

Starting a chapter

How do chapters usually start?

Alumni chapters usually start with an individual or a small group of alumni who decide they would like to make contact with other alumni with similar interests or in the same geographical region. As a result of their efforts, the small group becomes a much larger group and, after an approval process, a formal chapter is created.

The process for getting started

1. Contact the USQ Alumni Office with your idea for the chapter.
2. Identify other alumni in your area who are interested in helping you to establish the chapter (the USQ Alumni Office can help if you are having trouble finding others).
3. Organise a first meeting to bring all interested alumni together to start to plan the chapter.
4. Form a temporary committee to oversee the establishment of the new chapter.
5. Complete the USQ New Chapter Application Form and send it to the USQ Alumni Office.
6. The USQ Alumni Office will advise you of the outcome of your application and, if successful, provide you with the necessary logos, merchandise and an official certificate.
7. Start recruiting new members.
8. Plan an official launch of the chapter.
9. Hold elections for the key positions on the committee.
10. Keep recruiting new members.
11. Enjoy the social and professional opportunities that an alumni chapter can bring.

Possible issues

- Some countries require alumni chapters to undergo a registration process through a local authority or with local law enforcement. Please find out the laws and regulations in your country.
- Your chapter is unlikely to be approved if there is already an operating USQ alumni chapter in your area.
- Your chapter may be dissolved if you are unable to maintain a membership of at least ten alumni.
- Please read the Code of Conduct contained in the Alumni Chapter Handbook, as any breaches will be taken very seriously.

We can help

Let us know if you need any official paperwork to support the registration process of your chapter with local authorities.

Contact us

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W: www.usq.edu.au/alumni