

National Alumni Association - Guidelines for Operations

This is a Guide for all countries to kick-start and run an Alumni Association with the help of a few key Alumni. It is absolutely important for active AIESEC members (preferably MCP plus one more representative from the MC/LCP) to participate in the running of Alumni Association for full support of Alumni in current operations.

Alumni are the end product of every organization and show how credible the organization is to the external society. Hence, AIESEC's involvement in AIESEC Alumni activities is important and mandatory.

To be up-to-date about Global Alumni Association and what does it mean to be part of this global umbrella of alumni associations, please check the following websites:

<http://aiesecalumniunite.org/>

<http://www.aiesec-alumni.org/AAI.html>

Getting off the ground

Implementing an Alumni Association can be a rather simple process, but it does require planning and coordination to be successful. The following is a suggested step-by-step process to forming an association.

Step 1 - Form an Interest Group

All it takes is one man to get an Alumni Association started - one alumnus. An alumni interest group can start with just a half-dozen alumni as the nucleus who understand the benefits of an Alumni Association and who want to make it a positive experience. Additionally, names and contacts of alumni in the area can be obtained by using the following approaches:

1. Meet informally with alumni to obtain names of other alumni who may be interested in serving on the Alumni Association. Events like homecoming and other alumni gatherings are excellent opportunities to make initial contact.
2. Use the existing alumni to gain the interest and support of influential alumni. Ask for their feedback and support. Request suggested names of members of the association. Keep in mind that the Alumni Association should remain as a separate group from the organisation since their responsibilities differ.
3. A single phone call or letter gets things started. Remember, some of the most active and interested alumni living in the area may be interested in continuing their experience by attending alumni functions and assisting the local chapter.
4. Telephone and personally meet with alumni in the area to discuss the proposals of the Alumni Association. Most members have difficulty rejecting personal and sincere contact. Directly ask for their participation in starting the association.

Step 2 - First Special Mailing

Write to the alumni who make up your interest group. This letter should request that they attend an initial organisational meeting. Establish a date, time and location for the meeting. Follow up your letter with a personal telephone call a few days before the meeting to confirm attendance.

Step 3 - The Organisational Meeting

By this time the alumni interest groups attendance has been confirmed. This first meeting could be held at an informal place in a campus building or other office. One alumnus should run the

meeting, and typically this person will be the President of the Alumni Association. An agenda for the meeting needs to be prepared.

Sample Agenda for First Alumni Association Meeting

1. Call to order.
2. Introductions.
3. Review general concepts and goals of the Alumni Association.
4. Outline Alumni Association functions.
 - A. Communication (newsletters, mailings, directories, etc.).
 - B. Activities.
 - C. Involvement
 - D. Support
5. Identify areas of short and long-term needs.
6. Establish projected expenditures and dues structure.
7. Solicit areas of interest and capabilities.
8. Nomination and election of Alumni Association officers.
9. Appointment of a committee to draw up the by-laws or organisational outline.
10. Appointment of other committees and delegation of responsibilities.
11. Set date, time and location for follow-up meeting.
12. Adjourn.

After the main topics have been covered, ask the alumni if they are willing to make a commitment to serve on the Alumni Association. It is important to get solid commitments or refusals before the meeting adjourns. Schedule the next meeting of the Alumni Association (probably within the next month) at this meeting.

If the alumni are enthusiastic enough, plans can be made for the first general mailing, dues structure and an association event. Time frames for each activity need to be established and responsibilities delegated.

Step 4 - Prepare By-Laws

Have a committee prepare by-laws for adoption at the next meeting, or put a resolution in writing setting forth an organisational plan outlining the government, operation procedure and policies, and principal activities to be traditionally sponsored each year. Such by-laws or outlines, whether for the newly formed or established association, will serve many useful purposes. Sample Outline of Alumni Association By-Laws

1. Objectives.
2. Membership.
3. Officers; duties and powers of officers.
4. Regular committees; duties and functions of committees.
5. Meetings and programs; general timing of meetings.
6. Dues; members to association, control of funds.
7. Scholarship and fellowship funds, control and operation.
8. Communication - regular; content and timing of newsletters.
9. Major activities and work projects; chapter assistance, social functions, fraternal events traditionally sponsored.

Step 5 - The Follow-Up

Follow-up physically or virtually is crucial. If the alumni can see results, they will continue to serve on the Alumni Association. Prior to this, the association President should make phone calls to

confirm attendance and follow up on any initial plans of the Alumni Association. The Alumni Association by-laws should be adopted at this meeting as well.

The meeting should serve to orientate first-time alumni attendees. The status of the business addressed in the original association meeting should be covered, and follow-up as necessary.

Additionally, location and times should be established for quarterly/ bi-yearly Alumni Association luncheons or dinners. Traditionally, dinners have worked best at National Conferences. (Eg. Partners Dinner/ Alumni Dinner)

After these steps, the Alumni Association should be well on its way. Certainly, there may be a number of small quirks that will need to be straightened out early such as establishing consistent meeting times and monthly gatherings. Yet, in the majority of cases where Alumni Associations do not succeed in their operations, they do so soon after the association has first started. After the formation and the first few meetings, organisation and communication become important to the success of the Alumni Association.

Good Luck and incase of any doubts/ clarifications contact:

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