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Overview

A Quick Look At the Basics



The Purpose of an Alpha Tau Omega Alumni Association

An Alpha Tau Omega Alumni Association exists to promote the brotherhood of ATO by providing an outlet for casual alumni interaction. Alumni associations allow the opportunity for ATOs to continue to benefit from their membership with Alpha Tau Omega through fellowship, networking, social engagements, and a variety of other potential interactions.

Alumni Involvement

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 alumni association. Beyond that, a variety of commitment levels are to be expected within an alumni association. As a result, events should be fun, convenient, and beneficial.

Leadership Structure

The leadership structure of an alumni association can be as extensive as the particular alumni association chooses it to be. However, as a rule of thumb, an alumni association's structure is not designed to be cumbersome or complex. At minimum, an alumni association should have a president, vice president, and secretary/treasurer. Other positions, such as an event coordinator, may be established in correlation with specific needs and according to the initiatives set by the association. The alumni association should hold elections for officers and adopt and approve a working set of bylaws. The association should already have acting officers and a working set of bylaws at the time of submitting the alumni association chartering petition.

Please refer to Appendix A for sample alumni association bylaws



Dues

All financial obligations to an alumni association 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. Each method has distinct advantages and disadvantages. Associations are encouraged to select the approach they believe would work best, without putting an undue emphasis on financial commitment. More often than not, financial commitment is built over a period of time through consistent, positive interaction.

Types of Alumni Associations

Alpha Tau Omega Alumni Associations are typically established in two formats: metropolitan based alumni associations and chapter based alumni 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 geographical area of residence. While a chapter based alumni association is made up of alumni from one particular chapter, regardless of geography.

Organizing

an Alumni Association



Getting Started

The first step in organizing 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 and/or e-mail, 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 alumni association and then coordinating an informational 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 National Headquarters is available to assist you in the organizational process and can help coordinate the drafting of letters and/or mailings.

Charter Requirements

The chartering process for an alumni association is designed to be simple and achievable. To become an officially recognized Alpha Tau Omega Alumni Association, the association must be chartered. A charter is achieved through two steps:

1. A minimum of 20 alumni must sign a charter petition as stated in the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*.

Please refer to Appendix B for a sample chartering petition

2. A chartering fee of \$35 is required. In addition, alumni associations petitioning for a charter are required to pay an annual fee of \$50 as stated in the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*. A prorated amount will apply if applicable and will be billed to the association after the National Board of Directors has approved the petition.



Please reference section 12-0202 within the appendix for a complete explanation of association fees within the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*.

Maintaining Official Status

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

1. The association hosts at least one event per year.
2. The association pays its annual fee as stated in the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*. Currently, each alumni association is required to pay \$50 on an annual basis due on September 1st of each year. If the annual fee becomes delinquent the charter may be revoked. Please reference section 12-0201 within the appendix for a complete explanation of association fees within the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*.

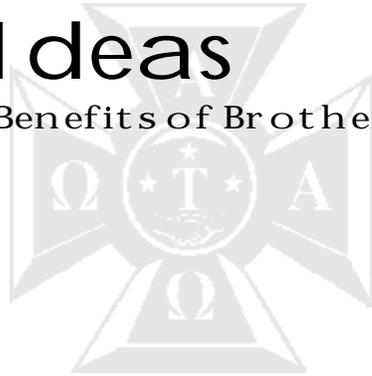
Congress

To be a voting delegate at Congress, an association must be in good standing with no financial obligations outstanding. The alumni association representative must pay the designated alumni registration fee in order to attend Congress. Remember, according to the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*, the Chief Executive Officer, subject to the approval of the Board of Directors, may revoke the charter of any alumni association, or which shall not be represented by a delegate at two successive General Assemblies.

Please see Appendix C for a complete list of Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity pertaining to Alumni Associations

Event Ideas

Enjoying the Benefits of Brotherhood



ATO Nights

An ATO Night is a gathering of all Alpha Tau Omega alumni in a particular city. An ATO Night serves as an excellent first event. This type of event can also include wives or other guests, such as undergraduates. Typically, this event is best planned for midweek. This way, it does not compete with weekend social engagements or family time. Time factors can vary based on the specifics of the venue, event, or season, but the rule of thumb is to start no later than 6 p.m. and end no later than 8 p.m.

The most optimal site for an ATO Night is a country club, city club, unique restaurant, or hotel. With a country or city club, an alumnus can usually act as a sponsor. The site should have a cash bar available, as well as a selection of hors d'oeuvres.

For this type of gathering it is recommended that invitations be sent out a minimum of four weeks in advance, thus allowing time to RSVP and coordinate schedules. The agenda should be very simple and brief. As a guide, the master of ceremonies should host a 10 to 15 minute program including a welcome, a thank you to the local host and sponsor, a mention of future alumni association events, and a brief ATO related speech. At no time, should someone speak for personal advancement in a political campaign or similar issue of self-interest (in keeping up with the ideals of The Creed of Alpha Tau Omega). Overall, make sure the program is short, simple, and interesting. The main point of the evening is to allow alumni to interact and meet one another.

Casual Social

A casual social can be held at a variety of places, such as a restaurant, bar, or club. The focus of this type of event is to provide a time and place where ATO alumni can get together at their leisure and share fellowship.



Conversation Circle

Conversation circles are held at a regularly scheduled lunch or breakfast. Alumni who have a particular interest or expertise in a given area may facilitate conversation circles, or special guests may be invited to speak.

Critical Skills Workshops & Career Placement Seminars

Alumni associations can hold critical skills workshops that teach undergraduates the essential skills needed to ensure a successful career. Critical skills workshops that alumni associations could coordinate with a local chapter may include: interviewing techniques, resume building, etiquette, scholarship programs, and time management workshops. In addition, members of alumni associations can post entry-level jobs and internships through our exclusive partnership with *experience.com*. For more information and specific details go to www.ato.org and click on the ATO Career Center.

Golf Tournaments

For those who enjoy the game of golf, an annual golf tournament can be a great source of fun and fellowship. If possible, arrange a reasonable group fee for green fees, golf carts, and lunch. Small prizes could be given to the winners. Feel free to contact the National Headquarters for officially licensed vendors of ATO who specialize in clothing and merchandise.

Sporting Events

Sporting events are an excellent way to boost participation, especially if your area has a college and/or professional sports teams. Aside from the game, food can be arranged through tailgating (if appropriate) or by meeting prior to the game. Also, group discounts may be available for ticket purchases.

Theatre/Concerts

For a smaller group of alumni with similar interests, a theatre or concert event presents a great opportunity to get together with other Taus.

Philanthropic Events

Often, alumni will be involved in other organizations in which philanthropy events are promoted. When appropriate, a group of alumni may take interest in helping out with a particular cause or event. Alumni associations may also schedule independent philanthropic events or sponsor a particular philanthropy.

ATO Related Events

Founders Day celebrations (traditionally celebrated near March 15), homecoming, sponsorship of undergraduate scholarships, and conducting leadership seminars are just a few ideas of events that an alumni association may wish to become involved with on some level. If you would like additional assistance or information on raising funds for a local scholarship, please contact the Alpha Tau Omega Foundation.

Planning Tips

1. Plan ahead. Set a one or two year agenda.
2. Interests differ. Be considerate by planning a variety of events that are likely to attract the majority of alumni.
3. Recruit volunteers for specific functions. Delegating to willing participants perpetuates the alumni association by creating ownership and giving people something to do.
4. Think about event details such as parking, convenience, cost, and attire.
5. Communication is key. Utilize e-mail, the Internet, event calendars, and invitations when appropriate and/or possible.

Resources

from the National Headquarters



Alpha Tau Omega offers a variety of services to ensure that your alumni association is successful.

ATO Computerized Member Information

As a service to alumni associations, current names and addresses for members of the Fraternity are available through the National Headquarters. This information is available via labels, printouts, diskettes, or electronic e-mail files, all of which are designed to aid alumni associations. Alumni lists can be sorted by either a metropolitan area or by chapter.

How to Order Alumni Lists

Please contact the National Headquarters at 317-684-1865. It is very important that you place your order within 10 business days in advance of when you need it. This will ensure adequate processing and shipping time. Orders placed less than 10 business days prior to when they are needed may not arrive in time.

When Placing Your Request

Please be sure to specify appropriate chapter, contacts, dates, and shipping and billing information.

Indicate the output format: labels, printout, diskette, or electronic e-mail files. Select the sequence in which you wish the names and addresses to be formatted or printed.

Please refer to appendix D for the ATO Data Request Form

Charges for Billing

Charges for label orders, printouts, or diskettes will be computed at a rate of 2 cents per printed name. There is no charge for electronic e-mail files, of which information can be sent in a variety of formats. There is a \$5 minimum processing charge per order, and the full cost of shipping or postage will be borne to the customer. All orders will be shipped via first class mail, unless otherwise re-



quested by the customer. If the request was received less than 10 days prior to when the materials were needed, express shipping may be necessary. The cost will be charged to the association or person requesting the list.

Invitations

Alpha Tau Omega National Headquarters can assist you in the design and mailing of event invitations. Please contact the National Headquarters at 317-684-1865 and inquire about coordinating alumni association events. Typically, the only cost to associations is the price of the supplies and postage.

Exposure

As an official Alpha Tau Omega Alumni Association, your association's name and contact information will be listed on the national web site at www.ato.org for alumni to view. In addition, you will have the opportunity to post alumni association events in the national web site's "Alumni Events" section.

Guest Speakers

As you begin to plan events it may be possible to arrange a guest speaker from either the National Fraternity or Foundation. However, advanced planning is necessary and it would be advantageous to contact the National Headquarters in the preliminary stages of planning (subject to availability).

Advisement

As always please feel free to call the National Headquarters to speak with the alumni services department to answer any questions that you may have. You are making an impact and ensuring that the ATO experience lasts a lifetime!

Submitting

Your Petition



You can submit your Alumni Association Charter Petition and Bylaws to the National Headquarters as soon as you have a minimum of 20 alumni signatures, along with acting officers, and corresponding addresses, phone numbers, and e-mail addresses (if applicable). In addition, you must provide an adopted or working set of bylaws, complete alumni association petition, and the \$35 chartering fee. Please submit all materials to the National Headquarters at:

**Alpha Tau Omega National Headquarters
Attention: Chief Executive Officer
One North Pennsylvania St.
Twelfth Floor
Indianapolis, IN 46204**

Sample Petition

The National Board of Directors, upon formation, must approve every alumni association. All official correspondences including submissions and future changes must be sent to the National Headquarters. Addresses, telephone numbers, and e-mail addresses (if applicable) of each petitioning alumni association member must also be included in the formal petition.

Upon approval of your petition, you will be notified by the Chief Executive Officer with a letter of confirmation concerning your newly chartered alumni association. Please note that your petition has to be approved at either a regular scheduled National Board of Directors meeting or by mail ballot. Because of this, it may take some time for your charter petition to be approved as the Board of Directors only meets at certain times throughout the year. Upon approval, the alumni association will receive its own official charter.

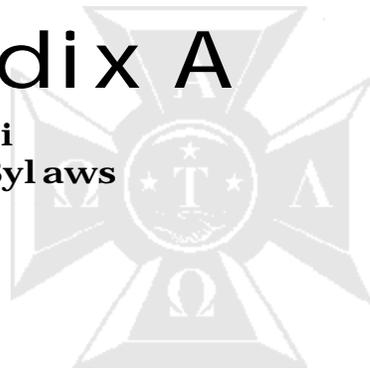


Items that must be Submitted to National Headquarters

- Alumni association chartering petition concerning the establishment or reestablishment of an alumni association.
- A copy of the Bylaws governing the operations of the alumni association.
- A list of at least 20 alumni must sign the charter petition noting their addresses, phone numbers, and e-mail addresses (if applicable).
- Payment of the \$35 chartering fee. Please note, you will also be required to pay an annual fee of \$50 as stated in the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*. Since this will likely result in a prorated amount you will receive an invoice from the National Headquarters with the amount due after the petition has been approved.

Appendix A

Sample Alumni Association Bylaws



Alumni Association of _____ Bylaws

WHEREAS, The cultivation of friendship and the ties of brotherhood is desirable by reason of our being members of the Alpha Tau Omega Fraternity and of having completed our undergraduate studies and active undergraduate affiliation with the fraternity; and

WHEREAS, It is highly desirable to stimulate the ties of brotherhood of frequent association together and for the promotion of constructive objects on behalf of the fraternity and its alumni.

NOW, THEREFORE,

For the better accomplishment of its objectives, the following Bylaws are hereby ordained and established by the Alumni Association of _____ of the Alpha Tau Omega Fraternity.

ARTICLE I

Section 1. Membership. Any initiated Brother of the Alpha Tau Omega Fraternity in good standing with the National Fraternity and not an undergraduate member is eligible for membership into this Association.

ARTICLE II

Section 1. Officers. This Association shall have the following officers, whose powers and duties shall be as hereinafter provided by these Bylaws: three Directors for the first year: President, Vice President, and Secretary/Treasurer.

ARTICLE III

Section 1. Elections. The Association shall hold the annual election of Officers and Directors during the month of January.



ARTICLE IV

Section 1. Meetings. The Board of Directors shall hold its regular meetings of the Association at such time as may be decided upon by the Board, and shall hold such other meetings as may be designated upon call of the President in person or by telephone, telefacsimile, hand delivery or mail.

Section 2. Non-Voting Delegate. The Association shall elect a non-voting delegate from the main body of the membership to attend and represent the said Association at all Board of Directors meetings. Should the delegate be unable to attend any said meeting, an alternate, selected at the discretion of the Board, shall be invited to attend in his place.

Article V

Section 1. Quorum. A majority of the Directors shall constitute a quorum for the transaction of all business of the Association pertaining to the duties of their offices. Said Directors shall have the management and control of such business of the Association as may properly relate to the duties of their office.

Article VI

Section 1. Votes. At all meetings of the members of this Association, the members present representing a majority of the membership shall constitute a quorum, and at such meetings each member shall constitute one vote.

Article VII

Section 1. Powers of President. It shall be the duty of the President to preside at all meetings of the Association's Board of Directors. He, with the Secretary/Treasurer, shall sign all checks and vouchers, and shall perform all such duties as may properly relate to his office. In the absence of the President, the Vice President shall preside over all such meetings and perform the duties of the President.

Article VIII

Section 1. Powers of the Secretary/Treasurer. It shall be the duty of the Secretary/Treasurer of the Association to keep correct minutes of all business meetings of the Association, and he shall keep a record of all memberships and of all business transactions, attend to all correspondence, and shall perform all other duties as may properly relate to the duties of his office. It shall also be the duty of the Secretary/Treasurer of the Associa-

tion to keep a true and correct statement and account of all money and effects received by him belonging to the Association, and all money paid out by him, and to pay all bills and accounts, allowed by the Board of Directors upon vouchers approved and signed also by the President. He shall make his report in writing to the Board of Directors at each regular meeting, showing the financial condition of the Association.

Article IX

Section 1. Dues. The members of the Association shall each pay annual dues, as determined by the membership of the Association.

Article X

Section 1. Officer Terms. No elected officer of the Association shall succeed himself in office any two consecutive terms, unless so decided by a unanimous vote of the members of the Association.

Article XI

Section 1. Amendment of Bylaws. The Bylaws of this Association, on the written application of two-thirds of its members, may be altered, changed, or amended by a two-thirds vote of the members at any election or special meeting ordered for that purpose by the Directors, notice thereof having been given at a previous meeting of the Association.

THESE BYLAWS WAS ADOPTED BY THE DIRECTORS AND MEMBERSHIP OF THE ALUMNI ASSOCIATION OF _____ OF THE ALPHA TAU OMEGA FRATERNITY, AT A MEETING THEREOF IN THE STATE OF _____, THIS THE _____ DAY OF _____, A.D. _____.

Appendix B

Sample Alumni Association Chartering Petition



Date

Alpha Tau Omega National Headquarters
Attention: Chief Executive Officer
One North Pennsylvania St., Twelfth Floor
Indianapolis, IN 46204

To the National Board of Directors:

Pursuant to the *National Policies & Procedures of the Alpha Tau Omega Fraternity* 12-0102, I, on behalf of the proposed _____ (name of association) _____ Alumni Association of the Alpha Tau Omega Fraternity would like to formally petition the Board of Directors for consideration to be officially recognized at your earliest convenience.

The undersigned to this petition do respectively represent:

1. That they are initiates of the Alpha Tau Omega Fraternity and alumni of the chapters annexed to their several signatures.
2. That they meet the individual and collective requirements regarding the establishment of an Alpha Tau Omega Alumni Association, as specified in the *Bylaws and Policies & Procedures of the Alpha Tau Omega Fraternity*.
3. That the appropriate chartering fee of \$35 accompanies this petition along with a working set of bylaws.



4. That the names and titles of the officers of the said alumni association are:

_____ , Acting President
_____ , Acting Vice President
_____ , Acting Secretary/Treasurer

5. That the said alumni association consists of _____ members as indicated on the attached role, which includes members and officers' names, addresses, phone numbers, and e-mail addresses (if applicable).

6. The principal office of the said alumni association where all official correspondences will be sent from the National Headquarters shall be _____
_____.

Please include a short paragraph that notes your association's goals and objectives for the present and immediate future.

Your cooperation and consideration is greatly appreciated. Each of the individuals listed above along with the other members of the said association are excited and eager to assume their responsibilities and duties.

For the members of the _____ (name of association) _____ Alumni Association of the Alpha Tau Omega Fraternity, I remain

Most fraternally yours,

_____ , Acting President
Name of Alumni Association

Proposed Alumni Association Membership Role

WHEREFORE, THE UNDERSIGNED DO PETITION that a charter in due form may be issued constituting them and their successors an alumni association of the Alpha Tau Omega Fraternity and endowing the said association and its members with all rights, privileges, and responsibilities pertaining thereto.

Information that is needed concerning each alumni association member

1. Name:
Chapter:
Position on alumni association (if applicable):
Address:
Phone:
E-mail (if applicable):

Please note that your alumni association petition must include at least 20 alumni

The ability to effectively communicate with each alumni association is crucial in order to serve and support each association within the National Fraternity. If for any reason the information that was submitted above changes throughout the year, it is the responsibility of the alumni association to update the National Headquarters with any changes of status, additions or deletions to the membership roll, and/or address corrections.

Appendix C

Bylaws and policies & Procedures of the Alpha Tau Omega Fraternity



Article 12 Alumni/Alumni Associations

- 12-0101 Alumni associations may be established and inactive alumni associations reestablished only by a charter granted in the manner hereinafter prescribed, issued by the National President and National Secretary. [PP.12-0101: 1989GA, eff. 8/7/1990]
- 12-0102 A charter may be granted by the Board of Directors to twenty or more alumni members who are residents in a state or region of the United States, or the District of Columbia, or a province of Canada, or a city, or other country or political subdivision thereof, or who are initiates of one chapter, constituting themselves and their successors as an alumni association of such state or region, district, province, city, or country or political subdivision thereof, or chapter. [PP.12-0102: 1989GA, eff. 8/7/1990]
- 12-0103 Chief Executive Officer, subject to the approval of the Board of Directors, may revoke the charter of any alumni association which shall not be represented by a delegate at two successive General Assemblies, or which shall become delinquent in the payment of its annual fee. [PP.12-0103: 1989GA, eff. 8/7/1990; Am: 2000GA, eff. 10/1/2000]
- 12-0201 Each alumni association shall pay an annual fee equal to the pledge fee prescribed in 10-1301, due September 1 of each year, and ending the following August 31. [PP.12-0201: 1989GA, eff. 8/7/1990]
- 12-0202 Each prospective alumni association shall pay a charter fee of \$35 at the time of applying therefore and, upon being granted such charter, shall pay the full annual fee for that portion of the year remaining. [PP.12-0202: 1989GA, eff. 8/7/1990]
- 12-0203 The fee for rechartering an alumni association shall be the same as the chartering fee. [PP.12-0203: 1989GA, eff. 8/7/1990]



12-0204 Each alumni association shall receive for use by its delegates an expense allowance in such an amount as established by the Chief Executive Officer, but in no event shall this amount be less than the allowance given to chapter delegates. [PP.12-0204: 1994GA, eff. 9/1/1994; Am: 2000GA, eff. 10/1/2000]

Appendix D

At o Dat a Request Form

