## AA Officer Structure, Election,

## & Reporting Guide

*The alumni association’s board of directors election and structure is an important aspect for continued growth of an alumni association. This best practice of our alumni associations can be used to help guide the overall process of your officer transitions. Do not forget to notify your Regional President, the active chapter/chapter alumni, and fraternity staff of any change in leadership. All documents referenced are available under the alumni association section of* [*www.pikes.org*](http://www.pikes.org)*.*

1. Engage the chapter, alumni advisory board and house corporation.
	1. Recruit volunteers per *Volunteer Recruitment Guidelines* document.
2. Transitioning the association’s leadership team.
	1. *Ideal* Association Board of Directors:
		1. **President:** Elected position
		2. **Vice President:** Elected position
		3. **Secretary/Treasurer:** Elected position
		4. **Director of Membership:** Appointed position
		5. **Director of Communication:** Appointed position
		6. **Director of Events:** Appointed position
		7. **Director of Fundraising & Philanthropy:** Appointed position
	2. AA Bylaws – Article V. Meetings and Elections, Section 2. Elections.
3. Elections shall be held at the annual meeting of the Association.
4. In case of more than one nominee for any office, a ballot shall be presented in writing.
5. Each officer of the Association shall be elected for a term of two years (or other term as determined by the Association).
6. 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.
7. Officer reporting
	1. Annual alumni association mailing
		1. Each year a mailing is sent to the primary contact for the alumni association. Included in the mailing is a current roster and instructions on how to report your new officers.
	2. Email
		1. You may also send officer updates anytime to alumni@pikes.org