership drops below 10 members, or no President is identified, the chapter may face dissolution.

6. The chapter is responsible for maintaining bylaws and procedures which are in compliance with the CSUN Alumni Association policies and procedures.

Dissolution of Chapter Recognition

1. If a chapter does not comply with the stated principles within these guidelines, the Chair of Chapters of the Alumni Association Board of Directors shall provide written notice requiring chapter to comply within a reasonable time period or have its recognition of a chapter withdrawn.

2. In the event a chapter fails to comply within the time period specified, the Chair of Chapters shall submit a recommendation to the Alumni Association Board of Directors to withdraw recognition. Withdrawal of recognition will be voted upon by the Alumni Association Board of Directors.

3. Upon withdrawal of recognition, all assets of the chapter shall be transferred to the CSUN Alumni Association for purposes mutually agreed upon between the Alumni Association and the dissolving chapter executive officers.

4. Once official recognition has been withdrawn, the chapter may no longer use the University’s name, facilities, finances, equipment or support staff. Should the group fail to cease these activities, legal action may be necessary.

Approved 10/5/01
Revised 7/16/15