



# Alumni Chapter

## Requirements & Guidelines for Establishing a Sigma Chi Alumni Chapter

REQUIREMENTS

**At least 10 alumni chapter members must be Life Loyal Sigs or participants in the Sigma Chi Alumni Program.**

In order to be a recognized alumni chapter, you will need to recruit several members, at least 10 of whom must be Life Loyal Sigs or participants in the Alumni Program. In order to establish a successful alumni chapter, it typically takes the diligent efforts of two or three brothers to serve as interim officers for six months to one year. Headquarters can help you reach out to local alumni; call to request a list and mailing labels with the contact information of Sigs in your area.

**Complete the annual Alumni Chapter Report and compile a membership roster.**

The alumni chapter report form must be completed and returned to Headquarters along with a membership roster containing accurate and current addresses and phone numbers of chapter members. The report can be found on SIGMACHI.ORG. A geographically specific name must be chosen in order to avoid confusion with other groups. An “update” report will be sent before your next officer election.

**Dues.**

Submit a \$200 annual registration fee in order to be recognized by the General Fraternity in conjunction with the annual report by February 15th of each year. By paying the \$200.00 annual fee you will receive a web site and a vote at Grand Chapter after the chapter has been recognized as an official alumni chapter.

**Meetings/Events must take place at least six times a year.**

Plan events so your chapter meets at least every six to eight weeks, monthly if possible. The most successful alumni chapters schedule a balance of social, business, fraternal and community service events in order to appeal to the interests of the various members of the chapter. Consider publishing a newsletter to communicate upcoming events and news to chapter members, the Grand Praetor and Headquarters. Refer to the “Alumni Almanac” section of *The Magazine of Sigma Chi* for event ideas.

**Petition the Executive Committee to be officially recognized as an alumni chapter.**

Upon completion of the above requirements and submission of the necessary annual report and membership list to Headquarters, the alumni group will receive temporary alumni association status. After the association has been in existence for at least one full year, it may then petition the Executive Committee to be recognized as an official alumni chapter.

Send all letters of petition to the alumni department at Headquarters and send copies to the Grand Praetor. The Executive Committee will act upon the request at its next quarterly meeting.

**Send all materials and direct any questions to:**

**Reece Schenkenfelder**

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