

# **Forming a Chartered Alumni Association of Pi Lambda Phi**

Updated Fall 2016

An alumni group interested in becoming a Chartered Alumni Chapter (an Alumni Association) must forward the following to the International Headquarters (IHQ) who will then forward onto the International Executive Council (IEC) for final approval.

- I. A signed Alumni Chapter Constitution, which meets all requirements**
  - a. The IHQ can provide a template constitution that can be modified before final submission
    - i. Any text surrounded by brackets [example] needs to be updated by the alumni, reviewed, and approved by the IHQ before the constitution is finalized
    - ii. IHQ will provide a date that can be inserted into Article I, Section 1 of the constitution
  - b. Officers should be identified and will sign the bottom of the constitution
    - i. It is suggested to identify officers from different eras of the chapter's history to ensure diverse representation – this helps with future communications & outreach
  - c. Send a finalized PDF version of this document once it is signed by the officers to the IHQ
  
- II. List of all members in the association (minimum of 10)**
  - a. List the officers names and signatures above their position title
    - i. Members of the IEC and IHQ are prohibited from being officers in the association
  - b. List full names, graduation year, email addresses, and a phone number of all members
  
- III. A one-time \$100 chartering fee**
  - a. This fee can be made payable to Pi Lambda Phi Fraternity and sent to:  
60 Newtown Road, Suite 118, Danbury CT 06810
  
- IV. Statement of agreement to use the name of Pi Lambda Phi Fraternity in the Chartered Alumni Chapter title**
  - a. If the template Constitution is used, this requirement is automatically fulfilled
  
- V. Statement of agreement to adhere to all Pi Lambda Phi policies and procedures, including the FIPG Risk Management Policy**
  - a. A template document stating adherence can be provided upon request
    - i. A copy of the FIPG Risk Management Policy will be provided upon request
  - b. A signed PDF version of this document should be sent to the IHQ

\*Completing those requirements and sending in this paperwork would serve as a "petition" to be a chartered alumni association. Once completed, the "petition" will be sent to the IEC for approval.

\*\*Additionally, each Chartered Alumni Association should setup a bank account as an organization. An Employee Identification Number will be needed from the IRS. Contact IHQ for assistance if needed.