The Pi Kappa Alpha Fraternity

Forming An Alumni Association
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Overview

Answers to Commonly Asked Questions

What is a Pi Kappa Alpha Alumni Association?
As an extension of the Pi Kappa Alpha International Fraternity, alumni associations are groups of alumni and friends connected to the International Fraternity and each other through leadership, programming, communication and membership. Pi Kappa Alpha Alumni Associations have an exciting mix of social, cultural, athletic, recreational and academic related activities.

What is the purpose of an Alumni Association?
A Pi Kappa Alpha Alumni Association exists to promote the brotherhood of ΠΚΑ by providing an outlet for casual alumni interaction. Alumni associations allow the opportunity for Pike Alumni to continue to benefit from the membership through fellowship, networking, social engagements, and a variety of other interactions.

How much time is associated with joining an alumni association?
An alumnus’ commitment to an alumni association is voluntary in nature. A few committed alumni will be needed to organize the efforts of forming and maintaining a successful association. As a rule of thumb, all events should be fun, convenient and beneficial.

What are the different types of alumni associations?
Pike Alumni Associations are generally established in two formats:

1. Metropolitan Based Associations
2. Chapter Based Associations

As indicated by the title, a metropolitan based alumni association is made up of alumni from a variety of chapters who share a common area of residence. While a chapter based alumni association is made up of alumni from one particular chapter, regardless of geography.

What are the financial obligations associated with an alumni association?
Dues associated with alumni associations are left to the discretion of each group. It is common for an association to operate on a small dues structure, or operate on a “pay as you go” basis per event. Associations are encouraged not to put an undue emphasis on financial commitment as this is usually built over a period of time through consistent, positive interaction.

How do you gain official recognition from the International Fraternity?
The Constitution and Laws of the Fraternity require that a minimum of twelve (12) men petition the Supreme Council for a charter (one time fee of $75). The annual dues for each association are $75, payable July 1st of each year.

What are common goals and objectives of an association?
Some of the goals of an association may be:

- Coordinate local alumni activities and events
- Promote membership in the association
- Assist local chapters through scholarship opportunities
- Provide career networking opportunities for local alumni
Organizing Your Alumni Association

Getting Started

The first step in organizing 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, chapter 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 mailing 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 Memorial Headquarters is available to assist you in the organizational process and can help coordinate the drafting of letters and/or mailings.

Chartering Requirements

The chartering process for an alumni association is designed to be simple, affordable and achievable. To become an officially recognized Pi Kappa Alpha Alumni Association, the association must be chartered through the Memorial Headquarters in Memphis, Tennessee.

A charter is achieved by completing two basic requirements:

1. A petition to charter must be sent to the Memorial Headquarters and a minimum of 12 signatures from Pi Kappa Alpha alumni, are required.

   Please refer to the Appendix for a sample Petition to Charter

2. A chartering fee of $75 is required. In addition, alumni associations petitioning for a charter are required to pay an annual fee of $75.

Maintaining Official Status

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

1. The association hosts at least one event per year.
2. The association must keep current on its annual dues through the International Fraternity Convention

Each alumni association in good standing and with no outstanding financial obligations to the International Fraternity is allowed to have one voting delegate at each International Convention, held every even numbered year.
**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.

There is a wide variety of Alumni Association events which 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
- Outing to a sporting event (school or pro league)
- Holiday Reception
- Alumni-active sporting event
- Canoe trip or other outing
- Chapter Scholarship Dinner
- International Work Day
- Sponsored Chapter Recruitment event
- Tailgates or pre/post game receptions
- Civic activities (blood drive, food drive, etc.)

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

- Homecoming Weekend
- Founder's Day or other banquet
- Special anniversary
- Holiday dinner-dance

Obviously, event 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 Memorial Headquarters

The staff at the Memorial Headquarters offers a variety of services to our registered alumni associations to help ensure your success.

Computerized Member Information

As a service to our registered alumni associations, current names and contact information for members of the fraternity are available through the Memorial Headquarters. This information is available via labels, printouts, and diskettes or via email files, all of which are designed to aid alumni associations. Alumni lists can be sorted in many different ways, contact a member of our staff for more information.

How to Order Alumni Lists

Please contact the Memorial Headquarters at (901) 748-1868. It is important that you place your order within ten business days in advance of when it is needed. This will ensure adequate processing and shipping time. Orders placed less than ten business days prior to when they are needed may not arrive in time.

When Placing Your Request...

Be sure to specify the following when making your request:

- Chapter or metropolitan area
- Contact information your seeking
- All alumni or a certain initiation range
- Form in which you would like the information (diskette, email, etc.)
- Shipping and payment information
- Date the information is needed

Service Charges

In an effort to continually build and stay connected with our associations and alumni the Memorial Headquarters strives to keep costs as low as possible but at the same time cover costs associated with the requests. Costs associated with services provided are as follows:

- Mailing Labels ................................................................. $20
- Alumni print out ............................................................. $10
- Information sent via email (excel format) ...................... Free

All orders will be shipped via first class mail, unless otherwise requested by the customer. If express shipping is requested, all extra costs will be added to the final invoice.

Stationary

Available to our alumni associations is official Pi Kappa Alpha Stationary made exclusively for your association. Stationary is sold in lots of 500 letterheads and envelopes per order. Second sheets are sold in quantities of 100 blank sheets per lot. All orders will be printed on the first day of the month following their receipt and will be shipped via the United States Postal Service. Orders can be placed by calling the Memorial Headquarters or by downloading the form at http://www.pikes.org/media/documents/OfficerResources/pdstat.pdf and returning it to the MHQ.
Guest Speakers

The Pi Kappa Alpha Memorial Headquarters is able to bring to your door the expertise of International Officers and staff members from the ranks of our alumni volunteers across North America. The Pi Kappa Alpha Fraternity wants to bring its resources to you. Whether you want to learn about the present status of the International Fraternity, our ritual and history or any other number of topics, we’ve got the speaker for you. Find out more about this program by contacting the Alumni Services department at alumni@pikes.org or log onto the website at http://www.pikes.org/alum/alumniAffairs/content.aspx?Item=navigable/alumniAffairs/Speakers.xml for more information.

Publicity

As an official Pi Kappa Alpha Alumni Association, your association's name and contact information and website information will be listed on the Fraternity’s website for all alumni, undergraduates and friends of the fraternity to view. You are also encouraged to post upcoming events on the website in conjunction with your contact information.

Through the Fraternity's official magazine, the Shield & Diamond, you’ll also be able to list all upcoming association dates and events in each of the quarterly issues. In addition the association will also have the opportunity to have photographs and recaps from successful events inserted into the magazine. You are also encouraged to submit alumni updates gained through continual contact that will be encountered through association events.

Advisement

As always, please feel free to call or email the Memorial Headquarters 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 very valuable resource to the international fraternity, alumni across North America and our undergraduates. You are making an impact and ensuring that the Pike Experience lasts a life time.

International Work Day

Chapters, colonies and house corporations all across North America plan a day, primarily in the months of April and May, to get together with students, alumni, parents and guests to improve the chapter house and/or grounds. Groups conduct projects and provide food and fellowship for all who participate. Since its inception, International Work Day has become an annual tradition for many PiKA chapters, their alumni and house corporations.

Every participating chapter qualifies for many incentives, which include a $250 participation grant, an event planning kit, recognition in the autumn Shield & Diamond, and eligibility for selection in one of six International Work Day Award categories. In addition to the participation grant, all award recipients receive a $100 gift certificate at a hardware store in their area and the Overall Work Day Award Winner receives a $500 participation grant and a trophy to be proudly displayed in their house.

In late February, watch for an invitation via e-mail, check the housing section on the Fraternity’s website for dates and details, or look in the spring issue of the Shield & Diamond to see if your chapter or the chapter nearest you is participating.

If you have difficulty contacting the project coordinator, or the information on the website, www.pikes.org, doesn't answer your questions, call (901) 748-1868 and ask to speak with someone in the Real Estate Department, or email the Real Estate Department at pikehouse@pikes.org and ask for information about getting involved.
Submitting your petition

You can submit your Alumni Association Petition to Charter to the Memorial Headquarters as soon as you have a minimum of 12 alumni members and their signatures, along with acting officers and the appropriate contact information. In addition you will need to provide the $75 chartering fee. Shortly following this, the association will need to submit a working set of by-laws and the Employer Identification Number assigned by the Internal Revenue Service. Please submit all information to the International Fraternity at:

The Pi Kappa Alpha Memorial Headquarters
Attention: Alumni Services
8347 West Range Cove
Memphis, Tennessee 38125

Upon receiving your petition and the chartering fee you will be notified of your confirmation in writing from the Alumni Services Department. Upon approval, the alumni association will receive its own official charter.

Checklist of items that need to be submitted to the Memorial Headquarters

- Petition to Charter with a minimum of 12 signatures
- Chartering Fee of $75
- Contact information for the association and its officers
- Copy of the by-laws governing the association
- Notify the MHQ of the Employer Identification Number

Information Needed Concerning Each Alumni Association Member

Name: ______________________________________________________
Chapter: ______________________________________________________
Position on Association (if applicable): ________________________________
Address: ______________________________________________________
Phone: ______________________________________________________
Email: ______________________________________________________
Title and Place of Employment (Optional): ________________________________

The ability to effectively communicate with each alumni association is crucial in order to serve and support each group within the International Fraternity. If for any reason the information that was submitted should change throughout the year, please notify the staff at the Memorial Headquarters with the appropriate changes and/or contact information corrections.
Appendix

Sample Petition to Charter

Whereas, the undersigned alumni in good and regular standing of The Pi Kappa Alpha Fraternity desire to encourage all alumni of ___________ Chapter to take an active role in advancing the interests of their great Fraternity; and

Whereas, the undersigned alumni believe in the importance of virtue and commit to living the values of The Pi Kappa Alpha Fraternity; and

Whereas, the undersigned alumni affirm their belief that truth is the foundation of all lasting association, and will seek wisdom and knowledge while serving others in modesty and dignity; and

Whereas, the undersigned alumni, recalling that Pi Kappa Alpha is a lifelong commitment, reaffirm to live their lives with honor and courage seeking the inherent worth in each person they meet; accepting all brothers of Pi Kappa Alpha in love and friendship; and serve their faith, family, community, alma mater, and Fraternity; because they believe that only then, by living these virtues, will they realize their fullest potential; and

Whereas, the undersigned alumni desire to form an alumni association in accordance with the Constitution and Laws of The Pi Kappa Alpha Fraternity; believing that thus they can most successfully accomplish their object.

Therefore, Be It Resolved, that the undersigned alumni members of The Pi Kappa Alpha Fraternity, do hereby petition the Supreme Council of The Pi Kappa Alpha Fraternity, pursuant to Article VI, Section 7 of the Constitution of the Fraternity, to issue a charter to The _________________ Alumni Association of The Pi Kappa Alpha Fraternity; and

Be It Further Resolved that the aforesaid Association will obey the Constitution, laws and regulations of The Pi Kappa Alpha Fraternity and conform to all requirements thereof. Signed this ______ day of ____________, Two thousand and ______.

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