BETA GAMMA SIGMA
THE INTERNATIONAL BUSINESS HONOR SOCIETY

PROVIDING A LIFETIME OF GLOBAL CONNECTIONS

ALUMNI CHAPTER OFFICER HANDBOOK 2019 - 2020

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INTRODUCTION TO BETA GAMMA SIGMA

BGS MISSION AND OBJECTIVES

> "The Mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to cultivate and celebrate leadership and professional excellence, to advance the values of the Society, and to serve its lifelong members."

The Mission of BGS is supported by the four objectives of the Society. These include:

1. Encourage and honor academic achievement by students of business and management through chapters in business programs accredited by AACSB International.
2. Develop Beta Gamma Sigma members as student and professional leaders, and celebrate continuing leadership and excellence.
3. Foster in Beta Gamma Sigma members an enduring commitment to the founding principles and values of the Society: honor and integrity, pursuit of wisdom, earnestness, and service.
4. Connect Beta Gamma Sigma student and alumni members to each other and to opportunities in their professional lives.

PURPOSE OF ALUMNI CHAPTERS

The purposes of the Beta Gamma Sigma Alumni Network are to provide opportunities for building connections among BGS members through educational events, social opportunities and service to the local community; to expand BGS presence and motivate members to remain active following graduation; and to enhance BGS membership and provide lifetime value.

Benefits for Beta Gamma Sigma members:

1. Professional contacts in their local area
2. Networking opportunities
3. Professional development opportunities through chapter programs
4. An opportunity to give back through interaction with current student members and new graduates
5. An opportunity to develop new relationships with other business professionals
6. Demonstrable leadership opportunities through Alumni Chapter Officer positions

Benefits to Beta Gamma Sigma:

1. Physical representation of BGS in a certain geographic area
2. A group of volunteer officers committed to the BGS brand and willing to work toward making it ubiquitous around the world
3. A tangible and meaningful benefit through alumni connections
4. A sounding board for new ideas, direction and support
5. Assistance in obtaining member information updates and in promoting registration on the member directory and ConnectBGS

COMPOSITION OF THE BGS ALUMNI NETWORK

The BGS Alumni Network consists of three stages of networking. For a formal Alumni Chapter to form, the group must go through each.

1 Alumni Networking Interest Area

The first stage of the Alumni Network lifecycle is the interest area stage, during which an interested alumni member contacts the BGS Global HQ to express interest in creating a Networking Group. During this phase, interest is gauged from local members and a first event is planned.

2 Informal Alumni Networking Group

Once the first successful event has been held and local leadership is in place, the group starts making arrangements for a follow up event. The timeline for this event is at the discretion of the individual group. Once a second event is scheduled and broadcast to area members, the group officially becomes a Networking Group. BGS Global HQ requires that groups remain in this phase for at least one calendar year after the first event, to build a membership base strong enough to sustain the group long term. Any time after the one-year mark, the group may petition to become a formal chapter and may also be invited to become a formal chapter by Global HQ. Some groups never choose to move past this phase, as they feel they cannot sustain the membership base or cannot provide enough events annually to warrant transitioning to a formal chapter.

3 Alumni Chapter

A year after the Networking Group phase, the group may petition to become a formal Alumni Chapter. Upon approval, the group may hold a formal chartering event. Benefits/requirements of formal chapters include:

- Qualifying for the bi-annual Alumni Chapter Grant Program
- Qualifying to participate in the Alumni Chapter Scholarship Program
- Chapters must submit an annual report to BGS Global HQ
- Chapters are entitled to an annual membership drive, managed by Global HQ

CURRENT ALUMNI GROUPS

Networking Groups
Austin, TX
Baltimore, MD
Buffalo, NY
Delhi, India
Detroit, MI
Las Vegas, NV
Memphis, TN
Nashville, TN
Orange County, CA
Puerto Rico
Sacramento, CA
San Antonio, TX
Shanghai, China
Singapore
United Arab Emirates

Alumni Chapters	Charter Date
Atlanta Alumni Chapter	10/18/99
Australia Alumni Chapter	1/30/19
Boston Alumni Chapter	10/26/00
Charlotte Area Alumni Chapter	11/7/07
Chicagoland Alumni Chapter	6/12/98
Chile Alumni Chapter	10/3/17
Cleveland Alumni Chapter	4/12/08
Dallas/Ft. Worth Alumni Chapter	10/24/00
Denver Alumni Chapter	9/17/04
Germany Alumni Chapter	2/10/11
Hong Kong Alumni Chapter	9/17/05
Houston Alumni Chapter	10/18/01
London Alumni Chapter	2/19/13
Los Angeles Alumni Chapter	9/22/98
Minneapolis/St. Paul Alumni Chapter	10/29/02
New York Alumni Chapter	1933
New Zealand Alumni Chapter	8/20/09
Peru Alumni Chapter	1/5/15
Philadelphia Alumni Chapter	4/25/01
Phoenix Alumni Chapter	3/5/02
Raleigh/Durham Alumni Chapter	8/6/09
San Diego Alumni Chapter	6/15/99
San Francisco Alumni Chapter	10/19/00
Seattle/Tacoma Alumni Chapter	10/16/01
South Florida Alumni Chapter	4/30/02
South Texas Alumni Chapter	10/7/09
Spain Alumni Chapter	3/17/11
St. Louis Alumni Chapter	9/11/01
Switzerland Alumni Chapter	11/18/09
Toronto Alumni Chapter	11/11/13
Washington D.C. Alumni Chapter	6/18/99

Beta Gamma Sigma has established itself as a registered educational group. Thus, the individual alumni groups, as subsidiaries of BGS, Inc., must abide by that purpose also.

As we continue to grow our Alumni Network, the list of Alumni Networking group changes frequently. For a current listing, please visit: **https://www.betagammasigma.org/alumni-network-alumni/chapter-list**

UHD
College of Business
Beta Gamma Sigma
"Recognizing Business Excellence"
The Mission of the University of Houston-Downtown International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to cultivate and celebrate leadership and professional excellence, to advance the values of the Society, and to serve its lifelong members.
Chapter Established in 1994 • Key Mounted November 20

BGS GLOBAL HEADQUARTERS STAFF

Key contacts for the BGS Alumni Network:

For Day to Day Operation Assistance:
Primary Contact: Manager, Alumni Engagement

For Event Broadcast Messaging Assistance:
Manager, Alumni Engagement
Manager, Media

For Training Seminar or Special Event Registration:
Manager, Alumni Engagement

Unsure who to contact? Please direct your questions to:
Alumni@betagammasigma.org

The Manager of Chapter Services reports up through the Associate Director, Programs & Alumni Engagement. For a current list of the individuals in each role and contact information, please visit:
betagammasigma.org/staff

Membership Information Sharing Policy

Due to regulatory changes, Beta Gamma Sigma Global HQ is no longer permitted to share any individual membership information with Alumni Chapter Officers. For the protection of our Alumni Network volunteers and the Society as a whole, Global HQ has taken ownership of sending all approved messaging to members, on behalf of our Alumni Chapters and Networking Groups. For additional information on Alumni Network messaging, please see page 26 of this handbook.

Alumni Network Officers are encouraged to identify and try to connect with local members via social media, provided the individual members have voluntarily listed their BGS affiliation in a searchable way. Global HQ also encourages our Alumni Network Officers to connect with local members via ConnectBGS. More information on ConnectBGS can be found on the BGS website and page 29 of this handbook.

Chapters and Networking Groups are permitted to ask members to sign in at chapter events and can ask the individual members to volunteer their contact information. If desired, the chapter can utilize this contact information to communicate with members apart from Global HQ messaging; however, this communication is to be considered unofficial communication by Global HQ with the liability of that communication resting on the Chapter and Networking Group Officers.

Please contact Global HQ with any questions regarding our information sharing policy.

ALUMNI OFFICER CONFERENCE CALLS

BGS Global Headquarters hosts quarterly Alumni Leadership conference calls for both Alumni Chapters and Alumni Networking Groups. These calls are not mandatory, but are a great way for chapter officers to interact with each other and Global HQ staff. If a President or lead contact cannot join one of the call times, they are free to pass along the spot to another officer or committee member.

Conference calls will be held during one week of the scheduled month. A link will be emailed to chapters at least two weeks in advance to determine availability. This is in attempt to fit the schedules of as many officers as possible. An email notification of scheduled calls will be sent as far in advance as possible. A recap of the conference call conversations will be emailed to all Alumni Chapter Officers once all calls have been completed.

ALUMNI CHAPTER TALKING POINTS FOR COLLEGIATE INDUCTION CEREMONIES

Annually, Beta Gamma Sigma Global HQ will provide Alumni Chapters with talking points and facts about the Society, which can be used when attending Induction/Recognition Ceremonies. Global HQ encourages Collegiate Chapters to include Alumni Chapter Officers in these ceremonies and is happy to pass Collegiate Chapter Officer information to the Alumni Chapters upon request.

ALUMNI CHAPTER TRAINING SEMINARS

Every two years, Beta Gamma Sigma provides an in-person training seminar for chapter officers. This full-day workshop is co-hosted by the Global HQ and an established Alumni Chapter. Chapters interested in co-hosting the training can submit a proposal for their city to Global HQ during the biennial call for site proposals. This event is reserved for officers from formal Alumni Chapters only, unless a special invitation is made by Global HQ.

The in-person training seminar provides an opportunity for chapter leadership to learn about new programs and services of the Society, as well as share successes and feedback on Society initiatives. This event is also an important opportunity to network with fellow Alumni Chapter Officers. The event always takes place over a weekend to try to accommodate everyone's schedules. There is a welcome dinner on Friday evening, training all day on Saturday and a wrap up dinner on Saturday night.

There is no registration fee to attend the training. BGS Global HQ will either provide a rooming list to the hotel, charging two nights to the BGS Master Account for the Alumni Chapter Officers who have indicated they will stay at the hotel or BGS Global HQ will reimburse the attending Alumni Chapter Officer for two nights in the seminar hotel, at the group rate. Any additional room charges (i.e. room service charges) are the responsibility of the Alumni Chapter Officer. Please note, the policy of BGS Global HQ is to pay for or reimburse two nights per alumni chapter and not per officer attending, unless otherwise worked out ahead of time. In the event that Global HQ does not provide a rooming list to the hotel, we ask that the attending individuals book their rooms and then complete an expense report to be reimbursed for the funds following the training. Expense reports will be emailed to all attendees. It is highly recommended that Alumni Chapters work in travel costs for their attendees when developing the chapter budget. Unfortunately, travel costs to and from the seminar are the responsibility of the chapter/network and/or participant. Additional information on seminar reimbursement can be obtained by contacting the primary BGS staff contact for the Alumni Network.

Chapters are encouraged to send a representative to the training as often as budget permits. Chapters will also be recognized for anniversaries during this event, and Alumni Chapter Award winners are announced. For more information regarding chapter awards, please contact DeAmbra Crochrell, Manager of Alumni Engagement (**dcrochrell@betagammasigma.org**).

Beginning in 2020, BGS will incorporate a virtual training seminar during the years that an in-person training is not being held.Information about upcoming training seminars is shared approximately 4 months ahead of the event. Details may also be found at:
https://www.betagammasigma.org/alumni-network-alumni/alumni-resources/alumni-network-alumni-alumni-training

RESOURCE KIT FOR NETWORK EVENTS

BGS materials are available upon request for new and recently re-activated chapters or for major events which require give-aways:

- Copies of HONORS magazine
- BGS post-it notes
- BGS pens
- BGS window clings
- BGS Pop Sockets
- Professor Elwell stuffed owls
- BGS travel mug or ceramic mugs

Resource kits should only be requested when events meet the above criteria. Global HQ reserves the right to deny a chapter's request of items it deems unnecessary. Limit: Only one request for items per year please. Please send requests and rationale to DeAmbra Crochrell, Manager of Alumni Engagement (**dcrochrell@betagammasigma.org**)

ALUMNI CHAPTER OFFICER RESOURCES

BGS Website

All Alumni members of BGS have access to the BGS website, **www.betagammasigma.org**. Here you will find access to Alumni Resources. Alumni Chapter Officers and members can access this section of the website using their regular log in credentials. If you are unsure about your log in credentials, please contact Global HQ at: **bgshonors@betagammasigma.org**.

Alumni Chapter Officer Resources can be found by clicking the "Alumni Network" heading on the homepage. Resources include the Global Alumni Events Calendar, tips for promoting the chapter, contact information for other Alumni Officers, and more.

Choice 1:
Choice 2:
Retail store manager
Choice 3:
Contract sales assistant at IBM

CHAPTER MANAGEMENT

CERTIFICATE OF INSURANCE

The Global HQ provides event liability coverage on behalf of our Alumni Network. To obtain a Certificate of Insurance for an Alumni event, please provide the following to the Global HQ at least six weeks prior to the date coverage is needed:

1. Event Host (Alumni Chapter)
2. Date and Times of Event
3. Site and Address of Event with Contact Name
4. Signature and Title of Alumni Chapter Representative

When received, this information will be forwarded to the Society's insurance company. Upon approval, a Certificate of Insurance providing coverage for this event will be issued to the contact at the facility where event is being held.

A separate copy will be sent to the Global HQ and a copy will be forwarded to the Alumni Chapter.

Exception to Coverage: The chapter should be aware that this insurance rider will not cover claims relating to the use of alcohol. Chapters are discouraged from physically serving alcohol. Rather when alcohol is served at your events, it should be served by the facility's staff.

Note: The Certificate of Insurance is available to chapters only when the event site does not provide coverage or requires the chapter to provide separate coverage.

CHAPTER CONSTITUTION AND BYLAWS

A sample chapter constitution is provided to each Alumni Chapter upon chartering. Chapters are required to adopt and/or adjust this set of governing documents for their chapter as an initial part of their development. The chapter must provide a current copy of these documents to the BGS Global HQ to maintain in their chapter's file.

In most cases, chapters do not change the constitution and related bylaws dramatically over time. If any changes are made by officers, these changes must be agreed upon by all executive board officers and a new copy must be sent to the Manager of Chapter Services to be kept on file with the Global HQ. Please note: an electronic version is preferred.

For further information on Alumni Network policies and guidelines, please message: **Alumni@betagammasigma.org**

STRUCTURE OF ALUMNI OFFICERS AND NETWORK COMMITTEES

The executive board is the governing body of your chapter. As a group, you maintain membership records, plan events and coordinate with the Global HQ. BGS requires all chartered chapters to have a President and highly recommends having a Vice President, Secretary and Treasurer. The President's name and email will be the primary contact for the chapter and posted to the BGS website. If the chapter can only find three interested officers, roles can be combined, such as Secretary/ Treasurer, Vice President/Treasurer, etc. There may also be other officers as necessary for efficient operation of the chapter.

The governing documents of the chapter should maintain a list of executive board position descriptions and their responsibilities. The descriptions provided in this book are a framework and can be customized if needed.

CHAPTER OFFICERS

Officer responsibilities are listed below. Responsibilities may be altered to meet chapter needs or preferences:

Note: Chapter Officers are encouraged to list their position on social media profiles; however, titles must reflect chapter-specific responsibilities and not organization-wide titled. For example, listing "President of Beta Gamma Sigma" is not permitted but should be listed as "President of the Beta Gamma Sigma (area) Alumni Chapter.

President/Co-President or Chapter Lead

- Shall serve as the main contact between the chapter and BGS Global HQ.
- Shall preside at all meetings of the Alumni Chapter.
- Shall be empowered to appoint committees as hereinafter provided and shall be an ex-officio member of each committee.
- Shall be the official representative of the Alumni Chapter.
- Shall be authorized to co-sign checks.
- Shall only vote to break a tie at Leadership Team meetings.

Vice President

- Shall succeed to the office and power of the President in his/her absence or for the remainder of his/her term if vacated for any reason. In the event of such a vacancy, the Leadership Team shall appoint a successor to the post of Vice President.
- The Vice President shall be authorized to co-sign checks.

Secretary

- Shall record the minutes of the meetings of the Leadership Team and General Membership.
- Shall have on hand a copy of the constitution and bylaws at all of the Leadership Team and General meetings.
- Shall keep up-to-date signature authorizations of such bank, other financial institution or money market fund(s) where the alumni chapter maintains its funds.
- Shall have custody of all official documents, such as the constitution, bylaws, etc.
- Shall be the official liaison between Beta Gamma Sigma Global HQ and the Alumni Chapter.
- Shall answer mail addressed to the Alumni Chapter or forward it to the proper officer or Committee Chair.

Treasurer

- Shall be authorized to collect all funds payable to the chapter and shall be charged with the care and custody of said Alumni Chapter funds.
- Shall make all necessary disbursements in accordance with the directions of the Leadership Team.
- Shall arrange for accepting reservations for the meetings, receiving members as they arrive, and collecting funds as required.
- Shall receive the payment of dues and shall arrange for the mailings of dues notices and receipt/acknowledgement of dues payments.
- Shall account for and deposit all funds received.
- Shall be authorized to deposit funds at a bank, other financial institution or money market fund approved by the Leadership Team in the name of the Alumni Chapter.
- Shall be authorized to co-sign checks.
- Shall maintain the Alumni Chapter's financial accounts and shall enter in detail receipts and disbursements. These accounts shall be open at all times to inspection by any member of, or individual designated by, the Leadership Team. A report of the Alumni Chapter's financial condition shall be made at each Leadership Team meeting. At the conclusion of the term of office or resignation, an audit shall be conducted by an Audit Committee, and an audit report may be presented to the Leadership Team.

Examples of other officer titles:

- Program/Event Committee
- Member Outreach/Marketing Committee
- University Relations Committee

SELECTION OF OFFICERS

The Executive Committee of the Board of Governors will ask these critical questions when considering Alumni officer nominees:

- Does this BGS member have a history of representing the Society in a positive manner?
- Does this BGS member enable the mission of BGS through his/her Alumni Chapter?
- Has this BGS member added value to the chapter in the past?
- Does this BGS member enhance the BGS brand through his/her comments?

Officers of the BGS Alumni Chapters agree to abide by the following:

- The BGS member agrees to abide by the mission and objectives of BGS and the Alumni Chapter
- The BGS member will not be involved in Alumni Chapter activities that would provide a conflict of interest with BGS or the chapter
- The BGS member will not accept any items providing personal financial gain as an officer of the Alumni Chapter
- The BGS member will encourage and support as chapter programs only those that will reflect positively on BGS and the Alumni Chapter and enhance the BGS brand
- When promoting programs of the Alumni Chapter, the BGS member agrees to only promote programs which have first been approved by the chapter
- The BGS member will always represent BGS and the Alumni Chapter in a positive manner

Any officer of the Alumni Chapter who fails to abide by the above-stated policies may be removed from office by the Leadership Team of the Alumni Chapter or the BGS Board of Governors Executive Committee. In such matters, the decision made is considered final. It is imperative that BGS Global HQ be kept abreast of any such proceedings.

OFFICER CORRESPONDENCE AND MEETINGS

The BGS Global HQ primary staff contact should be copied on all major correspondence between Alumni Network members and officers.

The Leadership Team should hold two to four regular business meetings per year. Before each meeting, the president should circulate an agenda. If a Leadership Team member cannot attend the meeting, he or she should provide a report for the Leadership Team via e-mail. The Leadership Team is encouraged to set goals for each calendar year. Typical chapter goals may include: membership goals, number of events to be held, average attendance at events, community service goals and induction ceremony attendance goals. These goals must align with the mission and values of BGS. The Leadership Team should discuss progress on the goals at each meeting.

Important: After each meeting, one Leadership Team member should circulate the minutes of the meeting to the executive board members and BGS Global HQ contact.

PLANNING FOR OFFICER ELECTIONS

Usually, an election becomes necessary when an officer steps down or moves away. However, BGS encourages all chapters to hold elections every two to three years, regardless of anticipated changes, giving new members an opportunity to serve in an officer position and current officers a chance to reevaluate goals and/or positions. The vice president will always replace the president if he/she steps down before the completion of the fiscal year.

The Global HQ must be notified of the slate of officers prior to elections. HQ will confirm that all members listed on the slate are eligible to hold office. Failure to do so could result in a mandatory re-election.

MANAGING LEADERSHIP TRANSITIONS

BGS Global HQ will support a chapter through any and all leadership transitions. Here are a few things that make the transition easier:

Maintain some consistency: It is much more difficult to establish new leadership and maintain chapter momentum when all four executive board members decide to leave at similar times. If one officer remains with the chapter, even if only for six months to help train new officers, the transition will be much smoother and the chapter won't risk becoming inactive.

Be honest with your officers and Global HQ: There is nothing worse than remaining in a leadership position but completely checking out of all responsibility. Please be forthcoming with your officers and the Global HQ about your commitment to the chapter, and step down if you cannot fulfill your responsibilities. There may be other members who would be willing and able to fill the role.

Transition in the spring/summer: The BGS fiscal year begins July 1, so chapter years are marked from July 1 to June 30. It is helpful if a consistent group of officers leads the chapter for that period of time. Please do your best to follow the timeline for chapter elections; it helps both the chapter and Global HQ.

STEPS FOR CHAPTER ELECTIONS

1. Notify Beta Gamma Sigma Global HQ of the chapter's intent to hold Officer elections. Interested members must submit a bio and information on where they became a member. Chapters may also choose to require a resume. Include deadline for submission and method for submitting nominations (email, in person at event, etc). Contact all persons who were nominated by another member to ask if they accept or decline the nomination.
   - How: Done via email (as well as at a chapter meeting, if desired)
   - When: Winter or Early Spring
2. Send Global HQ all received names, bios and/or resumes received for all positions, after deadline has passed. This will become known as the slate. Wait for approval (must send at least 30 days prior to vote). Global HQ has the authority to approve/disapprove each officer on the slate. The President of the Alumni Chapter will be notified of approval/ disapproval within two weeks of receipt of the entire slate.
   - How: Via email
   - When: Mid-spring
3. Receive approval from Global HQ, finalize the list of nominees. Send out list of nominees and narratives to the membership at least a week prior to a chapter meeting or election date. Or, send out the list and ask for a vote via email or GoolgeForm. Slate can be sent using BGS broadcast email upon request.
   - How: Via BGS broadcast email or at chapter meeting
   - When: Late spring
4. Send the final officer selections to Global HQ for records/introductions.
5. Coordinate meetings to let new officers to meet with current officers.
6. July 1: Officially transition to new officer leadership.

   Note: If necessary, Global HQ can send a call for volunteers to all members in the area of the chapter, via a broadcast email. To request this service, email your rationale to the main staff contact person.

BANK ACCOUNTS

In the past, we encouraged our Formal Alumni Chapters to hold a chapter bank account within BGS Global HQ at no charge after successful chartering. Effective July 2018, BGS Global HQ must hold the bank accounts of all US-based BGS Alumni Chapters. The reasoning for this new policy is to ensure that the Alumni Chapter funds are not lost during any Leadership Team transitions (as signatory policies have changed) and for BGS Global HQ audit purposes. A balance inquiry can be made at any time via email to the BGS primary contact person.

For our Alumni Chapters outside of the United States, the chapter account can either be held within BGS Global HQ at no charge or the chapter account can be established in the Alumni Chapter's country. The chapter must provide Global HQ with the bank name and address where the checking account is located, the bank's contact information, the account number and the names of the local chapter signatories. **It is required that a member of the Global HQ (typically the Chief Executive Officer) is listed as a signer on the account.** It is extremely important that BGS be able to access and maintain this account, should the chapter become inactive.

BGS keeps file of all bank accounts held by BGS subsidiaries.

EXPENSE REIMBURSEMENTS

Due to audit reasons, any amount of funding for an alumni event will be reimbursed, not given beforehand. A reimbursement check will be issued to the Leadership Team member after an expense report with corresponding receipts is submitted to the Manager of Alumni Engagement within 30 days of said event.

If a charge is more than $200, prior authorization will be required by Global HQ.

YEAR END REPORTS

BGS Alumni Chapters operate within a fiscal year beginning July 1 and ending June 30. To effectively oversee the Alumni Chapters, Global HQ requires each formal Alumni Chapter to file an annual chapter report. A standard Year End Report form will be provided to chapters at the end of the fiscal year. Chapters will be required to report on finances, current officers, details of chapter activities for the year with attendance numbers and other feedback.

These reports are required for participation in the chapter grant and scholarship programs. These reports are also required of the chapters to meet the requirements as a subsidiary organization in maintaining the 501(c)(3) status with the IRS. If a chapter does not submit a Year End Report within 90 days of the close of the fiscal year, it will be in jeopardy of becoming an "inactive" chapter.

MEMBERSHIP IN THE ALUMNI NETWORK

Member Requirements and Status

All members of BGS (student, faculty, and honoree) are eligible for membership in the Alumni Network, and only members of BGS are eligible for official membership. However, each chapter may set its own policy regarding allowing non-members to attend events and activities. Please note: it is the policy of BGS Global HQ that members are eligible to participate in Alumni Network activities immediately following induction. Members need not already be graduated to participate and are encouraged to get involved with the Alumni Network prior to leaving school.

Beta Gamma Sigma members are quite mobile; thus all BGS Alumni Network groups are obliged to transfer annual memberships between chapters. This extends to chapters who charge annual dues. For example, if a member of the Los Angeles Area Alumni Chapter moved to the San Francisco area and had already paid dues for the current year to the L.A. chapter, the San Francisco chapter would provide full membership opportunities to the transferring

member upon verification of membership by the Los Angeles chapter. The member would begin paying dues to the San Francisco chapter the following year.

Keeping Record of Members

Per policy change discussed on Page 7, Global HQ will no longer provide any general member information to Alumni Officers. Chapters/Networking Groups are permitted and encouraged to ask members attending local events to sign in. Information willingly given by attendees may be used by the Alumni Officers at their own risk.

Global HQ will continue to provide an official Alumni Chapter membership form which members can fill out to officially join a local chapter. When this occurs, Global HQ will share only the information for which that individual member expressly permits Global HQ to share. Members can complete the Alumni Chapter membership form here:
https://betagammasigma.org/alumni-network-alumni/alumni-network-join

CURE
PANCREATIC
CANCER
LUSTGARTEN
FOUNDATION
Walking to
Change the Odds
JUSERVES
DIVISION OF STUDENT AFFAIRS
St. John's University
Beta Gamma
Sigma

COMMUNICATIONS

WORKING WITH VOLUNTEERS

One of the most important elements of a successful Alumni Chapter is maintaining a strong volunteer base, by fostering healthy dynamics with the other Leadership Team members and being proactive about engaging other members who want to help. A focus on volunteer engagement and satisfaction are key to recruiting new members and generating fresh initiatives within the Alumni Chapter.

Effective techniques for recruiting new volunteers

- Have Global HQ promote officer openings through member email blasts.
- Create a chapter "council" that works in tandem with the Leadership Team to feed ideas and spearhead projects.
- If members want to help, give them something to do right away
- If given an opportunity to assist a chapter member, either personally or professionally, take every opportunity to do so. ("Put a favor in the bank")
- Make chapter needs known to all chapter members.
- Let people volunteer on an "ad-hoc" or one-time basis.

Effective techniques for working with volunteers

- Point out how volunteer efforts fit into the mission of Beta Gamma Sigma and the vision for the Alumni Chapters.
- Use agendas to keep volunteer meetings focused.
- Allow volunteers to take the initiative when possible. This helps to empower the individual volunteer and to strengthen the organization.
- Plug volunteer members into areas of chapter operations that tap their excitement and passion.
- Create tiers of commitment for volunteers (for example, members who are simply a sounding board for new ideas, members who give one-time help, members who help with events consistently) so they can feel comfortable with the load to which they agreed.

COMMUNICATING WITH CHAPTER MEMBERS

Broadcast Emails

The Programs & Events Department in conjunction with the Marketing Department at BGS Global HQ strive to assist all Alumni Network groups in promoting their events, identifying officers/volunteers and seeking additional members. Thusly, all Alumni Network groups have the right to utilize the BGS Broadcast Email system.

BGS Global HQ is sole keeper of the full member database, which includes member emails. Therefore, BGS handles all email communication on behalf of the chapter. Here is the protocol for requesting a broadcast email:

1. Leadership Team member (must be president, vice president, secretary or treasurer) drafts email announcement in Word document, which includes all pertinent details:
   - Who: Are there limited spots? Are guests invited? If so, is there a limit?
   - What: Supply a brief description of what to expect at the event
   - When: Date and start/end time
   - Where: Location name, address, and pertinent parking details
   - Why: Is the chapter celebrating anything specific?
   - How much: Is there a cost to attend? How will the money be collected? Is there an online payment process in place?
   - RSVP: By when and to whom
2. Final draft is sent to the main BGS Staff contact and/or the Director, Marketing

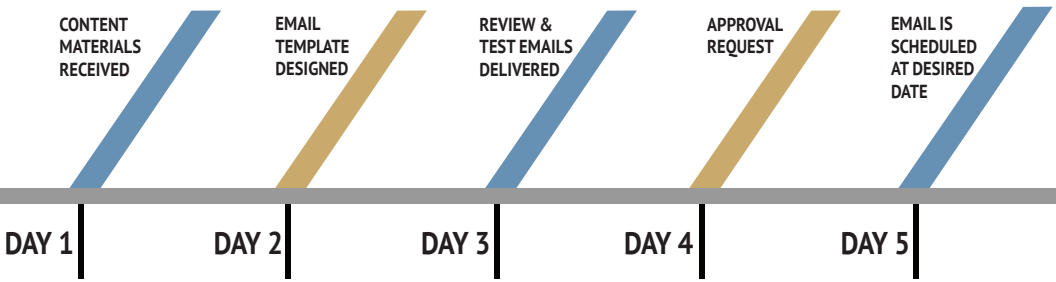
   Timeline: BGS recommends that an event announcement be sent 10-14 days before the event date. The Global HQ staff requires a minimum of **5 business days** to create and send an announcement after the request and draft of the message are received from the chapter.

Please plan accordingly when determining how far in advance to send the announcement and any reminders. As an example, if you would like your announcement to be sent 2 weeks in advance of the event date, Global HQ requires the request and draft 3 weeks before the event date to allow for the **5 business day** lead time to create and send. BGS retains the right to decline broadcast announcements if not enough lead time is given.

BGS Global HQ is located in the Central Time (CT) zone in the United States. Therefore the request and draft must be received by 1pm CT to be considered received on that day. If they are received after 1pm CT, they will be considered having been received the following day. Refer to the below chart for some examples:

Chart for Broadcast Email Timing Examples

Request & Draft Date/Time Received	Confirmed Receipt Date	Send Date (+5 Business Days from Confirmed Receipt Date)
Monday, June 1st - 11am CT	Monday, June 1st	Monday, June 8th
Wednesday, June 3rd - 3pm CT	Thursday, June 4th	Thursday, June 11th
Thursday, June 4th - 6am CT	Thursday, June 4th	Thursday, June 11th
Friday, June 5th - 10pm CT	Monday, June 8th	Monday, June 15th

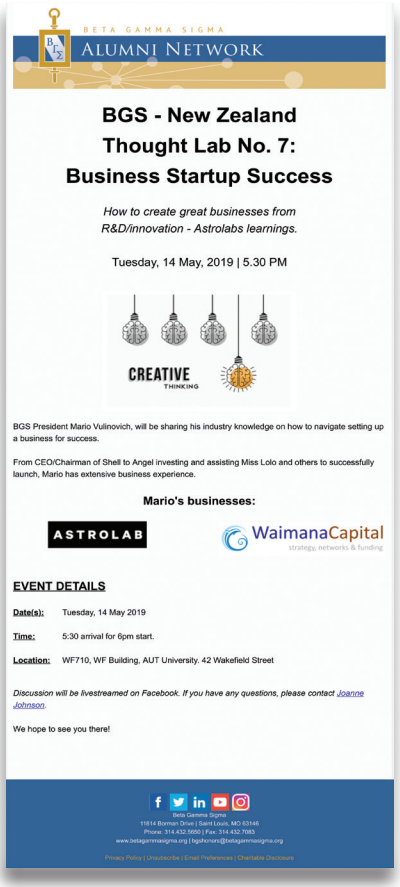


Messaging must be sent in English, but can also be combined with a copy of the message in other languages. Please also remember to indicate dates that reminder emails should be sent.

3 Global HQ coordinates the broadcast email and sends to all members who indicated on their member profile that they live in a zip code within the group's area.

Zip codes and cities included in the recipient list should be identified in partnership by the Chapter Officers and the main alumni contact at BGS Global HQ. BGS is limited by the information the individual members give at the time of membership acceptance. BGS makes every effort to keep the database updated, but ultimately cannot control when members fail to update their mailing address or email address.

In accordance with anti-spam regulations, BGS includes a standard opt-out statement on each broadcast email. This is non-negotiable. On rare occasions, Global HQ may be unable to fulfill Alumni Network broadcast messaging requests. Alumni groups are encouraged to identify alternate/ supplementary methods of communicating event information to area BGS members.



BETA GAMMA SIGMA
ALUMNI NETWORK

BGS - New Zealand Thought Lab No. 7: Business Startup Success

How to create great businesses from R&D/innovation - Astrolabs learnings.

Tuesday, 14 May, 2019 | 5.30 PM

CREATIVE THINKING

BGS President Mario Vulinovich, will be sharing his industry knowledge on how to navigate setting up a business for success.

From CEO/Chairman of Shell to Angel investing and assisting Miss Lolo and others to successfully launch, Mario has extensive business experience.

Mario's businesses:

ASTROLAB

WaimanaCapital
strategy, networks & funding

EVENT DETAILS

Date(s): Tuesday, 14 May 2019

Time: 5:30 arrival for 6pm start.

Location: WF710, WF Building, AUT University, 42 Wakefield Street

Discussion will be livestreamed on Facebook. If you have any questions, please contact Joanne Johnson.

We hope to see you there!

Beta Gamma Sigma
11814 Borman Drive | Saint Louis, MO 63146
Phone: 314.432.5650 | Fax: 314.432.7083
www.betagammasigma.org | bgshonors@betagammasigma.org

Privacy Policy | Unsubscribe | Email Preferences | Charitable Disclosure

4 BGS Global HQ will send the following types of communications on behalf of Alumni Chapters & Networks:

- Event invitations and a reminder prior to the event date
- Two membership drive emails annually, to encourage BGS members to join Alumni Chapters/Networks in their area
- Occasional messaging regarding Network/Chapter social media pages
- Calls for new Officers and/or announcements confirming new officers

CONNECT BGS

ConnectBGS is our exclusive social networking platform. It's built specifically for our members to discuss, make connections, share and learn. It functions similarly to a message board and has a wealth of customization options for our growing the community.

We are now offering ConnectBGS as the premier platform for Alumni Chapter/ Networking Groups. It offers alumni chapters and networks many of the same functions available through a website, but with the added bonus of being able to directly connect and share information with verified BGS members.

For these reasons, BGS Global HQ will no longer be providing separate URLs for Alumni Chapter websites. Instead, alumni groups are encouraged to utilize ConnectBGS. The BGS marketing team will take on the responsibility of creating the ConnectBGS group for your chapter, providing training and resources on how to best utilize the site and will regularly monitor engagement amongst all of the groups on our wider community.

For more information about how your chapter can join ConnectBGS please contact our Marketing & Communications department at **marketingcommunications@betagammasigma.org**.

OTHER WAYS TO COMMUNICATE WITH MEMBERS

Alumni Network Event Calendar

After an event broadcast message has been sent, the Manager of Alumni Engagement will add the event details to the Alumni Network Event Calendar. This calendar is accessible to all members, regardless of where they live or formal membership in another Alumni Chapter.

To see what events are happening around the world, please check out the events calendar via the following link:
betagammasigma.org/alumni-network-alumni/global-calendar37388465

Social Media

While Facebook and Twitter are optional social media venues, Beta Gamma Sigma highly encourages every Alumni Network group to maintain a LinkedIn group account and utilize our online community ConnectBGS.

BGS Global HQ can assist in setting up these pages upon request. If the chapter has not already done so, **the main contact at BGS Global HQ should be added as an administrator on all social media pages**. This is to ensure smooth transition if the LinkedIn group manager leaves his/her post with the chapter. For further information on your social media opportunities, please contact Marketing & Communications department at **marketingcommunications@betagammasigma.org**.

BGS verifies membership of all requests on the main BGS LinkedIn page, and only members can join. Alumni Chapters may elect to allow non-BGS members to join their LinkedIn groups. This is at the discretion of the chapter. Chapter Officers should check their LinkedIn account regularly and sort through requests to join often.

Alumni Chapter Officers should request to join the Beta Gamma Sigma ConnectBGS group immediately following their election. This private group will serve as another forum for interacting with the BGS Global HQ and other Alumni Chapter Officers. If a chapter/network chooses to start a page on another social media site, the link to that group must be forwarded to the main BGS HQ contact for Alumni Networks.

Please remember, no Chapter/Network Officer should represent him/herself as the President of Beta Gamma Sigma but should note their duties are specific to the local Alumni Chapter/Network.

Chapter File Sharing

It is important that chapter officers keep BGS documents (event invites, special account info, officer lists, chapter contacts) in one place. Several chapters have found success with using Dropbox, a free online site to share files of many types. By placing items on Dropbox, and multiple officers can access them from computers, phones or tablets. Dropbox secures your files with AES-256 bit encryption and two- step verification. BGS Global HQ has set up a Dropbox folder for each chapter, as well as a shared Alumni Network folder. If your chapter has a question about using Dropbox, please contact Global HQ.

Regardless of the method used to collect files, the Leadership Team is required to keep a record of all BGS files.

Chapter Surveys

Surveys can be a valuable tool for chapter event planning. Global HQ encourages chapters to keep surveys as short as possible and be very cognizant of the frequency. Chapters are encouraged to use free online surveying services like SurveyMonkey or GoogleForms.

Sample questions include:

- What email address should we use to send you chapter updates?
- What benefit are you seeking with a local BGS Alumni chapter?
- Where were you inducted into Beta Gamma Sigma?
- What types of events are you interested in attending?
- What area of the city do you live in?
- What area of the city do you work in?
- Are you willing to help plan BGS alumni events with the chapter?

Global HQ is happy to advise Alumni Officers on the creation of these surveys, but will not create them on their behalf. However, Global HQ will send the link to members on the Chapter/Networking Group's behalf.

ACTIVITIES AND PROGRAM PLANNING

PLANNING EVENTS AND ACTIVITIES

Educational, Speaker or Professional Development

These events usually include a program with a speaker or panel discussing pertinent business topics. These types of events might also include educational programming, such as corporate site tours or behind the scenes business operation activities.

Examples of past programs include:

- "Lessons learned from a career as an Academic/Advocate/Activist/Banker"
- "CEO Night"
- "How to Become CFO"
- "What's New in Corporate Social Responsibility"
- "Keys to Building Your Successful Marketing Career"
- "How the Red Cross Combines a Good Heart with Good Business Sense to Respond to Emergencies"
- "How to Break into the Consulting Industry"

Chapters might find a suitable speaker through:

- The employer of an a Leadership Team or Committee member
- Collegiate chapters and/or business school deans, faculty members or members of advisory councils at business schools
- Your chapter's BGS LinkedIn group members
- A survey to chapter members about possible contacts
- Collegiate Chapter Honorees searching local speakers associations and soliciting them for advice on finding free speakers
- Pre-recorded speakers can also be an effective conversation starter when a live speaker is not able to attend

Best practices regarding the speaker:

- Provide information to the speaker on BGS, the membership, and expected audience
- Present an award to the speaker (Alumni Chapter Honoree)
- Promote speaker on website

Networking Events

BGS members note professional networking as a primary reason for their involvement in an Alumni Chapter. Each chapter event can offer an opportunity for networking, whether formal or informal.

Some chapters find great success in hosting simple "Meet and Greets" every few months for members. Planning is minimal but the opportunity to network is appreciated by many members. Please note: networking events should be seen as a secondary purpose of the Alumni Chapter/Network. The main purpose of the group should be to provide professional development and/or educational opportunities to local BGS members. Networking events may not solely qualify chapters for Global HQ programs, like grant cycles.

Social Events

Additional events may be centered on "behind the scenes" tours, athletic/sporting events, cultural events, etc.

Some examples include:

- Musical theater performances
- Winery tours
- Professional sporting events
- Holiday socials

Service Events

Several chapters have found ways to incorporate service events into their yearly schedules. This may be an ongoing activity, like a blood drive, or a commitment to a local food bank. Alumni Chapters are highly encouraged to participate in the society-wide Beta Gamma Sigma Gives Back effort. For more ideas on service opportunities, visit our website:
https://betagammasigma.org/events/bgs-service-opps

Partnering with Collegiate Chapters

The Alumni Network is highly encouraged to partner with Collegiate BGS Chapters whenever possible. Doing so fosters one of BGS's main missions of providing lasting member benefits throughout the member's lifetime. Contact information for local Collegiate Chapter leadership can be provided by the Global HQ Alumni Network contact, upon request.

Ideas for Partnership Events

- Team up for BGS Gives Back service events
- Attend Collegiate Recognition Ceremony
- Provide resume or career coaching
- Attend information or student organization fairs
- Offer to act as potential speakers for events
- Mentoring opportunities

Benefits to the Alumni Chapter

- More easily identified scholarship candidates
- Partnership for events/event space
- Potential officers from pool of new BGS members
- Increased attendance at events
- Attendance at local ceremonies boosts reputation
- Schools better informed of the BGS value
- Potential free event space via the university

Collaborative events should be reported to the Global HQ as all other alumni events, regardless of who the primary host is or chosen location. It is very important to note that it is a collaborative event. Please also include the name of the university chapter who is co-hosting the event.

Partnering with Other Organizations

Chapters are permitted to work with other organizations in planning events in their area, but are required to adhere to these guidelines:

- Event must be clearly co-branded.
- Chapter officer must be listed as the main contacts.
- Chapter officers must attend the event.

Event Registration

Alumni chapters can choose to make an event free, take payment in advance, or take payment at the door. These all work well depending on the nature and logistics of the event.

The simplest way to coordinate a free event is to include an "RSVP to" name and email address in the broadcast email. Another option is to have participants RSVP via a GoolgeDoc. If the chapter wants to take payment in advance, it is easiest to use an online event site. The following have worked well for several chapters:

eventbrite.com
123signup.com
eventsbot.com
paypal.com

It is important to read the site policy carefully, as some have a small charge for each "ticket" purchased. Also, the timing for when the chapter will receive the funds varies.

Event Feedback

Global HQ appreciates feedback after every Alumni Network event. Feedback and pictures should be sent to the main BGS staff contact. Feedback can also be submitted online to: **Alumni@betagammasigma.org**

Please Note: All Alumni Network groups keep track of event attendance and report to Global HQ as part of the feedback process. Formal Chapters should keep a permanent record of event attendance for annual reporting.

SOCIETY PROGRAMS

Founder's Week Global Networking - February 16-22, 2020

From February 16 through 22, BGS will look back at its long history of honoring "the best in business" and consider its impact on the business world of the future. In addition to social media and messaging, we strongly encourage our Alumni network to host a series of networking events during Founder's Week, creating a week of BGS activities across the globe. Please consider this timeframe when planning events and be sure to report to BGS staff that you've participated in the BGS Founder's Week initiative.

Alumni Master Class Series

The Alumni Master Class Series provides members with the opportunity to continue their personal and professional development throughout their careers and at all levels of leadership. The Series is designed to help members cultivate leadership while further developing their character and skill set, covering topics such as authenticity, charisma, motivation, influence, and emotional intelligence.

BGS Career and Graduate School Resources

The BGS website houses a plethora of resources and benefits for members looking to advance their career or further their education. See the BGS Lifetime Members section of the website for information on the following.

- Coming soon: an updated BGS member job board experience
- Graduate School Resources
- Professional Attire Benefits

For a full listing of these resources, visit our website:
https://betagammasigma.org/member-benefits

BGS Gives Back

All year long, the BGS Alumni Network and all Collegiate Chapters are encouraged to volunteer together as a way for members to give back to their local communities. Here are examples of volunteer opportunities that alumni chapters have done in the past:

- Junior Achievement
- Food Bank
- 5K/Walks—either participate or volunteer to help
- Boys and Girls Club
- Beach clean-up
- Donate blood

Please Note: All Alumni Network groups should keep track of event attendance and report to Global HQ as part of the feedback process. Formal Chapters should keep a permanent record of event attendance for annual reporting. Additional information and ideas can be found on our website here: **https://www.betagammasigma.org/events/bgs-service-opps**

DISASTER RESPONSE
VOLUNTEER

FUNDING THE ALUMNI CHAPTER

Alumni Chapter Membership Fees & Fee Structure

While membership in BGS is for a lifetime, a handful of Alumni Chapters choose to charge annual dues for membership into their particular chapter. Dues are not a required source of funding and should be assessed closely to evaluate the advantages and disadvantages of implementing or continuing the dues structure.

Please note: ALL BGS members living in the Alumni Chapter's geographic area will receive broadcast emails from the Global HQ for each local event. There is no way for the Global HQ to send "paying member-only" emails.

An advantage of having an Alumni Chapter Membership Fee structure is that a member gets certain privileges, which the chapter can determine in advance. Make sure to educate members on what the benefits are to paying dues to the chapter and make it clear that the funds stay locally to support the Alumni Chapter operations:

- Discounts on event entry fees
- Special "pre-registration" for particularly high-interest events
- Qualification to run for an officer position
- Inclusion in an annual directory available to paying members
- Intrinsic value of supporting the chapter, its scholarships, etc.

A disadvantage with Alumni Chapter membership dues, however, is that it can cause confusion with members as the standard BGS membership fee has already been paid. When an Alumni Chapter charges dues, the chapter is ineligible to participate in the Alumni Chapter Grant Program (seen on page 42), which provides financial assistance bi-annually from BGS Global HQ.

Should an Alumni Chapter care to change the current fee structure, we ask you to review the benefits of each option and contact DeAmbra Crochrell, Manager of Alumni Engagement (**dcrochrell@betagammasigma.org**) to discuss the process further.

Grant Program

Beta Gamma Sigma will provide two $500 USD grants per year ($1,000 USD annually) to formal, chartered Alumni Chapters that meet the following specified criteria.

- The chapter does not charge annual dues.
- Chapter created and distributed an annual membership appeal for the current year. (managed by BGS Global HQ)
- A list of chapter members has been submitted to Manager of Chapter Services.
- The chapter held at least one qualifying **educational** chapter event during the previous six-month period and informed Global HQ.
  Please note: social or network events without a demonstrable educational or professional development component will not be considered qualifying events.
- The chapter submitted a completed Chapter Annual & Financial Report with Chapter Directory by the assigned deadline.
- Chapter submitted grant application form certifying that the chapter met the criteria to participate, by the assigned deadline.

Qualifying chapters will be notified via email by the main BGS staff contact. This notification will include the assigned deadline and updated application. A completed application should be returned via email.

Participating chapters must continue to meet the eligibility criteria during each six-month period. Grant applications are due in January and July. Chapters that do not charge dues are recommended to meet the grant eligibility criteria to maintain a reserve of chapter funds.

Checks will be issued a few weeks following the assigned deadline for each bi-annual cycle. If your chapter funds are housed at BGS Global HQ, the money will be added to your chapter's account and an updated balance will be sent. If your chapter has an outside bank account, a check will be mailed to the Officer indicated on the application form. BGS Global HQ is unable to offer direct deposit of these funds. Your chapter may choose to request a wire transfer of these funds; however, the chapter will be responsible for any fees associated with this transfer.

Corporate Sponsorships

Chapters should plan to set their own policy regarding sponsorships. Things to consider when setting the policy include:

- Who to ask; how much to ask for
- How to make the initial contact
- What value is there for the corporation to become active with the chapter

BGS empowers chapters to select local sponsors, and to cross check any sponsor with BGS Global HQ to make sure the following standards are followed:

- Alumni Chapters should not compete with the BGS Global HQ when soliciting sponsorships.
- Alumni Chapters are encouraged to obtain sponsorships of programs and events from businesses/organizations in the local area.
- Alumni Chapters should keep in mind when requesting sponsors that sponsors should expand on the ideals and values of BGS.
- Alumni Chapters may not develop partnerships in the name of BGS as a whole, but may obtain special discounts for chapter members through local businesses.
- Alumni Chapters may post the logo of sponsor businesses and those offering special discounts on their LinkedIn group page or their ConnectBGS chapter page and meeting announcements.

A good way to start is by finding an employer or vendor that has a relationship with one or more chapter members. In addition to monetary sponsorship, chapters may consider requesting "in-kind" contributions.

Please note: BGS Global HQ and/or the broadcast email system cannot advertise any sponsors who are not society-wide affiliates. Recognition can be given to these sponsors through by noting their sponsorship of specific events or activities.

If a sponsor approached by the Alumni Chapter is interested in potentially becoming a society-wide affiliate, the Alumni Chapter should refer them to the BGS Global HQ staff contact.

Beta Gamma Sigma Key
BΓΣ

UNIVERSITY RELATIONS

THE IMPORTANCE OF RELATIONSHIPS WITH LOCAL UNIVERSITIES

The Alumni Network should routinely make contact with Collegiate Chapters in the immediate geographic area in order to:

- Promote membership in the Alumni Chapter to new BGS members.
- Pursue venue options at the university for events.
- Tag onto university business school events and ask if alumni members can attend.
- Attend recognition ceremonies for the new Beta Gamma Sigma members.
- Speak about the chapter at recognition ceremonies for the new Beta Gamma Sigma members.
- Generally, encourage a relationship between the collegiate and the Alumni Network.

For Collegiate Chapter contact information, please contact the Manager of Chapter Services at BGS Global HQ.

Recognition Ceremony Etiquette

The most effective way to begin a relationship with a business school is to send a representative of the Alumni Chapter/Networking Group to attend a recognition ceremony for a local Collegiate Chapter. If the officer notifies the school in advance, there may be an opportunity to be included on the program to promote the value of membership in the alumni chapter. The officer should utilize this time to talk about the value of the BGS Alumni Network and the lifetime value of BGS membership, and inform new members that they do not need to wait until they graduate to participate. For recognition ceremony talking points, please contact the Manager of Chapter Services.

Many chapters choose to host a welcome event for new BGS inductees in their area. New members can often provide a pool of potential future officers and can be a sounding board for event ideas.

Collaborating on Events

Alumni Chapters have great success co-hosting BGS events for both BGS students and BGS alumni. Typically, the university arranges a facility on campus for these events. This allows students to gain crucial exposure to the BGS brand, while providing a free and often convenient location for alumni to meet.

Collegiate Chapter Honorees

Collegiate Chapters are given the opportunity to induct Chapter Honorees into BGS. Any person who has achieved distinction in business and possesses those qualities that Beta Gamma Sigma fosters may be nominated as Chapter Honoree. Chapters may elect up to two chapter honorees in any given year.

Chapter Honorees are awarded full BGS membership. Given the requirements under which they were inducted, honorees make excellent speakers at alumni events. Alumni chapters are encouraged to reach out to their local Collegiate Chapters to connect with recent honorees and to extend a special welcome on behalf of the Alumni Network.

Alumni Chapters are also qualified to recognize Chapter Honorees in their local community. Chapters interested in recognizing a Chapter Honoree should contact the main BGS HQ Alumni Network contact for additional information and instructions. Interested parties can also view more information on this program on page 53.

AWARDS

CHAPTER SCHOLARSHIPS

To help foster a deeper connection between the Alumni Chapter and the Collegiate Chapter, BGS Global HQ offers qualifying chapters the ability to participate in the annual Alumni Chapter Scholarship Program. Eligible Alumni Chapters and Beta Gamma Sigma Global Headquarters partner to award one student BGS member with a 1000 USD scholarship, to be used for the recipient's continued education.

To be eligible to participate, the Chapter must meet the following criteria:

- Hold a minimum of two official chapter events in the previous fiscal year.
- Provide timely submission of annual reports.
- Have the ability to provide the 250 USD scholarship contribution.

Qualifying chapters will be notified by the Global HQ in December and should select one recipient by the assigned deadline, normally in mid-May. Unfortunately, this date is non-negotiable.

Scholarship payments will generally be mailed to the Alumni Chapter no later than August 1st for distribution to the student; 750 USD from Beta Gamma Sigma and a 250 USD match from the Alumni chapter. BGS Global HQ does will not send the check directly to the member, unless the chapter's funds are held at Global HQ.

Alumni Chapters are encouraged to set their own selection criteria for identifying a recipient. Some chapters choose to require an essay. Some require letters of recommendation. Some select via committee.

Global HQ requires that recipients meet the following criteria:

- Are a Beta Gamma Sigma member or will become one in the Spring
- Are enrolled in an AACSB accredited program the following year

Additional program information, application materials and deadlines will be emailed to qualifying chapters. To see the 2018-2019 recipients, please visit: **https://betagammasigma.org/alumni-network-alumni/alumni-programs/alumni-scholarship-2018**

Business Achievement & Entrepreneurial Achievement Awards

The Beta Gamma Sigma Business Achievement Award is presented to honor individuals for significant achievement in business. The achievement may be demonstrated over a career or by a singular contribution that has advanced the field of business, a community, and/or humankind. This national award serves as an exemplar for the highest ideals of the Beta Gamma Sigma Society. For more information on this award, visit: **https://www.betagammasigma.org/events/bgs-awards/business-achievement**

The Beta Gamma Sigma Entrepreneurial Achievement Award (formerly known as the Medallion for Entrepreneurship Award) provides national recognition to those individuals who develop, organize, and enhance successful new ventures. Recipients of this signature honor have assumed the risk of starting a business or initiating a new venture/idea within a larger organization. The intent is to focus on our entrepreneurs as the people who drive innovation, our economic engine, and support for new ideas. For more information on this award, visit: **https://www.betagammasigma.org/events/bgs-awards/entrepreneurial-achievement**

Alumni chapters may submit one nomination per year for both the Business Achievement & Entrepreneurial Achievement Awards.

ALUMNI CHAPTER AWARDS

At the Alumni Chapter Training Seminar hosted biennially (in August), the Global HQ bestows recognition on two award winners. Chapters self-nominate and are approved by the BGS Board of Governors.

BGS Outstanding Alumni Chapter Member

BGS will select one chapter member for the BGS Outstanding Alumni Chapter Member award. Pre-screening requirements include:

- Chapter has officers in place. (A single coordinator filling all roles doesn't qualify.)
- Chapter submitted annual financial reports for previous fiscal year.
- Chapter held a minimum of two events in previous fiscal year.

The committee will look for how the member embodies the ideals of BGS – honor, wisdom, earnestness and ethical business leadership. The member's resume will be reviewed as well.

Award recipients receive a recognition award and are featured in BGS publications and on the Society's website.

Alumni Chapter Award for Best Program/Activity

BGS will select one chapter for the Best Program or Activity award.
Pre- screening requirements include:

- Chapter has officers in place. (A single coordinator filling all roles does not qualify for this award.)
- Chapter submitted annual financial reports for previous fiscal year.
- Chapter held a minimum of two events in previous fiscal year.

The committee will look for how the program or activity adheres to the mission and ideals of Beta Gamma Sigma (honor, wisdom, earnestness, ethical business leadership), and how the program or activity enhances the brand of Beta Gamma Sigma and/or advances the Alumni Chapter toward a positive outcome.

The winning chapter will receive a 250 USD cash award and be featured in BGS publications and on the BGS website.

Award Recognition: Award recipients will be announced every other year at the Alumni Chapter Officer Training Seminar. If possible, a representative of Beta Gamma Sigma, Inc. will attend a meeting of the recipient's local alumni chapter and make a formal presentation to the recipient.

Please Note: Alumni Chapter Awards will only be available during years where an in-person Alumni Chapter Training Seminar is being hosted.

CHAPTER POLICY RECAP

CHAPTER ANNIVERSARIES

Every other year at the Training Seminar, BGS Global HQ and the BGS BOG will recognize chapters who are celebrating special milestones. Certificates and cash awards are given to those chapters marking 5, 10, 15, 20, etc years with the Society.

ALUMNI CHAPTER HONOREES

The Alumni Chapter may nominate candidates for the Chapter Honoree Award. Any individual may be nominated who has achieved distinction in business and who possesses those qualities that are the founding pillars of Beta Gamma Sigma. Chapters may elect up to two Chapter Honorees per academic year. If a chapter has reason to select more than two Chapter Honorees in a given year, that request should be made to the main staff contact at Global HQ

The Chapter Honoree will be gifted with an honorary membership in Beta Gamma Sigma and a framed certificate suitable for formal presentation. Interested chapters should submit a request to award a Chapter Honoree to the main BGS staff contact. A nomination form will be sent. The cost for this award is 250 USD and can be paid via check, direct withdrawal (if funds are held at HQ) or via credit card by phone.

For more information on Chapter Honorees or to submit nominations, visit our website:
https://www.betagammasigma.org/alumni-network-alumni/chapter-honorees7116

YEAR AT A GLANCE

January

- Grant-eligible chapters receive grant application form—return immediately
- Grant checks disbursed
- Begin planning for elections, if applicable
- Begin selection of scholarship recipient, if applicable

March

- Deadline for informing Global HQ of intent to participate in the scholarship program
- Alumni Chapter Training Seminar Information Publicized*

  * Beginning in 2017-2018, this now takes place every other year

May

- Decide who will attend the Alumni Chapter Training Seminar and RSVP
- Deadline for submitting scholarship recipient materials
- Alumni Chapter Award Nominations Open (biennially)

June

- 30- Fiscal year ends; begin work collecting Year-End Report and Financial Report/ Audit information

July

- Annual Report Due (End of Month)
- Eligible chapters receive grant application form—return immediately
- Grant checks disbursed
- Training Seminar registration deadline with hotel/ BGS

August

- Alumni Chapter Training Seminar (biennially)
- Alumni Chapter Award recipients announced

December

- Eligible chapters notified for Alumni Chapter Scholarship (biennially)

REVIEW OF OTHER KEY ALUMNI NETWORK GUIDELINES AND POLICIES

The following is a recap of key policies and guidelines for the BGS Alumni Network, not otherwise mentioned in this document.

Shorthand Codes Moving Forward:

- Alumni Network (AN)
- Alumni Networking Group (ANG)
- Alumni Chapter (AC)
- Collegiate Chapter (CC)
- Beta Gamma Sigma, Inc. (BGS)
- Beta Gamma Sigma Global Headquarters (BGS Global HQ)- formally known as the Central Office

The current Beta Gamma Sigma Global Headquarters contact person is DeAmbra Crochrell, Manager of Alumni Engagement. (**dcrochrell@betagammasigma.org**)

Hereafter, the term "Alumni Network" refers to the entire collection of all Alumni Chapters and Alumni Networking Groups.

Beta Gamma Sigma Global Headquarters is located at:
11814 Borman Drive
St. Louis, MO 63146

Our office hours are:
Monday - Friday, 8AM - 4PM (CST)

Should you have any questions, please call the main BGS line at **314.432.5650** or email us: **Alumni@betagammasigma.org**

1 Maintenance of Active AC or ANG Status

- ACs and ANGs must at all times abide by requirements necessary to maintain the 501(c)(3) status of BGS as a non-profit, charitable organization. All AN groups (ACs and ANGs) are to be considered subsidiaries of BGS.
- The governing documents of BGS are the official policies of the Society. AC governing documents must abide by these same policies. If a conflict arises, the governing documents of BGS prevail.
- A copy of the AC's current governing documents must be on file with BGS Global HQ.
- The BGS Global HQ point person shall be copied on all official AC and ANG correspondence.
- ACs are required to file an annual chapter activity and financial report with the BGS Global HQ by the published deadline.
- ACs and ANGs are required to submit a main contact name and email address to BGS Global HQ. This information will be posted in the password protects, Lifetime Members section of the BGS website. All BGS members will be privy to this information and will be encouraged to contact this person if they are interested in becoming involved with the AC or ANG in that geographic area.
- Requirements to stay in active status (pertains to ACs and ANGs):

  A) **Maintain steady leadership.** At least one engaged alumni member will act as the main contact or President of the chapter. BGS Global HQ highly recommends at least three officers/leaders are maintained at all times.

  B) **For ACs- maintain a reserve of chapter funds.** If the chapter does not charge dues, the chapter must meet the qualification to receive funds from the bi-annual BGS Alumni Chapter Grant program.

  C) **Hold a minimum of one event/meeting annually,** which is attended by at least 10 alumni members.

  D) **Maintain regular communication with BGS Global HQ.** No AC or ANG shall be permitted to operate independently from Global HQ.

2 AC and ANG Representation of BGS

- The official names of the ACs and ANGs are set by BGS (in coordination with the initial chapter officers).
- ACs and ANGs must use their official name on all print and electronic materials.
- BGS logos are available for download via the BGS website. ACs and ANGs are not permitted to use other logos unless approved by BGS Global HQ.
- ACs and ANGs are required to maintain the overall purposes of the AN's efforts, by promoting the educational and career advancement components of BGS in chapter programming.
- If at any time BGS Global HQ completes a rebranding effort, ACs and ANGs are required to follow suit with any updated logos, color schemes or terminology.
- ACs and ANGs are permitted to represent BGS Global HQ at Collegiate Chapter Recognition Ceremonies if invited by the collegiate chapter. The Global HQ can provide a list of Collegiate Chapter Contacts for the AC or ANG to reach out to with this inquiry. Attendance at a Recognition Ceremony should be reported to BGS Global HQ ahead of time.
- BGS Global HQ will provide an updated list of Society facts and figures to be used as talking points for AC or ANG officers in member and Collegiate Chapter interaction. This document will be updated annually and is available at any time by request.
- If the AC or ANG officers choose to undertake the mission of setting up meetings with universities who do not currently have an established BGS chapter, the details and contact information of this meeting must be sent to BGS Global HQ ahead of time and a follow up message must be sent.

BETA GAMMA SIGMA THANKS YOU
FOR YOUR PARTICIPATION IN
THE BGS ALUMNI NETWORK

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Beta Gamma Sigma

THE INTERNATIONAL BUSINESS HONOR SOCIETY

For more information on Beta Gamma Sigma membership, contact our Global Headquarters at:

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