



# How to start an alumni chapter



## **Recruit at least ten alumni willing to establish an alumni chapter.**

To maintain an active group you will need to recruit several members. It generally takes the diligent efforts of two or three brothers to organize and establish a successful chapter. Delta Chi Headquarters can provide you with a list of alumni in your area to assist you with the alumni recruitment process.



## **Give the alumni chapter some structure.**

There are a few things that need to be decided before the alumni chapter is chartered. First, the alumni chapter needs a name. When thinking of a name, choose one based on the name of the city, town, area, state or region that the alumni chapter is in. Second, appoint a few interim officers and get more alumni involved. People want to be a part of what they help create.



## **Submit the charter petition with installation dues to the Delta Chi Board of Regents.**

Once you have recruited a sufficient number of alumni willing to establish an alumni chapter, picked out a name, and appointed a few officers the next step is to fill out the chartering petition. A sample version of a chartering petition is available both on the [deltachi.org](http://deltachi.org) website and in the back of the *Alumni Chapter BRIEF*. Mail the completed charter petition to the Delta Chi Fraternity Headquarters office. Include a check payable to "Delta Chi Fraternity" to cover the alumni chapter's installation dues (set in the Schedule of Dues at \$50 as of 8/4/04). Once received, the petition will be presented to the Board of Regents for approval.



## **Alumni chapter meetings should take place at least six times per year.**

Plan for events to take place at least every six to eight weeks, monthly if possible. The most successful alumni chapters schedule a strong balance of social, business, fraternal, and community service events in order to meet the desires of a wide variety of members in the alumni chapter. It might be helpful to maintain a website, e-mail listserv, and/or newsletter to allow for low cost, timely communication of events, alumni news and chapter meetings.



## **Send the completed charter petition and installation dues or direct questions to:**

The Delta Chi Fraternity, attn: Director of Chapter Services  
314 Church St., P.O. Box 1817, Iowa City, IA 52244-1817  
319-337-4811      [chapterservices@deltachi.org](mailto:chapterservices@deltachi.org)