

SIGMA PI ALUMNI CLUB/ASSOCIATION

ORGANIZING YOUR ALUMNI ASSOCIATION

Getting Started

The first step to organize an alumni association is forming a core group of alumni who are willing to create interest in a designated area or on behalf of a particular chapter. Having a few alumni who are behind the idea of forming an alumni association and are willing to contribute to the organizational efforts is a must.

Gauging interest may be as simple as word of mouth, through phone calls, email, a website, especially with chapter based alumni associations. However, with the metropolitan format, a more sophisticated effort is usually necessary. The most common approach in this situation is emailing out a letter announcing the intent to form an association and then coordinating an informal meeting. At this time, alumni can discuss the feasibility of starting an alumni association and appropriate plans can be made to move forward with the chartering procedures if enough interest is evident. The Assistant Director of Volunteer Education for the Executive Office is available to assist you in the organizational process.

Chartering Requirements

The chartering process for an alumni association is designed to be simple, affordable and achievable. To become an officially recognized alumni association, the association must be chartered through the Executive Office.

A charter is achieved by completing two basic requirements:

1. A petition to charter shall be sent to the Executive Office
 - A Petition to Charter shall be prepared for Grand Council approval. The petition should be signed by the duly elected officers and by all Sigma Pi alumni petitioners, with their name, address, and chapter. A copy of the alumni club's Constitution and Bylaws are required at the time of petitioning
 - Please refer to the Sample Petition to Charter
2. A chartering fee of \$450 (which includes the first year's annual dues) is required.

Maintain Official Status

To maintain official alumni association status, there are three expectations:

1. The association hosts at least one event per year.
2. The association must keep current on its annual dues through the Executive Office
3. The association shall file an [annual report](#) providing officer names and contact information.



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Convocation

Those alumni associations duly chartered prior to Convocation, in good standing with no outstanding financial obligations to the Executive Office, are allowed to have one voting delegate at each Convocation, held every biennium.

Event Ideas

Along with alumni association communications, events which an alumni association sponsors are the major functions of an alumni association. These alumni events include: association meetings, monthly luncheons, and other activities like homecoming, anniversaries, golf outings and banquets.

A wide variety of alumni association events fit into the “other” category. These events can be split into two categories: smaller types of events and major events. Examples of smaller events include:

- Golf outing
- Barbecue
- Tailgates, outing to a sporting event, post-game event
- Holiday reception
- Alumni-undergraduate sporting event
- Canoe trip or other outing
- Chapter scholarship dinner
- International Work Day
- Sponsored chapter recruitment event
- Civic activities (blood drive, food drive, etc.)

Examples of major alumni association events, and ones which will require more planning, include:

- Homecoming Weekend
- Founders’ Day or other banquet
- Special anniversary
- Holiday dinner-dance

Obviously, even the smaller events can turn into large, complicated gatherings. However, the keys to successful alumni events include advance planning and advance notification to alumni.

Resources from the Executive Office

A variety of services are available to registered alumni associations to help ensure success. These include:

- Covered under Sigma Pi Liability Insurance Policy
- Advertising in The Emerald
- Advertising Association Events
- Listing on the Alumni Association Locator section of the Fraternity’s website



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- Participation in annual awards
- Access to the database of chapter or area alumni
- Delegate representation at Convocation

Publicity

As an official Sigma Pi Alumni Association, your association's name, contact information and website information will be listed on the Fraternity's website for all alumni, undergraduates and friends of the fraternity to view.

Through the Fraternity's official magazine, The Emerald, you'll also be able to list all upcoming association dates and events. In addition, the association will also have the opportunity to have photographs and recaps from successful events inserted into the publication. You are also encouraged to submit alumni updates gained through continual contact that will be encountered through association events.

Submitting News to The Emerald

Alumni associations can use The Emerald to publicize information about their events and various activities. While there is a deadline for each of the issues, alumni associations are encouraged to submit information year round, and the information will be kept for the next upcoming issue. Please include any updates on your officers, web site address, or other contact information. You can include your information for the publication at [Alumni Club Emerald Submission](#). If you have any questions feel free to call 615-921-2300.

Visit [Alumni Club Emerald Submission](#) for complete information on submitting news. The deadlines are April 10th and October 10th.

Advisement

As always, please feel free to call or email the Assistant Director of Volunteer Education at alumni@sigmapi.org to speak with the alumni affairs department regarding any questions or comments you may have. By forming and operating an alumni association you are providing a valuable resource to Sigma Pi Fraternity, alumni across North America, and our undergraduates. You are making an impact and ensuring that the Sigma Pi membership lasts a lifetime.