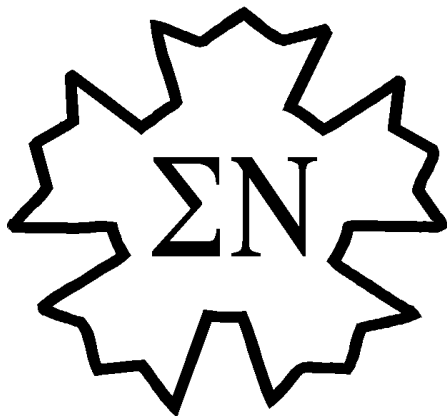


# Sigma Nu



## Alumni Club Guidebook

October 2001



Excelling with Honor!

# Sigma Nu Fraternity Alumni Club Guidebook

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## The Mission of Sigma Nu

To develop ethical leaders inspired by the principles of Love, Honor, and Truth.

To foster the personal growth of each man's mind, heart, and character.

To perpetuate lifelong friendships and commitment to the Fraternity.

### Introduction

The General Fraternity is pleased to offer this Guidebook for Alumni Clubs to the volunteer leaders of current and new clubs. It is designed to answer questions, provide ideas, and support the overall efforts of alumni working to provide an outlet for Sigma Nus to maintain lifelong friendships and a commitment to the Fraternity. We hope that you will use it as a guide to form, develop, and sustain an alumni club which will benefit and support Sigma Nus in your area.

### Contact Information

If you have questions, comments, or ideas, please don't hesitate to contact us.

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## **Purpose of Alumni Clubs**

Sigma Nu Alumni Clubs exist to provide opportunities for Sigma Nus to meet new people, expand networking opportunities, and enjoy social outings. Sigma Nu Alumni Clubs also participate in various service and philanthropic events to benefit groups in the area. Finally, Sigma Nu Alumni Clubs allow members to maintain a connection to the Fraternity.

## **ALUMNI CLUB INFORMATION**

### **Membership**

Members of an alumni club come from Sigma Nu alumni within a metropolitan or geographic area. Alumni will be interested in attending events and participating in activities that are fun, convenient, and personally beneficial. The most successful alumni clubs are those that balance fun with opportunities for personal development and meeting new people.

### **Leadership**

The leadership structure of an alumni club can be as extensive as the particular alumni club desires. However, alumni clubs typically do not develop a structure that is very detailed, or complex. At a minimum, each alumni club should have a president, vice-president, and secretary / treasurer. Other positions can be created as needed or desired.

Included in the Appendix of this guide is a sample of alumni club by-laws.

### **Fees**

The financial structure of alumni clubs is left to the discretion of individual groups. It is common for alumni clubs to operate on a pay-as-you-go system. In addition to the cost of the event, a small fee is included to assist with the cost of mailing invitations, letters, and other information to area alumni. Alumni clubs should decide what will work best for them without putting too much of a financial obligation on the members.



## Getting Started

The first step in establishing a new alumni club is to identify a small group of alumni (3-7) to help organize the new alumni club, or association. This group will determine the officers, ensure that events are planned and that the membership roster of the alumni club is maintained. Creating an alumni club is not a long or difficult process, but it is easier when more than one or two individuals are willing to assist.

Once the officers are determined it is time to start thinking about a kickoff event. This event should be a mid-week reception at a location that is easily accessible for alumni. Hotels, country clubs, restaurants, and museums are examples of possible locations. Each city will have different options that will work as well. The reception will allow alumni in the area to meet each other, hear what is happening with Sigma Nu, and provide alumni club officers with ideas and suggestions for future events.

After the kickoff event the officers should start thinking about future events based on the ideas and suggestions from other alumni. Three or four events a year is typically enough. More than three or four events often requires too much time, while fewer events makes it more difficult to establish continuity within the membership.

Possible future events can include:

- Family picnic
- Sporting event
- Holiday parties
- Founder's weekend celebration (3rd weekend in October)
- Winery tour
- Museum tour
- Luncheon with a guest speaker
- Golf tournament



## CLUB GUIDELINES

Alumni clubs do not require official recognition from the General Fraternity. However, in order for an alumni club to receive assistance from the Fraternity with mailings, a link on the Fraternity's web page, or features in The Delta, the alumni club must provide, annually, a list of officers and updates on club events to the General Fraternity. These updates can be submitted through the Fraternity's web page by following the links for alumni to alumni club updates.

## SUPPORT / RESOURCES

To assist alumni clubs, the General Fraternity offers the following support and resources. If your club has a need or request in addition to these, please contact the Fraternity Headquarters to discuss.

- The Fraternity will mail, for a nominal fee, letters or invitations to alumni club events. The actual cost will depend on the mailing. Please contact the Headquarters for a specific cost.
- Names, addresses, and phone numbers for alumni within an area are available as a spreadsheet from the Fraternity. These lists can be emailed at no charge, or mailed on a disk or a printout for a nominal fee. Mailing labels cost \$.05 per label. Please allow one week when making requests.
- Alumni Clubs will be featured in each issue of The Delta as space allows. Please submit news, information, and photos from your club's recent activities for inclusion. All submissions should be mailed to the attention of The Delta at the General Fraternity Headquarters.
- Alumni clubs will be listed on Sigma Nu's homepage. Visit [www.sigmanu.org](http://www.sigmanu.org) and follow the alumni links for a list of alumni clubs and contacts for each club.



SIGMA NU FRATERNITY

BYLAWS

of the

\_\_\_\_\_ Area Alumni Club

**ARTICLE I**

**Name**

Section 1. The name of this association shall be the \_\_\_\_\_ Area Sigma Nu Alumni Club.

**ARTICLE II**

**Purpose**

Section 1. The purpose of this alumni club shall be to provide opportunities for Sigma Nu alumni to interact with each other and maintain a connection to the General Fraternity.

**ARTICLE III**

**Membership**

Section 1. Membership in the club shall consist of initiates in good standing of any Sigma Nu Chapter who no longer are enrolled as undergraduates in any college or university.

**ARTICLE IV**

**Officers**

Section 1. The officers of this association shall include the president, vice-president, and secretary / treasurer.

Section 2. It shall be the duty of the president to preside at all meetings of the club, appoint committee chairmen and committee members as necessary, and to perform such other duties as pertain to his office.



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Section 3. The vice-president shall serve in the absence of the president. He shall perform such duties as are required of him by the president.

Section 4. It shall be the duty of the secretary / treasurer to keep a record of all meetings and events of the alumni club, conduct all correspondence of the club with area alumni and the General Fraternity, collect dues owed the alumni club, take charge of all funds of the alumni club and deposit the same funds to the credit of the alumni club in a bank selected by the alumni club, and maintain a book of account on all funds received and disbursed during his term of office. The secretary / treasurer shall pay all bills incurred by authority of the alumni club.

The position of secretary / treasurer can be divided into two positions with the individual duties representative of the respective office.

## **ARTICLE V**

### **Elections and Terms of Office**

Section 1. Each officer of the alumni club shall be elected for a term of two years. Elections will occur at the annual meeting, or event, of the alumni club.

## **ARTICLE VI**

### **Executive Committee**

Section 1. The Executive Committee shall consist of the elected officers of the alumni club and shall be presided over by the president. It shall be the only standing committee of the alumni club.

Section 2. The Executive Committee shall conduct all business of the alumni club between meetings, or events, of the club, authorize and account for the expenditure of funds in the alumni club treasury, and do all other things necessary and proper for the orderly conduct of the business of the alumni club.



## ARTICLE VII

### Dues

Section 1. The dues shall be \$\_\_\_\_\_ dollars per year and shall be payable at an annual meeting or event of the club.

## ARTICLE VIII

### Meetings / Events

Section 1. The alumni club shall hold at least two (2) meetings or events throughout the year with at least one of these becoming an annual event. The planning and organizing of these events shall be the responsibility of the Executive Committee with the assistance of any committees appointed by the president.

## ARTICLE IX

### Amendments

Section 1. These bylaws may be amended at any annual meeting of the alumni club by a majority of the members present, except that no amendment shall be passed by a vote of less than ten (10) members.

These Bylaws of the \_\_\_\_\_ area Sigma Nu Alumni Club were approved and adopted on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



Sigma Nu Alumni Club  
Event Timeline

Alumni Club:  
Contact Person:  
Telephone:  
E-mail:  
Event:  
Date:  
Time:  
Location:  
Address:  
City, ST, Zip:  
Location Phone Number:

Brief description of event:

Purpose of event:

<u>Action</u> <u>Item</u>	<u>Completion</u> <u>Deadline</u>	<u>Completion</u> <u>Date</u>
Event Identified		
Location selected		
Program confirmed		
Menus selected		
Mailing labels ordered		
Invitation draft		
Invitations printed		
Invitations mailed		
Confirm with caterers and location		
Order nametags, if needed		
Prepare survey for future ideas		
Follow up with officers		
Submit event information to <a href="#">The Delta</a>		

