

ALUMNI CHAPTER MANUAL

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PI KAPPA PHI

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What is an Alumni Chapter:

The Alumni Chapter is the primary alumni organization in charge of alumni engagement and is composed primarily of alumni from a given undergraduate chapter. Members of the group do not have to live in close proximity of their undergraduate chapter. However, the officers should arrange regular meetings. Alumni chapters serve as the main alumni relations tool for a local chapter by providing social and network opportunities for alumni and their families. They also interact with the undergraduate chapter by providing an advisory and mentoring role for the students. Alumni Chapters will also provide a newsletter to the alumni to keep them informed of what their brothers have been up to both on campus and around the country. The Alumni Chapter should also help the undergraduate chapter with resources and contacts to make a better local chapter.

ROLES OF AN ALUMNI CHAPTER

- ▶ To effectively communicate with a chapter's alumni base
- ▶ To provide quality alumni events for alumni of all generations.
- ▶ To link old and new alumni back to the chapter upon graduation.
- ▶ To increase alumni relations for the undergraduate chapter.
- ▶ To help with the recruitment of a chapter advisor and board of alumni advisors.
- ▶ To provide contacts and possible alumni initiates for the local chapter.
- ▶ To provide fundraising and outreach opportunities for the undergraduate chapter and alumni.
- ▶ To assist in fundraising campaigns for the national office, house improvements and chapter investment funds.
- ▶ To maintain contact with the national fraternity about local chapter problems and successes.
- ▶ To help the national fraternity maintain its database.

REASONS TO FORM AN ALUMNI CHAPTER

Forming an alumni chapter is very important to alumni relations. Having the close tie to the undergraduates is important to the future success of the local chapter. It is proven time and time again that a chapter with a functioning alumni organization is stronger in all aspects of fraternity (size, grades, chapter investment funds, Ability Experience programming, etc.) than those with a weak or non-existent alumni organization. But why should we formalize into an alumni chapter?

1. The biggest reason to form an alumni chapter also provides an avenue to keep brothers in contact with each other after graduation. New alumni will have an organization that will help keep Pi Kappa Phi a meaningful part of their lives. The alumni chapter will keep the alumni abreast of what is going on in the undergraduate chapter and the national headquarters and will prove to be a great avenue to bring together old friends through regular events. Without an alumni chapter, brothers often forget they have made a lifelong commitment to Pi Kappa Phi. The longer alumni do not get involved, the harder it is to re-engage them in the fraternity.
2. Also as an alumni chapter, the national office will give you access to the membership database. We will print lists and labels for Pi Kappa Phi official use only for solicitations of alumni for local or alumni chapter events. (These lists are not to be used for personal or private business or to be sold, duplicated or given to a third party). These lists could be used for mailings to alumni, planning of alumni chapter events, solicitations for house improvements or for solicitations for your Chapter Investment Fund to create a scholarship program.
3. Another reason to charter as an alumni chapter is for liability purposes. The National Fraternity provides coverage for alumni chapter officers and members with the respect to liability for activities performed on behalf of the named insured. Alumni chapters are listed as additional insured. Our current limits of coverage are \$6,000,000 for bodily injury and property damage Combined Single-Limit, and \$6,000,000 Policy Aggregate per location/chapter.
4. Since an alumni chapter is a recognized organization chartered by the National Fraternity, it would be able to use Pi Kappa Phi logos, insignias and other identifying trademarks of Pi Kappa Phi National Office at no charge. It would also have access to administrative help with mailings, events, and communications from the Pi Kappa Phi National Office.
5. Alumni chapters have voting power at Supreme Chapter. Each alumni chapter is entitled to ten (10) votes, provided by Supreme Law.

6. The best reason to charter an alumni chapter is to give back to the local chapter. As evidenced by many chapter newsletters, many undergraduate chapters simply ask for financial resources however, they do need more than money. Undergraduates need skills that only life experiences can teach them. This is where the alumni chapter can help. Alumni in a wide variety of fields can visit and help students with job interviews, resumes, and other necessary skills to get a job. They also can help in academics, balancing the books, ideas for fundraisers, and The Ability Experience. The best leaders in life are those who lead by example. An alumni chapter does this and more.

ORGANIZING AN ALUMNI CHAPTER

In starting an alumni chapter, the first and most logical question is where to begin. We have outlined below some of the steps it takes to make your group successful, but each situation is different. What works in some areas will not necessarily work in every area. Try to be creative and inventive. Also, remember that people's lifestyles, social norms, weather, traffic, etc. can play a role in the success of an event. The group has to be committed and expect some failure and some events will not go well because of planning an event on a weekend, which is not good for the whole group, or people might not have made the alumni chapter a priority in their life yet. As time goes on, people will become more committed. When you get a group of people having fun, they will bring others, and the numbers will grow.

Step 1 - Floating the Idea

The first step to organizing an alumni chapter is getting other alumni interested in forming the chapter. This could be a formal announcement mailed to all alumni, an e-mail to everyone to gauge interest, or a simple post in a shared social media group. However, the most common method used to get others involved is word of mouth. Take the time and call those alumni that you would like to see involved. Alumni are much more likely to be receptive to an idea if you talk to them about it. Getting a small group interested is the first step to getting your chapter started.

You should only solicit those who will bring something to the table. You need the most committed brothers to make this work. There will be time after organizing to invite all members.

Step 2 - Solidify Interest

Once you have a list of names (10-15), follow up one on one with those brothers to understand their level of interest. It is important to shore up interest early so that your idea does not sink. Also, you don't want to be the only one organizing an alumni chapter. Getting others involved is a sure way to ensure success. Everyone that takes part will have interest in seeing the chapter succeed. The list of names you come up with will be your organizing committee.

Step 3 - Organize

Once you have several (10-15) brothers who are really interested in forming the alumni chapter, set a time where you can all take part in a conference call. This will provide the chance to get some ideas discussed. It also acts as a pep rally to get everyone more committed. Before you end the call, be sure to have roles and responsibilities assigned. Who will write the bylaws? Who will find a place to meet for your first meeting? Be sure to get everyone involved in a task so that no one falls to the side.

The first decisions are going to be how the alumni chapter will operate. Decisions like how often they meet, where they meet, the dues structure, type of program, what dues will provide, etc. should be made before the first meeting. While these decisions are not written in stone, they will provide a preliminary organization structure to help direct the chapter in its infancy stages. All this must be voted on when the entire chapter is formed, but the organizing committee needs a plan to introduce to the members.

Step 4- Meet

As the organizing brother, be sure to work with the brother who is finding a place to meet. You want to make sure the location is convenient to the maximum number of brothers. Also, this meeting should be at a convenient time. A good time to meet might be during a homecoming or other weekend where alumni from your chapter tend to gather together. Don't schedule a meeting on Easter weekend or during major conventions. Be sure to make an agenda and send both the agenda and the invite concurrently. Alumni like to know what is expected before they plan to attend. Make sure that the meeting, similar to the Alumni Chapter is focused on the right areas and is not bogged down by unnecessary procedural items.

Step 5 - Take Care of Business

There will be a lot of business to conduct at the first meeting. Having everything on the agenda prior to meeting will streamline your business. The following is a list of items to be considered when meeting:

- A. Introduction of Organizing Committee
- B. Discussion and Ratification of Bylaws
- C. Election of Officers
- D. Installation of Officers (You will let the new officers take over at this point)
- E. New Business
- F. Adjourn

Step 6 - Provide a Social Opportunity

Remember that the purpose of an alumni chapter is to connect alumni and allow them to strengthen the Brotherhood. End the day with a low key event or consider having your meeting at a brewery or before a football game watch party of your college. This will provide an opportunity for everyone to relax. You will find that this will also help the cause. Those who show up will inform other alumni and your next event should see a larger crowd.

CHARTERING REQUIREMENTS FOR STARTING AN ALUMNI CHAPTER

Pi Kappa Phi has designed the chartering process to be simple and attainable. To become an officially recognized alumni chapter of the Pi Kappa Phi Fraternity, the following steps must be adhered to and followed:

1. A minimum of 10 alumni must sign a charter petition as stated in the Supreme Laws of Pi Kappa Phi Fraternity.
2. A chartering fee of \$50 is required. The chartering fee covers the National Fraternity expenses that are associated with operating your alumni chapter
3. A list of officers and a copy of the constitution and bylaws must be sent in to the National Office.

In addition to your chartering requirements, there are a couple of requirements that must be met annually for your alumni chapter to remain in good standing with the National Fraternity:

1. Annual alumni chapter dues of \$100 is due to the National Fraternity. The billing date shall be set as October 15 of each year. The chapter must pay its dues by December 15 to remain in good standing.
2. The chapter shall hold elections at least once a year.
3. The chapter should host at least one alumni event each year.

MAINTAINING AN ALUMNI CHAPTER

- ▶ Remember that alumni have different priorities at different stages in their life.
- ▶ Hold events 2-4 times per year with events that all alumni and families can enjoy.
- ▶ A young alumni program should meet more frequently and include meetings with the full alumni chapter.
- ▶ Varying the program with career and philanthropic events will help to draw a wider variety of alumni.
- ▶ A dues structure can be put into place to pay for mailings, and national organization dues along with giving the alumni a vested interest in the organization.
- ▶ Dues for individuals should be no less than \$25, but no more than \$100. There should be benefits for dues paying members.
- ▶ Different dues levels can be created with recognition going for higher dues paid.
- ▶ A newsletter should be distributed at least bi-annually with events planned for the next six months published in them. The newsletter should help the chapter and the national office maintain their databases.
- ▶ 90 percent of the newsletter should contain information on alumni and alumni chapter business. The other 10 percent should also briefly touch on what the undergraduates are doing and their needs.

While no idea or concept works for every alumni chapter and since the demographics of each area differ, the programs for individual alumni chapters need to be catered to their member's needs. Recommendations on maintaining an

alumni chapter are made below, but nothing is absolute or set in stone. We have taken ideas from the successful alumni chapters and found some common denominators that have made them successful.

ROLES & RESPONSIBILITIES

The roles and responsibilities of the alumni chapter can be broken into five main areas: infrastructure, information, interaction, involvement and investment. Each duty that the alumni chapter fulfills falls under one of these areas. The first “I”, infrastructure, has been covered above. The other four areas are listed below with a brief description of the core component of each one. To see more about these four areas, please reference the *****Alumni Chapter 5 areas of excellence****

Information

The biggest service an alumni chapter can provide to its members is information about the local chapter, national organization and the alumni chapter itself. This information may come in a variety of media, but have the same objective: engage alumni through consistent, timely and relevant communication about events and people they remember and/or relate to.

The most common form of communication is a newsletter. Newsletters should be published annually, with smaller news briefs around major events throughout the year, and should be sent to the entire alumni. For ideas or content, please see Appendix A or email communications@pikapp.org for assistance.

Interaction

In addition to information, alumni need the chance for interaction with the undergraduate chapter and more importantly other alumni. These events connect alumni to each other and drive the mission of re-engagement. Not all events attract all alumni. Varying the types of alumni events is the key to getting all alumni involved.

For ideas and assistance with events, please see Appendix B. Consider Utilizing the “[Submit Your Event](#)” link on the National HQ so they can assist with promoting the event on the national website.

Your alumni chapter can build its own events schedule based on the types and number of alumni that you have. It is recommended that the alumni chapter:

- ▶ Host at least one large alumni event each year (or one a semester).
- ▶ Host regional events quarterly in cities where you have a large concentration of alumni.

Involvement

Aside from interaction, some alumni will want to be involved in the alumni chapter and possibly with the student chapter. If you have a larger group of alumni, consider having more positions and committees available for members to get involved.

Investment

The last area of responsibility is investment. A successful alumni chapter communicates with their alumni and provides opportunities for meaningful involvement and interaction. If these areas are successful, alumni will be more likely to invest their time and resources in your alumni chapter.

DUES

Dues are often a touchy subject when it comes to alumni chapters, but we do recommend some sort of dues structure. The national office charges the alumni chapter \$100 per year to received recognition and benefits from the national fraternity. A dues structure should be in place to offset the costs of national dues and other operational costs associated with the alumni chapter. If you are going to collect dues, you must follow additional steps to incorporate in your state and obtain non-profit status. You can find more information about this in the Pi Kappa Phi resource library. Two different types of dues can be established:

1. Some chapters set voluntary dues with different levels of giving. While every person in the alumni chapter gets all the materials, those who give at different levels, receive recognition at that level in the newsletter. These gifts are not tax deductible.
2. Other chapters just charge a flat \$25 fee for membership. There are benefits to those who pay this membership fee (discounts on certain events, extra mailings, etc.).

RESOURCES PROVIDED BY THE NATIONAL FRATERNITY

The National Fraternity provides a number of resources to alumni chapters and housing corporations. These resources are intended to support the vision of the National Fraternity as it is carried out through our alumni chapter and housing corporations. Please see the related appendix for more information about specific services.

- ▶ Newsletter Design
- ▶ Event registration websites
- ▶ Consulting
- ▶ Labels
- ▶ Liability insurance coverage
- ▶ Alumni Directory Lists
- ▶ E-mail blasts
- ▶ Distribution options for newsletter programs
- ▶ Option for save the date cards
- ▶ Option for invitations

APPENDIX A: ALUMNI NEWSLETTERS

Alumni newsletters are one of the best ways to keep alumni informed. The National office has resources set aside to assist alumni chapters in getting newsletters out to their alumni. Once your group collects and creates the content, the national office will design a newsletter and assist in the distribution.

If your newsletter is going out electronically than the national office can use its email system to send it to all of your chapter's alumni that we have on file. If the chapter wants to send a hard copy, then we can work with our printer for that mailing as well. The only cost for an alumni chapter is if they choose to do a physical mailing then that cost of printing and postage is passed on to the chapter.

Content Recommendations

Alumnus Spotlight (with pictures): 1 to 1 ½ page article spotlight on an alumnus. These spotlights should be about alumni who have brought credit to your chapter. Good examples would include an alumnus who has a notable profession (Curator of a museum or President of a university) or an alumnus who has accomplished something great (featured in a journal, wrote a book, made a gift to the chapter/university, etc.)

Alumni Updates: Short 2 or 3 sentence updates as to what alumni are doing. Be sure to edit these for inappropriate material.

Chapter Report: Typically a letter from the Archon is the best format. This should be informative and cover the general aspects of the chapter. Be sure to include The Ability Experience, recruitment updates and any alumni events that are in the works.

Mystery Photo: The National Fraternity keeps a photo file for each chapter. You should select a photo that is older and include a caption. This is a great appeal to all alumni. Be sure the photo is from an "era" different than the other articles. For example, if the spotlight is on an alumnus from the 60s and the updates are all from the 80s and 90s try to get a photo from the 70s. This just broadens the appeal of the newsletter.

Topical Story: This is your secondary feature piece. Good examples include big announcements about the chapter or recaps of the most recent alumni event. This is your chance to show the uninvolved alumni what they are missing.

Contact Information: Be sure to have a section that includes the contact information for all of your Executive Council. Make a special note about legacy contact information. This should be your rush chairman.

APPENDIX B: TYPES OF ALUMNI AND PROGRAM IDEAS FOR AN ALUMNI CHAPTER

Before planning an event or program, you should consider your audience. Alumni can easily be broken into four groups. Each group brings its own set of needs for events and marketing.

Types of Alumni

- ▶ **Type One** -- 0 to 6 years from graduation (22-28 years old)
 - ✓ Has time, but no money.
 - ✓ Most likely to respond to events at bars, the chapter house, doing things with the undergraduate chapter, and sports.
 - ✓ Has trouble separating college life from real life.
 - ✓ Brings a certain bit of risk to events.
 - ✓ E-mail communication is best.
- ▶ **Type Two** -- 7 to 20 years from graduation (29-42 years old).
 - ✓ Have stable and established personal relationships and business.
 - ✓ Will respond to events that are deemed “family friendly” - spouses and kids can participate.
 - ✓ **Hardest group to attract because they just DON’T have time.**
 - ✓ Most important time to get alumni because it “hooks” them for life.
 - ✓ Be sure to invite their families, it’s a great way to get them.
 - ✓ E-mail communication is best.
- ▶ **Type Three** -- 21 to 45 years from graduation (43-67 years old).
 - ✓ Stable relationships and family life with older children.
 - ✓ May not have much time, but enjoys a larger disposable income.
 - ✓ Would likely respond to events where he can re-unite with his chapter brothers and share memories.
 - ✓ Use e-mail and snail mail.
- ▶ **Type Four** -- 46 + years from graduation (68 and older).
 - ✓ Typically retired by this point.
 - ✓ Has time to volunteer.
 - ✓ Will thrive on reconnection and correspondence.
 - ✓ Is more likely to respond to events like anniversaries or events where a peer is being honored.
 - ✓ Use e-mail (if possible), snail mail and telephone calls.

A good rule of thumb is to plan events with the type two alumni in mind. No event will appeal to all the alumni, but type two oriented events have common threads that appeal to all types of alumni. Also, type two oriented events do not have the tendency to focus on alcohol. Type three and four alumni will be more likely to attend events that have less of an emphasis on alcohol. The type one alumnus will attend the event because he has a great deal of time on his hands and will want to get together with his brothers. Getting people back together and having a good time is the most important thing; and when it is accomplished your group will be successful.

Types of Events

It’s not enough to know what types of alumni are in your chapter. You now have to decide what event matches the needs of each particular group. Events can generally be broken into four categories.

- ▶ Networking opportunities for students
 - ✓ Career fairs
 - ✓ Mentoring
- ▶ Ritual centered events
 - ✓ Founders’ Day
 - ✓ Initiation
- ▶ Traditional events
 - ✓ Homecoming and alumni weekend
 - ✓ Rose Ball

- ▶ Alumni social events
 - ✓ Golf tournaments

Other Event Ideas

Happy hours and Cookouts

Founders' Day Dinner

Ability Experience Fundraiser

Rose Ball Formal

Winter Ski Weekend/Outing

Homecoming Weekend

Dinner Club

Summer Picnic

Singles Night with Sorority Alumni Chapter

Minor or Major League Sports Event

Murder Mystery Dinner

Golf Outing

Casino Night

Happy Hour at Bar

Night Golf Outing

Paintball

Music Concert

Career Day with Undergraduates

Wine Tasting Event

College Sports Event

Career Shadowing Day with Undergraduates

Sports League Team

Alumni Initiate Recruitment Event

Amusement Park Day

Bowling

Guest Speaker

Camping or Whitewater Rafting Trip

APPENDIX C: CHECKLIST FOR STARTING AN ALUMNI CHAPTER

120 Days Before First General Meeting

- _____ Have first organizing committee meeting with at least five committed organizing committee members.
- _____ Set the schedule and checkpoints of organizing committee.
- _____ Produce list of nominating committee members to identify key leadership of alumni chapter.
- _____ Delegate responsibilities out to organizing committee (i.e. place secured, agenda for first meeting, recruiting members of nominating committee).

90 Days Before First General Meeting

- _____ Secure mailing list from national office.
- _____ Printer contacted to print invitations, return envelopes and surveys.
- _____ Begin making a structure for the alumni chapter including frequency of meetings, young alumni program, dues structure.

60 Days Before First General Meeting

- _____ Organizing committee reviews organizational structure of alumni chapter.
- _____ Invitation letter composed.
- _____ Survey to be included in letter composed.
- _____ President of the alumni chapter identified and recruited.
- _____ Place secured for the meeting along with arrangements for food, entertainment, etc.

45 Days Before First General Meeting

- _____ Final revisions on invitation letter and survey composed.
- _____ Invitations mailed.

30 Days Before First General Meeting

- _____ Guest book, nametags, decorations bought for the first general meeting.
- _____ Organizing committee decided on initial plan of operation with draft copies to be presented at meeting.
- _____ Contact IRS, state government and local bank on how to incorporate and acquire checking account.
- _____ Nominating committee should have all the executive positions recruited with prospects for the committee positions.

_____ Organizing committee should have preliminary schedule in place to be presented at the first general meeting. The date for the next general meeting along with the next young alumni event should be set in stone.

15 Days Before First General Meeting

_____ Phone follow-up calls should be made to drive attendance.

3 Days Before First General Meeting

_____ Organizing committee should follow-up with everyone to see if there are last minute needs.

_____ Location should be followed up with ensure everything is in order.

Day of the First General Meeting

_____ The alumni chapter should have a petition there in order to sign and send to the national office.

_____ The alumni chapter should bring a camera for photographs and send a picture to the national office (*The Star & Lamp*).

_____ Everyone should sign in and pay dues that evening.

_____ Alumni chapter should bring job descriptions of committee positions for people who volunteer that evening.

_____ Calendar, officers and structure should be voted on that evening.

3 Days After First General Meeting

_____ National office should receive petition for alumni chapter along with chartering fee and first year dues.

_____ Thank you notes should be sent to those who attended.

_____ People who volunteered for a committee should be followed up with and told of next meetings.

_____ Those people who said they would come and did not should be followed up with on why they did not attend.

APPENDIX D: SAMPLE LETTER FOR STARTING AN ALUMNI CHAPTER

CONTACT NAME
ADDRESS
CITY, STATE ZIP

DATE

Dear **NAME**,

The fraternity world is changing as we know it. Problems face today's undergraduate chapter that we never dreamed existed back when you and I were active members. As a brother of the **DESIGNATION** chapter of Pi Kappa Phi, I am appealing for your help. I am asking that you help me start something new for our chapter. We are forming the **DESIGNATION** alumni chapter and we are asking that you become involved. The mission of our chapter is to give back to the undergraduate chapter our resources of time, experience, knowledge and treasure. We need to help create a better fraternity at the **COLLEGE/UNIVERSITY**, and help the undergraduates there succeed because of their fraternity experience like you and I did.

On **DATE** at **TIME** at **LOCATION**, we are holding our first meeting of the **DESIGNATION** alumni chapter. While our mission is to help the undergraduates, we do want to have the opportunity to socialize with brothers we have not seen in a while. We will be handing out our schedule for the year, which will include our golf outing, Founders' Day Dinner, and our Ability Experience outreach project.

Enclosed is a survey. We would like to find your interest in becoming active with the chapter. Please fill this out and return it by **DATE** in the enclosed envelope. The more surveys returned will help us plan the schedule for the future. In addition, please indicate if you are interested in serving in a leadership role for the alumni chapter. I look forward to seeing you at our first meeting. We will be serving light refreshments at the meeting and we are also charging \$25 per year dues to the chapter. This money will go to help offset the costs of mailings, newsletters, office supplies and subsidize certain events. Dues paying members will receive benefits beyond the alumni brother. Please RSVP to me at (**PHONE NUMBER**) and if you cannot make it and still would like to be a members or have any questions, please feel free to give me a call.

Yours in Pi Kappa Phi,

YOUR NAME
INITIATION NUMBER

APPENDIX E: LEADERSHIP POSITIONS OF AN ALUMNI CHAPTER

As stated in *The Gold Book*, there are at least three positions elected on the alumni chapter executive board: president, vice president and secretary/treasurer. There are two systems for election of officers. The first system is to have elections each year and interested parties for each position. This does work in the local chapter level, but as we even see there, it does lack continuity. Another good system for the executive board is the secretary is elected in a given year. This person naturally becomes the vice president the second year and then the third year he becomes president. This will help continuity and flow in the executive rank. It will also ensure that the people elected are committed to the alumni chapter. This system does have its pitfalls, for instance when a person is elected and does not fill his duties. The chapter, in theory, would be stuck with that person for three years. That is why one is elected into position every year even though it might be understood that you would succeed the vice president then president. Whichever form the alumni chapter approves, these three positions need to be confirmed each year with the national office. In addition, a good committee system is encouraged to defer some of the work across the chapter and identify new leaders. Although Pi Kappa Phi has no set committee positions, suggestions for committees are stated below. Their responsibilities are as follows:

Officers

President

The president is responsible for the overall function of the group. The president recruits from the membership chairman for the different committees and events. He runs the meetings, and coordinates all the executive offices. He is also the link between the housing corporation and the alumni chapter, the undergraduate chapter and the alumni chapter and the national office and alumni chapter.

Vice President

The vice president is responsible for the coordination of the entire program for the alumni chapter. He would be responsible for arranging special presentations at meetings, and he would oversee the programs committee. He would also oversee the committees in charge of the major functions and be a link between them and the other committees.

Secretary/Treasurer

Some chapters split this into two positions. The secretary/treasurer is responsible for maintaining minutes of the board meetings of the alumni chapter. He is also responsible for maintaining the current addresses with the national office, overseeing that newsletters go out on time, and maintain attendance records for all the meetings. He maintains the balance of the checkbook, obtains yearly audits, files proper paperwork with the IRS, sends solicitations to the alumni and pays the annual alumni chapter dues.

The Executive Board

Some alumni chapters have an executive board, with these people being elected every three years. Most boards have nine to twelve members with three to four officers being elected every year. The executive board would be responsible for making decisions for the group when it comes to everyday matters of the alumni chapter. There are some decisions that require vote of the entire (quorum) alumni chapter (i.e. raising dues). Executive board members could be appointed as committee heads or could oversee the committee heads. An executive board does allow transition to be made more easily and does get more people involved than just the president, vice president and secretary.

Major Chairmen

Membership Chairman

This person and committee's primary responsibility is to rush existing alumni to become more active in the alumni chapter. He would be responsible for making sure attendance is adequate for the meetings, getting alumni involved, following up on alumni that have not attended in a while, and increasing the attendance at meetings. This person cannot be afraid to make phone calls since this is the best way to

get people involved. They also would be responsible for planning a potential alumnus initiate event each year and “bring an alumnus who we have not seen in a while” event.

Program Chairman

This person and committee would be responsible for getting guest speakers, reservations, tickets and everything else for monthly events. They along with their committee would coordinate all the events and look into transportation, prices, etc. for the group.

Special Event Chairman

This person and committee would be in charge of the major events involving the full chapter membership. They would also be responsible for coordinating with the undergraduate chapter. Events would include Formal, Founders’ Day, Summer Picnic, etc.

Newsletter Chairman

This person and committee would be responsible for communicating news to the alumni.

Other Committees

Attendance

This committee notifies members of group functions. They could also form the calling tree and help the secretary in taking attendance.

Reception

This committee would be in charge of meeting set-up and that greeters are in place for every meeting. They would also be responsible for making sure everyone has a nametag.

Public Relations

This committee would be responsible for getting out press releases for major events to the newspaper and to *The Star & Lamp*. They would also be responsible for taking pictures at events and writing a brief story on each event for the chapter newsletter or scrapbook.

Awards

The awards committee would be responsible for the presentation of all awards of the alumni chapter. They also need to be in contact with the national office about presentation of awards for special events such as Golden Legion, Silver Legion, or other special recognition.

Undergraduate Activities

This committee would keep in contact with the undergraduate chapter and be responsible to schedule dates for both chapters to get together for events. They could include rush events, sports contests, Ability Experience events, formals and dinners. The best candidate for this position is most likely the chapter advisor or an appropriate representative who is a member of the Board of Alumni Advisors.

All, more or none of these committees have to take place in an alumni chapter. Remember that a strong committee system will keep people involved and will take a great deal of burden off the leaders. Make sure everyone has a role.

APPENDIX F: SAMPLE AGENDA FOR FIRST MEETING OF AN ALUMNI CHAPTER

- I. **Pre-Opening** (30 minutes before meeting start time)
 - A. People socializing before the meeting
 - B. Greeters introducing themselves
 - C. Nametags distributed
 - D. People sign in or register
 - E. Handing out any information, agenda, bylaws, dues structure, etc.
- II. **Explanation of Goals**
 - A. Explanation of what alumni chapter is going to accomplish
 1. Goals
 2. Program
 3. Schedule
 4. Dues structure
 - B. Answer questions
 - C. Collection of fees and memberships
- III. **Chapter Business**
 - A. Nomination of executive committee
 - B. Approval of nominations
 - C. Approval of constitution and by-Laws
 - D. Volunteers for committees
- IV. **Closing**
 - A. Announcements
 1. Next meetings
 2. For the good of the order
 - B. Refreshments
 - C. Socializing

APPENDIX G: FIVE-YEAR TIMELINE FOR NEW CHAPTERS

Alumni Chapters will take a couple of years to truly get going. You do not have to try and do everything right out of the gates, instead try and accomplish manageable goals each year and slowly build up.

Starting:

Petition Signed (minimum of 10 alumni in good standing)

Constitution & Bylaws

Election of officers (At least 3; President, Secretary & Treasurer)

EIN submitted to HQ (File for non-profit status)

Incorporation under respective state

Approved by National Council

Year 1:

Formed relationship with undergraduate chapter (If still active)

Hold at least one business meeting (Elect new officers, select dues, event ideation, etc.)

Hold at least one event for alumni (Homecoming, Summer reunion, etc)

Newsletter produced or equivalent distributed

Concerted effort to gather alumni data (Address, email, phone, occupation, etc.)

Years 2-3:

All of above

Functioning committees (Finance, Events, Bylaws, etc.)

Host a Senior Transition event (Either networking or preparation based)

Begin mentoring undergraduate students

Host one service based event (Preferably, but not limited to, The Ability Experience)

Years 4-5:

All of above

Multiple events during the year

Regional events (If there are concentrations of alumni in different area)

Set up scholarship for undergraduate chapter

Ensure that materials are being archived, preferably digitally (Photo's, articles, newsletters, invitations, etc.)

Recruit and recommend potential alumni initiates

APPENDIX H: Definitions

Housing Corporation

If a chapter house is owned by alumni, a housing corporation is the legal entity, which must hold title to the real estate, and the furniture and equipment used in its operation. If a chapter house is being rented, a housing corporation should be involved as the lessee of such property. Local housing corporations have jurisdiction over the largest share of assets within the domain of the fraternity. This makes their primary focus the physical structure of the fraternity. Housing corporations do play a role in alumni relations. Since a housing corporation's membership is made up of alumni, then it is logical that they do meet and update their perspective membership. Housing corporations should come into close contact with the local alumni chapter, and both entities should share resources.

Since membership will often overlap, they could split mailing costs; work together in chapter improvement fundraisers, etc. It is important to remember though, that housing corporations and alumni chapters are not the same entity. They both have a different focus and mission and these should be separated when having meetings. A separate housing corporation manual is available from the national office.

Council of Advisors

The purpose of the Council of Advisors is to serve as a resource for the undergraduate chapter, provide guidance for the fraternity and be the liaison between the undergraduate chapter, the national office, and the housing corporation or the alumni chapter. Every chapter should have a chapter advisor approved by the National Council. Once one is secured, advisors should be recruited for all the executive positions. A minimum of three advisors should be recruited serving the function of chapter advisor, financial advisor and scholarship advisor. The advisors should have weekly contact with the undergraduate chapter with at least one advisor attending a weekly chapter meeting.

The chapter advisors should also meet regularly, to discuss chapter problems and help the chapter find resources to overcome them. The Council of Advisors does not necessarily have to be made up of initiated Pi Kappa Phi members, and could serve as a great resource to find alumni initiates. A separate volunteer manual is available from the national office and on www.pikapp.org.

City Event Coordinator

Until 2002, the fraternity had alumni associations, groups of alumni who live in close proximity to one another. These groups would get together for meetings and networking and social opportunities. The fraternity phased this model out and is in the process of replacing it with city based alumni relations. The new model will be locally driven in cities with high concentrations of Pi Kappa Phi alumni. The efforts will be managed by a city event coordinator. The responsibility of a city event coordinator is to facilitate meaningful alumnus to alumnus interaction at the local level through the planning and execution of alumni events in the city in which he resides.

Fifty cities across the United States will be selected, based on alumni population and geographic location, to have a City Event Coordinator. This is a volunteer who organizes Pi Kappa Phi alumni events for alumni in the city in which he resides. The City Event Coordinator is in close contact with the Regional Governor and Alumni Chapter leaders in scheduling and planning at least two major alumni gatherings each year.

These events fill a void in the fraternity experience. Most members join believing that the fraternity is a three or four year experience; in reality, that oath is for a lifetime. Pi Kappa Phi is aggressively building a lifelong brotherhood of leaders. We need leaders at the local level to help facilitate the lifelong vision that will strengthen our organization. These leaders will work closely with alumni chapter and housing corporation leaders to see that an event is held within one hour of 80 percent of our alumni. Together, we will work diligently to build that lifelong brotherhood of leaders

APPENDIX I:

THE GOLD BOOK OF PI KAPPA PHI: LAWS FOR ALUMNI CHAPTERS

Constitution // Article VI - Subordinate Chapters

Section 1. The chapters under the subordinate authority of the Fraternity shall be student chapters and alumni chapters. For just cause, the National Council shall have authority to suspend or revoke the charter of any subordinate chapter.

Section 5. Charters may be granted by the National Council for alumni chapters upon the petition of no less than ten alumni members of the Fraternity in good standing desiring to establish a chapter.

Supreme Law // Law II - Supreme Chapter

Section 4. The delegate of an alumni chapter present shall have ten votes for the chapter or association he represents. All alumni members, members at-large, the National Officers, Regional Governors, Chapter Advisors, past National Officers, past Regional Governors, past District Counselors, past Archons of subordinate chapters, former initiated Staff members of Pi Kappa Phi, and members of the Nu Phi Society present at the Supreme Chapter shall be entitled to one vote for each position held.

Section 5, Paragraph c. Committee assignments for alumni shall be made in the following manner:

1. Alumni shall be given the opportunity to designate their preferred committee assignment prior to registration, if pre-registered, and during registration if not pre-registered. Preferred assignment is made in order of registration.
2. Committee assignments of alumni shall be made with every attempt to conform to each alumni preference provided that such assignments:
 - A. be made in an equally-distributive manner among and between all standing and special committees.
 - B. be made such that, with the exception of the Credentials Committee, the Steering Committee, and the Alumni Relations Committee, the alumni membership of no committee shall exceed 20% of its total membership.

Supreme Law // Law VII - Alumni Organizations

Section 2. Petitions for charters to establish alumni chapters, having been signed by no less than ten (10) alumni members of the Fraternity in good standing, may be granted by the National Council. An alumni chapter consists of a group of members predominately from the same chapter. The alumni chapter works closely with a single chapter.

Section 3. Alumni chapters shall bear the name recommended by the charter group and approved by the National Council.

Section 4. The officers shall be the Archon, Treasurer, Secretary, and other such officers as they may provide for. Elections shall be held at least annually, with the installation of officers during the meeting at which they are elected. Their duties shall be as such as usually devolve upon such officers.

Section 5. Any alumnus member of the fraternity in good standing shall be eligible for election to membership of that chapter, his admission to be subject to the rules and regulations of the chapter.

Section 6. Meetings of alumni chapters shall be held as determined by the bylaws of the alumni chapter.

Section 7. Each alumni chapter shall hold at least one chapter-based annual alumni event. That event will be left up to the discretion of the alumni chapter, but requires adequate notification of all alumni in good standing on the chapter's alumni roster.

Section 8. Each alumni chapter will produce a minimum of one alumni publication each year.

Section 9. Alumni chapters shall furnish such reports as may be called for by the National Council.

Section 10. Alumni Chapters may provide such laws as may be necessary or advisable in the conduct of their affairs, provided that no such law shall conflict with the Constitution or the Supreme Laws of the Fraternity.

Supreme Law // Law IX - Finances

Section 3. The charter fee for an alumni chapter or association shall be fifty dollars (\$50).

Section 6. Each alumni chapter or association shall pay dues to the National Treasurer of one hundred dollars (\$100.00) annually.

To form an alumni chapter, at least ten members of the same chapter must sign a petition and submit it with \$150.00 to the national office. Alumni chapters must meet at least two times a year, sending in the minutes from the annual meeting to the national office, along with their annual dues. Each successive year the national dues are \$100.00 per organization. The alumni chapter takes its name from the particular undergraduate chapter that it is involved with.

OUR MISSION, VISION, & VALUES

Pi Kappa Phi Fraternity Mission, Vision, & Tagline

MISSION

To create an uncommon and lifelong brotherhood that develops leaders and encourages service to others for the betterment of our communities.

VISION

A future where every Pi Kappa Phi embraces his role as a leader, puts service before self and improves the world around him.

TAGLINE

Exceptional Leaders. Uncommon Opportunities.

The Ability Experience Mission, Vision, & Core Values

MISSION

We use shared experiences to support people with disabilities and develop the men of Pi Kappa Phi into servant leaders.

VISION

Create a community, one relationship at a time, where the abilities of all people are recognized and valued.

CORE VALUES

Abilities | Teamwork | Empathy | Integrity

The Student Creed

I believe that the ideal chapter is made up of men

Who are bound together in a common loyalty
which transcends any personal selfishness;

Who realize that membership means personal responsibility
in bearing their share of the financial burden
of the chapter and the national organization;

Who bring credit to the fraternity by striving to attain
the highest possible standards of scholarship;

Who safeguard the reputation of their chapter
by keeping careful watch over their personal conduct;

Who uphold faithfully the
traditions and activities of their college;

Who prepare themselves diligently to shoulder their
full responsibility as citizens.

I believe that my chapter can become an ideal chapter,
and I shall do my share to make it so.

OUR MISSION, VISION, & VALUES

The Values of Pi Kappa Phi Fraternity

At the direction of the National Council, National Historian J. Friend Day, Eta (Emory), authored “The Undergraduate Creed” – now known as “The Student Creed” – in 1932. Over 80 years later, the Creed remains unchanged. As one of Pi Kappa Phi’s most enduring espousals of fraternal values, the Creed publicly codifies the lessons and commitments made during the Ritual of Initiation and serves as the foundation for the Fraternity’s public values statement:

**To create an uncommon and lifelong brotherhood,
Pi Kappa Phi calls upon each member to exhibit:**

COMMON LOYALTY

A commitment to Pi Kappa Phi that transcends any personal selfishness.

PERSONAL RESPONSIBILITY

The expectation that you live both your personal values,
as well as those espoused in the Fraternity’s Ritual of Initiation.

ACHIEVEMENT

The expectation that you find your passion and excel.

ACCOUNTABILITY

The duty to uphold and abide by the Fraternity’s standards of conduct and to use
Ultimate Respect when confronting brothers who fail in their obligations to Pi Kappa Phi.

CAMPUS INVOLVEMENT

The obligation to become engaged in the college or university community.

RESPONSIBLE CITIZENSHIP

The duty to lead and the privilege to serve others
in order to better the world around you.

LIFELONG COMMITMENT

The obligation to remain involved in Pi Kappa Phi after graduation and
to work perpetually to build the ideal fraternity.



PI KAPPA PHI

Exceptional leaders. Uncommon opportunities.