



Network Requirements

Affinity Contacts

If you would like to be a point of reference for an affinity group or do not yet have enough volunteers to start a network, you may also act as an **Affinity Contact**.

Requirements:

- Annual affinity contact agreement

Expectations:

- Up-to-date contact information

Benefits:

- Listed as an affinity contact on Texas Exes website
- One email annually to gauge interest – must have at least 20 potential contacts.

Network Renewal

Networks must be renewed every year. The network year runs from July 1st to June 30th. ***All forms must be completed and returned by June 1st.*** Networks are approved at the Texas Exes Board of Directors meeting in July.

All networks must fit into one of the three network types: ethnicity-based, student organization, or professional.

Documents needed:

- Network Agreement
 - This form allows the group to apply to the Texas Exes' Board of Directors to become a network.
- Volunteer Report
 - A minimum of four individuals must maintain current Texas Exes membership.
 - Required positions – current chair, chair-elect, and membership chair. If network has an operating account, a treasurer is also required.
 - In order to diversity fiduciary responsibilities, the treasurer and chair cannot be the same person.

- Financial Statement
 - This lists income sources and expense categories for the previous year; the local balance held indicates operations funding for the group and scholarship awards to be made in the upcoming academic year. **This is only required if the network is taking in funds.**
 - Networks should use their own Federal Identification Number to obtain own bank account – can obtain online
(<https://sa2.www4.irs.gov/modiein/individual/index.jsp>)
- Network Bylaws
 - These must be signed by 10 current Texas Exes members. This remains on file and is resubmitted only when amendments have been made, but all groups to be chartered need to use this document as a starting point; it establishes the "leadership year" as July 1 - June 30.

*All forms can be found online at <https://www.texasexes.org/chapters-networks/network-resources>