



The Pi Kappa Alpha Fraternity

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# **Forming An Alumni Association**

***Once a Pike, Always a Pike***

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# Overview

## Answers to Commonly Asked Questions

### ***What is a Pi Kappa Alpha Alumni Association?***

As an extension of the Pi Kappa Alpha International Fraternity, alumni associations are groups of alumni and friends connected to the International Fraternity and each other through leadership, programming, communication and membership. Pi Kappa Alpha alumni associations have an exciting mix of social, cultural, athletic, recreational and academic related activities.

### ***What is the purpose of an alumni association?***

A Pi Kappa Alpha alumni association exists to promote the brotherhood of □□□□ by providing an outlet for casual alumni interaction. Alumni associations allow the opportunity for Pike alumni to continue to benefit from their membership through fellowship, networking, social engagements, and a variety of other interactions.

### ***How much time is associated with joining an alumni association?***

An alumnus' commitment to an alumni association is voluntary in nature. A few committed alumni will be needed to organize the efforts of forming and maintaining a successful association.

### ***What are the different types of alumni associations?***

Pike Alumni Associations are generally established in two formats:

1. Metropolitan Based Associations
2. Chapter Based Associations

As indicated by the title, a metropolitan based alumni association is made up of alumni from a variety of chapters who share a common area of residence. A chapter based alumni association is made up of alumni from one particular chapter, regardless of geography.

### ***What are the financial obligations associated with an alumni association?***

Dues associated with alumni associations are left to the discretion of each group. It is common for an association to operate on a small dues structure, or operate on a "pay as you go" basis per event.

Associations are encouraged not to put an undue emphasis on financial commitment as this is usually built over a period of time through consistent, positive interaction.

### ***How do you gain official recognition from the International Fraternity?***

The General Policies of the Fraternity's Supreme Council require that a minimum of twelve (12) men in good membership standing petition the Supreme Council for a charter and pay a one-time fee of \$175 (which includes the first year's annual dues). Subsequently, the annual dues for each association are \$125, payable July 1<sup>st</sup> of each year. Associations should submit an annual report confirming contact information and current leadership.

### ***What are common goals and objectives of an association?***

Some of the goals of an association may be:

- Coordinate local alumni activities and events
- Promote membership in the association
- Assist local chapters through scholarship opportunities
- Provide career networking opportunities for local alumni

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# Organizing Your Alumni Association

## Getting Started

The first step to organize an alumni association is forming a core group of alumni who are willing to create interest in a designated area or on behalf of a particular chapter. Having a few alumni who are behind the idea of forming an alumni association and are willing to contribute to the organizational efforts is a must.

Gauging interest may be as simple as word of mouth, through phone calls, email, a website, especially with chapter based alumni associations. However, with the metropolitan format, a more sophisticated effort is usually necessary. The most common approach in this situation is mailing out a letter announcing the intent to form an association and then coordinating an informal meeting. At this time, alumni can discuss the feasibility of starting an alumni association and appropriate plans can be made to move forward with the chartering procedures if enough interest is evident. The Alumni Services Department of the Memorial Headquarters is available to assist you in the organizational process.

## Chartering Requirements

The chartering process for an alumni association is designed to be simple, affordable and achievable. To become an officially recognized Pi Kappa Alpha Alumni Association, the association must be chartered through the Memorial Headquarters in Memphis, Tennessee.

A charter is achieved by completing two basic requirements:

1. A petition to charter shall be sent to the Memorial Headquarters and a minimum of 12 signatures from Pi Kappa Alpha alumni, are required.

Please refer to the Appendix for a sample Petition to Charter

2. A chartering fee of \$175 (which includes the first year's annual dues) is required.

## Maintaining Official Status

To maintain official alumni association status, there are three expectations:

1. The association hosts at least one event per year.
2. The association must keep current on its annual dues through the International Fraternity
3. The association shall file an annual renewal form providing officer names and contact information.

## Convention

Those alumni associations duly chartered at least six months prior to the Convention, in good standing with no outstanding financial obligations to the International Fraternity, are allowed to have one voting delegate at each International Convention, held every even numbered year.

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## Event Ideas

Along with alumni association communications, events which an alumni association sponsors are the major functions of an alumni association. These alumni events include: association meetings, monthly luncheons, and other activities like homecoming, anniversaries, golf outings and banquets.

A wide variety of alumni association events fit into the “other” category. These events can be split into two categories: smaller types of events and major events. Examples of smaller events include:

- Golf Outing
- Barbecue
- Outing to a sporting event (school or pro league)
- Holiday reception
- Alumni-undergraduate sporting event
- Canoe trip or other outing
- Chapter scholarship dinner
- International Work Day
- Sponsored chapter recruitment event
- Tailgates or pre/post game receptions
- Civic activities (blood drive, food drive, etc.)

Examples of major alumni association events, and ones which will require more planning, include:

- Homecoming Weekend
- Founder’s Day or other banquet
- Special anniversary
- Holiday dinner-dance

Obviously, even the smaller events can turn into large, complicated gatherings. However, the keys to successful alumni events include advance planning and advance notification to alumni.

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## Resources From the Memorial Headquarters

A variety of services are available to registered alumni associations to help ensure your success. These include:

- Participation in the Liability Protection Program
- Annual directory listing in the *Shield & Diamond*
- Quarterly news in the Alumni Notes section of the *Shield & Diamond*
- Listing on the Alumni Association Locator section of the Fraternity's website
- Participation in annual awards
- Access to the database of chapter or area alumni
- Delegate representation at the International Convention

### Publicity

As an official Pi Kappa Alpha Alumni Association, your association's name and contact information and website information will be listed on the Fraternity's website for all alumni, undergraduates and friends of the fraternity to view.

Through the Fraternity's official magazine, the *Shield & Diamond*, you'll also be able to list all upcoming association dates and events in each of the quarterly issues. In addition the association will also have the opportunity to have photographs and recaps from successful events inserted into the magazine. You are also encouraged to submit alumni updates gained through continual contact that will be encountered through association events.

### Submitting News to the *Shield & Diamond* magazine

Alumni associations can use the *Shield & Diamond* to publicize information about their events and various activities. While there is a deadline for each of the quarterly issues, alumni associations are encouraged to submit information year round, and the information will be kept for the next upcoming issue. Please include any updates on your officers, web site address, or other contact information. You can email your information for publication to [pka@pikes.org](mailto:pka@pikes.org) or by mail to *Shield & Diamond*, 8347 West Range Cove, Memphis, TN 38125. If you have any questions feel free to call 901-748-1868, ext. 100.

Visit this link - <https://www.pikes.org/IssueDeadline.aspx> - for complete information on submitting news. The Deadlines are as follows:

- Spring issue – January 1<sup>th</sup>
- Summer issue – April 1<sup>th</sup>
- Autumn issue – July 1<sup>th</sup>
- Winter issue – October 1<sup>th</sup>

### Anniversary Certificates

The Memorial Headquarters staff produces special certificates for alumnus members commemorating 25, 50 and 75 year anniversary memberships. These certificates can be mailed to alumni association or chapter representatives to be presented at Founder's Day events and other special occasions.

### Advisement

As always, please feel free to call or email the Alumni Services Department at [alumni@pikes.org](mailto:alumni@pikes.org) to speak with the alumni affairs department regarding any questions or comments you may have.

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By forming and operating an alumni association you are providing a valuable resource to the International Fraternity, alumni across North America, and our undergraduates. You are making an impact and ensuring that the Pike Experience lasts a lifetime.

## Outside Resources

- ***www.campaigner.com*** - this affordable, easy to use e-mail website allows alumni associations to create professional email marketing campaigns in minutes. The pay-as-you-go pricing feature allows you to pay on a campaign by campaign basis and requires no contract or obligation. For a flat rate of only 6¢ per email, you can pay as you send.

## International Work Day

Chapters, colonies and house corporations all across North America plan a day, primarily in the months of April and May, to get together with students, alumni, parents and guests to improve the chapter house and/or grounds. Groups conduct projects and provide food and fellowship for all who participate. Since its inception, International Work Day has become an annual tradition for many Pike chapters, their alumni and house corporations.

Every participating chapter qualifies for many incentives, which include a \$250 participation grant, an event planning kit, recognition in the autumn *Shield & Diamond*, and eligibility for selection in one of six International Work Day Award categories. In addition to the participation grant, all award recipients receive a \$100 gift certificate at a hardware store in their area and the Overall Work Day Award Winner receives a \$500 participation grant and a trophy to be proudly displayed in their house.

In late February, watch for an invitation via e-mail, check the housing section on the Fraternity's website for dates and details, or look in the spring issue of the *Shield & Diamond* to see if your chapter or the chapter nearest you is participating.

If you have difficulty contacting the project coordinator, or the information on the website *www.pikes.org*, doesn't answer your questions, please reach the Real Estate Department by e-mail at *pikehouse@pikes.org* or by calling (901)748-1868 ext. 116 and ask for information about getting involved.

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# Submitting Your Petition

You can submit your Alumni Association Petition to Charter to the Memorial Headquarters as soon as you have a minimum of 12 alumni members and their signatures, along with acting officers and the appropriate contact information. In addition you will need to provide the \$175 chartering fee. Shortly following this, the association will need to submit a working set of by-laws and the Employer Identification Number assigned by the Internal Revenue Service. Please submit all information to the International Fraternity at:

The Pi Kappa Alpha Memorial Headquarters  
Attention: Alumni Services  
8347 West Range Cove  
Memphis, Tennessee 38125

Upon receipt of the petition and the chartering fee, written confirmation will provide notification of the association's chartering. Upon approval, the alumni association will receive its own official charter.

## ***Checklist of items that need to be submitted to the Memorial Headquarters***

- Petition to Charter with a minimum of 12 signatures
- Chartering Fee of \$175 (includes the first year's annual dues)
- Contact information for the association and its officers
- Copy of the by-laws governing the association
- Notify the MHQ of the Employer Identification Number

## ***Information Needed Concerning Each Alumni Association Member***

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Position within Association (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Title and Place of Employment (Optional): \_\_\_\_\_

\_\_\_\_\_

The ability to effectively communicate with each alumni association is crucial in order to serve and support each group within the International Fraternity. If for any reason the information that was submitted should change throughout the year, please notify the staff at the Memorial Headquarters with the appropriate changes and/or contact information corrections

# Appendix

## Sample Petition to Charter

Whereas, the undersigned alumni in good and regular standing of The Pi Kappa Alpha Fraternity desire to encourage all alumni of \_\_\_ Chapter/Metropolitan area to take an active role in advancing the interests of their great Fraternity; and

Whereas, the undersigned alumni believe in the importance of virtue and commit to living the values of The Pi Kappa Alpha Fraternity; and

Whereas, the undersigned alumni affirm their belief that truth is the foundation of all lasting association, and will seek wisdom and knowledge while serving others in modesty and dignity; and

Whereas, the undersigned alumni, recalling that Pi Kappa Alpha is a lifelong commitment, reaffirm to live their lives with honor and courage seeking the inherent worth in each person they meet; accepting all brothers of Pi Kappa Alpha in love and friendship; and serve their faith, family, community, alma mater, and Fraternity; because they believe that only then, by living these virtues, will they realize their fullest potential; and

Whereas, the undersigned alumni desire to form an alumni association in accordance with the General Policies of the Supreme Council of The Pi Kappa Alpha Fraternity; believing that thus they can most successfully accomplish their object.

Therefore, Be It Resolved, that the undersigned alumnus members of The Pi Kappa Alpha Fraternity, do hereby petition the Supreme Council of The Pi Kappa Alpha Fraternity, pursuant to The General Policies of the Supreme Council of the Pi Kappa Alpha International Fraternity, to charter to The

\_\_\_\_\_ Alumni Association of The Pi Kappa Alpha Fraternity; and

Be It Further Resolved that the aforesaid Association will obey the Constitution, Codes, General Policies, laws and regulations of The Pi Kappa Alpha Fraternity and conform to all requirements thereof. Signed this \_\_\_\_\_ day of \_\_\_\_\_, Two thousand and \_\_.

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