



## ***Network Affiliation Agreement***

Affiliation Agreement between  
York University Alumni Association (“YUAA”)

and

---

(the “Network”)

### **Preamble**

Alumni Networks exist to strengthen the ties between alumni, the York University Alumni Association (YUAA) and York University, to support the aims and goals of York University and the YUAA and to engage and connect alumni in the University community.

This Affiliation Agreement is a good-faith agreement between the YUAA and the Network, outlining the responsibilities and expectations of the YUAA and the Network and to each other for their mutual benefit.

The York University Alumni Association has the privilege and responsibility of granting official Network status. Networks are supported by staff of the Office of Alumni Engagement (OAE) and governed by YUAA bylaws and related University policies.

### **Agreement**

The Network shall:

- Promote and further the values, interests and programs of the University and YUAA
- Be available to assist and participate in the delivery of alumni programs
- Organize and conduct itself in a manner consistent with the goals and mission of the University and the YUAA, the YUAA Code of Ethics and Code of Conduct; and be responsible for its own activities guided by decisions of its leadership team
- Collaborate with the YUAA to promote the interests and reputation of York University, foster a spirit of camaraderie and participation among alumni, and agree to comply with the following:

## Network Responsibilities and Expectations:

### 1. Network Name

The name of the Network shall be as follows:

York University \_\_\_\_\_ Alumni Network (YU\_\_AN)

### 2. Network Leadership

Network leadership representatives will provide the OAE with an annual plan which includes a leadership roster, annual goals and a schedule of events and activities (including regular Network leadership meetings). Network leaders should refer to the Network Leadership Roles and Responsibilities document in setting-up their leadership structure and ensuring leadership renewal. Templates for the Annual Plan, Leadership Updates and the Leadership Roles and Responsibilities are available on the [Volunteer Resources webpage](#).

### 3. Membership

Network membership shall be open to individuals of the York University alumni community. Membership will not be restricted to any individual because of language, race, ethnic origin, gender, sexual orientation, disability or religion.

### 4. Code of Conduct, Code of Ethics and Confidentiality

The Network agrees to maintain confidentiality and abide by the Code of Conduct and Code of Ethics as laid out in the Alumni Networks Resource Guide, available online on the [Volunteer Resources webpage](#). The Network agrees to hold all alumni information obtained in confidence and will ensure information is used for Network-related business only.

### 5. Financing

**5.1 Taxable Donations:** The YUAA and its Networks are not registered as charitable organizations and therefore cannot issue receipts eligible for tax credits. Networks wishing to fundraise to support the University are required to contact the Alumni Networks Liaison at the OAE. All fundraising initiatives will first be discussed with the OAE and the Development office within the Division of Advancement.

**5.2 Financial Reporting:** If a Network has applied for and received funding from the OAE, the Network is required to present an annual financial statement to the YUAA and the OAE. The fiscal year begins May 1 and ends April 30 with year-end reports required annually, by July 1. The statement must also be made available to any bona fide Network member who requests the information. Funding guidelines, as well as a financial statement template, have been prepared and can be found on the [Volunteer Resources webpage](#).

**6. Notice of Events and Activities**

The Network will inform the OAE of all Network events and activities in a reasonable timeframe by submitting pre- and post-event or activity reports, including a full description of the event or activity, its purpose (how it will support the priorities of the Network, the YUAA and the University), which venue or location is chosen and registration information as well as attendance. Special forms have been prepared and can be found on the [Volunteer Resources webpage](#).

**7. Succession**

The Network will ensure ongoing Network leadership succession planning is in place. As part of succession, Networks are required to submit Leadership Updates to the OAE when there is a change in leadership and with the annual report. The OAE has created a document to assist with succession – it, along with the Leadership Update form and Annual Report template, can be found on the [Volunteer Resources webpage](#).

**8. Use of York University Name, Word Mark and Logo**

*Use of the York University logo and all sub-brands (including schools, faculties and colleges) is not permitted. Alumni Networks have an approved visual identity that will be provided by the OAE and may not be altered.*

York University remains the sole owner of the name York University, York University Alumni Association (YUAA) and other names, trademarks, abbreviations, designs and symbols that have come to be associated with York University or the YUAA. The YUAA is the official licensee of the above mentioned names and trademarks; no one may use these names, marks, abbreviations, designs or symbols without the prior written consent of the owner or licensee (York University or YUAA, as the case may be). York University and the YUAA may terminate the ability of any person or group to continue as a Network of the YUAA at any time for breach of this provision effective immediately.

Use of a YUAA-approved Network name is at the discretion of the YUAA.

## 9. Use of Social Media

Social media pages will be provided by the OAE which maintains ownership of all Network social media pages. Networks are responsible for updating and moderating the pages, while also upholding the Code of Ethics and Code of Conduct.

### **YUAA and OAE Responsibilities and Expectations:**

1. Respond to Network requests in a timely manner
2. Ensure new Network leaders receive Alumni Networks Program orientation and support including:
  - a. Program introduction
  - b. Network constituent profile
  - c. Staff support in setting up Network email and social media pages; or, in the case of transitioning leadership, ensuring access to existing social media pages
  - d. Access to the Volunteer resources webpage (at [alumniandfriends.yorku.ca/networkresources](http://alumniandfriends.yorku.ca/networkresources))
3. Support Network communications, events and activities by:
  - a. Arranging e-blasts
  - b. Arranging event or activity listings and evites
  - c. Providing, when available, basic York University alumni collateral materials e.g. York University magazine, alumni pins, swag, etc.
4. Provide orientation and guidance related to social media guidelines and branding
5. Assist with applications for financial support
6. Provide direction on matters relating to governance and succession planning
7. Keep Networks informed of University and YUAA activities

### **General**

1. The parties agree that the Affiliation Agreement between the YUAA and the Network is the document that defines the relationship between the YUAA and the Network. The Network agrees that it shall perform all of the covenants and responsibilities of the Network contained in this Agreement. The Network further acknowledges and agrees that the YUAA shall not have any greater obligations with respect to the Network than it has as a party to the Affiliation Agreement.

2. The YUAA and the OAE reserve the right to review and/or audit individual Network operations as deemed appropriate. The YUAA shall also approve the Network Leadership team.
3. The YUAA reserves the right to make amendments to the Alumni Networks Resource Guide and the Network Affiliation Agreement as they deem appropriate and advise the Network of such amendments, but shall not be required to provide advance notice of any amendments.

**Inactivity, Suspension and Dissolution of Networks**

1. Should a Network become dormant and remain inactive for a significant period of time, the YUAA reserves the right to replace Network leadership or dissolve the Network
2. Any Network or individual found to be using their Network for purposes that are not in accordance with the Code of Ethics or breach the Network Code of Conduct, University policy, or that are deemed by the YUAA to be counter to the mission of the YUAA will face disciplinary measures including but not limited to removal of the Leadership, suspension of the Network or dissolution of the Network.
3. If a Network, an individual Network member or a member of a Network leadership team does not comply with the stated principles within these guidelines, the YUAA shall provide written notice requiring the Network to comply within a reasonable time period or have its recognition as a Network withdrawn.
4. In the event a Network fails to comply within the time period specified, withdrawal of recognition will be considered by the YUAA.
5. For serious breaches, the YUAA board reserves the right to immediately remove leadership members or dissolve a Network without written notice.
6. In the event the Network is dissolved, all membership lists and Network-related documents and materials will be returned to the OAE.
7. Once official recognition has been withdrawn, the Network may no longer use the University’s name or that of the YUAA, Network social media platforms and email may no longer represent themselves as an Alumni Network. Should the group fail to cease these activities, legal action may be taken.

**Network Leadership Affiliation Agreement**

I, the undersigned, understand and accept the above responsibilities.\*

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Network Leadership Role

Guy Larocque

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Office of Alumni Engagement

*\*This form is to be signed by all members of the Network Leadership team annually.*