

PI LAMBDA PHI



“Not Four Years, But a Lifetime”

Chartered Alumni Chapter Manual



Dear Alumni,

The Pilam experiences you enjoyed as an undergraduate member are undoubtedly an important part of the person you are today. Many of our alumni recognize the lessons they learned as an undergraduate member of Pi Lambda Phi established a foundation for their future success.

Working with your peers – setting and striving for goals – forming friendships with people from different backgrounds – speaking in front of the entire chapter – handling disappointment as a gentleman – developing leadership and people skills...the development and maturity that the Pi Lambda Phi experience helped foster in your life is often every bit as valuable as the academic education of your collegiate studies.

A new generation of men are learning those lessons and need the experienced advice, counsel and support that only alumni can provide. Undergraduates need to learn that the Pi Lambda Phi experience continues long after graduation.

Your interest in Pilam begins with your first experience in the fraternity – your chapter. More specifically, your interest is greater when interacting with your peers – the men that were in your chapter with you. The most natural way to get involved as an alumnus of Pi Lambda Phi is to form a Chartered Alumni Chapter.

You were charged to pass the torch of knowledge onto those who come after you. One current generation of collegiate students need support and guidance. Are you committed to doing your part?

Fraternally,

Pi Lambda Phi Fraternity

Chartered Alumni Chapter Benefits.....	4
What’s in it for me?	5
Getting Started	6
Forming an Interest Group.....	6
ALUMNI GROUP DEVELOPMENT TIMELINE.....	7
Alumni Mailing Lists	8
First Meeting.....	10
Sample Meeting Agenda.....	11
The Follow-up Meeting	12
Chartered Alumni Chapter Officers.....	13
Establishing Leadership	13
Meeting Schedules	17
Types of Alumni Chapter Meetings.....	17
Scheduling.....	18
The Four-a-Year Schedule for Success.....	18
Alumni Group Projects	19
Communication.....	21
Newsletter	21
Email.....	21
Website	21
Telephone.....	21
In Person	21
Event Ideas.....	22
Pilam Nights.....	22
Casual Social.....	22
Conversation Circle	22
Critical Skills Workshops & Career Placement Seminars	22
Golf Tournaments	22
Sporting Events.....	23
Theatre/Concerts.....	23
Philanthropic Events	23
Pi Lambda Phi Related Events.....	23
Planning Tips	23
Requirements	24
Relationship with undergraduate chapter.....	25
Suggestions	30
Helpful Reminders.....	30
Purpose of Sample Constitution.....	33
Sample Constitution.....	Error! Bookmark not defined.

CHARTERED ALUMNI CHAPTER BENEFITS

BENEFITS OF A CHARTERED ALUMNI CHAPTER:

1. Up to \$100.00 reimbursement on postage for one mailing in each academic year for appropriate newsletters, alumni information and/or invitations.
2. A \$100.00 grant towards the cost of an additional (non-probation) undergraduate delegate or an alumni delegate to attend each Convention.
3. One vote at the International Convention House of Delegates Meeting.
4. Regularly scheduled meetings and alumni gatherings.
5. More consistent alumni communication.
6. Alumni lists and mailing labels upon request for appropriate mailings.
7. Assistance with Alumni Event planning.
8. Assistance with Fund-raising planning.
9. Assistance and evaluation of newsletters.
10. Free advertising of Alumni Events in Alumni Publications.
11. Form a Chapter Advisory Board to provide valuable experience and knowledge to help a chapter function more effectively.
12. Organize a mentoring program to be role models for younger Pilams.
13. Discover the opportunity to repay the Fraternity for what it provided to you, by helping current undergraduate members succeed.
14. Assist the chapter with recruitment, new member program ideas, professional development workshops or goal setting sessions.
15. Voting on Fraternity Constitutional/Bylaw changes.

The International Headquarters makes every effort to keep alumni names and addresses up to date. However, we also need the cooperation of both the alumni and undergraduate chapters to keep them even more accurate, since alumni change addresses so often. Please forward any updated addresses to the International Headquarters.

WHAT'S IN IT FOR ME?

HOW ABOUT FUN?

Name five things you would rather do on a Thursday than to have dinner with thirty fellow alumni from your chapter. Does attending a homecoming weekend and seeing Pilam brothers that were officers, lived in the house, played on the same intramural team or laughed at the same jokes as you bring a smile to your face?

How about seeing your little brother for the first time since graduation? Or would you enjoy meeting alumni in your chapter from a different generation? You may find out some of your business colleagues are fraternity brothers.

You had a blast organizing social events as an undergraduate. The memories and stories from formals, road trips and date parties will be with you for the rest of your life. The brotherhood retreat, initiation, community service projects, even cleaning the house...looking back, every time you gathered with your fellow Pilams was memorable. There was laughter, there was respect, at times there were struggles and frustrations.

Your chapter participated in and accomplished many things. If you were dedicated to your chapter, you probably experienced every emotion. But looking back, in one word, it was FUN!

If so much fun, shouldn't we continue these relationships?

Forming a Chartered Alumni Chapter can help facilitate the process.

Our views may be different, certainly our priorities have changed, but the satisfaction of being a part of something meaningful remains with us. Although your definition of fun may have matured since your undergraduate days...consider creating a Chartered Alumni Chapter for the primary reason of gathering with those who were so important in your life.

In addition, you are accepting the challenge of helping others reconnect with their peers.

The benefits of Chartering an Alumni Chapter to help the undergraduate chapter are numerous. But it's the enjoyment of spending time with those that made such an impact upon your life that makes this a truly worthwhile endeavor.

GETTING STARTED

FORMING AN INTEREST GROUP

The first task is to gather a small group of interest alumni willing to help organize the Chartered Alumni Chapter. The key to early success is forming a nucleus of interested alumni and gaining cooperation from your undergraduate chapter. Contact alumni you know from your chapter, and especially those from an initiation year near your own to ask their help in organizing a group. Depending on the number of alumni in your chapter, you may want to include leaders from different eras.

1. Contact the International Headquarters for a list of alumni from your chapter.
2. Prepare a mailing to your chapter's alumni with the date and location of the first meeting.
3. Contact alumni by phone to support the mailing.
4. Have a strategy meeting with those who respond with interest.

To build enthusiasm for the Chartered Alumni Chapter the following two items must be addressed:

1. Clearly define the purposes of the Chartered Alumni Chapter
2. Analyze the way in which the alumni will be attracted to participate.

ALUMNI GROUP DEVELOPMENT TIMELINE

The following are two timelines of alumni development. The first is concerned with the evolution of an alumni group from its inception until 12 years later, when it should be in a repeating cycle. The second timeline charts an individual alumnus from graduation until retirement. The effort here is to provide some understanding as to what both groups and individuals will experience. By understanding more, we can target our efforts more accurately to the needs and wants of our alumni.

(The "Zero" year for this timeline is the first year that the group graduates alumni.)

Zero to 4 years (1 to 4 classes graduated)

- Brothers begin to graduate. Possibly entire Founding Father class is out by the end of this period
- International office needs to be aware of new alumni and need to be certain that contact is made and maintained and that proper materials are provided
- High priority given to maintaining an accurate address file
- Area alumni group needs to be contacted to do senior installation ceremony
- Alumni Association should be formed
- This group will initially assume responsibilities that will eventually be split among other alumni organizations
- Association will assist chapter in housing search/acquisition (see House Corp. Manual)
- Association will ensure communication between chapter/alumni
- Association should incorporate itself
- First alumni officers should be president, vice- president, secretary, treasurer. More officers will be added as group expands
- Association should concentrate on bringing alumni to Homecomings, senior installations, initiations, etc.
- Should begin to budget for and send delegates to Convention
- Should have meetings, by-laws, etc., in accordance with the Alumni Officers Manual

4 to 8 years

- If alumni numbers are great enough, Advisory Board should be formed (see Chapter Advisor Manual)
- Continue to concentrate on maintaining an accurate address file
- Alumni newsletter should be on a regular publication schedule
- Should be sending delegates to Convention
- If house or property is found, House Corporation should be formed and incorporated and attendance at House Corporation Seminar needs to be planned

ALUMNI MAILING LISTS

Maintaining current addresses for the alumni members of your chapter is vitally important. A complete list of members with good addresses is an essential ingredient of your alumni communications program.

The international headquarters can provide a computer printout or e-file of the total membership of your chapter which includes the best addresses we have on record.

Your chapter can keep a current alumni list too, but it should cross-check the list, from time-to-time, with the list provided by IHQ, so that the address list can be updated. If you notice errors in spelling or other information, please advise IHQ so the mistakes can be corrected.

You can order mailing labels for a chapter newsletter at any time. These services are available to ease the burden of your alumni correspondence effort.

Distinguished Alumni

The International Fraternity maintains records of all members of Pi Lambda Phi, and of importance are the records of our alumni fraters. Most of you have heard that Pilam alumni include such successful people as: Sandy Koufax, Mark Cuban, Bud Selig Jr., Kevin James, Lewis Black, and Rafer Johnson.

Your help is needed in maintaining information on distinguished Pilam Alumni. Take a few minutes and look through the membership list of the fraters from your chapter. When you notice alumni from your chapter who have distinguished themselves in their respective fields of endeavor, notify IHQ.

We will follow-up with those brothers that you indicate, so we can obtain biographical information from them that can be used by the Fraternity to: (1) develop feature articles for the Frater on the accomplishments of alumni, (2) update our alumni records, (3) increase alumni involvement in our Fraternity, and (4) to help the Fraternity best utilize our most talented fraters. Your help in the completion of this project will be appreciated.

Finding Lost Alumni

A "lost" alumnus is one for whom we do not have any current address. There are several methods you can use to find these members. Here are a few:

- Make sure returned mail was addressed correctly.
- Use Address Correction Requested and ask the Post Office to furnish new addresses
- Contact the brother's father, mother, brother, etc.
- Check with his last known employer.
- Check with other members of his graduation class or other alumni. List him as "lost" in your newsletter.
- Contact the Registrar's Office, Placement Office, and other departments within the University. (Most alumni offices will allow you to spend time researching their files.)
- Check with the Armed Services.
- Check with the Internal Revenue Service district office in the state of his last residence.

- Check with other organizations to which he belongs.

Try an internet search engine, like www.google.com or www.whitepages.com. This free internet-based service will allow you to search telephone directories all over the world. There are other internet-based "finding services", but some carry usage fees or require subscriptions.

Finding lost alumni and communicating with your alumni members can be fine projects for your new members. Writing letters, calling alumni, on the phone, or face-to-face interviews will do a lot to make your alumni members feel wanted. It will also help to instill in your new members that Pi Lambda Phi is, indeed, Not Four Years, but a Lifetime!

FIRST MEETING

The first meeting must secure commitments from alumni to form the Chartered Alumni Chapter. Think about a “pitch” that will be made to those who come to the meeting. Be ready to answer their questions... Why should we form a Chartered Alumni Chapter? What kind of time or money will be involved? What are they going to get out of this experience?

Plan the first meeting carefully, placing emphasis on its promotion. Try to ensure that the location, time, and date do not conflict with other major events. Send out letters and emails to announce the date, time and location four to six weeks before the meeting and include response cards or self-addressed, stamped reply envelopes. Make it as easy as possible for the alumni to respond. Follow up about 10 days later with calls to those who have responded. This will serve to answer questions and help alumni to feel that there are “real alumni” behind the event.

By the time of the meeting, alumni attendance should be confirmed. This meeting should be informal, but with a focus on getting commitments. Make sure to have a sign-in sheet and provide nametags to everyone.

All of us have many family, business, community, and/or religious activities to keep us busy from day to day. For your alumni group to succeed it must have a clearly defined purpose from the start.

1. Nominate a slate of officers to be presented at the first official meeting. You will need to identify a President, Vice President, Treasurer and Secretary.
2. Develop an outline of goals and objectives for the group. Goals should be simple and achievable. Those groups who fail are usually those who try to do too much.
3. Develop a draft of bylaws. A Chartered Alumni Chapter falls under the Constitution, Bylaws and Rules of the Fraternity, but an alumni group should also have its own. These should be submitted with your petition for an alumni charter.
4. After the main topics have been covered, ask the alumni if they are willing to make a commitment to meet regularly and to form a Chartered Alumni Chapter. Ask if there are alumni who wish to assist the local chapter (you should have leaders of the chapter in attendance if this will be an item of discussion). It is important to get a solid commitment from alumni before the meeting adjourns. Anyone who says “maybe” will likely not be coming back.

SAMPLE MEETING AGENDA

- I. Call to Order and Welcome
- II. Introductions
- III. Recitation of the Creed
- IV. Review concepts and goals of alumni group
- V. Outline Alumni Chapter functions
 - A. Communications (newsletters, mailings, etc.)
 - B. Activities and events (social and recreational)
 - C. Fundraising (philanthropic and organizational)
 - D. Undergraduate scholarships and fellowships
 - E. Direct assistance to local chapters
- VI. Establish member dues and payment schedule
- VII. Nomination and election of officers
- VIII. Approve/review/discuss Alumni Chapter Constitution
- IX. Appointment of committees as needed
- X. Set date, time and location for follow up meetings
- XI. Discuss ideas for events and activities that alumni will support
 - A. Founders Day banquets
 - B. Group attendance at local sporting events
 - C. Holiday parties and dinners
 - D. Golf, softball, or other sporting related tournaments
 - E. Community service involvement
- XII. Questions and Answers
- XIII. Good and Welfare

THE FOLLOW-UP MEETING

To prepare for the second meeting, two things must be done. First, print and distribute copies of the minutes of the first meeting, including a list of alumni in attendance, to your mailing list. Do not leave someone out because they did not attend – maybe they just wanted to make sure you would get things started before they volunteered; perhaps they will see a familiar name among those listed and will now want to be involved. Once alumni see the group is moving forward, you will have a better turnout at meeting two.

Second, hold the meeting with the officers and committee heads or other alumni who have been assigned some task to prepare for the follow up meeting. Take care of all the “maintenance” items – Who will submit the petition for the association? How will dues be collected? How will the phone-tree be created? What will the annual calendar of events include?

This meeting is the opportunity to firm up all those issues discussed at the first meeting and to show that you have done something between the two. Use the same agenda as for the first meeting, but replace elections with an opportunity for each alumnus who has been assigned a task to report on its progress. You will also need to decide on any new issues which need to be adopted as policy. This is a good time to go over the bylaws, as well, and adopt them. After this meeting, you should be ready to send in your petition to the International Executive Council for your group’s charter.

Once the second meeting has been held, it is no longer necessary that all alumni attend each meeting. The officer group and committees can take care of their business on their own schedules. They will be organizing events and activities on an annual basis for alumni at large. Be sure, however, to publicize your meetings so that any interested alumnus may attend. Also, keep your eyes open for alumni who might be good officer or committee candidates.

If you didn’t do so at the first meeting, you should decide on a consistent time and day for monthly meetings. The first Tuesday of every month at the Country Club, or every third Thursday at Chili’s, for example. Alumni new to the area can show up without notice, so never cancel because you’re not sure of the turnout.

Now, organization, communication, and continuity become vital to the success of the group. It’s much easier to bring men together than to keep them active and involved. Just remember not to put too much responsibility on any one person’s shoulders. Make events and meetings rewarding; keep things moving ahead; involve families, when possible; schedule around dates or events which might be conflicts, and; keep things consistent – pick regular dates/times and stick to them. In this way, members will enjoy and look forward to your events.

CHARTERED ALUMNI CHAPTER OFFICERS

ESTABLISHING LEADERSHIP

Just as in your undergraduate chapter, solid leadership ensures a well-run organization. Prior to the first meeting, you will want to have a list of candidates who have confirmed their interest and time to serve.

The **President** is the focal point of the leadership team. He should be well respected, as his name will appear in press releases and he will host visiting speakers and special guests. He does not have to preside at dinners or programs, however, as the group can use whatever outstanding master of ceremonies they choose.

President

GENERAL DUTIES:

- Be familiar with the Pi Lambda Phi Fraternity Constitution
- Know the contents of this manual
- Plan an executive board meeting as soon as possible after receiving mailings from IHQ.
- Check to see that officers complete and submit reports by deadlines
- Set the tone of the alumni group by being efficient, yet also inspirational and enthusiastic
- Officially represent Pi Lambda Phi in civic affairs
- Allow sufficient time to carry out the responsibilities of the position during his term
- Learn correct parliamentary procedure
- Delegate responsibility to others
- Work closely with individual officers during the year and be prepared to give advice when necessary

SPECIFIC DUTIES:

- Keep a notebook and files as a reference for future officers
- Review bylaws yearly to keep officers lists and statement of responsibilities current
- See that the group adheres to policies pertaining to alumni procedures
- Plan a training session for new officers. Incoming and outgoing officers should be included in the transition. Files, notebooks, and records from the preceding officer should be explained and a thorough discussion of the work of the office should take place. The training session should be held between the election and installation of officers
- Hold a program-planning session early in the summer (In some groups, the vice-president oversees programs.) Evaluate the strengths and weaknesses of the previous year's program during the meetings. Consider the following:
 - Programs designed to offer an opportunity for members to establish and renew friendships;
 - Exchange of ideas through speakers, panels, and other informative programs;
 - Varied programming which appeals to all members;

- One program devoted to Pi Lambda Phi. This program could be a review of Fraternity accomplishments, history, organization, trends on college campuses, or a program presented by local undergraduates.
- Conduct executive board meetings in advance of regular meetings and cover the following areas:
 - Reports from officers and their plans for future meetings;
 - Review of deadlines for reports due from various officers;
 - Discussion of business to be considered at the next meeting and the procedure for handling it;
 - Distribution and discussion of mailings from IHQ and other pertinent communications.
- Plan and conduct alumni meetings using the following guide:
 - Plan the meetings in advance with the executive board;
 - Begin meetings on time;
 - Proceed with business as listed in Robert's Rules of Order: Call to Order; Roll Call (optional);
 - Reading and Approval of minutes of Previous Meetings; Reports of Officers, Committees, and Boards; Unfinished Business; New Business; Announcements; Adjournment.
 - Allow time for the treasurer to stress the importance of payment of dues;
 - Expedite business efficiently to allow ample time for the program or social hour.
- Read pertinent communications and correspondence.
- Appoint chairmen of committees in accordance with association (club) bylaws
- Work cooperatively with the advisory board chairman and president of the parents' club if the group is located near an undergraduate chapter. Stimulate an interest in advisory board positions.
- Complete and send copies of the Annual Report to IHQ by May, 1. File extra copies.

The Vice President should be an alumnus held in equally high regard, for he will most often ascend to the Presidency. Many times, the Vice President will head various important committee assignments within the Chartered Alumni Chapter.

Vice-President

- Assume the responsibilities of the president in his absence
- Be responsible for other duties as listed in the bylaws
- Organize the recruitment of new members
- Plan all events

The **Secretary** and **Treasurer** must be diligent and reliable. The Secretary should be able and willing to handle several communications, including letters, phone calls, and email. His main responsibilities are to take minutes, keep track of membership information, and to oversee mailings, either from work or home. Access to photocopying and/or bulk mailing equipment is a plus. On the other hand, the Treasurer is responsible for managing the accounts. This would include paying the bills and collecting dues.

Secretary

- Keep minutes of executive board meetings, regular meetings, and special meetings
- Call roll at meetings and keep record books. (Roll call is optional.)
- Serve as parliamentarian of the group if stipulated in the bylaws
- Keep a history of the group including any unusual events, "firsts," pictures, roll books, minute books, and rosters
- Keep records and statistics that would be helpful in planning special celebrations. Notify the alumni president well in advance of such occasions. Notify IHQ of plans and dates also
- Prepare and distribute the alumni roster to all members and IHQ if this duty has not been assigned to another officer
- Send notices of meetings or special events to members at least a week in advance of the event
- Include the time, place, program title, and other pertinent announcements
- Handle the group's correspondence, both business and social, as directed by the president or executive board
- Check the IHQ and chapter roster for names and addresses of new members and for needed corrections
- Distribute change of address cards at each meeting
- Complete and send all reports as requested by IHQ
- Notify IHQ of the death of a member. Include an obituary or other proof of death to be listed in the "Chapter Eternal".

Treasurer

- Prepare a budget for the approval of the executive board
- Collect voluntary dues
- Pay bills
- Maintain a bank account for the group
- Keep books on income and payments and have them audited at the end of each fiscal year by an auditing committee or a professional auditor
- Make regular financial reports to the executive board and the general membership
- Encourage all area alumni to pay annual dues in support of Pi Lambda Phi, whether they plan to be active in the alumni group. Officers must be dues-paying members.
- Policy: All Pi Lambda Phi moneys shall be deposited in federally-insured banks, credit unions, or savings and loan institutions.

Committee Chairman to consider include:

Community Service Chairman – He is responsible for organizing community service activities.

Publicity Chairman – He is responsible for photographs of events and sees that they are supplied, along with the articles, to the editor of the Frater and/or local media.

- Work with the idea that real public relations begins at home, with each meeting, each program, each member. Each of our members is a Pi Lambda Phi public relations agent and, as such helps form the image of the Fraternity in his community and state

- Collect news of the group and individual members (honors, awards, project work, Fraternity officers, achievements in the community)
- Contact local newspapers and radio and television stations in advance of special events (awards presentations, philanthropy work, etc. for possible coverage.)
- Prepare news stories to submit to newspapers and other local news media. Include a picture if possible; submit typed copy which is accurate in information, spelling, and grammar; prepare neat copy with wide margins; work well in advance of deadlines. Contact IHQ for Fraternity statistics and correct, current information.
- Keep a scrapbook of all publicity as an up-to-date history
- Mention news items at regular meetings
- Establish contacts with local newspapers, radio, and television personnel
- Keep the name of Pi Lambda Phi in the news with frequent short articles (more effective than one long article)
- Emphasize service to the community and contributions of individuals
- The PR Manual is an excellent resource and can be ordered from IHQ
- Policy: There may be no endorsement, promotion, or fostering of political, sociological or ideological ideas or issues by members, chapters, or associations either within Pi Lambda Phi or in the name, of Pi Lambda Phi Fraternity.

Phone Tree/Email Tree Chairman – Divide alumni into groups so that contacts can be made more easily.

Networking Chairman – Find an alumnus to do a business card directory. He might also work with chapter to provide a “career day” for chapter seniors.

Welcoming Committee – Recruit a few alumni and their spouses to help welcome alumni and their guests during larger alumni events.

MEETING SCHEDULES

TYPES OF ALUMNI CHAPTER MEETINGS

- A. **Weekly Luncheon and Occasional Dinner Meeting:** Weekly luncheons held on one specific day during the week at a centrally located restaurant easily accessible to a large segment of the group, are popular with many alumni chapters and alumni associations. It is best to choose a relatively modest restaurant so as not to discourage attendance with expensive luncheons and to leave the choice of menu and price range to individual taste. This type of meeting arrangement should be augmented by periodic dinner and/or evening meetings to transact business.
- B. **Monthly Luncheon and Occasional Meeting:** For all practical purposes this arrangement is the same as the weekly luncheon and occasional dinner meeting with, of course, the time interval of luncheon at one month period instead of weekly. The occasional dinner or evening meeting is still essential.
- C. **Monthly Agenda or Dinner Meeting:** It is wise to choose a restaurant which is centrally located, moderate in price, and ones that affords privacy for the business meeting and program that follows (possibly a separate alcove or meeting room). It is best to hold monthly meetings on the same day (example: 4th Tuesday of each month), but written notice should be sent out for each meeting. In areas where an undergraduate chapter is operating it is often a good idea to meet in the chapter house, thus eliminating some expense and creating a closer bond with the undergraduate members.
- D. **Annual or Semi-Annual Meeting:** With a Chartered Alumni Chapter, general business meetings of the membership may only be held once or twice a year due to the wide disbursement of members. The Executive Committee may meet more frequently with other members living in the area, but generally a large number can only meet once or twice annually.

The programs which are mentioned in the above paragraphs may be applied to the semi-annual or annual meeting, but the alumni chapter will probably desire a more elaborate program, which might include Homecoming, Founder's Day, summer picnic, athletic events, ballgames, or other events held in conjunction with the meeting.

SCHEDULING

THE FOUR-A-YEAR SCHEDULE FOR SUCCESS

Among Chartered Alumni Chapters, the four-a-year plan is gathering momentum. Organizing four alumni events a year provides enough frequency to build and maintain interest in the Fraternity, yet does not overburden most alumni.

The expectation of the Fraternity is that each Chartered Alumni Chapter, at a minimum, will sponsor an area Founders Day celebration, hold at least one business meeting to elect officers (these can be combined into one event), and produce and distribute two letters or newsletters. The following ideas can help you put together an annual calendar:

1. Start the year with a Founders Day celebration on or about March 21st. Include alumni recognition and awards, presentation of 50 and 25 year certificates (available through the International Headquarters), and an “alumnus of the year” award. Ask the chapter Rex and undergraduate officers to report on the chapter’s health and progress and any special events coming up.
2. Late spring is a great opportunity for a golf or tennis tournament, day at the lake, cookout, or family day. Invite graduating seniors to alumni events and consider paying their first-year dues to encourage them to join the Chartered Alumni Chapter.
3. Recruitment events and receptions for prospective members and their parents are a great summer event. Whether in conjunction with the undergraduate chapter, as part of a regional college night, or independently, these events can promote positive information about Greek membership, assist students in feeling comfortable about choosing a college, and answer questions from parents about Pilam and Greek Life.
4. Fall is a time for football! Organize a homecoming activity with your chapter. A pregame barbeque or brunch at the house, group seating at the game, and a celebration afterwards are a full day of activities and allows a maximum of social time for alumni to get reacquainted. This is also a good time to do a community service project for the holidays to raise money or gather food for those less fortunate. Have a clothing drive, coats for kids, or toys for tots – all are important efforts in support of the community.

For some groups, four events will be difficult. Whether by distance or scarce numbers, it may not be easy to gather. In these cases, consider having a Founders Day and a summer or fall activity. Then use your efforts to make the other two contacts by mail. Newsletters and holiday cards can do much to remind your members about the association and announce upcoming activities.

ALUMNI GROUP PROJECTS

Because there is the interest and manpower, every Chartered Alumni Chapter should sponsor special projects or events for their members. To be of continuing interest to the members of your Chartered Alumni Chapter, the project must help the alumni members, the community, undergraduate members, or the Fraternity. Here are some ideas:

- **ANNUAL EVENTS** – Pick one or two events for which the alumni group will have the responsibility to plan and execute, including: summer golf tournament, a ski trip, Homecoming – anything that will excite alumni and bring them together. Work with your chapter and you both will benefit.
- **CHAPTER SUPPORT** – Each of our chapters needs a competent, capable advising at both the Alumni Advisory Board and House Corporation levels. A Chartered Alumni Chapter is the natural instrument for locating and recruiting Chapter Advisors for your chapter and for ensuring continuity in chapter programming.
- **EXPANSION** – When Pi Lambda Phi can colonize at a new campus, it is imperative that we can tap into an active alumni group. There is a direct correlation between the success of a new colony and the involvement of local alumni in the colonization and continuing support. Chartered Alumni Chapters may also help the Fraternity to locate opportunities for expansion by keeping in touch with local campuses.
- **SERVICE TO THE COMMUNITY** – Every charitable organization in your community can use extra manpower. Find out how and donate a weekend to some special project. Make your public service unique and it will be more interesting to your members and more helpful to your community. Tried and true projects like housing for the less fortunate, gathering food for the local food bank, answering phones at a telethon, or cleaning up a rundown area of town are all good events which alumni will have fun doing.

Note: When your alumni are doing good things in the community, don't forget to coordinate publicity with the media. You can make news for Pi Lambda Phi and see to it that items of special alumni interest and positive images of Greek Life get coverage in your local media.

- **RECRUITMENT** – Contact high school graduates in your area and hold recruitment receptions in conjunction with area undergraduates. Do an emailing to your members to solicit recruitment recommendations and forward them to your chapter. Visit prospects and their parents to tell them about the Fraternity. Leave copies of the Frater and other information about Pi Lambda Phi.
- **CHAPTER VISITS OR MEETINGS** – Coordinate alumni to visit the chapter to discuss career opportunities, professional preparation, etc. In return, ask the chapter to send delegates to your next meeting. Holding one of your meetings at the chapter house each year can help set a positive example for undergraduates, so that they will expect to become active alumni as well.
- **SCHOLARSHIPS** – The price of a college education has skyrocketed in the past decade and, thus, some of the brightest young men in your area may not have the chance to get a degree. Consider a Chartered Alumni Chapter scholarship to outstanding high school

graduates, or to new members and/or undergraduate brothers of your chapter. Qualifications that include scholarship, leadership, sportsmanship, and citizenship will help attract and keep the best possible men in Pilam. Contact the Educational Foundation for more information.

- **FRATERNITY COMMUNICATION** – Stay informed of the issues and activities of the Fraternity. Speakers or visitors from the International Executive Council or the International Headquarters can accomplish this.
- **WELCOMING NEW ALUMNI** – Every Chartered Alumni Chapter should have at least one member designated to contact recent graduates about joining the Alumni Chapter.
- **SPECIAL INTEREST GROUPS** – There is nothing wrong with helping your alumni members find other alumni who share their interests. Although they will sometimes find each other, you should consider a survey to identify the golfers, fishermen, bridge players, symphony goers, etc., and help get them together with other alumni who share those passions. The most active Chartered Alumni Chapters have lots of alumni activities going on each month, even when there are no “official” meetings or events planned. It is this “background” activity that is often most beneficial to your members.
- **DIRECTORY** – The publication of a member directory will add to the enjoyment of your alumni activities. Your directory should list occupation, street address, email address, telephone numbers, graduation years, and any special information helpful to alumni. Another option is a business card directory. Have all Chartered Alumni Chapter members send a business card, arrange them by profession or service, set them 8 or 10 to a page and photocopy the pages. Send a copy to all alumni, so they will be able to patronize Pilam businesses and professionals. List Pilam discounts on each card.
- **ATTEND INTERNATIONAL FRATERNITY CONVENTION** – The Pi Lambda Phi annual convention is held every summer. Chartered Alumni Chapters have votes and delegates can attend sessions on a variety of topics. Further, there is always plenty of opportunity to socialize with alumni and undergraduates.
- **WELCOME PI LAMBDA PHI OFFICIALS** – Pilam officers and Headquarters staff members may have occasions to come to your community for personal or Fraternity business. They will appreciate meeting alumni and, where practical, attending a small gathering. Your alumni will enjoy meeting them, as well.
- **SUMMER JOB COORDINATION** – Appoint a summer job coordinator in your group. Match opportunities with undergraduates who need summer work. Alumni may get outstanding employees or interns, and some undergraduates will get jobs in their area of interest that would not otherwise be possible.

COMMUNICATION

NEWSLETTER

The standard form of communication to add cohesiveness and drive a Chartered Alumni Chapter is a consistent newsletter (3 to 4 editions per year). The newsletter keeps everyone informed of the alumni chapter's activities. The International Headquarters can help you create a template.

- Summarize past events and briefly outline items covered in the business meeting.
- Announce future meetings, work weekends, social events and other important dates.
- Detail happenings of the chapter and alumni chapter.
- Present alumni news – change of jobs, marriages, births, etc.
- Follow up dues collection.
- Update alumni database.

EMAIL

Find an alumnus who is willing to keep an updated email list. Linking these active pockets of alumni will allow you to communicate quickly and efficiently.

WEBSITE

You can create your own (make sure you link it to the undergraduate chapter page), or simply add a Chartered Alumni Chapter subject to the undergraduate site. Announce the address of your website in your Newsletter. Alumni updates and information will quickly follow.

TELEPHONE

Have a permanent telephone contact list distributed among the regular attendees. This is particularly helpful for special events. Appointing key alumni to call their pledge brothers will increase your response rate. As you will appreciate, respect your fellow alumni's time at home – call during respectful hours.

IN PERSON

Nothing – absolutely nothing replaces meeting with a fellow alumnus face to face.

EVENT IDEAS

PILAM NIGHTS

A Pilam Night is a gathering of all Pi Lambda Phi alumni in a particular city. A Pilam Night serves as an excellent first event. This type of event can also include wives or other guests, such as undergraduates. Typically, this event is best planned for midweek. This way, it does not compete with weekend social engagements or family time. Time factors can vary based on the specifics of the venue, event, or season, but the rule of thumb is to start no later than 6 p.m. and end no later than 8 p.m.

The most optimal site for a Pilam Night is a country club, city club, unique restaurant, or hotel. With a country or city club, an alumnus can usually act as a sponsor. The site should have a cash bar available, as well as a selection of hors d'oeuvres.

For this type of gathering it is recommended that invitations be sent out a minimum of four weeks in advance, thus allowing time to RSVP and coordinate schedules. The agenda should be very simple and brief. As a guide, the master of ceremonies should host a 10 to 15-minute program including a welcome, a thank you to the local host and sponsor, a mention of future alumni association events, and a brief Pilam related speech. At no time, should someone speak for personal advancement in a political campaign or similar issue of self-interest. Overall, make sure the program is short, simple, and interesting. The main point of the evening is to allow alumni to interact and meet one another.

CASUAL SOCIAL

A casual social can be held at a variety of places, such as a restaurant, bar, or club. The focus of this type of event is to provide a time and place where Pilam alumni can get together at their leisure and share fellowship.

CONVERSATION CIRCLE

Conversation circles are held at a regularly scheduled lunch or breakfast. Alumni who have a particular interest or expertise in a given area may facilitate conversation circles, or special guests may be invited to speak.

CRITICAL SKILLS WORKSHOPS & CAREER PLACEMENT SEMINARS

Alumni associations can hold critical skills workshops that teach undergraduates the essential skills needed to ensure a successful career. Critical skills workshops that alumni associations could coordinate with a local chapter may include: interviewing techniques, resume building, etiquette, scholarship programs, and time management workshops.

GOLF TOURNAMENTS

For those who enjoy the game of golf, an annual golf tournament can be a great source of fun and fellowship. If possible, arrange a reasonable group fee for green fees, golf carts, and lunch. Small prizes could be given to the winners. Feel free to contact the International Headquarters for officially licensed vendors of Pilam who specialize in clothing and merchandise.

SPORTING EVENTS

Sporting events are an excellent way to boost participation, especially if your area has a college and/or professional sports teams. Aside from the game, food can be arranged through tailgating (if appropriate) or by meeting prior to the game. Also, group discounts may be available for ticket purchases.

THEATRE/CONCERTS

For a smaller group of alumni with similar interests, a theatre or concert event presents a great opportunity to get together with other Pilams.

PHILANTHROPIC EVENTS

Often, alumni will be involved in other organizations in which philanthropy events are promoted. When appropriate, a group of alumni may take interest in helping with a cause or event. Alumni associations may also schedule independent philanthropic events or sponsor a philanthropy.

PI LAMBDA PHI RELATED EVENTS

Founders Day celebrations (traditionally celebrated near March 21), homecoming, sponsorship of undergraduate scholarships, and conducting leadership seminars are just a few ideas of events that an alumni association may wish to become involved with on some level. If you would like additional assistance or information on raising funds for a local scholarship, please contact the Pi Lambda Phi Educational Foundation.

PLANNING TIPS

1. Plan ahead. Set a one or two-year agenda.
2. Interests differ. Be considerate by planning a variety of events that are likely to attract the majority of alumni.
3. Recruit volunteers for specific functions. Delegating to willing participants perpetuates the alumni association by creating ownership and giving people something to do.
4. Think about event details such as parking, convenience, cost, and attire.
5. Communication is key. Utilize e-mail, event calendars, and invitations when appropriate and/or possible.

REQUIREMENTS

Alumni groups desirous of becoming a Chartered Alumni Chapter must forward the following to the International Executive Council.

1. A signed Alumni Chapter Constitution, which meets all requirements.
2. List of elected officers and contact information.
3. List of members (minimum of 10).
4. A onetime \$100 chartering fee.
5. Statement of agreement to use the name of Pi Lambda Phi Fraternity in the Chartered Alumni Chapter title.
6. Statement of agreement to adhere to all Pi Lambda Phi policies and procedures, including FIPG, Inc.

RELATIONSHIP WITH UNDERGRADUATE CHAPTER

The Ten Characteristics of a Leader:

- **Persistence** - Not insistence. A strong leader hangs on a little longer, works a little harder.
- **Imagination** - He harnesses imagination to practical plans that produce results.
- **Vision** - The present is just the beginning. A leader is impressed with the possibilities of the future.
- **Sincerity** - A good leader can be trusted.
- **Integrity** - A good leader has principles and lives by them.
- **Poise** - A good leader isn't overbearing, but is friendly, assured.
- **Thoughtfulness** - He is considerate, aware.
- **Common Sense** - A good leader has good judgment based on reason.
- **Altruism** - A good leader lives by the Golden Rule.
- **Initiative** - He gets things started now.
- All alumni volunteers are in a position of Fraternity leadership, and as such, there are important questions to consider. The most important question is, "Am I going to be a leader?" Just because a person is in a position of leadership doesn't mean that he is a leader. Others' respect must be earned for recognition of leadership to occur. The way to earn respect is to work hard and emulate all the characteristics mentioned above.
- Leaders must be thorough. Many times, a decision needs to be made between the "quick way," barely getting by, or expending the effort necessary to do a complete job. As a leader, there are times when the membership will want to let something "slide" but true leaders will do what is right.
- Alumni volunteers should sell ideas and programs to individuals, groups, and chapters. At all times, they must be honest to be effective.

Alumni volunteers will need to be fair and equal and not show favoritism to excel. To be a good leader, the alumni volunteer should be willing to pay the price. The job will never be easy and the member can't look for scapegoats or rewards. The rewards will come when he performs his duties to the best of his ability.

LEADERSHIP TRAITS

Certain human qualities are of great value to the leader. Possession of these traits simplifies the task of applying leadership and assists greatly in winning confidence, respect, and cooperation. An individual can benefit by studying the traits considered important to the leader. By careful self-analysis and application, you can develop those areas in which you are deficient and further strengthen those in which you are strong. The following list of leadership traits is by no means all-inclusive but does contain those of paramount importance to the leader.

- Alertness is vigilance, promptness, and responsiveness.
- Bearing denotes desirable physical appearance, dress, and deportment.
- Decisiveness is the ability to make decisions when indicated and announce them authoritatively, concisely, and clearly.
- Dependability is doing one's duties with or without supervision.
- Endurance, both mental and physical, is necessary to continue and complete any reasonable task.
- Enthusiasm is the positive zeal or interest in the task at hand. It is easily communicated to followers.
- Humility is freedom from arrogance and unjustified pride.
- Humor is the capacity to appreciate the many amusing or whimsical happenings of everyday life, especially those that pertain to the leader him or herself.
- Initiative is the willingness to aid in the absence of orders and to offer well-considered recommendations for the improvement of the chapter.
- Integrity is the honesty and moral character of the leader that must be unquestioned.
- Intelligence is the intellect of the leader, which must be adequate to master the problems presented.
- Judgment is the power of the mind to weigh various factors and arrive at a wise decision.
- Justice is the equitable and impartial bestowing of favors and punishment.
- Loyalty must extend both up and down. The leader cannot expect loyalty unless he or she is habitually loyal.
- Sympathy is the capacity for sharing the feelings of those with whom one is associated.
- Tact is the ability to deal with subordinates and superiors in an appropriate manner without giving offense.

Unselfishness is the studied avoidance of caring for or providing for one's own comfort or advantage at the expense of others.

SETTING AND ACHIEVING GOALS

Whether you are working to establish a strong alumni program, or you are building upon an already effective program, your success as an alumni leader will be determined by the goals you set and your ability to achieve them.

There are several important techniques, which can be used to assist you in achieving meaningful goals. Remember that preparing a set of goals and sticking them in the back of a notebook will not improve your program. You need to make the goals work for you.

1. **Generate** - Start by generating as many ideas relating to alumni programming as possible . . . things you'd like to do; improvements you want to make; problems to solve; and goals to achieve. Don't be concerned about how outlandish an idea might be; take time to explore. Once you evaluate and compare ideas, it is time to move to the next step.

2. **Target** - The next step is to target those ideas, which are most important to the improvement of your program. By doing this, you are evaluating the status of the alumni program. Ask yourself and your steering committee questions relating to each idea:

- Have newsletters been well written and timely?
- Are alumni events beneficial and enjoyable for alumni?
- Is there a productive relationship between the chapter and alumni organization?
- How can the program be better?

Be honest in your evaluation; glossing over weak areas does not help anyone. As soon as realistic goals start to emerge, write them down. Make sure each goal is clear, specific and challenging, yet attainable.

3. **Research** - Do not skimp on research. Go to your school library, alumni office, area hotels, copy shops, post office, etc. If a goal is to distribute a newsletter each semester, investigate printing rates, non-profit postage status, mailing labels from the school alumni office, etc. Do not overlook people in your research. Talk with other officers and alumni or contact the International Fraternity for advice and feedback.

4. **Plan and Organize** - Planning means organizing action plans, and setting time frames for each goal. Each goal must have a targeted completion date, which is tracked until its completion. Determine the steps or small jobs involved in completing each goal, the time needed to complete each step, and delegate each responsibility to a committee member. Do not spread yourself or your committee too thin. Cut back on minor goals if necessary.

5. **Execute** - Now act on your goals. From your research, to your planning, you should be able to lead your committee towards the completion of each goal. But it is impossible to envision every obstacle. Track your progress continually; go back if necessary to create solutions that can get around an obstacle. By tracking goal progress and by constantly reviewing, you will be able to confront a problem as soon as it becomes apparent, and make an adjustment. Remember to praise achievement when it occurs. Achievement provides motivation toward the next goal.

Constitutional Requirements

The following were taken directly from the International Constitution/Bylaws of Pi Lambda Phi:

CONSTITUTION: ARTICLE III. CONSTITUTENTS Section 3.

Chartered Alumni Chapters shall be composed of those members of the Fraternity who have completed or terminated their respective undergraduate courses, and desire to associate themselves in a graduate group in pursuance of the purposes and objectives aforesaid, the basis of such grouping being their relationship to a particular undergraduate chapter, provided that such group has been duly chartered by the International Executive Council of the Fraternity.

CONSTITUTION: ARTICLE VI. ELECTIONS Section 1.

Electoral Board: For the purpose of electing the members of the International Executive Council, there shall be an Electoral Board composed of one duly accredited delegate from each of the constituent organizations (Chartered Alumni Chapter) and the advisor of each of the duly chartered undergraduate chapters in good standing.

BYLAWS: CHARTERS Section F

1. No organization may use the name or symbols of this Fraternity, advertise itself as directly or indirectly affiliated with this Fraternity, deal with the funds of the chapters of this Fraternity, deal with funds given in the name of this Fraternity nor in any manner deal with, hold, receive, collect, disburse, hypothecate, loan, or pledge funds intended for the use of this Fraternity or its chartered affiliates unless it has been duly chartered by the International Executive Council of this Fraternity.
2. Charters shall be granted by the International Executive Council upon its own motion or upon written request from groups entitled to petition therefore under the Constitution of the Fraternity.
3. Charters may be granted upon a $\frac{3}{4}$ vote of the duly constituted meeting of the International Executive Council.
4. Each chartered group shall be subject to the constitution, by-laws, policies and regulations of the Pi Lambda Phi Fraternity.
5. All groups heretofore duly chartered by this Fraternity shall be governed by these bylaws as are any groups hereafter chartered.
6. All funds and assets of any type whatsoever of any organization or group chartered by this Fraternity, shall be accountable to the International Executive Council of this Fraternity, in any appropriate action, lawsuit and/or accounting for waste, misuse or use outside of the chartered purpose of that organization. The International Executive Council shall take such action as may be necessary in its judgment to protect the funds of all chartered affiliates of this Fraternity.
7. The International Fraternity shall not be responsible for any debts or obligations incurred by any constituent organization (Chartered Alumni Chapter) of the Fraternity without its

specific consent given in writing and pursuant to a resolution of the International Executive Council duly passed.

8. Any chartered organization, affiliate group, or constituent group which has derived assets as a result of its affiliation with an undergraduate chapter shall upon the dissolution of that chapter turn over those assets to a trustee appointed by the International Executive Council. Assets will be held in trust for a period no less than 5 years, to be used to reactivate that chapter or until such time as determined by the International Executive Council that reactivation is unlikely. At such time, those funds shall be used in such a way to promote the aims of the fraternity.

BYLAWS: ELECTORAL BOARD Section G

1. The chief executive officer of each duly chartered undergraduate chapter in good standing, the Chapter Advisor of such undergraduate chapter, and the chief executive officer of each duly Chartered Alumni Chapter in good standing, shall be a delegate to the Electoral Board, and at a meeting held severally and by each chapter and alumni club no later than June 1st, then in such a year not later than 30 days prior to the date fixed for such International Convention, each such chapter and each such alumni club shall designate an officer thereof as its alternate delegate to serve as its delegate in the absence of its chief executive officer at the annual meeting of the Electoral Board.

BYLAWS: NOMINATING COMMITTEE Section H

1. The Nominating Committee shall meet not more than ten days after the date of the election of officers to make nominations for vacancies in the International Executive Council.
2. Not later than thirty-five days prior to the next ensuing meeting of the Electoral Board, the Secretary of the International Executive Council shall send to each of the constituent organizations, a certified copy of the report of the Nominating Committee.
3. Not later than thirty days prior to the next ensuing meeting of the Electoral Board, any constituent organization may file additional nominations for vacancies on the International Executive Council. Such additional nominations shall be sent to the constituent organizations in the same manner as the nominations previously made by the Nominating Committee.

SUGGESTIONS

HELPFUL REMINDERS

1. Invite undergraduates to attend Chartered Alumni Chapter events at a reduced cost.
2. Underwrite a portion of the Chapter Newsletter – its main distribution is to Alumni.
3. Establish several undergraduate award plaques to be given to outstanding undergraduates for specific purposes, and give them out at the annual Founder's Day Function or another suitable time.
4. Formulate and maintain a recruitment recommendation program whereby alumni send in the names of friends or relatives who can be recruited by both the undergraduates and alumni chapter.
5. Take part in chapter recruitment and new member programs.
6. Represent the Chartered Alumni Chapter at rituals, special events, etc.
7. Provide guest speakers on various topics to the undergraduate chapter including risk management, career placement, scholastics and community service.
8. Take part in athletic contests against or in teams with, undergraduates.
9. Be a resource group to the active undergraduate chapter.
10. Schedule for the entire year – You will increase attendance if every member knows exactly what time and where each meeting/event will be held. You can always change a date in an emergency, but keep your locations and meeting time consistent.
11. Hint: Print the date, time, and location of each event on the back of a business or membership card, along with telephone numbers and names of officers, and provide one to each member.
12. Promote each meeting/event extensively – Talk about coming events at each meeting, print business cards, have brothers call brothers, give at least one notice and one reminder before each meeting. With four programs a year there is no reason why they all can't be planned well in advance and promoted adequately for enough in advance of the meeting to ensure good attendance.
13. Hint: Give awards or recognition for attendance, list those attending the last meeting in the announcement for the next, as well as early reservations to encourage others to attend.
14. Use the Frater – The Frater is the one place where you can promote your group and its activities and accomplishments to the entire alumni population for no cost. Take advantage of space available and make sure to meet deadlines with information on your Founders Day, regular meetings, and any successful programs you've had.
15. Vary the program – A diet of the same old fare soon grows tiresome. Be on the lookout for new programs and ideas to encourage attendance. Ask members regularly which programs they liked best and which they found least interesting. Ask members what they can contribute to the programs.

16. Make your club a going concern with money in the bank – An alumni group that is often broke, relying on handouts or passing the hat never inspires much interest or enthusiasm on the part of the local alumni. Successful groups use dues, money raising events, or both to maintain an adequate bank account to achieve their mission.
17. Find a Pilam song leader – Sing a song or two at every meeting. Nothing will build attendance and membership more than good fraternal harmony. Songbooks and tapes are available from the International Headquarters.
18. Use name tags and guest books at all events – Name tags help “break the ice” and identify old and new members quickly. Guest books help you keep track of the alumni who show interest and document new addresses and phone numbers. It’s also a lot easier to write a thank-you with a written record of those who were there. Some groups use business cards as name tags, adding chapter and initiation year to give the maximum amount of information in just a glance.
19. Select your meeting Place(s) carefully – A private meeting room is essential to successful programs. Check if a microphone, lectern, and other equipment are available and in good working order. To improve conversation opportunities, use small tables rather than long formal arrangements, whenever possible.
20. Select officers from different chapters and age groups – This will increase your participation and benefits. Don’t allow your leadership to be centered in one age group, if it can be helped.
21. Keep costs of meals to a minimum – An economical meal will be appreciated by the older alumni and can be afforded by the younger members. Consider a buffet, where members get as much food as they want for one price, a cafeteria, or agree upon two or three complete meals from which members may choose. Either way, members have some choices and get value for their dollar.
22. Limit your cocktail hour – This is important if you have one at all. If you plan a luncheon meeting it is wise to forego drinks entirely. Do not include liquor in the cost of the meal, it should be an individual preference for the members. Some brothers do not drink and might be offended, others will not wish the extra expense. A cash bar for the purchase of alcoholic beverages works best.
23. Planned programs are a must – Plan your programs carefully and publicize them properly. Brothers will be more likely to attend if there is something of interest and they have enough lead time to write it into their schedule.
24. Keep toastmasters and speakers away from risqué or off-color jokes – They can offend.
25. Keep meetings informal – Strive for a relaxed, informal atmosphere; keep brothers at ease, having a good time.
26. Have projects for members – Most brothers are interested in doing something to help. Give them specific assignments with requests for reports at the next meeting.
27. The big “Hello” – Have one member assigned to greet all brothers, especially newcomers to the group. Make them feel welcome and a part of your activities. A slip up on the part of the welcoming committee may very well lose you a new member.

28. Sign the roll – Keep a register of names and addresses of all who attend each meeting. Ask any who have new addresses or phone numbers to note them. Send any changes you record to the International Headquarters so their records may be updated.
29. Follow-up with first attendees – Write them a quick note of special encouragement and make sure they get a personal invitation to attend the next meeting.
30. Keep dues low - \$25 or \$30 should be the maximum for dues per year. Make sure that members know where their dues dollars go and that they get their money's worth for the dues they pay.

PURPOSE OF SAMPLE CONSTITUTION

The Chartered Alumni Chapter Constitution provides a consistent set of rules for operations. This is an absolute necessity as the leadership of the Alumni Chapter may experience “turnover”. New officers will find their duties much easier to fulfill when they are clearly defined.

At a minimum, the constitution should contain the following:

- Purpose of the Chartered Alumni Chapter.
- Stated relationship to the undergraduate chapter and the International Fraternity.
- Voting procedures – for pertinent issues, the election of officers and amending the constitution.
- Duties of officers and committees
- Setting of and collection of annual dues.
- Chartered Alumni Chapter meeting dates, times and location

A copy of the Chartered Alumni Chapter Constitution must be on file at the International Headquarters. If this is not the case, please send a copy of the most recent revision of your constitution immediately.

Contact the International Headquarters for a editable template constitution you may use.