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Not enough MIT activity in your local area, and you want to start an MIT Alumni Club? You’ve come to the right place. While starting or rebuilding a Club takes time, energy and dedication, there are many rewards for all of the hard work. There are six steps in the process of getting your Club organized. After that, additional materials and support may be found in our Club Leaders Handbook.

1) Find and get in contact with the Alumni Affairs Officer for your area.
The first and central point of contact with the Association of Alumni and Alumnae of MIT is through Alumni Affairs Officers for Clubs and Regional Activities. There are four Alumni Affairs Officers for Clubs serving 93 domestic and international Clubs and Chapters, and five Affinity Groups.

The primary responsibility of the Alumni Affairs Officer is to provide the Clubs with guidance and consultation for such issues as Club profiles, Board training, Club membership strategies, volunteer development, programs and events, communication and publicity, finances, and database management. The Alumni Affairs Officers are also an information resource for Association and other MIT services. While they are able to serve as consultants, and guide you through the processes of gathering alumni lists, providing you with data, and suggesting how to handle mailings, the officers do not handle the production side of such jobs.

There is a list of Alumni Affairs Officers and the Club areas that they serve starting on page 7.

2) Get a list of the alumni in your local area.
One of the first steps is to assess the alumni population in your greater area. We are able to provide you with a list (electronic or hard copy) of the alumni who reside in your area. The Alumni Affairs Officer will be able to provide you with more information on past Clubs in the area, and who past volunteers may have been. It is also possible to have different alumni lists pulled: for all the alumni in the area, for the alumni in the area who have been in a Club in the past, have been officers in some capacity, or have any such history with the Alumni Association.

We will be able to assist with the formation process of new Clubs in domestic areas that have more than 100 local alumni, or in international areas where there are more than 50 local alumni. We are also interested in the establishment of Area Representatives in those areas where there are not sufficient numbers to meet the above criteria.

3) Send out an interest survey.
Send out a survey, attempting to find out the interests of the alumni in your area. The results of such surveys are sometimes counter-intuitive. There is a sample survey on page 17, showing past ideas of what startup Clubs have tried to assess: good meeting times, events that would interest the alumni in the area, etc. If you enclose a reply envelope in the mailing, you’ll increase the response rate!
4) **Call a meeting of interested parties.**
Compile the results of your survey. See if there is a group of individuals interested in leadership roles, or willing to volunteer their time. Get these interested alumni together for a meeting, and see what you can brainstorm. Bring the surveys with you, along with the tabulated results. If you have a group together, decide who will do what, see if you can get other alumni to call yet other alumni, as there is nothing like personal contact to get people involved.

In the *Clubs and Regional Programs Update* (Vol. 4 Iss. 1), Bonny Kellerman ’72, then the President of the MIT Club of Boston answered the following question:

*If you moved to a similar city and were establishing a Club there, what advice would you give to your fellow volunteers?*

I’d start by setting goals, both long and short range, and working on building a base of volunteers. It helps to have a common vision of what you are trying to accomplish as a club, and I’ve always felt the more people you get involved the more people will want to be involved. This works for Class reunions as well as geographic clubs. Get lots of people committed and you will have a broader network of connections to others who feel there is a reason to get involved. You’ll also have more diverse perspectives, talent and skills to draw from, and energy to make many things happen (and therefore less burn-out of those making things happen). The membership forms can identify people who might be willing to volunteer and a personal phone call can make it happen. Personal contact is a good way to get folks involved. I would also want to see Membership Empowerment meetings held. They are a great way to make personal contact with a variety of people who may not have previously been involved and also to get feedback on what the members want to see the club doing. In addition to getting people involved to lead events, communications is critical. A newsletter that is published on a regular predictable schedule with known deadlines enables those planning events to know when they need to have their plans in place in order to publicize the event. A well-organized web page is also very helpful. I would also want to learn from experiences of other similar clubs. The Alumni Affairs officers work with a variety of clubs and can provide valuable information about how others are tackling similar challenges. I would encourage my fellow volunteers to pick their brains to learn from other’s experiences. Most of all, I would advise that people keep sight of their goals, make sure their volunteers feel appreciated, and try to keep a pulse on whether or not the Club is providing what the members want.

5) **Write bylaws, and elect Club officers.**
There are sample bylaws on page 19. There are also samples included in the Club Leader’s Manual. The process of writing the bylaws will take some time. When this is done, submit a copy to your Alumni Affairs Officer. Hold Club officer elections.

6) **Submit a list of elected Club officers, and bylaws, to your Alumni Affairs Officer.**
With the provided list, the Alumni Affairs Officer will make sure that the data is entered into our alumni database for future records and volunteer screenings. This will ensure that any mailings that are to be sent to Club officers may also be sure to include all of the individuals. Now is a good time to read through the rest of the Club Leader’s Manual about event planning, membership strategies, and more. As you think about your kick-off event and your Club officers, contact your Alumni Affairs Officer for advice on what has worked for other Clubs, and also for training your Club board. You are now able to partake of the additional services that are offered to Clubs: e-mail listservs, the speakers Bureau, the alumweb service, and more.
Melissa Marquardt  (617) 253-8244  melissam@mit.edu
Melissa is director of Clubs and Regional Programs.
She is the Alumni Affairs Officer for the following club areas:

Boston, New York City, Northern California
All International clubs except Canada

Moana Bentin  (617) 324-0379  mbentin@mit.edu
Moana is an Associate Director of Clubs and Regional Programs
She is the Alumni Affairs Officer for the following club areas:

All U.S. states east of the Mississippi River except Illinois, Michigan, and Ohio

In addition, Moana is the AAO for the following Affinity Groups:
AMITA – Association of MIT Alumnae
BAMIT – Black Alumni of MIT
CAMIT – Chinese Alumni of MIT
MITSAAA – MIT South Asian Alumni Association

Robert Butler  (617) 324-0378  rbutler@mit.edu
Robert is an Assistant Director of Clubs and Regional Programs
He is the Alumni Affairs Officer for the following club areas:

All U.S clubs west of the Mississippi River plus Illinois, Michigan, and Ohio

In addition, Rob is the AAO for the following Affinity Groups:
BGALA – Bisexual, Gay & Lesbian Alumni of MIT
LAMIT – Latino/a Alumni of MIT
MITAAA – MIT Arab Alumni Association

The Administrative Assistant for Clubs and Regional Activities is assigned specific job functions servicing all clubs. This enables staff members to be knowledgeable about all MIT Clubs. Please call our assistant with your specific needs.

Russell Boulais  (617) 253-8205  rboulais@mit.edu
Russell supports the club director, assistant directors, processes club work including new neighbors reports, individual clubs billing, officer and event database management, data requests and website work.
CRITERIA

For an alumni/ae organization to have the appellation “MIT Club,” the approval of the Board of Directors of the Association of Alumni and Alumnae is necessary.

The Association classifies Clubs by size into these three categories:
- Small: fewer than 399 alumni/ae in designated area;
- Mid-size: between 400 and 999;
- Major Market: greater than 1000.

To be defined as an official “MIT Club,” the group must meet the following minimum standards:
- Maintain a viable base of dues-paying membership, with a minimum goal of 10% of total alumni population in the club area;
- Hold a minimum of two club events per year;
- Maintain a set of official club Bylaws;
- Have active officers and an active Board in accordance with the Bylaws;
- Represent the club at the annual Alumni Leadership Conference (ALC).

An “MIT chapter” shall be defined as the following:
- No sustaining, ongoing level of activity;
- Minimal membership support, far below the 10% recommended alumni involvement.

An “inactive club” shall be defined as the following:
- A club that may have been previously active, but from which the Association has no record of club activity or active volunteer leadership within the last two years. Clubs that are inactive for two years or more will be considered defunct until such time as the Club elects new officers and has some sustaining events.

In addition, all groups using the MIT Club appellation, whether they be an official club or chapter, shall:
- Demonstrate that it is formed to promote the interests of the Association of Alumni and Alumnae of MIT and its alumni/ae by maintaining a mutually beneficial relationship.
- Recognize that pronouncements can only be made in the names of individuals, rather than in the name of the Association of Alumni and Alumnae of MIT or its branch organizations.
- Extend membership to all MIT alumni/ae and parents of current MIT students and hold all events in facilities where all individuals are welcome on an equal basis.
- Use alumni/ae mailing lists and labels solely for the purpose of announcing upcoming MIT alumni/ae events and activities. Please remember that this information is confidential.
- Relay news of the Institute to area alumni.
- Convey alumni interests and concerns to the Association staff.
- Update Association staff about Club activities by providing ongoing documentation such as minutes.
of meetings, accurate event attendance numbers, and event evaluations for faculty and Senior MIT Administration speakers.

- Be sure that the Alumni Association and your primary Alumni Affairs officer are on your mailing list.
- Complete an Annual Report form and submit it to the Association by July 15 of each year. (A copy of the form is enclosed at the end of this section and is also available online.)

**CLUB RESPONSIBILITIES TO ALUMNI:**

- Encourage broad alumni/ae representation in Board composition and attendance at Club events.
- Build connections among alumni.
- Plan programs and events that represent MIT, are designed and delivered with the highest attention to quality, and are as accessible as is practical.
- Ensure broad representation and fresh perspectives among Club leadership through periodic turnover of Club leaders and Board membership. This may be accomplished through regular elections and a serious dedication to cultivating alumni/ae leaders and planning for succession.
- Provide opportunities for alumni/ae to reconnect with the Institute and other alumni/ae and to support the Institute through such avenues as class reunions, admissions work, and annual giving programs.
Definition of "Area Representative" Concept

An MIT Alumni Area Representative is appointed by the Alumni Affairs Officer (AAO) responsible for the territory, for a two-year renewable term in areas where there is no active MIT Club or MIT Chapter. Each Area Representative will serve as the primary contact person and link between the alumni in his/her area and the appropriate Alumni Affairs Officer, and thus the MIT Alumni Association and the larger MIT community. In order to effectively serve the alumni in each area, and to serve the MIT Alumni Association, the following guidelines have been established.

Role of an "Area Representative"

- Local Information Source: The Alumni Association will provide annually, at the beginning of every fiscal year, a list of all alumni in his/her area to each Area Representative.

- Local Event Organizer: In a situation when an MIT senior administrator or faculty member is scheduled to be in the local area, the Area Representative should advise the Alumni Affairs Officer on location, venue, event format, etc. that would be appropriate to the area.

- MIT's "Eyes and Ears": Periodic communication with the Alumni Affairs Officer, communicating concerns of local alumni and feedback from MIT events in his/her area.

- MIT Spokesperson: Representing MIT and the MIT Alumni Association to alumni in area, communicating appropriate messages when deemed necessary.

- Local Alumni Identification: Identify area alumni to be cultivated as alumni volunteers and prospects.

- A Familiar Friend: Serve as volunteer contact person for alumni who are new to the local area and are looking for a familiar MIT connection.

- The Missing Link: Area Representatives can track local alumni who are receiving special publicity through local media and notify MIT; should also serve as conduits of information updates for lost and/or moving alumni.

MIT Chapter Areas vs. MIT Area Representative Regions

In order to avoid any possible confusion between where an MIT Chapter might be more appropriate versus where an MIT Area Representative might be more appropriate, the following distinguishing parameters have been established for the MIT Area Representative-appropriate regions.

- Fewer than 100 alumni in the area; and/or
- Unable to sustain more than one or two events per year; and/or
- Primarily an individual alumnus in leadership; no sustainable leadership group.

Once a geographic area is able to sustain the basic requirements of an MIT Chapter or MIT Club, it can be recognized by the Alumni Association and be recognized at the appropriate level of organization.
Term of Office

The official term of an Area Representative will be two years. Upon completion of a term, the Area Representative may be re-appointed at the discretion of the Alumni Affairs Officer, to continue for another term, with a limitation of up to three consecutive terms or a total of six years served. The Area Representative should serve as an advisor to the AAO in the identification and selection of another alumnus to succeed him/her.

Current Prospective Geographical Regions where the appointment of an "Area Representative" has been deemed appropriate:

Salt Lake City, UT
Alaska
Alabama
Montreal, Canada
Egypt
MISSION OF CLUBS

While the Association conducts activities both on and off campus, its off-campus mission is accomplished largely through the worldwide network of MIT Clubs. The mission of MIT Clubs, in turn, is to support and promote, through the broadest possible alumni/ae base, the basic purposes of the Association, which are:

• to build alumni/ae involvement with and commitment to MIT;
• to encourage financial support of MIT by its alumni/ae;
• to enhance the public image and presence of MIT through its alumni/ae;
• to strengthen the connections between alumni/ae and to provide services to alumni/ae.

CLUB BYLAWS

All MIT Clubs are required to have, and to operate according to, a set of Bylaws. The Association provides a generic set that it recommends Clubs adapt to their specific requirements. Whether or not a Club uses the Association’s Bylaws for Clubs, a current and signed set must be sent to the Association. A suggested set of the Bylaws for Clubs can be found at the end of this section.

RECOMMENDED BOARD POSITIONS

Primary responsibility for the operation of a Club is in the hands of the Club officers and Board of Directors. Together, the officers and the Board should provide overall direction regarding the policies of the Club.

To the extent possible, an MIT Club in any given area should serve as an umbrella organization uniting any and all MIT organizations which exist there. The following is a suggested listing, by Club size, of the most probable leadership positions for a Club (boldfaced positions are crucial for the successful operation of your Club):

<table>
<thead>
<tr>
<th>Small</th>
<th>Mid-Size</th>
<th>Major Market</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(fewer than 399 alumni in designated area)</td>
<td>(400-999 alumni in designated area)</td>
</tr>
<tr>
<td>President</td>
<td>President</td>
<td>President</td>
</tr>
<tr>
<td>President-Elect</td>
<td>President-Elect</td>
<td>President-Elect</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Treasurer</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Secretary</td>
<td>Secretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>VP of Programs</td>
<td>VP of Programs</td>
<td>VP of Programs</td>
</tr>
<tr>
<td>Nominating Committee Chair</td>
<td>VP of Membership</td>
<td>VP of Membership</td>
</tr>
<tr>
<td>Affinity Groups Reps.</td>
<td>VP of Communications</td>
<td>VP of Communications</td>
</tr>
<tr>
<td>EC Chair</td>
<td>Nominating Committee Chair</td>
<td>(Webmaster, Listserv editor)</td>
</tr>
<tr>
<td>Enterprise Forum® Chair</td>
<td>Newsletter Editor</td>
<td>Nominating Committee Chair</td>
</tr>
<tr>
<td>Sloan Club President</td>
<td>Career Development Chair</td>
<td>Newsletter Editor</td>
</tr>
<tr>
<td>Club Counsel</td>
<td>Young Alumni Chair</td>
<td>Career Development Chair</td>
</tr>
<tr>
<td>Board of Directors</td>
<td></td>
<td>Young Alumni Chair</td>
</tr>
</tbody>
</table>
Senior Advisory Group  Decade Chairs  EC Chair
EC Chair  Enterprise Forum® Chair
Sloan Club President  Sloan Club President
Club Counsel  Club Counsel
**Board of Directors**  **Board of Directors**
Senior Advisory Group  Senior Advisory Group
Enterprise Forum® Chair  Decade Chairs

Note: We suggest that any formal MIT-affiliated group have a representative on the Club Board (AMITA, BAMIT, BGALA, CAMIT, LAMIT MITAAA, MITSAAA, Enterprise Forum®, Educational Council, Sloan Club, Parents Association) to further enhance the Club’s function as an umbrella organization for alumni geographically.

**BRIEF JOB DESCRIPTIONS FOR KEY POSITIONS**
(see sample of full job descriptions in section IV)

- **President**
  - Convenes, sets agenda and presides over all meetings;
  - Ensures club meets official “MIT club” criteria;
  - Selects committees and appoints chairs;
  - Acts as the primary liaison with the Association and the Alumni Affairs officer;
  - Completes Alumni Association annual report;
  - Attends annual Alumni Leadership Conference, or ensures club representation.

- **President-Elect**
  - Serves as the understudy to the President;
  - Assists the President in the management of Club operations;
  - May focus attention on volunteer recruitment, retention, and leadership succession.

- **Treasurer**
  - Maintains club’s checking, savings, and other financial accounts;
  - Pays all outstanding Club bills;
  - Reports regularly to the Board about club finances;
  - Files appropriate tax forms and sends copies to Association.

- **Secretary**
  - Takes minutes and maintains records of all Board meetings;
  - Files copies of Board meeting minutes with the Association;
  - Keeps records of alumni/ae in the Club area.

- **VP of Programs**
  - Establishes goals for the number and type of events club will host;
  - Recruits and directs volunteers for events and activities;
  - Creates program subcommittees as needed;
  - Convenes, sets agenda and presides over program committee meetings.
• **VP of Membership**  
  - Convenes, sets agenda and presides over membership committee meetings  
  - Establishes and executes an annual membership solicitation plan for the recruitment and retention of dues-paying members  
  - Provides the Alumni Association up-to-date information including lists of dues-paying members and address changes.

• **VP of Communications**  
  - Sets standards for Club communications pieces in accordance with Association guidelines;  
  - Develops mailing schedule in conjunction with the Club Program Committee;  
  - Maintains records of Club’s U.S. Postal mailing indicia, if one exists;  
  - Determines production procedures for Club mailings;  
  - Creates a Communications sub-committee as needed, members of the subcommittee may include the Club webmaster, e-mail list editor, newsletter editor.

• **Newsletter Editor**  
  - Sets standards for Club newsletters in accordance with Association guidelines;  
  - Solicits information, writes and edits material for newsletter;  
  - Works closely with the President and VP of Programs to ensure that the newsletter reflects a broad spectrum of alumni/ae and Association interests;  
  - May create a Newsletter subcommittee as needed.

• **Career Development Chair**  
  - Primary Club liaison with the Association Career Services Officer;  
  - Develops career-related services or programs in conjunction with the President and Program Committee;  
  - May create a Career subcommittee as needed.

• **Young Alumni Chair**  
  - Develops young alumni/ae-related services or programs in conjunction with the President and Program Committee;  
  - May create a Young Alumni subcommittee as needed.

• **Club Counsel**  
  - Designated member of the Club Board who is a lawyer and who has agreed to render occasional legal advice to the Board as needed.
The Association of Alumni and Alumnae of MIT wants your help! We need your suggestions to do a better job planning events of interest to you and your family.

Please return this questionnaire to the FAX number or address listed below; we would appreciate your response by (month, day, year).

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Business Address</th>
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<tbody>
<tr>
<td>street</td>
<td>street</td>
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<tr>
<td>city</td>
<td>city</td>
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<td>state/province</td>
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<td>zip/postal code</td>
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<td>area code</td>
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<td>telephone number</td>
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<td>fax number</td>
<td>fax number</td>
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<td>E-mail address</td>
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</table>

What type of events would you be interested in attending?

<table>
<thead>
<tr>
<th>Events</th>
<th>very interested</th>
<th>somewhat interested</th>
<th>no preference</th>
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<tbody>
<tr>
<td>MIT speakers</td>
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<tr>
<td>Local speakers</td>
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<tr>
<td>Cultural (art, music, theater)</td>
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<tr>
<td>Sports</td>
<td></td>
<td></td>
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<tr>
<td>Family-oriented</td>
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<tr>
<td>Trips</td>
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<tr>
<td>Workshops/seminars</td>
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<tr>
<td>Tours (local industries, activities)</td>
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<tr>
<td>Young Alumni events</td>
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What do you hope to gain from these events?

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<thead>
<tr>
<th>Gain</th>
<th>very interested</th>
<th>somewhat interested</th>
<th>no preference</th>
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<tbody>
<tr>
<td>Business contacts</td>
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<td></td>
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<tr>
<td>Social contacts</td>
<td></td>
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<td></td>
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<tr>
<td>Continuing education</td>
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<tr>
<td>Involvement with MIT</td>
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<td></td>
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<tr>
<td>Career Related/Networking</td>
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<td></td>
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<tr>
<td>Other:</td>
<td></td>
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<td></td>
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</table>

What type of events do you prefer? (Please check all that apply.)

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<thead>
<tr>
<th>Events</th>
<th></th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>Dinner</td>
</tr>
<tr>
<td>Lunch</td>
<td>Cocktails with optional dinner</td>
</tr>
<tr>
<td>Cocktails</td>
<td>Picnic</td>
</tr>
<tr>
<td>Meeting only/no food</td>
<td></td>
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</tbody>
</table>

Please list any ideas, topics, or requests for events in which you would be interested.
What location would be the most convenient during the week weekend?

(city)

(city)

(city)

What time of the year would you be most active in the Club?

☐ Fall ☐ Winter ☐ Spring ☐ Summer

Do you prefer weekday or weekend events? (Please check one.)

☐ Weekday ☐ Weekend ☐ No Preference

Which days of the week are most convenient for you? (Please check two.)

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat Sun ☐ No Preference

What time of day is most convenient for you?

☐ Morning ☐ Lunchtime ☐ Late Afternoon/Early Evening ☐ Dinnertime

How many guests would you normally bring with you? ________

What price range would you consider appropriate for an event including a light dinner?

☐ $25-$30 ☐ $30-$35 ☐ $35-$40 ☐ $40-$45

What price range would you consider appropriate for an event including lunch?

☐ $20-$25 ☐ $25-$30 ☐ $30-$35

I am interested in joining others on a Club committee to help make these events possible:

Yes, please contact me at: ________________________________

I, or a professional associate, would like to make a presentation to the (Club name):

Yes, please contact me at: ________________________________

Please list other suggestions or comments for MIT events/activities in (Club name). Thank you very much for your response!

If you have any questions, thoughts, or ideas, call or e-mail:

(Name, year)
(tel #)
(e-mail address)

Please return the survey to (name) by fax (fax number) or to (address). Thank you.
ARTICLE I. NAME, PRINCIPAL OFFICE & TERRITORIAL LIMITS

1.1 This organization shall be known as the M.I.T. Club of ________.

1.2 The Principal Office of the Club shall be in the area of ________. The Club will hold its meetings and conduct its activities in ________ or elsewhere as its Board of Directors may select.

1.3 The Territorial Limits of this club shall be coincidental with the ________ area as defined by the Association of Alumni and Alumnae of M.I.T. in Cambridge, Massachusetts, and may be adjusted from time to time by said Association.

ARTICLE II. NATURE, OBJECTS & PURPOSES

2.1 The M.I.T. Club of ________ shall be a nonprofit, educational organization, and no parts of its funds or property shall ever be used, expended or conveyed for the personal or individual benefit of any member; nor shall any member ever have any right, title, claim or interest to any such funds or property by virtue of his/her membership.

2.2 The purposes for which the Club is organized are to:

   2.2.1 Develop and sponsor activities for the alumni/ae of the Massachusetts Institute of Technology who work or reside in the Club area.

   2.2.2 Offer stimulating programs and activities to M.I.T. alumni/ae, their families, friends, parents of students and others.

   2.2.3 Provide a communications link between alumni/ae and M.I.T. for a maximum flow of ideas, information and services; Inform alumni/ae about M.I.T.’s changing academic programs, residential environment, and extracurricular activities.

   2.2.4 Encourage alumni/ae in financial support of MIT, broad participation in alumni/ae activities, and alumni/ae involvement in M.I.T. related volunteer activities.

   2.2.5 Cooperate with the Massachusetts Institute of Technology in recruiting students and promoting its reputation.

   2.2.6 Conduct all its activities exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, as the same may be amended from time to time.

ARTICLE III. DUES MEMBERSHIP

3.1 Membership shall be restricted to alumni/ae, parents of current students, spouses of deceased alumni/ae and designated affiliates of the Massachusetts Institute of Technology of Cambridge, Massachusetts.
3.2 Members of the M.I.T. Club of ________ are those people who work or reside within the territorial limits of the Club and who pay the annual dues.

3.3 Any member may resign his/her membership by so notifying the Secretary in writing, but will be expected to make all contributions due prior to such resignation. Whole or pro rata rebates of dues shall not be given in the cases of such resignations or removal.

ARTICLE IV. BOARD OF DIRECTORS

4.1 The business, property, and affairs of the Club shall be managed and controlled by the Board of Directors (the Board).

4.2 The Board shall consist of up to twenty, of which at least five will form the Executive Committee (the Committee).

4.3 The Committee shall consist of at least the President, President-Elect, Vice President of Programs, Vice President of Communications, Vice President of Membership, Secretary, and Treasurer.

4.4 The Executive Committee shall meet at such times and places as designated by the President. Three members of the Committee shall make a quorum for transaction of business at any meeting, except in the case described in Section 4.5. Decisions shall be made by a majority of those present, except in the case described in Section 4.5.

4.5 Any member of the Board may be removed by majority vote of the entire Executive Committee when in their judgment the best interests of the Club would be served thereby.

4.6 Any member of the Board may resign his/her position by submitting a written resignation to the Secretary of the Club. Such resignation shall be effective as of the date received by the Secretary of the Club, and shall automatically terminate his/her membership on the Board.

4.7 The Board shall elect officers in accord with Article VI.

ARTICLE V. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

5.1 The President shall preside over all meetings, select all committees, except as herein provided, shall be ex-officio Chairperson of the Committee, and shall have such further duties as ordinarily pertain to the office of the President, including but not limited to:

5.1.1 Providing an agenda for the meetings;

5.1.2 Acting as official liaison with the Alumni/ae Association;

5.1.3 Appointing new Directors if needed to fill a vacancy resulting from the resignation or removal of a member;

5.1.4 Except as otherwise provided by the Board, he/she shall, with the Treasurer, sign all written contracts and other instruments made or entered into by or on behalf of the Club that have been approved by the Committee.
5.2 The President-Elect shall preside and take over the duties of the President in his/her absence.

5.3 The Vice President of Programs shall work closely with the Vice President of Communications, the Vice President of Membership, and the Treasurer in planning advertising and funding requirements for programs. He/she shall be in charge of all programs presented and shall have the power to create and supervise the work of a Program Committee, a standing committee of the Club. He/she may also create sub-committees as needed.

5.4 The Vice President of Communications shall recommend communications strategy, and shall be responsible for maintaining contacts and exchanging information with other area alumni/ae groups. He/she shall work closely with the Vice President of Programs, the Vice President of Membership, and the Treasurer in planning advertising and funding requirements for communications efforts. In addition, he/she shall have the power to create and supervise the work of a Communications Committee, a standing committee of the Club.

5.5 The Vice President of Membership shall recommend membership strategy, and shall be responsible for maintaining contacts and exchanging information with other area alumni/ae groups. He/she shall work closely with the Vice President of Programs, the Vice President of Communications, and the Treasurer in planning advertising and funding requirements for membership. In addition, he/she shall have the power to create and supervise the work of the Membership Committee, a standing committee of the Club.

5.6 The Secretary shall keep the records of the Club and shall record all meetings of the Executive Committee, including attendance, and actions of the Club.

5.7 The Treasurer shall collect all contributions, keep the books and accounts of the Club and shall have custody of all funds of the Club; render periodic reports of the financial condition of the Club as directed by the President; attend to the payment of bills and obligations; and shall have such further duties as ordinarily pertain to the office of Treasurer. All funds of the Club shall be deposited in the account of M.I.T. Club of _______ in a bank designated by the Board of Directors. In addition, he/she shall have the power to create and supervise the work of a Finance Committee, a standing committee of the Club.

ARTICLE VI. NOMINATION & ELECTION OF BOARD & EXECUTIVE COMMITTEE MEMBERS

6.1 All Executive Committee members shall be elected for a term of one year, and Board members to a term of two years. Elections are to be held at the annual meeting of the Board before June of each year. The term of office of each officer shall begin on the first day of July of each year, and shall end on the last day of June of the succeeding year.

6.2 Nomination for elections shall be made by a nominating committee appointed by the President at least two months prior to the election. This committee shall consist of three Active members and shall present its report at the Board meeting prior to the Board meeting at which the election is to take place. It shall nominate one candidate for each of the offices. Further nominations may be made from the floor at any Club meeting or by letter to the Secretary in the two months prior to the election.

6.3 The Committee shall fill any vacancies in office at a meeting of the Board called upon with at least a one week notice, which notice shall state the purpose of the meeting. Any member elected to fill a vacancy shall serve for the remainder of the unexpired term.
ARTICLE VII. BOARD OF ADVISORS (OPTIONAL)

7.1 The Board of Advisors shall consist of distinguished alumni/ae or friends of M.I.T. in the Club area who have shown a commitment to the Institute.

7.2 Its purpose will be to supply advice to the Board of Directors regarding Club activities, and to provide contacts that will enable the Club to effectively utilize the resources of local institutions.

7.3 The Board of Advisors shall be comprised of not less than five members.

7.4 Members of the Board of Advisors shall be appointed by the Board of Directors, and shall serve by mutual consent with the Board of Directors.

ARTICLE VIII. AMENDMENT OF THE ARTICLES & BYLAWS

8.1 The power to alter, amend, or restate the Bylaws shall be vested in the Board. Such action may be taken by vote of the majority of a duly constituted quorum of the Board present at any regular or special meeting.

8.2 Notice of intent to alter, amend, or restate the Bylaws must be given by the Board to the dues paying membership at least two weeks prior to any vote by the Board regarding such alteration, amendment, or restating. Such notice shall also state the date, time, and location of the Board meeting at which such matters will be discussed and voted upon.

ARTICLE IX. REVENUES

9.1 The annual dues rate shall be set from time to time by the Board.

9.2 Dues membership in the Club shall begin on the first day of July and end on the last day of June in the succeeding year. Any dues paid shall apply only to the specified term.

ARTICLE X. MISCELLANEOUS

10.1 No member or officer of the Club shall be personally liable on any contract entered into by the Club or because of any act or thing done or omitted to be done on behalf of or in the name of the Club.

10.2 In the event of dissolution of the Club, any and all of the assets of the Club shall be turned over to the Association of Alumni and Alumnae of M.I.T. in Cambridge, Massachusetts.

These Bylaws have been approved by the Board of Directors of the M.I.T. Club of __________.

Signature

Date
Volunteer Job Description
MIT Club of _____________________

Title: President

General Description: The President is the chief officer of the Club, setting annual objectives and goals and ensuring achievement of said goals.

Specific Tasks/Duties: -Convenes, sets agenda and presides over all Board Meetings
-Supervises the Vice Presidents and ensures that their plans are carried out effectively
-Selects Committees and appoints chairs
-Acts as the primary liaison with the Alumni Association and the Alumni Affairs Officer
-Completes Alumni Association Annual report
-Attends Alumni Leadership Conference or ensures Club participation.

Expected Outcomes: A goal of _____ dues-paying members is set for FY___.
A goal of _____ events is set for FY___.
A goal of _____ volunteers is set for FY___.
The Board of Directors must meet at least 4 times annually, with a minimum of _____ members.

Training & Support: The President reports to the Board of Directors.
The President will receive training from the Immediate Past President.

The President may seek consultative advice & guidance from their assigned Alumni Affairs Officer.

Time Commitment: The President position requires a time commitment of 4 to 6 hours per week.

Qualifications: The President must be a current member of the Club. Prior leadership in the Club at the VP level is preferred. Multiple alumni contacts in the area and strong networking skills are helpful.

Benefits: High visibility position with MIT Club. Access to MIT materials for Club Officers such as the Club and Regional Programs Update.
Volunteer Job Description
MIT Club of _____________________

Title: Vice President of Membership

General Description: The Vice President of Membership establishes and executes an annual membership solicitation plan for the recruitment and retention of dues-paying members

Specific Tasks/Duties:
- Recruits & trains volunteers for the Membership Committee
- Convenes, sets agenda and presides over Membership Committee Meetings
- Along with other Club leaders and Membership Committee, sets annual goal for dues-paying members, usually a minimum of 10% of the local alumni population
- Prepares annual membership renewal and acquisition appeal letters & forms, plans for member form inclusion in other Club communications such as newsletter or e-mail listserv, submits budget requirements for mailing and projection of income to Treasurer
- Prepares annual local Alumni Directory, a benefit of membership
- Regularly provides the Alumni Association with lists of dues-paying members and address updates

Expected Outcomes: A goal of _____ dues-paying members is set for FY ___.
The Membership Committee must meet at least 4 times annually, with a minimum of ____ members.

Training & Support: The VP of Membership is a direct report to the President.
The VP of Membership will receive training from the prior VP, along with assistance from the President and Treasurer.

The VP of Membership may seek consultative advice & guidance from their assigned Alumni Affairs Officer.
Member updates should be sent to Marilyn Finlay, <mfinlay@mit.edu>.
Requests for lists & labels should be sent to <clubs@mit.edu>.

Report Dates: The VP of Membership is expected to deliver a verbal/written membership status report at Board Meetings to be held on the following dates: __________
_____________. Should he/she be unable to attend, a written report must be submitted.

Time Commitment: The VP of Membership position requires a time commitment of 3 to 5 hours per week.

Qualifications: The VP of Membership must be a current member of the Club. A general understanding of direct mail/member solicitation is preferred. Multiple alumni contacts in the area and strong networking skills are helpful.

Benefits: High visibility position with MIT Club. Access to MIT materials for Club Officers such as the Club and Regional Programs Update. Position normally succeeds to VP of Programs or President-Elect.
Volunteer Job Description
MIT Club of _____________________

Title: Vice President of Programs

General Description: The Vice President of Programs establishes and executes an annual program plan for the number and type of events the Club will host.

Specific Tasks/Duties: - Recruits & trains volunteers for the Program Committee(s) and subcommittees as needed
- Convenes, sets agenda and presides over Program Committee Meetings
- Along with other Club leaders and Program Committee, sets annual goal for the number and type of events the Club will hold
- Annually submits requests for MIT faculty speakers to the Alumni Association Speakers Bureau
- Prepares any event announcements as needed, submits budget requirements for events and projection of income to Treasurer
- Annually provides the Alumni Association with lists of events and the number of attendees of each event

Expected Outcomes: A goal of _____ events is set for FY___.

The Program Committee must meet at least 4 times annually, with a minimum of ____ members.

Training & Support: The VP of Programs is a direct report to the President.
The VP of Programs will receive training from the prior VP, along with assistance from the President and Treasurer.

The VP of Programs may seek consultative advice & guidance from their assigned Alumni Affairs Officer. Requests for Faculty Speakers should be directed to Louis Alexander, <lalexan@mit.edu>.

Report Dates: The VP of Programs is expected to deliver a verbal/written report of both past (results) and upcoming (plans) events at Board Meetings to be held on the following dates: _____________________________. Should he/she be unable to attend, a written report must be submitted.

Time Commitment: The VP of Programs position requires a time commitment of 3 to 5 hours per week.

Qualifications: The VP of Programs must be a current member of the Club. Past planning experience of an MIT Club event is preferred. Multiple alumni contacts in the area and strong networking skills are helpful.

Benefits: High visibility position with MIT Club. Access to MIT materials for Club Officers such as the Club and Regional Programs Update. Position normally succeeds to VP of Membership or President-Elect.
Volunteer Job Description Worksheet

**Position Title:**
(Remember the word “volunteer” is a pay category, not a title!)

**Description of the Project/Purpose of Assignment:**

**Outline of Volunteer’s Responsibilities or List of Tasks:**

**Outcomes/Goals:**
How will you and the volunteer know that the job is being done well, or that the project is successful?

**Training and Support Plan:**
How will the volunteer be prepared for the work and oriented to the agency? Who will supervise/be the contact point?

**Reporting:**
What reports will be expected, in what form, and how often?

**Time Commitment:**
Minimum hours per week/month? On any special schedule? For what duration of time?

**Qualifications Needed:**

**Benefits:**
What will the volunteer get in exchange for service (tangibles and intangibles)?