

**Agenda- October 19, 2013**  
**Yard House Restaurant- Brea, CA**

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1. Call to Order
  2. Introductions
  3. The Mission of creating the UCMAA Southern California Alumni Chapter
  4. Presentation of the Charter
  5. Voting on Adoption of Charter
  6. Discussion of Next Chapter Meeting
    - a. January, once Charter is approved by UCMAA Board
      - i. Officer Elections (Nominations will be discussed via e-mail)
      - ii. Discussion of Yearly Events
  7. Adjournment
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### *Starting a New UCMAA Chapter: Step-by-step Guide*

- 4) Coordinate a pilot event to determine alumni interest in your Chapter. Pilot events are most often happy hours or coffee hours open to all alumni who meet Chapter outline within a 30-mile radius.
- 5) Develop Chapter materials including charter documents, annual program plan, and alumni roster to submit to UCMAA Board for official Chapter approval. The Board approves applications in April & October of each year.
- 6) Receive UCMAA Board Chapter approval and begin working with Alumni Relations Office to establish chapter branding including official UCMAA logo, Web site, and other communications materials.
- 7) Coordinate Chapter events and programs in accordance with the Chapter manual guidelines.
- 8) Annually submit Chapter plan for review and approval by UCMAA Board and Alumni Relations Office.
- 9) Bi-annually conduct elections in your Chapter to determine Chapter leadership.

UNIVERSITY OF CALIFORNIA, MERCED  
ALUMNI ASSOCIATION

SOUTHERN CALIFORNIA CHAPTER CHARTER  
RATIFIED: OCTOBER 19, 2013

I. NAME

- A. The UCMAA Southern California Chapter is a chartered alumni group of the University of California, Merced Alumni Association.

II. PURPOSE

- A. The purpose of this group shall be to join together with fellow UCMAA alumni in organized efforts to benefit the members of the group and the UCMAA, in accordance with the provisions stated in the UCMAA Chapter Manual.

III. CHAPTER OFFICERS

- A. The officers of the UCMAA Southern California Chapter shall be:
- Chair:** The Chair shall be the chief executive officer of the chapter, and is the liaison between the UCMAA Board of Directors and the chapter. The Chair shall ensure the chapter charter is upheld and that the chapter meets its obligations.
  - Vice Chair:** The Vice Chair shall work with the Chair to ensure the chapter charter is upheld and the chapter meets its obligations. He/she shall document all decisions made by the chapter with the University of California, Merced Office of Alumni Relations. Furthermore, he/she shall act as chair during the absence of the chief executive officer during a regular meeting.
  - Treasurer:** The Treasurer shall be the chief accounting and financial officer for the chapter. He/she shall ensure proper procedure with the University of California, Merced Office of Alumni Relations. Furthermore, he/she shall be in charge of all fundraising efforts put forth by the chapter.
  - Director of Membership:** The Director of Membership shall be in charge of maintaining membership roles with the University of California, Merced Office of Alumni Relations. He/she shall also collaborate with the Office of Alumni Relations to promote the chapter by coordinating events in different regions of Southern California.
  - Director of Communications:** The Director of Communications shall be in charge of marketing the chapter to current, and potential new members of the chapter.
- B. These positions are determined by bi-annual elections of Chapter Officers.  
C. All officers must be UC Merced alumni.

IV. MEETINGS

- A. Regular meetings shall be held quarterly in rotating locations in Southern California.  
B. Meetings can be conducted virtually (through computing device) or physically.

V. TERM OF OFFICE

- A. The Chapter will hold bi-annual elections of officers.  
B. The term of office can exceed more than two consecutive terms of two-years upon approval of the UCMAA Board.

VI. VOTING

- A. A majority of attending UC Merced alumni constitutes a quorum for officer voting. Selection of chapter leadership requires a simple majority.

VII. MEMBERSHIP

- A. All UC Merced alumni and friends of the University are eligible for membership in the group.

VIII. AMENDMENTS

- A. This charter may be amended by a two-thirds vote of the Chapter membership at any meeting. A change in the Charter must be submitted to the UCMAA Board in writing for approval

Matthew  
Jonathan  
Raj Balk  
Fred Hartney  
John Madson