**How to Charter an Alumni Chapter**

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.

1. 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 should be provided for attendees. Ask each attendee to record his name, email, and phone number to continue developing the contact list for your organization.
3. After the men have arrived and begun connecting, welcome everyone to the meeting, and provide an overview of the agenda for the evening. Be sure to have someone recording the conversation to ensure that all ideas and suggestions are captured. A suggested order of business is:
	1. Discuss objectives and possibilities for the chapter
	2. 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.)
	3. Elect officers
	4. 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 chartering fee of $150.00)
	5. Decide on plans for the next meeting or other events
4. The group may wish to hold a special charter ceremony once receiving the notice of approval. In addition to inviting your members and their families, you can also look to invite local undergraduate members (if applicable) and Fraternity dignitaries in the area to mark the occasion.
5. Be sure to promote and share the news with others by promoting the news on social media and submitting a story to the International Headquarters for possible publication in *The Quarterly*. Don’t forget to include photographs as well, as it helps to draw attention to your notice. This extra publicity may produce more members and will give a sense of pride to those who have already joined!
6. 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 or meeting. 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 members that know Brothers who could not attend to call and invite those men specifically.
7. 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, be mindful that membership is yet another request for an alumnus’ time. The bonds of brotherhood and similar college experiences are unique incentives to join but can sustain loyalty for only a limited time. It is up to the membership and leadership of the organization to cultivate ongoing interest and support for the organization. By and large, it will be interesting activities and events that will keep members coming back for more. Also, continue to maintain contact with non-attendees. After your continued signs of interest in them and their growing familiarity with the chapter’s activities, they may in fact begin to participate. Above all, showcase how you provide value for your members, and are an investment which they can be proud to invest in.

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. With consistent communication, diverse programming proper planning, 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.