

# SIGMA PI ALUMNI CLUB/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 Executive Office to be archived. Please contact the Assistant Director of Volunteer Education with any questions. All documents referenced are available under the alumni association section of [sigmapi.org/alumni/alumni-clubs](http://sigmapi.org/alumni/alumni-clubs).

- 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 (Ex. Chicago Alumni Association).
- Recruit 12 or more Founding Fathers.
  - These men will likely comprise 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 Development Guidelines document.
- Open association bank account.
  - Account should be opened in the name of the association. The President and Treasurer should have access to the 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.



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