

PIKE

**Alumni Association in a Box**  
Organizational Meeting &  
Chartering Process



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## **Additional Resources**

### **Sample Working Meeting Agenda**

#### **Omega Omega Alumni Association**

##### **AA Organizational Meeting**

**June 25, 20xx**

**5:00 pm | Boardroom of John Doe's Office**

*The goal of this meeting is to establish a functioning and directed alumni association board of directors. This association's overarching goal is to provide a connection point for our chapter (or area) alumni, both from a social and professional networking standpoint.*

*We will spend time talking about what the purpose of an alumni association is for our chapter/area, as well as discuss and lay out the path through the chartering process. Finally, we will identify what areas of focus that the Omega Omega Alumni Association can rally around to build affinity for the organization.*

#### **Location**

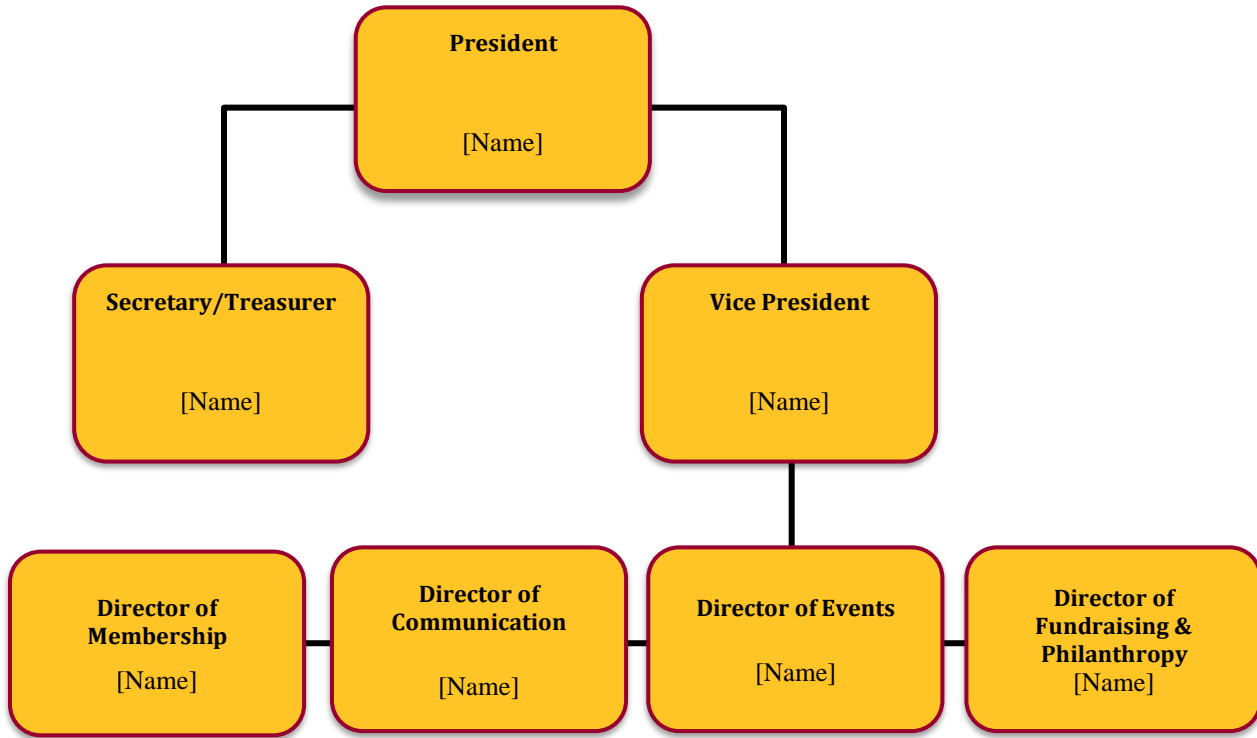
John's Office  
8347 West Range Cove  
Memphis, TN 38125

#### **Agenda:**

- Introductions
- PIKE Volunteer Overview – AA's, AAB's, HC's
- Chapter update
- Discussion: Omega Omega Alumni Association
  - Mission/Purpose of group
  - Association Launch Guide – *see handout*
    1. Structure & officers
    2. Areas of focus
  - Supporting the chapter
  - Dues structure/Annual fund
  - Communication structure
  - Chartering checklist – *see handout*
    1. Delegate responsibilities
    2. Identify timeframe to have items completed by
- Time/Location of next meeting
- Adjourned

#### **Mission/Purpose of Group:**

**Board Structure:**



**Areas of Focus:**

**Communication Structure:**

**Role**

**Responsibilities**

President

- [Text]
- [Text]

Vice President

- [Text]
- [Text]

Secretary/Treasurer

- [Text]
- [Text]

Director of  
Membership

- [Text]
- [Text]

Director of  
Communication

- [Text]
- [Text]

Director of  
Events

- [Text]
- [Text]

Director of  
Fundraising &  
Philanthropy

- [Text]
- [Text]

## Alumni Association Chartering Checklist

The following outlines the different processes involved in chartering an alumni association. Proper documentation and copies of documents should be sent to the International Fraternity to be archived. Please contact the alumni & volunteer department with any questions. All documents referenced are available under the alumni association section of [www.pikes.org](http://www.pikes.org).

- Solidify association leadership team.
  - Below is a listing of the *Ideal* Board of Directors (w/ chartering focus areas)
    - **President:** (Recruitment of leadership team)
    - **Vice President:** (Chartering process)
    - **Secretary/Treasurer:** (Financial processes)
    - **Director of Membership:** (Membership recruitment)
    - **Director of Communication:** (Communication of chartering events)
    - **Director of Events:** (Chartering events)
    - **Director of Fundraising & Philanthropy:** (Fundraising campaign)
- Establish association name.
  - It is recommended that chapter based associations assume chapter designation (i.e. Omega Omega Alumni Association).
  - Area associations should assume city/metro name (Chicago Area Alumni Association).
- Recruit 12 or more Founding Fathers.
  - These men will likely encompass leadership team and others willing to be involved. All names will be listed on charter. Being listed as a Founding Father is a great way to entice involvement in the association.
- Develop association's communication structure via *Association Launch Guide* document.
- Open association bank account
  - Account should be opened in the name of the association. President and treasurer should have access to account.
- Create membership funding structure (either dues structure or annual campaign).
  - Dues structure: Keep dues low (under \$50). Dues offset administrative & communication expenses. Dues paying members may get small discounts for association activities.
  - Annual campaign: One-time ask for gifts to fund association activities. May include support of other association sponsored activities.
- Establish association bylaws.
  - *Model Bylaws* document available. Bylaws should be sent to International Fraternity to be archived.
- Apply for Employer Identification Number via *EIN Application Process* document.

- Complete *Petition to Charter* document.
  - This document will help with charter creation, reporting of association leadership and necessary documentation.
- Pay chartering fee of \$200.
  - Chartering fee covers first year of association dues (\$150) and charter creation.
- Set chartering date and event.
  - This is a great opportunity to have a first event. Charter can be presented to association and founding fathers. If a chapter-based association; be sure to involve the chapter, advisory board, and house corporation in this process.

**Application for Employer Identification Number (EIN)**

1. Go to [irs.gov](http://irs.gov)
2. Under “Tools” on the homepage, click “Apply for an Employer ID Number”
3. Click “Apply Online Now”
4. Click “Begin Application”
5. Select “View Additional Types, Including Tax-Exempt and Governmental Organizations” & click “continue”
6. Select “Social or Savings Club” & Click Continue
7. Click “Continue”
8. Either the President or Treasurer should fill out this page. Fill in First Name, Last Name and SSN. Then select “I am a responsible and duly authorized officer or member of this organization” & click “continue”
9. Enter the address information for your organization. This should be the organizations mailing address. Click “Continue”
10. Enter the legal name of the organization “ \_\_\_\_\_ Alumni Association of the Pi Kappa Alpha Fraternity”
11. Confirm EIN with e-mail address
12. Once EIN acceptance email is received, forward to [finance@pikes.org](mailto:finance@pikes.org)

## **Sample Bylaws**

### **\_\_\_\_\_ Alumni Association Bylaws**



## **Article I. Name and Purpose**

**Section 1. Name.** The name of this organization shall be the \_\_\_\_\_ Alumni Association of the Pi Kappa Alpha Fraternity, an unincorporated non-profit association existing under the laws of the state of \_\_\_\_\_.

**Section 2. Purpose.** The purpose of the Association shall be:

- a) To cultivate and maintain the high ideals of the Pi Kappa Alpha International Fraternity; and
- b) To promote true and lasting friendships amongst all brothers of the Pi Kappa Alpha International Fraternity through the maintenance of alumni records, communication to all members, and opportunities for members to gather; and
- c) To further the interests of Pi Kappa Alpha at its host institutions, in the community, and in the individual lives of its members; and
- d) To ably assist undergraduate and alumnus brothers and chapters; and
- e) To motivate and foster a spirit of pride, loyalty, inclusion, and respect for the Pi Kappa Alpha Fraternity and its rich history.

## **Article II. Membership**

**Section 1. Membership.** Any member of the Pi Kappa Alpha Fraternity in good and regular standing and who is no longer enrolled as an undergraduate member is eligible for membership in this Association.

**Section 2. Dues.** The dues for the members of this Association shall be \$\_\_\_\_\_ per year. Should any member fail to pay his dues, he will forfeit his voting rights and may be dropped from the membership rolls of this Association.

**Section 3. Fiscal Year.** The fiscal year of this alumni association shall commence on July 1.

## **Article III. Officers**

The officers of this Association shall include president, vice-president and secretary/treasurer (or a separate secretary and a separate treasurer if desired or needed). The officers described above make up the executive committee of the Association. [Sample officer roles are listed at the end of this document and can be inserted as the Association desires as separate sections of Article III.]

## **Article IV. Executive Committee**

**Section 1. Composition.** The Executive Committee shall be composed of the elected officers of the alumni association and shall be presided over by the president. It shall be the only standing committee of the alumni association.

- a) Other committees may be formed by the executive committee to aid in the maintenance of alumni records, communication efforts, alumni events and fundraising efforts. Said committees should be considered for reappointment or termination at each annual meeting.

**Section 2. Duties.** The Executive Committee shall conduct all business of the Association between meetings, conduct events of the Association, authorize and account for the expenditure of funds in the Association treasury, and do all things necessary and proper for the orderly conduct of the Association.

**Section 3. Vacancies.** A vacancy occurring in the Executive Committee shall be filled by an affirmative vote of the majority of the remaining Committee members for the unexpired portion of the term.

## **Article V. Meetings and Elections**

### **Section 1. Meetings.**

- a) The annual meeting of the Association shall be held on the \_\_\_\_\_ day of \_\_\_\_\_ of each year at \_\_\_\_\_, or at an alternate place designated by the Executive Committee, provided notice is given to the membership at least 30 days in advance.
- b) Regular meetings of the Association beyond the annual meeting shall occur at a time and place designated by the Executive Committee.
- c) Special meetings of the Association may be called by the president, by any two officers requesting it, or by five percent (but at least three in number) of the membership provided notice of the time and place is given to the membership at least 30 days in advance.

### **Section 2. Elections.**

- a) Elections shall be held at the annual meeting of the Association.
- b) In case of more than one nominee for any office, a ballot shall be presented in writing.
- c) Each officer of the Association shall be elected for a term of two years (or other term as determined by the Association).
- d) Upon the completion of an officer's term, he shall be re-elected or his successor shall be elected by a majority vote of the Association's membership present at the annual meeting. Upon the establishment of the Association, every effort shall be made to stagger the term lengths of the officers in an attempt to avoid a high turnover during any single year.

## **Article VI. International Convention Delegates**

The international convention delegate [usually Association president] shall be chosen by a vote of the Association in accordance with the *Constitution* of the Pi Kappa Alpha International Fraternity.

## **Article VII. Amendments**

These Bylaws may be amended at any annual meeting of the Association by a majority vote of members present, except that no amendment shall be passed by a vote of less than twelve (12) members.

These Bylaws of the \_\_\_\_\_ Alumni Association of the Pi Kappa Alpha Fraternity were approved and adopted on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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### **SUGGESTED OFFICER DUTIES**

In each alumni association, there are commonly four elected officers: a president, a vice president, a secretary and a treasurer (or a single secretary/treasurer). The election typically takes place during the organizational or re-organizational meeting of the association and at each succeeding annual meeting. Suggested duties of the officers are listed below:

#### **President**

The duties of the president may include:

1. Preside at all meetings of the Association.
2. Appoint committee chairman and committee members as necessary.
3. Perform other duties as they pertain to his office.

#### **Vice President**

The duties of the vice-president may include:

1. Serve in the absence of the president.
2. Recruitment of voting members to the Association.
3. Preside over and report activities of any committees established by Executive Committee.
4. Perform such duties as are required of him by the president.

#### **Secretary**

The duties of the secretary may include:

1. Maintain a roster of all members of the alumni association.
2. Keep a record of all meetings and events of the alumni association.
3. Conduct all correspondence of the association with area alumni and the International Fraternity.
4. File all required documentation, annually or as necessary, with the state in which the association is domiciled, with the federal government [form 990] and with the International Fraternity.

### **Treasurer**

The duties of the treasurer may include:

1. Collect dues owed the Association.
2. Take charge of all funds of the association and deposit the same funds to the credit of the alumni association in a bank selected by the association.
3. Maintain a book of accounts on all funds received and disbursed during his term of office and prepare annual financial report for the period from July 1 to June 30 of each year.
4. Pay all bills incurred by authority of the alumni association.

### **Alumni Association Sample Communication Plan**

*The Zeta Chi Alumni Association has come up with a sample communication plan as seen below. This is a great way for the Director of Communications to delegate tasks, so that the*

alumni association may communicate effectively and efficiently. The model below may also be adapted for other goals within the alumni association.

**Communication Goals - Omega Omega Alumni Association**

1. OAAA will post alumni news in all quarterly Shield & Diamond publications
2. Increase participation and membership in the OAAA via communication: Email, Website, Facebook, Published Newsletter
3. Promote OAAA events through professional communication and advanced notification
4. Produce a professional Semi-annual newsletter

**Omega Omega Alumni Association**

Communication	Responsible	Criteria for Success or Comment	Mode of Communication	Frequency of Communication
Shield & Diamond	Secretary, John Smith	OAAA must post alumni news in all S&D publications; promote successful alumni in S&D.	Email to pka@pikes.org	Quarterly; deadlines are Jan 1, April 1, July 1, Oct 1
Semi-annual Newsletter	Director of Communications, Dan Alexander	2 newsletters published each year. Ideal dates are 10-12 weeks prior to homecoming (July).	MailChimp	Semi-annual
OmegaOmegapikes Website	Vice President, Michael Edwards	Information is kept current. The website should remain our primary on-line communications tool.	Web	Monthly updates - minimum
Email Blasts	Director of Communications, Dan Alexander	Professional emails, Mad Mimi contact lists kept current.	MailChimp	as needed
Facebook Omega Omega Alumni Group	President, Steve Wood	Information is kept current and is complimentary to our website.	Facebook	Monthly updates - minimum
William R. Nester Award Submittal	Team Effort	OAAA has won this award for the past 2 years, we would like to make it an annual goal to be considered a top alumni association.	Online	1x Year - May 1, 2016 deadline
Other: All communications require good contact information. We need to scrub and maintain our current contact information. Also, need to find additional contacts/lost members	Team Effort		Utilize <i>Lost Brother</i> widget on the dashboard of your myPIKE account.	