

DELTA CHI

BRIEF

For many of us, it has been some time since we experienced Delta Chi, since we shared, in any organized way, the friendship and growth that comes from being in the Bond.

There are often small, informal gatherings of Delta Chi alumni in your area, or you sometimes run across another Delta Chi alumnus and immediately have something in common. Almost always, those meetings end with the phrase, "we should do this again soon."

This **BRIEF** is designed to help rekindle the flame of Delta Chi in the hearts of all alumni through involvement in a Delta Chi alumni chapter.

Founder Peter Schermerhorn Johnson said, "*the Fraternity man never graduates.... He belongs to the family for life.*"

To Delta Chi alumni, those words have special significance, reminding us not only that we were members of Delta Chi in college, but that we are still members today... and forever. We reminisce about our undergraduate days, remembering the good times and bad, but more importantly, we remember our brothers and the camaraderie we shared with them. College was a special time, and our fraternity was a unique part of it. Many alumni are able to continue to benefit from their Delta Chi involvement through involvement in an alumni chapter.

Many people confuse an alumni chapter with an alumni association. An alumni chapter is an officially chartered alumni group composed of members from any number of undergraduate chapters. Therefore, it serves all of the Delta Chi alumni living in a particular area and is not bound to any one undergraduate group. An alumni association is made up of alumni from one particular undergraduate chapter but is not bound by geography.

Often located in a metropolitan community, the alumni chapter can perform a variety of functions. For example, it can welcome Delta Chi members who have recently relocated to the area, and orient them to their new home. Its social potential is limited only by the imagination. Luncheons, dinner parties, family picnics, athletic events or teams, theme formals and group vacations are just a few of the activities in which alumni chapters participate. The alumni chapter can also be a helpful support group for brothers experiencing troubles. As many of us learned in college, the ties of brotherhood can help overcome almost anything. The alumni chapter is also an active part of Delta Chi with voting rights at International Conventions and Regional Leadership Conferences and the possibility of involvement in both of these events. And, although it isn't the focus of the group, the alumni chapter can even get involved with nearby undergraduate chapters, assisting in the philanthropic and rush efforts, as well as supplying leadership guidance and vocational counseling.

The programming and involvement potential of a Delta Chi alumni chapter is limitless. The personal and professional enrichment that it can offer its members is equally rewarding. This BRIEF provides the direction and steps necessary to attain these ends. To enjoy a lifetime of brotherhood with men around the world is a wonderful experience. To intensify it with the rewards of active alumnus involvement is priceless.

"He will come across the members all the years of his life . Some can aid him, and some he can aid, but the fact that a man is a member of your own society will cause you to 'sorter snuggle up to him' wherever you find him . The fellow who leaves should never think that his connection with his Fraternity ends with his graduation. It has only begun."

-Peter Schermerhorn Johnson

SECTION I GETTING STARTED

1. Meet with four or five brothers in the area to discuss the idea of forming an alumni chapter. This will be the core group of men who will manage the initial stages of forming the chapter. If the effort is being mounted by a single enthusiastic brother, he should contact the International Headquarters for a list of area alumni and make some calls to generate some interest in the idea. He should also contact any local undergraduate chapters. Though they are relatively uninformed about the functions of an alumni chapter, they can be an invaluable avenue for reaching alumni. When the interest is generated, develop a list of possible ideas and objectives. This list should not be seen as exhaustive or final but only as an outline to provide some structure to the larger group's initial meeting.
2. Contact the International Headquarters to request a list of all local alumni and a set of mailing labels. Remember to include the ZIP codes for the areas about which you are inquiring. When the materials are received, the list should be checked against local telephone directories and local chapter alumni directories for accuracy and omissions. Any changes should be noted and sent to the International Headquarters. There is no charge for the first list of mailing labels.
3. Contact other Delta Chi alumni chapters (listed on the back of the *Delta Chi Quarterly*) for advice and information. What works for them may not necessarily work for you, but they should be able to provide some material to begin with (activity ideas, by-laws, program suggestions, etc.) and at least offer some of the insight that comes from experience.
4. Using the labels, send a general mailing to the potential members at least six weeks prior to the first meeting. The letter should include the date and place of the first meeting, the names of those men already involved (the core group), a summary of potential goals and ideas, and an invitation to join as a charter member. The letter will create the first impression of the group, so make it clear, concise, and interesting. The mailing should also include a biographical/suggestions sheet for information and ideas as well as an RSVP card to generate a stronger response. For the mailing, it would be beneficial (and a lot cheaper) if the organizers were able to involve brothers who can "donate" printing and copying costs to the initial effort. Also, use "Address Correction Requested" on the mailing envelope to get updated and/or correct addresses. This will involve an extra cost for each that is returned, but it is worth it for the correct addresses.
5. Announce the meeting in local papers and in radio public service broadcasts. In addition, ask undergraduate chapters in the area to place the meeting announcement in their alumni newsletters, also at least six weeks in advance. This last avenue requires plenty of lead time since some chapters only produce newsletters twice a year.
6. Follow up the general mailing with a reminder about ten days before the meeting and a telephone call (if possible) three days before the meeting. Naturally, the group's ability to do this will depend on the size and number of brothers in the area. Typically, personal contact will result in increased attendance.

SECTION II: THE CHARTER MEETING

The initial meeting of the alumni group should be an informal and interactive one, a chance for the brothers to become acquainted and learn more about the alumni chapter concept. During the meeting, the group will want to assess the needs and wishes of the members, to decide on a temporary governing structure, to approve a basic set of by-laws and to set a place and time for the next meeting. Having a brief outline and some programming ideas already prepared by the core group is important. Coupled with good advance communication, it will show that the effort is organized and generate enthusiasm for the venture. Local "BB"s, alumni board of trustees and house corporation members (these alumni are important since they are already involved and have access to the resources of the undergraduate chapter), and undergraduate chapter officers, especially "E"s, should also be invited to this first meeting.

- I. Plan the time and place carefully to ensure a strong turnout. Monday through Thursday evenings tend to be the most convenient. The meeting may be held in a core group member's home, office or perhaps a local restaurant with a private dining room, depending on the expected attendance.
2. Have a greeting and hospitality team at the door to welcome and introduce brothers as they arrive. Name tags (two styles are available through the International Headquarters for a nominal charge) should be provided for everyone as should light refreshments. Have a bulletin board on hand so brothers can post their business cards. Brothers will look at the bulletin board for business contacts, and it will serve as a good conversation piece. Ask each attendee to record his name, address, and home and work telephone numbers in a register book to ensure the accuracy of the master list.
3. After the men have arrived and become comfortable, hand out the core group's outline of objectives and ideas and open the floor for discussion. Have someone record everything to ensure that no ideas are lost. It may be helpful to have a chalkboard or flip chart available to structure the discussion. A suggested order of business is:
 - Discuss objectives and possibilities for the chapter
 - Select a name, using the city or area which the chapter will serve (e.g.. the Charleston Alumni Chapter, the Philadelphia Metropolitan Area Alumni Chapter, etc.)
 - Elect officers
 - Write and sign a petition to Delta Chi requesting recognition as an alumni chapter (which should be forwarded to the International Headquarters, along with the onetime installation fee of \$50.00)
 - Decide on plans for the next meeting or other events
4. Retired brothers often make excellent officers because they typically have more time to devote to the details of organizing and running the chapter. Recent graduates may also be good candidates since they probably still have a lot of enthusiasm left over from their undergraduate days as well as some time that typically does not involve family commitments. Always remember, however, that if you want something done, you should give it to a busy person. Anyone willing to donate a limited amount of time is a good candidate for an officer position.
5. The group may wish to wait and hold a special charter signing ceremony, inviting local undergraduate chapter members and Fraternity dignitaries in the area to mark the occasion.
6. If the group decides to establish dues at the chapter meeting (to pay for the start-up costs such as postage, telephone calls, etc.), they should be reasonable (\$25.00/year?). The purpose of dues should not be to separate an alumnus from his money but to pay for general administrative expenses.
7. A good idea for a follow-up function is lunch or dinner at a nearby restaurant. The purpose of the group should revolve around enjoying each other's company, not attending business meetings.
8. Contact the local papers with a story about the group's founding, and also submit a story to the International Headquarters for possible publication in the *Delta Chi Quarterly*. Don't forget to include photographs as well. Also publicize the names and phone numbers of the officers and the time of the next meeting. This extra publicity may produce more members and will give a sense of pride to those who have already joined!

9. The officers should send a note of special thanks and encouragement to all of the new members as well as a reminder for the next event. They should also send a letter to those who did not attend, informing them of the group's formation, its ideas, the names of those already involved, the place and time of the next event and extending the invitation to join. Ask the men that know brothers who could not attend to call those men specifically. Having a friend call will be much more effective.
10. Contact the Regent in your region (call the International Headquarters if you are unsure who this might be) and the Director of Alumni Services at the International Headquarters. They should be able to provide additional leadership and ideas for building commitment and enthusiasm.

In building a Delta Chi alumni chapter, remain aware that membership is, however small, yet another request for an alumnus' time: time which may already be parceled out among commitments to career, family, other organizations, church, civic groups, youth athletics and so forth. The ritualistic bonds of brotherhood and the common college experience are unique incentives but can sustain loyalty for only a limited time. By and large, it will be interesting activities and events that will keep the brothers coming back for more. Also, continue to maintain contact with non-attendeers. After your continued signs of interest in them and their growing familiarity with the chapter's activities, they may in fact begin to participate.

Experience has shown that, initially, much of the work will be done by a handful of brothers and that typical attendance will be 2-5% of all alumni in the area (For example, an area with 304) mailable alumni might only yield 10-15 people participating). Try not to be discouraged by these realities, but use them as a guideline for expectations when planning meetings and events (keep them in mind as well as you read the rest of this BRIEF in order to stay realistic). Remember, it is not as important that some brothers are not there but that some are. With consistent communication, interesting programming and hard work (the key ingredient to any successful venture), the alumni chapter can go a long way towards meeting the diverse needs of its members.

SECTION III: ALUMNI CHAPTER ORGANIZATION

BY-LAWS

Alumni chapter members often like to leave organizational charts and bureaucracy at the office. Certainly, a social organization does not have to have by-laws. However, if your group would like to add some degree of structure through the adoption of by-laws, we have included a basic outline here and a sample set at the end of this BRIEF. It cannot be stressed enough that the by-laws of the organization do not have to be elaborate. Following is a sample outline:

- I. Purpose statement
- II. Membership
- III. Officers, their duties and powers
- IV. Committees and their functions
- V. Meetings
- VI. Financial procedures and dues
- VII. Amendment process

OFFICERS

Delta Chi Law provides for officers of an alumni chapter in much the same way as for an undergraduate chapter. Depending on the alumni chapter's size, it may choose to use all or some of these positions or combine them in some manner, or it may assign them different tasks. Thus, what is presented here is simply a guide; it is not meant to be definitive.

President - "A": Oversees functioning and progress of alumni Chapter as a whole, serves as the official spokesman for the group, presides at chapter meetings; represents the alumni chapter at International Conventions and Regional Leadership Conferences.

Vice-President - "B": Presides at chapter meetings and represents the chapter when the "A" cannot, oversees all committees, and is ex-officio member of each; serves as parliamentarian. He may also be the social/activities coordinator.

Secretary - "C": Keeps minutes at alumni chapter meetings, conducts all official correspondence for the chapter, maintains official records and files.

Treasurer - "D": Collects and keeps dues; makes all necessary expenditures; prepares the annual budget, responsible for the annual fee for official recognition.

"Rush" Chairman: Serves as membership secretary, maintaining all membership cards and files; responsible for filing annual report with the Headquarters on chapter's status, and submits stories for Delta Chi Quarterly and local newspaper publication. The "E" may also serve as the chief liaison with the area's undergraduate chapters.

Sergeant-at-Arms - "F": Responsible for notifying members of chapter activities and meetings and encouraging attendance. Oversees risk management at events.

SECTION IV ALUMNI CHAPTER COMMITTEES

As in most organizations, the alumni chapter's committees provide the backbone for programming and member development. This section will outline the two most important committees, membership and activities. It will also provide suggestions for others should the alumni chapter wish to diversify and expand its committee structure.

Membership and Attendance - This is the "rush committee" for the alumni chapter. It serves to recruit new members for the chapter and to encourage attendance at meetings and activities. It should consist of a cross-section of the membership, thus allowing a prospective member to be approached by a man who understands his needs and ideas. Ideally, to avoid overburdening the committee members, it should consist of 6-8 well informed and active men. The committee should work with the "F" (who may be appointed the chairman, since membership and attendance are his primary responsibilities) in encouraging attendance through letters, notes, and telephone calls, the "E" in recording new member information, and the "C" in communicating with Delta Chi Headquarters for address changes and other information. Sources of potential member information include: International Headquarters; local undergraduate chapter(s); friends and associates who are also fraternity men; the Delta Chi Quarterly; and the guest register, which should be used at every alumni chapter function. This committee may be overseen by a chairman, or, due to its importance and size, be broken down into subcommittees, such as reception, undergraduate chapter liaison, attendance, etc.

Programming and Activities - This is the social committee for the chapter. It is responsible for planning and coordinating all chapter social functions. It will also need to be fairly large (6-8 members) due to the scope of its mission. Arranging for food, decorations, speakers, films, conference rooms, symphony tickets or sports tickets, and other logistical requirements are within its purview. As with membership and attendance, the alumni Chapter may also wish to break this committee into subgroups, all reporting to a chairman.

Other committee possibilities:

Finance - to Assist the "D" with budgets and special projects

Interfraternity - to maintain contact and interaction with other fraternal alumni groups in the area

Scholarship - to raise money and administer funds for scholarships to local schools with chapters and also stimulate academic achievement in local chapters through advice, speakers, etc.

Educational Foundation - to encourage members to become active in the Delta Chi Educational Foundation through scholarships, wills, bequests and estate planning

Networking committee - to arrange professional counseling and mentoring for local undergraduate chapter members

Expansion - to work with local colleges in colonizing or recolonizing Delta Chi at their campuses

Philanthropy - to plan and to execute community service and charitable activities for the alumni chapter

Newsletter - to produce a regularly published newsletter about the alumni chapter and its activities

Directory - to prepare and to publish a directory of all alumni chapter members

The alumni chapter is free to create whatever committees and subgroups that it feels will best serve the members' interests. The programming potential of an alumni chapter is limited only by the wishes, time and energy of its members. It should strive to remain open to all new ideas and suggestions and like its members, continually develop and mature.

SECTION V: PROGRAMMING AND ACTIVITIES

The success of an alumni chapter is determined by how well it meets the needs and fulfills the wishes of its members. This task is largely accomplished through the chapter's activities. Alumni chapter programming consists of all activities (educational, social, etc.) that bring the members together.

MEETINGS

Meetings are the backbone of alumni chapter programming. Not only are all future activities and events agreed upon during meetings, but they also serve as a function in and of themselves, a time for the brothers to get together not only for the business of the alumni chapter but also for the building of brotherhood. They, therefore, should be informative and interesting. A representative from each area undergraduate chapter should also be invited to keep the alumni updated on relevant chapter activities, such as Homecoming, the White Carnation Ball, initiation, rush, etc.

Time- Should be held once a month, on a set day, at a consistent time, ex. the first Monday of every month at 7:00 P.M.. Due to summer vacation plans of many members and their families, the chapter may wish to limit meetings for the summer months.

Place - The location of chapter meetings should reflect the wishes of its members. Some alumni chapters prefer meeting informally in a bar, while others find a more formal setting (private dining room in a restaurant, members office, etc.) to be more effective. It is suggested that the meeting place remain the same month-to-month, as it will ensure better attendance and also help prospective members who want to find out more about the chapter.

Activities- As already mentioned, the alumni chapter meeting can provide more than just chapter news and plans to its members. The amount of business conducted each month will vary, thus the chapter may wish to schedule other activities for time after the meeting, such as speakers, films, and so forth. The chapter may also decide to adjourn to a local bar, restaurant or a members home for cards, socializing with spouses and dates, etc. The chapter, as long as its members are informed and active in the decision-making process, will be able to achieve its goals no matter what the meeting environment.

OTHER PROGRAM IDEAS

Luncheons - These can be held as frequently as the chapter desires. The chapter may wish to have the luncheon time and place published in the local paper to encourage prospective members to drop in on an informal event and to get to know the members. The chapter may even wish to conduct business over lunch, although time constraints may make this unfeasible.

Speakers - The chapter may wish to arrange special speaker or lecture programs on whatever topics the membership desires. Sports personalities, Delta Chi representatives, business or other community leaders, new members, local college professors or administrators, and a variety of other people have all spoken before Delta Chi alumni chapters.

Founders Day-Celebrated annually on or as close to October 13th as possible. Founders' Day provides the alumni chapter with a chance to reflect on the meaning of The Bond and perhaps to think about the future and where the chapter would like to direct its energies. It is an *excellent* time for awards presentations, speakers and interaction with local Delta Chi undergraduate chapters and/or their alumni associations and may occur in whatever setting the members choose (i.e., formal banquet, picnic, meeting room, etc.).

Professional sports outings-One alumni chapter has found it helpful to buy tickets for these events at "group" rates and then sell them to members for \$1-\$2 over the price, putting the extra money into a fund

for future mailings and activities. As long as the members know that this is happening, they usually won't mind chipping in the extra money for the chapter!

Holiday socials-Christmas, New Years Eve, St. Valentines Day, St. Patrick's Day, Fourth of July, etc.

Theatre, symphony, and other arts activities

Golf/Tennis Tournaments

Barbecues

Family picnics

Card parties

Athletic teams

Camping

Raft/Canoe trips

SECTION VI: UNDERGRADUATE CHAPTER RELATIONS

Members of alumni chapters often enjoy the opportunity to interact with local undergraduate chapters that involvement in an alumni chapter affords. It is extremely important for an alumni chapter not to tie itself only to one local chapter and for the alumni chapter members to be from a variety of chapters. This will help avoid the perception that the chapter is only for members of one specific undergraduate chapter (that would be an association) and otherwise could hurt membership. As an alumni member, there is so much a brother can offer to the members of an undergraduate chapter, and that interaction is often one of the most rewarding experiences one can have as a member of Delta Chi. At the same time, undergraduate members derive great advantages from the experiences, perspectives and insights that alumni can offer to them. It is a win-win situation for all involved. Some of the methods in which an alumni chapter can impact its undergraduate counterparts are as follows:

Vocational Counseling - Alumni chapters are often made up of members from different professions and levels of experience. These members can be invaluable to undergraduate members by reviewing the resumes of members, doing mock interviews and offering educational sessions to the chapters on a variety of topics such as professional dress, etiquette, time management skills, beginning a job hunt, etc. Alumni members know what employers are looking for. These are great resources.

Alumni Support for Chapters - All undergraduate chapters need the advice, expertise and support of alumni in the day-to-day operations of the chapter. By being involved and participating in the activities of an alumni chapter, undergraduates are able to interact with potential ABT and House Corporation members, and alumni are able to meet undergraduates and decide the level of involvement they would like to have with those chapters.

Referrals for Rush - An alumni chapter is often able to put together a fairly extensive list of young men planning to attend nearby colleges and universities the next year. Through the interaction the alumni have with undergraduate chapters, they are able to refer these men to the chapters as potential members. By the same token, undergraduate chapters can often call on the alumni chapter to meet some of their prospective members or even the parents of those prospective members. This is a powerful rush tool in its own right. It is also helpful for alumni chapter members to attend rush events and to serve as rush speakers at local undergraduate chapters.

Joint Events - Founders' Day, sporting events, dinners, golf outings, etc. are all good events to do in conjunction with an undergraduate chapter. The camaraderie and interaction are rewarding for all involved and make for an even more enjoyable event. The undergraduates are also able to help in getting the word out to alumni from their own chapters and can be great in helping with the legwork necessary to have a successful event.

Help with Projects - In building a relationship with undergraduates, alumni chapter members can often use those resources when in need of help with a certain project. After all, we are talking about developing friendships with our younger brothers, and you can often call on those friends to help with projects at work, around the house or for other purposes. Many alumni are involved in a variety of things, and projects often come up that require some help. Who better to call on than your brothers? Undergraduate members have been known to help alumni with their projects in the community, around the house, at work or at church.

SECTION VII: FOLLOW THROUGH

As is the case with any undertaking, if it is to be successful, good follow through is crucial. The Fraternity has seen the beginnings of alumni chapters many times. In many of these cases a group organizes an event, sees it through to a successful completion, and that is the last anyone hears of an alumni chapter. To keep the chapter going after the novelty of the initial event has worn off is a challenge and takes carefully planned action.

Thank you Notes -The most important note anyone will ever write is a thank you note. It is important that the people who attend know their attendance was appreciated. Thank the people who helped to organize the event, and thank those who were involved in its implementation (hotel or restaurant people, caterer, sales director, etc.). If people know they are appreciated, you will have a better chance of keeping them involved. The chapter should also go out of its way to recognize those members who organized and implemented the event,

Publicity- Follow up publicity can go a long way toward letting others know of the alumni chapter. Take pictures at the event and designate someone to write a story about it for the Quarterly. Many other alumni in the area will see the story and may want to get involved after that. Undergraduate chapter newsletters also reach a great many alumni, and you may want to try to include something in the nearby chapters' newsletters,

Time Lapse- it is important to have a plan for a follow up event even prior to the first event. The longer you wait after the initial gathering to plan another event, the more you increase the chances that another event will not happen or will suffer from poor attendance. In contrast, if you are able to announce your next event at a gathering of the alumni chapter, those in attendance are more likely to attend.

Evaluation-Take a few minutes after an event to think critically about that event. What went well? What could have been better? What would you do better the next time? These are all important questions to think about, and the answers will help as plans progress for future events. Also, as part of the evaluation, it is important to keep the database up to date with address changes and the like. Make sure the International Headquarters receives any address changes as well.

With some solid follow through, things will continue to run smoothly, no one person will be overwhelmed, and everyone will have plenty of time to start planning for the next event.

SAMPLE BY-LAWS

The name of this organization shall be the _____ Area Alumni Chapter of The Delta Chi Fraternity. Its purpose shall be to continue to provide opportunities for alumni of The Delta Chi Fraternity to experience the friendship and growth that membership in our Order provides.

I. MEMBERSHIP

Any alumnus member of The Fraternity from any undergraduate chapter shall be eligible for membership in the alumni chapter.

II. OFFICERS

The officer Of this alumni chapter and their duties shall be as follows:

- (1) The " A" shall serve as the President of the organization and is responsible for overseeing the functioning and progress of the chapter, serving as the official spokesperson of the group and representing the chapter at official fraternity events.
- (2) The "C" shall serve as the secretary of the organization and is responsible for conducting all official correspondence and maintaining all records for the chapter.
- (3) The "D" shall serve as the treasurer of the organization and is responsible for collecting all dues and making all necessary expenditures.

More officer positions may be added as the chapter feels is necessary.

III. COMMITTEES

The alumni chapter may appoint ad-hoc committees as it feels necessary for the completion Of a certain project. The standing committees of the chapter shall be as follows:

- (1) The membership committee shall be responsible for recruiting new members into the alumni chapter as well as for communicating information about events and activities to existing members.
- (2) The activities committee shall be responsible for planning and coordinating all activities and meetings of the alumni chapter.

Other standing committees may be added as necessary,

IV. MEETINGS

The alumni chapter shall hold meetings at a time and place deemed suitable by the members.

V. DUES

Dues shall be set by the members and shall be collected by the treasurer of the alumni chapter at the first meeting of each year.

VI. AMENDMENT PROCESS

These by-laws may be amended by a majority vote of the alumni chapter members in attendance at an alumni chapter meeting. If a question arises, Roberts Rules of Order shall govern the alumni chapter's proceedings.

SAMPLE PETITION

We, the undersigned, are hereby petitioning the Board of Regents of The Delta Chi Fraternity to grant a charter to the newly formed _____ Area Alumni Chapter of The Delta Chi Fraternity. We have enclosed the installation dues as set forth in the schedule of dues.

(Editor's note-a petition must be signed by at least ten (10) members of the Fraternity residing or doing business in the city, town, area, state or province for which an alumni chapter is desired. The wording can be of your choosing as the above is simply a sample.)