



Delta Sigma Pi

STARTUP GUIDE FOR ALUMNI CHAPTERS

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INTRODUCTION

Why start an alumni chapter? Alumni chapters serve many purposes. Most alumni chapters exist so that brothers can *enjoy their membership* and continue their commitment to Delta Sigma Pi through social interactions and networking with other brothers. While many alumni chapters focus on the social aspects, many also focus on service, professionalism, and collegiate relations. Some alumni chapters assist local collegiate chapters and support starting new collegiate chapters in the area. Others provide professional enhancement opportunities for their members and the local collegiate chapters through workshops, presentations, tours, and networking. Some chapters focus on providing service to the local community. The members of the chapter decide what the focus of the chapter will be and therefore which types of events to hold. However, as members change, the focus of the chapter may also change.

Persistence is needed in individuals that are thinking about starting an alumni chapter. This may take much time and energy to try and find others in your area also interested in achieving that goal. There will be several calls, emails and/or letters before a favorable response is found. This is why you must be persistent in wanting to have a local alumni chapter. But remember, you are not alone. The Central Office and local leadership in your area are there to assist you in any way possible.

In most cases, much of the work of starting an alumni chapter will be done by just a couple people and the typical response will be 1-4% of all alumni in the area (for an area of about 500 members, only about 5-20 members are typically active). Just remember, it is not as important that some brothers are not there, but that some *are* there and are active. With consistent communication, interesting programming, and hard work, the alumni chapter will not only last, but will also grow.

When starting a chapter, you must realize that Delta Sigma Pi is not the only commitment that members have. Members have other commitments to their family, their career, and other organizations (such as sports groups, church, or professional organizations). The brotherhood and the common college experiences for members will keep some people involved for some time, but interesting, fun and unique events and activities will help sustain their interest much longer. It is also important to keep in touch with those that don't attend events. If you continue to show interest in them, they will grow familiar with the chapter's activities and begin to participate. It is also true that their other commitments have changed so they may have time for the chapter activities.

CHARTERING A NEW CHAPTER

To be recognized as an alumni chapter, the following must be submitted to the Central Office:

1. A roster of current chapter members (National Bylaws require a minimum of 10 members living in the same general locale).
2. A list of officers including President, Vice President-Chapter Operations, Vice President-Collegiate Relations and Vice President-Finance.
3. A franchising fee, a chartering fee and a liability insurance fee. See National Policy and Procedures for current fees.
4. Chapter Bylaws. An example and template of how to write alumni chapter bylaws is posted at www.dspnet.org.

Chartering An Alumni Chapter

To assist in the organization and franchising of alumni chapters, the following are ideas that have helped maintain our alumni program over the past decades. These ideas are a compilation of effective work by dedicated brothers who have spent many years working on our alumni program.

If you are considering starting a chapter, first check with the Central Office (or online at www.dsp.org) to see if there is a chapter or contact already existing in your area. If there is no one listed for that area, then you can have your name, email, and phone number listed on the website. An important step in the process is to contact the Regional Vice President for the area in question to discuss your plans to solicit support. The Regional Vice President may have localized history and/or contact information that will be of great help.

1. Request a geographic printout, determined by a zip code radius, of all Deltasigs residing in your area. The Central Office will need your name, email, and the city name or a zip code of which you would like to run the report from. The Central Office will then email you the list of members, within 50-miles of that zip code, in an Excel spreadsheet. You should also contact any local collegiate chapters. They might have an updated list of alumni members in the area and might know who would be interested in joining the alumni chapter. The local collegiate chapters might be able to get updated lists from the university's alumni association as well.
2. Send out a letter or email of intent stating that you are planning to organize an alumni chapter. Include a membership form for those interested in joining. Remember to ask for both home and business addresses and telephone numbers. Be sure to add a question "Are you interested in assisting in the organizational stages of our alumni chapter?" Through this initial contact you will be able to establish an organizational committee. Try to limit the initial number of your organizational committee. Too many ideas make it hard to be cohesive.
3. Once you have your organizational committee, it should plan an organizational meeting. A notice of the organizational meeting should be sent to all who have responded to your first mailing. Your organizational committee will be part of your chartering chapter, not all of it. Along with the meeting notice include a questionnaire asking, "What type of programs would you like to have?" Ask about hobbies and general interests. You will be surprised at how well you can plan programs utilizing this information.

4. The organizational meeting should be announced four to six weeks in advance to all those who have responded to your first mailing. This announcement should include date, time, location, and contact information for all members of the organizational committee. The organizational meeting should be an informal event to help develop and guide your future programs by determining the desires of those in attendance.
5. At the organizational meeting, the group should work on the bylaws for your alumni chapter. The bylaws should include the following:
 - a. Four chapter meetings each fiscal year with at least one which a quorum of not less than 25% of the membership shall be present for the purpose of electing officers.
 - b. Alumni Chapter Officers shall meet at least four times during the fiscal year.
 - c. The President, or elected alternate, shall serve as the chapter's delegate on their Provincial Council at the spring LEAD Provincial Conference.
6. At the organizational meeting, the group should elect officers for the chapter. Please note that new officers should be reported as soon as elections take place. President, Vice President-Chapter Operations, Vice President-Collegiate Relations and Vice President-Finance are the required officers but you may have other officers, such as, Vice President-Membership, Vice President-Social, Vice President-Professional Activities, etc.
7. Send all franchising requirements, as listed above, to the Central Office.
8. Your alumni chapter is now franchised and should be well on its way to success.
9. The Executive Committee (officers of the alumni chapter) should meet regularly—planning, arranging, and coordinating the alumni chapter program. Alumni chapter events should be entertaining, of common interest, and always open to the entire membership.
10. Prepare articles and good quality photographs of your alumni chapter activities and submit them for publication in *The DELTASIG* magazine. Close each article with “any brother in our area wishing to join our alumni chapter, please write or call Brother _____”, listing the email address and telephone number. You will be surprised how many calls you will receive from alumni and collegiates residing or visiting in your area.

You now have an excellent group of involved Deltasigs who want to remain involved. Our Fraternity, unlike most professional fraternities, is not professionals doing a common thing, but professionals in diversified occupations of common interest. We have the greatest potential of any professional fraternity due to the involvement of a complete cross section of business people. You now have your chapter organized and the balance is left to you and your membership. Our alumni program is only as effective as our membership and your involvement. Although it is not an easy task to organize an alumni chapter, the gratification is well worth the time and effort.

You will find the following helpful in creating a new successful alumni chapter (all are found online at www.dsp.org):

- **The Alumni Chapter Operations Manual:** This manual should serve as a reference for chapter operations. We suggest perusing once, so you know what information is available to you, and refer as needed.
- **Alumni Chapter Bylaws Template:** Your alumni chapter will be required to have chapter bylaws on file at the Central Office.
- **Sample Alumni Chapter Policies and Procedures:** The sample policies and procedures will help the chapter create its own policies to use.
- **Alumni Chapter Best Practices Manual:** This manual will give the chapter ideas about some of the best concepts for alumni chapters.
- **The National Bylaws and Policies and Procedures:** You will want to be familiar with the areas regarding alumni chapters.
- **Alumni Chapter Officers Packet:** This manual provides an overview of the roles and responsibilities of key officers in the alumni chapter.
- **VPCR Resource Guide:** This resource guide complements the Vice President-Collegiate Relations section of the Alumni Chapter Officers Packet.
- **Alumni Presentation:** This presentation provides an overview of what to expect as you transition from a collegiate to alumni member.
- **Alumni Benefits Brochure:** This brochure can be used as a marketing and recruiting tool in attracting alumni members to get involved.