



Alpha Rho Chi Fraternity Rules and Regulations for Alumni Associations

Adopted in January 2011

Amended in April 2019

Ratified April 2024

This document outlines the operational and organizational responsibilities of Alumni Associations. The National Constitution and By-Laws of Alpha Rho Chi supersede any conflicting rules or regulations outlined in this document.

Active Alumni Associations are critical to the success of the Fraternity and the Grand Council shall encourage the development of such Associations. It is incumbent upon each Alumni Association to remain fiscally responsible to the fraternity, to remain incorporated in its respective State, and to maintain an active voice in the leadership of the fraternity.

Forming an Alumni Association

The Alumni Association formation requirements are the same for first-time alumni Associations as for re-establishing an Association. This section expands on requirements listed in the National By-Laws Article XIX Establishment of Alumni Associations.

Step 1: Contact the Worthy Grand Associate Architect

Contact the Worthy Grand Associate Architect (WGAA) at WGAA@alpharhochi.org to declare the Association's intent to form.

- The WGAA will set up administrative user access in the fraternity's membership management system, to aid the Association in forming an organizing committee.

Step 2: Form an Organizing Committee

Form an Organizing Committee that meets the following requirements:

- Is composed of at least ten (10) alumni, non-graduate, faculty and or/honorary members.
- Has a defined purpose in forming the Association.
- Maintains a schedule of meetings (in person or remote) and records official minutes.

Step 3: Write By-Laws

- The WGAA will provide the organizing committee with a pre-approved By-laws template, that is in concurrence with the National Constitution and By-Laws..
 - It is highly recommended by the Grand Council to use a By-Laws template provided by the WGAA and discuss any deviations from the template before issuing them in a final draft.
- By-Laws must be sent to the WGAA for review and Grand Council approval before incorporation.

Step 4: Elect Officers

- Elect, at minimum, a President, Secretary and Treasurer to the board of the Association, in accordance with the Association's By-Laws and the National By-Laws Article XIX, Section 06.

Step 5: Incorporate as a Not-For-Profit with the State

The Alumni Association must be incorporated with the Secretary of State. Incorporation processes and fees vary by state, but generally include the following steps:

- The Association must follow the standard naming convention; “The ___ Alumni Association of Alpha Rho Chi.”
- Incorporate your Association through your Secretary of State’s Office/website.
- Once complete, submit the Articles of Incorporation to the WGAA

Step 6: Register as a 501(c)7 corporation with the IRS

- Register the Association for an Employer Identification Number (EIN) through the IRS
- Register the Association as a 501(c)7 through the IRS.
 - Contact the WGE and/or the fraternity’s tax consultant for IRS assistance.
- Submit the Association EIN and proof of 501(c)7 status to the WGAA.

Step 7: Establish a bank account

Establish your bank account, considering the following recommendations by the Grand Council:

- The name of the bank account should be the same as on the state incorporation; “The ___ Alumni Association of Alpha Rho Chi.”
- Choose a national bank, with online banking and minimal account restrictions
 - Consider ease of banking access for the current and future Association Treasurers.
- List a minimum of two account holders, such as the President and Treasurer.
- If available, order physical checks and a debit card.

Step 8: Design and obtain a seal

- Design an official seal for the Association.
- Submit the design in a high-res .png to the WGAA.
- Secure an embosser or a rubber stamp, in order to physically affix the seal to documents.

Step 9: Submit the Petition to the Grand Council

Submit a petition to be recognized as an affiliated Alumni Association of Alpha Rho Chi Fraternity to the WGAA for review by the Grand Council. The petition must include:

- A cover letter with signatures of at least ten (10) Alumni, Non-Graduate, Faculty and/or Honorary members.
- The GC-approved By-Laws, stamped with the official Association seal.
- The Articles of Incorporation from the State with the official Association seal.
- Proof of an established bank account, with sensitive information (such as the account number) redacted.
- **Any additional requirements set forth by Article XIX of the Alpha Rho Chi Bylaws.**

In addition, the petitioning Association must:

- Complete the Alumni Association Report, including Executive Board contact information.
- **Pay the filing fee as listed on the approved schedule of fees** to the WGE, via the fraternity membership management system.

Step 10: Approval by the Membership

Upon Grand Council acceptance of your petition, the membership shall vote to approve the petition in accordance with the National By-Laws Article XIX, Section 04.

Maintaining an Alumni Association

When joining Alpha Rho Chi, members undertake obligations to the fraternity and its success. For an Association to operate successfully, it depends on brothers meeting expectations of membership. It is the responsibility of the entire Association to set these expectations and see that they are met. For additional information, refer to the National By-Laws Article XXII Duties and Powers of the Alumni Associations as well as Article XX for the Suspension of Chapters and Alumni Associations.

Good Standing

To maintain yearly Good Standing, the Alumni Association must submit or complete the following by the

end of each fiscal year:

Financial Requirements -

- Pay the national annual fee for Alumni Associations for the current year and have no other outstanding balances to the national fraternity.
- Submit a financial statement for the current fiscal year
- All executive board members must pay their individual alumni dues for the current calendar year.

Operational Requirements

- Update the current Board members in the fraternity membership management system and assign the appropriate page administrator permissions.
- Submit proof that the Association is incorporated and in good standing with the state.
- **Maintain an active Employer Identification Number (EIN) with the United States Internal Revenue Service (IRS) as a 501(c)7 corporation, or, under special circumstances, a 501(c)3 corporation.**
- Submit meeting minutes from at least one (1) meeting each Fiscal Year.
- **Submit records of a minimum of ten (10) active alumni at the Association Level as defined by the individual Association's Bylaws.**
- **Send a Delegate to the National Convention**

Tax Status

As part of the operational requirement to maintain an active EIN, each Association must file the appropriate tax forms (typically the IRS 990 postcard) in compliance with the IRS requirements. Contact the WGE and/or the fraternity's tax consultant for IRS assistance.

Convention Delegate

The designated convention delegate for the Association must be in good standing, having paid their individual national alumni dues for the current calendar year of the Convention. Failure to send a convention delegate will forfeit the Association's vote on business motions, elections, and other voting matters as outlined in the National By-Laws, Article IX, Section 01.

Suspending an Alumni Association

The Grand Council does not consider suspension proceedings lightly. Should an Alumni Association not meet **financial and operational requirements** for maintaining good standing for two (2) consecutive years, suspension procedures may begin in accordance with the National By-Laws Article XX Suspension of Chapters and Alumni Associations.

Suspension Warning

After an Alumni Association fails to submit the requirements to maintain good standing two (2) consecutive years, **or the organization fails to seat a Delegate at two (2) consecutive National Conventions**, a warning letter will be issued by the WGAA notifying the Alumni Association that they are in danger of being suspended, **listing the deficiencies warranting the notice, and the timeline in which they shall be corrected.**

Official Suspension

Should the Grand Council decide an Alumni Association is not compliant **for failure to correct deficiencies noted in a Suspension Warning within the allotted time frame or for other violations as outlined in the National By-Laws Article XX Suspension of Chapters and Alumni Associations.** the Grand Council may proceed with a motion at any regular or special meeting to declare the Alumni Association in question suspended. After declaring the Alumni Association suspended, the WGA will notify the Alumni Association President of the Alumni Association's change of status. The change is effective upon receipt of the notification.

Once declared suspended, the Alumni Association may not incur or accrue any further indebtedness to the Fraternity **and will be recognized as Dormant.**

Suspension Appeal

An Alumni Association may appeal their status change to the Grand Council, within thirty (30) days after

the suspension notice. A Grand Council special meeting can be requested to hear the Association's appeal. **The Grand Council will respond to the Alumni Association within thirty (30) days of hearing the Appeal.**

Should the Grand Council accept the Appeal, the Association is to correct the deficiencies within the time allotted by the Grand Council. Should the Grand Council deny the Appeal, the Association will be suspended and recognized as Dormant effective from the original Notice of Suspension.

Dissolving an Alumni Association

To dissolve the Alumni Association, the Grand Council recommends the following procedures:

- Submit documentation that the bank account has been closed
- Submit an outline of how the remaining bank fund(s) were dispersed, i.e. to the Chapter, Foundation or other organization, with an explanation of what will happen to the funds should the Alumni Association be re-established.
- Submit documentation that the Association's incorporation with the state has been dissolved.

The Grand Council will then vote to accept the Dissolution and the Association's status will be recognized as Dormant.