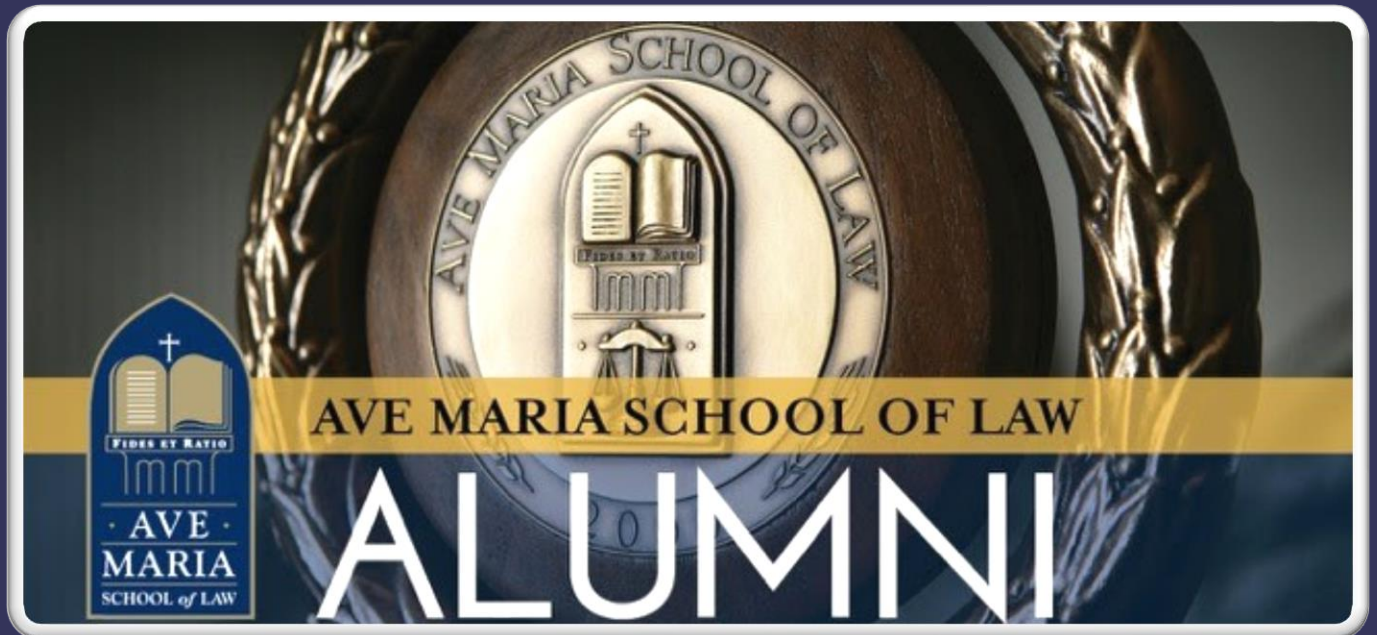


AVE MARIA SCHOOL OF LAW ALUMNI
ASSOCIATION

Regional Chapter Startup Guide



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Intent

In order to foster unity and community, and to build the Ave Maria School of Law Alumni Network, the Ave Maria School of Law Alumni Association (AMSLAA) has established the guidebook to assist in the establishment of regional chapters for our alumni.

Ave Maria School of Law is a national law school with a Catholic identity, which cannot be forgotten or diminished. Since our alumni are represented in several states outside of Michigan and Florida, we are committed to facilitating the connection of all alumni to promote the continued relationship between the school and our extended Ave Family.

Thank you for your continuing stewardship to Ave Maria School of Law and its ever-growing Alumni membership. You are truly instrumental to ensure the growth and success of our alumni as pursue our professional careers around the country.

Rules for Chapter Membership

- 1) Any alumni member who is in good standing may start a regional AMSL Alumni chapter. If interested, the alum shall contact the Alumni Chapter Support Coordinator (CSC) or Amy Howarth, AMSL Asst. Dir. Of Alumni Affairs and Outreach. Current contact information is available at www.avemarialaw.edu/alumni.
 - a) The CSC can advise if another alum is already working to organize a chapter in the proposed area and help to bring interested parties together or help to determine if there are enough alumni in the geographic area for a formalized chapter.
 - b) If there is a promise of success, the CSC will provide a roster of names and contact information for the alumni within the relevant geographic region.
 - c) A “regional chapter” may be identified by city, state, or multiple states, depending on the alumni concentration and level of interest. Chapter leadership will dictate the rules for membership and geographic scope.

- i) If, however, sufficient interest is presented to create another regional chapter in an overlapping geographic area, The CSC will assist to ensure a proper delineation of geographic scope to ensure the mutual benefit of the parties involved and the AMSL Alumni Association as a whole.
- 2) If you are able to determine that there is enough interest to set up a chapter, an application shall be submitted to the AMSL Alumni Association Board of Directors for approval. A sample application is provided at the end of this guide. The application should provide the following:
 - a) The names of at least ten (10) members of the AMSL Alumni Association who are interested in joining the proposed Chapter;
 - b) A draft set of bylaws of the proposed Chapter;
 - c) The Chapter officers, if they have been selected.
 - i) Chapter officers may be elected after the chapter has been approved by the AMSLAA.
 - d) To assist in the process, the AMSL Alumni Association will provide one complimentary mailing to all alumni in the potential chapter area, if requested.
- 3) The AMSL Alumni Association Board of Directors will review the application and determine if the proposed chapter meets the requirements for certification. Chapter certification requires an affirmative vote by two-thirds (2/3) vote of the full AMSLAA Board of Directors.
- 4) If certified, the new organization becomes an official chapter of the AMSL Alumni Association. The Chapter is free to hold its own meetings, have its own events and conduct business without AMSLAA Board oversight.
 - a) Members of the Chapter are required to be in members in good standing of the Alumni Association, as defined by the Alumni Association Bylaws.
- 5) Each Chapter is required to maintain an accurate roll of its membership in order to determine chapter representation on the Board (if applicable). Each Chapter shall be required to submit a list of members to the SCS or AMSLAA Board of Directors upon request.

Benefits

- 1) Once approved, your chapter is authorized to collect dues in order to finance its events and operations. These dues are collected and maintained by the individual Chapter. It is recommended that the chapter for a 501(c)(3) Non-Profit Entity in order to enjoy the related protections and benefits.

- 2) Approved chapters are authorized to maintain their own website and to utilize the Ave Maria School of Law name and logo in their name, advertising and promotional material.
 - a. The CSC will provide an authorization form in order to use the school's name and logo for Chapter activities.
- 3) Approved chapters will be officially recognized and listed at www.avemarialaw.edu/alumni. Information posted will include, but may not be limited to, the name of the chapter, board membership, contact information, and a link to the Chapter website (if applicable).
- 4) Approved chapters will also be given a standing offer to publish any stories, calendar of events, or promotional material in the Ave Maria School of Law Alumni newsletter.

Board Membership

In order to provide an opportunity to maximize Alumni representation within the AMSL Alumni Association, the largest regional chapters may be invited to have representation on the AMSL Alumni Board of Directors. However, the Chapter representative to the Board would have no voting authority and would not be counted in determining quorum.

Any chapter, encompassing a membership of twenty-five (25) or more may have eligibility for representation on the Board. This opportunity may be offered by the AMSLAA Board of Directors or requested by Chapter leadership. In order to determine eligibility, the Chapter being considered may be required to demonstrate active involvement and participation by its membership. This would entail, at a minimum, a cover letter provided to the Alumni Board detailing information such as the following:

- 1) Describing events the Chapter held to promote AMSL and its mission;
- 2) Describing any networking programs for business or employment;
- 3) Describing any outreach efforts to enrolled AMSL students or to recruit potential future AMSL students;
- 4) Highlighting any other topics or factors that may be important to the Board in making a decision.

Chapter representation to the Board shall be approved by a two-thirds (2/3) vote of the Board of Directors.

Decertification

Chapter status continues unless the Chapter requests decertification or until the Board, acting only for cause and after a hearing, suspends or decertifies the Chapter by affirmative vote of three-quarters (3/4) of the entire AMSLAA Board of Directors.

Representation by a Chapter on the AMSLAA Board of Directors can only be rescinded through formal request of the sitting Chapter president or three-quarters (3/4) vote of the entire AMSLAA Board of Directors, if good cause to do so is presented.