

Worldwide Alumni Association of the American University of Beirut

WAAAUB

CHAPTER POLICIES AND PROCEDURES

MISSION

Chapters of the WAAAUB shall carry out the mission of the association which is as follows:

The mission of the Worldwide Alumni Association of the American University of Beirut (“WAAAUB”) is to engage all alumni of the American University of Beirut (“University”) in advancing and in supporting the educational, research and service mission of the University. WAAAUB will foster the educational, career and social interests of the University’s alumni and will work to preserve and promote the rich heritage and values of the University.

INTRODUCTION

This Chapter Policies and Procedures Handbook (“Handbook”) details how alumni can form an officially-recognized Chapter of WAAAUB and the requirements a Chapter must follow to remain in good standing with WAAAUB. This Handbook also details guidelines that Chapters may follow to best serve their members. The recommendations contained herein have been based upon best-practices used by other institutions and have been approved by the WAAAUB Board of Directors (“WAAAUB Board”).

**Chapter Policies and Procedures Handbook
Table of Contents**

SECTION 1.	Types of Chapters	3
SECTION 2.	Establishing a Chapter	3
SECTION 3.	Chapter Activities	5
SECTION 4.	Chapter Governance Requirements	7
SECTION 5.	Succession Management.....	8
SECTION 6.	Charter Review Process	9
SECTION 7.	WAAAUB, Alumni Relations Offices and the Chapters.....	10
SECTION 8.	Chapter Events	11

This Handbook was adopted on [] and last revised on [].

SECTION 1. TYPES OF CHAPTERS

1.1 WAAAUB Chapters

- 1.1.1. Geographic Chapters: These are formed on the basis of location. Examples: the Atlanta Chapter of North America, the Ottawa Chapter, Mount Lebanon Chapter, the Dubai & Northern Emirates Chapter.
- 1.1.2. Professional Chapters: These are formed on the basis of an academic discipline or specialty and are not limited to any particular geographic location. Example: the WAAAUB Psychiatry Chapter and the WAAAUB Engineering Chapter.

See Appendix A for “Complete List of Existing WAAAUB Chapters”

SECTION 2. ESTABLISHING A CHAPTER

2.1 Guidelines for Establishing a Chapter

- 2.1.1. Alumni may contact other alumni to assess interest in establishing a chapter via mail or electronically. The University Alumni Relations Offices in New York and Beirut (“Alumni Relations Offices”) may assist with this effort.
- 2.1.2. Alumni may issue an invitation to other alumni in the geographic vicinity or in a professional discipline and schedule an introductory organizational meeting. These meetings may be held in person or via teleconference. The group should identify individuals to serve as officers (e.g., president, vice president, treasurer, secretary) and members at large (subject to a maximum of three, depending on chapter size and activities) and members to serve on steering or planning committees. Minutes should be taken at all meetings.

2.2 Requirements for Establishing a Chapter

Individuals who are interested in forming a **new** chapter must follow the procedures set forth below. The WAAAUB Board, upon recommendation of its Committee for Chapters, will approve the establishment of a WAAAUB Chapter.

- 2.2.1. A minimum of twenty-five alumni is required to form a Chapter. Alumni are defined as all persons who have completed at least one academic year of study at the University but are no longer undergraduate students, as well as honorary degree holders and “honorary alumni” as deemed by the University.
- 2.2.2. If fewer than twenty-five alumni are interested in creating an alumni group, they may choose to organize as a Local Alumni Committee. This group should submit a written request (explaining the purpose and viability for such a committee) to

the WAAAUB Board. The WAAAUB Board will evaluate each request on a case-by-case basis.

- 2.2.3. When a group of the minimum twenty-five alumni is interested in forming a Chapter, the group should notify in writing WAAAUB's Committee for Chapters or the Alumni Relations Offices. The Alumni Relations Offices will supply information to the interested volunteers from the alumni database to determine the University's alumni presence in the proposed geographic, academic, or professional area.
- 2.2.4. Once the group has decided to apply for Chapter status, a written request should be submitted to the WAAAUB Board, with a copy to the Alumni Relations Offices. This request must be signed by at least twenty-five alumni who reside or are employed within the geographic boundaries of the proposed chapter (in the case of a geographic chapter) or who work in a certain discipline or specialty (in the case of a professional chapter). In addition to each individual's signature, the request should include each individual's University student identification number, if available. The request will be submitted for review to the WAAAUB's Committee for Chapters. The following should be included with the written request:
 - a. Statement outlining reason(s) for interest in establishing a Chapter;
 - b. The names of at least five alumni who are willing to serve as Chapter officers or Chapter board members;
 - c. Verification that at least one organizational meeting has been held, with the date of that meeting(s), a list of attendees, and a copy of the minutes of the meeting(s);
 - d. A proposed plan of events; and
 - e. A statement verifying that the members who have signed the request have read and agreed to abide by (i) WAAAUB's Bylaws (available on WAAAUB's web site and can also be provided to interested individuals upon request) and (ii) the policies and procedures set forth in this Handbook, as may be amended from time to time.

- 2.2.5. When WAAAUB's Committee for Chapters has reviewed and approved the request for chapter establishment it will be forwarded with a recommendation to the entire WAAAUB Board. An affirmative decision by the WAAAUB Board and subsequent execution by the Chapter of (i) a Chapter Agreement for chapters in the United States substantially in the form of Exhibit A or (ii) a Trademark License Agreement for chapters outside the United States substantially in the form of Exhibit B attached hereto will result in the establishment of a Chapter. In accordance with the terms of the Chapter Agreement, WAAAUB's Committee for Chapters will oversee that the Chapter's operations and overall direction are consistent with WAAAUB's mission, bylaws, and current strategic plan.
- 2.2.6. After voting to establish a new Chapter, a member of the WAAAUB's Committee for Chapters or an individual in the Alumni Relations Offices will be designated by the WAAAUB's Committee for Chapters to work with the new Chapter. Such representative
 - a. will serve as a resource for information on WAAAUB, its bylaws, and its policies;
 - b. will coordinate communication between the Alumni Relations Offices and the members of the new Chapter; and
 - c. will call for and preside over the election of the Chapter's first Executive Committee.

SECTION 3. CHAPTER ACTIVITIES

3.1 Requirements for Chapters

In order for a Chapter to remain in good standing with WAAAUB, a Chapter **must** comply with the following requirements:

- 3.1.1. Hold a minimum of two major events per year, to which all Chapter members are invited, and provide timely notice to WAAAUB of all such events, to the extent practicable prior to the date that invitations are sent out.
- 3.1.2. Conduct at least one business meeting annually to which all Chapter members are invited.
- 3.1.3. Have the Chapter's Executive Committee meet at least three times a year.
- 3.1.4. Adopt a fiscal year commencing on October 1 and ending on September 30.
- 3.1.5. Obtain the signature of two Chapter officers on (i) all bank resolutions for the opening and closing of Chapter accounts and investment accounts; (ii) checks, drafts or orders for the payment of money by the Chapter; (iii) documents associated with state registrations and filings; and (iv) any other document that

encumbers the Chapter. However, it is not necessary for two Chapter officers' signatures to be required on checks less than \$100 that are paid out in the normal course of the Chapter's business. The Chapter acknowledges that all funds, moneys, contributions and other property received, held, given to or in the custody or control of any Chapter are ultimately the funds and property of AUB.

- 3.1.6. Inform the Treasurer of WAAAUB in a timely manner if the Chapter anticipates making a large expenditure or otherwise substantially diverges from the Chapter's budget submitted with its Annual Report (as described in Section 3.1.10).
- 3.1.7. Abstain from borrowing money in the name of WAAAUB or AUB. No Chapter shall have the power to borrow money in the name of WAAAUB or AUB.
- 3.1.8. Ensure that no contractual relationship purporting to bind WAAAUB or AUB is entered into by the Chapter without prior written approval.
- 3.1.9. Refer any matters pertaining to fundraising with AUB's Alumni Relations Office and inform that office of any contributions received greater than \$75.
- 3.1.10. Provide to the WAAAUB Board of Directors and its Committee for Chapters by December 1 of each year an Annual Report for the prior fiscal year (October 1 through September 30) prepared by the Chapter's Executive Committee. The WAAAUB Board and the Alumni Relations Offices will provide Chapters with templates and standardized forms for this report. The report shall include:
 - a. Report of Chapter Membership and Activities: A narrative of the activities that took place in the course of the prior fiscal year.
 - b. Financial Report: An account of both the fundraising and the operational income and expenditures for the same period. The fundraising component shall include the names and amounts donated by all the contributors, including those who contributed to fundraisers or performances. Additionally, if requested by WAAAUB, the Chapter shall provide WAAAUB with complete bank records of any bank accounts of the Chapter for such period.
 - c. Plan and Budget for the Current Year: A plan and budget for the current fiscal year in order to assist the WAAAUB Board and its committees in planning for that year.
 - d. Meeting Minutes: A copy of minutes from all Executive Committee meetings, which will be the responsibility of the Chapter's Secretary or Treasurer.

See Appendix B for "Model of WAAAUB Chapter Annual Report"

- 3.1.11. After group tax exemption is obtained, ensure the annual timely filing of a Form 990 or Form 990-N, as applicable, so long as such reports are required by law, provide a draft of each such annual report to WAAAUB for review and approval no less than sixty (60) days prior to the filing deadline of the Form 990 or Form

990-N, and provide WAAAUB with a copy of each such report filed with the Internal Revenue Service (the "IRS") promptly upon filing, as well as any correspondence with the IRS relating thereto.

- 3.1.12. Not be conducted or operate for profit, and no part of the net earnings of a Chapter shall inure to the benefit of any director, officer, employee or member of a committee of, or person connected with, the Chapter or any private individual.
- 3.1.13. Not carry on propaganda or otherwise attempt to influence legislation, not participate in or intervene in (including by the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- 3.1.14. Provide to the WAAAUB Board of Directors all information requested by WAAAUB in order for it to determine whether it is in the best interest of WAAAUB to renew or maintain the Chapter's charter in accordance with Section 6 below.

3.2 Guidelines for Chapters

- 3.2.1. The Chapter should keep the WAAAUB Board and the Alumni Relations Offices informed of its activities by sending copies of all outgoing communications to its members (electronic or otherwise). This information will assist in coordination and collaboration of their events among Chapters.

SECTION 4. CHAPTER GOVERNANCE REQUIREMENTS

4.1 Executive Committee

- 4.1.1. Members: Each Chapter shall be governed by an Executive Committee which is composed of not less than five individuals, including a president, vice president, secretary, treasurer (or secretary/ treasurer) and a member at large.
- 4.1.2. Elections: Members of the Executive Committee shall normally serve for a period of two years for up to two consecutive full two-year terms.
- 4.1.3. Term: Chapters must conduct elections every two years. Elections may be conducted by mail, at a general assembly meeting, or by electronic transmission. Executive Committee members shall serve from October 1 through September 30 in the year of election for a single term of two years or until their successors shall be appointed as provided in this Handbook.
- 4.1.4. Vacancy: If a vacancy occurs on the Executive Committee for any reason, it shall be filled by the candidate who was a runner-up in the last election for the position being vacated.

4.2 Officers

- 4.2.1. President: The President of an existing Chapter (see Attachment A to the WAAAUB Bylaws) or of a new Chapter which has been accorded full Chapter status by the WAAAUB shall be designated as a “Chapter Member” of WAAAUB’s Alumni Council. The President shall preside at all regular and special meetings of the Chapter; shall appoint all committees, with the consent and approval of the officers; shall present the report covering the activities of the Chapter in the previous year at the Chapter’s Annual Meeting; enforce Chapter guidelines; and ensure that all books and records are properly kept and that all meetings are appropriately called.
- 4.2.2. Vice President: The Vice President shall perform the duties of President in the absence of the President or following his/her resignation, or as directed by the President given his/her inability to perform his/her duties, or death.
- 4.2.3. Secretary: The Secretary shall serve all notices required by the WAAAUB Bylaws and this Handbook. He/she shall keep accurate minutes of all meetings of the Chapter; maintain a list of all members; notify all persons of their election as officers or members of committees; work with the president to prepare the Chapter’s Annual Report; and perform all the customary duties of a secretary. The Secretary will oversee the Chapter’s web page (if applicable) and will be the liaison with the manager of WAAAUB’s web page.
- 4.2.4. Treasurer: The Treasurer shall be responsible for maintaining all financial records for the Chapter, including oversight for all banking, event and fundraising activities. The Treasurer shall ensure financial compliance with all relevant governing bodies in the country of the Chapter’s existence and provide information to the President and the WAAAUB Alumni Council on all financial matters of the Chapter.

See Appendix C for “Chapter Election Process”

SECTION 5. SUCCESSION MANAGEMENT

5.1 Guidelines for each Chapter

- 5.1.1. Each Executive Committee should ensure that the succession process between administrations is handled properly; managing the succession is critical to the continuity and long-term survival of each Chapter.
- 5.1.2. Each Executive Committee should plan for succession before their terms expire by soliciting volunteers (even in small Chapters) and involving them in the preparation of activities of the Chapter.

- 5.1.3. Each Chapter should encourage all its members to be involved in the activities of the Chapter, and each Executive Committee should expose all members to the internal management of each Chapter to develop new leaders.

SECTION 6. CHARTER REVIEW PROCESS

6.1 Process

- 6.1.1. The WAAAUB Board (specifically its Committee for Chapters) shall set uniform policies and procedures, applicable to all Chapters. It will update its new policies as necessary.
- 6.1.2. In addition to its review of the Chapters' annual reports, the WAAAUB Board will undertake a detailed examination of each Chapter during or at the end of every fifth fiscal year from the date of its original Charter to ensure that each Chapter continues to serve the alumni and the University, and that it has complied with these Chapter Policies and Procedures (the "Charter Review").
- 6.1.3. During the Charter Review or at any other time, if it is determined that a Chapter has not met the minimal performance standards or otherwise has failed to comply with these Chapter Policies and Procedures, or if, in the opinion of WAAAUB's Board, a Chapter has failed or refused to follow, or is failing or refusing to follow, any rule, regulation or policy of WAAAUB or AUB, or in the opinion of WAAAUB's Board is functioning in a manner contrary to the best interests of WAAAUB and/or AUB, or, in the opinion of WAAAUB's Board, has become insufficiently active, WAAAUB's Committee for Chapters may refuse to renew the charter of any such Chapter or put the Chapter on notice that probationary action is contemplated, by giving written notice in person, by facsimile or by email to that effect to any officer of the Chapter, setting forth in such notice the cause or causes for the non-renewal or probationary status. Whenever the charter of a Chapter is surrendered, revoked or is not renewed by WAAAUB, all funds and property held by it shall be delivered forthwith to WAAAUB. Upon loss of its charter, any further operation of the Chapter shall be vested in WAAAUB. With respect to U.S. Chapters, the loss or suspension of a charter from WAAAUB will result in the termination or suspension of such Chapter's eligibility to participate in the group tax exemption obtained or to be obtained by AUB for the benefit of the U.S. Chapters.
- 6.1.4. Where national jurisdictions require Chapters to have their own bylaws (e.g., Jordan), the bylaws will be reviewed by WAAAUB's Committee for Chapters during the Charter Review for consistency with the WAAAUB Bylaws and this Handbook. Exceptions to compliance with the WAAAUB Bylaws and this Handbook must be approved by the WAAAUB Board.
- 6.1.5. As a transitional matter, all existing Chapters shall be permitted two years following the initial meeting of the Alumni Council to comply with these Chapter Policies and Procedures.

- 6.1.6. All existing Chapters in the United States joining WAAAUB will be required to sign the Chapter Agreement attached hereto as Exhibit A. All existing Chapters outside the United States joining WAAAUB will be required to sign the Trademark License Agreement attached hereto as Exhibit B.

SECTION 7. WAAAUB, ALUMNI RELATIONS OFFICES AND THE CHAPTERS

7.1 WAAAUB Assistance to Chapters

- 7.1.1. The WAAAUB Board will strive to keep Chapters informed of the University and WAAAUB news, developments, and activities. It will work closely with the Chapters on setting and planning their strategic goals and activities.
- 7.1.2. The WAAAUB Board may work with the AUB Alumni Relations Offices to ensure delivery of support from those offices (as outlined in Section 7.2 below).
- 7.1.3. The WAAAUB Board may designate some of its members to act as liaisons for specific Chapters and to offer support when needed, particularly for new Chapters.
- 7.1.4. The WAAAUB Board may present Annual Recognition Awards to a maximum of three Chapters judged to be most active overall, based on the recommendation of by WAAAUB's Committee for Chapters and verification of the Chapter's Annual Report.

See Appendix D for "WAAAUB Distinguished Chapter Awards – Criteria & Nominating Procedures"

7.2 The Alumni Relations Offices and the Chapters

- 7.2.1. Within budget limits determined by the University's Board of Trustees, the University will provide staffing for the Alumni Relations Offices and shall provide financial support for the WAAAUB.
- 7.2.2. The Alumni Relations Offices will provide Chapters with consultation and advice pertaining to Chapter activities.
- 7.2.3. At least twice each year, the Alumni Relations Offices and each Chapter will exchange updated mailing lists electronically or by hard copy, in order to ensure that the Chapter members' information is kept current.

See Appendix E for "Chapter Request for Data"

- 7.2.4. The Alumni Relations Offices will facilitate each Chapter's compliance with this Handbook, other WAAAUB policies and procedures and the submission of each Chapter's Annual Report.

- 7.2.5. The Alumni Relations Offices, in collaboration with the University administration in Beirut, will coordinate alumni visits to the campus, as well as visits by University faculty who are invited to communicate with and/or lecture to alumni groups.
- 7.2.6. The Alumni Relations Offices will assist the University Office of Information and Public Relations in covering alumni and Chapter activities in *MainGate* magazine and in other media as needed.
- 7.2.7. The Alumni Relations Offices will maintain WAAAUB's web page and will assist the Chapters, in coordination with BC Harris, in setting up their own web sites via the University's On-line Community. Each Chapter shall be responsible for ensuring that information concerning its leadership and events is updated regularly on its web site, the University's On-line Community, and the WAAAUB web site.

SECTION 8. CHAPTER EVENTS

8.1 Guiding Principles

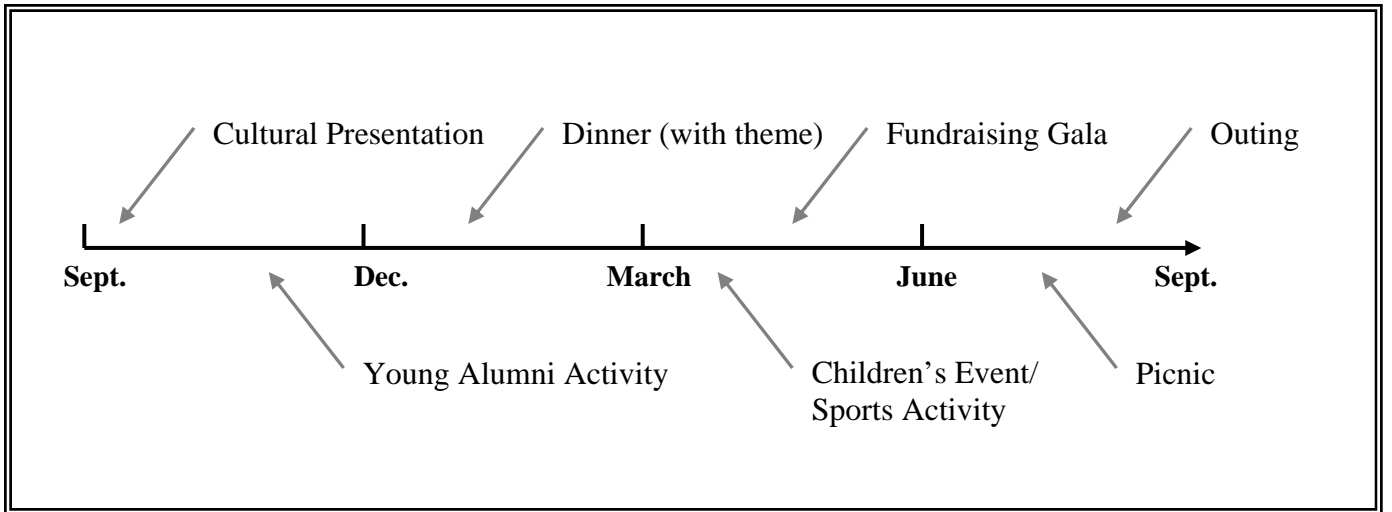
- 8.1.1. WAAAUB Chapter events are an opportunity to meet old acquaintances, relive campus life, meet new people, learn about new and interesting things, reinforce the feeling of belonging and, utmost to be supportive of the University and its mission and programs.
- 8.1.2. Chapter leadership should plan for adequate events for the operating year, remaining mindful of striking a balance between hosting too many or too few events.
- 8.1.3. Successful event programs should provide a balanced mix of educational, professional, cultural, family-oriented and fundraising events. Consideration should also be given to each Chapter's membership's interest and demographics.
- 8.1.4. Preparation for events should be utilized as an opportunity to encourage people who may be interested in serving in Chapter leadership or volunteering in various capacities.
- 8.1.5. Chapter leadership should actively solicit feedback from members and volunteers after each event.

8.2 Recommended Events

- 8.2.1. Dinner Events: Usually feature keynote addresses by the University's leadership, prominent local alumni, political figures, etc.
- 8.2.2. Joint Events: With other Chapters or in conjunction with a University initiative.

- 8.2.3. Young/New alumni events: Involving current students in their last year and also recent graduates.
- 8.2.4. Cultural Events: Chapter may host theater/music performances, art exhibits, poetry readings. This may also entail an outing by group of Chapter members to a local cultural event.
- 8.2.5. Annual Picnics: Often held annually and at low-cost (BYOF or similar) and as inclusive as possible, open to spouses and children of Chapter members.
- 8.2.6. Outings: Group outings to points of nature (hiking trips or similar) or architectural sites.
- 8.2.7. Fundraising Dinners: Dinners organized primarily to raise funds for the University. Usually involve high ticket costs and/or auctions or similar to increase donations.
- 8.2.8. Children's Events: Events for alumni and their children.
- 8.2.9. Student/Parent Activities: Events involving current and prospective students with their parents and Chapter alumni, which provide factual and anecdotal information about studies at the University.

8.3 Sample Timeline for Calendar Year



List of Appendices to the Handbook

- Appendix A: “Complete List of Existing WAAAUB Chapters”
- Appendix B: “Model of WAAAUB Chapter Annual Report”
- Appendix C: “Chapter Election Process”
- Appendix D: “WAAAUB Distinguished Chapter Awards - Criteria & Nominating Procedures”
- Appendix E: “Chapter Request for Data”

APPENDIX A: COMPLETE LISTING OF ALUMNI CHAPTERS ACROSS THE WORLD

Council: Chapters, At-Large Members, and Regional Representation

List of Chapters By Region

Africa, Latin America,
Australia, and other island
nations in the Pacific (not
included in the Asia
region)
Australia
Nigeria

Asia
No chapters

Europe
Cyprus
France
Greece
Switzerland
United Kingdom

Lebanon
Agricultural and Food
Sciences Chapter
Business and Management
Chapter
Computer Science Chapter
Engineering and
Architecture Chapter
Health Sciences Chapter
Medical Chapter
Nurses Chapter
Pharmacy Chapter
Beirut
Beka's Branch
Mount Lebanon Branch
North Lebanon Branch
South Lebanon Branch

Middle East (not including
Lebanon) and North Africa
("MENA")
Abu Dhabi
Bahrain
Dubai & Northern
Emirates
Eastern Province
Jeddah
Jordan
Kuwait
Oman
Palestine
Qatar
Riyadh
Sudan
Syria

North America
Arizona
Atlanta, Georgia
Baltimore
Central Ohio/Kentucky
Northeast Ohio/Cleveland
North Texas/Dallas
Eastern Virginia
Houston
Miami
Michigan
Midwest/Chicago
Montreal
New England
New York/Tristate area
North Carolina
Northern California/
San Francisco
Ottawa
Philadelphia
Pittsburgh
Southern California/
Los Angeles
Central New York/Syracuse
Toronto
Washington DC
Cardiology
Endocrine
Otolaryngology
Psychiatry

APPENDIX B: WAAAUB CHAPTER ANNUAL REPORT

Purpose: This report facilitates WAAAUB's support of its chapters and provides information to share among chapters.

Deadline: Please return this completed form to the WAAAUB Office by June 30th of each year.

Chapter: _____ Date: _____

CLUB MEMBERSHIP

• Total Membership for the **current** fiscal year (October 1 – September 30): _____

* Please send your current member list, preferably in Excel with fields for name, address, phone, AUB affiliation.

• Strategies for recruiting members (check all that apply):

Special Events Ask each member to bring an alumni guest

Appoint Membership Coordinator Ask parents of current students to join

Other, please specify _____

COMMUNICATION

How do you communicate with club members? Please rank in order of frequency of use (1=highest, 5=lowest):

Email _____ Phone _____ Fax _____ Website _____ Newsletter _____

Event Announcements _____ Other (please specify) _____

Is the WAAAUB Board of Directors on your club's mailing list? Yes No Email list? Yes No

Is the Director of Alumni Relations on your club's mailing list? Yes No Email list? Yes No

EVENTS/PROGRAMMING (Feel free to use additional sheets to answer the following questions.)

Total number of club activities/events held this past year: _____

Most successful activity/event this past year: _____

Number of attendees: _____ Fee (if applicable) _____

How was the event publicized? _____

How do you account for the event's success? _____

Event experiences:

Event type	Failure		Average		Excellent		Event Planning methods:		
Presentation/Lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	
Picnic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Arts"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Party (holiday, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AUB Speaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							Committee	<input type="checkbox"/>	<input type="checkbox"/>
							Assigned Individual	<input type="checkbox"/>	<input type="checkbox"/>
							Mix of Event Types	<input type="checkbox"/>	<input type="checkbox"/>
							Responses to Membership Request	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments regarding successes, challenges, etc. _____

~ OPTIONAL ~

ROLE OF THE WAAAUB BOARD OF DIRECTORS AND COMMITTEE ON CHAPTERS

1. Contact *from* WAAAUB Board of Directors to you has been: Consistent Intermittent None
2. Contact *to* WAAAUB Board of Directors from you has been: Consistent Intermittent None
3. Contact has been by: Phone Email Mailings Events Other
4. Has the WAAAUB been helpful with Chapter leadership and management issues? Yes No Somewhat
5. Please comment: _____

6. What assistance would you like from WAAAUB? _____

ROLE OF THE UNIVERSITY ALUMNI RELATIONS OFFICE

1. Contact *from* the Alumni Relations Director to you has been: Consistent Intermittent None
2. Contact *to* the Alumni Relations Director from you has been: Consistent Intermittent None
3. Contact has been by: Phone Email Mailings Events Other
4. Has the University been helpful with Chapter leadership and management issues? Yes No Somewhat
5. Please comment: _____

6. What assistance would you like from AUB? _____

PLEASE CHECK SERVICES PROVIDED BY AUB USED BY YOUR CHAPTER:

- | | | | |
|-----------------------|--------------------------|--------------------------|--------------------------|
| Speakers | <input type="checkbox"/> | AUB On-line Community | <input type="checkbox"/> |
| Alumni List/Labels | <input type="checkbox"/> | Chapter website template | <input type="checkbox"/> |
| Website server access | <input type="checkbox"/> | Email broadcast | <input type="checkbox"/> |
- Other (specify) _____

How can the WAAAUB Leadership help your Chapter?

How can the AUB Alumni Relations Office help your Chapter?

Additional comments:

Please attach a copy of the Chapter's Budget and Plan (describing upcoming events) for the current fiscal year. Thank you.

Please return this completed form to the WAAAUB by **[DATE]** to:
WAAAUB Chapters Committee ~ AUB Campus ~ NY Office
Telephone: XXX-XXX-XXXX ~ Fax: XXX-XXX-XXXX ~ WAAAUB@aub.edu

APPENDIX C: CHAPTER ELECTION PROCESS

Election Process for Established Chapters – Nominations

For the election of officers and member at large on the Executive Committee of an established Chapter, the Chapter shall adhere to the following procedure:

- a. On or before June 1 of an election year, the Chapter President, in consultation with the Chapter Executive Committee, shall appoint a Nominations Committee of not less than three and not more than five members from among the Chapter membership. Members of the Nominations Committee cannot be nominated. The members of the committee shall elect a chair from among themselves.
- b. The Nominations Committee shall submit its slate of candidates to the Chapter President. After receiving the recommendations of the Nominations Committee, the Chapter Executive Committee shall hold a meeting and select a slate of candidates for the various seats to be filled.
- c. Election by Mail: If the election is to be held by mail, the election ballots must be mailed to the Chapter membership by the third week of August. Election ballots shall include the slate of candidates approved by the Chapter Executive Committee and shall include space for write-in candidates for each seat to be filled. All election ballots received from the Chapter membership must be postmarked on or before the last day of September.
- d. Election at a General Assembly: If the election is to be held at a general assembly of the Chapter membership, the notice of elections shall be mailed to the Chapter membership on or before August 1. The notice of election shall state the date, time, and place of the general assembly; include the recommended slate of candidates and provide that additional nominations may be made from the floor during the general assembly. The voting shall be by secret ballot and shall be held on or before the last day of September.
- e. Election by Electronic Transmission: If the election is to be held by electronic mail or over the internet, the election ballots shall be sent on or before August 1. Election ballots shall include the slate of candidates approved by the Chapter Executive Committee and shall also include space for write-in candidates for each seat to be filled. All election ballots must be sent to the Chapter membership on or before the third week of August. All election ballots received from the Chapter membership must have an electronic postmark date or other comparable evidence on or before the last day of September.

APPENDIX D

Worldwide Alumni Association of the American University of Beirut Annual Awards for Alumni and Chapters

The WAAAUB's Committee on Chapters from the Board of Directors will develop criteria and complete descriptions of the WAAAUB Annual Awards. It is anticipated that the first awards will be presented at Reunion 2008. Consideration should be given to naming individual categories of awards (e.g., the College Hall Award for Outstanding Alumni Chapter). The following is one suggested model for the Committee's consideration.

WAAAUB Alumni Award Categories

•*Outstanding Alumni Chapter* (up to 5 in one year)

This award will be presented to chapters who have distinguished themselves in their support for AUB through their outreach and/or fundraising activities. There should be provisions made for breaking chapters into categories by size: under 100 members, 101-300, 300+ . Therefore ,up to a total of 15 awards may be presented each year in this category.

Nominees will be sought from the members of the WAAAUB Council, the AUB Alumni Relations Offices, alumni at large and advertised for in the MainGate. The WAAAUB Board will vote on the final slate of nominees to be prepared by the Committee on Chapters with assistance from the AUB Alumni Relations staff.

Nomination procedures will be the same as outlined above for the remaining award categories.

•*Distinguished WAAAUB Officer* (up to 5 in one year)

This award will be presented to a WAAAUB chapter, Council or Board officer who has provided distinguished service to WAAAUB within the capacity of their office.

Will not conflict with President's Medal for Voluntary Service

•*Distinguished Alumni* (up to 10 in one year)

This award will be presented to alumni who have distinguished themselves through accomplishments in their professional and/or community service.

•*WAAAUB Ambassador-at-Large* (up to 5 in one year)

This award will be presented to alumni at large who have provided benefit to WAAAUB and the University by spreading information about their Alma Mater to alumni and external communities.

APPENDIX E: CHAPTER REQUEST FOR DATA

**WAAAUB Alumni Data List
Request Form
(for the 2007 – 2008 year)**

Requirements: To receive an alumni list, you must first complete and return the Chapter Annual Report with this form – due on or before June 30th.

Purpose: Use this form to request an alumni information list and/or mailing labels of alumni in your region.

Chapter: _____ Date: _____

Chapter Contact's Name _____

ALUMNI DATA INFORMATION (please choose from the following):

Complete Alumni Data:

Includes:

name, home address & telephone number, business address & telephone number, (noting preferred address), occupation information (field & title) and all AUB degrees/years.

Send format:

CD

Email attachment sent to: _____

File format:

ACCESS

Microsoft Excel

Microsoft Word

Note: Alumni lists are sorted by name (alphabetical order) unless specified otherwise.

Additional Criteria: _____

All alumni lists are for official University, WAAAUB, and WAAAUB Chapter use. Use of this information for any personal, political, commercial, is strictly prohibited and is in direct violation of... Such unauthorized use may also violate the rights of privacy and/or publicity of individuals...

Please return this completed form to the WAAAUB by **[DATE]** to:
WAAAUB Chapters Committee ~ AUB Campus ~ NY Office
Telephone: XXX-XXX-XXXX ~ Fax: XXX-XXX-XXXX ~ WAAAUB@aub.edu

Exhibit A

Chapter Agreement for Chapters in the United States

Exhibit B

Trademark License Agreement for Chapters Outside the United States