A. General objective of chapters --- engage alumni and friends of Arizona State University in the following ways:

1. Represent the values of honoring traditions, enhancing the alumni experience, advancing the University and strengthening the organization.
2. Provide responsible, competent administration of chapter activities and finances. Chapter officers must ensure that all expenditures contribute to the promotion of the Association, the alumni chapter and its mission.
3. Communicate with constituents to inform them about happenings with the chapter, the Association and the university and identify opportunities to get involved.
4. Plan and execute programs that offer diverse opportunities for alumni participation.
5. Promote paid membership in the ASU Alumni Association.

B. General operation concepts:

1. Chapters should strive to financially break-even or make a profit on events and activities.
2. Expenditures from funds held for the Chapters, Clubs and Connections by the ASU Alumni Association can be paid directly to vendors when a check request is submitted by the chapter president or treasurer and an original invoice is attached. Likewise, reimbursement for expenditures made on behalf of the chapter can be made directly to individuals when a check request is submitted by the chapter president or treasurer and an itemized paid receipt is attached.
3. Requests for payment and event reports must be submitted to the ASU Alumni Association no later than 30 days after the related expense is incurred. Due to the timing issues with the year end financial close, check requests for the current fiscal year will not be accepted after June 15.
4. Requests for reimbursements to the chapter president or chapter treasurer may NOT be signed by the officer to whom the funds will be reimbursed. (i.e. requests for reimbursement to the chapter president must be signed by the chapter treasurer, etc.).
5. Reimbursements are generally processed and checks disbursed within two weeks.
6. There will be no carry-over of unspent funds allocated by the ASU Alumni Association from one fiscal year to the next.
7. Funds that are deposited by Chapters, Clubs or Connections into that specific Chapter, Club or Connection’s Holding Account with the ASU Alumni Association, may not have a gift value associated with it.
8. Funds received by any Chapter, Club or Connection that have a gift value associated with them must be deposited into the Chapter, Club or Connection’s ASU Foundation account according to ASUAA & University Policies.
9. Any use of Allocated or Holding Funds by a Chapter, Club or Connection will be subject to review before approval for the expense or reimbursement will be granted. Any use of Allocated or Holding Funds must reflect a positive image of the ASU Alumni Association and the University and adhere to ASUAA & University policies. (If you have any question about whether expenditures will be approved, please contact your Chapter Liaison to discuss the situation BEFORE the expense has been incurred.)

C. Generally, allocated funds from the ASU Alumni Association can be used to meet the general objectives of the chapter, as listed in item A above. However, certain expenditures are prohibited as follows:

1. No expenditures for alcoholic beverages or drugs.
2. No expenditures for activities that would represent the ASU Alumni Association in a negative light or result in negative publicity for the university.
3. No expenditures for food or personal items by chapter officers or board members.
4. No expenditures for inventory items to be sold at a later date.
5. No disbursement of financial support to events, programs or organizations outside of ASU.
6. No expenditures shall subsidize the value of a charitable benefit for a fundraising event.

D. Individual chapters must qualify to receive fiscal year operational allocation funds by submitting a completed Annual Plan document on or before June 1st prior to the start of the upcoming fiscal year.

F. Individual chapters receive one signature program allocation for the fiscal year. A description of the planned signature program must be incorporated in the Annual Plan document to be submitted on or before June 1st prior to the start of the upcoming fiscal year. Chapters will work in close collaboration with chapter representatives and the Chapter and Club Relations area of the ASU Alumni Association in planning this activity.