



Alumni Chapter Handbook

ESTABLISHING A Saskatchewan Polytechnic ALUMNI CHAPTER

1. Contact the Alumni Relations office to express interest in developing a Chapter.
2. The Alumni Coordinator or designated contact person will act as liaison to work with the group in facilitating subsequent processes in accordance with Saskatchewan Polytechnic policy and procedures.
3. Identify persons who may be interested in taking a leadership role in developing the Chapter, and recruit a volunteer team.
4. Organize an informal meeting to attract potential members, provide information, recruit board members and complete a Chapter Registration Form.
5. Elect a Chapter Board of Directors: President, Vice President/President Elect, Secretary-Treasurer and two directors-at-large. Each chapter will host a minimum of one planning meeting annually.

Responsibilities of Board of Directors:

- Attend and actively participate in Chapter meetings
- Attend and participate in Chapter events
- Participate in developing a calendar of events
- Identify and invite members to join the Chapter
- Seek opportunities to promote events and activities

6. Establish a list of goals and initiatives.

Chapter objectives might include:

- Opportunities for alumni to socialize and network
- Group involvement in community service and outreach activities
- Volunteering at and supporting Saskatchewan Polytechnic campus events
- Helping alumni maintain their connection to Saskatchewan Polytechnic and each other
- Supporting current students through mentorship or financial contributions
- Recruitment of prospective students

7. Provide activity updates to Saskatchewan Polytechnic Alumni Relations office:
 - When and where meetings are held
 - Listing and update of Board members contact information
 - Listing and update of chapter members contact information
 - Notification of upcoming events and activities
 - Annual report due September 30 each year which includes fundraising summaries



Alumni Chapter Handbook

ELECTING CHAPTER BOARD OF DIRECTORS

1. Appoint a non-partisan arbitrator responsible for ensuring fairness of the process and tabulation of votes.
2. Alumni can self-nominate or nominate other members.
3. When the floor is closed for nominations the arbitrator will ask if the nominated individuals will allow their name to stand.
4. If necessary, ballots will be distributed by the arbitrator.
5. The arbitrator will tally the votes and announce the Alumni Chapter Board of Directors.

CHAPTER TERMS OF REFERENCE

Alumni **Chapters** are groups of graduates with a common interest such as studied the same program or field of study while attending Saskatchewan Polytechnic or one of its predecessors. Alumni chapters can also be formed by a group of Saskatchewan Polytechnic graduates who are based in a particular geographical area. Chapters provide members with a means of maintaining lifelong connections with Saskatchewan Polytechnic and each other through social and professional networking opportunities and other activities of interest to members. Chapters are organized when there is sufficient interest to support and sustain activities.

1. Name
The name of the Chapter should reflect a program, field of study, geographic region or distinct group of students (i.e. International Students, Aboriginal Students, etc.)
2. Officers
The Board of Directors should include a President/President Elect, Secretary, Treasurer, two Directors at large. No board member shall serve more than two consecutive terms in any one position.
3. Terms of Office
Terms of office shall be for two years with the option of renewal after one term.
4. Removal
Any Board member can be removed from office by a two-thirds majority vote of all members whenever the best interest of the Chapter would be served thereby.
5. Board Meetings
The Chapter shall meet at least once per year.



Alumni Chapter Handbook

6. Membership

Members must be alumni of Saskatchewan Polytechnic. Alumni are graduates from Saskatchewan Polytechnic certificate (including applied, advanced, or variations thereof), diploma, or degree programs, completed apprenticeship training or Adult Basic Education 10 or 12 at Saskatchewan Polytechnic, or retired from employment at Saskatchewan Polytechnic. Alumni also include those that have received a Saskatchewan Polytechnic certificate (including applied, advanced or variations thereof) diploma or degree through an on-line or distance program. Or, graduated or trained at an institution that preceded Saskatchewan Polytechnic. These Saskatchewan Polytechnic predecessors include:

- Advanced Technology Training Centre (Saskatoon)
- Coteau Range Community College
- Kelsey Institute of Applied Arts and Sciences (KIAAS)
- Meadow Lake Vocational Training Centre
- Northern Institute of Technology (NIT)
- Prince Albert Regional Community College
- Regina Plains Community College (RPCC)
- Saskatchewan Institute of Applied Arts and Sciences (SIAAS)
- Saskatchewan Institute of Applied Science and Technology (SIASST) including Kelsey, Palliser, Wascana, and Woodland campuses
- Saskatchewan Technical Institute (STI)
- Saskatoon Region Community College
- Wascana Institute of Applied Arts and Sciences (WIAAS)

7. Once established, Alumni Chapters are expected to be self-supporting. All Alumni Chapter events should aim to be run on a cost-recovery basis.

8. Fundraising

Fundraising in support of Saskatchewan Polytechnic is managed through Saskatchewan Polytechnic Donor and Alumni Relations (DAR) office, and may only be undertaken with the approval of DAR and in compliance with all Saskatchewan Polytechnic fundraising policy and procedures. Alumni chapters may undertake their own fundraising to support the activities of their specific chapter but the chapters' fundraising plans should be cleared with Donor and Alumni Relations prior to implementation. It is important to note that alumni groups are not considered charitable organizations and therefore may not issue tax receipts.

9. Reporting

Submit an Annual Report of Chapter activities to Saskatchewan Polytechnic Donor and Alumni Relations office by September 30 each year.

All information and lists of members from the Chapter generated in the course of the Chapter activities will be transferred to Saskatchewan Polytechnic Alumni Relations office. Information is collected, used and disclosed in accordance with The Saskatchewan Polytechnic Act and The Local Authority Freedom of Information and Protection of Privacy Act.



Alumni Chapter Handbook

10. Dissolution

Dissolution of the Chapter can happen when:

- There is a 90% vote of the general membership at an AGM to dissolve
- No Board of Directors elected or no activities or events are conducted for 24 consecutive months
- If dissolved, any remaining assets will revert to Saskatchewan Polytechnic

SUPPORT FROM THE ALUMNI RELATIONS OFFICE

1. E-mail distribution to targeted members

In adhering to the Saskatchewan Polytechnic Act and *The Local Authority Freedom of Information and Protection of Privacy Act*, The Alumni Relations office cannot release names or personal information of registered alumni members.

- Saskatchewan Polytechnic Alumni Relations office will search database records for registered alumni from the class or program for which the event is being planned.
- Saskatchewan Polytechnic Alumni Relations office will circulate one email invitation to registered members, and from any contact lists provided (1 – 3 months prior).
- Responses will be made directly to the event coordinator or designate.
- A formatted list of all replies will be forwarded to Saskatchewan Polytechnic Alumni Relations office.

2. Publicity and promotion on Saskatchewan Polytechnic alumni web page

- Upon written request to alumni@saskpolytech.ca, the Alumni Relations office will promote the event on the Saskatchewan Polytechnic alumni webpage saskpolytech.ca/alumni. Saskatchewan Polytechnic's Alumni Relations office reserves the right to edit for space and content.
- Saskatchewan Polytechnic Alumni Relations office will forward all event information to appropriate program areas by email for circulation.
- The Alumni Relations Office will post an event announcement on Saskatchewan Polytechnic Facebook page.

3. Planning and reporting guidelines

- The Saskatchewan Polytechnic Alumni Relations office will provide supporting documents, templates, forms and links to relevant resources.

4. Representation

- If requested and when possible, a representative of the Alumni Relations office or Donor and Alumni Relations team will attend Chapter / Branch events.
- Merchandise or prize giveaways may be provided when available and upon written request to alumni@saskpolytech.ca



Alumni Chapter Handbook

5. Follow-up

- Consideration of story and or pictures in the next Saskatchewan Polytechnic publication. The Alumni Relations office reserves the right to edit for space and content.
- Article / photos on Saskatchewan Polytechnic news; saskpolytech.ca or other media outlets as approved by Saskatchewan Polytechnic's Marketing and Communications.