



**TRINITY  
UNIVERSITY**

S A N A N T O N I O • 1 8 6 9

**Alumni Association**

**Chapter Handbook**

LAST UPDATED JULY 2009

# **THE TRINITY UNIVERSITY ALUMNI ASSOCIATION**

## **MISSION STATEMENT**

The purpose of the Trinity University Alumni Association is to promote lifelong relationships between and among its current and future alumni and the University. As the Association's governing body, the National Alumni Board seeks to increase alumni interaction and support to strengthen the relevance and voice of Trinity's alumni as a primary constituency in the University Community.

## **MEMBERSHIP**

All Trinity graduates and ex-students (those who completed at least one semester at Trinity) are automatically members of the alumni association. So are graduates and former students of three antecedent institutions, including the San Antonio Female Academy (1894-1918), Westmoorland College (1918-1936), and the University of San Antonio (1936-1942).

## **PURPOSE**

The purpose of the Alumni Association is to offer a variety of programs and services to maintain a lifetime association between alumni and the University.

## **ORGANIZATION**

The National Alumni Board is comprised of six evenly divided classes of 36 elected members who serve a three year term and can be re-elected for a second term. Elections are held in the Fall of each year to re-elect one class of six directors, and elect a new class of six directors. All alumni of Trinity are eligible for service, and may also nominate any other alumnus/ae for consideration for board membership. All nominations are considered by the Membership Committee of the Board, which prepares a slate for the Fall election each year. In addition to the elected members, there are also ex officio members who represent various University constituencies, as well as the Association's local Chapters.

The Board is divided into six Regular Standing Committees: Executive Committee, Advancement Committee, Alumni Network Committee (with two subcommittees: Career Networks and Recruiting and Admissions), Chapters Committee, National Association Committee, and Student Affairs Committee. The Board also has several Special Standing and Ad Hoc Committees, including the Nomination of Officers Committee (odd years), the Bylaws Committee, the Long Range Planning Committee, the Membership Committee, the Alumni Awards Committee, the Student Service Awards Committee, the Technology & Communication Committee, and the Alumni Benefits Committee (ad hoc). The Board meets three times a year in San Antonio, and committees also conduct work between meetings as needed.

Chapters exist in areas where a significant number of Trinity alumni are concentrated. Chapters serve the purpose of creating and maintaining a Trinity presence in their respective cities, fostering ongoing relationships with alumni and sustaining the life-long relationship between the alumni and the University.

Trinity Alumni Admissions Network (TAAN): TAAN's mission is to help the University attract diverse students of exceptional ability to Trinity. More than 200 alumni throughout the world comprise TAAN and work closely with Admissions and student and parent volunteers to provide information to high school students and their parents who are considering Trinity or have already been accepted. The Recruiting and Admissions sub-committee of the Alumni Networks Committee fosters the relationship between Admissions and Alumni and develops and supports the various programs advanced by TAAN.

The Career Network is made up of more than 300 alumni volunteers across the world who have volunteered to be career resource advisors and professional contacts to students and to fellow alumni. "Making Connections" and other career-oriented gatherings are held each year in a number of cities to provide opportunities for alumni and students to explore and network about potential career paths. Here, they can speak informally with local alumni to learn about internships, summer and permanent job possibilities, and life after Trinity. The CareerNetwork sub-committee of the Alumni Networks Committee supports the current programs and is developing new programs to support the alumni volunteers.

Student Programs: Alumni volunteers participate in different aspects of student life, from recruiting to commencement. Among the favorite student programs: Wine, Dine and Act Fine – an etiquette dinner presented by Marc and Gail Raney; the Trinity Ring Ceremony – for upperclassmen receiving class rings; the Last Great Reception – a faculty toast to the senior class; Sophomore Ice Cream Party – a way to connect with Trinity sophomores and celebrate their “half-way” mark in the college experience; and Time Capsule – prepared by each graduating class to be housed at the Coates Library and opened at its 25<sup>th</sup> class reunion. The Student Affairs Committee supports these programs as its National Alumni Board focus

Special associations of the Alumni Association include the Health Care Alumni Association, the Urban Administration Alumni Association, and the Waxahachie Alumni. The Health Care and Urban Administration Associations provide information and support to graduates from these Master's programs. Much of their focus is on professional networking. The Waxahachie Alumni include all ex-students and graduates who attended classes on the Waxahachie campus.

The Office of Alumni Relations, the liaison between the Alumni Association and the University, works with alumni volunteers nationwide to plan reunions, start and maintain chapters, and to further the mission of the Association. AlumNet, monthly electronic newsletter, and the Web page continue to serve as effective tools of communication with alumni. More and more alumni rely on these electronic media for updating their information and finding alumni and campus event information and submitting their online registrations. Alumni news in the Trinity Magazine brings news of more than 500 alumni in every issue. The Online community now has over 6,800 users with 2426 unique logins for the year, and 700 new users.

## **TRINITY UNIVERSITY -- TODAY**

At Trinity University, we challenge our students. We give them the ideal environment to achieve, and when they graduate, they know that “life is what you do with it,” a notion our bright, ambitious, and highly motivated young men and women eagerly embrace.

Trinity graduates tell us that their college education far exceeded their expectations – a fact that pushed them to exceed their own lofty goals. Our graduates earn Ph.D.s and start businesses in remarkable numbers. Others go on to leadership positions in public service, medicine, the sciences, academia, and the arts. Taking what they learn at Trinity, they change the lives of everyone around them – and change the world.

Trinity University is one of the nation’s top private undergraduate institutions. Noted for its superior academic quality, outstanding faculty, and exceptional academic and residential resources, Trinity is committed to the intellectual, civic, and professional preparation of its students. Located in historic, culturally rich San Antonio, Trinity offers the most relevant education option for talented students today.

On all-important measures of academic quality and quality of student experience, and in key third-party rankings, Trinity University counts among the nation’s best colleges. Trinity offers a traditional, rigorous academic college experience while simultaneously responding to “real-world” demands of contemporary society. Trinity’s gifted students arrive as academic achievers; in the course of their Trinity careers they also become purposeful about their future plans, and committed to leading in their communities. With its outstanding campus, gifted faculty and staff mentors, generous financial support, and array of opportunities for research, travel, and experiential learning, Trinity helps students realize their dreams. San Antonio provides a special setting for a premier private university, setting Trinity apart from the pack of “cold weather” liberal arts colleges and big state universities.

## **UNIVERSITY HISTORY**

Founded by Presbyterians in 1869, in Tehuacana, Texas, Trinity subsequently moved to Waxahachie, Texas, in 1902. Forty years later, at the invitation of the city, Trinity relocated to the near west side of San Antonio and to its permanent campus in 1952. Although governed by an independent Board of Trustees, Trinity maintains a covenant relationship with the Presbyterian Church (U.S.A.)

### **Trinity University Institutional Mission Statement**

Trinity University is an independent co-educational university whose mission is excellence in the interrelated areas of teaching, research, and service. Trinity seeks to provide broad and intensive educational opportunities primarily to undergraduates in liberal arts and sciences, and in selected professional and pre-professional fields. It also offers a small number of selected high quality graduate programs.

Trinity University is dedicated to creating a superior intellectual environment by: recruiting, developing and retaining outstanding faculty members dedicated to teaching, to scholarship and creative endeavor, and to service to the University and its community; identifying, and attracting talented and highly motivated students to its predominantly full-time, residential student body; and providing a supportive and challenging experience wherein students, faculty, and staff can realize the potential of their abilities and engage their responsibilities to others. Trinity respects its historic ties to the Presbyterian Church, with which it continues to have a covenant relationship.

**Approved by the Trinity University Board of Trustees on January 20, 2006**

# ALUMNI CHAPTERS

## CHAPTER PURPOSES

Chapters throughout the country enable alumni to remain close to their alma mater despite the geographical separation and offer Alumni Association programs in their local area. Chapters also provide alumni with contact with other alumni through networking and social functions.

The chapter serves three major purposes: 1) to promote current Trinity activities, achievements, and ambitions to alumni; 2) to facilitate communications between Trinity and alumni; and 3) to represent Trinity in a geographical area. Chapters carry out these functions by conducting the following types of activities:

- Providing continuing education to alumni in their area through programs featuring Trinity faculty
- Renewing and maintaining fellowship of alumni in an area
- Updating alumni on Trinity University and current campus news and information
- Developing leadership to serve Trinity and the community
- Identifying and recommending qualified prospective students to the Trinity University Admissions Office as well as help inform local schools about Trinity and its programs
- Serving the Career Services Office as a network of professionals available to counsel recent graduates and current students
- Providing assistance to the University on projects for the advancement of the University
- Assisting the Alumni Office in updating alumni information

## **CHAPTER ORGANIZATION**

Chapters are organized in areas where there are sufficient numbers of former Trinity students to carry out plans and programs successfully. A call to the Alumni Relations office at Trinity can help you obtain this information. If there are fewer than 100 alumni in your area, a single event organized by an ad hoc committee is recommended prior to forming an alumni chapter.

### **STARTING A NEW CHAPTER**

In general, the Alumni Association recommends that there be at least 100 alumni in a geographical area to start a new chapter to ensure adequate alumni support for planning and attending activities. For any chapter to be established, the initial attempt at its organization must be unified and focused; therefore, Alumni Relations has developed the following procedures for to be followed:

- 1) Contact Alumni Relations. Inform the University of your interest in starting a chapter.
  
- 2) Initiate a survey. A survey will be initiated by you and Alumni Relations to all alumni in your area to gauge the amount of support that can be expected. After a two-month response period, you will be contacted with the results of the survey. If enough interest has been generated, the formation process will continue.
  
- 3) Hold the initial organizing meeting. In most cases, the initial meeting will be for those who indicated on the survey that they are interested in leadership roles. The goal of the meeting should be to get acquainted with other alumni leaders, to delegate various leadership responsibilities, and to begin planning the chapter's "kick-off" event. Also, the results of the survey will be shared with all in attendance. The group should also vote to accept the chapter by-laws of the Alumni Association. If possible, an Alumni Relations staff person will attend to help define the goals and objectives of the chapter and to answer questions about the processes to be followed in the chapter's development.
  
- 4) Become a chapter-in-formation. At this point, the group will be considered a chapter-in-formation. Continue meeting as necessary to plan the initial event, and develop a plan for one or two more events in the coming year.

5) Apply for a charter. After one year from the initial organizing meeting, the chapter must apply to the National Board for a charter. A letter of application, signed by at least 10 members, a copy of the Chapter Summary, and minutes of all meetings should be sent to the Alumni Relations office. The Chapter Summary should outline the chapter's organization, names of officers, and a plan of upcoming events. The application will be reviewed by the Alumni Relations office, and voted on by the National Board of the Alumni Association.

### **MAINTAINING CHARTER STATUS**

Once a group's charter has been accepted, it is expected that a minimum level of activity and leadership as set forth in the by-laws will be maintained. The National Board may, with a two-thirds favorable vote of those members present, revoke the charter of a chapter if such action is deemed necessary due to a lack of interest on behalf of the alumni in a chapter.

### **RESPONSIBILITIES OF CHAPTERS**

The Alumni Association is committed to the success of every chapter that is developed for alumni of the University. The Associate Director of Alumni Relations will act as the liaison to the chapters, providing guidance, support, and assistance in chapter development and growth. The chapter leadership should share in this commitment. Both the chapter and Alumni Relations will have certain responsibilities, but it should be recognized that a spirit of cooperation will be the key to success. Based on this cooperative relationship, the chapter and its leadership will have the following responsibilities:

- Identifying alumni willing to work with the chapter. A contributing factor to the success of your chapter is the quality of its leadership. Individuals should not be "drafted" into leadership roles; rather, they should be "recruited." The same guideline applies to those in non-leadership roles. Therefore, there should be a constant effort by the executive board to find new members and recruit them into being involved with the chapter board.
- Providing a tentative schedule for the year and other newsletter information before the beginning of the fall academic semester. A complete calendar of events will be posted on the Trinity Alumni Web site by August.

- Arranging events on at least a cost-recovery basis. Plan the event carefully, and estimate the cost of the event as closely as possible.
- Sending Alumni Relations information. It is necessary to send materials for the printing of invitations at least six weeks prior to an event. This working period allows the University time to design and print the invitations and get them in the mail at least one month prior to the event. When possible, invitations are mailed at the third class bulk rate.
- Receiving event reservations when appropriate. If admission fees are required, Alumni Office will handle registrations.
- Following up invitations. In addition to the reminders sent by the Alumni Office, it is important for the board to follow up invitations with personal phone calls to alumni to encourage them to attend.
- Providing event follow-up information to the Alumni Office. Return the Event Evaluation form as soon as possible after an event.
- Providing biographical updates to the Alumni Office. Send address updates, new employer or other new information about alumni as soon as possible.

## **RESPONSIBILITIES OF ALUMNI RELATIONS**

Alumni Relations will assist your chapter, whenever possible, with any problems it may have. In addition, Alumni Relations takes on several major functions and responsibilities designed to make the efforts of your chapter more successful and rewarding. They are:

Providing printouts of alumni names, addresses, phone numbers, class years, and employer information on request.

Printing and mailing invitations to events. All materials must be received at least six weeks in advance. The University will print invitations and cover all mailing costs.

Receiving reservations for events when appropriate. Depending on the event, it may be necessary for Alumni Relations to accept RSVP's by either snail mail, email or telephone. When this is the case, we will do so and keep you informed of the response.

Making arrangements for special faculty or staff speakers will be handled by Alumni Relations. If you would like to have a guest speaker from the University, we will do our best to arrange that visit, and will cover all travel expenses.

Maintaining a file of pertinent information on past chapter activities.

## **OFFICERS AND BOARD DIRECTORS**

Dynamic, enthusiastic leaders are the keys to a successful chapter. The executive committee of each board should oversee the responsibilities of the board. Traditional titles (president, vice-president) or less formal ones (coordinator, co-coordinator) may be selected. The chapter should be designed to meet the needs of the particular area. The number of officers and committees will be determined by the size of the chapter and the interests of the members.

Traditional responsibilities of the executive committee are as follows:

President-- oversees responsibilities of all chapter volunteers, guides the chapter's calendar of activities, conducts club meetings, and serves as the primary liaison with

Alumni Relations office. The president also serves as an ex-officio member of the National Board of the Alumni Association.

Vice-President-- presides in the absence of the president and is responsible for programming (through delegation).

Secretary-- keeps minutes of all meetings, advises Alumni Relations of all address and phone changes for alumni and sends reports on meetings to Alumni Relations.

Treasurer-- maintains all financial records for the chapter, keeps chapter operating on a cost-recovery basis, and files appropriate financial forms.

Past-president - stays involved to assist new chapter leadership and provide continuity.

Board Directors: serve as an advocate for Trinity University and the Trinity Alumni Association through communication and involvement with Trinity University and all Chapter-related activities

- plan and organize alumni events
- chair or serve on committees or sub-committees of large chapter projects based on level of expertise and experience
- attend regularly scheduled board meetings and chapter events
- offer suggestions and feedback to the officers of the Board to help improve the Chapter
- commit time and energy to the two-year term

Large chapters may also want to elect members to the board of directors in addition to officers. Again, the number of board members will depend on the size and needs of the chapter.

Standing or ad hoc committees should be appointed to manage events, telephone alumni, and assist with major projects.

### **TIPS FOR CHOOSING SUCCESSFUL LEADERS**

In selecting a person for a specific office or committee:

1. Talk with the person whom you feel would be well-suited for the position to determine if she/he is too busy or over committed. If the interest is there, but no time is available, consider asking if the person would be willing to work on a one time project.
2. Provide the person with a verbal or written job description. Be sure she or he has a clear understanding of what is expected.
3. During this initial contact, give the person some time, perhaps a week, to consider your offer. Choose a date to make a follow-up phone call, at your mutual convenience, for the decision.

Take advantage of the experience of both the Chapter Board and the membership. Find out areas of expertise and try to utilize talents of the chapter.

Have a variety of age groups on the Board to provide a variety of perspectives and ideas.

Recognize that time is precious to both members and leaders, so be specific with requests for assistance to minimize wasting time.

Be lavish with sincere thank you's, both public and private. Recognition of each person's contribution makes a club thrive.

## **BOARD MEETINGS**

Regular meetings of the board are crucial to a chapter's success. Meetings should be held at least three times a year.

The first meeting in July is devoted to annual planning.

The annual meeting of the chapter, which takes place in May, is open to all members. Elections are held at the annual meeting.

The Chapter President should prepare an agenda for each meeting. This practical tool permits an orderly transaction through the business at hand and provides an outline of club objectives.

Board members should be reminded of meetings by e-mail or telephone the week before the meeting. An agenda should be sent to board members in advance of the meeting.

## **LEADERSHIP DEVELOPMENT AND SUCCESSION PLANNING**

Identifying and cultivating qualified people for leadership positions must be a continuous process and is a major responsibility of all board members. Waiting until the last weeks before an election to begin recruiting replacements stunts the creativity and growth of the chapter.

Many chapters successfully recruit a Vice-President to serve as the President-in-training. This approach is valuable since it allows the future President to succeed naturally into the position of President.

Tips for developing new leadership:

Encourage other chapter members to become involved by including them on committees.

Contact alumni new to the area to make them feel welcome and get them involved. The Alumni Office provides lists of newcomers on a regular basis.

Educate a member who is perceived as having leadership potential and/or has expressed interest in getting more involved. Talk to her/him about position responsibilities and identify areas of interest.

Support the new leaders once they are in place and be sure to pass on records and other necessary information to successors. The immediate past president is a valuable resource to the Chapter Board.

## **ELECTIONS**

Always name a slate of board of directors and officers before elections are held. Choosing a slate allows the club to maintain a good representation of age and interests and helps assure the club that qualified people are elected. Anyone who is nominated should have a clear understanding of the responsibilities. Be sure all candidates are present at the election. Nothing is less impressive than electing people who can not attend the meeting.

Chapter officers are elected to a one year term, and may serve a maximum of three one-year consecutive terms. Board directors are elected to a staggered two-year terms and may serve no

more than six consecutive two-year terms. Elections should be held during the annual meeting before May 31 each year, to allow the new board to take office by June 1. Election results should be reported to the Alumni Office by the chapter president.

The Nominating Committee is composed of a chair (the immediate past president or president of a newly formed chapter) and two members elected by the board. The designated representative of the Director of the University's Office of Alumni Relations serves as an ex-officio member of this committee. Nominations may be made by board members at least 30 days prior to the annual meeting, and must be accompanied by written consent of the nominee to serve, if elected.

# PLANNING AND LEADING CHAPTER ACTIVITIES

## ACTIVITIES THAT COUNT

Strong programming, based on quality and variety, is the cornerstone of a successful chapter. Good program ideas come from many sources, especially issues, events, or people that affect your community. Events can be categorized into three general areas: social, educational, and special. At least one program a year should be Trinity focused.

Influential alumni can gain admission for the chapter to unusual places. Sometimes the location of the event is as exciting as the event itself.

Different people will probably attend each event as different events appeal to different markets. The programming goal is to vary the types of events to appeal to these different markets. Many clubs repeat an event that produced good attendance and a favorable reaction from chapter members. However, clubs must continually analyze the quality of and response to events that are repeat performances. Merely saying: "We've always done it" is not sufficient reason to repeat an event.

Suggestions for events:

Social - social hour, informal get together such as a picnic, seasonal party, athletic events (local professional teams, or Trinity teams). These events give chapter members a chance to renew acquaintances as well as make new friendships.

Special - theater, museum, art gallery, symphony. A Trinity faculty member could be invited for a pre- or post event lecture to add information to the event. A private reception before or after the event gives alumni a chance to meet and socialize.

Trinity oriented program - faculty member, administrator, Making Connections social with Trinity juniors, seniors, and local alumni.

## ANNUAL PLANNING

Program planning for an entire year, especially with more than three events, is the most efficient, manageable way to sponsor successful events. Responsibilities can be delegated early, and the Alumni Relations can give full support to marketing and promoting an event. Annual planning also strengthens the chapter's sense of purpose, and allows time to carefully plan and execute each event.

Guidelines for annual planning:

Map out the number of events you think the chapter can support. Two to three events per year is a good goal for most chapters. Additional activities may be planned in areas where the membership and the board can support events.

Check dates for possible conflicts with other events. Check events in the community and pay close attention to the holiday seasons, religious holidays, and peak vacation times when scheduling programs.

Focus on Trinity. Some chapter events may be purely social in nature. Other events will focus on Trinity in some way. The unique Trinity connection, whether it is a faculty speaker or some other link to Trinity, is what will encourage people to attend chapter events.

Aim for variety. Plan programs that will appeal to a variety of alumni. Look for ways to include recent graduates as well as other segments of the membership. Including everyone will both strengthen and enrich your chapter.

Schedule annual or seasonal events. Members will be able to anticipate when certain activities will take place each year. An annual summer picnic, Holiday party, or other event will help alumni plan ahead to participate in chapter activities.

Choose location carefully. Choose central or convenient locations for people to encourage attendance. Also, avoid locations that discriminate on the basis of sex, race, or religion.

Budget wisely. In planning any event, estimate all costs and divide by the expected number of participants to set a fee for the event.

Share the load -- appoint a committee. Obviously, the more people you have working together to complete a job, the less work any one person has to do. A leader's greatest asset is his or her ability to delegate and motivate. Try the committee approach to involve a variety of alumni in planning activities.

Develop a project plan for each event. This allows the coordinator and the Board to agree on a timetable for producing each event. Deadlines for marketing and mailing are included on this project plan.

Set a calendar. Develop a calendar for the year, listing all events, board meetings, and important deadlines throughout the year. Each Board member, and the Alumni Office can track progress on events throughout the year.

In summary, the following questions should be asked at a first planning meeting:

How many events do we want?

What type of events do we want to have?

When do we want the events? Be specific.

Who will be invited? e.g., all members, recent graduates only, 60's grads only.

Who will be in charge of each event?

How much will these events cost? Will we charge for the event?

If these questions are answered by the end of the planning meeting, you have a good annual plan for your chapter. If not, don't leave the meeting!



# CHAPTER BY-LAWS

TRINITY UNIVERSITY ALUMNI ASSOCIATION  
[GEOGRAPHIC DESIGNATION] CHAPTER

REVISED CHAPTER BY-LAWS

Approved October 4, 2003

ARTICLE I: NAME AND PURPOSE

Section 1. The formal name of this organization shall be the Trinity University Alumni Association—[geographic designation] Chapter.

Section 2. The purpose of the Chapter shall be to encourage a mutually beneficial relationship between Trinity University and its alumni at a local level.

ARTICLE II: MEMBERSHIP

Membership in the Chapter shall be open to any graduate or former student of Trinity University and/or one of its antecedent institutions living in the [geographic designation] area. Unless otherwise stipulated for Chapters within the United States of America,, the Chapter area shall be within a one hundred mile radius of the county seat of the principal city in which the Chapter is located. The Chapters and Networks Committee of the National Alumni Board may, at its discretion, amend the geographic size of the Chapter, and such stipulation shall be maintained by the Chapter's Secretary.

ARTICLE III: OFFICERS

Section 1. Officers of the Chapter shall be determined according to the provisions in Paragraph A below and shall be defined by one of the two models provided in paragraphs B and C below. A Chapter must adopt and observe one of these models for the organization of its officers. A Chapter's chosen model may be changed only by a two-thirds vote of the Board of Directors and with an effective date of one year after June 1 immediately following the date on which the organizational model for Officers is changed. A Chapter's choice of organizational model must be ratified by the Chapters & Networks Committee of the National Alumni Board.

Paragraph A. Determination of Officers: Officers of the Chapter shall either, (i) be elected by the existing voting Directors of the Board, or, (ii) be appointed by the Chapter's Nominations Committee subject to approval by a two-thirds of the voting members of the Board of Directors. Such an appointment shall be in the form of a full slate of Officers depending on the Chapter's chosen organizational model. The voting members of the Board of Directors shall determine, in April of every year, by a two-thirds vote, whether officers will be elected by vote of the Directors or appointed in the form of

form of a recommended slate from the Nominations Committee. Both the election and the appointing processes shall be governed by Addendum 1 to these By-Laws, Procedures for the Election of Directors of the Board and Election or Appointment of the Officers of the Board.

Paragraph B. Traditional Model: Officers of the Chapter may be President, Vice-President, Secretary, Treasurer, or such Officers as are deemed necessary by the Chapter. These Officers shall be elected or appointed annually on or before May 31 for one-year terms beginning June 1. The President may be elected or appointed to a maximum of three consecutive one-year terms. The Board has the power to waive the three-year term limitation of the President by a two-thirds vote. The other Officers may serve an unlimited number of one-year terms. An elected or appointed Officer of the Board must have served as a Director of the Board for a minimum of one year in order to be eligible for election or appointment to office.

Paragraph C. NAB Model: Officers of the Chapter may be President, Vice President/President Elect, Secretary, Treasurer, or such Officers as are deemed necessary by the Chapter. Officers other than President, shall be elected or appointed annually on or before May 31 for one-year terms beginning June 1, unless an incumbent President chooses to seek an additional term of office. Such a second term would be subject to election or appointment as provided in Section 1 Paragraph A. A President under the NAB model may serve up to two consecutive terms. In the year following election, the Vice President/President-Elect shall assume the Office of President for a single one-year term if the President serves a single term. Should the President choose to seek a second term, the Vice President/President Elect may choose (i) to remain Vice President for an additional term, and then become President following the end of President's second term, (ii) to become a candidate for President against the incumbent President, or (iii) decline a second term as Vice President. If the Vice President/President Elect chooses option (i), then the Vice President/President Elect consents to serve at least one term as President beginning the following year. If the Vice President chooses option (ii), then both the Vice President and the incumbent President will be candidates for President on the ballot at the Annual Elections Meeting, and the Nominations Committee will be precluded from recommending a candidate for President. Officers other than the President and Vice President/President-Elect may serve an unlimited number of one-year terms. An elected or appointed Officer of the Board must have served as a Director of the Board for a minimum of one year in order to be eligible for election or appointment to office.

Section 2. A President of the Chapter shall also be the Chairman of the Chapter Board of Directors. The President shall preside at meetings of the Chapter, may call special meetings of Chapter Officers or the entire Board of Directors, shall serve as liaison with the Alumni Relations Office, and shall serve as an ex-officio member of the National Alumni Board of the Trinity University Alumni Association. The President shall have the power to create ad-hoc committees, appoint chairs to standing and ad-hoc committees unless otherwise specified herein, appoint standing and ad-hoc committee members, and make special ex-officio appointments as needed.

Section 3. A Vice President/President-Elect, under the NAB model for Chapter Officers provided in Article III, Section 1, Paragraph C, shall be Vice President and President-Elect of the Chapter Board of Directors and shall assume the Office of President the year following his term. The Vice President/President-Elect shall, in the absence of the President, assume the duties of the President. The Vice President/President-Elect may also attend meetings of the National Alumni Board upon invitation by the Chairman of the National Alumni Board.

Section 4. A Vice President, under the traditional model for Chapter Officers provided in Article III, Section 1, Paragraph C, shall be Vice President of the Chapter Board of Directors and shall, in the absence of the President, assume the duties of the President. The Vice President may also attend meetings of the National Alumni Board upon invitation by the Chairman of the National Alumni Board.

Section 5. A Secretary shall be Secretary of the Chapter Board and shall maintain all records of the Chapter, including Board Directors' terms of office, minutes of meetings of the Chapter Board of Directors and minutes of meetings of the Executive Committee. The Secretary shall report minutes of Board meetings and Executive Committee meetings to the Board of Directors, and the Executive Committee, respectively within one week. The Secretary shall maintain a record of attendance at all Chapter events.

Section 6. A Treasurer shall be Treasurer of the Chapter Board and shall assume appropriate fiscal responsibilities. The Treasurer shall keep appropriate records of all financial transactions of the Chapter.

Section 7. In the event that the Board of Directors chooses not to elect Officers, as prescribed by either the traditional model or the NAB model in Article III, Section 1, a majority of the Board of Directors shall designate an Leadership Committee. The Leadership Committee shall divide the responsibilities of these traditional Officers amongst themselves, and shall specify one person to be the liaison with the Alumni Relations Office.

Section 8. In the event an elected Officer other than President under the traditional model for Chapter Officers provided in Article III, Section 1, Paragraph C, is unable to fulfill a term, the Nominating Committee shall recommend a current Board Director to serve the remainder of the departing Officer's term, and such recommendation shall be approved by a simple majority of the remaining members of the Chapter's Executive Committee.

Section 9. In the event a President under the NAB model for Chapter Officers provided in Article III, Section 1, Paragraph C, is unable to fulfill a term, the Vice President/President-Elect shall assume the Office of President for the remainder of the departing President's term and shall be eligible, upon election or appointment, as prescribed in Article III, Section 1, to serve up to two additional one-year terms as

President beginning the following year. An existing Board Director, having served a minimum of one full year as a Director of the Board, shall serve as Vice President/President-Elect for the remainder of the departing Vice President/President Elect's term, upon recommendation of the Nominating Committee, subject to an approval vote of two-thirds of the Board of Directors, and shall then, in the following year, be eligible, upon election or appointment, as prescribed in Article III, Section 1, to assume the Office of Vice President/President-Elect. In the event any other elected Officer under the NAB model for Chapter Officers is unable to fulfill a term, the Nominating Committee shall recommend a current Board Director to serve the remainder of the departing Officer's term, and such appointment shall be approved by a simple majority of the remaining members of the Chapter Executive Committee..

#### ARTICLE IV: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of all Officers and any other members of the Chapter, as elected by the Chapter, provided that the total number of Directors shall not exceed fifteen (15). Ex-officio Directors of the Board are non-voting Directors and are not included toward the Director total. The Board shall be divided into two classes, elected by the Chapter at its annual meeting, which shall be held before May 31, for staggered two-year terms beginning June 1. Directors may serve no more than six consecutive two-year terms. Any vacancy occurring during a term may be filled by the Nominations Committee, and approved by a simple majority of the Executive Committee. Upon recommendation of the Executive Committee, a two-thirds vote of the Board of Directors may change the term duration and/or term limitation for Directors. Such a change to term durations and/or limitations for Directors must be ratified by the Chapters and Networks Committee of the National Alumni Board and communicated to the Office of Alumni Relations.

Section 2. Upon recommendation of the President or the Nominating Committee, a Director may be removed from office by a two-thirds vote of the Board of Directors.

Section 3. The Immediate Past President of the Chapter shall serve as an ex-officio Director of the Board, and a voting member of the Executive Committee. Directors of the National Alumni Board who are also members of the Chapter may elect to serve as ex-officio Directors of the Chapter Board.

Section 4. Nominations for the Directors of the Board shall be made by the Nominating Committee and, thereafter, by any Chapter member in accordance with the procedure provided in Addendum 1: Procedures for the Election of Directors of the Board and Election or Appointment of the Officers of the Board.

Section 5. All former Presidents of the Chapter are Directors Emeriti upon completion of their terms. In addition, any other persons approved by a two-thirds vote of the Board of Directors may be appointed Directors Emeriti. A Director Emeritus may elect to serve as an ex-officio Director of the Board. A Director Emeritus serving as an ex-officio Director of the Board shall serve in an advisory capacity and is exempted from the attendance and participation requirements imposed on other Board Directors. With the approval of the National Alumni Board's Executive Committee, a Director Emeritus may be removed from Office by a two-thirds vote of either, (i) the other Directors Emeriti, or, (ii) the Chapter's Board of Directors.

Section 6. An Admissions Coordinator, appointed by the Chapter's Executive Committee, subject to ratification by the National Alumni Board's Chapters and Networks Committee, may be a Director of the Board, or if not, shall serve as an ex-officio Director of the Board. The Admissions Coordinator shall serve as liaison between the Chapter and the Trinity University Office of Admissions.

Section 7. A Career/Networking Coordinator, appointed by the Chapter's Executive Committee, subject to ratification by the National Alumni Board's Chapters and Networks Committee, may be a Director of the Board, or if not, shall serve as an ex-officio Director of the Board. The Career/Networking Coordinator shall serve as liaison between the Chapter and the Trinity University Office of Career Services and shall be the main contact person for Chapter members seeking career and/or networking assistance.

Section 8. A majority of the elected Directors of the Board shall constitute a quorum.

Section 9. The Chapter and its Board of Directors shall operate in accordance with these By-Laws.

Section 10. The Chapter Board of Directors shall plan and coordinate all ~~area~~ Chapter programs and activities.

Section 11. The President shall conduct all meetings of the Chapter as well as meetings of its Board of Directors with fairness pursuant to reasonable rules and procedures. In the event of a procedural dispute, a Director of the Board may invoke Robert's Rules of Order Newly Revised, which shall dictate ultimate rule of procedure.

## ARTICLE V: COMMITTEES

Section 1. The Executive Committee shall be composed of the Officers of the Chapter and the Immediate Past President of the Chapter. The Executive Committee shall meet on call of the President.

Section 2. The Executive Committee may act on behalf of the Chapter Board of Directors between meetings of the Board.

Section 3. A Nominations Committee shall be charged with ensuring the perpetuation of the Board of Directors. The committee shall actively recruit new Board Directors. The Nominations Committee shall also oversee and conduct the annual elections process according to the procedures provided in Addendum 1: Procedures for the Election of Directors of the Board and Election or Appointment of the Officers of the Board. In April of any given year, should the Board of Directors elect, the Nominations Committee may be charged with recommending a slate of Officers of the Board for the upcoming year. Such a recommended slate shall include recommendations for every officer position on the Board, and would be subject to approval by a two-thirds vote of the Board of Directors. Additionally, the Nominations Committee shall have other responsibilities as provided in these By-Laws. The Nominations Committee, shall be composed of a Chair, defined as the Chapter's Immediate Past President or the President of a newly formed chapter, two voting or ex-officio Board Directors, determined annually at the first Board meeting following the Chapter elections by a two-thirds vote of the Board, and the designated representative of the Director of the University's Office of Alumni Relations, who shall serve as an ex-officio member of this committee. Should the Chair of this committee become unable to complete a term, the Board shall elect an ex-officio Board Director to complete the term. Should any other member of the committee become unable to complete a term, the Executive Committee shall appoint a member of the Chapter to complete the term. Members of the committee may not seek any elected Office on the Board in the year of, or the year following, their service on this Committee.

Section 4. Other committees may be established at the discretion of the President.

## ARTICLE VI: MEETINGS

Section 1. The Board shall meet at least three times per calendar year. Other meetings may be called by the President of the Board.

Section 2. Ten day advance, written notice of all meetings shall be given to all Directors and ex-officio Directors of the Board.

Section 3. With the exception of the annual Chapter elections, all meetings of the Board of Directors shall be closed meetings. Guests may be invited to any meeting at the discretion of the President.

Section 4. The Chapter shall have an annual elections meeting before May 31 for the purpose of electing Directors and either electing Officers or having the Nominations Committee present a slate of Officers for approval by two-thirds of the voting members of the Board of Directors . This meeting shall be open to all members of the Chapter, and may also serve as a Chapter general meeting.

Section 5: With the exception of the annual elections meeting, all board business, including regular and ad-hoc meetings, may be conducted via conference call or email when a board member (or members) is (are) not able to meet in person.

#### ARTICLE VII: CHARTER

Charters are granted to Chapters ready to assume full responsibility of operating a perpetuating, organized Chapter. If the Chapter does not operate in accordance with these By-Laws and maintain the Charter, the National Alumni Board may vote to rescind the Charter on a two-thirds favorable vote of those members present at any meeting of the National Alumni Board.

#### ARTICLE VIII: AMENDMENTS

Subject to the advice and consent of the National Alumni Board's Chapters and Networks Committee, these By-Laws may be amended only by the National Alumni Board by a two-thirds favorable vote of those members present at any meeting of the National Alumni Board, provided that written notice of the proposed amendment(s) has (have) been given to all members of the National Alumni Board at least ten days prior to the meeting.

ADDENDUM 1  
PROCEDURES FOR THE ELECTION OF DIRECTORS OF THE BOARD AND ELECTION  
OR APPOINTMENT OF THE OFFICERS OF THE BOARD

SECTION 1 - GENERAL

The Chapter shall observe a “fiscal” year that mirrors the fiscal/academic year of Trinity University. The academic year shall end on May 31.

SECTION 2 – NOMINATIONS AND ELECTION PREPARATION

In March of every year, the Nominating Committee shall ascertain the number of potential board vacancies for the following year.

In April of every year, the Board of Directors shall determine, by a two-thirds vote, whether (i) the Board desires to vote upon all candidates for Officer positions at the Annual Elections Meeting, or, (ii) the Board desires the Nominations Committee to review all candidates and propose a slate naming one candidate for each Office.

Also in April, no later than April 15, the Chair of the Nominations Committee shall make a Chapter-wide call for nominations for Officers and Directors of the Board. This call must include the following information:

- (1) The approximate number of available Board Directorships anticipated,
- (2) That any member of the Chapter is eligible for nomination or to self-nominate for a Board Directorship,
- (3) That only members of the Chapter who have served a minimum of one year as Directors of the Board are eligible for election as Officers of the Board,
- (4) Whether Officers will be determined by vote of the Board of Directors or by a slate recommended by the Nominations Committee,
- (5) That nominations may only be accepted with the consent of the Chapter member being nominated,
- (6) That the nominating period shall close on April 30,
- (7) That elections will be conducted in an Elections Meeting and that participation in this meeting requires an RSVP to the Chair of the Nominations Committee by a specified date,
- (8) The approximate date (in May) of the Elections Meeting, and
- (9) That while any member of the Chapter may vote for Directors of the Board, only Directors of the Board may vote for Officers of the Board.

The Nominating Committee shall collect profile information for every alumnus who has accepted a nomination for a Board Directorship and shall present this information to the Chapter and Chapter Board at the Elections Meeting.

The Annual Elections Meeting shall be held in May. Prior to the Elections Meeting, the Nominations Committee shall confirm the status of all Chapter members that requested to

participate in the Elections Meeting (via RSVP to the committee Chair). The Chair of the committee shall then communicate the date, time, and location of the Elections Meeting to all Chapter members who are eligible to participate.

### SECTION 3 – ELECTIONS MEETING

The Chair of the Nominations Committee shall preside as elections master and shall present the slate of nominees to the Chapter.

Elections shall be conducted via secret ballot.

The Nominations Committee shall coordinate all elections activity, including the counting of the ballots, but such ballots may be reviewed by anyone casting a vote in the related election.



# COOKBOOK FOR ALUMNI EVENTS

# COOKBOOK FOR ALUMNI EVENTS

## Event Planning Checklist

Thorough pre-planning with attention to detail assures your chapter a hassle free, worthwhile, enjoyable event. The following list represents details to consider when planning meetings and events.

### LOCATION

Centrally located (for daytime meetings, this may mean downtown where members work, but for evening or weekend meetings, this may mean in or near the suburbs where members live).

Easy access to public transportation, if appropriate.

Parking available - at location or nearby, valet, cost of parking

### FACILITIES FOR EVENTS

If using a hotel or restaurant meeting room, consider the following:

Name of representative responsible for your meeting. Will the individual be on site during your event?

Location of lighting controls? Can you adjust the light or is staff required? If a staff member is required, how can he be reached? Can lights be dimmed sufficiently to show slides, movie, etc.?

Location of heat/air conditioning controls? How can they be adjusted and who can adjust them?

Is background music played in the room? How can it be turned off?

Is room accessible to the handicapped? Are special instructions needed?

Is size of room adequate? (Too large can be as disastrous as too small.) Is there an opportunity to change room size if crowd is larger/smaller than expected?

Request diagram of room set-up. Registration table and two chairs set up by entrance to room?

Waste paper basket by registration table?

Sign in sheets should always be used.

Name tags should always be used. For more formal events, have name tags lettered or typed before event.

Check to be certain smoking is permitted. This is especially important if the guest speaker or VIP guests are smokers. Are ashtrays available?

Time meeting room will be set up?

If room is partitioned, what groups are meeting in other rooms? Will the noise or activity from other groups disturb your event.

Name of representative who will meet with you to check the room.

### **SPEAKER'S LECTERN**

Depending on the type of event, select free-standing or table top.

Determine location of lectern.

Have a water pitcher and glasses set up by lectern.

On the day of the event, check that lectern light and microphone are operational.

Is equipment that speaker requested (laptop for PowerPoint, slide projector, flip charts, tape recorder, etc.) set up properly and checked by staff, in your presence, to be sure that all is operational?

### **BAR ARRANGEMENTS**

Use a cash bar.

Confirm that soft drinks will also be available.

Determine location of bar, consider traffic pattern. Depending on the size of the event, decide if more than one bar will be needed.

Decide time bar will open and close. If meal is served, close bar before meal is served.

### **LUNCHEONS, DINNERS**

Determine seating arrangements - rounds of 8 or 10 are most commonly used.

Select color of table linens.

Decide if tables are to be numbered, if place cards should be used.

Confirm number of waiters assigned to the event.

Decide if program will begin during or after dessert.

Confirm serving and clearing schedule with banquet captain. Tables should not be cleared once the program begins.

If time is short (particularly at lunch), ask that first course be preset.

## **RECEPTION, MEAL COSTS**

Always use cash bar.

If hors d'oeuvres, how elaborate? What is the cost? Should hors d'oeuvres be replenished?

If meal, decide per plate price (including all taxes and gratuity). If the banquet menu price seems too high, ask them to plan menu based on your suggested per plate price.

Confirm deadline for submitting the guaranteed number of attendees to the caterer.

Confirm the number of meals above the guarantee that caterer will prepare.

Discuss billing arrangements.

## **HOSPITALITY**

For speakers arriving from out of town, decide who will meet him or her, provide transportation to event, to hotel.

Decide if a small gift for the speaker or special guest is appropriate. Assign the responsibility to a chapter member.

Select alumni to act as hosts for the event, greeting newcomers and introducing them to other club members.

## **FINANCING AN EVENT**

A necessary part of every chapter's planning is financial. In general, all events should be planned on at least a cost-recovery basis. Always try to estimate event costs as accurately as possible when planning the event and then divide the total cost by the number of participants to get a cost-per-person. Here are some expenses to factor in when attempting to estimate the cost of an upcoming event:

1. Facilities (room charge, parking, catering fee, etc.)
2. Food and beverages, plus tax and gratuity
3. Decorations
4. Entertainment
5. Miscellaneous expenses (add at least \$1 per ticket)
6. The down payment for the event

Not all events will require the above expenses, while others will require more. Using your chapter's resources can greatly aid in the financing of your chapter's events. Some individuals

may be able to provide some service free of charge or at a reduced rate. For example, an individual who works for a large corporation may be able to offer an appropriate facility for a banquet through his/her company.

To encourage pre-payment, it is helpful to offer a reduced price to alumni who register in advance, and a higher price at the door.

## **INVITATIONS AND PUBLICITY**

Getting the word out about your event early and often is extremely important. Early planning allows the most information to be promoted as effectively as possible. Below is an outline of a year's marketing plan:

AlumNet, monthly electronic newsletter which is emailed to all alumni whose email address we have in Trinity database, is a great marketing tool for highlighting the chapter activities. A complete calendar of events for the coming year with as much detail as possible is the first line of communication to alumni. At the very least, the date, name of event, and a contact person should be listed. A save the date postcard should be mailed out by mid September.

Invitations to events should be mailed 4 weeks before the event. Alumni Relations will handle the printing and postage costs, and be sure that invitations are mailed in a timely manner, provided that copy is provided six weeks prior to the event.

Phone calls or emails should follow up invitations. A sub-committee can effectively follow up written invitations with personal phone calls to alumni in the area.

## **Complete information for a chapter event should include:**

Name of event

Brief description of event

Time of event (if a reception precedes program, include time of each)

Location of event

RSVP deadline - usually 1-2 weeks before event

Cost per person - if a family event, is cost less for children?

Information on reception - is a cash bar included?

Information on parking (free, valet, location)

Information on available public transportation, if applicable

Information on attire, if necessary (western wear, semi-formal, casual)

Name, e-mail address and phone number of person to call for more information

Name, e-mail address or phone number of person to receive RSVP's

All checks should be made payable to Trinity University

## **FOLLOW-UP TO EVENTS**

As soon as possible after the event,

- 1) Fill out an online Event Evaluation form available at [https://www.trinity.edu/departments/alumni\\_relations/SSL/events/event\\_report.htm](https://www.trinity.edu/departments/alumni_relations/SSL/events/event_report.htm) and submit it to Alumni Relations.
- 2) Mail photos from the event to Alumni Office for magazine and the Web page photo gallery. **If you have electronic photos (.jpg), save them in 4" x 6" @ 300 DPI or 1200 x 1800 pixels**, and then e-mail them as attachments to [alumni@trinity.edu](mailto:alumni@trinity.edu). If you have prints, mail them to: Office of Alumni Relations, Trinity University, One Trinity Place, San Antonio, Texas 78212
- 3) Send a thank-you note to any speakers or people who contributed in a special way to the event.

# COOKBOOK FOR ALUMNI EVENTS

## Event Tip Sheet

### **ARRIVE EARLY TO SET UP!**

We usually get early birds at our events. You should arrive with set-up supplies and name tags one hour before the scheduled start! You will want to:

- locate your contact person at the site
- find the bathrooms, telephones, and coat check
- test the audio/visual equipment
- set up the registration area (be sure to have a trash can for nametag backs)
- determine who will assist at the registration table, welcome alumni, and attend to anything else that comes up.

### **AVOID BOTTLENECKS AT REGISTRATION**

It's important to get people into the space as quickly as possible. Pre-made nametags (.arranged alphabetically) on the registration table will help speed things up. If there isn't an event fee, alumni are able to find their own name tags and move on. Leftover name tags at the end of the event will give you an accurate reading of who came and who didn't. If there is a fee associated with the event, file name tags in index box and have check-in sheet available to reference payment options.

### **NAMETAGS**

Pre-made nametags are generally provided by the Alumni Office unless RSVPs are taken by chapters. The suggested format is to place the person's first name in **BOLD CAPS** on (lie first line 18 pt.), followed by their full name and Class Year in Title Font (14 pt.) on the second line.

It is preferred that the name tags be pre-printed. If that option isn't available, please use a black felt tip "sharpie" pen.

### **HANDLING PEOPLE WITHOUT RESERVATIONS AT THE DOOR**

It's a good idea to have a separate section of the registration table for people who haven't pre-registered or who are paying at the door. Typically these transactions take longer and there is no reason to make the pre-registered people wait because of latecomers. Be sure to have extra name tags and markers on hand for both the day-of's and the people who want to make a new name tag (to correct a misspelling, add a maiden name, etc.)

### **GUEST SPEAKER/PRESENTER HOSPITALITY**

One Board member should act a host/hostess throughout the event. This alumna/Alumnus should NOT be the event chair. The host should arrive early and greet the speaker when he arrives. The host should get the speaker a drink, and make sure he/she has a chance to eat, if desired, and help move the speaker throughout the room to meet as many alumni as possible.

### **GETTING THINGS STARTED**

Five minutes before the program is scheduled to begin, ask people to take a seat. It will take several minutes for everyone to get settled, so you will need the help of all board members to circulate throughout the space reminding people to be seated.

### **WELCOME AND SPEAKER INTRODUCTION**

The Chapter President should begin the program by introducing himself/herself, welcoming everyone to the event, and thanking them for coming. The president should mention that the event is sponsored by your chapter of the Trinity University Alumni Association. He/she should give a one-minute overview of your chapter (i.e.; announce upcoming events, how to volunteer, etc.) The president should also introduce all board members present and acknowledge the volunteer committee that produced the event.

The Chapter President or Event Chair should then take two to three minutes to introduce the speaker, using a summary of information or a bio sketch.

The entire welcome and speaker introduction should take no more than five minutes.

### **WRAPPING IT UP/CLOSING THE EVENT**

Three to five minutes before the program is scheduled to conclude (during the question-and-answer period), the president should stand at the conclusion of the speaker's response to a question and announce that there is time for one final question. When the speaker has concluded his/her answer, the president should again approach the podium and thank the speaker (perhaps presenting a small gift). The president should also thank everyone for attending, encourage attendees to complete a follow-up survey on the event conducted by the Alumni Office).

# **COOKBOOK FOR ALUMNI EVENTS**

## **Event Planning Timeline**

### **12 WEEKS PRIOR**

- Contact the Alumni Office to discuss plans for the proposed event.
- Events Committee meets to discuss plans and divide responsibilities among committee.
- Finalize date and time of event.
- Determine who will be the point person for receiving RSVPs for the event.
- Determine budget.

### **10-11 WEEKS PRIOR**

- Discuss strategies for publicizing and promoting the event.
- Reserve necessary facilities for the event. Inquire about the number of people the location can accommodate.
- Discuss foul weather plans or a Plan B in case something happens to your first location.
- Consider the parking options (convenience, cost, safety, etc.)
- Discuss costs, menu, room availability, minimum confirmation numbers, taxes, and tip.
- Secure any entertainment desired. Background music can be a nice addition to any event.
- Secure guest speakers or campus representatives (if applicable.).

### **9 WEEKS PRIOR**

- If applicable, get signed contracts for all arrangements made.

### **8 WEEKS PRIOR**

- Send letters of confirmation to participating parties (speakers, site, etc.).
- Reserve the use of any necessary audio/visual supplies and/or equipment (i.e.: podium, check-in tables, phone, video).

## **6 WEEKS PRIOR**

- Confirm necessary arrangements for any visiting speaker.
- Send draft invitation to Alumni Office for printing and mailing.
- Provide event information to Alumni Office for the Web page.

## **4 WEEKS PRIOR**

- Organize a phone tree.
- Finalize meeting/program format, (i.e.: Who will be the master of ceremonies? Give the welcome? Introduce the keynote speaker? Will there be anybody else on the program besides the main speaker?)
- Determine who will staff the registration table.

## **1 WEEK PRIOR**

- Email draft reminder about the event to Alumni Office.
- Use the phone tree to remind invitees.
- Confirm arrangement of use of supplies and equipment.
- Final head count to facility or caterer.
- Committee meets to make last-minute arrangements.
- Print program (if applicable).

## **FOLLOWING THE EVENT**

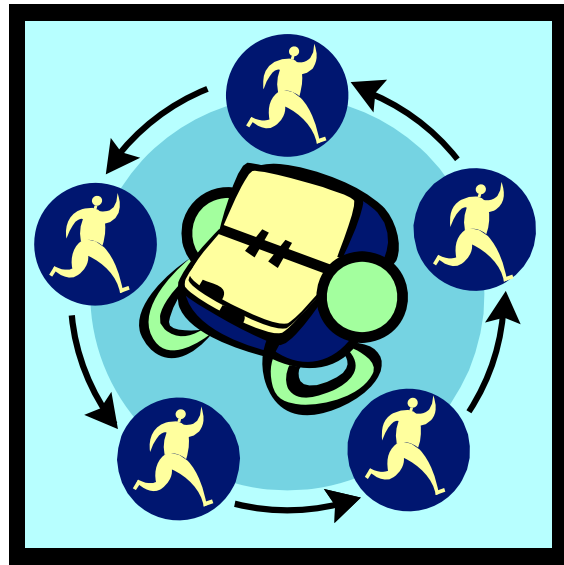
- Send all invoice/receipts to the Alumni Office for reimbursement.
- Evaluate the event within a week, and submit it online to the Alumni Office.
- Mail photos from the event to the Alumni Office.
- Send "Thank you" notes (if applicable).
- Inform the Alumni Office about alumni who expressed interest in helping plan future events.
- Inform the Alumni Office of any alumni address updates.



# IMPORTANT LINKS

ALUMNI CHAPTER  
**FREQUENTLY USED WEB PAGES**

<b>Online Alumni Directory</b>	<a href="https://alumni.trinity.edu/">https://alumni.trinity.edu/</a>
<b>Event Calendar</b>	<a href="http://www.trinity.edu/departments/alumni_relations/alumni_events.htm">http://www.trinity.edu/departments/alumni_relations/alumni_events.htm</a>
<b>Alumni Event Report Form</b>	<a href="https://www.trinity.edu/departments/alumni_relations/SSL/events/event_report.htm">https://www.trinity.edu/departments/alumni_relations/SSL/events/event_report.htm</a>
<b>Chapter Board Nomination</b>	<a href="https://www.trinity.edu/departments/alumni_relations/SSL/nomination_forms/chapter_director_nomination_form.htm">https://www.trinity.edu/departments/alumni_relations/SSL/nomination_forms/chapter_director_nomination_form.htm</a>
<b>Alumni Weekend</b>	<a href="http://www.trinity.edu/departments/alumni_relations/alumni_weekend/index.htm">http://www.trinity.edu/departments/alumni_relations/alumni_weekend/index.htm</a>
<b>Giving to Trinity</b>	<a href="http://www.trinity.edu/departments/development/giving.htm">http://www.trinity.edu/departments/development/giving.htm</a>



# CONTACTS



## Trinity University Contacts For Frequently Asked Questions

### ALUMNI OFFICE CONTACTS

Telephone: (210) 999-8404  
1-800-882-5861  
FAX: (210) 999-8489  
E-mail: [alumni@trinity.edu](mailto:alumni@trinity.edu)

Alumni Home Page:  
[http://www.trinity.edu/departments/alumni\\_relations/](http://www.trinity.edu/departments/alumni_relations/)

#### Mary Kay Cooper

Director  
Telephone: (210) 999-8490  
E-mail: [MaryKay.Cooper@Trinity.edu](mailto:MaryKay.Cooper@Trinity.edu)

#### Selim Sharif, Associate Director

Telephone: (210) 999-8491  
E-mail: [Selim@Trinity.edu](mailto:Selim@Trinity.edu)

#### Reni Geevarghese, Alumni Information Systems Coordinator

Telephone: (210) 999-8488  
E-mail: [reni.geevarghese@Trinity.edu](mailto:reni.geevarghese@Trinity.edu)

#### Crystal Benavides, Young Alumni and Student Programs Coordinator

Telephone: (210) 999-8405  
E-mail: [Crystal.Benavides@Trinity.edu](mailto:Crystal.Benavides@Trinity.edu)

#### Elizabeth Ford '93, Alumni Volunteer Coordinator

Telephone: (210) 999-8435  
E-mail: [Elizabeth.Ford@Trinity.edu](mailto:Elizabeth.Ford@Trinity.edu)

#### Monica Reina, Senior Secretary

Telephone: (210) 999-8404  
E-mail: [Monica.Reina@Trinity.edu](mailto:Monica.Reina@Trinity.edu)

### OTHER CONTACTS AT TRINITY

**Admissions:** (210) 999-7207  
[admissions@trinity.edu](mailto:admissions@trinity.edu)

**Athletics:** Justin Parker (210) 999-8447  
[jparker@trinity.edu](mailto:jparker@trinity.edu)

**Bookstore:** (210) 999-7227  
[bookstore@trinity.edu](mailto:bookstore@trinity.edu)

**Development:** (210) 999-7420

**Planned Giving:** Gaylon Greger (210) 999-7697  
[Gaylon.Greger@Trinity.edu](mailto:Gaylon.Greger@Trinity.edu)

**Coates Information Desk:** (210) 999-8525

**Computing Center:** (210) 999-7409  
[helpdesk@trinity.edu](mailto:helpdesk@trinity.edu)

**Career Services:** (210) 999-8321  
[careerservices@trinity.edu](mailto:careerservices@trinity.edu)

**Laurie Auditorium Box Office:** (210) 999-8117

**Library:** Chris Nolan (210) 999-7429  
[cnolan@trinity.edu](mailto:cnolan@trinity.edu)

**Magazine:** Mary Denny (210) 999-8406  
[mdenny@trinity.edu](mailto:mdenny@trinity.edu)

**Swimming Pool (Outdoor):** (210) 999-7600

**Tennis Courts:** (210) 999-8225

**Transcripts:** Registrar's Office (210) 999-7201  
[roffice@trinity.edu](mailto:roffice@trinity.edu)