



# Alumni Chapters

Acacia Fraternity Gold Book Series  
*"Preparing Tomorrow's Leaders"*

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## INTRODUCTION

Every Acacian is proud of his membership in our Fraternity. Acacia has given much to us in terms of friendships, personal development and growth, leadership experiences and innumerable other opportunities. If Acacia was a rewarding experience for us as undergraduates, if it gave us something of fundamental value to carry into later life, it deserves our continued support. A willingness to give something of ourselves - our time and effort - is both the supreme test of loyalty and the greatest source of satisfaction in fraternity life. Acacia's founders spoke directly to this point in reminding us that "unto whom much is given, much shall be required."

As alumni, it is both our responsibility and opportunity to continue our support of Acacia. A well-organized alumni chapter serves as the ideal vehicle for the pooling and channeling of this support among alumni in any given community. It enables loyal Acacians to not only serve their Fraternity in a number of important ways but also to share in a unique fellowship with other alumni brothers on a continuing basis.

This Gold Book is designed to guide interested alumni in the organizing of a new alumni chapter and to assist the officers of existing chapters in administering a variety of enjoyable, rewarding and productive programs.

## THE ALUMNI CHAPTER – BACKGROUND INFORMATION

### *Functions of the Alumni Chapter*

Exactly what functions can the alumni chapter serve? The Laws of Acacia allow respective groups considerable autonomy and flexibility in their operations, but every alumni chapter directs its attention and efforts, with varying degrees of emphasis, toward the following general goals:

- To provide assistance to active chapters.
- To provide assistance in the formation of new active chapters.
- To support Acacia's many international programs such as the Acacia Fraternity Foundation and the International Human Service Project.
- To provide better community awareness and understanding of the American college fraternity and especially of Acacia.
- To assist newly graduated brothers in obtaining suitable employment and to help alumni moving into the area in their acclimatization.
- To provide a lifetime of Acacia fellowship to alumni brothers.

Details on how these goals can be pursued are included in the Programs, Activities and Special Events section beginning on Page 6.

### *Membership*

An alumni chapter is the formal organization of all Acacia alumni residing in a given area, regardless of their undergraduate chapter. Eligible for membership are all initiated, out-of-college brothers residing in the area for which the alumni chapter is organized.

This point is made to avoid the confusion which periodically results from improperly mixing the terms "alumni chapter" with "alumni corporation" or "alumni association." The latter two terms can refer to the alumni body of an individual chapter with membership limited to initiates of that chapter, irrespective of their state of residence. It follows, then, that a graduate of Cornell living in Dallas could belong to both the Cornell Alumni Association and the Dallas Alumni Chapter.

It is inappropriate to establish an alumni organization in a metropolitan area and involve only those alumni brothers from a nearby chapter; e.g., establish a Columbus, Ohio Alumni Chapter and limit membership to graduates of Ohio State. The principle strength of an alumni chapter is the diversity alumni from many chapters bring to it.

### *The Laws of Acacia*

The Laws of Acacia and this Gold Book should serve to answer any organizational or jurisdictional questions which might arise in establishing and maintaining an alumni chapter. Appendix I is a compendium of those sections of the Laws of Acacia which relate to alumni chapters. Additional information can be obtained through Acacia Fraternity Headquarters or the International Judge Advocate.

### *The Alumni Chapter Charter*

Please note that any alumni chapter becomes officially recognized and fully enfranchised only after it successfully petitions the International Council for a charter. A charter is obtained by submitting to the International Council via the Executive Director a petition for recognition signed by at least fifteen (15) brothers. A one-time chartering fee (currently \$75.00) should accompany the petition.

## **THE FIRST ORGANIZATIONAL STEPS**

The first steps in creating an alumni chapter are to identify all Acacians in the metropolitan area and to bring them together to discuss the formation of the chapter.

### *Planning and Preliminaries*

1. Form a committee of four to six Acacians in the area who share an enthusiasm for the establishment of an alumni chapter and are willing to contribute their time and effort to ensure its success.
2. Contact Acacia Fraternity Headquarters for a roster of all alumni residing in the city or locality to be served by the chapter. Check the roster against telephone directories and a list of known brothers in the area compiled locally to verify addresses, obtain telephone numbers and catch errors and omissions.
3. Plan a first meeting – location, date, time and program – and send an announcement to each brother on the alumni roster 4 to 6 weeks in advance. Advise Acacia Fraternity Headquarters on the chance an international officer, staff member or regional counselor can attend.
4. Follow up the first mailing with a second “postcard” notice two weeks before the meeting. If the manpower is available, a telephone reminder is even more effective in ensuring good attendance. Work to build enthusiasm into the promotional materials; remember, this isn’t just another business meeting!
5. Provide local newspapers with information concerning the meeting and the plans to establish an alumni chapter. Include a brief sketch of Acacia’s history and be sure to mention prominent local alumni.
6. Prepare an Alumni Chapter Charter Petition for use at the first meeting. (See Appendix II)

### *The First Meeting*

The purposes of the first meeting are to:

1. get to know each other,
2. consider the merits of forming an alumni chapter, and
3. hopefully, to generate the enthusiasm and commitment necessary to ensure the chapter’s long-term success.

This meeting is critically important – impress, enthuse and offer warm fellowship to an alumnus and he will be a committed chapter member for many years; bore him, snub him, waste his time and he probably won’t be back.

1. Plan the time and place of the meeting carefully to ensure good attendance. Two suggestions are a luncheon meeting in a private room of a downtown restaurant or club or a “drinks at five” or “coffee and dessert at seven” format at a nearby country club or similar setting.
2. Avoid “heavier” programs at this first meeting - guest speakers, elaborate dinners, wives and guests, etc. Remember, the objectives are to get to know one another and to have an informal discussion on forming an alumni chapter.
3. Ensure that each brother is warmly welcomed as he arrives and is introduced to others. Name tags with chapter and year of initiation will help break the ice.

4. After a reasonable period of informal socializing, the meeting should be brought to order. The agenda should include the following:
  - A. Introduction of all present.
  - B. Appoint a temporary chairman.
  - C. Conduct a discussion of the role and functions of an alumni chapter.
  - D. Vote to approve or disapprove of such a chapter.
  - E. Complete the charter petition by having at least fifteen (15) brothers sign in support of the chapter.
  - F. Elect officers (President, Secretary and Treasurer). (Either for full one-year terms or on a temporary basis. Some chapters may prefer to defer elections until the second or third meeting.)
  - G. Appoint a committee to draft a constitution, bylaws and organizational outline.
  - H. Briefly discuss the format for future meetings and appoint a program committee to coordinate the next event. (This second meeting should follow within 4 to 6 weeks.)
  - I. Establish a dues structure to cover start-up costs, the chartering fee and subsequent expenses such as promotional mailings.
  - J. Distribute the questionnaire designed to determine interests and skills of alumni chapter members. (See Appendix III)
  - K. Adjourn.

#### *After the First Meeting*

1. Follow up is important!! If possible, send brief minutes of the meeting to everyone on the alumni roster – whether they attended or not. If not, send a brief summary of activity in mailings announcing the second meeting.
2. Forward the signed charter petition and chartering fee to Acacia Headquarters for processing.
3. Inform the Executive Director of the date, time and location of the next meeting so that, if international officers, staff or regional counselors are in the area, they may attend. Include the name, address and phone number of the chapter's President so that the chapter and a contact person can be listed.
4. Ensure that promotion and planning for the second meeting are receiving appropriate attention. Ensure that the constitution and bylaws committee will have a proposed document ready for review at the second meeting.
5. Provide local newspapers with an announcement of the formation of the alumni chapter and the date, time and location of the second meeting.

#### *The Second Meeting*

The agenda should include:

- Introductions.
- Approval of the constitution and bylaws.
- Election of additional officers as needed.
- Appointment of key committees.

Avoid too much informality. Standard business meeting format – i.e., old business, new business, etc. – and Robert's Rules of Order should be employed.

#### *After the Second Meeting*

1. A copy of the approved constitution and bylaws and list of chapter officers should be forwarded to Acacia Fraternity Headquarters.
2. The secretary should notify all active chapters and colonies and their advisors of the alumni chapter's creation.

## **ORGANIZATION AND GOVERNANCE**

### *Constitution and Bylaws*

A committee appointed at the first organizational meeting should meet to write a constitution and bylaws for approval by the entire chapter at its second meeting. As in any similar organization, the constitution and bylaws specify the chapter's

purposes and detail its operating procedures, policies and principal activities. These documents provide each year's officers with guidelines and direction in planning and implementing the chapter's activities. (A sample constitution is provided in Appendix IV.)

### *Officers*

The Laws of Acacia (Article 21, Section 1-2205) specify that the officers of an alumni chapter shall be a President, Vice-President, a Treasurer, a Secretary and other officers as shall be deemed necessary to effectively promote the best interests of the chapter. The officers of the alumni chapter shall be elected by a majority of those dues paying alumni members present and voting at a regularly established annual meeting of the chapter.

The "other officers as shall be deemed necessary" clause reflects the Fraternity's understanding that needs, priorities and activities will vary from one alumni chapter to another and that adjustments in organizations and in responsibilities of officers are not only necessary but desirable.

Rotation in officers each year has proven the best means of ensuring stability of administrations and the continuous enthusiasm that only "new blood" can provide. Some chapters allow for the two or three immediate past presidents to remain on the executive committee as an additional guarantee of seasoned leadership and continuity.

### *Committees*

Once the chapter is established, committees will conduct much of the organization's activities. The number of committees established will depend upon the size of the chapter and the scope of its interest. A chapter in a smaller city with, say, 25-30 members and few if any nearby active chapters may need few if any of the dozen committees suggested on page 5. A larger chapter with over 100 members and the demands of several active chapters and colonies may well need all of them and more.

Because the chapter will rely so heavily on these committees to achieve its goals, great care should be given in the appointment of chairmen. Also, ineffective committee members should be replaced as necessary.

One frequently debated question is whether committee members should serve terms of more than one year. Some argue that if a group of brothers did an outstanding job as the program committee, they should be reappointed again and again indefinitely. Others respond that everyone should be reassigned to new committees annually in order to keep interest high and provide new perspectives on the organization. This is a question which should be settled during the chapter's first year, well before the election of new officers.

Listed below are possible committees which might be established either initially or at some subsequent time:

1. Executive Committee - composed of elected officers and possibly a few former presidents.
2. Membership and Attendance - enlarge membership and stimulate attendance by personal contact and telephone.  
Maintain alumni rosters and directories.
3. Meetings and Programs - establish policies on meetings and programs, provide speakers, films, etc.
4. Social and Fellowship - plan social functions and stag parties (can be combined with the meeting and programs committee).
5. Greeting and Hospitality - greeting and introducing brothers at every meeting and event.
6. Publicity - get stories of chapter meetings and activities in local papers and to Acacia Fraternity Headquarters.
7. Scholarship - promote undergraduate academic achievement.
8. Acacia Fraternity Foundation - promote the interests of the Foundation and raise money for scholarships.
9. Rush - assist local chapter in identifying and pledging prospective Acacians.
10. Masonic Relations - maintain liaison contacts with local Masonic organizations.
11. Chapters and Colonies - maintain contacts with officers and alumni of nearby Acacia chapters and colonies.
12. Job Placement and Vocational Counseling - arrange personal vocational counseling and placement service for undergraduates and younger alumni.

## **PROGRAMS, ACTIVITIES AND SPECIAL EVENTS**

After a solid organizational foundation, the second determinant of the long-range success of an alumni chapter is the quality of its programs and activities. Interesting and productive programming doesn't just happen – it requires excellent organization and hard work. This section provides an overview of the many types of activities alumni chapters undertake and many time-tested suggestions for improving program effectiveness.

### *The Luncheon Meeting*

The cornerstone of most alumni chapter programs is the periodic luncheon. It is inexpensive, fairly quick and convenient for most brothers. Luncheons should be held monthly - by scheduling them more frequently, members will get bored and interest and continuity suffer.

The following guidelines should help produce good results:

1. Fix a permanent date, time and place of the luncheon. (For example, the first Thursday of every month, 12:15 at the Midday Club.) Such regularity helps attendance because the event becomes a habit.
2. Avoid Mondays and Fridays.
3. As with any event, a phone call a day or two ahead by the membership and attendance committee will produce increased attendance.
4. Naturally, the site of the luncheon is important. Easy access for the majority of members – usually a downtown location – a private room and a warm environment are all important.
5. The cost of the luncheon should be kept reasonable to permit participation by younger and retired brothers.
6. Encourage attendance by representatives of nearby chapters and colonies. Reports and interaction from undergraduates will promote strong interest among members.
7. Sometimes, after officer reports and announcements, there will be little additional business to be considered during the luncheon. At such time, provide a short program of general interest topics – invite outside speakers such as an investment counselor, travel consultant, the city manager, Chamber of Commerce representative, etc.
8. Finally, keep the luncheon and program short and on schedule. For example, start promptly at 12:15 and adjourn at 1:30.

### *Alternatives to the Luncheon*

For a number of reasons, the luncheon may be inappropriate as a particular alumni chapter's primary meeting. If this is the case, consider monthly meetings for breakfast or a light buffet in the early evening. The guidelines listed on above pertain equally to either of these alternatives.

### *Special Events*

Because only a limited number of members are usually able to attend the regular luncheons, several major evening or weekend functions should be scheduled each year. Among these might be:

1. Founders Day Banquet – because this event is a national tradition in Acacia as well as in most fraternities, it is an ideal function for an alumni chapter. Contacted far enough in advance, Acacia Fraternity Headquarters can usually provide an international officer, staff member or regional counselor as speaker.
2. Valentine or Sweetheart Formals – particularly effective when co-sponsored with nearby chapters and colonies.
3. Family Picnic – an ideal summer affair.
4. Christmas Cocktail Party – with wives.
5. State Day – an all-day meeting with undergraduate chapters and colonies and other alumni chapters on topics of common interest and followed with a party.
6. Football or basketball bus trips or group seating at nearby events.
7. Local Cultural Events – arrange for group seating for a play, symphony, etc., preceded or followed by a light buffet.
8. Special Interest Events – golf and bowling tournaments, poker and other types of stag parties and similar events will appeal to segments of the membership.

These types of events can provide the most enjoyable fellowship the alumni chapter will experience, but they are deceptive

in terms of the amount of time needed to successfully organize them. Start with no more than 3 or 4 events in a year and add others slowly if interest exists.

### *Activities and Special Projects*

It is in the area of ongoing activities and special projects that the unique character of each alumni chapter will be manifested. Any number of factors will determine their number and nature – interest and values of members, number and proximity of undergraduate chapters and colonies, etc. – an unlimited number of opportunities exist. A few possibilities, sorted by the six common goals of all alumni chapters, are listed here.

### TO PROVIDE ASSISTANCE TO ACTIVE CHAPTERS

In spite of occasional undergraduate protest to the contrary, active chapters of Acacia do need and want alumni involvement and support. Such alumni involvement is essential to the long-range success of any chapter.

In addition to the general support a chapter feels in knowing that local alumni are concerned and involved, alumni chapters can provide specific assistance in several important areas:

- A. Provide Alumni Advisors – to work with various officers and to supplement the work of the chapter and financial advisors.
- B. Initiation Involvement – participation by local alumni in a chapter's initiations not only adds immensely to the effects and lessons of our ritual, but also ensures that chapter officers will work hard to achieve the optimum exemplification of each degree.
- C. Rush Assistance – rush is the lifeblood of a fraternity and the rush efforts of an Acacia chapter is its most important annual activity. Alumni chapters can make two critically important contributions to nearby chapters. First, they can develop a program to identify attractive high school prospects and forward the names to rush chairmen. Second, alumni can lend assistance in summer rush activity, particularly by sponsoring a rush party in their metropolitan area. All chapters and colonies which draw members from the area should be invited to participate. With an appropriate program and good alumni turnout, the party can be a most impressive event.
- D. Vocational Assistance – every active chapter member, even a freshman, can benefit from the wisdom, experience and advice of alumni as he plans his professional goals and, after graduation, begins his job search. A commitment from key alumni and a little planning can result in an informative and rewarding program.
- E. Academic Achievement – alumni chapters can contribute to academic awareness and scholastic achievement by offering modest scholarships; recognizing success by individual brothers and chapters as a whole through trophies, special dinners, etc.; contributing to chapter libraries through a book drive; and sponsoring and participating in learning skills and personal development programs.

### TO PROVIDE ASSISTANCE IN THE FORMATION OF NEW ACTIVE CHAPTERS

While actual colonizations by Acacia at new schools are conducted by the Headquarters staff, alumni chapters can make important contributions by identifying good prospective campuses, working with staff members to obtain permission to colonize from targeted institutions, assisting during colonizations by attending information meetings and the pledging ceremonies, and, of course, providing continuing support to the group as it works toward a charter.

### TO SUPPORT ACACIA'S MANY INTERNATIONAL PROGRAMS

Alumni chapters can do much on a city by city basis to further Acacia's International Programs. Details on numerous programs, such as the Acacia Fraternity Foundation, the International Human Service Project, Acacia's various international educational programs and the alumni giving programs, can be obtained through Acacia Fraternity Headquarters. Additional alumni can encourage undergraduate attendance at regional and state retreats and the Conclave, as well as participate themselves.

### TO PROVIDE BETTER COMMUNITY AWARENESS AND UNDERSTANDING OF THE AMERICAN COLLEGE FRATERNITY AND ESPECIALLY OF ACACIA

Each community presents its own unique situations and opportunities in this regard, but alumni chapters should always be alert for chances to promote fraternities and Acacia.

- A. The Media – keep local newspapers and, if appropriate, radio and television stations continuously informed of the alumni chapter’s activities and those of nearby chapters and colonies.
- B. Public Relations – always identify and exploit the public relations potential in various programs. One clear opportunity is the human service activities of both alumni and undergraduate chapters.
- C. University and College Administrators – work with chapters and colonies, Acacia Fraternity Headquarters and the undergraduates, alumni and national organizations of other fraternities to cultivate the good will of university and college administrators. Be particularly sensitive to the need for involvement during periods of adverse publicity or ill will.
- D. Alumni Chapters of Other Nationals – identify and cooperate with the alumni chapters of other national fraternities in the area. In many cities, alumni chapter councils exist to focus the interests and efforts of all fraternity alumni in building awareness and good will with the community.

#### TO ASSIST NEWLY GRADUATED BROTHERS IN OBTAINING SUITABLE EMPLOYMENT AND TO HELP ALUMNI MOVING INTO THE AREA IN THEIR ACCLIMATIZATION

As previously indicated, alumni chapters can do much in assisting undergraduates in developing their career plans while still in school. Another opportunity presents itself on commencement day, when alumni can assist worthy Acacians in obtaining suitable employment or gaining admission to graduate or professional school programs in the area.

Another opportunity is inherent in the changing complexion of our society. Recent government studies reveal that the average college educated American will hold six different jobs during his professional lifetime, own three different homes, and, depending on the nature of his work, live in five or more different cities.

Many an Acacian will face the need to uproot his family and move to a community about which he knows little and in which he has few if any friends or acquaintances. An alumni chapter can do much to assist brothers in this situation – in fact, many chapters create a special committee just to welcome and lend assistance to transferring Acacia families.

#### TO PROVIDE A LIFETIME OF ACACIA FELLOWSHIP TO ALUMNI BROTHERS

This Gold Book has primarily concentrated on the organization of an alumni chapter and the various ways in which it can provide service to Acacia. An equally important function of the chapter, however, is that of providing its members with fraternal fellowship.

Naturally, fellowship can be obtained through civic, church and service organizations but these are all to frequently only extensions of a man’s business or professional life. The alumni chapter provides an outlet for relaxation and true brotherhood with others who have shared in the Acacia experience.

How to provide a brother with fellowship? Put him to work! Just as it is the undergraduates who contribute the most to their chapter who enjoy the fraternity experience, so it is the alumni most involved in their alumni chapter’s activities who most receive and enjoy camaraderie and fellowship. Involving each brother in a meaningful part of the chapter’s work is the key to happy and productive members.

Naturally, there are scores of other “personal” touches which add to the alumni chapter’s effectiveness in this area. Among the possibilities:

- Recognize alumni brothers for significant contribution to the chapter or achievement in their career or civic undertaking – plaques, awards, special dinner, etc.
- Create an “Outstanding Alumnus of the Year” award.
- Present Awards of Merit or Orders of Pythagoras (contact Acacia Fraternity Headquarters). Recognize brothers for other important achievements – birthdays, 50 years as Acacians, silver and golden anniversaries.
- Pay particular attention to retirees, especially the sick, disabled and shut-ins.
- And work hard to make the chapter’s special events as enjoyable as possible. Many times they are ample repayment in and of themselves for a brother’s contribution of time and effort.

## APPENDICES

### APPENDIX I

#### Article 22 – Alumni Chapters

- 1-2201. Name. An alumni chapter shall be known by the name of the town, city or locality wherein it is situated; such name shall be subject to the approval of the International Council.
- 1-2202. Membership and Constituency. Eligibility to membership in an alumni chapter shall be confined to alumni of the Acacia Fraternity.
- 1-2203. Chartering Alumni Chapter. An alumni chapter may be chartered and established by the International Council of Acacia Fraternity in any town, city or locality, upon the written application of at least fifteen resident alumni.
- 1-2204. Alumni Constitution and Bylaws. Each alumni chapter shall adopt such constitution and bylaws as the members thereof shall see fit, provided, however, that said constitution and bylaws shall not negate or contravene any Article, Bylaw or Section of the Constitution or Bylaws of Acacia. It shall file with the International Judge Advocate and the Executive Director respectively, a copy thereof and all amendments thereto, certified by the President and Secretary of the alumni chapter.
- 1-2205. Officers. The officers of an alumni chapter shall be a President, a Vice-President, a Treasurer, a Secretary and such other officers as shall be deemed necessary to effectively promote the best interest of the alumni chapter.
- 1-2206. Election of alumni chapter officers. The officers of the alumni chapter shall be elected by a majority of those dues paying alumni members present and voting at a regularly established annual meeting of the chapter.
- 1-2207. Duties of the alumni chapter officers. The officers of an alumni chapter, shall, in addition to such other duties as may be prescribed and required by their Constitution, perform the following duties:
- Clause 1. The President shall be the presiding officer of the alumni chapter, the official representative thereof, and shall have all the powers and duties usually pertaining to such office.
  - Clause 2. The Vice-President shall discharge the powers and duties of the President in the latter's absence.
  - Clause 3. The Treasurer shall be the custodian of the funds of the alumni chapter.
  - Clause 4. The Secretary shall attend to the correspondence of the alumni chapter and shall report to the Executive Director of Acacia Fraternity upon such matters as may be required of him; he shall keep a book of minutes wherein he shall record an accurate digest of all alumni chapter proceedings, and he shall be the custodian of the records and archives of the alumni chapter.
  - Clause 5. The duties of all other officers, if any, shall be prescribed by the Constitution of the alumni chapter.
- 1-2208. Authority of Alumni Chapters.
- Clause 1. An alumni chapter shall have jurisdiction over the conduct of its members, except that its right to suspend or expel an alumni member shall be limited to suspension or expulsion from membership in its alumni chapter.

Clause 2. An alumni chapter may adopt and modify or repeal articles and provisions of its Constitution and Bylaws not inconsistent, however, with the Constitution, Bylaws and Code of Procedure of the Acacia Fraternity, but same shall not be valid until approved by the International Council.

Clause 3. The official acts of the alumni chapter shall be dated and signed by its President and Secretary.

1-2209. Meetings.

Clause 1. An alumni chapter shall hold at least one regularly established and stated meeting a year, at which an election of officers of the alumni chapter shall be held, together with such other business as the alumni chapter shall deem proper.

Clause 2. A special meeting of the alumni chapter shall be held at the call of the President or upon a written request to the President, signed by at least five members, and notice thereof stating the date, time and place shall be communicated or mailed to each dues paying member of the alumni chapter, at his last known address, at least three days before the time appointed for such meeting.

Clause 3. The dues paying members present at a regularly stated or special meeting shall constitute a quorum.

1-2210. Committees. An alumni chapter shall have at least one standing committee, which said committee shall be the Governing Committee, and shall consist of the President, the Treasurer and the Secretary and at least two other members appointed by the President, one of whom may be named as chairman; and it shall be the duty of this Governing Committee to exercise general supervision over the conduct of alumni chapter affairs, and over the individual conduct of the members of the alumni chapter, and to promote the welfare of the chapter.

1-2211. Alumni Chapter Dues. The Constitution and Bylaws of each alumni chapter may fix an amount of local alumni dues to be paid by its members to the Treasurer thereof.

1-2212. Alumni Chapter Delegate to International Conclave. An alumni chapter which maintains its membership in such numbers as shall meet the requirements for chartering, as hereinabove provided, shall be entitled to send, at alumni chapter expense, a non-voting delegate, the alumni chapter President, to the International Conclave. In the event of the inability of the alumni chapter President to attend, the chapter shall elect an alternate.

1-2213. Dissolution. In case of the dissolution of an alumni chapter, the President or other presiding officer shall transmit all records and other property of such alumni chapter to the Executive Director of Acacia Fraternity.

## APPENDIX II

The petition for an alumni chapter charter need not be elaborate. In fact, a letter along the lines suggested below will suffice:

The International Council of Acacia Fraternity  
8777 Purdue Road, Suite 130  
Indianapolis, IN 46268

Dear Gentlemen:

In recognition of the many important roles an alumni chapter plays, we the brothers of Acacia Fraternity living in (name of locality) do hereby petition you for a charter for the newly established (name of locality) Acacia Alumni Chapter.

Fraternally,  
(15 signatures)

## APPENDIX III

### SPECIMEN QUESTIONNAIRE FOR USE BY ALUMNI ASSOCIATION OFFICERS

Whether or not you can attend meetings regularly, will you be able to help in making this a more active Alumni Association?  
Check type of activity in which you prefer to help.

1. Help obtain speakers for meetings.
2. Call alumni to remind them of each meeting.
3. Help secure proper newspaper publicity.
4. Help in setting up an organization for recommending pledges.
5. Help in securing at least one alumnus in each of the larger cities in (name of state) as a contact man.
6. Help in developing a program whereby the alumni will be able to present a formal initiation.
7. Help in setting up complete records of Acacia Fraternity alumni here in (name of city) and other towns in (name of state).
8. Help in active chapter supervision.
9. Help in pledge training.
10. Lead singing at meetings.
11. Make or provide additional equipment needed for chapter initiations.
12. Help in job placement of graduating Acacians.
13. Help in setting up an Acacia Fraternity library - international laws of fraternity, alumni manual, etc.
14. Contribute financially in lieu of other assistance in alumni work.
15. Any other activity in which you are interested - (state the activity).

APPENDIX IV

(SAMPLE CONSTITUTION AND BYLAWS)

PROPOSED CONSTITUTION  
FOR  
THE (NAME) ACACIA ALUMNI CHAPTER

PREAMBLE

In order that we, the brothers of Acacia Fraternity living in (name of city) may continue our allegiance to Acacia and may continue to live according to the great principles of our brotherhood and in order that we all may serve our Fraternity to the best of our ability by helping nearby chapters and assist with other important programs, we join together in the bonds of fraternal friendship to form this alumni chapter of Acacia and adopt this constitution for our alumni chapter.

ARTICLE I – NAME

The name of the organization shall be “(Name) Acacia Alumni Chapter.”

ARTICLE II – SITUS

The situs of the alumni chapter shall be in the City of (Name), (Name of County), (Name of State).

ARTICLE III – PURPOSE

The purposes of the organization shall be:

- (1) To unite all local Acacians in fellowship through diversified activities.
- (2) To assist in every manner possible all Acacia Colonies, Chapters, Alumni Chapters and Foundations.
- (3) To actively participate in the formation of other Acacia alumni organizations.
- (4) To locate and recommend qualified men for membership consideration by active Acacia Chapters.
- (5) To promote any activity that might be beneficial to Acacia Fraternity.

ARTICLE IV – MEMBERSHIP

Any duly initiated active or honorary member of Acacia Fraternity shall be eligible for membership.

ARTICLE V – MEETINGS

(1) The meetings of the organization shall be:

- (a) Regular
- (b) Special

(2) Six (6) regular meetings must be held during each calendar year at such time and place as may be designated by the Executive Committee.

(3) Special meetings may be held at any time the affairs of said alumni chapter necessitate such a meeting to be held, notice thereof to be given by or at the direction of the President or Secretary, it being provided that such notice may be by mail or by telephone.

ARTICLE VI – OFFICERS

(1) The officers of the alumni chapter shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Social Chairman

- (f) Program Director
- (g) Director of International Relations and Alumni Chapter Expansion.

(2) The duties of the President of the alumni chapter shall be:

- (a) To preside at all regular and special meetings.
- (b) To appoint all committees, except the Executive Committee.
- (c) To be responsible for a written annual report of organizational progress at the end of his tenure of office.
- (d) To be responsible for causing the books of the alumni chapter to be audited at the end of each fiscal year.
- (e) To act as Chairman of the Executive Committee, and Ex-Officio member of all other committees.

(3) The duties of the Vice-President of the alumni chapter shall be:

- (a) During the absence of the President, to succeed to the powers, duties and responsibilities of the President.
- (b) To supervise and be responsible for membership expansion of the alumni chapter.
- (c) To act as a member of the Executive Committee.

(4) The duties of the Secretary of the alumni chapter shall be:

- (a) To keep a true and accurate record of all regular and special meetings, and all Executive Committee meetings and reducing the same to written minutes.
- (b) To maintain the membership rolls and handle the general communications between the Executive Committee and the membership at large, said communications to include notification of all meetings.
- (c) To be responsible for the selection and mailing of congratulatory cheer and sympathy cards to the brothers, or any member of their family, in the name of the alumni chapter.
- (d) To act as a member of the Executive Committee.

(5) The duties of the Treasurer of the alumni chapter shall be:

- (a) To collect all dues and/or special fees from all members of the alumni chapter, deposit said collected funds in the name of the alumni chapter in the designated bank and maintain accurate records thereof.
- (b) To pay all expenses of the alumni chapter, when such payment shall have been first duly authorized by the Executive Committee.
- (c) To prepare an annual financial statement correctly reflecting the financial condition of the alumni chapter or at any time when so directed by the President or by the Executive Committee.
- (d) During the absence of the Secretary to maintain true and accurate records of all regular and special meetings, and all Executive Committee meetings by reducing the same to written minutes thereof.
- (e) To act as a member of the Executive Committee.

(6) The duties of the Social Chairman of the alumni chapter shall be:

- (a) To have the responsibility for planning all social events for the alumni chapter.
- (b) To have supervision of the preparation and circulation of all written notifications of social events.
- (c) To act as a member of the Executive Committee.

(7) The duties of the Program Director of the alumni chapter shall be:

- (a) To have the responsibility for providing programs for all regular meetings.
- (b) During the absence of the President and Vice-President, to preside over all meetings, but he shall not succeed to other powers and duties normally executed by the President or, in the absence of same, the Vice-President.
- (c) To act as a member of the Executive Committee.

(8) The duties of Director of International Relations and Alumni Chapter Expansion of the alumni chapter shall be:

- (a) To coordinate, inform and advise progress between International Headquarters and interested alumni chapters.
- (b) To assist in the formation of alumni chapters.
- (c) To act as a member of the Executive Committee.

#### ARTICLE VII – ELECTION OF OFFICERS

- (1) The election of officers shall be held at the May meeting each year unless otherwise provided for by the Executive Committee.
- (2) The officers shall be elected by a majority of those members present and voting at such meeting. Any member of the alumni chapter shall be eligible for election to any office thereof.
- (3) The terms of office of the officers of the alumni chapter shall be for a period of twelve (12) calendar months beginning immediately following their election.
- (4) When a vacancy shall occur upon the resignation or because of the permanent absence of any officer, such vacancy shall be filled by appointment by the Executive Committee for the remainder of the term.
- (5) The Executive Committee shall act as the nominating committee whose duty it shall be to report back a slate (one candidate for each office) of officers to the alumni chapter at least thirty (30) days prior to a regular meeting for the election of officers, for consideration at the forthcoming election.
- (6) At least ten (10) days prior to a meeting called for election of officers, the Secretary shall cause a notice to be sent to all members of the alumni chapter setting forth the date, time and place of the election of officers and the slate proposed by the nominating committee. At the election meeting additional nominations may be made from the floor.

#### ARTICLE VIII – EXECUTIVE COMMITTEE

- (1) The Executive Committee shall consist of all of the duly elected officers, the immediate past President of the alumni chapter and the University of (Name) Chapter Advisor.
- (2) The duties of the Executive Committee shall be as follows:
  - (a) To administer the affairs of the alumni chapter.
  - (b) To have general supervision of the finances of the alumni chapter and approval of all expenditures.
  - (c) To call special meetings.
- (3) The Executive Committee shall have at least one (1) regular meeting each two (2) months to be called by the President and shall meet at such other times as may be deemed necessary by the President to properly conduct their duties, or upon petition by three (3) members of said Executive Committee.

#### ARTICLE IX – DUES

- (1) The annual dues shall be payable on or before the first day of June each year, the amount of said annual dues to be recommended by the Executive Committee and approved by a majority of members present and voting at a regularly scheduled meeting prior to June 1st.
- (2) Dues paying members shall receive a price advantage on all social fees, the amount to be determined for each social function by the Executive Committee.
- (3) The President, Vice-President, Secretary and Treasurer shall be excused from the payment of dues during their tenure in office.
- (4) The fiscal year of this alumni chapter shall begin June 1st.
- (5) Dues shall not be refundable to a member for any purpose.

#### ARTICLE X – PARLIAMENTARY RULES

Robert's Rules of Order (Revised) shall control at the regular and special meetings of the alumni chapter.

#### ARTICLE XI – AMENDMENT OF BYLAWS

These Bylaws may be changed or amended only by a vote of three-fourths (3/4ths) majority of the members of the alumni chapter present and voting at any regular or special meetings, provided that written notices of the proposed changes or amendments shall have been mailed to all members at least ten (10) days prior to such meeting.