



## **LAW ALUMNI CHAPTER OPERATING GUIDELINES**

### **INTRODUCTION**

This document is intended to provide operating guidelines for Nova Southeastern University's Shepard Broad College of Law ("NSU Law") Alumni Chapter leaders.

### **PURPOSE OF ALUMNI CHAPTERS**

Alumni Chapters consist of law alumni volunteers who assist NSU Law achieve its mission by giving their time, talent and financial support to NSU Law. The Alumni Chapters have four primary objectives:

- (1) Provide opportunities for alumni to develop their knowledge and skills;
- (2) Connect alumni with students to enhance the overall NSU Law experience for the students through various mentoring opportunities;
- (3) Build a strong network of alumni to help advance the mission of NSU Law;
- (4) Support NSU Law through fundraising efforts.

### **MEMBERSHIP**

Every individual who has earned a degree from NSU Law is an alumnus, subject to registration requirements as determined by NSU Law.

### **LEADERSHIP**

- (1) Chapters may be organized with as many committees and leaders as needed to help achieve their purpose as stated above. Chapter leadership may consist of the following positions:
  - a. Chapter Chair or Co-Chairs;
  - b. Vice Chair
  - c. Secretary/Treasurer
  - d. Committee Chairs;
  - e. Executive Committee comprised of the Chapter Chair/Co-Chairs, Vice Chair, Secretary/Treasurer, and Committee Chairs
  - f. Chapters may have as many leaders as necessary based on the law alumni population which they serve.
  - g. Chapter leaders work in partnership with the designated NSU Law administrator(s), which may include but not be limited to the Director of Alumni Relations.
- (2) Chapter leaders may serve three-year renewable terms beginning July 1 of the first year and ending June 30 of the third year. To provide for consistency, the terms are divided into groups of three or more members and each group is appointed in a different year to staggered three-year terms.
- (3) Chapter leaders are selected by a majority vote of the following sitting members of the Chapter: Chair/Co-Chairs, Vice Chair, Secretary/Treasurer and all Committee Chairs. Chapter leaders may serve one or more years beginning July 1 and ending June 30 of each year. The Board may establish term limits for Chapter leaders.

- (4) Contribution: Recognizing the importance of being a good steward to his or her alma mater and supporting law students by funding scholarship and other educational activities, each member of an NSU Law Alumni Chapter shall contribute a minimum annual donation to the College of Law (either the Law Alumni Endowed Scholarship Fund or to another fund) to benefit law students. The amount of the annual contribution is set forth in the Law Alumni Chapter Acceptance of Appointment form.
- (5) Attendance: Each Chapter shall hold meetings throughout the year as deemed necessary to conduct Chapter business. Each Chapter Committee shall schedule meetings or conference calls as needed to accomplish committee business. Attendance may be taken by the Chapter Chair(s) and Committee Chairs and noted in the meeting Minutes.
- (6) Chapter Leadership: The Chapter Leaders are elected to serve by a majority vote of all members of an NSU Law Alumni Chapter, and have the following responsibilities:
  - a. Chair/Co-Chairs – Presides at all Chapter and Executive Committee meetings, appoint Committee chairs and members of standing and ad hoc committees, represent(s) the Law Alumni Chapter at Law Alumni events, and perform(s) other usual duties of the presiding officer of a Chapter.
  - b. Vice Chair – Performs the duties of the Chair in his/her absence, and any additional duties as may be assigned by the Chair(s).
  - c. Secretary/Treasurer – Maintains minutes of Chapter meetings and oversees, in collaboration with designated NSU Law administrator(s), the revenues and expenditures of any monies that may be designated to the Chapter by the NSU Law. The Secretary/Treasurer also keeps records of all financial contributions made by Chapter Leaders or Members at Large. The Secretary/Treasurer also prepares and submits the Chapter Event Income and Expense Report to NSU Law Alumni Relations.
  - d. Immediate Past Chair(s) – Provide(s) guidance and assistance as appropriate. This position is automatically filled by the person who has most recently completed service as Chair or Co-Chair. The term for the Immediate Past Chair is one year.
- (7) Members at Large: Any alumnus of NSU Law living in the geographical area served by a Chapter may join a Chapter as an at-large member and attend Chapter meetings provided he/she also makes an annual financial contribution to the NSU Law as established by the NSU Law administration.

## **COMMITTEES**

- (1) Each Chapter should have four standing committees that work with the designated NSU Law administrator(s) to advance the “Purpose of Alumni Chapters” as stated herein above. Chapters that serve larger populations (i.e., over 500 alumni) may create additional committees.
- (2) Four Standing Committees:
  - a. Professional Development Committee: Creates learning opportunities for Chapter alumni such as CLE courses, panel discussions, and related activities
  - b. Student Engagement Committee: Supports the NSU Law Mentoring Program by becoming Mentors to law students; and if the Chapter is located outside South Florida, the Student Engagement Committee may help mentor law students interested in relocating to the area served by the NSU Law Alumni Chapter.
  - c. Alumni Engagement Committee: Creates opportunities for Law Alumni in the geographical areas served by the Chapter to meet each other for business development, networking, and collaborating.

- d. Fundraising Committee: Works with NSU Law administrators to create programs and events to raise money from law alumni in the geographical area served by the Chapter and to support NSU Law in meeting annual fundraising goals.
- (3) Examples of additional committees that Chapter leaders may create include:
- a. Host Committee - law alumni volunteers living in the Chapter boundaries who assist the Chapter leaders with alumni-related activities. For instance, for a large event such as a Reunion the Host Committee members can join planning sub-committees to help organize the event. Host Committee members also donate their time, talent, and financial contribution to help NSU Law achieve its mission.
  - b. Reunion Committee – Made up of all Chairs of standing committees. Responsible for planning and coordinating annual reunion events as requested by NSU Law administrator(s) and encouraging all NSU Law alumni in the geographical area served by the Chapter to serve on a Reunion sub-committee (i.e. “Class of \_\_\_\_” or “Law Review Alumni” or affinity group committee).

## **FINANCES**

- (1) All Chapters must be self-sufficient and pay for all Chapter events through event fees and sponsorships. Fundraising for sponsorships must be coordinated with the NSU Law Alumni Office.
- (2) The NSU Law may designate an account, managed by the NSU Law, to assist Chapters with venue deposits for events. Funds in any such account must be clearly accounted for by the Chapter Secretary/Treasurer.
- (3) No Chapter may maintain any financial account of its own.
- (4) No Chapter may sign any agreement, contract, invoice or other legal agreement on behalf of NSU Law. All agreements must be approved by university officials pursuant the applicable NSU policy.
- (5) Chapters are not fiduciary or governing boards for NSU or any of its colleges or affiliates.

## **AMENDMENTS**

These Guidelines may be revised and/or amended by the NSU Law Administration in consultation with the Chapters.

## **ADOPTION**

These Guidelines were adopted on December 1, 2016 by the NSU Law Administration and may be amended from time to time.