



# Chapter Revitalization Guide



Table of Contents	
AALU Mission/Goals	
How to start an Alumni Chapter	How Chapters are formed Purpose of Alumni Chapters Chapter Development Process Effective Alumni Chapter Maintenance
Fundraising	Program Ideas
Appendices	Sample Chapter Meeting Agenda Annual Quarterly Report Outline University Programs requiring feedback Events that deserve chapter participation Sample Chapter Officer Submission Form Suggested program for Alumni Chapters Application for Charter Alumni Association of Lincoln University Philadelphia Alumni Chapter Constitution Alumni Recruitment Information



## Mission Statement

The AALU-PA is an IRS Section 501(c)3 charitable membership organization dedicated to advancing the interests of Lincoln University PA (University) and its graduates.

The purposes of this Association shall be:

- A. To cultivate and foster a close fellowship among the graduates and former students of all departments of the University;
- B. to promote the best interest of the University;
- C. to support and advance the cause of higher education in general;
- D. to afford an accredited medium for the expression of the sentiments of the alumni of the University as a unit; and
- E. to encourage financial support of the university.



# How to start an Alumni Chapter

## How Chapters are formed

### Chapter Formation

Local chapters of the General Alumni Association shall be formed by authorization of the Executive Committee on the application of five (5) or more members residing in a locality subject to the following conditions:

- i. The number of chapters established in any given locality shall be determined by the Council.
- ii. After approval by the Executive Committee of the application for establishing a local chapter of the Alumni Association, a charter signed by the president, secretary and treasurer shall be issued upon payment of a fee established by the Council.
- iii. A chapter failing to hold at least two (2) meetings during a calendar year, may be asked to surrender its charter, if such action is voted by the Council.

Rationale:



# How to start an Alumni Chapter

## Purpose of Alumni Chapters

### Chapter Purpose

The purpose of alumni chapters:

1. To cultivate and foster a close fellowship among the graduates and former students of the university living in the chapter vicinity (geographical boundary).
2. To promote the best interest of the university.
3. To support and advance the cause of higher education.
4. To encourage and support a close relationship with the Alumni Association of Lincoln University.
5. To encourage and support financially the Alumni Association, the local chapter and the University.
6. To promote togetherness and unity amongst alumni.

Rationale:



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

To create an Alumni Chapter, you will need to:

1. Identify initial leadership.
2. Define geographical boundaries.
3. Develop Chapter Membership Guidelines.
4. Develop/create Chapter Bylaws.
5. Hold an initial meeting.
6. Conduct a general organizational meeting.

Rationale:

Chapter  
Development



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

Identify Initial leadership:

All chapters must identify at least four (4) officers – president, vice president, treasurer and secretary to begin functioning.

Establishing geographical boundaries:

Area alumni should agree on a specific geographical area of their chapter.

Rationale:

Leadership and  
Geographical  
boundaries



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

There shall be two (2) classes of membership:

A. Regular Membership

1. Regular financial: those members who are financial for the current calendar year and who have graduated and hold degrees from the University or have completed at least one (1) full year of work at the University and left in good standing or not completed such work and upon the sponsorship of three (3) members of the Association have been approved for membership in the Association by majority vote of two-thirds of the members present at the regular stated meeting.

Membership  
Guidelines

Rationale:





# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

There shall be two (2) classes of membership:

B. Honorary Membership

- Those who have received honorary degrees from the University not having attended its courses.
- All classes of regular financial members shall be entitled to the rights and privileges of the Association and subject to duties and liabilities of full membership, except that only regular financial members shall be eligible to vote and hold office in the Association
- Financial honorary members are not eligible to vote and cannot hold any office in the Association.

Rationale:

Membership  
Guidelines



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Developing the Chapter Bylaws

All chapters shall be committed to the purpose and spirit of the AALU, Inc. and shall cooperate with its program. Chapters are expected to adopt rules and regulations consistent with the Constitution of the AALU.

Each alumni chapter bylaws should include the following sections:

1. Name of Organization – Refer to the attached bylaws sample
2. Purpose of the organization – Uniform statement for all chapter bylaws
3. Chapter Membership
4. Officers of the Organization
5. Nomination and Election of Officers
6. Meetings

Bylaws Creation



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Developing the Chapter Bylaws

All chapters shall be committed to the purpose and spirit of the AALU, Inc. and shall cooperate with its program. Chapters are expected to adopt rules and regulations consistent with the Constitution of the AALU.

Each alumni chapter bylaws should include the following sections:

7. Committees
8. Dues
9. Amendments to the bylaws
10. Dissolution of the chapter

Bylaws Creation



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Developing the Chapter Bylaws

#### Officers:

Once a chapter is fully established after a one-year probationary period, the officers of the Chapter shall be President, First and Second Vice-Presidents, Secretary, Treasurer, Chaplain, Parliamentarian and Historian.

#### President:

It shall be the duty of the President to preside all meetings, to appoint all committees and chairpersons of committees and to call special meetings as his/her judgement may direct. The President shall be charged with the responsibility of seeing that all business of the Chapter is conducted in strict conformity within the Bylaws. The President shall be ex-officio of all committees, except for the Nominating and Auditing Committees. The President shall co-sign all contracts and checks pertaining to the Chapter. The President shall serve as the representative of the chapter.

Bylaws Creation:  
Officers



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

Developing the Chapter Bylaws

Officers:

Vice President(s):

Vice Presidents shall cooperate with the President, shall be directly responsible to the President and shall assume the duties of President in his/her absence or incapacity.

1. The first Vice President shall serve as chairperson of the Executive Committee.
2. The second Vice President shall serve as chairperson of the Program Committee.

Bylaws Creation:  
Officers



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

Developing the Chapter Bylaws

Officers:

Secretary:

The Secretary shall direct to various members of the Association all notices of meetings and direct letters to all persons as such letters pertain to the official business of the local chapter. The Secretary shall record the proceedings of all meetings and record all monies received and disbursed. The Secretary shall co-sign all contracts pertaining to the local chapter.

Bylaws Creation:  
Officers



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Developing the Chapter Bylaws

Officers:

#### Treasurer:

The Treasurer shall be the custodian of all funds of the Association for which he/she shall be bonded at the cost of the Association. The Treasurer shall deposit all such funds into a financial institution approved by the Association or the Executive Committee in the name of the Chapter Name, Alumni Association of Lincoln University, Inc. The Treasurer shall prepare written monthly reports of all monies over which he/she has custody. The Treasurer shall present the books for auditing to the Auditing Committee 45 days after the close of each fiscal year. The Treasurer shall disburse funds as directed by the Association. The Treasurer shall co-sign all checks pertaining to the Association. The Treasurer maintains a list of the financial status of all members of the Association. The Treasurer shall be a member of the Finance Committee.

Bylaws Creation:  
Officers



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

Developing the Chapter Bylaws

Officers:

Chaplain:

The Chaplain shall promote and develop the spiritual life of the Association.

Parliamentarian:

The Parliamentarian shall be responsible for the interpretation of Roberts Rules of Order, Newly Revised, and the Bylaws of the Chapter Name Alumni Association. The Parliamentarian shall render decisions in all areas of disagreement involving Roberts Rules of Order, and the Constitution of the Alumni Association.

Bylaws Creation:  
Officers





# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Developing the Chapter Bylaws

#### Officers:

#### Historian:

The Historian shall be responsible for compiling and keeping a permanent record of the activities of the Association and shall publish the same from time to time.

#### Chapter Representative:

The Chapter Representative shall attend all General Alumni Association meetings and report to the chapter. The Chapter Representative represents the interest of the chapter and is empowered to vote on the behalf of the Chapter at national meetings on issues affecting the operation of AALU. The Chapter Representative is appointed by the President.

Bylaws Creation:  
Officers



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Nomination and Election of Officers

- The officers shall be elected at a regularly scheduled meeting and shall be installed immediately.
- The election of officers of the Association shall be held by ballot every two (2) years. Officers shall be elected for a period of two (2) years and are eligible for re-election, except that the President shall serve only two (2) consecutive terms. A list of candidates shall be prepared and presented to the members at a regularly scheduled meeting by the Nominating Committee Chairperson. Nominations from the floor may also be accepted at a regularly scheduled meeting. Prior to the regularly scheduled meeting in May a list of candidates nominated for each office shall be prepared and sent to all members.
- All such elections shall be conducted by the Chairperson of the Nominating Committee, who will be appointed by the President. All elections shall be by secret ballot.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Meetings

- Generally, the presence of eight (8) members shall constitute a quorum at the regularly scheduled monthly meetings for the transaction of business of the local chapter. If the majority of the members are present and a chapter has less than 16 members, then the requirement for a quorum exists. Such meetings shall be presided over by the President or the highest-ranking elected officer in the absence of the President.
- All financial matters shall be passed on at the regularly scheduled monthly meetings of the local chapter.
- The regular monthly meeting of the Association shall be held every Day/Date of the month during the calendar year. The regularly scheduled monthly meeting for November and December will be held on the third (3<sup>rd</sup>) Day/Date of the month (suggested because of the holiday season). Meetings may be canceled and/or rescheduled by the President due to emergency situations. The time and location of the rescheduled meeting shall be designated by the President.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

The Standing Committees of the Association shall be the Executive, Program, Athletic, Finance, Public Relations, Scholarship, Membership and Sunshine (hospitality).

### Committees

- The Executive Committee, chaired by the First Vice-President, shall consist of all elected officers and committee chairpersons. The Executive Committee shall meet prior to the regularly scheduled monthly meeting of the Association. The Program Committee, chaired by the Second Vice-President, shall be responsible for planning the programs of the local chapter. All committee chairpersons shall be members of the Program committee.
- The Athletic Committee shall be responsible for helping to foster and improve athletic programs for the University.
- The Finance Committee shall be responsible for overseeing the financial operations of the local chapter and to prepare an annual budget, subject to approval by the local chapter.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Committees

#### Committees:

- The Public Relations Committee shall be responsible for promoting events and activities sponsored by the local chapter.
- The Scholarship Committee shall be responsible for reviewing scholarship applications and making recommendations to the local chapter for approval. The Scholarship committee shall also be responsible for conducting activities which generate revenue for the scholarship fund.
- The Membership Committee shall be responsible for recruiting new members, retaining current members and reclaiming inactive members for the Association. The Sunshine (hospitality) Committee shall be responsible for expressing sympathy, well-wishes, congratulations, etc. via cards, flowers, etc. to alumni. The Sunshine Committee will also be responsible for the hospitality of the local chapter. The local chapter is responsible to inform the AALU of any expressions from this committee (births, deaths, marriage, illness, promotions, etc.)



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

The Special Committees of the organization shall be the Auditing Committee and the Nominating Committee.

### Committees

- The Auditing Committee shall be responsible for auditing the financial records and books of account of the Association. The results of the audit shall be reported at the February meeting. Members of the Auditing Committee shall not consist of current officers. The chairperson of the Auditing Committee shall be appointed by the President.
- The Nominating Committee shall prepare a slate of candidates for each office. The Nominating Committee shall also distribute the ballots, collect the ballots, count the ballots and announce the results of the election.
- All committee chairpersons shall be charged with submitting an annual budget for their committee to the Finance Committee.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Dues

It is required that the chapter combine its dues structure so that the officers may collect national and local dues for each member (e.g., chapter \$60/year — including \$25 for chapter & \$35 for national).

The annual dues of the Association shall be set each year by the Association at the last regular meeting of the calendar year. It is recommended that chapters structure its dues to collect local and national dues (e.g., chapter dues \$25/national dues \$35 chapter to collect \$60 from each member). The AALU incentive for chapters following this procedure is that you get to keep \$10 of the national dues towards your chapter treasury.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Dissolution of the Chapter

In the event of the dissolution of the Chapter Name Alumni Association of Lincoln University, assets will become the property of the General Alumni Association, to be used for the support and aid of needy students at Lincoln University.

Misc.





# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Meetings

#### Initial Meeting

During the initial meeting, one of the principal alumni contacts (generally there are two or three in an area) should assume the responsibility to be the interim President, and establish dates for general meetings. The initial meeting should establish a mission statement as to the "how" and "why" of an alumni chapter in the given area. The University and the General Alumni Association officials can assist in this process.

A final draft of the governing by-laws for the chapter/club should be written and agreed upon. The by-laws should include the name of the chapter, its purpose, definition of its membership and procedures for electing officers and a board of directors. In addition, the by-laws should stipulate frequency of general elections and meetings. At the conclusion of the initial meeting, a date should be set for the general organizational meeting. Announcements, mailings, and alumni contacts concerning the general meeting should be developed in conjunction with the Alumni Association.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Meetings

#### General Meeting

All alumni in the area should be invited to this meeting. In addition, the President of the Alumni Association or his/her designee should be invited to attend. The University should be invited by the Association President or his/her designee. The agenda of the General Meeting should be as follows:

1. Opening informal reception (meet & greet)
2. Greetings from the Chapter (Interim President)
3. Remarks from the President (General Alumni Association)
4. Remarks from the President (University or Representative)
5. The Chapter's mission statement
6. Review and adoption of the by-laws



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Meetings

#### General Meeting

7. Opening informal reception (meet & greet)
  - a. Operational Budget
  - b. Program
  - c. Membership Services
  - d. Relationship to the General Alumni Association
  - e. Establishment of Standing Committees — standing committees should include, but not limited to Executive, Program, Athletic, Finance, Public Relations, Scholarship, Membership, and Hospitality.
8. Awarding of Chapter Charter by the General Alumni Association President



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Maintenance

#### Maintaining an Effective Chapter

To maintain an effective alumni chapter, all alumni chapters should:

1. have a constitution, by-laws, rules of order, policies and procedures
2. have at least 5 members to remain active
3. have a bonded treasurer
4. have programs outlined and approved by the executive committee
5. submit annual reports to the Alumni Association
6. submit annual financial report to the association
7. submit a list of officers yearly to the Association
8. submit a list of chapter programs yearly to the Association
9. host at least one major fundraiser each year to benefit the University Scholarship fund
10. host one major program for Student Recruitment each year
11. host one public relations event each year
12. have at least two meetings during a calendar year
13. have a dues structure in place each year



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Fundraising

Chapters are encouraged to host fundraisers that would enhance their ability to operate and to support financial contributions to Lincoln University:

1. All direct solicitations of funds for or in the name of the University shall first be approved by the Executive Committee; this shall not apply to entertainment, sports, games or other social affairs to which admission is paid or subscription asked.
2. All direct solicitations of funds for the University or in its name shall have the authorization and approval of the appropriate University officials.
3. Chapters must report to the Association they have filed a request to become a separate 501 c(3) tax-exempt organization.
4. Chapters should not sponsor events for the general public such as boat rides, bus trips and conventions without obtaining hazard and liability insurance.



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

Fundraising

5. Chapters cannot raise money for one purpose and use it for another.
6. Chapters cannot raise money for Lincoln University or in Lincoln's name and keep the money for other uses.
7. Chapters must not implement programs or financial campaigns that conflict with state and federal non-profit rules and regulations.
8. Chapters must not sponsor events that conflict with the fundraising efforts of the University (e.g., phone solicitations).



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

### Sample Meeting Agenda

Alumni Association of Lincoln University, Pa. Chapter P.O. Box #  
(recommended) Any City, USA 00000

Agenda — Date

Opening Prayer

Minutes of previous meeting

Correspondence

Treasurer's Report

Executive Committee Report Standing Committee Reports

Programs

Athletic

Finance Committee

Public Relations Committee Scholarship Committee Membership Committee

Sunshine Committee

Campus Happenings

Old Business New Business Closing Prayer

Alma Mater

Samples:  
Meeting Agenda



# How to start an Alumni Chapter

## Process for developing an Alumni Chapter

Important Events that deserve Chapter Representation/Participation

1. All Alumni Association Meetings
2. Homecoming — October
3. Election of officers; next year's program - January/February
4. Commencement Weekend (especially Alumni Banquet) – Chapters may want to present the University with their scholarship contribution for the year at this time.
5. Alumni Picnic – July
6. Alumni Golf Tournament – July
7. Any and all special University/Association fundraisers

Samples:  
Important Events