



---

# U21GLOBAL NETWORK CHAPTER GUIDELINES



## Table of Contents

U21Global Network Chapter Guidelines.....	3
Overview .....	3
Roles of a U21Global Network Chapter .....	3
Mission Statement .....	3
Starting a U21Global Network Chapter .....	3
Requirements.....	3
Chapter Committee Members .....	4
Role Statements .....	4
Administering a U21Global Network Chapter .....	6
Committee Meetings .....	6
Chapter Office Terms and Conditions.....	6
Committee Elections .....	6
Committee Records .....	6
Communicating with Members .....	6
Legal Matters .....	6
U21Global Network Chapter Programmes/Events.....	7
Connecting .....	7
Networking.....	7
Enhancing the Profile of the University .....	7
Holding a U21Global Network Chapter Event .....	8
Event Check List .....	8
Tips and Hints.....	8
Support for U21Global Network Chapters.....	9
Alumni Relations Office.....	9
Funding .....	9
Infringement of the U21Global Terms of Understanding Policy .....	10
Inactive Chapters .....	10
Misconduct within the Chapter .....	10
APPENDIX 1 - Starting a U21Global Network Chapter.....	11

## U21Global Network Chapter Guidelines

### Overview

Chapters of the U21Global Network of students and alumni are very important and provide a networking forum at a regional, national and international level. U21Global Network Chapter Representatives are therefore integral to maintaining and strengthening the U21Global Network.

### Roles of a U21Global Network Chapter

The main roles of a U21Global Network Chapter are:

1. Engagement of students and alumni with U21Global
2. Providing opportunities for networking
3. Enhancing the communication between network members
4. Enhancing the image of U21Global
5. Supporting, complementing and adding value to the U21Global student experience

### Mission Statement

To connect U21Global students and alumni with fellow students and alumni of the university for the mutual lifelong benefit of all parties.

### Starting a U21Global Network Chapter

The following notes are a guide to forming an U21Global Network chapter:

1. Contact the Alumni Relations Office of U21Global ([alumni@u21global.edu.sg](mailto:alumni@u21global.edu.sg)) and notify the Office of your interest in forming a chapter.
2. Complete and submit the 'U21Global Network Chapter Executive Position Application Form'.

### Requirements

1. A minimum of three students and alumni is required to serve on the chapter committee.
2. A minimum of 10 students and/or alumni interested in being chapter members (may include committee members) is required.
3. Should a group not make up the required numbers to form a chapter, a student or alumni may choose to apply to become a Regional Ambassador on behalf of the University.

## Chapter Committee Members

### Role Statements

#### *Regional Ambassador*

- Act as an advocate for the University
- Attend and participate in U21Global attended events, expos and seminars
- Respond, where possible, to general enquiries from alumni, U21Global staff and current or prospective students
- Assist U21Global when required and in organising local events
- Adhere to U21Global Terms of Understanding

#### *Chapter President*

- Serve as primary liaison officer with the Alumni Relations Office
- Chair chapter meetings
- Oversee chapter activities
- Direct any public relations enquiries to U21Global
- Call elections for new representatives as required
- Approve chapter communications to members
- Act as an advocate for the university
- Inform chapter members of events and activities
- Attend and participate in U21Global attended events, expos and seminars
- Respond to general enquiries from alumni, U21Global staff and current or prospective students
- Adhere to U21Global Terms of Understanding
- Other duties as determined by the chapter

#### *Chapter Vice President*

- Fulfil any presidential responsibilities in the President's absence
- Provide general advice and assistance to the President
- Act as an advocate for the university
- Attend and participate in U21Global attended events, expos and seminars
- Respond, where possible, to general enquiries from alumni, U21Global staff and current or prospective students
- Adhere to U21Global Terms of Understanding
- Other duties as determined by the chapter

#### *Chapter Secretary*

- Send out notices of chapter meetings, distribute papers, receive apologies and take minutes
- Keep a record of all agendas, minutes, event arrangements and any other chapter related paperwork
- Act as an advocate for the university
- Attend and participate in U21Global attended events, expos and seminars
- Respond to general enquiries from alumni, U21Global staff and current or prospective students

- Adhere to the U21Global Terms of Understanding
- Other duties as determined by the chapter

#### ***Chapter Committee Member***

- Attend chapter committee meetings
- Follow up on directives from the President
- May be asked to sit on special chapter sub-committees
- Act as an advocate for the university
- Attend and participate in U21Global attended events, expos and seminars
- Respond to general enquiries from alumni, U21Global staff and current or prospective students
- Adhere to the U21Global Terms of Understanding
- Other duties as determined by the chapter

## **Administering a U21Global Network Chapter**

### **Committee Meetings**

Chapter committees are required to hold regular meetings to discuss plans and activities for the chapter. Ideally, these meetings shall take place in person at least twice a year, but they may also be conducted over the phone or the Internet. The Chapter Secretary should contact committee members to confirm availability and set a meeting time. The Chapter President will chair the meeting. The structure, frequency and formality of the meetings will be at the discretion of the chapter.

### **Chapter Office Terms and Conditions**

The standard term for a Regional Ambassador and Chapter Committee Member is two years. A Regional Ambassador and Chapter Committee Member may serve a maximum of two successive terms in the same position.

### **Committee Elections**

It is the Chapter President's responsibility in conjunction with the U21Global Alumni Relations Office to call elections as required. In the case where no other nominations are received for a position, then the single nominee will be named in that position and no election will need to be held.

### **Committee Records**

Chapters are encouraged to keep records of events and meetings to assist future Chapter Representatives with their planning.

### **Communicating with Members**

U21Global Network members will be able to communicate directly with other members via social networking sites. In addition, chapter members are also encouraged to communicate with other members through the U21Global Alumni Relations Office.

### **Legal Matters**

As laws vary from country to country, it is recommended that legal matters be referred to a local legal practitioner.

## **U21Global Network Chapter Programmes/Events**

### **Connecting**

The chapter is expected to organise programmes/events to connect students and alumni together or connect the alumni with U21Global. These programmes/events are generally social events where the main objective is to provide a platform for informal networking. Examples include cocktail receptions or parties, get-together drinks, barbeques, sporting events, breakfasts, lunches and dinners.

### **Networking**

The chapter is expected to organise programmes/events to allow students and alumni to network with fellow students, alumni or other industry professionals. The main objective is to provide a forum for alumni to network for the benefit of their professional career or to widen their network of business contacts. Examples include networking receptions, lunches, breakfasts or dinners, talks on industry issues, “speed networking” and panel discussions.

### **Enhancing the Profile of the University**

The chapter is expected to organise programmes/events to help raise the profile of U21Global in the community.

## Holding a U21Global Network Chapter Event

### Event Check List

- The event must be approved by the Chapter Committee.
- Notify the University of the details of the event.
- Secure venue, catering, entertainment and speakers (where required).
- Prepare and send invitations.
- Manage RSVPs.
- Send reminders to invitees.
- Reconfirm suppliers.
- Prepare registration sheet.
- Prepare name badges.
- Prepare a running sheet for the event.
- Organise a photographer and compere for the event.
- Thank suppliers and/or speakers.
- Submit event summary and photos to the Alumni Relations Office for inclusion in the U21Global Newsletter.
- Write an event report and file with Chapter records.

### Tips and Hints

- To ensure the best possible turnout, find out the local events (if any) occurring concurrently with your event.
- Organise events to coincide with the dates during which U21Global staff are travelling to your region.
- Hold events at venues affiliated to or owned by fellow students and alumni.
- Request for special group discounts.
- Encourage students and alumni to forward the invitation onto other students and alumni.
- Follow up with attendees to thank them for coming and to obtain feedback about the event.

## Support for U21Global Network Chapters

### Alumni Relations Office

The Alumni Relations Office is your first point of call. The Office can provide assistance with elections, organising events, locating alumni and any other general enquiries.

### Funding

All Chapter events should be self-funded. On occasion, the University may be able to assist with limited funding. All funding requests should be sent to the Alumni Relations Office detailing the amount of funding sought, the objective of the programme/activity and the projected outcomes for the University and its alumni. All chapters are encouraged to plan and organise at least two activities in a calendar year.

## **Infringement of the U21Global Terms of Understanding Policy**

### **Inactive Chapters**

If a Chapter is found to be inactive for a period of six months, the Alumni Relations Manager may send a letter to the Chapter Representative reiterating the roles and responsibilities of each chapter office-bearer. The Chapter Representative is then required to contact the University within a period of two weeks to inform the University of plans to organise programmes/events to increase the involvement of the Chapter in the U21Global Network. If the Chapter Representative fails to contact the University and the chapter continues to be inactive, another letter will be sent to the Chapter Representative informing them that their inactivity will be tabled at the next Alumni Relations Committee meeting and to contact the University immediately. The Alumni Committee will then decide on the appropriate course of action.

The decision to maintain or withdraw a Chapter Representative is the responsibility of the Alumni Relations Committee. The decision of the Alumni Relations Committee will be communicated to the Chapter Representative via the Alumni Relations Manager.

### **Misconduct within the Chapter**

If a Chapter member does not abide by U21Global's operational policies and procedures, has acted in an immoral or unethical manner, or takes action that may compromise the University's reputation, he/she will be notified that the misconduct will be tabled at the next Alumni Committee meeting. The Alumni Committee members will be responsible for the decision to retain or withdraw the current Chapter Representative. The decision of the Alumni Committee will be communicated to the Chapter Representative via the Alumni Coordinator.



**PLEASE NOTE THIS IS FOR REFERENCE ONLY AND DOES NOT SERVE  
AS A FORM FOR DOWNLOADING PURPOSE**

### **Objectives of the U21Global Network Chapter:**

The main roles of a U21Global Network Chapter are:

1. Engagement of students and alumni with U21Global
2. Providing opportunities for networking
3. Enhancing the communication between network members
4. Enhancing the image of U21Global
5. Supporting, complementing and adding value to the U21Global student experience

### **Code of Conduct**

1. The Executive Committee shall respect, support and comply with the mission, goals and objectives of U21Global and to abide by U21Global's operational policies and procedures.
2. The Executive Committee shall act in the interests of U21Global, and uphold its name and reputation at all times.
3. The Executive Committee shall operate within and abide by all laws and regulations in their respective country.
4. The Executive Committee shall not raise any funds or collect any monies from the students in their chapter without the prior written consent of the Alumni Relations Office.
5. The Executive Committee must not enter into any legally binding contracts or agreements.
6. The Executive Committee shall act ethically at all times and avoid any actual or perceived conflict of interests.
7. The Executive Committee shall follow all reasonable directions by the university whilst carrying out a function for the university
8. The Executive Committee shall attend volunteer training sessions as required by the University.
9. The Executive Committee shall inform the U21Global Alumni Relations Office of any upcoming activities or planned events relating to their Network Chapter.

**PLEASE NOTE THIS IS FOR REFERENCE ONLY AND DOES NOT SERVE  
AS A FORM FOR DOWNLOADING PURPOSE**

10. No member of the Network Chapter including the Executive Committee shall make contact with any media representative on behalf of U21Global without the prior written consent of the U21Global Alumni Relations Office.
11. All personal information relating to members of the Network Chapter shall be kept confidential by the Executive Committee and not disclosed to any third party without the prior consent of the individual.
12. All Executive Committee members shall hold their positions for a period of 24 months. Any change made to the Executive Committee appointees must be approved in advance by the U21Global Alumni Relations Office. All Executive Committee members must sign the U21Global Terms of Understanding and abide by the Code of Conduct.
13. U21Global reserves the right to dissolve the U21Global Network Chapter, if it deems necessary, at any time.
14. U21Global may make changes and additions to these terms of understanding as deemed appropriate by the Alumni Relations Office from time to time.

Communication between the U21Global Network Chapter's Executive Committee and the U21Global Alumni Relations Office can be made via the following contacts:

Email: [alumni@U21global.edu.sg](mailto:alumni@U21global.edu.sg)

Tel: +65 64101-300 / +65 6410 1333 (0830–1730hr Singapore time: +8 GMT)

Fax: +65 64101-358 (Attention to "Alumni Relations Office")

The Alumni Relations Office is committed to support and assist the Network Chapter, and its Executive Committee to help achieve its objectives.

I ..... (*insert name*), having read and understood the Terms of Understanding, hereby accept my position on the U21Global (*insert country*) Network Chapter Executive Committee and agree to work towards its objectives and abide by its Code of Conduct.

Signature: .....

Date: .....

Please return the signed and dated form either by fax or email attachment of the scanned copy by \_\_\_\_\_