Section I – Name

The name of this organization shall be the ____________________ Club/ Council of the Pitt Alumni Association. The primary contact for this club/ council has signed and executed this agreement.

Section II – Purposes

The objective of this club/ council shall be the promotion of all interests of Pitt and the Pitt Alumni Association. To that end, the club/ council shall:

A. Provide an important communications link between alumni and the University.

B. Promote the image and reputation of Pitt within the community.

C. Promote strong positive relationships among alumni, students, parents and friends within the community.

D. Support the activities & mission of the Pitt Alumni Association and the University.

E. Provide the University with a strong core of alumni volunteers who serve as ambassadors for the University.

F. Promote alumni pride and spirit for Pitt.

Section III – Membership Dues

No club/ council membership dues are ever collected. All club/ council events are to be open to faculty, staff, friends, and family, unless restricted by law (i.e. age requirements where alcohol is served).

Section IV – Leadership/Committees

The club/ council must have at least one primary contact responsible for club/ council activities and communication with the Pitt Alumni Association. This individual agrees to maintain current contact information with the Association and to respond to alumni requests in a timely manner. In addition, the club/ council may establish a leadership team and committees as needed to carry out the business of the club/ council.
Section V – Club/ Council Obligations

The Club/ Council agrees to the following:

A. Club/ Council must be financially self-supporting through its programs and events.

B. Maintain an active social media and alumni webpage presence.

C. Maintain proper storage and upkeep of any University-provided signage.

D. Club/ Council officers have a fiduciary responsibility to operate the club/ council in a responsible manner and in accordance with policies of the Pitt Alumni Association. Upon dissolution of a club/ council, all assets are to be forwarded to the Pitt Alumni Association.

E. Applicable to Scholarship Club* - Events should be held to support the club’s/ council’s scholarship fund. Individuals may not be solicited for scholarship donations without consent from the Pitt Alumni Association. All clubs/ councils that sponsor scholarships must establish an endowment with the Pitt Alumni Association and all scholarships must be awarded through the Pitt Alumni Association.

F. Clubs/ Councils provide programming for diverse interests and age groups. This includes at least one club-wide alumni event each year. Event attendees list should be provided to PAA.

G. Annual reporting must be submitted to the Pitt Alumni Association by August 1 of each year. These include a year-end summary, an annual plan for the upcoming year, club/ council contacts update and completion of a fiscal report form (provided by PAA).

H. Clubs/ Councils must abide by all rules set forth by Pitt as a representative of the University. This includes marketing standards and legal regulations.

I. No club/ council member will have any right, title or interest in any of the property or assets, including any earnings or investment income, of the club/ council, nor will any of the property or assets be distributed to any club/ council member on its dissolution.

J. In geographic regions where both active clubs and councils exist, the PAA requires collaborative partnership for University impact events (National Networking Day, University on the Road, Freshmen Sendoffs) to ensure maximum alumni participation.

K. Have a club representative participate on the Leadership Team.

Section VI – Pitt Alumni Association Support

In return for the above listed service and support, the Association agrees to provide the following information and support to clubs/ councils:
A. The ability to be an officially recognized entity of the Pitt Alumni Association. The term “Pitt Alumni Association” is protected by trademark. Through an arrangement with Pitt, the Association hereby authorizes the club to use “Pitt Alumni Association” for club/ council-related purposes only. The Association may terminate this authorization at any time for any reason. Pitt marks may not be used without written permission from the University.

B. Marketing of club/ council events to alumni in the defined region via postcard mailers and/ or e‐mails as agreed upon.

C. Conduct surveys to gauge alumni leadership & engagement opportunities in club regions.

D. Provide static webpage for club/council complete with contact info and event programming on alumni website.

E. A staff liaison is assigned to each club/ council to assist with event planning resources, including procurement of University officials for club events. (PAA will become primary facilitator for events involving senior University officials)

F. Staff liaison for the establishment and stewardship of an effective scholarship program.

G. Limited quantity of giveaway items and materials for events.

H. Information regarding Pitt Alumni Association activities and projects.

I. Information regarding Pitt news and activities that may be of particular interest or relevance to the club/ council.

J. Limited availability to club/ council grant funds thru process once each fiscal year.

K. Provide blank fiscal report form at close of fiscal year for club/ council fiscal reporting purposes.

Section VII – Exclusions

A. Neither the Pitt Alumni Association nor the club/ council leadership is obligated to provide financial support to the club/ council.

B. The club/ council shall not release or sell personal or financial information about alumni, students, members, or volunteers for any purpose. No club/ council member may use any member contact information for personal, political, or commercial purposes, or any other non-club/ council related purpose.

C. In the event that club/ council contact no longer wishes to or is unable to serve as the contact person for the above-named club/ council, responsibility may be transferred to a new contact person by notifying the Clubs & Councils Liaison and providing the name and contact information for the person who has been selected by the club/ council to assume specific contact person responsibilities.

This agreement shall be in effect until terminated by both parties.
On behalf of the ______________________ Club/ Council of the Pitt Alumni Association, this agreement is accepted by:

____________________________________________

____________________________________________

Printed Name Signature

____________________________________________

____________________________________________

Club/ Council Name Date

____________________________________________

____________________________________________

E-mail Phone

____________________________________________

Club/ Council EIN Number (used for checking account – if applicable)

Alumni Association Representative:

____________________________________________

____________________________________________

Ronald Idoko Date