BSU Alumni Association
Chartering Procedures Overview

ASSESSMENT
The BSU Alumni Association will determine if there is a large enough alumni population that would be served by this group.

APPLICATION
1. Complete the Petition for Application Form which requires a minimum of 25 signatures, 15 of which must be current dues-paying members
2. Hold an initial organizational meeting and identify a minimum of three leaders including one key contact who will communicate with the Alumni Association

DEVELOPMENT PERIOD
This is a one year “development” period with required minimum activity:
1. Establish a minimum of at least 3 people in leadership
2. Create bylaws for the group
3. Hold at least two meetings for planning chapter activities
4. Hold a minimum of one event and submit a post-event evaluation
5. Have leadership complete and return signed Data Access Confidentiality forms
6. Present written verification that all requirements have been completed

Once the Petition for Application has been received, the development year begins. Upon review of the application and confirmation that the development period’s minimum activities have been met, the group will be given a CHARTER from the BSU Alumni Association Board of Directors.

MAINTENANCE OF THE CHARTER
For a group to remain a chapter in good standing, the following activities are required:
1. Annual reporting back to the Alumni Association
2. Hold to minimum activity levels per year:
   a. Hold at least two events
   b. Have at least two chapter meetings and one annual meeting for chapter members
   c. Comply with chapter bylaws, BSUAA bylaws, and financial guidelines
   d. Communicate regularly with staff and constituency

Chartered groups that do not meet the minimum activity levels are subject to probation in which they have up to one (1) year to meet the requirements.

For complete chapter chartering procedures, please refer to the Chapter Chartering Procedures available at (Web site).

For more information, please contact:
Jennifer Wheeler, Senior Associate Director (208) 426-1911
Boise State University Alumni Association (208) 426-1005 (fax)
1910 University Drive jenniferwheeler@boisestate.edu
Boise, ID 83725-1035 Web: http://alumni.boisestate.edu