

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 strengthen ties between the American University of Beirut (“AUB” or the “University”) and its alumni and to engage and support alumni in advancing and in supporting the educational, research and service mission of the University. WAAAUB shall work to bring the alumni community together to foster meaningful connections, to share and learn from each other, and to preserve and promote the educational mission and rich heritage and values of the University.

WAAAUB was established by the University’s Board of Trustees as a mechanism to engage with University Alumni around the world. WAAAUB is as an integral part of the University and its affairs are managed in accordance with its bylaws and under the supervision and authority of the President of the University (the “President” or the “AUB President”). All AUB alumni (as defined in Section 2.2 below) are members of WAAAUB. WAAAUB has an Advisory Board that, among other duties, provides advice to the President on alumni relations matters.

INTRODUCTION

The Chapter Policies and Procedures details how alumni can form an officially-recognized WAAAUB chapter (a “Chapter”) and also contains the requirements Chapters must follow to remain in good standing.

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SECTION 1. TYPES OF WAAAUB CHAPTERS

- 1.1. **Geographic Chapters:** These are formed on the basis of geographic location. Examples: the Atlanta Chapter, the Ottawa Chapter, Mount Lebanon Chapter, the Dubai & Northern Emirates Chapter.
- 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, FHS Chapter and the WAAAUB Engineering Chapter.

SECTION 2. ESTABLISHING A CHAPTER

The requirements for establishing a Chapter are outlined below:

- 2.1 Alumni may contact other alumni to assess interest in establishing a Chapter. The University Alumni Relations Offices in New York and Beirut (the “Alumni Relations Offices”) may assist with this effort. 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. Those at the meeting should identify individuals who would serve as officers (e.g., president, vice president, treasurer, secretary) and members at large if the Chapter’s formation is approved. Minutes of such meetings should be shared with the Alumni Relations Offices. The establishment of new Chapters is subject to the approval of the AUB President upon recommendation of the Alumni Relations Offices and the WAAAUB Advisory Board.
- 2.2 A minimum of twenty-five members of WAAAUB are required to form a Chapter. Members of WAAAUB are all persons who:
 - (i) have completed at least one academic year of study at the University but are no longer undergraduate students at the University,
 - (ii) are medical residents and fellows who have spent no less than one academic year at the AUB Medical Center,
 - (iii) are honorary degree holders or “honorary alumni” as deemed by the University (“Honorary Alumni”), or
 - (iv) are Associate Alumni as that term is defined by the University (i.e., those persons who hold an AUB diploma, having completed a minimum of eight (8) courses in any AUB academic department, each course consisting of at least 30 contact hours)

The foregoing persons described in (i) through (iv) are collectively referred to hereinafter as “alumni,” and each such person an “alumnus” or “alumna”. Associate Alumni and Honorary Alumni as described above do not have the right to vote, run for elections, serve on the WAAAUB Advisory Board or any

committee, serve as an officer of the WAAAUB Advisory Board or any Chapter, or serve as an Alumni-elected Trustee. (See Section 3.1 of the WAAAUB Bylaws.)

When a group of the minimum twenty-five alumni is interested in forming a Chapter, 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.

- 2.3 Once the group has decided to apply for Chapter status, a written request should be submitted to the Alumni Relations Offices. In addition to each individual's signature, the request should include each individual's University student identification number, if available.
- 2.4 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/members of the Chapter's Executive Committee (as defined in Section 4);
 - 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) applicable provisions of WAAAUB's Bylaws (available under the WAAAUB section of the Alumni Relations Offices website and can also be provided to interested individuals upon request), (ii) these Chapter Policies and Procedures, (iii) the Chapter Agreement (*See Appendix A*), (iv) for Chapters in the U.S., Operational Guidance for U.S. WAAAUB Chapters (*See Appendix B*), (v) other rules, guidelines or policies of AUB, as each may be amended from time to time (together, the "Governing Chapter Rules"), and applicable law.
- 2.5 Upon approval of the Alumni Relations Offices of the request, the WAAAUB Advisory Board shall be notified, and on the Advisory Board's recommendation to the AUB President and subject to the AUB President's approval, the process for establishment of a new Chapter can proceed. The University's Alumni Relations Offices will facilitate the Chapter's elections (*See Appendix D*) and first Executive Committee meeting.

- 2.6 The Chapter will be required to execute a Chapter Agreement in the form attached hereto (or in another form as determined by AUB), which will result in the establishment of a Chapter. (*See Appendix A*).
- 2.7 In accordance with the terms of the Chapter Agreement, the Alumni Relations Offices will oversee the Chapter's operations and overall direction to ensure they are consistent with WAAAUB's mission, current strategic plan, and the Governing Chapter Rules.

SECTION 3. CHAPTER OPERATIONAL REQUIREMENTS

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

- 3.1 Hold a minimum of two major events per year, to which all Chapter members are invited, and provide timely notice to the Alumni Relations Offices of all such events, to the extent practicable prior to the date that invitations are sent out.
- 3.2 Conduct at least one meeting annually to which all Chapter members are invited (the "Annual Meeting"), and have the Chapter's Executive Committee (as defined in Section 4) meet at least three times a year. Meetings are generally held with reasonable notice to attendees specifying the time and place of the meeting. Meetings are generally presided over by the President of the Chapter or another Chapter officer in the President's absence. Meetings can also be convened by telephone/videoconference if all participants can hear and participate. Minutes should be taken of all meetings, which document persons in attendance, items discussed and any actions/votes taken. All meeting minutes should be kept with the official records of the Chapter and shared with the Alumni Relations Offices.
- 3.3 Adopt a fiscal year commencing on July 1 and ending on June 30.
- 3.4 Keep the Alumni Relations Offices informed and notified of all its activities and communications for better coordination and collaboration.
- 3.5 Submit annual reports for each fiscal year detailing Chapter finances and showing that it has conducted activities that foster, maintain, and support relationships between the alumni and the University and that promote the mission of AUB, and that the Chapter is in compliance with the Governing Chapter Rules (the "Annual Report"). (*See Appendix C for "WAAAUB Chapter Annual Report."*) Where applicable, Chapters will submit additional supporting materials as required for reporting by local jurisdiction (e.g., for reporting to the IRS for U.S. Chapters). (*See Appendix B*).
- 3.6 Acknowledge that all funds, moneys, contributions and other property received, held, given to or in the custody or control of any Chapter are ultimately for the

benefit of AUB, and maintain its books of account in accordance with generally accepted accounting principles consistently applied on the basis of the fiscal year of AUB.

- 3.7 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.
- 3.8 Ensure that no contractual relationship purporting to bind WAAAUB or AUB is entered into by the Chapter without prior written approval of AUB.
- 3.9 Operate for the charitable and educational purposes for which the Chapter was formed as stated in the Chapter Agreement.
- 3.10 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.
- 3.11 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.
- 3.12 Use as its sole organization name the words “Worldwide Alumni Association of the American University of Beirut” (or “WAAAUB” or “Worldwide Alumni Association of AUB” as a substitute) together with the geographical or professional designation listed as part of the Chapter’s name in the Chapter Agreement.
- 3.13 Not register any trademark, service mark, trade name or Internet domain name, nor maintain any Internet web site or web page other than one furnished or approved in writing by the Alumni Relations Offices.
- 3.14 Use the WAAAUB name, logo and marks only in accordance with the license in the Chapter Agreement and as approved by the Alumni Relations Offices.
- 3.15 Where national jurisdictions require Chapters to have their own bylaws, the bylaws will be reviewed by the University’s Alumni Relations Offices, in consultation with legal counsel, for consistency with these Chapter Policies and Procedures, the Chapter Agreement, and AUB rules, regulations and policies, as well as applicable U.S. law or other law in their region as appropriate.

SECTION 4. CHAPTER GOVERNANCE REQUIREMENTS

4.1 Executive Committee

- 4.1.1 Committee 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 Term: Members of the Executive Committee shall normally serve for a period of two years for up to two consecutive full two-year terms or until their successors shall be appointed.
- 4.1.3 Elections: Chapters must conduct elections for officer positions (president, vice president, treasurer, secretary) every two years. Elections may be conducted at a Chapter meeting when feasible, or by electronic transmission. (*See Appendix D for "Chapter Election Process."*) Executive Committee members shall normally serve from July 1 through June 30 in the year of election.
- 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. If there was no runner-up, the position shall be filled by the Executive Committee.
- 4.1.5 Members-at-Large. Members-at-Large may be asked to join the Executive Committee at the discretion of the Committee in coordination with and by approval of the Alumni Relations Offices.

4.2 Officer Duties

- 4.2.1 President: The President shall preside at all regular and special meetings of the Chapter; shall appoint all committees (except the Executive Committee), 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; oversee Chapter activities and operations and enforce Chapter guidelines; and ensure that all books and records are properly kept and that all meetings are appropriately called. The Chapter president also serves on the WAAAUB Chapters Council *ex officio* (i.e., for as long as he or she serves as President).
- 4.2.2 Vice President: The Vice President shall perform the duties of President in the absence of the President or his or her inability to serve and any other duties as may be assigned by the President.
- 4.2.3 Secretary: The Secretary shall serve all notices required by the Governing Chapter Rules. The Secretary 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 Chapter president to prepare the Chapter's Annual Report; and perform all the

customary duties of the secretary. The Secretary will oversee the Chapter's webpage and social media accounts (if applicable) and will coordinate with the Alumni Relations Offices as needed on these matters.

- 4.2.4 **Treasurer:** The Treasurer shall be responsible for maintaining all financial records for the Chapter, including maintaining bank accounts and records of payables and receivables, and overseeing financial activities relating to fundraising and events. The Treasurer shall ensure financial compliance with all relevant governing bodies in the country of the Chapter's existence and provide information when requested to the Alumni Relations Offices on all financial matters of the Chapter.

4.3 Succession

- 4.3.1 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.
- 4.3.2 Each Executive Committee should plan for succession before their terms expire by engaging volunteers and involving them in the preparation of activities of the Chapter.

SECTION 5. CHAPTER REVIEW

- 5.1 Chapters are chartered by the University to further to strengthen ties between Alumni and the University and to engage and support alumni in furthering the educational, research and service mission of the University. Chapters conduct their affairs in accordance with the Governing Chapter Rules and applicable law. The Alumni Relations Offices has discretion to recommend the suspension or discontinuance of any Chapter that does not operate for the purpose described in this paragraph or in compliance with the Governing Chapter Rules or applicable law.
- 5.2 In addition to its regular review of the Chapters' Annual Reports, the University's Alumni Relations Offices will undertake a detailed examination of each Chapter as needed to ensure that each Chapter continues to serve the alumni and the University, and that it is operating in compliance with the Governing Chapter Rules and applicable law.
- 5.3 If AUB reasonably determines that a Chapter (i) has not met the minimal performance standards or otherwise has failed to comply with the Governing Chapter Rules, (ii) has failed or refused to follow, or is failing or refusing to follow, any rule, regulation, or policy of WAAAUB or AUB or applicable law, (iii) is functioning in a manner contrary to the mission or best interests of

WAAAUB and/or AUB, (iv) has submitted any materially false statement, report, or other information to AUB, or (v) has become insolvent or insufficiently active, AUB may suspend or revoke the Chapter's charter or put the Chapter on notice that probationary action is contemplated, by giving written notice to that effect to any officer of the Chapter. Whenever the charter of a Chapter is surrendered, suspended, or revoked, all Chapter activities must immediately cease; the Chapter may no longer use the name, logo or other trademarks of the Chapter, WAAAUB, or AUB, or undertake any activities in the name of or on behalf of the Chapter, WAAAUB or AUB; all funds and property held by the Chapter shall be delivered forthwith to AUB; and the Chapter must undertake other actions as requested by AUB and as set forth in the termination provisions of the Chapter Agreement.

SECTION 6. ROLE OF ALUMNI RELATIONS OFFICES

- 6.1 The Alumni Relations Offices provides Chapters with consultation, advice, and direct assistance pertaining to Chapter activities and events. Chapters must report to the Alumni Relations Offices as described herein and otherwise as requested by the Alumni Relations Offices.
- 6.2 The Alumni Relations Offices are responsible for reporting to the WAAAUB Advisory Board and the President on Chapter matters as needed.
- 6.3 At least once 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."*)
- 6.4 The Alumni Relations Offices will assist the Chapter to ensure its compliance with the Governing Chapter Rules and applicable law.
- 6.5 The Alumni Relations Offices will assist the University Office of Communications in covering alumni and Chapter activities in *MainGate* magazine and in other media outlets as needed.
- 6.6 The Alumni Relations Offices will maintain WAAAUB's section on its website. Each Chapter shall be responsible for ensuring that information concerning its leadership and events is shared with the Alumni Relations Offices regularly so the necessary updates can be made to the WAAAUB section.

SECTION 7. CHAPTER ACTIVITIES

Guiding principles for Chapter activities and events are outlined below:

- 7.1 Chapter events are an opportunity to reconnect with old acquaintances, make new connections, learn about new University initiatives, encourage a sense of community among University alumni and to show and generate support for the University and its mission and programs.
- 7.2 Successful event programs should provide a balanced mix of educational, professional, cultural, and fundraising events. Consideration should also be given to each Chapter's membership's interests and demographics.
- 7.3 Preparation for events should be utilized as an opportunity to engage people who may be interested in serving in Chapter leadership or volunteering in various capacities.
- 7.4 Chapter leadership should actively solicit feedback from members and volunteers after each event.

SECTION 8. APPENDICES TO CHAPTER POLICIES AND PROCEDURES

Appendix A: “Chapter Agreement”

Appendix B: “Operational Guidance for U.S. WAAAUB Chapters”

Appendix C: “WAAAUB Chapter Annual Report”

Appendix D: “Chapter Election Process”

Appendix E: “Chapter Request for Data”

APPENDIX A: CHAPTER AGREEMENT

APPENDIX B: OPERATIONAL GUIDANCE FOR U.S. WAAAUB CHAPTERS

https://alumni.aub.edu.lb/s/1716/images/gid2/editor_documents/operational_guidelines_for_waaaub_chapters_-_april_2016.pdf?gid=2&pgid=61&sessionid=5fe502ff-850e-40d0-b427-089c9706e156&cc=1

APPENDIX C: WAAAUB CHAPTER ANNUAL REPORT

<https://alumni.aub.edu.lb/ChapterAnnualReport>

APPENDIX D: CHAPTER ELECTION PROCESS

In any given calendar year, prior to the expiration of terms of Chapter leadership, each Chapter will develop an election process in consultation and full coordination with the Alumni Relations Offices.

The election process might include the following options, among others, which need to be approved first by the Alumni Relations Offices:

Identification of candidates – Nominations

- (i) an internal nomination (i.e., the chapter leadership appoints a nominations committee to develop a slate of nominees that would be approved by consensus of the chapter leadership (with prior approval of the Alumni Relations Offices) and presented to the membership for voting by one of the methods described below), or
- (ii) a general call for nominations (i.e. the chapter leadership in coordination with the Alumni Relations Offices asks the chapter membership for nominees by submission of a “candidacy form” available in *Exhibit D.1* below and then from those names a slate is developed to be presented to the membership for voting by one of the methods described below).

Voting methods (as applicable) are described hereafter:

- (i) voting by secret ballot at a general assembly meeting with prior notice to the membership (by secret ballot,), or
- (ii) voting by the general membership by email or other electronic voting platform.

The Alumni Relations Offices will oversee the elections process and validate the results.

All final slates of candidates will be accompanied by brief biographies and presented electronically to the chapter members. Results will be announced to the membership upon completion of the election process.

Chapters are urged, whenever possible, to align terms of office with the AUB fiscal year commencing on July 1.

Exhibit D.1

Candidacy Form

Personal Information			
Name			
	First	Middle	Last
Education			
	1 st Degree	Institution	Graduation Year
	2 nd Degree	Institution	Graduation Year
Contact Details			
	Phone Number	Email Address	Mailing Address
Occupation			
	Employment Status (working, retired, not working)	Title	Company Name
Preferred Position (s)			
President			
Vice President			
Secretary			
Treasurer			
Member At Large			

In 150 words or less, write a brief biography in the section below highlighting your professional experience, etc.

Disclaimer

I certify that the information I am providing is true and complete. I understand that providing false information or withholding information may be grounds for not accepting my nomination. I authorize verification of any or all information listed above.

Signature:
Date:

Submit this form with a copy of your Resume to the chapter nominations e-mail address.

APPENDIX E: CHAPTER REQUEST FOR DATA

<https://alumni.aub.edu.lb/ChapterData>