



PI LAMBDA PHI
LEAD COURAGEOUSLY

Forming a Chartered Alumni Association of Pi Lambda Phi

Updated Fall 2020

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:
9450 SW Gemini Dr, #1895, Beaverton, OR 97008-7105

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 Pi Lambda Phi Risk Management Policy

- a. The statement of adherence template can be obtained from the Alumni Association Resources

*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.

INTERNATIONAL HEADQUARTERS

PO Box 8176, #1895 • Greenwich, CT 06836 • Phone: 203-740-1044 • Fax: 203-740-1644 • www.pilambdaphi.org