



Constituent Network Training

The Association of Former Students

Before you Begin

At the conclusion of this training, we will require your signature to officially mark the completion of the training. Please take a moment to sign and submit the required documentation to us, as this is necessary for us to record your training as complete. Your prompt attention to this will help ensure everything is finalized. Thanks and gig 'em!

The Association At-A-Glance

- <https://www.youtube.com/watch?v=z7DwqZffixk&t=1s>

What is a Constituent Network?

A Constituent Network is an affiliate network of The Association of Former Students representing a group of individuals, other than Classes and A&M Clubs, which are officially recognized by The Association through a defined chartering process.

- Many former students have a strong affinity with organizations they participated in as a student, their college from which they graduated, or their ethnicity and heritage.
- The inclusion of these groups is vital to the growth and continued success of the Aggie Network.
- Constituent Networks may include a wide variety of common-interest organizations that have been or may be established by students, former students or friends of Texas A&M University.

What is the purpose of a Constituent Network?

A Constituent Network shall stimulate interest in Texas A&M University and encourage loyalty in its former students by forming an affiliation with The Association of Former Students.

They may establish programs to further the educational and charitable interests of the particular Constituent Network and Texas A&M University including sponsorship of programs and events for their members and engagement of current students within their respective interest base.

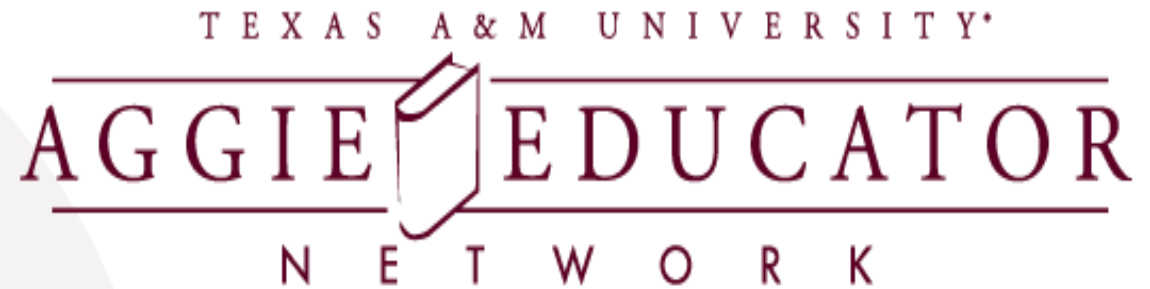
Each Network shall also assist in furthering the mission of The Association of Former Students. Examples include creating scholarship funds for current students within their constituency and hosting annual events that reconnect their constituents back to Texas A&M University and The Association.

Current Chartered Constituent Networks

Aggie Educator Network

AggieEducators@AggieNetwork.com

AggieNetwork.com/Educators



"The Aggie Educator Network will promote and support Aggie educators. At the heart of this network is the ability to unite Aggie Educators around the state and beyond within a platform that disseminates professional development and graduate school opportunities based on the latest research at TAMU involving best practices. The network will also serve to attract new students to Texas A&M University and help recruit current Aggies into the education profession. And finally, the network will provide a means of mentoring and supporting Aggies who are new to the education profession or have switched roles within the profession."

Aggie Pride Network

AggiePride@AggieNetwork.com

AggieNetwork.com/AggiePride

"This Constituent Network will serve as a place for LGBTQ Aggies and Aggie allies to build connections with one another and strengthen their ties to the university. The network will work with Texas A&M's LGBTQ+ Pride Center, LGBTQ Professional Network, and Office for Diversity."

AGGIE PRIDE



LGBTQ NETWORK

AggiePrideLGBTQ.org

Aggie Real Estate Network

AggieRealEstate@AggieNetwork.com

AggieNetwork.com/RealEstate



"The Aggie Real Estate Network strives to educate, promote and support commercial real estate professionals to become industry leaders, network with their peers, provide scholarships to current students, and support the real estate programs at Texas A&M University."

Aggie Women Network

info@aggiewomen.org

AggieNetwork.com/Women

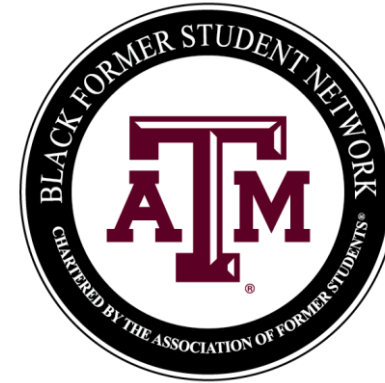


"The Aggie Women Network is an independent, non-profit 501(c)(3) organization and a recognized constituent network under The Association of Former Students. We strive to enrich the history of Texas A&M for the benefit of all Aggies, because we believe shining a light on the contributions women make to the life and legacy of Texas A&M enriches us all."

Black Former Student Network

info@BFSN.org

AggieNetwork.com/BFSN



"In 2001, the Black Former Student Network (BFSN) was formed in an effort to promote the interests and support the relationships of the African-American constituency of Texas A&M University. The BFSN is the first Constituent Network chartered by The Association of Former Students and continues to grow each and every year.

Our primary goals and objectives are to support Texas A&M in its recruitment and retention efforts of African-American Students, Faculty, and Administrators; and to provide opportunities for professional and social networking among our members, Texas A&M University, and other affiliated entities. The BFSN supports the activities of Texas A&M University toward the realization of its educational programs and seeks to forge relationships which promote goals and projects which strengthen the ties between the Black Former Students Network, the community, and the University."

Bush School Former Student Network

BushSchoolFSN@AggieNetwork.com

AggieNetwork.com/BushSchoolFSN



"Chartered in July 2008, The Bush School Former Students Network is the first college-affiliated constituent network of The Association of Former Students. The Network provides current and former students the opportunity to directly influence the success and growth of the Bush School through expansion of the Aggie Network, enhancement of education opportunities for current students, and continued professional development for former and current students."

Federation of Texas A&M University Mother's Clubs

See website for full listing of Clubs

federationpres@aggiemoms.org

AggieMoms.org



"Our mission is 'by individual and united effort to contribute in every way to the comfort and welfare of the students and to cooperate with Texas A&M University in maintaining a high standard of moral conduct and intellectual attainment'. Texas A&M University Mothers' Clubs are proud organizations, proud of Texas A&M and proud of the daughters and sons they send to Texas A&M. Aggie Moms are also proud of making a contribution: to the education of their students, to the future of Texas A&M and to the future of the Great State of Texas."

First Generation Former Student Network

FirstGenFSN@AggieNetwork.com

FirstGenFSN.AggieNetwork.com

Our mission is to represent and advocate for the community of first-generation former students by providing community and resources for future, current, and former first-generation students of Texas A&M University.



**FIRST-GENERATION
FORMER STUDENT NETWORK**

Friends of Texas A&M University Libraries

This is a brand new network. Information coming soon!

FriendsofTAMULibraries.org

**FRIENDS
OF THE TEXAS A&M
UNIVERSITY
LIBRARIES**

As the indispensable hub of discovery, learning and creativity, the Texas A&M University Libraries provides not only a myriad of resources and services for students, faculty, and scholars, but also the knowledge and expertise of librarians to navigate this information. The Friends of the Texas A&M University Libraries supports student and staff success through its efforts to help fund world class research collections, digital resources, exhibits, preservation, programming, and other activities of the University Libraries.

Greek Former Student Network

AggieGreeks@AggieNetwork.com

AggieNetwork.com/Greeks



GREEK
FORMER STUDENT NETWORK

"The Greek Former Student Network connects Greek former students, stimulates interest in and loyalty to Texas A&M, and provides intergenerational programs that further the educational and charitable interests of the Greek letter organizations, Texas A&M and The Association. Build your Aggie Network by getting involved with the Greek Former Student Network."

Industrial Distribution Aggies

AggieNetwork.com/IDAggies



**INDUSTRIAL
DISTRIBUTION
AGGIES**

"Our mission statement is simple: To connect with, network, and maintain relationships with our Industrial Distribution former students. We aim to provide job opportunities, hiring resources and social events. It is a PAID organization for grownups!"

Sea Aggie Former Student Network

SeaAggies@AggieNetwork.com

AggieNetwork.com/SeaAggies

SEA AGGIE



FORMER STUDENT NETWORK

"The mission of the Sea Aggie Former Student Network is to strengthen the unity of our Texas A&M University at Galveston graduates and students by promoting the involvement in industry professional events, networking and career enhancement opportunities. The network will serve as a conduit of industry perception and provide conscientious assistance to the maritime & marine student. We will always endeavor to nurture, support and integrate a versatile mix of professionals into the oceans of tomorrow."

Texas A&M Hispanic Network

TAMHN@AggieNetwork.com

AggieNetwork.com/TAMHN

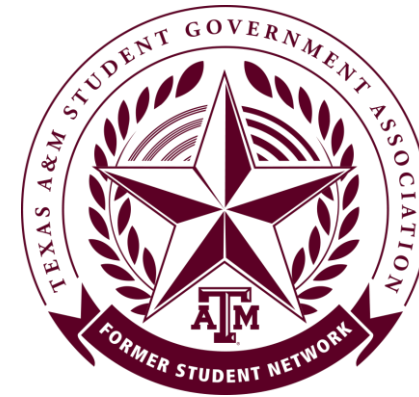
"Our mission is to serve as an advocate and support group on Hispanic concerns and issues at the University and local communities. The Network dynamically works towards increasing the number of Hispanic students attending Texas A&M University, as well as enhancing their experience, education and quality of life on campus."



Texas A&M Student Government Association Former Student Network

SGAAlumni@AggieNetwork.com

AggieNetwork.com/SGA



"The purpose of the SGA Former Student Network is to:

- Provide a formal career network and leadership structure for former members of the Texas A&M Student Government Association (SGA)
- Create a formal avenue of communication and social connection with all former SGA members around the nation
- Support the development and growth of SGA as necessary and able."

Texas Aggie Bar Association

info@aggielaw.org

AggieNetwork.com/TABA



"The Texas Aggie Bar Association (TABA) was formed to provide an opportunity for lawyers and law students to develop a network of individuals who share the Aggie spirit. TABA is a chartered Constituent Network of The Association of Former Students of Texas A&M University."

Leadership Council Representation

Our Leadership Council is the governing body of The Association of Former Students. By virtue of its right to elect our organization's Board of Directors, this group ensures the programs and operations of The Association are consistent with our Charter and are in the best interest of The Association.

Leadership Council members are official volunteer representatives of The Association of Former Students among the various A&M Clubs, Classes, Areas and Constituent Networks from which the Council's members are elected.

Each Constituent Network shall have one representative on the Leadership Council. This representative shall be the President of the Constituent Network or the President's designee.

In accordance with The Association of Former Students' Bylaws, all members of the Leadership Council are required to attend at least one bi-annual Leadership Council meeting each year and must be current donors to The Association.

Leadership Council Representation

The Association of Former Students' Leadership Council is comprised of ten groups:

1. The Association's Board of Directors

The Board of Directors of The Association of Former Students is elected each year at our Fall Leadership Council Meeting and takes office on January 1 of the following year. Our Board is composed of The Association's Executive Committee, which consists of the Chair, Immediate Past Chair, Chair Elect, President and CEO (who is a non-voting member of the Executive Committee and Board) and no more than 14 Directors.

2. Past Chairs of The Association

Past Chairs of The Association of Former Students continue to provide leadership to The Association by serving as active members of the Council.

3. President of the Sul Ross Group

The Sul Ross Group includes all Classes that graduated at least 55 years ago.

Leadership Council Representation (cont.)

4. Class Agents

Each organized Class of former students has an elected set of Class Agents who serve as liaisons between their Class and The Association. Class Agents are first elected during the student body elections of their junior year and serve until the Class holds its first formal Reunion.

5. A&M Club Presidents

Much of the work of The Association of Former Students is done through our worldwide network of A&M Clubs, each led by an elected President.

6. Area and National Representatives

The Association's Area and National Representatives assist local A&M Clubs by gathering and distributing information from The Association and Texas A&M University. Representatives may have served in numerous A&M Club positions, are active within the Aggie Network and have a wealth of experience that enables them to assist local Aggies in their respective areas.

7. Representatives at Large

The Association's Chair of the Board may appoint up to thirty (30) non-voting Representatives at Large each year to serve for a three-year term. Representative persons appointed to this position can include any state or federal elected officials who are former students and other friends of Texas A&M or The Association.

Leadership Council Representation (cont.)

8. The President of each Class on the Texas A&M Campus

In an effort to include representatives of the student body, the President of the freshman, sophomore, junior and senior Classes on the Texas A&M campus are voting members of our Leadership Council.

9. Student Loan Fund Trustees

The Student Loan Fund Trustees have sole and distinct supervision of the handling and lending of funds acquired by The Association of Former Students for loans to students attending Texas A&M. The Trustees are empowered to make rules and regulations for the proper conduct of student loan fund operations.

10. Constituent Network Representatives

The President or designated representative of each chartered Constituent Network serves on the Leadership Council.

Governance Standards of a Constituent Network

A Constituent Network may establish programs and activities, adopt rules, bylaws, etc. which are consistent with its objectives and do not conflict with the charter, bylaws or policies of The Association of Former Students. A Constituent Network may charge separate membership dues, but is expected to promote fundraising efforts of The Association at meetings, events and through correspondence with its membership. The Association and Texas A&M University will not be responsible for the financial affairs of any Constituent Network, and no Constituent Network will be responsible for any obligation of The Association of Former Students.

Roles and Responsibilities of a Constituent Network Representative

As a member of the Leadership Council, Constituent Network Representatives serve as an ambassador for The Association of Former Students, representing The Association to their Constituent Network as well as representing their Constituent Network back to The Association. All Leadership Council members will conduct themselves in alignment with Texas A&M's core values of excellence, integrity, leadership, loyalty, respect and selfless service and will work in the mutual best interests of Texas A&M University, The Association of Former Students and their Constituent Network.

All of us who represent The Association of Former Students have the opportunity to interact with many different people with connections to Texas A&M. It is crucial that we manage these interactions with care and excellence. To that end, we will share with you The Association's team expectations. These are the guidelines and standards to which we hold ourselves and our volunteers:

- Display a positive, customer-focused attitude and treat all individuals with courtesy and respect.
- Manage each customer experience with the highest level of service and enthusiasm. Seek opportunities to exceed expectations and develop lasting relationships.
- Make innovative contributions by proactively challenging current practices and suggesting and implementing improvements.
- Contribute to our team environment by being a productive, supportive and reliable teammate. Take responsibility for their actions and the outcomes produced.
- Lead with a positive example, and in doing so, inspire others to fulfill the expectations of our team.

Roles and Responsibilities of a Constituent Network Representative (cont.)

1. In accordance with The Association of Former Students' Bylaws, all Leadership Council members, including Constituent Network Representatives:

- Serve on The Association of Former Students' Leadership Council;
- Must attend at least one of The Association's semi-annual Leadership Council meetings held in the spring and fall; and
- Be an Active donor to The Association's Annual Fund.*

2. Serve as ambassadors for The Association of Former Students, representing The Association to their Constituent Network as well as representing their Constituent Network back to The Association.

3. Complete a required online Constituent Network training within 30 days upon election, as well as other trainings pertaining to Constituent Networks. Constituent Network Representatives serving more than one year will receive only new training content, as appropriate, each year thereafter. At the discretion of the Constituent Network President, additional board members may be assigned the training upon request to their Association staff liaison.

4. Learn about and support The Association's fundraising efforts, Century Club and other contribution programs.

Roles and Responsibilities of a Constituent Network Representative (cont.)

5. Encourage Constituent Network members to become Active donors to The Association* and join the Century Club.
6. Support Pass It Back Day, The Association's annual day of giving and encourage Constituent Network members to make their annual gift to the Annual Fund.
7. Pass Constituent Network news items, events and updates on to The Association.
8. Keep in touch with Constituent Network members via social media as well as electronic and personal communications.
9. Constituent Network Representatives will be asked to submit a signed Information Security Agreement, which grants access to select Association data. This agreement must be on file and updated annually for the Network.

*An Active donor is someone who contributes to The Association's Annual Fund at the \$50 level or higher.

Roles and Responsibilities of a Constituent Network

1. Must have an approved application and charter by The Association of Former Students.
 - This step will be completed during the initial chartering process, with updated Bylaws to be submitted to The Association annually.
 - A proposed Constituent Network shall not encompass or compromise an existing group of constituents from a chartered Constituent Network currently active with The Association of Former Students.
2. Constituent Networks must operate under bylaws, which must be approved by The Association of Former Students.
3. Constituent Networks shall assist in furthering the mission of The Association, which is to:
 - Strengthen The Association of Former Students;
 - Promote the interests and welfare of Texas A&M University;
 - Perpetuate ties of affection and esteem formed in university or college days; and
 - Serve the student body.

Roles and Responsibilities of a Constituent Network (cont.)

4. Constituent Networks shall include The Association of Former Students' Manager of Class Programs and Constituent Networks as a recipient of official Network communications, including newsletters and activity notices, throughout the year. This enables us to keep apprised of events to promote or attend. (Copy email: ConstituentNetworks@AggieNetwork.com)

5. Each chartered Constituent Network will support and promote The Association's fundraising efforts. Additionally, each Network may conduct constituency-focused fundraising effort(s) annually, as long as these efforts are not in conflict with The Association's Bylaws. Fundraising efforts may include, but are not limited to:

- Creating a scholarship fund through The Association of Former Students, the Texas A&M Foundation or the 12th Man Foundation.
- Annual Century Club membership for the Constituent Network.
- Constituent Network endowment through The Association of Former Students.
- Any other fundraising effort that is shown to benefit Texas A&M University or students of Texas A&M University (i.e. scholarships, direct funds to a student or direct funds to Texas A&M).

Constituent Network Support

All support items are provided in the form of in-kind assistance, rather than direct financial support. Constituent Networks do not receive annual funding from The Association of Former Students or Texas A&M University. The following items are available for all Constituent Networks:

1. A dedicated Association staff and University liaison. These liaisons will serve as a point of contact and a resource for connecting Constituent Network leadership with the Aggie Network and the university and/or departmental community.

Constituent Network Support (cont.)

2. Constituent Network landing page hosted on The Association's website, [AggieNetwork.com](https://aggienetwork.com), as well as hyperlink to the Constituent Network's official website and complimentary web hosting with an Aggie-themed WordPress website.

- Website Hosting
 - Opportunity to use The Association's website hosting program for the Constituent Network's website.
 - Visit <https://hosting.aggienetwork.com> and check out the Aggie Network Hosting User Guide for more detailed information on our hosting services.
- Donation and Membership Forms.
 - Opportunity to utilize donation and membership forms built by The Association of Former Students. Forms can be placed on all Constituent Network websites, including those hosted by The Association and those not hosted by The Association.
 - Our Web team will help the Constituent Network set up an account with Custom Donations, a third-party vendor, which will allow the Constituent Network to build out giving forms/payment processing on their website.
 - The Association's Web team can help the Constituent Network set up an account with Stripe.com.
 - Stripe, a third-party vendor, is used to track membership, regular gifts and payments.
 - Stripe is The Association's replacement for PayPal. It is free to the Constituent Network (minus credit card fees).

3. As an affiliate organization of The Association of Former Students, the Constituent Network must remain in compliance with The Association of Former Students' and Texas A&M University's brand standards at all times and is required to seek approval for use of any Texas A&M University-owned marks through The Association as required by the charter or agreement.

Constituent Network Support

4. The Association's gameday tent is available for Constituent Networks to reserve during home football games, if available. The Association's handles all reservations and has a set list of exclusive caterers for food and beverage service, as well as preferred equipment vendors. For more information, please email ConstituentNetworks@AggieNetwork.com.

5. "Super User" access for the Constituent Network President allowing additional access on the "Find an Aggie" online directory. The current President must sign the Information Security Agreement annually to receive Super User access.

- To access additional features on AggieNetwork.com, Constituent Network Presidents have the ability to receive Super User access to the website. With Super User access, Presidents can view and edit all constituents' profiles and view their giving history on "Find an Aggie." Once a Super User updates and saves a constituent's new contact information, the change is verified by our Records team and the new material is updated in The Association's database.
- To receive access, each Super User must complete and sign an Information Security Agreement annually with The Association. This agreement states that you will keep the information that you have access to confidential and will only use it for official Constituent Network business. Failure to comply with this agreement can lead to Super User access being revoked at The Association's discretion.

6. Inclusion in The Association's social media directory at AggieNetwork.com/social.

Constituent Network Support

All support items are provided in the form of in-kind assistance, rather than direct financial support. Constituent Networks do not receive annual funding from The Association of Former Students or Texas A&M University. The following items are available for all Constituent Networks on an annual basis:

1. Constituent Networks are eligible to receive a \$600 total discount each year on room rental fees at the Clayton W. Williams, Jr. Alumni Center, and are also eligible to receive a one-time discount on any Association banquet space of 30% each year. Please contact The Association's Events Team for questions and additional details.
2. Affiliate building rates for an event or meeting at the Clayton W. Williams, Jr. Alumni Center.
3. Two (2) hours FREE use of The Association's Graphics Team, annually. If more than 2 hours is required, special approval on the project is required.
4. Each network can request one half page ad in *Texas Aggie* magazine per year. No more than two total Constituent Network ads will run in each issue. Ads are created and published by request only, and are reserved on a first-come, first-served basis. Ads must be requested at least three months prior to the publication of the requested issue.

(Additional support can be found on the next few slides.)

Constituent Network Support (cont.)

5. Opportunity to submit information and photos for consideration for publication in *Texas Aggie*, the *AggieNews* electronic newsletter, and/or Association social media and online news.

- *AggieNews* is an easy-to-read monthly electronic newsletter designed to keep former students, current students, faculty, staff and friends of Texas A&M informed about important happenings at The Association, Texas A&M University and throughout the Aggie Network. *AggieNews* is distributed by email in the middle of each month to more than 220,000 members of the Aggie Network.
 - Requirements for a request to be considered for inclusion in *AggieNews*:
 - Provide a single sentence describing the news, along with an image.
 - Include a website address to a full article or event registration site.
 - *AggieNews* publishes the third Tuesday of each month.
 - Deadline for submissions – 12 days prior to publication date.
 - The Association's Communications team will determine use and placement of all submitted content.

Constituent Network Support (cont.)

- *Texas Aggie* magazine
 - Most submissions are simply short paragraphs (4-6 sentences) accompanied by a photo. If you have a Constituent Network story, award recipient, group event, etc., that you would like to submit for consideration, please send the Manager of Class Programs and Constituent Networks a photo and short description, with a link to the event details, if available. The Association's Communications team will determine use and placement of all submitted content. All content will be subject to editing and revision by The Association's Communication's team.
 - Requirements for a request to be considered in *Texas Aggie*:
 - Respond to the staff liaison's emailed request for submission by the specified due date. Any submissions received after the deadline will be considered for the next magazine.
 - Submissions must include an image of at least 1,000 KB. Names and Class years for all identifiable persons pictured must be included, as well as a short description of the events pictured. Photo credit and photographer's affiliation to the submitting group must be given for each photo.
 - Submissions need to include the basic factual information (who, what, when, where, why) and should also provide appropriate context. For example, if it was a scholarship fundraiser, how much was raised? If it was scholarship presentations, how many were presented, and to whom?
 - Deadline for submissions – Submissions must be received 2-3 months before the desired issue is published. Please email the Manager of Class Programs and Constituent Networks for a complete list of submission deadlines.
- Association social media and online news: There are no specific deadlines for this type of content. Submit items by email for consideration to the Manager of Class Programs and Constituent Networks.

Constituent Network Support (cont.)

6. Ability to obtain (once per year) mailing labels for current list of former students based on Constituent Network criteria (subject modification depending upon information availability: excludes email addresses).

7. Active Constituent Networks have the ability to send emails to their constituents through The Association's email system by submitting information to The Association. The Association will create and send emails based on your requests.

Note: Considering the implied endorsement of The Association of Former Students of Constituent Network mailings that we distribute, we reserve the right to approve and/or revise all content prior to distribution to ensure it complies with The Association's policies, as well as non-profit laws related to email marketing.

Step One: Draft and forward us your Constituent Network's proposed email.

- Send The Association's Manager of Class Programs and Constituent Networks either a fully written email draft to ConstituentNetworks@AggieNetwork.com. Be sure to include an email subject, reply-to email address and suggested date to be sent. Once the information is received, we will create an appropriate email that we will return to you for approval.
- The email draft or bullet points of details must be received 5-7 business days before the Constituent Network would like the email to be sent as we will need to reserve a time slot for electronic delivery with our Communications team. (See Step 3 on the next slide.)

(More on this process is on the next slide.)

Constituent Network Support (cont.)

Step Two: We edit, proof and approve your email.

- Once we have completed your email draft, we take the following steps:
 - Send email back to you for proofing and approval.
 - Submit your Constituent Network-approved draft to our Communications team to review the email for grammar, style and to ensure it complies with The Association's policies and the laws that relate to email marketing.
 - Once our Communications team has reviewed the email, it will be scheduled for delivery.

Step Three: We schedule and send your email

- The Association of Former Students coordinates with Texas A&M University, the Texas A&M Foundation, the George and Barbara Bush Foundation and various TAMU colleges and affiliates when scheduling our emails. We do this to reduce the likelihood that individuals are inundated with multiple emails per day from Texas A&M entities.

Constituent Network Support (cont.)

Emma subcommunity

- Each Constituent Network is eligible for its own subcommunity in The Association's email marketing platform, Emma, pending completed training with The Association. Constituent Networks with their own subcommunities can email their constituents directly, using The Association's contact database but without going through the staff liaison. The subcommunity is managed solely by the Constituent Network, and a Network-branded template is provided by The Association. The Constituent Network, not The Association, is responsible for creating and sending emails using this system. The Association continues to manage the database of contact information. There are some limitations on the types and frequency of emails that can be sent, which will be communicated during the training process.
- All Emma users must sign and return the Information Security Agreement and complete additional training with The Association before a Constituent Network's Emma subcommunity can be activated. If you would like to take advantage of this resource, please contact The Association's Manager of Class Programs and Constituent Networks.

Constituent Network Accountability

A phased approach of accountability is in place for all Constituent Networks based on the calendar year. The following are the various statuses of a Constituent Network:

Active: The Constituent Network has signed a current charter and Information Security Agreement and is fulfilling all required expectations set forth by The Association of Former Students. All stated support items are available to the Constituent Network.

Active–Under Review Six (6) months delinquent

- If a Constituent Network has not fulfilled all required expectations, the Constituent Network’s status will be “Active – Under Review.”
- If a Constituent Network gets to “Active – Under Review” status, support items #5 and #7, will be withheld from the Constituent Network until the needed expectation is fulfilled.

NOTE: As soon as the Constituent Network fulfills the needed expectation, the Constituent Network’s status will be moved to “Active.”

Constituent Network Accountability (cont.)

One (1) year delinquent

- If a Constituent Network has not fulfilled all required expectations, the Constituent Network will be identified as “Inactive” and will be responsible for searching for new leadership.

NOTE: As soon as a Constituent Network fulfills the needed expectations, the Constituent Network’s status will be moved to “Active.”

Inactive

- If a Constituent Network moves to “Inactive” status, all support items will be withheld from the Constituent Network, and the Constituent Network’s listing on AggieNetwork.com will be shown as INACTIVE with information to contact The Association’s Manager of Class Programs and Constituent Networks to get the Constituent Network restarted.

NOTE: As soon as a Constituent Network fulfills the needed expectations, the Constituent Network’s status will be moved to “Active.”

Charter Withdrawal

- The Constituent Network retains the right to withdraw as a chartered Constituent Network of The Association of Former Students upon written request and by majority vote of Constituent Network members at a regular meeting.

Support and Expectations At-A-Glance

GENERAL SUPPORT ITEMS	ANNUAL SUPPORT ITEMS	ROLES & RESPONSIBILITIES
#1: Network landing page on AggieNetwork.com and complimentary Web Hosting	#1: \$600 room in the Clayton W. Williams, Jr. Alumni Center discount	#1: In accordance with The Association's Bylaws, the Constituent Network Representative will be an active donor to The Association's Annual Fund.
#2: Use of The Association's Gameday tent	#2: Affiliate building rates for events at the Clayton W. Williams, Jr. Alumni Center	#2: In accordance with The Association's Bylaws, a Constituent Network representative must attend at least one of The Association's bi-annual Leadership Council meetings.
#3: SuperUser access for Find An Aggie on AggieNetwork.com	#3: Two hours free design support from The Association's Graphics department	#3: Consistent Communication with The Association's Manager of Class Programs and Constituent Networks
#4: Inclusion on AggieNetwork.com Social Media Directory	#4: Network contact information listed in <i>Texas Aggie</i> magazine	#4: Further the mission of The Association of Former Students
#5: Dedicated Association of Former Students Staff Liaison	#5: Custom half-page Constituent Network house ad printed in the <i>Texas Aggie</i> magazine	#5: Promote The Association's fundraising efforts
	#6: Opportunity to submit information and photos for inclusion in <i>Texas Aggie</i> magazine and <i>AggieNews</i> electronic newsletter	#6: Charter Agreement on file
	#7: Email and communications support	#7: Association-approved Bylaws on file
		#8: Completed Information Security Agreement on file
		#9: Officer/Board Contact Information submitted to The Association annually
		#10: Complete annual volunteer trainings

Brand Standards Addendum

Each Constituent Network must remain in compliance with The Association of Former Students and Texas A&M University brand standards at all times. Constituent Networks are required to seek approval through The Association for use of any Texas A&M University-owned marks as required by the charter or agreement.

At all points of use, the Constituent Network is required to submit a design proof for review and approval to The Association of Former Students. Submissions can be sent to the Manager of Class Programs & Constituent Networks. Allow one week for this process to occur.

Logo Use

The logos for The Association of Former Students should never be altered from their original forms, including changes in type style, proportions, letter spacing or placement of the individual elements. A strong brand identity requires consistency. Any changes in the key graphic elements will dilute their impact and detract from The Association's brand consistency. A link to the online brand guide can be found here: <https://www.aggienetwork.com/brand-guide/>.

- Primary Logo – Use the correct version of the preferred primary logo
 - The primary logo with the Ring stacked on top of the words “The Association of Former Students” is preferred and should be used the majority of the time. There are standard and reversed versions of the primary, secondary and program logos. The standard logo should only be used in Aggie Maroon or black on light backgrounds. The reversed logo should only be used in white on dark backgrounds.
 - Tip: The Ring in the logo should always be filled in with maroon or the dark color of the background. It should never be filled in with white.

Must Know Writing Tips

1. Always capitalize “The” in “The Association of Former Students.”
2. Never abbreviate “The Association of Former Students” as “AFS.”
3. The apostrophe should open away from the Class year (like a single close quote mark). Ex: Joe Aggie '20
4. The “g” and “e” in “gig 'em” should be lowercase except at the beginning of a sentence, salutation, quote or interjection. The apostrophe should open away from the “e” (like a single close quote mark).

Writers' Usage and Style Guide

1. For publications published by The Association of Former Students, please use the most up-to-date guidelines at tx.ag/WritingStyle, which offers help with usage of terms like “gig ’em” and “Old Army,” how to write Aggie Class years and similar issues
2. NOTE: All incentive or promotional items using university marks must be produced by a licensed vendor. For questions, please contact the Manager of Class Programs & Constituent Networks.

Constituent Network Specific Logo

Each Constituent Network has full rights to its own specific logo with the understanding that the logo is associated with The Association of Former Students and Texas A&M University and should not be used in compromising or inappropriate situations.

Tax Exemption Information

Recognition as a Constituent Network by The Association of Former Students does not provide the Constituent Network with federal or state tax-exempt status. To obtain this status, the Constituent Network must comply with state and federal laws. It is encouraged by The Association that each Constituent Network apply for tax-exempt status.

How to obtain nonprofit 501(c)(3) status

For the most up-to-date information on qualifying and applying for tax exemption, please visit: tx.ag/ApplyForTaxExemption. Additional information and forms can be found on The Association's website via the links below.

- [Form 1023ez Instructions](#)
- [Form 1023ez](#)
- [Form 1024 Instructions](#)
- [Form 1024](#)

Tax Exemption Information (cont.)

How to set up bank accounts for your Constituent Network as a nonprofit 501(c)(3) organization

The steps to open a non-profit bank account are basic, but they require your utmost attention, as a lot of IRS paperwork is involved. Let's have a look at the 5 steps:

1. File necessary document with the state
2. Get your Employer Identification Number (EIN)
3. Get the nonprofit status from the IRS
4. Gather necessary documents to open the account
5. Research banks and open an account

5 Nonprofit Bank Account Rules You Must Know

1. Banks require a copy of your nonprofit bylaws
2. Banks will look for your IRS documents
3. Banks adhere to the FinCEN rule
4. Banks require you to maintain a minimum balance
5. Banks must report your cash deposits to the IRS

There is an abundance of guidance and resources online regarding the steps to set up tax exempt status.

Insurance Coverage

The Association's General Liability policy includes limited coverage for the Clubs and Constituent Networks; it is the intention of the insurance carrier to limit coverage to meetings, receptions, banquets and golf tournaments as these are the usual events sponsored by the Clubs and Constituent Networks. Special Events outside the operation of the above described such as carnivals, bonfires, rodeos, and other sporting events shall be separately covered through the procurement of a separate Special Event Liability policy.

The Association has Host Liquor Liability coverage, but only for receptions where there is no charge for admission nor for liquor. Coverage also applies to the annual Gala. So, if you are selling liquor (cash bar, etc.) or if it is included in the price of admission ticket, you should consider a separate Liquor Liability policy.

Please reach out to ConstituentNetworks@AggieNetwork.com with any questions.

Training Complete!

Whoop! You have completed the Constituent Network training. If you have any questions regarding this course, please reach out to Ashley Giles '15. Thank you for completing your training!

ACTION ITEM: Please complete the [linked](#) survey to acknowledge completion of this training and to sign the Information Security Agreement.