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**Bylaws** (individual alumnae chapter/club)

*Constitution and Standing Rules*
Introduction

Membership in Alpha Gamma Delta is a privilege and requires a lifelong commitment. At initiation and throughout the collegiate years, it is stressed that involvement should not end when college days are over. Alumnae membership in Alpha Gamma Delta spans many more years than does collegiate membership, thereby offering continued opportunities for leadership, service and long-lasting friendships.

Alumnae chapters and clubs unite members in productive and effective organizations. The strength of these organizations depends largely upon the officers. It is the expectation that alumnae officers desire the highest and best achievement in all areas of Fraternity life, acting as role models for alumnae and collegians alike. With this thought in mind, the Alumnae Leadership Manual has been developed to provide information and procedures for successful functioning of the alumnae organization. It is also meant to provide encouragement to attain the ideals expressed in the Alpha Gamma Delta Purpose and Ritual.

Vision Statement

Inspire the Woman.
Impact the World.

Mission Statement

Alpha Gamma Delta is an international fraternity for women that exists to provide opportunities for personal development through the spirit of sisterhood.

- We support lifelong learning as a means to gain understanding and wisdom.
- We promote the value of fraternal membership and commitment to higher education.
- We help prepare members to contribute to the world’s work.
- We advocate lifetime involvement in Alpha Gamma Delta.
Alpha Gamma Delta Purpose

To gain understanding that wisdom may be vouchsafed to me.
To develop and prize health and vigor of body.
To cultivate acquaintance with many whom I meet.
To cherish friendships with but a chosen few and to study the perfecting of those friendships.
To welcome the opportunity of contributing to the world’s work in the community where I am placed because of the joy of service thereby bestowed and the talent of leadership multiplied.
To honor my home, my country, my religious faith.
To hold truth inviolable, sincerity essential, kindness invaluable.
To covet beauty in environment, manner, word and thought.
To possess high ideals and to attain somewhat unto them.
This shall be my Purpose that those who know me may esteem Alpha Gamma Delta for her attainments, revere her for her purposes and love her for her Womanhood.
Fraternity Overview

This first section of the *Alumnae Leadership Manual* includes information on the following topics: Fraternity policies and terminology, events, programs, and relationships and services.

Constitution and Standing Rules

The *Constitution and Standing Rules* are the Governing Documents of our Fraternity. They provide for orderly administration of business and ensure fair treatment for each of our members. Every member of Alpha Gamma Delta is bound to support the *Constitution and Standing Rules* of the Fraternity. This document is the final authority for any action taken or decision made in the name of Alpha Gamma Delta.

One copy of the *Constitution and Standing Rules* is provided to each Alumnae Chapter and Club President. This copy should be made available to every alumna member for information. The President’s copy of the *Constitution and Standing Rules* should be kept in this Leadership Manual in the designated section.

Fraternity Policies and Terminology

An important aspect of any alumnae organization is to understand and maintain Fraternity policies at all times. Policies and procedures of the International Fraternity take precedence over any others. However, local organizations may establish their own special policies and procedures as needs arise and as long as there is no conflict with International Fraternity policies and procedures.

Proper Fraternity terminology should be understood and used at all times. Please see the *Alpha Gamma Delta Style Guide* on the Member Services section of the website for the proper terminology list.

Individual Member Good Standing

Refer to the *Alpha Gamma Delta Membership Handbook*.

Finances/Fiscal Year

The International Fraternity’s fiscal year runs from June 1 to May 31.

Insignia

Refer to the *Constitution and Standing Rules*, Article X., Sections 2. and 5.

A member of Alpha Gamma Delta purchases a lifetime lease on her Badge at the time of her Initiation. It must remain in her possession or be returned to the Fraternity and may not be given to another member or to a collegiate chapter for any purpose. A member’s Badge, and Honor of Epsilon Pi if applicable, is to be returned to the Fraternity at the time of her death or may be buried with her. The Crescent, Crescent with Diamonds and Circle belong to the International Fraternity and are to be returned to the Executive Director at International Headquarters. Any exception to these stipulations must be granted by International Council. The form for returning a Badge may be found in the Permanent Secretary section of this manual.
Fraternity Events

International Convention
International Convention is held on alternate years for the purpose of conducting legislative business. Other benefits of Convention include presenting educational workshops and renewing sisterhood. Convention is both educational and inspirational. Each collegiate and alumnae chapter or club sends a delegate for the purpose of remaining current in Fraternity matters and garnering enthusiasm for the spirit of sisterhood. All initiated members in Good Standing of Alpha Gamma Delta are eligible to attend International Convention.

Feast of Roses
Refer to the Constitution and Standing Rules, Article IX., Section 2.

Initiation Service
Refer to the Constitution and Standing Rules, Article X., Section 1.

International Reunion Day
Refer to the Constitution and Standing Rules, Article IX., Section 1., and in the Special Events section of this manual.

Memorial Service
This is a Ritual Service that can be used following notice of an alumna member’s entrance into Chapter Grand. Specifics on this ceremony can be found in the Alumnae Ritual.

Rededication Service
The Fraternity Rededication Service is a ceremony providing a meaningful transition from collegiate to alumnae status in the life cycle of an Alpha Gamma Delta. It is a Ritual Service performed by the alumnae for members in Good Standing who are graduating or who are leaving college permanently. Participation in the Rededication Service is not a requirement for becoming an alumna member. Collegiate members in Good Standing become alumnae members automatically upon graduation or upon leaving college permanently. Initiated collegiate members who are not participating in the Rededication Service may attend the service. Specifics on this ceremony can be found in the Alumnae Ritual and in the Special Events section of this manual.
Fraternity Programs

Adopt-a-Chapter Program

The Adopt-a-Chapter Program provides alumnae support to collegiate chapters that do not have the benefit of a local alumnae chapter or club.

- Adopting alumnae communicate regularly with their collegiate chapter, showing the collegiate women that alumnae care about their younger sisters and want to connect in a special way.
- Alumnae offer the level of support that they feel comfortable providing, from financial assistance, visits, care packages, awards, cards or notes.
- The program also serves to demonstrate to the collegians ways in which alumnae continue to be involved with the Fraternity long after the collegiate years are over.

Alpha Gam Always

*Alpha Gam Always* is a program designed to help increase alumnae involvement in chapters, clubs and Junior Circles. *Alpha Gam Always* is usually celebrated as a special event in the early fall. Guidelines and suggestions for planning a successful event are posted on the Member Services section of the website.

Alumnae Initiates

The Fraternity *Constitution and Standing Rules* provides for the initiation of qualified women who do not hold membership in another National Panhellenic Conference or National PanHellenic Conference Fraternity (see *Constitution and Standing Rules*, Article II., Sections 1. and 2).

Alumnae initiates are a practical and viable way to increase membership. The experience can be both rewarding and energizing to an alumnae group.

For specific procedures on alumnae initiates, refer to the *Alpha Gamma Delta Membership Handbook*.

Distinguished Citizen Awards

Distinguished Citizen Awards are presented to individual members for exceptional and outstanding contributions in their professions or in civic, organizational, cultural or charitable work. This award is a means of honoring outstanding members who have brought recognition to the Fraternity through their personal efforts. These awards are presented at International Convention.

International Reunion Day (IRD)

Each year International Council announces a recommended theme to be used for International Reunion Day. Members are encouraged to use this theme when planning their local event. The traditional day for this reunion is the third Saturday in April, but it may be scheduled at another time in April or early spring, depending on
the needs of the local membership. Attendance is limited to members and new members of Alpha Gamma Delta. The Fraternity *requires* collegiate attendance.

This is a day set aside annually to:

- Renew the bonds of sisterhood.
- Develop an understanding of the true meaning of Fraternity.
- Promote closer associations among collegiate and alumnae members.
- Develop and strengthen Fraternity friendships.

International Reunion Day can be celebrated as:

- A brunch
- A luncheon
- A community service event
- Any other activity that reflects the intended purpose of the event

**Junior Circle**

The Junior Circle Program was developed to keep younger alumnae involved in Alpha Gamma Delta. Junior Circles provide a transition between collegiate membership and alumnae involvement. Junior Circle activities offer a means for younger alumnae to become involved with sisters who share similar interests. The programming and direction of the Junior Circle is determined by its members. If there is a local alumnae group in existence, the activities of the Junior Circle complement and enhance those of the sponsoring group. If there is no alumnae organization available to sponsor them, the Junior Circle should be organized according to the guidelines outlined on the Fraternity website.

**Rose Sisters**

The Rose Sister Program was developed for those sisters who live in areas with no alumnae chapter or club, collegiate chapter or Junior Circle. This program may also include sisters unable to attend alumnae events due to illness or incapacitation. Rose Sisters are kept up-to-date on Fraternity news through periodic newsletters sent by mail or e-mail. These newsletters are personal and provide anecdotal information about the Fraternity.

**Rosebuds**

The Rosebud Program was launched for Alpha Gamma Delta members, their daughters, and other young family members and friends. Rosebud groups are formed by sisters living in the same geographic area. Organizers plan regularly scheduled activities and community service events appropriate for the participating girls. The goals of the program are:

- To foster strong adult-girl relationships
- To provide fun activities in which adults and girls can participate
• To provide ways for members to remain involved in the Fraternity during the busy childbearing years
• To increase the visibility of Alpha Gamma Delta in the community
• To introduce girls and young women to the sisterhood of our Fraternity

**Sisters with Available Time and Talent (SWATT)**

The SWATT Team is a special group of Alpha Gamma Delta alumnae who volunteer their time and talents as resources for the Fraternity.

Members of the SWATT Team make themselves available as sources of information, instruction and guidance within their specialization area. The time commitment necessitated for the SWATT Team is variable—this is an opportunity that allows sisters to give a variety of amount of time to Alpha Gamma Delta as personal schedules permit. The SWATT Team complements existing resources offered by the Fraternity by providing information and guidance in their specific skill area.

Alumnae sisters who are not able to commit to a Volunteer Service Team position may find the SWATT Team to be a perfect opportunity to offer service to the Fraternity.
Fraternity Relationships and Services

Volunteer Service Team

Volunteer Service Team members are alumnae volunteers (either elected or appointed) who devote their time and expertise to the continued growth and improvement of Alpha Gamma Delta. International Council, International Standing Committee Chairmen, Committee Chairmen and members, Administrative Directors, Area Coordinators and Province Directors comprise the Volunteer Service Team of the Fraternity. The Fraternity reimburses expenses incurred in performing their duties. They do not receive a salary or any monetary compensation for the time they devote.

International Council

- **International President**—Has general supervision over the affairs of the Fraternity.
- **International Vice President-Alumnae**—Responsible for directing the alumnae programs of the Fraternity.
- **International Vice President-Collegians**—Responsible for the collegiate chapters of the Fraternity.
- **International Vice President-Membership**—Responsible for directing the recruitment and membership programs of the Fraternity.
- **International Vice President-Extension**—Responsible for extension activities of the Fraternity, and general supervision of colonization and new chapter development.
- **International Vice President-Finance**—Responsible for directing the finance and housing programs of the Fraternity. Responsible for the minutes of International Council and International Convention.
- **International Vice President-Panhellenic Affairs**—Serves as the official delegate of the Fraternity to the National Panhellenic Conference.

Volunteer Service Team Overview

Current job descriptions are located in the Member Services section of the Fraternity website. The Member Services section of the website will have more specific information about all volunteer positions as soon as it is available.
Standing Committees

Fraternity Standing Committees are outlined in the Constitution and Standing Rules of the Fraternity.

Archives Committee
The Archives Committee is responsible for the preservation of the archival aspects of the Fraternity. Donations to the Archives Committee for preservation and display may be sent to International Headquarters.

Documents Audit Committee
The Documents Audit Committee is responsible for the review of Fraternity documents and ensures they are consistent with the governing documents of the Fraternity and previously published materials. This committee receives and reviews draft amendments to the governing documents of the Fraternity. Members of the committee also review and approve collegiate, alumnae and House Association bylaws.

Education Committee
The Education Committee is responsible for overseeing the development and implementation of the Fraternity’s education plan. Committee members direct the development of education and training agendas for Convention, The Leadership Conference and the Volunteer Leadership Conference.

Elections Committee
The Elections Committee oversees the elections process for International Officers of the Fraternity by following the Alpha Gamma Delta Elections Handbook procedures. This committee is responsible for educating the Fraternity membership about the elections process. The Elections Handbook is located on the Member Services section of the Fraternity website.

Philanthropy Committee
The Philanthropy Committee is responsible for the development and promotion of the Fraternity philanthropy program. Committee members encourage members and new members to support the Alpha Gamma Delta Foundation, the Fraternity’s international philanthropy and to participate in local community service.

Ritual Committee
The Ritual Committee is the Fraternity’s resource on ritual matters. The committee:

- Oversees the education and presentation of all Fraternity Ritual Services.
- Communicates with and guides chapters/clubs about Ritual.
- Responsible for reviewing all situations of loss and defacement of The Ritual and Ritual material.
The Committee Chairman:

- Serves as the Convention Ritual Chairman.
- May suggest procedure instruction changes in *The Ritual* to International Council.

## Chapter Development

### Director of Chapter Development

Two Directors of Chapter Development are responsible for the overall well-being and success of the collegiate chapters, alumnae chapters and clubs, and house associations within the areas assigned. Their responsibilities include:

- Direct and assist Area Coordinators and Province Directors in their managerial oversight.
- Direct and assist Area Coordinators and Province Directors in the development and execution of strategies and plans for improvement.
- Provide timely and consistent updates to the International Vice President-Alumnae and the International Vice President-Collegians.
- Provide direction and assistance to Area Coordinators and Province Directors as needed or requested.

### Area Coordinator

The Area Coordinators are responsible for the overall well-being and success of the collegiate chapters, alumnae chapters and clubs, and house associations in their areas. Their responsibilities include:

- Direct and assist Province Directors in their managerial oversight of these entities.
- Direct and assist Province Directors in the development and execution of strategies and plans for improvement.
- Provide timely and consistent updates to the Directors of Chapter Development.
- Provide direction and assistance to Province Directors as needed or requested.
- Give additional assistance to Province Directors working with chapters on alert or probation status.

### Province Director

The Province Directors are the day-to-day managers for the overall well-being and success of the collegiate chapters, alumnae clubs and chapters, and house associations in the assigned provinces. They provide managerial oversight in all areas—including, but not limited to operations, finance, recruitment, member development and housing. Their responsibilities include:

- Coordinate the development and execution of strategies and plans for improvement.
- Provide guidance, inspiration and encouragement.
• Ensure that education and training are provided to the collegiate chapters, alumnæ chapters/clubs and house associations within the province through personal contact and correspondence.
• Be the primary liaison to the Fraternity for the officers and leaders of the Alpha Gamma Delta communities in the province.

**Fraternity Resource Teams**

**Alumnae Development Team**
The Alumnae Development Team develops and administers programs and processes to recruit and recommend alumnæ for volunteer positions in the Fraternity. Team members:
• Work closely with Area Coordinators, Province Directors and other Volunteer Service Team Directors to ensure that open Volunteer Service Team and vacancies in chapter advisor, house association officers and alumnæ chapter/club officer positions are filled in a timely manner.
• Assist in the development of new alumnæ chapters and clubs.

**Finance Team**
The Finance Team is responsible for directing efforts that ensure effective and efficient financial management of collegiate chapters, house associations and alumnæ chapters and clubs. Team members:
• Develop, implement, regularly assess and update systems and procedures to enable Alpha Gamma Delta communities to effectively and efficiently manage their finances.

**House Associations Team**
The House Associations Team is responsible for directing efforts that ensure effective and efficient management of all areas of collegiate housing. Team members:
• Develop, implement, regularly assess, and update systems and procedures that enable Alpha Gamma Delta communities to effectively and efficiently manage their collegiate chapter housing.

**Member Development Team**
The Member Development Team is responsible for the implementation of programming within Alpha Gamma Delta communities, including chapters, advisors, house associations and clubs. This team works closely with the Education Committee to provide insight about the different needs for collegiate programming.
Recruitment Team

The Recruitment Team is responsible for the overall well-being and success of the membership growth and sustenance of collegiate chapters. Team members:

- Support the collegiate officers and advisors and assist in the development and execution of strategies and plans for ongoing membership growth, improvement and sustenance.

New Chapter Development Team

The New Chapter Development Team is responsible for the overall well-being and success of collegiate colonies/new chapters, their alumnae chapters and house associations. Team members support new chapter officers and advisors in the development and execution of strategies and plans for successful new chapters.

Fraternity Programs Team

The Fraternity Programs Team is responsible for the supervision and direction of Fraternity programs to include, but not limited to:

- Adopt-A-Chapter
- Alpha Gam Always
- Alumnae Panhellenic
- Community Service programs
- Distinguished Citizen Program
- International Reunion Day (IRD)
- Junior Circle
- Rosebuds
- Rose Sisters

Further information on Fraternity Programs is located on the Fraternity’s website and in this Manual.
Special Appointments

National Panhellenic Conference Alternate Delegates
The National Panhellenic Conference Alternate Delegates are responsible for specific duties related to College or Alumnae Panhellenic issues. Alternate Delegates are assigned responsibilities by the International Vice President-Panhellenic Affairs and the National Panhellenic Conference.

Extension Committee
The Extension Committee is responsible for working with the International Vice President-Extension in developing and implementing a comprehensive and cohesive plan for the Fraternity to extend, re-colonize or re-establish collegiate chapters. A past International Vice President-Extension and a National Panhellenic Conference Alternate Delegate serve as members of the Extension Committee in addition to other members.

Convention Coordinator and Committee Members
The Convention Coordinator and Committee Members, working in partnership with the Member Services Coordinator, assist with all aspects of International Convention planning, program implementation and evaluation as directed by the International President.

Capital Caucus Representative
The Capital Caucus Representative serves as the Alpha Gamma Delta representative to the Capital Fraternal Caucus in Washington, D.C. The Capital Fraternal Caucus is composed of representatives from NPC, NIC and NPHC. They lobby Congress for specific laws to assist Greek life in the United States.

Financial Advisory Committee
Following Fraternity investment guidelines, and working closely with the Executive Finance Committee, the Financial Advisory Committee reviews Fraternity investments and makes recommendations concerning investment guidelines and investments to International Council. The committee members have investment expertise and review portfolio performance regularly.

Panhellenic
It is important to participate in the local Alumnae Panhellenic to enhance the name of Alpha Gamma Delta in the community and on the university campus.

Alpha Gamma Delta is one of 26 women’s Greek letter fraternities which comprise the National Panhellenic Conference. Alumnae of National Panhellenic Conference member groups are eligible for membership in Alumnae Panhellenics which have been established in many major metropolitan areas and college communities. These organizations are important links to continued fraternity interest and commitment.
They provide a base for positive fraternity/sorority public relations and the recruitment of young women for participation in the collegiate Greek experience.

Any Alpha Gamma Delta alumna member can help to establish a new Alumnae Panhellenic in any community where a healthy interest exists. Information is readily available through the International Vice President-Panhellenic Affairs.

**International Headquarters**

Located in Indianapolis, Indiana, International Headquarters is the center for services and materials available to the general membership, collegiate and alumnae chapters, alumnae clubs and Junior Circles. The Executive Director manages the day-to-day business affairs of the Fraternity and supervises a professional staff (including leadership consultants and leadership advisors) with duties related to alumnae services, chapter services, extension, finance, publications, public relations and membership records.

**Support to Other Alpha Gamma Delta Alumnae Groups**

Close relationships are encouraged among all alumnae organizations within Alpha Gamma Delta. In major metropolitan areas where two or more alumnae chapters and/or clubs are located, the organizations may wish to hold occasional joint events. Alumnae chapters and clubs may also meet on a state-wide basis. Many groups combine efforts for State Days, Province Workshops and/or International Reunion Day celebrations.

Although alumnae chapter/club members are encouraged to be mutually supportive and develop friendships, they are not obligated to financially support one another. See Standing Rule 3., ETHICAL BEHAVIOR, for more information.
Alpha Gamma Delta Foundation

Established in 1962, the Alpha Gamma Delta Foundation holds dear its mission of providing support for our Fraternity, our members and our communities. Thanks to the generosity of collegiate and alumnae members, our collegiate and alumnae chapters and clubs, parents, spouses and friends, the Foundation provides significant support for education, philanthropic and leadership endeavors. Key programs include grants to our Fraternity, Continuing Education Grants, undergraduate and graduate scholarships, diabetes-related Philanthropic Grants, support for The Leadership Institute–Women with Purpose and SIS (Sisters Income Supplement) Grants. New to this list is our Education Area (Housing) Grant Program. The Foundation is a public charity and offers something provided by no other charity in the world—support to Alpha Gamma Delta.

Mission:
The Alpha Gamma Delta Foundation impacts and enriches our communities by providing essential support for education, philanthropy and leadership.

Giving Year:
June 1 to May 31

Foundation Month:
October

Jewel Society:
Individuals—$500
Alumnae Chapters and Clubs—$1,000
Collegiate Chapters—$2,000

Foundation Deadlines:
Scholarship Application Deadline—March 1
Scholastic Achievement Deadline—March 1

Website:
www.alphagammadeltafoundation.org
Fraternity Structure

Communities
Alpha Gamma Delta collegiate chapters and their corresponding alumnae chapters and house associations are grouped into geographic “communities” to facilitate communication, enhance support, and develop close working relationships with each community entity. The Volunteer Service Team support team serves the community with the Province Director as the leader. Each of these communities is provided with Resource Specialists in several different subject areas, including finance, recruitment, alumnae development, member development and house associations. The community focus provides mutually supportive and mutually beneficial relationships across the different groups and allows each organization to be managed from a comprehensive and cohesive standpoint.

Provinces and Areas
Communities in close geographic proximity, as well as neighboring alumnae clubs, are grouped into provinces. Each province is served by a Province Director. Several Provinces are grouped together into Areas. Each area is served by an Area Coordinator. The most updated list of Area and Province Assignments is found on the Fraternity website.
Alumnae Chapters

This section covers information specific to alumnae chapters. Requirements for Good Standing, the Five Star Program, Alumnae Chapter Newsletter and Alumnae Chapter Bylaws are included.

Good Standing

It is important to achieve and maintain Good Standing each year. An alumnae chapter in Good Standing is eligible to vote on all Fraternity matters such as election of International Council officers and changes to the Constitution and Standing Rules.

Specific requirements for Good Standing for an alumnae chapter are listed below. All chapters may not be able to achieve these requirements, in which case it is far more important that the chapter remain active as a friendship group than to disband because Good Standing cannot be maintained/achieved.

Good Standing Requirements for Alumnae Chapters

NOTE: All requirements for Good Standing must be met by **May 31** of each year.

1. Hold a minimum of **six** scheduled events per year, including International Reunion Day.
   Attendance at Feast of Roses may be considered an event.

2. Submit the following annual reports:
   a. By September 1—Form 990 (if applicable)
   b. By April 15—List of Officers
   c. By April 15—President’s Annual Report
   d. By May 10—Annual Financial Report

3. Remit Fraternity payments to International Headquarters as follows:
   a. By October 1—Fall Dues
   b. By October 1—Insurance Reimbursement
   c. By March 1—Spring Dues
   d. By May 31—Alpha Gamma Delta Foundation contribution

4. Issue a minimum of one newsletter per year, which must contain the Collegiate Chapter Capsule, complete International Headquarters contact information (street and e-mail addresses, phone and facsimile numbers, and website address) and complete Permanent Secretary information. The newsletter must be sent to all initiated chapter members in Good Standing and to all required Volunteer Service Team members as indicated in the Editor’s section of this manual. An alumnae chapter newsletter may be emailed as an attachment to any Volunteer Service Team member and to any chapter member who agrees to receive it via this method. Alternatively, if finances are a concern a newsletter may be posted to the alumnae chapter’s website and a postcard mailed to all initiated chapter members explaining how to access the newsletter online and how to contact the alumnae chapter editor to have a paper copy mailed if preferred.
5. Hold the Rededication Service for graduating seniors and members leaving school permanently.

6. **Note:** For legal purposes, Alumnae Chapter Bylaws must be reviewed and submitted to the Documents Audit Committee every four years or when changes are made in the bylaws. Refer to the Alumnae Chapter Bylaws section in this manual for guidance. Current bylaws are not required for Good Standing, but are of utmost importance for legal protection.

7. Support the *Constitution and Standing Rules*.

A chapter fulfilling the above requirements will have full voting privileges for Fraternity mail ballots. In order to have a vote at Convention, a chapter must achieve Good Standing for both years of the biennium.

**Good Standing Requirements for Alumnae Chapters in Special Status**

Where a collegiate chapter has been resolved into an alumnae chapter, that alumnae chapter may request to become an Alumnae Chapter in Special Status and may function under alumnae club requirements **except** that a newsletter must be published annually.

Alumnae chapters that prefer to be classified in Special Status must send a written request of the decision to the International Vice President-Alumnae at the beginning of the biennium. Copies of the request should be sent to the Province Director, Area Coordinator and Director of Chapter Development.

1. Hold a minimum of **four** scheduled events per year, which may include International Reunion Day.

2. Submit the following annual reports:
   a. By September 1—Form 990 (as applicable)
   b. By April 15—List of Officers
   c. By April 15—President’s Annual Report
   d. By May 10—Annual Financial Report

3. Remit Fraternity payments to International Headquarters as follows:
   a. By October 1—Fall Dues
   b. By October 1—Insurance Reimbursement
   c. By March 1—Spring Dues
   d. By May 31—Alpha Gamma Delta Foundation contribution

4. Issue a minimum of one newsletter per year, which must contain complete International Headquarters contact information (street and e-mail addresses, phone and facsimile numbers, and website address) and complete Permanent Secretary contact information. The newsletter must be sent to all initiated chapter members in Good Standing and to all required Volunteer Service Team members as indicated in the Editor’s section of this manual. An alumnae chapter newsletter may be emailed as an attachment to any Volunteer Service Team member and to any chapter member who agrees to receive it via this method. Alternatively, if finances are a concern a newsletter may be posted to the alumnae chapter’s website and a postcard mailed to all initiated chapter members.
explaining how to access the newsletter online and how to contact the alumnae chapter editor to have a paper copy mailed if preferred.

5. **Note:** For legal purposes, Alumnae Chapter Bylaws must be reviewed and submitted to the Documents Audit Committee every four years or when changes are made in the bylaws. Refer to Alumnae Chapter Bylaws section in this manual for guidance. Current bylaws are not required for Good Standing, but are of utmost importance for legal protection.

6. Support the *Constitution and Standing Rules*.

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<tr>
<th>A chapter fulfilling the above requirements will have full voting privileges for Fraternity mail ballots. In order</th>
<th>to have a vote at Convention, a chapter must achieve Good Standing for both years of the biennium.</th>
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**NOTE:** To remain on the active roster with the Fraternity, an alumnae chapter must annually submit the following:

1. Fall Dues
2. Current List of Officers

**Five Star Program for Alumnae Chapters**

The Five Star Program was created to recognize alumnae chapters and clubs for contributions over and above what is required for Good Standing. To achieve even one star in a Fraternity year is an achievement and should be viewed as such.

A maximum of five stars may be achieved in one Fraternity year. The first three stars are essential and must be earned if an alumnae chapter wishes to obtain a total of five stars. Following the essential stars, seven additional stars are available from which alumnae chapters may choose to achieve two additional stars.

**Essential Stars:**

1. On or before the stated due date, submit required reports to all the specified International, Area and Province officers, all required fees to International Headquarters and the annual Alpha Gamma Delta Foundation contribution. The official postmark from the U.S./Canadian postal system is the **only** accepted postmark. Reports may be emailed and will be considered on time if received by 11:59 PM (in the time zone of the sender) on the due date.

2. Support the collegiate chapter by providing the chapter with a full slate of advisors and involvement in the collegiate chapter’s sisterhood activities, recruitment efforts and community service/philanthropy projects. Alumnae chapters with resolved collegiate chapters may obtain this star by participating in the Adopt-a-Chapter Program (see Adopt-a-Chapter section of this manual).
3. Participate in at least one local community service project per year. Donating money to a local philanthropy, while admirable and recommended, is not to be considered service.

**Additional Stars (two maximum):**

1. Hostess an *Alpha Gam Always* event, which is a membership building/alumnae recruitment event.
2. Achieve a 10 percent increase in members paying Support Fees.
3. Sponsor a Junior Circle by attending joint events and publishing Junior Circle activities in the alumnae chapter newsletter.
4. Participate in a local Alumnae Panhellenic.
5. Support a house association through publishing articles in the alumnae chapter newsletter, making contributions, providing gifts and/or service.
6. Publicize community service project(s) in local news media. Verification will be the submission of articles, photographs, pamphlets and/or videotapes.
7. Participate in the Adopt-a-Chapter Program (if not used for the mandatory requirement).

**Alumnae Chapter Newsletter**

Detailed information about the newsletter may be found in Editor section of this manual.

Charging for the newsletter is **prohibited**. Donations may be requested to help with printing and mailing costs. If finances permit, mailing a newsletter to alumnae residing locally, but not currently active, is encouraged.

Chapters are **required** to annually publish a Collegiate Chapter Capsule, complete International Headquarters contact information (street and e-mail addresses, phone and facsimile numbers, and website address) and complete Permanent Secretary contact information, usually in the major issue. Samples can be found in the *Alumnae Leadership Manual Resource Guide* on the Fraternity website.

**NOTE:** To be considered for the Newsletter Award, an alumnae chapter must issue its major newsletter by March 1.

**Criteria for Receiving Alumnae Chapter Fees**

**NOTE:** Prior to June 1, 2000, Alumnae Chapter Fee (ACF) was entitled Life Membership Alumnae Dues (LMAD).

In the fall, alumnae chapters will receive a letter informing them of their annual status regarding the receipt of Alumnae Chapter Fees.

The criteria required for receipt of Alumnae Chapter Fees from a collegiate chapter are to be an active alumnae chapter:
1. Annually submitting required reports to all applicable Volunteer Service Team members and to International Headquarters. Additionally, the alumnae chapter should fully cooperate with their Province Director.

2. Annually submitting Fall and Spring Dues payments and Alpha Gamma Delta Foundation contribution.

3. Issuing one major newsletter per year to contain the Collegiate Chapter Capsule (if collegiate chapter is not resolved), complete International Headquarters contact information (street and e-mail addresses, phone and facsimile numbers, and website address) and complete Permanent Secretary contact information. The newsletter must be sent to all initiated members in Good Standing.

4. Supporting the collegiate chapter(s) by working to provide advisors and house association officers, planning International Reunion Day, conducting the Rededication Service and providing other assistance and support throughout the year (recruitment, sisterhood, etc.).

If the alumnae chapter meets all of the above criteria, the President will receive a letter indicating such and Alumnae Chapter Fees will be released for the upcoming year. If the alumnae chapter is deficient in any of the areas, a letter will be issued stating the areas of deficiency. It will serve as notice that, unless the problems are rectified, the alumnae chapter faces the possibility of not receiving Alumnae Chapter Fees in the upcoming year. If the alumnae chapter is deficient in one or more areas for two consecutive years, a letter will be issued stating the deficiencies, and will serve as notice that Alumnae Chapter Fees will not be sent in the upcoming year.

Alumnae Chapter Fees not released to an alumnae chapter will be held in reserve by International Headquarters for safekeeping until the alumnae chapter can again fulfill the duties for which it is responsible. Alumnae chapters that are receiving Alumnae Chapter Fees from more than one collegiate chapter will be evaluated for each collegiate chapter; therefore Alumnae Chapter Fees may be released for one collegiate chapter and not another.
Alumnae Chapter Bylaws

Each alumnae chapter/club develops its own bylaws and policies to meet its specific circumstances, within the framework of the Governing Documents of the Fraternity. The bylaws are the Governing Document of the alumnae chapter/club. No alumnae chapter/club bylaws may contradict information or requirements set forth by the Fraternity. For legal purposes, every alumnae chapter, alumnae chapter in Special Status and alumnae club must have its own bylaws.

Bylaws must be reviewed every four years by the Documents Audit Committee or when changes are made in the alumnae chapter/club that would affect the bylaws. The Alumnae President is responsible for ensuring the bylaws are kept up-to-date. She is also responsible for being certain each alumnae officer has a copy of the bylaws in the appropriate section of her officer notebook.

Review/Revision Procedure

To amend or revise the bylaws, the following procedure shall be followed:

1. The Alumnae President, with approval of the Alumnae Board, appoints a committee to review the bylaws.
2. The committee completes an annual review of the bylaws.
3. If a need to revise is identified by the committee, this need is referred to the Alumnae President.
4. The Alumnae President reviews the recommendation to ensure there is no conflict or duplication with the Governing Documents of the Fraternity and approves or denies the proposal. If denied, the proposal is referred back to the committee.
5. The alumnae chapter/club votes on the committee's recommendation.
6. The bylaws draft is submitted to the Documents Audit Committee via e-mail, when possible, for review/approval. The President is to include all pertinent reply information (name, address, phone number and email address) with the bylaws draft.
7. If the bylaws are denied, instructions for correcting them will be provided by the Documents Audit Committee. The alumnae chapter/club should follow the instructions and resubmit the bylaws.
8. If bylaws are accepted, then two signed hard copies must be submitted to the Documents Audit Committee for final approval and signature. One copy will be returned to the chapter/club.
9. Upon receiving approval, the Alumnae President photocopies and distributes the approved bylaws to all alumnae officers to insert in the appropriate section of their officer notebooks.
10. The Alumnae President sends a copy of the approved bylaws to the Province Director.
Sample Alumnae Chapter Bylaws

ARTICLE I—NAME
The name of this chapter shall be the ________________ Alumnae Chapter of Alpha Gamma Delta Fraternity.

ARTICLE II—OFFICERS AND TERM OF OFFICE
Section 1. Officers
a. Required officers. The officers of ______________ Alumnae Chapter shall be: President, Vice President, Secretary, Permanent Secretary, Treasurer and Editor and they shall comprise the Alumnae Board.
b. Special officers. Special officers of ______________ Alumnae Chapter shall be (include only elected officers here. Place appointed officers or chairmen under Article III):

Section 2. Term of Office
a. All officers of ______________ Alumnae Chapter shall be elected to serve one term in that office. One term is ______ year(s). Any officer may be elected for a second term in that office.
b. The President shall be willing to serve for two consecutive terms.
c. No officer, except the Permanent Secretary, shall serve in the same office more than two consecutive terms, unless all means possible are pursued unsuccessfully to find a replacement officer.

Section 3. Elections
Elections shall be conducted annually under the direction of the Election Committee, appointed by the President, according to the prescribed election procedure in the Alumnae Leadership Manual.

ARTICLE III—STANDING COMMITTEES
______________ Alumnae Chapter shall have the following Standing Committees (those marked with an asterisk are required. Include any of the following or others that the alumnae chapter deems necessary):

Section 1. Editorial*
a. Membership. The Editorial Board shall consist of the Alumnae Editor as Chairman, the collegiate Publications Coordinator, the Permanent Secretary and such other members as may be appointed by the Alumnae Board.
b. Duties. It shall be the duty of the Editorial Board to issue a minimum of newsletters annually.
Section 2. **Epsilon Pi**

a. **Membership.** The Epsilon Pi Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board. The Permanent Secretary is a standing member of this committee.

b. **Duties.**
   1. It shall be the duty of the Epsilon Pi Committee to maintain an up-to-date record of members’ Fraternity service.
   2. It shall be the duty of this committee to understand and fulfill all procedures in relation to the Petitions for the Honors of Epsilon Pi as outlined in the *Honors of Epsilon Pi Handbook*.
   3. It shall be the duty of this committee to submit petitions for qualified members by January 15 of each Convention year, if applicable.

Section 3. **Philanthropy**

a. **Membership.** The Philanthropy Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.**
   1. It shall be the duty of the Philanthropy Committee to promote interest in the International and local philanthropic projects, to publicize them and to recommend ways to finance them.
   2. It shall be the duty of this committee to be responsible for planning and presenting material associated with the Alpha Gamma Delta Foundation.
   3. It shall be the duty of this committee, via the Committee Chairman, to complete and submit the annual Philanthropy Report form should the alumnae chapter wish to be considered for a Convention Award.

Section 4. **Remembrance**

a. **Membership.** The Remembrance Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.**
   1. It shall be the duty of the Remembrance Committee to keep in touch with members in the true spirit of Epsilon Pi through cards, notes, personal calls or other appropriate communications.
   2. In case of the death of a member, it shall be the duty of this committee to:
      a. Be certain that her Badge is buried with her or returned to International Headquarters.
      b. Notify the President in order that the Memorial Service will be held.
c. Notify the Treasurer in order that a donation be forwarded to the Alpha Gamma Delta Foundation on the member’s behalf as stated in the Bylaws, Article VII.
d. Notify International Headquarters that the member has entered Chapter Grand.

Section 5. **Awards**
a. **Membership.** The Awards Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.
b. **Duties.** It shall be the duty of the Awards Committee to establish the criteria for which each alumnae award is given, to select the recipient and to report this information to the chapter and to the newsletter Editor.

Section 6. **Finance**
a. **Membership.** The Finance Committee shall consist of the Treasurer as Chairman and such other members as may be appointed by the Alumnae Board.
b. **Duties.** It shall be the duty of the Finance Committee to prepare a budget annually for presentation to the Alumnae Board for its approval.

Section 7. **International Reunion Day**
a. **Membership.** The International Reunion Day Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board. It is preferable that the collegiate Social Coordinator and Alumnae Relations Coordinator be members of this committee.
b. **Duties.** It shall be the duty of the International Reunion Day Committee to make all arrangements in conjunction with the collegiate chapter for the celebration of International Reunion Day on the date designated by International Council or another date that has been selected as more appropriate by the alumnae and collegiate chapter members.

Section 8. **Panhellenic**
a. **Membership.** The Panhellenic Committee shall consist of the Chapter Delegate as Chairman and such other members as may be appointed by the Alumnae Board.
b. **Duties.** It shall be the duty of the Panhellenic Committee to represent the alumnae chapter at all Alumnae Panhellenic functions and to report all Panhellenic actions to the alumnae chapter. The Chairman or a designated committee member shall serve as the alumnae chapter voting delegate to the Alumnae Panhellenic.
Section 9. **Program/Social**
   a. **Membership.** The Program/Social Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.
   b. **Duties.** It shall be the duty of the Program/Social Committee, with the approval of the Alumnae Board, to plan and make arrangements for programs for chapter meetings, events and social functions.

Section 10. **Recruitment Information**
   a. **Membership.** The Recruitment Information Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.
   b. **Duties.** It shall be the duty of the Recruitment Information Committee to secure recruitment information on local high school graduates to forward to collegiate chapters of Alpha Gamma Delta.

Section 11. **Telephone**
   a. **Membership.** The Telephone Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.
   b. **Duties.** It shall be the duty of the Telephone Committee to notify the membership sufficiently prior to all chapter events to ensure maximum participation.

**ARTICLE IV—MEETINGS/EVENTS**

Section 1. **Number and Time**
   a. The _____________ Alumnae Chapter shall hold a minimum of ____________ regular events per year, including International Reunion Day. Attendance at Feast of Roses may be considered an event.
   b. Regular meetings of the _____________ Alumnae Chapter Board shall be held to handle business details and to prepare recommendations and summary reports for chapter business meetings.
   c. Regular meetings of _____________ Alumnae Chapter shall be held according to the schedule approved by the membership.
   d. Special meetings of _____________ Alumnae Chapter may be called by the President when necessary and shall be called upon request of Alumnae Board members or when two or more members in Good Standing of the alumnae chapter so request. Notices of such meetings shall be given by telephone, mail or electronic communications.
Section 2. **Program**

a. The suggested program for September is *Alpha Gam Always* (alumnae recruitment).

b. The suggested program for October is philanthropy/Alpha Gamma Delta Foundation.

c. The program for month/months shall include the Fraternity Rededication Service (usually one in fall and one in spring).

d. The program for month shall include the Installation of Officers Service (must be held by May 31 each year).

**ARTICLE V—FINANCES**

Section 1. **Support Fees**

a. The fiscal year is June 1 through May 31.

b. The Support Fee paid annually by each member of __________ Alumnae Chapter shall be an amount determined at a regular meeting of the alumnae chapter by the affirmative vote of a majority (or two-thirds) of the members of the alumnae chapter present and in Good Standing.

c. This fee shall be paid to the Treasurer by __date__ each year.

d. This fee shall be used to defray the costs of __________ insert items __________.

Section 2. **Annual Review**

After completion and submission of the Annual Financial Report, the Treasurer shall arrange to have the books reviewed by another alumna or by a qualified public accountant. Any alumna who signs checks or deposits money should not be a part of the review.

Section 3. **Awards**

a. Funds shall be budgeted annually from the operating fund to pay for the cost of awards to the collegiate chapter.

b. Funds shall be budgeted annually from the operating fund to pay for the cost of awards to individual members of the alumnae chapter.

**ARTICLE VI—INTERNATIONAL CONVENTION**

The __________ Alumnae Chapter Delegate to International Convention shall be the chapter President who will serve following Convention.

If it is impossible for her to attend, a delegate shall be selected at the March meeting prior to Convention and such delegate shall be held responsible for all reports concerning Convention business.
ARTICLE VII—MEMORIALS
________________________ Alumnae Chapter shall honor a deceased member by making a donation in her name of not less than $____________ to the Alpha Gamma Delta Foundation.

ARTICLE VIII—AWARDS (examples to be used at the alumnae chapter’s discretion)
________________________ Alumnae Chapter shall grant annually an award of ____________ to that member of the ____________ Chapter’s senior class who has maintained the highest scholarship average throughout her years as a collegiate member.
________________________ Alumnae Chapter shall grant annually an award of ____________ to that collegiate chapter member who has shown the highest degree of improvement in her years as a collegiate member. (Alumnae Chapter should specify the area of improvement, e.g., activities, scholarship, etc.)
________________________ Alumnae Chapter shall grant annually an award of ____________ to that collegiate chapter member with the highest total points in both scholarship and activities accumulated according to a point system approved by the Vice President Scholarship, and the Collegiate Activities and Philanthropy Committees.
________________________ Alumnae Chapter shall annually grant an award to the outstanding member of the alumnae chapter, determined by voting of the alumnae chapter membership.

ARTICLE IX—AMENDMENTS
Section 1. Manner of Amending
These Bylaws or any section thereof may be amended or repealed at any regular meeting of ____________ Alumnae Chapter by an affirmative vote of two-thirds of the members in Good Standing present. Copies of the revision shall be submitted to the Documents Audit Committee and to the Province Director.

Section 2. Notice
Notice of presentation of a motion to amend or repeal shall be published at a regular chapter meeting held at least one month prior to the date of presentation for voting.

Section 3. Review
These Bylaws must be reviewed every four years and submitted for approval to the assigned Documents Audit Committee Member. Notification of approval will be sent.
Alumnae Clubs

This section covers information specific to alumnae clubs. Requirements for Good Standing, the Five Star Program, Alumnae Club Newsletter and Alumnae Club Bylaws are included.

Good Standing

It is important to achieve and maintain Good Standing each year. An alumnae club in Good Standing is eligible to vote on Fraternity matters such as election of International Council members and changes in the Constitution and Standing Rules.

Specific requirements for Good Standing for an alumnae club are listed below. All clubs may not be able to achieve these requirements, in which case it is far more important that the club remain active as a friendship group than to disband because Good Standing cannot be maintained/achieved.

Good Standing Requirements for Alumnae Clubs

NOTE: All requirements for Good Standing must be met by May 31 of each year.

1. Hold a minimum of four scheduled events per year, which may include International Reunion Day.
2. Submit the following annual reports:
   a. By September 1—Form 990 (if applicable)
   b. By April 15—List of Officers Form
   c. By April 15—President’s Annual Report
   d. By May 10—Annual Financial Report
3. Remit Fraternity payments to International Headquarters as follows:
   a. By October 1—Fall Dues
   b. By October 1—Insurance Reimbursement
   c. By March 1—Spring Dues
   d. By May 31—Alpha Gamma Delta Foundation contribution
4. Note: For legal purposes, Alumnae Club Bylaws must be reviewed and submitted to the Documents Audit Committee every four years or when changes are made in the bylaws. Refer to Alumnae Club Bylaws section in this manual for guidance. Current bylaws are not required for Good Standing, but are of utmost importance for legal protection.
5. Support the Constitution and Standing Rules.

A club fulfilling the above requirements will have full voting privileges for Fraternity mail ballots. In order to have a vote at Convention, a club must achieve Good Standing for both years of the biennium.

Good Standing Requirements for Small Clubs (15 members or less)
An alumnae club that prefers to be classified as a Small Club must send a written request to the International Vice President-Alumnae at the beginning of the biennium. Copies of the request should be sent to the Province Director, Area Coordinator and Director of Chapter Development.

1. Hold a minimum of three scheduled events per year.
2. Submit the following reports:
   a. By April 15—List of Officers Report
   b. By April 15—President’s Annual Report
   c. By May 10—Annual Financial Report
3. Remit Fraternity payments to International Headquarters as follows:
   a. By October 1—Fall Dues
   b. By October 1—Insurance Reimbursement
4. Note: For legal purposes, Alumnae Club Bylaws must be reviewed and submitted to the Documents Audit Committee every four years or when changes are made in the bylaws. Refer to Alumnae Club Bylaws section in this manual for guidance. Current bylaws are not required for Good Standing, but are of utmost importance for legal protection.
5. Support the Constitution and Standing Rules.

A small club fulfilling the above requirements will be considered in Good Standing and is eligible for the Five Star Program, but will not be entitled to vote.

NOTE: To remain on the active roster with the Fraternity, an alumnae club must annually submit the following:

1. Fall Dues
2. Current List of Officers

Five Star Program for Alumnae Clubs

The Five Star Program was created to recognize alumnae chapters and clubs for contributions over and above what is required for Good Standing. To achieve even one star in a Fraternity year is an honor and should be viewed as such.

A maximum of five stars may be achieved in one Fraternity year. The first three stars are essential and must be earned if an alumnae club wishes to obtain a total of five stars. Following the essential stars, seven additional stars are available from which alumnae clubs may choose to achieve two additional stars.

Essential Stars
1. On or before the stated due date, submit required reports to all the specified International, Area and Province officers, all required fees to International Headquarters and the annual Alpha Gamma Delta Foundation contribution. The official postmark from the US/Canadian postal system is the only accepted postmark. Reports may be emailed and will be considered on time if received by 11:59 p.m. (in the time zone of the sender) on the due date.

2. Publish at least one newsletter per year.

3. Participate in at least one local community service project per year. Donating money to a local philanthropy, while admirable and recommended, is not to be considered service.

Additional Stars: (two maximum):

1. Hostess an Alpha Gam Always event, which is a membership building/alumnae recruitment event.

2. Achieve a 10 percent increase in members paying Support Fees.

3. Sponsor a Junior Circle by attending joint events and publishing Junior Circle activities in the alumnae club newsletter.

4. Participate in a local Alumnae Panhellenic.

5. Support a house association through publishing articles in the alumnae club newsletter, making contributions, providing gifts and/or service.

6. Publicize community service project(s) in local news media. Verification will be the submission of articles, photographs, pamphlets and/or videotapes.

7. Participate in the Adopt-a-Chapter Program.

Alumnae Club Newsletter

Detailed information about the newsletter may be found in the Editor section of this manual.

Alumnae clubs are not required to publish a newsletter. However, the use of a newsletter does enhance communication and can be used to dispense a large amount of information at one time. If finances permit, mailing a newsletter to alumnae residing locally, but not currently active, is encouraged.

NOTE: To be considered for the Newsletter Award, an alumnae club must issue a newsletter by March 1.
Alumnae Club Bylaws

Each alumnae chapter/club develops its own bylaws and policies to meet its specific circumstances, within the framework of the Governing Documents of the Fraternity. The bylaws are the Governing Document of the alumnae chapter/club. No alumnae chapter/club bylaws may contradict information or requirements set forth by the Fraternity. For legal purposes, every alumnae club and small alumnae club must have its own bylaws.

Bylaws must be reviewed every four years by the Documents Audit Committee or when changes are made in the alumnae chapter/club which would affect the bylaws. The Alumnae President is responsible for ensuring the bylaws are kept up-to-date. She is also responsible for being certain each alumnae officer has a copy of the bylaws in the appropriate section of her officer notebook.

Review/Revision Procedure

To amend or revise the bylaws, the following procedure shall be followed:

1. The Alumnae President, with approval of the Alumnae Board, appoints a committee to review the bylaws.
2. The committee is to complete an annual review of the bylaws.
3. If a need to revise is identified by the committee, this need is referred to the Alumnae President.
4. The Alumnae President reviews the recommendation to ensure there is no conflict or duplication with the Governing Documents of the Fraternity and approves or denies the proposal. If denied, the proposal is referred back to the committee.
5. The alumnae chapter/club votes on the committee’s recommendation.
6. The bylaws are submitted to the Documents Audit Committee via e-mail, when possible, for review/approval. The President is to include all pertinent reply information (name, address, phone number and e-mail address) with the bylaws draft.
7. If the bylaws are denied, instructions for correcting them will be provided by the Documents Audit Committee. The alumnae chapter/club should follow the instructions and resubmit the bylaws.
8. If the bylaws are accepted, then two signed hard copies must be submitted to the Documents Audit Committee for final approval and signature. One copy will be returned to the chapter/club.
9. Upon receiving approval, the Alumnae President photocopies and distributes the approved bylaws to all alumnae officers to insert in the appropriate section of their officer notebooks.
10. The Alumnae President sends a copy of the approved bylaws to the Province Director.
Sample Alumnae Club Bylaws

ARTICLE I—NAME

The name of this club shall be the ______________ Alumnae Club of Alpha Gamma Delta Fraternity.

ARTICLE II—OFFICERS AND TERM OF OFFICE

Section 1. Officers
   a. Required officers. The officers of __________ Alumnae Club shall be: President, Vice President, Secretary, Permanent Secretary, Treasurer and Editor and they shall comprise the Alumnae Board.
   b. Special officers. Special officers of __________ Alumnae Club shall be (include only elected officers here. Place appointed officers or chairmen under Article III):

Section 2. Term of Office
   a. All officers of __________ Alumnae Club shall be elected to serve one term in that office. One term is ______ year(s). Any officer may be elected for a second term in that office.
   b. The President shall be willing to serve for two consecutive terms.
   c. No officer, except the Permanent Secretary, shall serve in the same office more than two consecutive terms, unless all means possible are pursued unsuccessfully to find a replacement officer.

Section 3. Elections

Elections shall be conducted annually under the direction of the Election Committee, appointed by the President, according to the prescribed election procedure in the Alumnae Leadership Manual.

ARTICLE III—STANDING COMMITTEES

_______________ Alumnae Club shall have the following Standing Committees (those marked with an asterisk are required. Include any of the following or others which the alumnae chapter deems necessary):
Section 1. **Epsilon Pi*  
  a. **Membership.** The Epsilon Pi Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board. The Permanent Secretary is a standing member of this committee.  
  b. **Duties.**  
      1. It shall be the duty of the Epsilon Pi Committee to maintain an up-to-date record of members’ Fraternity service.  
      2. It shall be the duty of this committee to understand and fulfill all procedures in relation to the Petitions for the Honors of Epsilon Pi as outlined in the *Honors of Epsilon Pi Handbook.*  
      3. It shall be the duty of this committee to submit petitions for qualified members by January 15 of each Convention year, if applicable.

Section 2. **Philanthropy*  
  a. **Membership.** The Philanthropy Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.  
  b. **Duties.**  
      1. It shall be the duty of the Philanthropy Committee to promote interest in the International and local philanthropic projects, to publicize them and to recommend ways to finance them.  
      2. It shall be the duty of this committee to be responsible for planning and presenting material associated with the Alpha Gamma Delta Foundation.  
      3. It shall be the duty of this committee, via the Committee Chairman, to complete and submit the annual Philanthropy Report form should the alumnae club wish to be considered for a Convention Award.

Section 3. **Remembrance*  
  a. **Membership.** The Remembrance Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.  
  b. **Duties.**  
      1. It shall be the duty of the Remembrance Committee to keep in touch with members in the true spirit of Epsilon Pi through cards, notes, personal calls or other appropriate communications.  
      2. In case of the death of a member, it shall be the duty of this committee to:  
         a. Be certain that her Badge is buried with her or returned to International Headquarters.  
         b. Notify the President in order that the Memorial Service will be held.
c. Notify the Treasurer in order that a donation be forwarded to the Alpha Gamma Delta Foundation on the member’s behalf as stated in the Bylaws, Article VII.

d. Notify International Headquarters that the member has entered Chapter Grand.

Section 4. Awards (should a club wish to present an award to a collegiate chapter for scholarship, achievement, activities, etc.)

a. **Membership.** The Awards Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Awards Committee to establish the criteria for which each alumnae award is given, to select the recipient and to report this information to the club and to the newsletter Editor.

Section 5. **Editorial**

a. **Membership.** The Editorial Board shall consist of the Alumnae Editor as Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Editorial Board to issue a minimum of ______ newsletters annually.

Section 6. **Finance**

a. **Membership.** The Finance Committee shall consist of the Treasurer as Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Finance Committee to prepare a budget annually for presentation to the Alumnae Board for its approval.

Section 7. **International Reunion Day**

a. **Membership.** The International Reunion Day Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the International Reunion Day Committee to make all arrangements for the celebration of International Reunion Day on the date designated by International Council or another date that has been selected as more appropriate by the alumnae club members.
Section 8. **Panhellenic**

a. **Membership.** The Panhellenic Committee shall consist of the Club Delegate as Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Panhellenic Committee to represent the alumnae club at all Alumnae Panhellenic functions and to report all Panhellenic actions to the alumnae club. The Chairman or a designated committee member shall serve as the alumnae club voting delegate to the Alumnae Panhellenic.

Section 9. **Program/Social**

a. **Membership.** The Program/Social Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Program/Social Committee, with the approval of the Alumnae Board, to plan and make arrangements for programs for club meetings, events and social functions.

Section 10. **Recruitment Information**

a. **Membership.** The Recruitment Information Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Recruitment Information Committee to secure recruitment information on local high school graduates to forward to collegiate chapters of Alpha Gamma Delta.

Section 11. **Telephone**

a. **Membership.** The Telephone Committee shall consist of a Chairman and such other members as may be appointed by the Alumnae Board.

b. **Duties.** It shall be the duty of the Telephone Committee to notify the membership sufficiently prior to all club events to ensure maximum participation.

**ARTICLE IV—MEETINGS/EVENTS**

Section 1. **Number and Time**

a. The _______________ Alumnae Club shall hold a minimum of _______ regular events per year, including International Reunion Day. Attendance at Feast of Roses may be considered an event.

b. Regular meetings of the _______________ Alumnae Club Board shall be held to handle business details and to prepare recommendations and summary reports for club business meetings.
c. Regular meetings of _______________ Alumnae Club shall be held according to the schedule approved by the membership.
d. Special meetings of _______________ Alumnae Club may be called by the President when necessary and shall be called upon request of Alumnae Board members or when two or more members in Good Standing of the alumnae club so request. Notices of such meetings shall be given by telephone, mail or electronic communications.

Section 2. **Program**
a. The suggested program for September is *Alpha Gam Always* ( alumnae recruitment).
b. The suggested program for October is philanthropy/Alpha Gamma Delta Foundation.
c. The program for __month/months__ shall include the Installation of Officers Service (must be held by May 31 each year).

**ARTICLE V—FINANCES**

Section 1. **Support Fees**
a. The fiscal year is June 1 through May 31.
b. The Support Fee paid annually by each member of _______________ Alumnae Club shall be an amount determined at a regular meeting of the alumnae club by the affirmative vote of a majority (or two-thirds) of the members of the alumnae club present and in Good Standing.
c. This fee shall be paid to the Treasurer by __date__ each year.
d. This fee shall be used to defray the costs of _______________ insert items _______________.

Section 2. **Annual Review**
After completion and submission of the Annual Financial Report, the Treasurer shall arrange to have the books reviewed by another alumna or by a qualified public accountant. Any alumna who signs checks or deposits money should not be a part of the review.

Section 3. **Awards**
a. Funds shall be budgeted annually from the operating fund to pay for the cost of awards to the __insert collegiate chapter(s) to receive awards__.
b. Funds shall be budgeted annually from the operating fund to pay for the cost of awards to individual members of the alumnae chapter.
ARTICLE VI—INTERNATIONAL CONVENTION
The ________________ Alumnae Club Delegate to International Convention shall be the chapter President who will serve following Convention.

If it is impossible for her to attend, a delegate shall be selected at the March meeting prior to Convention and such delegate shall be held responsible for all reports concerning Convention business.

ARTICLE VII—MEMORIALS
______________ Alumnae Club shall honor a deceased member by making a donation in her name of not less than $______________ to the Alpha Gamma Delta Foundation.

ARTICLE VIII—AWARDS (examples if the alumnae club wishes to present an award to a collegiate chapter)
______________ Alumnae Chapter shall grant annually an award of ________________ to that member of the ________________ Chapter’s senior class who has maintained the highest scholarship average throughout her years as a collegiate member.

______________ Alumnae Chapter shall grant annually an award of ________________ to that collegiate member of ________________ Chapter who has shown the highest degree of improvement in her years as a collegiate member. (Specify the area of improvement, i.e., activities, scholarship, etc.)

______________ Alumnae Club shall grant annually an award of ________________ to that collegiate member of ________________ Chapter with the highest total points in both scholarship and activities accumulated according to a point system approved by the Vice President Scholarship, and the Collegiate Activities and Philanthropy Committees.

______________ Alumnae Club shall annually grant an award to the outstanding member of the alumnae club as voted on by the members of the alumnae club.

ARTICLE IX—AMENDMENTS
Section 1. Manner of Amending
These Bylaws or any section thereof may be amended or repealed at any regular meeting of ________________ Alumnae Club by an affirmative vote of two-thirds of the members in Good Standing present. Copies of the revision shall be submitted to the Documents Audit Committee and to the Province Director.
Section 2. **Notice**

Notice of presentation of a motion to amend or repeal shall be published at a regular chapter meeting held at least one month prior to the date of presentation for voting.

Section 3. **Review**

These Bylaws must be reviewed every four years and submitted for approval to the assigned Documents Audit Committee Member. Notification of approval will be sent.

President

________________________________________

Date Submitted

Secretary

________________________________________

Date Submitted

Documents Audit Committee Member

________________________________________

Date Approved

cc: Province Director

Alumnae Club Officers
Meetings

This section includes information on how to conduct board and business meetings, suggestions for working with volunteers, highlights of *Robert's Rules of Order* and procedures for elections.

Ritual, Its Role

The Alumnae Chapter or Club President should be familiar with and use prescribed Rituals as a natural part of the organization’s existence. Ritual is the tie that binds us together as Alpha Gamma Deltas. Specific applications of Ritual can be found in the *Alumnae Ritual*. Alumnae meetings, when appropriate and privacy allows, should begin with Opening Ritual.

Parliamentary Procedure

It is essential that alumnae chapter/club meetings run as smoothly and efficiently as possible. It is also important to have a balanced and fair discussion of items during alumnae meetings. Parliamentary Authority is addressed in the *Constitution*, Article XII. To assist the Alumnae President in conducting the business segment of alumnae meetings according to correct Parliamentary Procedure, highlights of *Robert’s Rules of Order Newly Revised* are included at the end of this section.

Board Meetings

Many alumnae groups find they can most effectively deal with routine decision-making and tedious details in special board meetings of chapter or club officers. The benefit of this is to greatly shorten the length of the business meeting. This allows for events with sisters to be fun, short and interesting.

The number of board meetings and who should attend depends on the circumstances of the alumnae chapter or club. Some groups hold two board meetings during the year, whereas others hold monthly board meetings immediately before regularly scheduled monthly events. One special board meeting per year, during the summer, may be all that is needed. Most Alumnae Chapter/Club Presidents include the elected officers in the board meetings. Some choose to include elected officers and Standing Committee Chairmen. Use what is most appropriate for the particular group.

During board meetings some decisions may be handled by board members independently of the general membership. For topics that the board members do not want to decide for the group, recommendations may be made to the general membership during regular meetings. This can help limit lengthy discussion of topics and expedite business. Refer to alumnae chapter/club bylaws to assist in determining what items must be voted on by the entire membership.
Successful Business Meeting Suggestions

The ultimate success of the chapter/club and its leaders is dependent on the planning and conducting of effective business meetings. A set time to begin and adjourn can help keep a meeting on track and moving swiftly. Time limits may also be set for the discussion of topics or motions of the meeting. Here are some basic suggestions to assist in conducting successful business meetings:

Before the meeting:

- Establish objectives and goals for the meeting and put them in writing.
- Choose an appropriate time and place for the meeting.
- Determine the time limit for the entire meeting as well as the individual areas of discussion.

During the meeting:

- Start on time.
- Distribute an agenda and stick to it, being certain the Secretary has a copy on which to take notes.
- Control interruptions.
- Accomplish your objectives and goals.
- Restate conclusions and assignments to ensure agreement, and to provide reinforcement and reminders.
- End on time.

After the meeting:

- Assess the quality of the meeting. A Meeting Appraisal Form for use by members of the chapter/club can be found on the Member Services section of the website.
- Ensure that progress is made and assignments are carried out.

As the leader of an alumnae chapter/club, the President needs to strive to make each alumnae meeting/event appealing and meaningful to all who attend. One way to do this is to make each meeting as brief as possible (a suggested maximum time limit would be two hours). Streamlining the business portion of the meeting allows sufficient time to socialize with existing and new chapter/club members.
Agenda for the Business Meeting

A well-organized meeting follows a predetermined plan or agenda. Parliamentary procedure is used. A master copy of the agenda that may be reproduced for use at each meeting can be found on the Member Services section of the website.

1. **Opening Ritual** (refer to the *Alumnae Ritual*).
2. **President** calls meeting to order.
3. **Secretary** takes roll and reads the minutes of the last meeting. Minutes should be corrected and then accepted. (Minutes should be read aloud or distributed at each meeting to update those who were not present.)
4. **Officers’ Reports**: Each officer reports on what has been done since the last meeting. The President or Secretary reports on any correspondence. Questions may be asked.
5. **Committee Reports**: Committees (either permanent or temporary) report on what they have done since the last meeting.
6. **Unfinished Business**: Motions that have been tabled or sent to a committee or business that has already been brought up is in order at this time.
7. **New Business**: This is the time to bring up new topics and motions for discussion by the group.
8. **Announcements**: Anything that a member or officer needs to remind members of, have them sign up for or simply announce to the membership is done at this time.
9. **Adjournment**.

Hints for Planning and Conducting Meetings/Events

- Find out why the participants are there, what interests them and what they hope to achieve.
- Involve as many members as possible in setting up the agenda. This gives the membership a feeling of “ownership.”
- Ask group members what, where and when they would like to meet. Varying days of the week, location and times, might allow some to attend who would have a conflict with a consistent day, time and place.
- If there is no real reason or agenda for a meeting, why hold it?
- Check your equipment beforehand. Have an alternate plan if equipment does not work.
- Give short, warm, relevant introductions of speakers. Brief them beforehand as to what you would like presented to the audience. Keep the speaker to the time allowed and agreed upon.
- Prepare a realistic agenda and stay on task. Give a copy of the agenda to each member.
- Keep accurate minutes. A personal review of minutes of the previous meeting is useful before the current meeting.
- Specify tasks and set manageable deadlines. Follow up on assignments.
Suggestions for Working with Volunteers and Avoiding Burnout

As President of the alumnae chapter or club, it is important to remember that you are leading a group of volunteers as well as sisters. These individuals are taking time from their full lives and schedules to contribute to the alumnae group and to Alpha Gamma Delta.

People belong to groups to gain:
- A sense of being a part of something
- A feeling of being wanted
- An opportunity to work with others
- A chance to give of one’s self
- A chance to use skills and talents

Any activity that stimulates a volunteer’s natural drive will generally inspire great imagination, resourcefulness and commitment. The rewards of volunteering are recognition, approval, acceptance and love. Without these, volunteers are rarely motivated to maintain a high standard of performance and commitment. Please see the President section of this manual for more information on volunteers.

Finally, leaders must be aware of a very common syndrome (not only in their volunteers but also in themselves) and that is burnout. One of the initial things that happens with burnout is that motivation stops. A common suggestion for volunteers to avoid burnout is to “say no.” Another is to be an active member for a while instead of an officer. Better to have a valued member of the group “sit this one out” or take on a lesser role than to quit altogether or lose all motivation.

As a leader try not to seek out the same individuals all of the time. Try to recruit younger, newer members and gradually place them in responsible positions. The following are some additional tips to help avoid burnout:
- Change jobs within a volunteer organization every year or two.
- Be able to say no when you want to. Remember you cannot do everything.
- Take time off when you need.
- Stagger terms on boards to assure a turnover of people in control.
- Talk to volunteers to learn how they are feeling about the organization and their job within it.
- Let your appreciation of the volunteers show.
Brief Highlights of Robert’s Rules of Order

The detailed rules of Parliamentary Procedure are complex, broad in scope, and not totally appropriate for conducting business during an alumnae meeting. Therefore, a brief synopsis of the most pertinent rules is given here. It is encouraged that the Alumnae Chapter or Club President further familiarize herself by referencing a publication on *Robert’s Rules of Order—Newly Revised* found at her local public library.

This highlight of Robert’s Rules contains information covering the following areas:

- Call to Order, Order of Business
- Means by Which Business Is Brought Before the Assembly
- Obtaining and Assigning the Floor
- Handling of a Motion (including modification or amendment)
- Limiting the Debate of a Motion
- Point of Order
- Regular Methods of Voting on Motions

**Call to Order, Order of Business.** When the time for the meeting has arrived, the presiding officer opens it by calling the meeting to order. The call to order may immediately follow religious or other opening ceremonies. The usual order of business is then followed including the reading of minutes, reports of officers and committees, unfinished business, new business and announcements.

**Means by Which Business is Brought Before the Assembly.** Business is brought before the assembly by means of a MOTION of a member. A motion may itself bring its subject to the assembly’s attention, or the motion may follow upon the presentation of a report or other communication. A motion is a formal proposal by a member, in a meeting, that the assembly take certain action.

**Obtaining and Assigning the Floor.** Before a member can make a motion or speak, she must obtain the floor, that is, she must be recognized by the chair as having the exclusive right to be heard at that time (this rule generally need not be adhered to in a small board or committee meeting). To claim the floor, a member must address the chair (“Madam Chairman”) and be recognized by the chair. While a motion is open for debate or discussion, there are three cases where the floor should be assigned to a person who may not have been the first to address the chair, and they are as follows:

- A member who made the motion and has not already spoken on the question is entitled to be recognized in preference to other members.
- No one is entitled to the floor a second time in debate or discussion on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor.
- In situations where the chair knows that persons seeking the floor have opposite opinions on the question, the chair should let the floor alternate, as far as possible, between those favoring and those opposing the measure.
Handling of a Motion (including modification or amendment). The three steps by which a motion is normally handled are: 1) a member makes the motion, 2) another member seconds the motion, and 3) the chair states the questions on the motion.

To make a motion, a member must obtain the floor. The member makes her motion by saying “I move that….” It is not proper to say “I make a motion that….” After a motion has been made, another member who wishes it to be considered says, “I second the motion,” or “I second it” or even “Second.” If no member seconds a motion, the chair states that the motion is not seconded and is not before the meeting (i.e. “The motion dies for lack of a second”). A second merely implies that the seconder agrees that the motion should come before the meeting. A member may second a motion because she would like to see the assembly go on record as rejecting the proposal.

When a motion has been made and seconded, the chair formally places it before the assembly by stating the question. That is, she states the exact motion and indicates that it is open for debate or discussion. (NOTE: If a motion is offered in a wording that is not clear or that requires reworking before it can be recorded in the minutes, it is the duty of the chair to see that the motion is put into suitable form, preserving the content to the satisfaction of the mover, before the question is stated).

The maker of the motion may also want to change (amend) the wording or modify the motion. If the maker of the motion modified it before the question is stated, a person who has seconded it has the right to withdraw his second; but if a modification is accepted as suggested by another member either before or after the motion has been seconded, the suggester has in effect seconded the modified motion, so that no other second is necessary.

Limiting the Debate of a Motion. A subsidiary motion to limit or extend limits of debate or discussion is a means by which an assembly can exercise special control over debate on a pending question. This motion can limit debate by reducing the number or length of speeches permitted but not provide special provisions for closing debate or by requiring that debate shall be closed and the question shall be put to a vote. The limits of debate can also be extended in a like manner. This subsidiary motion takes precedence over all debatable motions, can be applied to any immediately pending debatable motion, is out of order when another has the floor, must be seconded, is not debatable and amendable and requires a two-thirds vote.

Point of Order. When a member thinks that the rules of the assembly are being violated (these can be rules of procedure or substance), he can make a point of order thereby calling upon the chair for a ruling and an enforcement of the regular rules. This is called an incidental motion. A point of order motion takes precedence over any pending question out of which it may arise, can be applied to any breach of the assembly’s rules, is in order when another member has the floor, doesn’t require a second, is not debatable and amendable, is ruled upon by the chair, and cannot be reconsidered.

Regular Methods of Voting on Motions. The following are the three methods of voting on a motion: 1) by voice which is the normal method of voting, 2) by rising which is used to verify an inconclusive voice vote, and in voting on motions requiring a two-thirds vote for adoption, and 3) by show of hands which is an
alternate method that can be used in place of a rising vote in small assemblies if no member objects. In some small groups, a vote by show of hands is also used in place of a voice vote as a normal method of voting.

A characteristic that these three methods of voting have in common is that in each case the chair calls first for those voting in the affirmative to indicate that (usually by saying “aye,” “yes,” asking members to raise their right hand, or asking members to rise). After this, the chair calls for the negative vote, then judges and declares which side prevails.

Other methods of voting include voting by ballot, ordering a roll call vote, and proxy voting (where one person is given power to vote in another’s stead.)

**SOURCE:** ROBERT'S RULES OF ORDER—NEWLY REVISED

General Henry M. Robert and Sarah Corbin Robert
Scott, Foresman and Company, Glenview, IL.
Election of Officers

Alpha Gamma Delta exercises the recognized right of an organization to provide for its own method of conducting elections and voting. This method, with slight variations to accommodate special requirements, is used for collegiate, alumnae and International elections.

Procedures

Election Committee

All election procedures shall be under the direction of an Election Committee. This committee supervises the election, nominations and eligibility lists, counts the ballots and reports election results.

Nominations

Nominations may be made by any member in Good Standing of the alumnae chapter/club either at a regular event when nominations for officers are a part of the agenda, or by mail in response to a notice in the newsletter. A sample Nomination Form can be found on the Member Services section of the Fraternity website.

Eligibility

Eligibility lists shall include only names of those nominees who are in Good Standing, willing to serve and qualified for office. A sample Eligibility List can be found on the Member Services section of the Fraternity website.

Ballots

Ballots may be cast at a regular alumnae event where balloting is part of the agenda or by mail in response to a form in the newsletter. A sample Ballot can be found on the Member Services section of the Fraternity website.

Reports

The Chairman of the Election Committee shall be responsible for giving the report of the Election Committee, including the list of officers elected for the coming year.
The Election Committee

Membership
The Election Committee shall consist of a Chairman and no less than two other members, all of whom shall be members in Good Standing.

Appointment
The Election Committee shall be appointed by the Alumnae Chapter/Club Board no later than November 15.

Duties
1. Request nominations from members for all elected offices.
2. Provide a copy of the Nomination Form to the Editor for publication in the newsletter.
3. Distribute Nomination Forms to members at an event or by mail.
4. Receive all completed Nomination Forms.
5. Verify Good Standing for all nominees.
6. Prepare the Eligibility List for alumnae officers.
7. Present the Eligibility List at the next alumnae event and supply a copy of that list to the Editor for publication in the newsletter.
8. Distribute ballots.
9. Receive completed ballots at the event and by mail, tally them and determine elected officers.
10. Notify those members elected and those not elected to office.
11. Report the election results at the next event and in the newsletter.

Suggested Schedule for Election of Officers

- **November**—The Alumnae Board appoints Election Committee.
- **November-December**—The Election Committee, at the regularly scheduled meeting, requests nominations for all required elective offices. Any alumnae in Good Standing may be nominated for any office unless the alumnae chapter/club bylaws provide certain restrictions (such as term limits).
- Request for nominations, with a copy of the Nomination Form, is included in the late fall newsletter if one is published. Nomination Forms are returned, at an event or by mail, to the Chairman of the Election Committee.
- **December-January**—The Election Committee collects all completed Nomination Forms, checks with the Alumnae Treasurer for Good Standing status of nominees, and then contacts those members nominated to confirm their willingness and ability to serve in all offices for which they were nominated.
• A copy of the Eligibility List and Ballot are published in the newsletter if publication schedule permits.

• **February-March**—At the regular meeting the Election Committee presents the Eligibility List and Ballot. Members present complete their individual ballot. Ballots are collected by the Election Committee. (NOTE: It is desirable to have printed copies of the Eligibility List and blank ballots prepared for use at this meeting. If this is not feasible, a poster may be used for the Eligibility List and blank sheets of paper for the ballots.)

• The Election Committee tallies all ballots received at the meeting or by mail and determines elected officers. The Committee notifies those elected and those not elected to office.

• **March-April**—At the regular meeting the Election Committee announces the election results and presents the new alumnae officers.

• The retiring President completes the List of Officers form and mails it as designated on the form. A master form can be found on the Member Services section of the website.

• **April-May**—Installation of Officers is conducted according to the Alumnae Ritual. Officers must be installed annually even if serving in the same position(s) and must be installed by May 31 each year.

### Eligibility

Alumnae officers shall be elected according to the bylaws. Members shall be in Good Standing with Alpha Gamma Delta Fraternity and with the chapter/club in relation to all payments.

### Qualifications

**President**

She must be a leader in whom members have confidence; have knowledge of the Fraternity, its rules and procedures; be able to motivate other officers to perform their duties; be able to conduct a proper business meeting and be fair and just. It is desirable that she have past experience in other alumnae offices.

**Vice President**

She must be able to organize member and telephone calling lists. She must have the ability to meet and greet others with warmth and enthusiasm. She should have excellent communication skills. She must be able to assume the duties and responsibilities of the President in her absence or at her call.

**Secretary**

She must be able to translate the spoken word into written with clarity and accuracy, be meticulous in detail, be able to type, be prompt in completing minutes and be faithful in attendance at meetings.
Permanent Secretary
She must be able to work alone, be conscientious in keeping accurate and up-to-date records, be neat and accurate in details, and must be willing to accept the office for an extended period of time. It is desirable that she have a wide knowledge of members over many years.

Treasurer
She must have sound budgetary and management skills and be detail oriented. She must be dependable, accurate, trustworthy and meticulous in record keeping.

Editor
She must have the ability to write in an interesting style, have knowledge of composition and grammar, be alert to newsworthy items and be informed about Fraternity policies and terminology. Some training or experience in journalism is helpful. Knowledge and use of computers is desirable.

Selection of Officers/Chairmen
The selection of officers and committee chairmen is an important task for any chapter/club. In some cases, previous office holders are good choices because of proven abilities. After serving, they may still be willing to contribute to the chapter/club in another capacity.

Committee chairs are often excellent candidates to fill major offices. New members may hold other positions. Certain offices may be effective stepping stones for offices of even greater responsibility.

Remember that those who are called upon, and who accept the responsibility to serve, should be qualified, dedicated and have the time and energy to fulfill their responsibilities.

Suggested ways to delegate tasks:
- Ask for volunteers. Explain the task completely and see who is interested.
- A request for volunteers is often met with resistance. Use your perceptions of individuals to select a person for the task. If the leader expresses confidence in a volunteer, she may take the responsibility. Tasks can sometimes be shared by two or more individuals.
- Don’t be afraid to assign tasks.
- Rotate responsibility; however, allow the volunteer time enough to achieve comfort in a position. Adhere to term limits whenever possible.
Officers

Training the Successor in Office

It is vital to the continued success of the alumnae chapter/club to spend time thoroughly training officer successors. Simply handing over an officer notebook is not effective training. Prior to the Officer Training Workshop, the outgoing officer should clean out the notebook and straighten the officer files. Outdated materials should be destroyed. For specific information on file retention, see the appropriate officer section of this manual.

Individual training conferences with successors should include both the incoming and outgoing officer. A suggested format for the training session is:

1. Review the officer notebook and other resources page by page. Time spent checking the notebook and duties together gives both the outgoing and incoming officers an opportunity to be certain everything is in order and to obtain missing materials.
2. Ask and answer questions as they arise.
3. Review the Directory and Sending and Support List. Ensure that there is an understanding of the Volunteer Service Team support structure pertaining to the alumnae chapter/club.
4. Review any specific directives, plans, ideas and goals established during the term of the outgoing officer.

Board Planning Training Workshop

Each alumnae chapter/club should hold one board planning workshop each year, once the new officers have been installed and trained by their predecessors. Most find that the best time for this is in the summer, but any time convenient to all incoming officers may be selected. Scheduling this workshop is the responsibility of the Alumnae President.

A suggested agenda for the workshop would be:

1. Opening Ritual
2. Opening remarks by the President
3. Schedule future Board Meetings
4. Review upcoming event schedule, if determined
5. Officer Reports
6. Question and answer session
7. Closing remarks
Removal of an Officer

An alumnae chapter/club officer may be removed from office for failure to fulfill the duties of her office. Should that be necessary, the alumnae chapter/club should comply with the following procedure:

1. When a problem with an alumna officer is identified by the Alumnae Board, every attempt should be made to work with that officer to resolve the problem.
2. If an officer faces personal demands/crises that prevent her from performing as she should, the sisterly thing to do is to assist her in any way the board can.
3. If the problem continues, the Alumnae Chapter/Club President (or the Vice President if a problem exists with the President) shall appoint a committee of two board members to speak with the officer. The President (or Vice President) is eligible to serve on this committee.
4. The committee will meet with the officer to define and resolve the problem.
5. The committee reports to the Alumnae Board and makes a recommendation.
6. The officer in question must be notified of the date, place and time of the meeting. The officer has a right to attend the meeting to speak on her own behalf. In lieu of speaking, she may send/present a written explanation of her position. This will be recorded in the minutes.
7. The officer is then excused from the meeting.
8. The situation will be reviewed by the board.
9. A motion may be made and seconded to remove the officer from her position.
10. The vote shall be taken by secret written ballot. There must be a simple majority of the board to remove an officer from her position. The outcome of the vote shall be announced as passed or failed, and no count shall be given. This is noted in the minutes.
11. The Alumnae Chapter/Club President (or Vice President in the event the President is the officer in question) shall notify the member of the outcome of the vote.

Procedure to Fill a Vacant Office

Any vacant office in an alumnae chapter/club should be filled at the earliest opportunity. To fill the vacant office, the alumnae chapter/club should comply with the following procedure:

1. At the alumnae chapter/club meeting immediately following the occurrence of a vacancy, the Alumnae President shall ask the members to submit recommendations to fill the position.
2. Based on the recommendations, the Alumnae Board shall appoint a member to fill the position within 30 days of the meeting.
3. The Secretary must submit the Alumnae Officer Change Form, which can be found in the Secretary section of this manual, as soon as the appointment is made.
Adopt-a-Chapter Program

The purpose of the Adopt-a-Chapter Program is to provide alumnae support to collegiate chapters that are without sufficient local alumnae support as determined by International Council. It is important for the collegiate women to know that alumnae do care about them and want to connect in a special way. The program also serves to demonstrate to the collegians ways in which alumnae continue to be involved with the Fraternity long after the collegiate years are over.

Those alumnae groups that are eligible for the program are alumnae clubs and alumnae chapters whose collegiate chapters have been resolved. Eligible collegiate chapters are those that have no local, active alumnae chapter. A two-year commitment of support by the alumnae group is requested.

In order to obtain five stars in the Five Star Program, an alumnae chapter must support a collegiate chapter. An alumnae chapter whose collegiate chapter is resolved may earn the star for Support to a Collegiate Chapter by adopting a collegiate chapter. The Support to a Collegiate Chapter Star is an optional star for an alumnae club. In addition, outstanding alumnae participation in this program may be recognized at International Convention by presentation of the Adopt-a-Chapter Award (see the Awards section of this manual).

The President of the alumnae chapter/club should discuss the Adopt-a-Chapter Program with the members to assess interest in and commitment to the program. The alumnae group would then vote on participating in the program. A simple majority vote will carry.

If the alumnae group has decided to participate in the program, the following procedure should be followed:

1. The President appoints, with the approval of the Alumnae Board, a member of the alumnae chapter or club to be the supervisor of this program.
2. This member contacts the Director of Fraternity Programs and requests the Initial Interest Survey.
3. The survey is sent to the alumna member who is the supervisor of the program.
4. The alumna supervisor (contact) completes the survey with input from the membership of the alumnae group.
5. The completed survey is returned to the Director of Fraternity Programs.
6. The Director of Fraternity Programs matches the alumnae group with a collegiate chapter that has also completed a survey. Should the alumnae group have a preference for a collegiate chapter, it can submit a request. The Director of Fraternity Programs then contacts the requested collegiate chapter to see if it wishes to be adopted. Adoptions must be by mutual consent. The contact in the collegiate chapter should be the Alumnae Relations Coordinator.
7. Once a match has been determined, a letter of acceptance is sent to the alumnae group and collegiate chapter. Copies of the letter are sent to the Province Director, Area Coordinator, Director of Chapter Development and the International Vice President-Alumnae.
8. Both parties are sent suggestions for activities. In addition, the alumnae group receives the adoption certificate, which they are to frame and present to the collegiate chapter.

9. When the Province Director receives her copy of the letter, she should identify additional ways these two groups of sisters could interact. These suggestions are to be passed on to the alumnae group and collegiate chapter.

10. An evaluation of the program is sent to both the alumnae chapter/club contact and the Alumnae Relations Coordinator the third week in March each year by the Director of Fraternity Programs.

11. The alumnae chapter/club contact and Alumnae Relations Coordinator are to complete the evaluation and return it by the deadline. The evaluation forms will be used to determine the alumnae groups who are eligible for the Convention award.

12. Should there be dissatisfaction in the match or response, the alumna contact should discuss her concerns with the Director of Fraternity Programs.
Alumnae Awards

This section contains an overview of the alumnae awards. Alumnae awards are presented biennially at Alpha Gamma Delta’s International Convention. They are designed to recognize alumnae chapters and clubs that have made outstanding accomplishments in various areas of Fraternity involvement.

The following alumnae awards may be presented at Convention:

1. **Alumnae Achievement Awards** are presented to the alumnae chapter and the alumnae club that have demonstrated outstanding efficiency and cooperation in the conduct of Fraternity business and outstanding participation in Fraternity events and philanthropic endeavors.

2. **Most Improved Awards** are presented to the alumnae chapter and the alumnae club that have shown the most improvement in efficiency and cooperation in the conduct of Fraternity business and in participation in Fraternity events and philanthropic endeavors.

3. **Outstanding Newsletter Awards** are presented to the alumnae chapter and the alumnae club whose newsletter best exemplifies excellence in content, readability, attractiveness and timeliness of news. Each newsletter must contain the basic requirements and must have been mailed to all required recipients.

4. **Outstanding Support to a Collegiate Chapter Award** is presented to the alumnae chapter or club that best assists a collegiate chapter by providing advisors, assisting during recruitment, supporting philanthropy and community service projects and attending joint events. In addition, the alumnae chapter or club members attend Initiation, Feast of Roses, International Reunion Day and the Rededication Service with the collegians.

5. **Adopt-a-Chapter Award** is presented to the alumnae chapter or alumnae club that best fulfills the objectives of the program by providing maximum contact and support from afar to an adopted collegiate chapter. To be eligible for this award, an alumnae chapter or club must have been enrolled in the Adopt-a-Chapter Program for the biennium.

6. **Outstanding Junior Circle Award** is presented to the Junior Circle that has attained outstanding success in the development of events and programs that meet the needs of its members and maintains a close and supportive association with the sponsoring alumnae chapter or club, where applicable. Additional consideration may be given to Junior Circles that participate in philanthropy and community service projects and/or provide support to a collegiate chapter, where applicable.

7. **Helen Mae Clarahan Spiese Alumnae Panhellenic Award** is presented to the alumnae chapter or the alumnae club that best exhibits support to an Alumnae Panhellenic. Support may be indicated by regular attendance at Panhellenic events, holding offices and/or chairmanships, support of special projects and/or events and demonstration of a true spirit of intrafraternity sisterhood.
8. **Outstanding Community Service Awards** are presented to the alumnae chapter and the alumnae club that best exemplify the Alpha Gamma Delta Purpose in their dedication to “contributing to the world’s work in the community where I am placed because of the joy of service thereby bestowed and the talent of leadership multiplied.” Additional consideration may be given for multiple projects and/or extensive endeavors.

9. **Distinguished Citizen Awards** are presented to individual members for exceptional and outstanding contributions in their professions or in civic, organizational, cultural or charitable work. This particular award is a means of honoring outstanding members who have brought recognition to the Fraternity through their efforts.
Special Events

This section gives specific details and suggestions for holding International Reunion Day, the Rededication Service and Alpha Gam Always events.

International Reunion Day

The purpose of this celebration and restrictions regarding it are stated in the Constitution and Standing Rules. This is a day set aside annually to renew the bonds of sisterhood, to develop an understanding of the true meaning of Fraternity, to promote closer associations among collegiate and alumnae members, and to develop and strengthen Fraternity friendships. Attendance is limited to members and new members of Alpha Gamma Delta. The Fraternity requires collegiate attendance. International Council may grant special permission for attendance of other individuals on special occasions. The traditional day for this reunion is the third Saturday in April, but it may be scheduled at another time in April or early spring depending on the needs of the local membership. Each year International Council announces a recommended theme to be used for International Reunion Day. Members are encouraged to use this theme in planning their local event.

Planning and implementing this reunion is the responsibility of the alumnae chapter or club. Two or more alumnae groups in a geographic area may choose to have a joint International Reunion Day. Collegiate participation in planning International Reunion Day is encouraged. Any special questions about International Reunion Day or requests for personal assistance should be directed to the Province Director-Alumnae, Director of Alumnae Programs or International Headquarters.

1. Planning

The Alumnae Board appoints the International Reunion Day Chairman and her committee. Be certain to include the Chapter Advisor and collegiate Alumnae Relations Coordinator in this committee. The committee should concentrate on the following responsibilities: Mistress of Ceremonies, publicity and notices, tickets and finance, calling and transportation, hostess, nametags and decorating, agenda and printed program.

2. Date

Traditionally, the date for International Reunion Day is the third Saturday in April. Significant local or campus events may present a conflict with the traditional date; therefore, it is permissible to select an alternate date in order to allow the maximum number of alumnae and collegians to participate in the International Reunion Day celebration. Confer with the Chapter Advisor to determine the best date for the collegians. The local date should be selected 8 to 10 months in advance of the event, with invitations issued no later than 2 months in advance.

3. Location

Choose a location that is central for the membership. Keep in mind transportation requirements for the collegians. Be certain the location is conducive for a speaker and
singing. A possible setting would be a private banquet room in a restaurant. This should be secured as far in advance as possible. If contracts need to be signed or deposits are required, Alpha Gamma Delta policies and procedures must be followed. These policies include:

a. Be certain to have two signatures on all checks.
b. It is recommended that a sister with a legal background review the contract.

Refer to the Risk Management section of this manual for further information regarding contracts.

4. Theme
The Director of Alumnae Programs announces the theme for International Reunion Day is announced one year in advance. Plan the program, decorations and speaker early, keeping the theme in mind. All expenses of the speaker (including Volunteer Service Team members) are to be covered by the group(s) hosting International Reunion Day.

5. Promotion
Publicity is important to the success of the celebration. The following are ways to communicate and promote the event.

Methods of communication:

a. Formal invitations
b. Announcement in the newsletter
c. Special flyers
d. Telephone calls for personal invitations
e. News releases to local newspapers, radio stations and television stations
f. Announcements at meetings and other events

Important Communication tips:

a. Start promoting early; general announcements no later than six months in advance, mailing/invitations two months in advance, phone calls one month in advance.
b. Be certain to include all pertinent information.
c. Include a map or written directions to the location.
d. Provide information and opportunities for car pools.
e. Encourage attendance by special groups (class reunions, 25-year or 50-year members, etc.)

6. The Event
Every local International Reunion Day, while conforming to a central theme, will have its own unique characteristics. Listed below are aspects that can add individuality to International Reunion Day celebrations. A master Event Planning Checklist and Sample Agenda can be found on the Member Services section of the website.
When planning the event determine:

a. If it is to be statewide, regional or local
b. Alumnae and collegiate roles
c. The format of the celebration (luncheon, dinner, tea, picnic, etc.)
d. Program, decorations and favors. Will there be any door prizes?
e. Special recognitions for alumnae and collegians
f. If a 50-year service and 25-year service will take place
g. The order of the day
h. Seating arrangement. Will there be a head table? Who will be seated there? How will alumnae and collegians be encouraged to mix?
i. Nametags—including full Fraternity name (i.e., Susan Johnson Smith)
j. Type of printed program to be used
k. Budget. International Reunion Day is to be self-supporting. The charge to members must be adequate to cover the cost of the meal, the speaker, the decorations, and all other expenses related to the occasion.

NOTE: It is recommended that the Fraternity Rededication Service, house association meeting or other event NOT be held in conjunction with International Reunion Day. In addition, Fraternity policy concerning alcohol must be followed. The service of alcohol to alumnae members is STRONGLY DISCOURAGED. Under no circumstances is a collegian to be served or consume alcohol at this event.

NOTE: International Reunion Day cannot be used as a fund-raising event. While funds may be raised for a charitable cause (Alpha Gamma Delta Foundation, American Diabetes Association, etc.), the proceeds from the event cannot net a profit for the alumnae chapter/club.

7. Attendees

People are what make International Reunion Day special and meaningful. There are key people involved with each International Reunion Day event. Those people who should be considered for special seating and introduction include:

a. International Reunion Day Chairman
b. Keynote Speaker
c. Mistress of Ceremonies
d. Alumnae and Collegiate Presidents
e. Special Dignitaries (International Council, Volunteer Service Team members, Wearers of Honors of Epsilon Pi, 25-year or 50-year members, recipients of the Alumnae Recognition Awards)

f. Songleader

8. **Printed Program**

A printed program serves as a nice memento of the day as well as informs the attendees of the activities which will take place. A *Sample of the Printed Program can be found on the Member Services section of the Fraternity’s website.*

9. **Evaluation**

This is often overlooked but a very important part of International Reunion Day. This element will assess the past International Reunion Day and aid in planning future celebrations. A *Sample Evaluation Form can be found on the Member Services section of the Fraternity’s website.*

   a. Obtain comments from those members attending by using the Sample Evaluation Form. Put these at each place when setting up for the day. Be certain to provide pens/pencils for ease of completion.

   b. Prepare the International Reunion Day report. A *master copy can be found on the Member Services section of the website.*

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**Rededication Service**

Rededication is that meaningful time we share with graduating collegians and those collegiate members in Good Standing who are leaving college permanently. This is a very important time for members who will soon be leaving the chapter. This service, when specially conducted, is proof to our collegians of the never-ending circle of sisterhood and of the lifetime commitment that we all share in Alpha Gamma Delta. There are many things to consider when planning this event: the date, method used to invite the participants, time and location, the event itself, distribution of senior packets, and announcing/congratulating the members on their alumnae status. *The Rededication Service can be found in the Alumnae Ritual.*

1. **Date**

   Most alumnae groups plan this occasion for late spring; however, the date could vary depending upon the collegians and the college or university calendar. Some collegians will leave college after the end of the first term, hence, it would not be unusual to have two Rededication Services in one school year. The alumnae group must check the suitability of the proposed date(s) well in advance with the collegiate chapter and Executive Council/Chapter Advisor.
2. **Methods of Inviting the Participants**

The collegiate Vice President Operations is the member to contact to obtain the names, campus addresses and phone numbers of all those eligible to participate in the service.

A personal invitation to the Rededication Service emphasizes its importance. An attractive hand written personal invitation followed by a phone call encourages participation. Another method would be to hand deliver the invitations to the chapter house/suite, possibly putting them in the mailboxes or extending them in person. Inviting the collegians personally and well in advance will increase the number attending.

Announcing the date and time of the Rededication Service in the chapter newsletter will help ensure alumnae participation and attendance. The Telephone Committee may be used to inform alumnae as well.

3. **Time and Location**

Some alumnae groups hold the Rededication Service immediately following a spring Initiation Service so that it may be shared with all members. Others plan dinners, luncheons, desserts or teas to welcome these new alumnae members.

An early evening or Sunday afternoon event will usually draw the greatest attendance. If the event is to be held in the chapter house/suite, try to plan a time when there will be no interruptions or distractions. Holding the event at an alumna’s home is suitable as well.

4. **The Event**

The Rededication Service and social following it should be special and meaningful. Alumnae should be appointed to various positions well in advance in order to allow for thorough planning and successful implementation.

The alumnae officers should get together before the event to rehearse their speaking parts so everyone can focus on the significance of each part of the ceremony. The delivery of each part should be smooth, professional and polished.

Plan ahead so that all paraphernalia needed for the service is on hand and in good condition. Set up the room for the service ahead of time. This will allow observation of space availability and ability to move about the room.

Some groups traditionally present red and buff roses to those rededicating themselves to the Fraternity. **This may not be done as part of the Rededication Service.** However, presentation of roses or other Fraternity gifts creates a lovely follow up to the service to perpetuate the continuing circle of sisterhood in Alpha Gamma Delta.

It is **highly recommended** that the distribution of Senior Packets take place after the Rededication Service. These packets are for all chapter members who are graduating or leaving school permanently. The Senior Packets further emphasize the objective of the Rededication Service—that being lifetime commitment to the Fraternity.
NOTE: Chapter Advisors receive an order form for the Senior Packets in the Fall and Spring Collegiate Mailings. The Alumnae Chapter President will need to contact the Chapter Advisor to be certain the packets were ordered, and will be available the day of the service.

When distributing the packets, be certain to briefly review each item they contain. The materials in the packets were specifically designed with the collegians in mind, and can help encourage their continued involvement and contact with the Fraternity as they begin new life paths. The packets should later be distributed to any eligible invited collegians who could not attend the Rededication event.

5. Recognition of New Alumnae

Once the Rededication Service has occurred, it is recommended that this be announced in the chapter newsletter. Announcing the names of the new alumnae in print is another form of welcome and recognition. Be certain to obtain the new addresses and phone numbers of these alumnae so they can be given to the Permanent Secretary and passed on to an alumnae chapter, club or Junior Circle in the area where the member will relocate.

Alpha Gam Always

*Alpha Gam Always* is a marketing program designed to help increase Alpha Gamma Delta alumnae involvement. The focus of the program is alumnae recruitment and retention. At initiation we promised lifetime service and commitment to the Fraternity. Through *Alpha Gam Always* events, publicity and merchandise, alumnae involvement should expand at all levels, in Junior Circles, as advisors, as Rose Sisters and in alumnae chapter and club participation.

There are many aspects to the *Alpha Gam Always* program, but the main focus is conducting an annual recruitment event. Things to consider when planning this event are the date, time and location, invitations, activities during the event and follow up contacts after the event.

1. Planning

The Vice President is the Alumnae Board officer in charge of coordinating this event. She will need to appoint a committee to assist with the planning and implementation of the event. The Vice President will need assistance from the Permanent Secretary and/or President to be able to acquire names and addresses from International Headquarters of Alpha Gamma Delta alumnae who reside in the specific geographic area. Information on obtaining these names and addresses can be found in the Alumnae Fall Mailing from International Headquarters.

2. Date

Most alumnae groups plan this event for late summer or early fall in order that new members might become involved for the entire Fraternity year. Community/school activities that might conflict with the event should be taken into consideration when selecting the date.
3. **Methods of Inviting the Participants**

A personal invitation to the *Alpha Gam Always* event emphasizes its importance. An attractive hand written invitation followed by a phone call encourages participation. A casual, flyer-type invitation should be avoided. Be certain to request RSVPs to the invitation. In addition, a telephone call a day or two before the event offering to provide rides or a carpool might make the guests feel more comfortable and welcome and increase participation.

4. **Time and Location**

The alumnae chapter/club will typically have the most success if the event is held on the weekend. A Saturday morning brunch or Sunday afternoon tea is recommended. However, if the event must be held in the evening, be certain it begins late enough to allow guests to arrive home from work; and it ends early enough to allow guests to arrive home at a reasonable hour.

It is preferred that the event be held in the home of a member. An attractive, spacious home that allows for mingling and ease of movement would be ideal. The home should be somewhat centrally located so that getting to the event is convenient for the guests.

5. **The Event**

An *Alpha Gam Always* event should showcase the Fraternity and its members at their best. Alumnae should be appointed to various committees well in advance in order to allow for thorough planning and successful implementation. Suggested committees would be: invitation/telephone, RSVPs, greeters/nametags, hostesses/buddies, refreshments, program, decorations and displays, and follow up.

The committees should meet well in advance to plan their section of the event. Nothing should be left to chance or last minute hurrying. Through the Vice President, invitations, nametags, program and decorations should be coordinated so as to evoke a central theme. Committee members and chapter/club members should arrive early to be certain everything is in order before the guests arrive.

A suggested format for the event would be:

a. As each guest arrives she is greeted at the door and introduced to her hostess for the event.

b. The hostess assists the guest in obtaining a nametag.

c. The hostess offers refreshments and escorts the guest to a buffet table.

d. After getting refreshments, the hostess escorts the guest away from the buffet to an area where they can visit.

e. After getting acquainted, the hostess moves about the room introducing her guest to other members and guests. After each new introduction, visit for a while and then move on.
f. If displays are used during the event such as scrapbooks, Alpha Gamma Delta paraphernalia, awards, fund-raising activities and community service projects, the hostess should be certain to escort her guest to each display.

h. A mixer game or some other fun activity could be used at this point.

i. As the event comes to a close the hostess should escort her guest to the door, thank her for coming, and promise to contact her soon.

j. After the event the hostess should write a brief note mentioning how happy she was to meet the guest and how she looks forward to seeing her again.

k. Before the next event the hostess should contact the guest to inform her of the upcoming event and offer to accompany her and/or provide transportation.
Alumnae Chapter/Club President

This section of the *Alumnae Leadership Manual* contains information for the Alumnae President on the following topics: Duties, Officer Selection, Delegation, Monthly Time Management Calendar, Notebook and Inventory Suggestions. Also included are procedures for changing the name of an alumnae chapter from the Greek name to one reflecting the geographic location, procedures for combining two alumnae chapters or two alumnae clubs and policies regarding websites and e-mails.

**Duties**

The Alumnae Chapter/Club President shall:

1. **Call and preside at all regular and special meetings/events of the alumnae chapter/club.** A president should have good basic knowledge of proper parliamentary procedures in addition to her knowledge of Alpha Gamma Delta procedures. See the Meetings section in this manual for an overview of parliamentary procedures.

2. **Serve as a member of the Alumnae Board. Call and preside at all of its regular and special meetings. Have a general knowledge of the responsibilities of all alumnae officers.** As Chairman of the Alumnae Board, the Alumnae President should have all items of business well organized so they can be presented quickly and concisely to the board for discussion. Much of the routine business can be cleared at board meetings. This eliminates the need to include tedious details that may prolong regular alumnae events.

   The Alumnae Board shall include the following officers: President, Vice President, Secretary, Treasurer (or Secretary/Treasurer, if combined), Permanent Secretary and Editor.

   Duty lists for alumnae officers are found in specific officer sections of this manual. The President should study these for her own information concerning areas of responsibility.

3. **Be responsible for implementing all Risk Management Procedures.** See the Risk Management section of this manual.

4. **Attend meetings of Alumnae Panhellenic and serve as the alternate delegate unless otherwise provided in the alumnae bylaws.** The importance and value of Alpha Gamma Delta representation in Alumnae Panhellenics cannot be emphasized enough. Through Panhellenic membership the Fraternity becomes better known to the other National Panhellenic Conference member groups and to the general public. It is the responsibility of the Alumnae President to see that the chapter/club is well represented at Alumnae Panhellenic meetings, either by the elected Delegate, by the Alternate Delegate or by the Alumnae President.

5. **Appoint, with the approval of the Alumnae Board, all standing and special committees as provided in the alumnae bylaws.**
Note: For legal purposes, Alumnae Chapter/Club Bylaws must be reviewed and submitted to the Documents Audit Committee every four years or when changes are made in the bylaws. Refer to Alumnae Chapter/Club Bylaws section(s) in this manual for guidance. Current bylaws are not required for Good Standing, but are of utmost importance for legal protection.

The bylaws of a chapter/club with adequate membership may provide for the following standing committees: Philanthropy, Awards, Editorial, Epsilon Pi, Finance, International Reunion Day, Panhellenic, Program/Social, Remembrance, Recruitment Information and Telephone. If any of the optional committees are deemed unnecessary by the chapter/club, they may be omitted. If other committees are needed, they may be added. Committees are appointed to facilitate a smoother functioning of activities and to involve all members in those activities.

6. **Serve as an ex officio member of all committees.** As an ex officio member of all committees, she may attend any and all committee meetings.

7. **Be responsible for the President’s copy of the Constitution and Standing Rules, Alumnae Leadership Manual, Alumnae Ritual, Honors of Epsilon Pi Handbook, Membership Handbook, alumnae handbooks and such other special materials as may be issued by the Fraternity.**

   The Constitution and Standing Rules provide the basic information and instruction about Fraternity business. It is essential that as amendments are adopted, these changes, properly dated, be recorded in the President’s copy.

   The Alumnae President is responsible for keeping materials, notebooks and handbooks up to date. Regular mailings from International Headquarters are sent to keep chapters and clubs informed about Fraternity matters. When new information or amendments are sent from International Headquarters or from members of the Volunteer Service Team, they are to be inserted promptly in the proper place and the obsolete materials are to be destroyed or deleted.

8. **Adhere to the Constitution and Standing Rules and to the bylaws of the alumnae chapter/club.**

   Careful observance of the Constitution and Standing Rules by all members of Alpha Gamma Delta, and by all alumnae and collegiate chapters and alumnae clubs, is necessary to obtain maximum unity within the Fraternity.

   The chapter/club bylaws must conform to the Constitution and Standing Rules. They must be reviewed and submitted for approval every four years, or sooner if changes in them are made.

9. **Arrange for the election and annual installation of alumnae officers. Submit Change of Officer Forms as needed.**

   See procedures in the Election section in this manual. A master copy of the Change of Officer Form may be found on the Member Services section of the website.

10. **Delegate the duties of any officer positions not filled.**

    For efficient and successful operations of the alumnae chapter/club, the President needs to be certain duties are completed, especially if positions are vacant.
11. **Be aware of the requirements for Good Standing for the alumnae chapter/club and make every effort to see that they are fulfilled.**

Specific requirements for Good Standing for an alumnae chapter and an alumnae club are found in the Alumnae Chapters and Alumnae Clubs sections of this manual.

12. **Be aware of the requirements and options of the Five Star Program.**

Specific requirements and options for the Five Star Program are found in the Alumnae Chapters and Alumnae Clubs sections of this manual.

13. **Understand the Fraternity procedures and requirements for the initiation of alumnae members.**

The *Constitution*, Article II., Section 2., b., (4) provides for alumnae initiates. Alumnae chapters and clubs may invite qualified women not enrolled as an undergraduate in a college or university to become regularly initiated members of the Fraternity. The procedures, instructions and Application for Invitation to Alumna Membership may be found in the *Alpha Gamma Delta Membership Handbook.*

The Alumnae Chapter/Club President should familiarize herself and the members with the provisions for the initiation of such alumnae members.

14. **Be aware of and implement opportunities to recognize members for their contributions to the Fraternity.**

Ways to recognize alumnae for their contributions of service are:

a. Honors of Epsilon Pi (information can be found in the Permanent Secretary section of this manual)

b. Alumnae Recognition Awards (the order form can be found in the Treasurer section of this manual)

c. 25-Year and 50-Year certificates and pins/charms (the order form can be found in the Treasurer section of this manual)

15. **Correspond as required with the International Vice President-Alumnae, Director of Chapter Management, Area Coordinator and the Province Director. All correspondence received from any International Officer, Director, Area Coordinator, Province Director, Fraternity Committee Chairman or the Executive Director should be read to the Alumnae Board and/or alumnae chapter/club.**

The International Vice President-Alumnae, Director of Chapter Development, Area Coordinator and Province Director are responsible for the welfare of all alumnae chapters/clubs. The Alumnae President, or any other officer, should direct all questions to the Province Director first before approaching another Volunteer Service Team member.
16. **Prepare/supervise and submit the following annual reports:**
   
a. By October 1—Schedule of Events (optional)
   b. By April 15—List of Officers
   c. By April 15—Philanthropy Report (required only for Convention Award eligibility)
   d. By April 15—President’s Annual Report
      Alumnae Function /Event Log (optional)
   e. By May 1—International Reunion Day Report (optional)
   f. By July 15—Financial Review form
   
   Accurate and complete reporting is crucial. Reports are required to keep members of the Volunteer Service Team informed of the progress of alumnae chapters and clubs in each Province. Information given on reports determines Good Standing and the awarding of Stars. Reports are also used to determine a chapter/club’s possible nomination for Convention Awards. **Master report forms can be found on the Member Services section of the website.**

17. **Be responsible for submitting the following:**
   
a. Recommendations for International Officers
   b. Ballots for International Officers
   c. Ballots for amendments to the *Constitution and Standing Rules*

   Alpha Gamma Delta Fraternity provides that its officers shall be nominated and elected in the fairest, most democratic way possible. An Alumnae President must be certain that her chapter/club completes and mails all recommendation forms and ballots. Alumnae chapters and clubs work to achieve Good Standing to obtain the right to vote. They should exercise this right at every opportunity.

   It is very important that each chapter/club has a voice in any decision made concerning the Fraternity; hence, the President should make certain that ballots on amendments to the *Constitution and Standing Rules* be completed and mailed.

   An alumnae chapter or club that is not in Good Standing may submit recommendations for International Council officers and amendments to the *Constitution and Standing Rules*. It may not, however, vote on these matters.

18. **Be responsible for holding the Lighting of the Tapers and Memorial Service when applicable.**

   When an Honor of Epsilon Pi is bestowed upon a member who did not attend Convention, a Lighting of the Tapers Service must be conducted. The Service should be held by **October 1** if at all possible. The Lighting of the Tapers Service can be found in the *Alumnae Ritual.*

   If a member of an alumnae chapter/club enters Chapter Grand, a Memorial Service should be conducted. Family members of the deceased sister may attend. The Memorial Service can be found in the *Alumnae Ritual.*
19. **Serve as the official delegate of the chapter/club to International Convention and to any area workshop. If unable to attend, be certain an alternate delegate is selected.**

The importance of attending International Convention as the delegate must not be underestimated. Conventions provide information, inspiration, enthusiasm and Fraternity fellowship that cannot be gained any other way. Alumnae chapters and clubs are encouraged to budget and plan for a delegate to attend each Convention. A portion of the Ways and Means treasury may be used to help defray the cost of Convention attendance.

20. **Send recommendations of alumnae willing to serve as the Collegiate Chapter Advisor to the Province Director.**

By January 15, recommendations of alumnae willing to serve as Chapter Advisor are sent to the Province Director. International Council will appoint the Chapter Advisor. The Alumnae Chapter President will be notified of the appointment through International Headquarters.

21. **Be responsible for holding the Fraternity Rededication Service.**

The President and all officers should strive to make Rededication an important and impressive service; one which will show the collegians that Alpha Gamma Delta can be a most vital and valuable part of their adult lives. See additional information in the Special Events section of this manual.

22. **Maintain President’s files.**

The following materials should be located in the President’s file:

a. Alpha Gamma Delta *Constitution and Standing Rules*

b. Alpha Gamma Delta *Alumnae Ritual*

c. *Alumnae Leadership Manual*

d. *Alpha Gamma Delta Membership Handbook*

e. Convention Minutes for the three most recent Conventions

f. President’s Annual Reports

g. *Honors of Epsilon Pi Handbook*

h. Correspondence

i. Archival materials (as applicable)

23. **Perform such other duties as usually pertain to the office of President.**

24. **Train successor in office.**

It is essential to plan a meeting of all newly elected officers and all outgoing officers as soon after election as possible. Each outgoing officer should train her successor. At the conclusion of the training session, a general planning session for all officers would be beneficial. See the Officers section of this manual for suggested format.
Alumnae Monthly Time Management Calendar

The following is intended to assist Alumnae Chapter/Club Presidents to meet various objectives on time. On the Member Services section of the website is a President’s Checklist that may be reproduced to assist with recordkeeping.

**September**

1 - **Complete and file Form 990 with the Internal Revenue Service. (if applicable)**

**Suggested September event: Alpha Gam Always (alumnae recruitment)**

In a Convention year, insert in the *Honors of Epsilon Pi Handbook* the list of members who received an Honor of Epsilon Pi.

**NOTE:** If the alumnae chapter/club has an income of $25,000 or more, averaged over three years, they must file Form 990 with the Internal Revenue Service. They must also check with their respective State Income Tax office to see if a State Tax Form must be filed.

**October**

1 - *Optional* – Submit the Schedule of Events Form to Province Director with copies to Area Coordinator and Director of Chapter Development.

1 - Send Fall Dues to International Headquarters.

**Suggested October event:** Alpha Gamma Delta Foundation/Philanthropy/Community Service Program/Project.

**November**

15 - In a Convention year, appoint an Honors of Epsilon Pi Committee.

15 - Appoint Election Committee.

**December**

15 - In a Convention year, return recommendation forms for International Officers to Fraternity Election Committee Chairman.

**January**

15 - In a Convention year, mail completed petitions for Honors of Epsilon Pi to Executive Director at International Headquarters.

15 - Send recommendation for Chapter Advisor to Province Director.
February
15 - In a non-Convention year, send recommendations for Distinguished Citizen Awards to the International Distinguished Citizen Awards Committee Chairman.

At meeting: Election Committee presents ballots for alumnae officers to the membership.

March
1 - Be certain annual newsletter has been sent (Alumnae Chapters).
1 - Send Spring Dues to International Headquarters.

April
15 - Optional – Submit Annual Philanthropy Report to International Philanthropy Committee Chairman with copies to Province Director, Area Coordinator, Director of Chapter Development and International Vice President-Alumnae. This report is required to be eligible for the Community Service Award.
15 - Submit List of Officers form to Province Director with copies to Area Coordinator, Director of Chapter Development, International Vice President-Alumnae and Chapter Services Coordinator.
15 - Submit President’s Annual Report to Province Director with copies to Area Coordinator, Director of Chapter Development, International Vice President-Alumnae and Chapter Services Coordinator.
15 - Optional- Submit Alumnae Function/Event Log to Province Director with copies to Area Coordinator, Director of Chapter Development, International Vice President-Alumnae and Chapter Services Coordinator.

Suggested April event: International Reunion Day (third Saturday or date set by alumnae chapter/club).

Installation of Alumnae Officers either in April or May.
May
1 - Submit International Reunion Day Report to Director of Fraternity Programs, with a copy to the Province Director.
10 - Submit Annual Financial Report to International Headquarters with copies to Province Director, Area Coordinator, Director of Chapter Development and International Vice President-Alumnae.
31 - Send Alpha Gamma Delta Foundation contribution.
31 - Deadline for all requirements in order to achieve Good Standing.

Suggested May event (Alumnae Chapters): Hold Fraternity Rededication Service for graduating seniors and collegiate members who are leaving college permanently (may be held in April or May as needed).

June
1 - Submit Alumnae Recognition Awards Recipient list to International Headquarters.

July

Alumnae President’s Notebook
The following is a suggested Table of Contents for the Alumnae President’s Notebook:
TITLE PAGE (office, name, address, phone number)
DIRECTORY
   International Headquarters address, phone, fax and e-mail
   International Officers
   Alumnae Directors
   Area Coordinators
   Province Officers
   Executive Director
   Alumnae Officers
   Alumnae Committees
   Alumnae Panhellenic Officers, if applicable
In addition, alumnae chapters (and clubs, as applicable) should have:
   President of College/University
   House Association Officers
   Dean of Students
Panhellenic Advisor or Greek Affairs Coordinator
Key Faculty and Administrators
Collegiate Chapter President
Collegiate Alumnae Relations Coordinator
Executive Council Advisors
Faculty Advisor, if required
President of Parents Club

ALUMNAE CHAPTER/CLUB CALENDAR
AGENDA FORMAT
MAILINGS (current year in notebook)
MINUTES (two years in notebook, three years in file)
REPORTS
   President’s Annual Reports (two years in notebook, three years in file)
PERMANENT CORRESPONDENCE
   Letters and bulletins from International Officers and Committee Chairmen (two years in notebook, three years in file)
CURRENT CORRESPONDENCE
   Individual letters from International and Province Officers, Directors, Area Coordinators. Copies of President’s letters to International and Province Officers, Directors, Area Coordinators (two years in notebook, three years in file)
GENERAL INFORMATION
   Various informational mailings (two years in notebook, three years in file)
ALUMNAE CHAPTER/CLUB INVENTORY
ALUMNAE CHAPTER/CLUB BYLAWS

Inventory Suggestions

Each alumnae chapter/club should have in its files a complete inventory of all officers’ materials, all Ritual materials and paraphernalia. Each officer should have in her notebook an inventory list of her own officer materials and any Ritual material or paraphernalia for which her office is responsible. At the end of each officer’s term the inventory must be checked and brought up to date before turning materials over to her successor.

Suggested time frame for retaining materials in the files:
1. Items of historical value (permanently)
2. Correspondence (two years in the officer notebook, three additional years in a file)
3. Reports (two years in the officer notebook, three additional years in a file)
4. Mailings (two years in the officer notebook, three additional years in a file)
5. Minutes (two years in officer notebook, three additional years in a file)
NOTE: It is important to follow all directions which often accompany items in mailings from International Headquarters. For example, if a new form is issued and instructions are given to purge all previous copies of the form, do so. If corrections are issued to the *Constitution and Standing Rules*, make them as directed and file all instructions as directed. This will keep the alumnae chapter/club materials up to date.

**Websites and E-mail**

Collegiate and alumnae chapters and clubs are using websites and e-mail as methods of communicating to their members. The advantages to their use are convenience and savings. However, members of Alpha Gamma Delta must be certain to guard the privacy and integrity of all electronic communications. The following are Fraternity policies that should be used for either of these forms of communication:

**Websites**

Properly research all information pertaining to Fraternity history, facts or information before posting on a website. Correct terminology must be used. The *Alpha Gamma Delta Style Guide* should be used as a reference. As when representing Alpha Gamma Delta in other aspects of Fraternity life, the same standards of conduct, behavior and character apply to Alpha Gamma Delta homepages. Likewise, the same disciplinary action will apply to violations.

The following disclaimer language must be located at the top of personal/chapter/club homepages:

> “*Alpha Gamma Delta recognizes the value and potential of personal publishing on the internet; however, the Fraternity can accept no responsibility for the contents of these pages. These pages do not in any way constitute official Alpha Gamma Delta content. The views and opinions expressed in the pages below are strictly those of the page authors, and comments on the contents of these pages should be directed to the page authors.*”

**E-mail**

- Use password protection for e-mail, but remember that e-mail notes are just as discoverable as written letters.
- Avoid having e-mail messages that contain anything you would not want to be seen publicly.
- Avoid discussing sensitive Fraternity business over e-mail. Personnel issues should not be discussed in e-mail.
- Do not discuss Ritual.
- Be aware that copyright laws apply to digital usage. Copyright infringement is widespread on the internet. Scanning in or replicating any file, image, text, music or computer software that is someone else’s work is copyright infringement, which is a crime.

When using the internet as a means of communication, remember the following:
- It is extremely easy to forward e-mails to others. Take this into consideration when writing an e-mail.
- Consider the suitability of clip art and photographs.
- It is inappropriate to bypass people in the line of communication.
- For a link on the Alpha Gamma Delta Fraternity official website (www.alphagammadelta.org), information must be approved and periodically reviewed by International Headquarters staff.

**Procedure for Changing Alumnae Chapter Name to Geographical Name**

Alumnae chapters may choose to use the Greek letter name or adopt a geographical name. Many alumnae chapters have found that a geographical name will increase participation of alumnae from a variety of chapters in addition to the one in the area. The adoption of a geographical name is encouraged to promote loyalty to the Fraternity as a whole, rather than to a specific chapter. To avoid duplication of alumnae chapter names, a name change request must be made to the Province Director who will provide information and guidance to alumnae chapters for expediting the name change.

The steps in the procedure are as follows:
1. Discuss the proposed name change with the general membership of the alumnae chapter, bringing the matter to a vote.
2. Send letter with proposed name change to the Province Director copying the Area Coordinator and the Director of Chapter Development.
3. Upon receipt of approval of the name change from the Province Director the following changes must be made:
   a. Name on bank account(s) and checks
   b. Name in Bylaws
   c. Name with Internal Revenue Service (U.S. ONLY). A sample letter can be found at the end of this section.
   d. Name for newsletter masthead (should be approved by the general membership of the alumnae chapter)
   e. Use geographic name on all future correspondence and reports to alleviate confusion.
4. Upon approval of the name change, the Director of Chapter Development will notify International Council, the Executive Director, the Alpha Gamma Delta Foundation Chairman and Executive Director, the Leadership Institute President and Executive Director and the Volunteer Service Team.
Guidelines for Combining Alumnae Chapters

1. Two or more alumnae chapters in a metropolitan area may become one combined alumnae chapter. The name adopted should reflect the geographic region or city.

2. The existing alumnae chapters will first need to form committees to investigate/poll membership to determine if the majority of the members wish to combine into one alumnae chapter.

3. If the majority of the membership of the existing alumnae chapters agree it would be beneficial to combine into one alumnae chapter, a written proposal shall be sent to the Province Director for approval with copies to the Area Coordinator and Director of Chapter Development.

4. Upon written receipt of approval from the Province Director, the following changes will need to be implemented:
   a. The slate of officers will be expanded to include a Permanent Secretary for each installed area chapter, be it active or resolved.
   b. A combined newsletter may be published. Each chapter’s name must be in the masthead. Each chapter’s House Association Annual Meeting Notice and Proxy form (where applicable) must be published. Complete International Headquarters contact information (street and e-mail addresses, phone and facsimile numbers, and website address) and complete Permanent Secretary contact information for each chapter must also be included. The newsletter must be sent to all initiated chapter members in Good Standing.

5. Upon approval of the name change, the Director of Chapter Development will notify International Council, the Executive Director, the Alpha Gamma Delta Foundation Chairman and Executive Director, the Leadership Institute President and Executive Director and the Volunteer Service Team.

6. Alumnae Chapter Fees from each active collegiate chapter in the area will be sent to the alumnae chapter from International Headquarters.

NOTE: Two or more alumnae clubs that want to combine will follow steps 1 through 3, and procedures for changing the name.
Procedures for Obtaining Printouts from International Headquarters

Refer to the Permanent Secretary section of this manual for specific details.
Needs of Volunteers

If my best efforts are desired, as a volunteer, I need...

1. To be given CONFIDENCE:
   - To feel that I’m trusted in work assigned to me.
   - To be told results desired but not “How to do it.”

2. To be given RECOGNITION when earned:
   - To have my efforts, ideas and work acknowledged.
   - To be known, understood and to have concern shown for me as an individual.

3. To have DELEGATION follow accepted guidelines:
   - To have reasons for a task explained clearly.
   - To have accountabilities clearly prescribed.

4. To get FEEDBACK and be asked for my thoughts and ideas:
   - To have one-to-one sessions with leveling on “How am I doing?”
   - To be informed on the progress of my organization.
   - To find progress toward my personal goals.

5. To be INVOLVED:
   - To be allowed to share in decisions that affect me, as often and as much as possible.
   - To be kept “in” on all appropriate information.
   - To have opportunities for fair hearings.
   - To feel free to ask questions without intimidation.

6. To be CHALLENGED – to be given opportunity:
   - To create, discover, adventure, complete.
   - To have changes in tasks for new challenges and satisfactions.

7. To find RELEVANCE – to know:
   - “Why?” “Why me?” “Why at this time?” “Why is this important?”
   - Whether I may be contributing to something larger than self, and that goals make sense to me.

8. To gain INCREASING UNDERSTANDING:
   - Of self, of leaders, of organization (philosophy, policies, and procedures)
   - By having opportunities to bounce myself against more problems, people, things.

9. To develop CONFIDENCE IN MY LEADER, I’d like to see:
   - Constancy in method of operation.
   - Enthusiasm, a good example, fairness, ability, and above all, integrity.

10. To gain a personal SENSE OF BELONGING:
    - See all above items.

REMEMBER: Your greatest opportunity is to match people with the routines they enjoy.
Awards/Recognitions

Philosophy
We continually encourage our alumnae chapters, clubs and Junior Circles to recognize members who make significant contributions or give service at the local level. Some alumnae service may not meet the criteria for an Honor of Epsilon Pi, but is nonetheless significant to an alumnae chapter, club or Junior Circle. The intent is to provide beneficial ideas that local alumnae chapters, clubs or Junior Circles may use within their structure to award members for valuable service.

Examples of Local Awards

**Twin Cities Alumnae Chapter** gives the Faith Sherman Goldberg Award. The award is a silver necklace with the Alpha Gamma Delta armorial bearings. It is a traveling award, given annually to the sister who best exemplifies the Purpose.

**Epsilon Lambda Alumnae Chapter** gives the Sherralyn Denning Craven Award. The award is given annually to the collegian who has contributed the most to collegiate/alumnae relations during the past year.

**Omega Alumnae Chapter** annually presents the Shelia Danilov Award to an alumna who has given outstanding support to the alumnae or collegiate chapter. Nominations are requested in the Spring newsletter. The names of the nominees are then placed on a ballot that is distributed and collected at International Reunion Day. The award is presented at Senior Rededication. The alumna’s name is engraved on a plaque that is displayed in the Omega Chapter House.

**Omega Chapter** annually selects an alumna member who has given outstanding support to the collegiate chapter. The alumna member need not have served as an advisor. The award is presented at International Reunion Day and the recipient’s name is engraved on a plaque that is displayed in the Omega Chapter House.

**Alpha Eta Alumnae Chapter** gives the Bonita Regan Kirby Award. The award is presented at International Reunion Day to an outstanding alumna whose service does not meet the criteria for an Honor of Epsilon Pi. The sister is presented with a certificate and her name is engraved on a silver Rose Bowl that she may keep until the next recipient is named. The Award is not necessarily given annually.

**The Chicago Area** gives the Rose Award at International Reunion Day in an off Convention year. This award was initiated by Cynthia Kopp Wright when she was Province Director-Alumnae to recognize a sister active in one of the Chicago Area groups who best exemplifies the Purpose of Alpha Gamma Delta. Each alumnae group is asked to submit a nomination to the Province Director-Alumnae and she selects the recipient from among the nominees. Originally the Rose Drop pendant was presented to the selected sister but, over the years, other pieces of rose jewelry have been presented.
Other Suggestions for Recognition

Alumnae Recognition Awards were designed to recognize alumnae service that does not fit the criteria for an Honor of Epsilon Pi. The Heart of Alpha Gamma Delta Award is to be used for service that is significant, faithful and dependable at the local level. The Order of the Rose Awards are to be used for outstanding, non-consecutive service by an alumna to the Fraternity at the local or Province level. These awards must be ordered through International Headquarters.

50- and 25-year Membership Certificates and Pins are available from International Headquarters for a small fee. The certificates and pins may be given independently of each other, or they may be given together.

Fraternity Merchandise is available from our current vendors and on the Alpha Gamma Delta website (www.alphagammadelta.org). Catalogues and brochures can be found in Fraternity mailings and are available from International Headquarters. Alpha Gam Always merchandise, available through the vendor, can make a nice award to a local alumna.

Traveling awards such as a piece of Alpha Gamma Delta jewelry available from the Fraternity jeweler, or a piece of engraved silver are appropriate.

Donations to the Foundation can be made to honor a member for outstanding service, or to recognize some other achievement in her life.

Rose items can be found in abundance. Paperweights, china, cross-stitched items, scarves, potpourri, bath gels, soaps, jewelry, stationery and many more items can be found with roses on them. These often can be found in department stores, card shops, specialty shops and garden centers.

Squirrel items require a bit more searching but can be found for those who are persistent. Squirrel sculptures, refrigerator magnets, charms, yard ornaments, stuffed animals, crossstitched items and wind chimes are all owned by members of Alpha Gamma Delta. Nature and Wildlife stores often have squirrel items, and in the Fall, many stores carry items with squirrels on them.

College campuses with Alpha Gamma Delta chapters often have bookstores and Greek stores that carry Fraternity merchandise. Items such as tote bags, photo albums, mugs, cups, sweatshirts, T-shirts, notepads and stickers usually abound. Some items such as jewelry, watches, nice pens and key rings may also be found.

“Fun” awards can also be given at each meeting/event or at the end of the year. Examples of some of these awards are:

- “Top Dog”: package of hot dogs and buns
- “Top Banana”: bunch of bananas
- “You’re Wonderful!”: loaf of Wonder bread
- “We’re Lucky to Have You”: package of Lucky Charms
- “Thanks a Million”: Millionaire candy bars
- “You Take the Cake”: package of cake mix, or Hostess cupcakes
• “You Keep Us Going”: package of Eveready batteries
• “You are a Nut”: assorted nuts (to the sister who kept you laughing)
• “Thanks for Helping Us Grow”: plant seeds or garden items

Other Ways to Recognize Contributions of Volunteers

• Make a video of members volunteering and then show it at the end of the year event.
• Give a personalized gift basket of her favorite things.
• Buy tickets to a local sporting event, play or concert.
• Publish an article about them in the local paper.
• Send children’s valentines to them all year long.
• Send holiday cards (Halloween, Thanksgiving, Easter, Valentine’s Day, etc.).
• Send notes thanking family members for their support of the member’s efforts as she gave her time to the Fraternity.
• Have a birthday cake at each event to celebrate all sisters’ birthdays that occurred since you last were together.
• Send articles to campus Alumni Associations(s) for alumni publications.

The possibilities for ways to recognize our members for their contributions are endless. Be certain to recognize their efforts both privately and publicly. Everyone likes to be noticed!

Hints for Giving Recognition

1. Place the member in the most suitable position for utilizing her talents. That way the job itself will be the motivator and will give the volunteer the greatest satisfaction. Without an appropriate job, most volunteers won’t stay around for very long.
2. Recognize the member in the most meaningful way to her. We frequently recognize others in the ways we would like to be recognized. For example, it would not be meaningful to give a sister who doesn’t wear jewelry the Rose Drop necklace.
3. Some of the best, most creative recognition does not need to cost a lot of money.
4. One of the most powerful forms of recognition is a sincere public “Thank You” with a brief description of the accomplishment of the volunteer.
5. When you recognize all volunteers at one event, be certain to allow a brief time to recognize each one individually.
6. Give recognition as soon after the activity as possible.
7. Use creativity and personalization into the recognition to demonstrate that you have put time and thought into it.
8. Be certain the recognition is fair. If volunteers are rewarded who are not performing well, there is the risk of deflating and/or demoralizing those who are performing well.
9. The informal everyday acknowledgment of our volunteers is powerful and effective.
10. Simply saying “Thank You” more often can contribute to increased participation of volunteers.

Adapted from Stallings, Betty B., *Building Better Skills*
Alumnae Recognition Awards

Order of the Rose Awards

Awards in the Order of the Rose series recognize outstanding service to the Fraternity at the local or province level.

 Criterion
Each award in the Order of the Rose is to recognize outstanding, non-consecutive service by an alumna to the Fraternity at the local or province level. Outstanding service is identified as that which is performed above and beyond the normal duties and responsibilities of the position.

 Qualifications
Length of service is five cumulative years of outstanding, non-consecutive service.

 Procedure
Award recipients are decided by an alumnae chapter, alumnae club, Junior Circle or collegiate chapter.

 Recognition
The list of recipients is to be forwarded to International Headquarters by June 1 of each year so the names of the recipients may be published annually.

 Insignia

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rose Award</td>
<td>For the first five-year cumulative period—an open rose dangle.</td>
</tr>
<tr>
<td>Double Rose Award</td>
<td>For the second five-year cumulative period—a double rose dangle.</td>
</tr>
</tbody>
</table>

*The organization is responsible for purchasing the insignia for presentation to the alumna.*
Heart of Alpha Gamma Delta Award

Criterion

Service must have been significant, faithful and dependable at the local level. Service may include work as a member of a committee, project work or general service to an alumnae chapter, alumnae club, Junior Circle, collegiate chapter or to an Alumnae Panhellenic.

Qualifications

Length of service required is three consecutive years.

Procedure

Award recipients are decided by an alumnae chapter, alumnae club, Junior Circle or collegiate chapter.

Recognition

The list of recipients is to be forwarded to International Headquarters by June 1 of each year so the names of the recipients may be published annually.

Insignia

Heart dangle with Greek letters in the center and diamond cut edges.

*The organization is responsible for purchasing the insignia for presentation to the alumna.*
Frequently Asked Questions About the Alumnae Recognition Awards

*Why were the awards created?*

The new awards were created to recognize alumnae at the local level for either outstanding non-consecutive service or for faithful, dependable service.

*How do the awards differ from Honors of Epsilon Pi?*

Honors of Epsilon Pi are bestowed for faithful (i.e. all duties of an office were completed as required), continuous (i.e. no break in service) and outstanding (i.e. duties were performed over and above what was required in each position) service. The Order of the Rose was created to recognize an alumna who has a break in continuous service. The Heart of Alpha Gamma Delta was created to recognize an alumna who has had significant and dependable service.

*How do these differ from each other?*

The Heart of Alpha Gamma Delta is specifically awarded for local service only. The service must be deemed significant, faithful and dependable. In addition, the service must be for three consecutive years.

The Order of the Rose recognizes both local and province service. The service must be outstanding, but can be non-consecutive, meaning a break in service is allowed. Cumulative service must be five years for each level in the series.

*Who selects the recipients of these awards?*

The local group is free to determine how it selects the recipients. The recipients may be decided by a committee appointed by an alumnae chapter, alumnae club, Junior Circle or collegiate chapter; by the Alumnae Board or Executive Council; or by the entire membership.

*Is any additional record keeping required for these awards?*

Records of service are already being kept by the Permanent/Corresponding Secretary in all alumnae chapters and clubs. Collegiate chapters may need to initiate record keeping for these awards and for the Honors of Epsilon Pi. This could be the responsibility of the Alumnae Relations Coordinator. Junior Circles would need to initiate a record keeping procedure of some sort.

*Does the decision to present awards need to be by unanimous vote?*

No.

*How are the awards presented? Is there a Ritual Service?*

There is no Ritual Service. It is recommended the awards be presented at a special local event such as International Reunion Day or other significant event.
Should the recipients be kept secret until the award is presented?

It is recommended the presentation of these awards be a surprise to the recipients.

How are the awards to be worn?

The awards may be worn as a dangle, charm or attached to the hook on the back of the Badge.

How many awards may be worn at one time?

An alumna may wear both awards in the Order of the Rose at the same time. If an alumna qualifies for the Heart of Alpha Gamma Delta Award, she may wear that in tandem with the Order of the Rose Award(s); however, these are given for very different types of service. In addition, should a sister qualify, she may wear both awards with an Honor of Epsilon Pi.

Does the presentation of the awards in any way disqualify an alumna from being awarded an Honor of Epsilon Pi?

No.

How do we obtain the awards?

The alumnae chapter, alumnae club, Junior Circle or collegiate chapter is financially responsible for these awards. An order list with an accompanying check must be sent to International Headquarters. International Headquarters will forward the order to the Fraternity jeweler. The awards will be sent directly from the Fraternity jeweler. A master copy of the order form can be found on the Member Services section of the website.

Is there any other recognition for the recipients of the awards?

Yes. The alumnae chapter, alumnae club, Junior Circle or collegiate chapter is asked to forward the list of recipients to International Headquarters by June 1 of each year so the names of the recipients may be published annually.

How many of the awards can be presented each year?

There is no limit to how many awards may be presented each year. If several alumnae qualify in a designated year, they may all receive an award.
Junior Circle

A Junior Circle does not compete with an alumnae chapter or club. It is not designed to be a junior alumnae chapter or club, or to compete with that group for members or funds. It is recommended that the Junior Circle and the alumnae chapter or club maintain a close relationship.

A Junior Circle can be started with as few as three members. There is often much concern that membership numbers are important—not true. The goal of this program is to keep these young women in touch with the Fraternity. There is no minimum or maximum number needed. A Chairman should be selected by the group, no matter how many members are involved.

Once these young women have gotten together they determine the direction that their group wants to take. This is totally at the membership’s discretion. Many groups choose to meet every month, some every other month, and some bi-monthly. Some choose to meet on a strictly social basis while others choose to have some formal programs. All activities should be designed to be fun and to fit the needs of these sisters.

The name of the Junior Circle may not reflect the name of any one collegiate chapter. The goal of the Junior Circle program is to encourage involvement with as many chapters represented as possible. Chapter rivalries and stereotypes should not be involved in the alumnae world. Some examples of names are: Mile High Junior Circle, Bay Area Junior Circle, Philadelphia Area Junior Circle. Be creative in developing a name that reflects the diversity of the membership.

Be certain that the Junior Circle is made aware of all alumnae sponsored activities. The goal is to have these young women filter into the alumnae chapter or club as they are ready. A Junior Circle liaison should be appointed as soon as the Junior Circle is established to keep the communication lines open. Ideally, a Junior Circle member should be appointed and attend all alumnae chapter/club board meetings keeping each group apprised of each other’s activities.

Often the Junior Circle needs the alumnae chapter or club to reaffirm that it is on the right track. The guidelines for the Junior Circle are few. A simple bit of encouragement is often all they need to keep from being discouraged. A simple bit of encouragement is often all they need to remain enthusiastic.

There are many ways to support, encourage and include the Junior Circles, such as offering financial assistance, asking Junior Circle members to assist with planning International Reunion Day, Rededication Service, Recruitment and Initiation and inviting members to attend Panhellenic events. Junior Circle members should receive chapter/club newsletters and notices, by inclusion on the mailing and e-mail lists. Include news of Junior Circle activities in the newsletters. Plan International Reunion Day and at least one other event during the year as joint activities.

As the Junior Circle evolves, be certain to invite the Junior Circle members to all of the alumnae chapter or club activities. Keep lines of communication open. Many sisters may choose to be involved in both groups while others will choose to be with one or the other. The goal is always the same—to eventually have all of these women become involved in the alumnae chapter or club.
Our young alumnae are a valuable resource. They are the sisters who will continue the traditions long after we have retired. Junior Circle is our way of keeping them involved during this transitional phase of their membership in Alpha Gamma Delta.

Contact the Director of Fraternity Programs for more information.
Alumnae Chapter/Club Vice President

Duties

The Alumnae Chapter/Club Vice President shall:

1. Serve as a member of the Alumnae Board.
2. Perform the duties of the Alumnae President in her absence, inability to serve or at her call.
3. Be responsible for recruitment and retention of alumnae members.
4. Coordinate programming for events with the Program Chairman or Alumnae Board, keeping in mind potential recruitment and retention events.
5. Prepare membership recruitment materials, events and strategies, including New Member Packets for prospective members.
6. Serve as Chairman of *Alpha Gam Always* events and activities. See the Special Events section of this manual for more information.
7. Be responsible for maintaining a current notebook and files.
8. Train successor in office.

**Suggested Membership Recruitment Strategies**

The Vice President is responsible for encouraging new members to become a part of the alumnae chapter/club. She should coordinate activities to welcome, inform and support new members using the following:

1. Create a calendar of chapter/club meeting event dates.
2. Create Chapter/Club Directory to include:
   a. Name, address, phone number(s), e-mail address(es) and initiating chapter for each member
   b. Schedule of the year’s activities
   
   Update master copy as needed. Distribute a copy of the Directory at a fall event. Mail copies to those not in attendance.
3. After an inquiry/indication of interest has been made by a sister who is not a member of the alumnae chapter/club, contact the sister within 48 hours. Be warm and welcoming. Describe chapter/club activities, sisterhood and events.
4. Follow up the phone call with a handwritten note of welcome on Alpha Gamma Delta stationery. Include the Chapter/Club Directory and calendar. Keep Alpha Gamma Delta stationery, envelopes and stamps in a file folder for convenience.
5. Assign a “buddy” to the new person. Look for someone with common interests; age is not necessarily a factor. Buddy Duties include: calling or e-mailing at least once a month, and meeting the new member for an outing at least once before the next event.
6. Notify the Editor of each new member along with her personal information (address, etc.) for publication in the next newsletter.
7. Arrange for the new member to be notified and escorted to the next scheduled event.
8. Recognize and introduce the new member at the next event.

**Membership Retention**

This same procedure, with some adaptations, can be used to draw back in members long absent from the group. While it is important to recruit new members, it is vital to retain members who are currently involved with the alumnae chapter/club. If participation by members has lapsed, make every effort to have a personal contact with them (telephone call or visit).

**Alumnae Vice President’s Notebook**

The following is a suggested Table of Contents for the Alumnae Vice President’s Notebook:

**TITLE PAGE** (office, name, address, phone number)

**DIRECTORY**

- International Headquarters address, phone, fax and e-mail
- International Officers
- Alumnae Directors
- Area Coordinators
- Province Officers
- Executive Director
- Alumnae Officers
- Alumnae Committees

**ALUMNAE CHAPTER/CLUB DIRECTORY**

**ALUMNAE CHAPTER/CLUB CALENDAR**

**DUTIES**

*ALPHA GAM ALWAYS* (plans, directions, ideas)

**TELEPHONE COMMITTEE NOTEBOOK**

**CORRESPONDENCE**

**ALUMNAE CHAPTER/CLUB BYLAWS**
Alumnae Chapter/Club Secretary

Duties

The Alumnae Chapter/Club Secretary shall:

1. Serve as a member of the Alumnae Board.
2. Keep a current roll of all members of the alumnae chapter/club and take attendance at regular and special meetings/events.
3. Be specifically responsible for one copy of the alumnae chapter/club bylaws and properly enter and date all amendments therein.
4. Be responsible for typing and submitting the bylaws after being updated or reviewed (every four years).
5. Keep correct minutes of all regular and special Alumnae Board meetings and read them when required. Give a copy of all minutes to the President.
6. Keep correct minutes of all regular and special alumnae meetings/events and read them when required. Give a copy of all minutes to the President.
7. Be responsible for the Minute Book and for maintaining its contents according to the official agenda. A sample agenda can be found in the Meetings section of this manual.
8. Keep copies of alumnae minutes in a notebook for the current and one preceding year and retain an additional three years in a file.
9. Keep copies of correspondence in a notebook for the current and one preceding year and retain an additional three years in a file.
10. Be responsible for submitting Alumnae Officer Change form, as applicable. A master copy of this form can be found on the Member Services section of the website.
11. Be responsible for maintaining current notebook and files.
12. Train successor in office.

Alumnae Minute Book

The Minute Book shall be a good quality binder with the name “Minute Book” lettered on the cover. Good quality, 8½” x 11”, ready punched paper should be used. The official Outline of Contents for the Minute Book is:

1. Current roll of members
2. Alumnae chapter/club minutes—the most recent meeting/event on top
3. Alumnae chapter/club board meetings—the most recent meeting on top
4. Alumnae chapter/club traditions
5. Alumnae chapter/club bylaws
NOTE: No other material should be included in the Minute Book. Dividers should be used before each section as listed in the Official Outline of Contents.

Because of storage problems, the Fraternity no longer requires that copies of the Minutes be kept permanently. The requirement is for the current year and one preceding year to be kept in the notebook, and the three preceding years in a file.

An alumnae chapter/club that wishes to keep its early minutes as a matter of historical record should make special provisions for their safekeeping by the Secretary in a book or file separate from the current Minute Book. The same procedure holds true for any correspondence.

**Alumnae Secretary’s Notebook**

The following is a suggested Table of Contents for the Alumnae Secretary’s Notebook:

- **TITLE PAGE** (office, name, address, phone number)
- **DIRECTORY**
  - International Headquarters address, phone, fax and e-mail
  - International Officers
  - Alumnae Directors
  - Area Coordinators
  - Province Officers
  - Executive Director
  - Alumnae Officers
  - Alumnae Committees
- **ALUMNAE CHAPTER/CLUB DIRECTORY**
- **ALUMNAE CHAPTER/CLUB CALENDAR**
- **DUTIES**
- **FORMS/REPORTS**
- **CORRESPONDENCE**
- **ALUMNAE CHAPTER/CLUB BYLAWS**
Alumnae Chapter/Club Treasurer

Duties

The Alumnae Chapter/Club Treasurer shall:

1. Serve as a member of the Alumnae Board.
2. Serve as chairman of the Finance Committee.
3. Keep an accurate record of all monies received and disbursed.
4. Collect and record all Support Fees, fund-raising proceeds and newsletter contributions.
5. Submit Alumnae Recognition Awards Order Form and check, as applicable. A master copy of the order form can be found on the Member Services section of the website.
6. Submit order form and check for 25-year and 50-year items, as applicable. A master copy of the order form can be found on the Member Services section of the website.
7. Submit/write check for Honors of Epsilon Pi, as needed.
8. Mail to International Headquarters:
   a. By October 1: Fall Dues (approximately one month prior to due date an alumnae billing form will be sent from International Headquarters indicating the amount due. A copy of the billing form should be submitted with payment).
   b. By March 1: Spring Dues (approximately one month prior to due date an alumnae billing form will be sent from International Headquarters indicating the amount due. A copy of the billing form should be submitted with payment).
   c. By May 31: Alpha Gamma Delta Foundation contribution (check made payable to the Alpha Gamma Delta Foundation). A copy of the Remittance Form should be submitted with the payment. A master copy of this form can be found on the Member Services section of the website.

NOTE: Each check sent to International Headquarters should have the dues/contribution being paid written on the lower left-hand corner of the check. The proper form should be enclosed with each check to either the Alpha Gamma Delta Foundation or Director of Accounting. The name of the alumnae chapter/club including the word “alumnae” should be printed or written on the check to ensure that it is credited properly. Two signatures are to be on each check. If these recommendations are followed, dues and Alpha Gamma Delta Foundation contributions will be credited properly.

9. By May 10, complete and submit the Annual Financial Report. The master report form can be found on the Member Services section of the website. Copies are distributed as follows:
   a. Province Director
   b. Area Coordinator
   c. Director of Chapter Development
d. International Vice President-Alumnae

e. International Vice President - Collegians

f. International Headquarters

g. Alumnae President

h. File copy

10. By September 1, complete Form 990 and submit to the Internal Revenue Service. This form is submitted only if the alumnae chapter/club receives Form 990 from the Internal Revenue Service because it has gross receipts averaging more than $25,000 for the last three years. Form 990 must be completed in detail and mailed to the Director of the Internal Revenue Service.

11. Arrange for an annual financial review in May.


13. Keep copies of correspondence and reports in a notebook for the current and one preceding year and retain an additional three years in a file.


   **United States chapters/clubs only:** Be responsible for the correct Federal Identification Number. If there is a question about the Federal Identification Number, check with the International Headquarters Director of Accounting. The International Headquarters Director of Accounting has monitored Federal Identification Numbers since 1983. Please check bank account records to confirm that all accounts are using the correct Federal Identification Numbers.

15. The Alumnae Chapter Treasurer shall be responsible for all records regarding the Alumnae Chapter Fees.

   **NOTE: Prior to June 1, 2000, Alumnae Chapter Fees (ACF) were titled Life Membership Alumnae Dues (LMAD).**

   a. Receive the “Initiation Recap Report” from International Headquarters once the Initiation Report has been submitted by the collegiate chapter. This form should be accompanied by a check for Alumnae Chapter Fees due to the alumnae chapter.

   b. If the Alumnae Chapter Treasurer is aware that an Initiation Service was held, but no check or report is received within a reasonable period of time, she should contact the Collegiate Vice President-Finance to inquire if the check and report were submitted to International Headquarters.

   c. File the “Initiation Recap Report” in the permanent records of the alumnae chapter.

   d. Deposit check into alumnae checking or savings account in a timely manner.

16. Be responsible for maintaining current notebook and files.

17. Train successor in office.
Alumnae Treasurer’s Notebook

The following is a suggested Table of Contents for the Alumnae Treasurer’s Notebook:

TITLE PAGE (office, name, address, phone number)

DIRECTORY

   International Headquarters address, phone, fax and e-mail
   International Officers
   Alumnae Directors
   Area Coordinators
   Province Officers
   Executive Director
   Alumnae Officers

ALUMNAE CHAPTER/CLUB DIRECTORY
ALUMNAE CHAPTER/CLUB CALENDAR
DUTIES
FORMS/REPORTS
BOOKKEEPING RECORDS
CORRESPONDENCE
ALUMNAE CHAPTER/CLUB BYLAWS

Fraternity Financial Policies

1. A member may serve in only one of the following offices during the same period of time:
   Finance Advisor, House Association Treasurer, Alumnae Chapter Treasurer.
2. An alumna may not serve as Alumnae President and Alumnae Treasurer at the same time.
3. “Presigned” checks are not allowed.
4. All checks on Alpha Gamma Delta accounts must have two signatures.
5. The fiscal year of the Fraternity is June 1 to May 31, inclusive.
6. All funds raised in the name of “Alpha Gamma Delta and its philanthropies” must be submitted
   to the Alpha Gamma Delta Foundation, within one month following any charitable fund-raising
   event. A Remittance Form can be found on the Member Services section of the website.
7. All funds raised for Alpha Gamma Delta Foundation must be given to the Foundation.
8. All monies sent to International Headquarters must be in United States dollars.
Instructions for Alumnae Bookkeeping

New records should be established at the beginning of each fiscal year. Records should consist of a Receipts Journal and Disbursements Journal. These will help the Treasurer keep track of members’ Support Fees, cash receipts, cash disbursements and bank balances.

NOTE: All financial transactions (regardless of the accounts in which they occur) must be indicated on the Annual Financial report.

Record of Support Fees Paid

A separate list of members who have paid their Support Fees for the current fiscal year must be kept. The Alumnae President will need a count of these members for her annual report due April 15 and the Treasurer will need this information in order to pay Spring Dues by March 1. Additionally, an alumnae chapter/club in Good Standing can earn a star for a 10 percent annual increase in paid members. The number of members paying Support Fees by March 1 should be used for the calculation. Support Fees received from members between March 1 and the end of the chapter/club fiscal year (April 30) should have Spring Dues paid from them before April 30. This applies to Support Fees paid for the current year but not to payments made in advance for the subsequent year. In this way the amount of Support Fee income shown on the Annual Financial Report divided by the amount of the annual Support Fee would equal the number of members used to calculate the Spring Dues.

If received near the end of the fiscal year (for example, at International Reunion Day), advance Support Fee checks (for the next fiscal year) should be held for deposit after April 30. If advance payments are deposited prior to April 30 they should be recorded as “Support Fees (next year)” on the annual Financial Report. These advance payments will need to be taken into consideration the next year when Spring Dues are calculated. A new list of members paying Support Fees should be started when/if advance payments are received.

Cash Receipts

Explanation of receipt accounts on Annual Financial Report form:

ACF Alumnae chapters with active collegiate chapters record Alumnae Chapter Fees received from International Headquarters (prior to June 1, 2000, Alumnae Chapter Fees were titled Life Membership Alumnae Dues).

IRD Record funds received for International Reunion Day. (Note: IRD should be self-supporting and cannot net a profit for the alumnae chapter/club.

Support Fees Record Support Fees paid by members for current year and upcoming year.

Newsletter Donations Chapters record any donations received for the newsletter. Clubs record any payment of fees assessed/donated for newsletters.

Directory/Yearbook Record fees assessed/donated for directories/yearbooks.
**AGA Foundation**  
Record gross receipts from Alpha Gamma Delta Foundation fund-raising events and contributions for the Foundation philanthropies. (Note: All funds raised in the name of the Alpha Gamma Delta Foundation must be given to the Alpha Gamma Delta Foundation.)

**Local Philanthropy**  
Record receipts from any fund-raisers held on behalf of local charitable organizations.

**Other Contributions**  
Record undesignated contributions from members.

**Ways and Means**  
Record receipts for various Ways and Means projects. Ways and Means funds must be raised from within the membership itself, unless it is specifically advertised that funds raised for a particular project or event will be placed in the operating fund.

**Interest**  
Record all interest income from bank accounts, certificates, etc.

**Other**  
Record other regularly occurring receipts which either do not fit into one of the other categories or which do fit but the Treasurer would prefer to keep separate from other receipts in that category. Also include other non-recurring receipt items which do not fit into one of the other categories and advance Support Fee payments received for the next year.

Any income resulting from Junior Circle activities is recorded here. The Junior Circle funds must be recorded as a separate line item, and not included in the general operating fund of the alumnae chapter/club.

**Cash Disbursements**

Explanation of disbursement accounts on Annual Financial Report form:

**Fraternity Dues**  
Record Fall and Spring Dues payments sent to International Headquarters.

**AGA Foundation**  
Record contributions to the Alpha Gamma Delta Foundation on one line and Memorials or Honoraria contributions to the Alpha Gamma Delta Foundation on the other line.

**Local Philanthropy**  
Record all contributions to other organizations in this column. Also include the costs of any fund-raising projects that were designated for a particular charity.

**Collegiate Courtesy, Gifts and Awards**  
Record cost of awards to individual collegians, parties held for the collegians and small gifts to collegiate chapters, such as flowers or cookies. Also include contributions sent to International Headquarters for the installation of new chapters.

**Alumnae Courtesy, Gifts and Awards**  
Record cost of awards to individual alumnae including Honors of Epsilon Pi, 25-year or 50-year pins and certificates, and alumnae awards. Cards or flowers sent to members who are ill or for other occasions would also be recorded here.

**Supplies**  
Record chapter/club office supplies.
Postage
Record all postage and mailing permits including postage used for newsletters.

Newsletters
Record all printing costs for newsletters, bulletins and meeting notices.

Directory/Yearbook
Record all costs for directories and/or yearbooks.

Ways and Means
Record all costs of materials, printing of tickets, publicity and any other expenses directly related to fund-raising projects for which the proceeds are not designated to go to the Alpha Gamma Delta Foundation or a specific charity.

Meetings and Social
Record expenses for speakers, demonstrations, refreshments and social functions.

IRD
Record all expenses for International Reunion Day such as food, programs, flowers, favors, speaker and transportation.

Convention
Record all expenses for sending the delegate(s) to the International Convention and to Alpha Gamma Delta workshops. This would include transportation and room and board.

Panhellenic
Record dues to local Alumnae Panhellenics and other direct costs of supporting the local Panhellenic group.

Other
Record regularly occurring disbursements which either do not fit into one of the other categories or which do fit but the Treasurer would prefer to keep separate from other disbursements in that category. Also include other non-recurring disbursements items which do not fit into one of the other categories. Junior Circle expenses must be recorded here.

Alpha Gamma Delta Foundation fund-raising expenses should be listed here. These are expenses associated with the cost of executing the fund-raising activity, but are not the monies profited from the fund-raising activity.

NOTE: Checks written or transfers made between checking/savings accounts are not recorded on the Annual Financial Report but will be reflected in the “Reconciliation of Balance on Hand.”

Petty Cash

Since it may be necessary to purchase small items or pay someone in cash rather than check, a small petty cash fund should be established. To create the fund, write a check to the Treasurer for an even amount, such as $20 or $30. As payments are made from this fund, obtain petty cash vouchers (available in office supply stores) that show the amount, date and reason for the payment, and that are signed by the recipient of the money. Store receipts should be always obtained.

When the balance in the fund gets low and the fund needs to be replenished, write another check payable to the Treasurer for the difference between the current balance in the fund and its original balance. This should be equal to the total of the petty cash vouchers and receipts that have been used since the last time the fund was replenished. Staple an adding machine tape to the vouchers and write the check number and date.
the fund was replenished on the bottom of the tape. Payments made via petty cash are recorded in the appropriate categories on the Annual Financial Report.

If a petty cash fund is used, be certain to replenish the fund at the end of April so that all disbursements for the year are recorded. Also remember to include the petty cash balance as “Cash on Hand” in the Annual Financial Report.

**Year-End Procedures**

At the end of the chapter/club fiscal year (April 30), the Treasurer must balance the books and close out the journals. After the books are balanced, the Annual Financial Report must be prepared.

First, enter the name of the chapter/club at the top of the report form, the fiscal year and balance on hand as of May 1 from the Cash Receipts Journal. For all chapters and clubs, the “Balance on Hand, May 1” must be the same as the “Balance on Hand, April 30” from the previous year’s Annual Financial Report.

After entering the “Balance on Hand, May 1” enter all receipts from the year and total them. Add the Balance on Hand to the Total Receipts. Exceptions apply only to chapters/clubs with certificates of deposit, mutual funds or similar investments. If there is a certificate on which the interest is being compounded and added to the certificate, so that the income is not deposited into the checking or regular savings account and thus appears on the books, then interest income will need to be added to the interest figure already on the books when preparing the Annual Financial Report. Thus, the total income on the report will be higher than the Cash Receipts Journal.

Next, proceed to the second column and enter all of the disbursements for the year. After totaling the disbursements, enter the total on the “Less Disbursements” line and deduct the total disbursements from the “Total Receipts and Balance.” The difference should be the total balance on hand at the end of the year. The balance thus obtained must agree with the total of the items listed in the “Reconciliation of Balance on Hand” which follows.

**Submitting the Report**

The Annual Financial Report must be completed, signed by both the Alumnae Treasurer and the Alumnae President and submitted by May 10 each year. Copies must be distributed to:

1. Province Director
2. Area Coordinator
3. Director of Chapter Development
4. International Vice President-Alumnae
5. International Vice President-Collegians
6. Chapter Services Coordinator
7. Chapter/Club President
8. File Copy
After completing and mailing the Annual Financial Report, the Treasurer should arrange to have the books reviewed by another alumna or by a qualified public accountant, in accordance with the chapter/club bylaws, as soon as possible. **Any alumna who signs checks or deposits money should not be a part of the review.** The reviewer(s) should annually prepare and submit the Financial Review Report by July 31.

The Treasurer should start the journals for the following year on fresh pages to avoid confusion. If there are any questions about these instructions, please contact the Province Director.
Financial Review Instructions

The purposes of financial review are to evaluate the effectiveness of the financial procedures and the fulfillment of financial management responsibility. The review is performed by a qualified public accountant or Finance Review Committee. If the regular bookkeeping and reporting functions are performed by a hired firm, it is imperative that the firm’s work be reviewed by the Finance Review Committee.

The Finance Review Committee is appointed by the Treasurer at the last Board meeting of the Fraternity year. Good accounting procedures dictate that persons performing a review of financial records must be independent from the financial system. Therefore, the President, Treasurer and any other officer, whose signatures have been authorized on alumnae chapter/club bank accounts during the period under scrutiny, are not qualified to perform the review. For Fidelity Bond insurance purposes, the bank reconciliation must be reviewed annually by an independent source.

Procedure for Review of Alumnae Chapter/Club Financial Records

The Treasurer shall provide the following financial records to be reviewed:

- Cash Receipts Journal
- Cash Disbursements Journal
- All checkbooks with all stubs for entire fiscal year
- Duplicate Receipts Books
- Bank Statements and cancelled checks for all accounts-all fiscal year plus last month from prior year and first month of following year
- Deposit Slips for all accounts
- Paid Invoices
- Savings accounts-pass book, certificates of deposit or any other investment records
- Petty Cash box and records (if used)
- Annual Financial Reports—report from May 1 of prior year through April 30 of the review year

Review

1. This review is to be conducted following the close of the fiscal year and completed by July 15 and the Finance Review Report postmarked by July 31.
2. A copy of the review criteria and the blank Finance Review Report form is to be provided to the qualified public accountant or Finance Review Committee.
3. Income—For four non-consecutive months, selected at random each year, but including the last month of the period, check the following:
a. Compare duplicate receipts written with Cash Receipts Journal.
b. Check deposit slips and actual deposits on bank statements with Cash Receipts Journal.
c. These tests should be increased to the entire fiscal year if errors are found during the 
   four-month test period.

4. **Disbursements**—For four non-consecutive months, selected at random each 
   year, but including the last month of the period, check the following:
   a. Compare cancelled checks with check stubs and with listings on Cash Disbursements 
      Journal.
   b. Compare paid invoices with cancelled checks and Cash Disbursement Journal making 
      sure there are invoices on all disbursements.
   c. Check to see that all checks have two required signatures.
   d. Those tests should be increased to the entire fiscal year if errors are found during the 
      four-month test period.

5. **Annual Financial Report**—Check the following for each month of the fiscal year:
   a. Compare the bank reconciliation on the bank statements with page 1, Reconciliation 
      Bank Balances.
   b. Compare the total receipts of the Annual Financial Report with the amount actually 
      deposited in bank each month.
   c. Compare the total disbursements of the Annual Financial Report with the amount of 
      actual cash disbursements.

6. **Savings Account(s):**
   a. Compare any disbursement from checking to the savings account.
   b. Check to see that interest has been properly added to the accounts.
   c. Compare the balance in the account(s) with the balance reported on the Annual Financial 
      Report at beginning and end of the year.

7. The Finance Review Committee **prepares the Finance Review Report** within seven days of the 
   review and distributes it as directed. A sample is attached.
   - Province Director
   - Chapter Services Coordinator
   - Alumnae Chapter/Club President
   - Alumnae Chapter/Club Treasurer

8. The Treasurer should be instructed to follow up on any suggestion or recommendations made by 
   the Review Committee.
Alumnae Chapter/Club Editor

Duties

The Alumnae Chapter/Club Editor shall:

1. Serve as a member of the Alumnae Board.
2. Serve as Chairman of the Editorial Board.
3. Be aware of the requirements for an alumnae chapter/club newsletter.
4. Be responsible for writing and preparing the alumnae chapter/club newsletter and take steps necessary to ensure that it is sent to all initiated members in Good Standing.
5. Be responsible for sending all publicity releases to the news media with the approval of the President. Publicity releases should be sent for events, fund-raising projects, International Reunion Day, International Convention, workshops and special activities and achievements of the chapter/club and/or its individual members.
6. Use correct Alpha Gamma Delta terminology as indicated in the *Alpha Gamma Delta Style Guide*, which is found on the Member Services section of the website.
7. Be responsible for maintaining the scrapbook, if applicable, unless otherwise provided in the alumnae bylaws.
8. Have a complete knowledge of the International Philanthropy Project and the Alpha Gamma Delta Foundation philanthropies.
9. At any time submit material of interest to the Editor of the *Quarterly* by completing the Publicity Form. A master copy of this form can be found on the Member Services section of the website.
10. Respond promptly when asked by the Editor of the *Quarterly* for pictures or information for a special article.
11. Keep a copy of all articles/publicity releases in a notebook for the current and two preceding years and retain an additional four years in a file.
12. Keep copies of correspondence in a notebook for the current and two preceding years and retain an additional four years in a file.
13. Acquire information from the *Quarterly* and highlight articles of particular interest to the chapter/club at events or in the newsletter.
14. Keep copies of the last three years of the *Quarterly* in a notebook or file.
15. Be aware of the requirements for the Outstanding Newsletter Award found in the Awards section of this manual and endeavor to fulfill them.
16. Maintain a permanent file of all alumnae chapter/club newsletters.
17. Train successor in office.
Alumnae Editor’s Notebook

The following is a suggested Table of Contents for the Alumnae Editor’s Notebook:

TITLE PAGE (office, name, address, phone number)

DIRECTORY

  International Headquarters address, phone, fax and e-mail
  International Officers
  Alumnae Directors
  Area Coordinators
  Province Officers
  Executive Director
  Alumnae Officers
  Alumnae Committees
  Alumnae Panhellenic Officers, if applicable

ALUMNAE CHAPTER/CLUB DIRECTORY
ALUMNAE CHAPTER/CLUB CALENDAR
DUTIES
PAST ISSUES OF THE NEWSLETTER
ARTICLES/PUBLICITY RELEASES
ALPHA GAMMA DELTA STYLE GUIDE
ALUMNAE CHAPTER/CLUB BYLAWS

The Alumnae Chapter Newsletter

To meet Good Standing requirements and achieve voting eligibility, alumnae chapters are required to publish a newsletter once a year. The newsletter must be sent to all initiated chapter members in Good Standing and to all required Volunteer Service Team members as indicated later in this section. An alumnae chapter newsletter may be emailed as an attachment to any Volunteer Services Team member and to any chapter member who agrees to receive it via this method. Alternatively, if finances are a concern, a newsletter may be posted to the alumnae chapter’s website and a postcard mailed to all initiated chapter members explaining how to access the newsletter online and how to contact the alumnae chapter editor to have a paper copy mailed if preferred.

Chapters are required to publish the Collegiate Chapter Capsule, complete International Headquarters contact information (street and e-mail addresses, phone and facsimile numbers and website address) and complete Permanent Secretary information in at least one issue each year.

**Charging for this newsletter is prohibited.** Donations may be requested to help with printing and mailing costs. If finances permit, mailing a newsletter to members from any Alpha Gamma Delta chapter residing locally is encouraged.
NOTE: To be considered for the Outstanding Newsletter Award, an alumnae chapter must issue its major newsletter by March 1.

The general format for alumnae chapter newsletters should be as follows:

1. Correct masthead on first page including:
   a. Title of newsletter
   b. Chapter
   c. Name of university or college
   d. Collegiate Publications Coordinator’s and Alumnae Editor’s names and addresses
   e. Date
   f. Volume and issue number

2. Content:
   a. Verbatim inclusion of all Fraternity Bulletins required by International Council and complete reporting of International Fraternity business when requested
   b. International and Province news selected from bulletins, Convention, workshops, International Reunion Day, Quarterly or reference to articles of special interest
   c. News of past and upcoming chapter events including the Rededication Service and names of the new alumnae
   d. Philanthropic news, including description of projects, results of the projects and how the funds are to be used
   e. Collegiate and new member news, including names and hometowns of new members and newly initiated members
   f. Alumnae news
   g. Report of election of officers, both collegiate and alumnae
   h. President’s message
   i. Panhellenic news
   j. Honors received by collegiate and alumnae members
   k. Special campus achievements of the collegiate chapter
   l. Chapter business of concern to all members
   m. House association news, announcement of meetings, proxies and requests for assistance
   n. Complete International Headquarters contact information (required for Good Standing)
   o. Collegiate Chapter Capsule (required for Good Standing)
   p. Recruitment Information Form or instructions on how to download the most current form from the Fraternity’s website. If printed, this form may not be reduced in size and must be the most current one used by the Fraternity.
q. Legacy Introduction Form (optional) or instructions on how to download the most current version from the Fraternity’s website. If printed, this form may not be reduced in size and must be the most current on used by the Fraternity.

3. General appearance of the newsletter:
   a. Attractive to the reader.
   b. Easy to read. Good organization, material well spaced, neatly typed.
   c. Member names capitalized, underscored, italicized or bolded and each item easily distinguished.
   d. Legible printing. Select the best possible printing process; use paper stock suited to the process for clear and legible printing. Be certain print does not bleed through.
   e. Suitable paper color. Colored paper may be used, but choose a color on which printing is clear and legible. Red or neon colors are not preferred.

4. Newsletters must be mailed to:
   a. Members in Good Standing of chapter publishing newsletter, including collegians
   b. All International Council members
   c. Chapter Services Coordinator
   d. Province Director
   e. Area Coordinator
   f. Director of Alumnae Development
   g. Director of Chapter Development
   h. Director of Fraternity Programs
   i. It is recommended, if possible, that newsletters be exchanged with all alumnae groups in the Province via the President. Names and addresses can be secured by contacting the Province Director-Alumnae.

The Alumnae Club Newsletter

Alumnae clubs are **not required** to publish a newsletter. However, the use of a newsletter does enhance communication and can be used to dispense a large amount of information at one time. If finances permit, mailing a newsletter to alumnae residing locally, but who are not currently active, is encouraged.

**NOTE: Alumnae clubs that wish to earn Five Stars must publish an annual newsletter. They may also be considered for the Outstanding Newsletter Award at Convention if the newsletter is issued by March 1.**

The general format for alumnae club newsletters should be as follows:

1. Correct masthead on first page including:
   a. Title of newsletter
   b. Name of club and address
c. Editor’s name and address
d. Date
e. Volume and issue number

2. Content:
   a. Verbatim inclusion of all Fraternity Bulletins required by International Council and complete reporting of International Fraternity business when requested
   b. International and Province news selected from bulletins, Convention, workshops, International Reunion Day, Quarterly or reference to articles of special interest
   c. News of past and upcoming club events
   d. Philanthropic news, including description of projects, results of the projects and how the funds are to be used
   e. Alumnae news
   f. Report of election of officers
   g. President’s message
   h. Alumnae Panhellenic news
   i. Honors received by members
   j. Club business of concern to all members
   k. Complete International Headquarters contact information.

3. General appearance of newsletter:
   a. Attractive to the reader.
   b. Easy to read. Good organization, material well spaced, neatly typed.
   c. Member names capitalized, underscored, italicized or bolded and each item easily distinguished.
   d. Legible printing. Select the best possible printing process; use paper stock suited to the process for clear and legible printing. Be certain print does not bleed through.
   e. Suitable paper color. Colored paper may be used, but choose a color on which printing is clear and legible. Red or neon colors are not preferred.

4. Newsletters should be mailed to:
   a. Members of the Editor’s alumnae club
   b. All International Council members
   c. International Headquarters
   d. The Editor’s Area Coordinator and Province Director
   e. Director of Alumnae Development
   f. Director of Chapter Development
   g. Director of Fraternity Programs
h. It is recommended, if possible, that newsletters be exchanged with all alumnae groups in the Province via the President. Names and addresses can be secured by contacting the Province Director.

5. A club may also wish to include:
   a. News of collegiate chapters in the province
   b. House association news and requests from collegiate chapters in the province
   c. Recruitment Information Form or instructions on how to download the most current form from the Fraternity’s website. If printed, this form may not be reduced in size and must be the most current one used by the Fraternity.
   d. Legacy Introduction Form (optional) or instructions on how to download the most current version from the Fraternity’s website. If printed, this form may not be reduced in size and must be the most current one used by the Fraternity.
Alumnae Chapter/Club Permanent Secretary

Duties

The Alumnae Chapter/Club Permanent Secretary shall:

1. Serve as a member of the Alumnae Board.

2. Serve as a standing member of the Epsilon Pi Committee (see information at the end of this section).

3. Maintain up-to-date files of all members of the chapter/club, their current address, married name, Good Standing status, Alumnae Chapter Fee (prior to June 1, 2000, these were entitled Life Membership Alumnae Dues or LMAD) number and original chapter.

4. Maintain Record of Service forms for all present and past members and provide them to the Epsilon Pi Committee upon request. A master form can be found on the Member Services section of the website.

5. Submit to the Editor the names/addresses of graduating collegians and members leaving school permanently.

6. Submit to the Editor name and address changes to be printed in the newsletter, if the alumnae chapter/club wishes to print these.

7. Send promptly to International Headquarters notices for all members regarding:
   a. Change of address
   b. Change of marital status/name
   c. Chapter Grand

8. Notify the Treasurer and Editor of all members who enter Chapter Grand. A master copy of the Badge Disposition form can be found on the Member Services section of the website.

9. Provide the Editor with up-to-date mailing lists for the newsletter.

10. When a member who has served the chapter/club in some capacity moves to another area, send a letter to the alumna’s original chapter detailing her service to the Fraternity. A photocopy of the Record of Service Form will suffice.

11. Train successor in office.
Alumnae Permanent Secretary’s Notebook

The following is a suggested Table of Contents for the Alumnae Permanent Secretary’s Notebook:

TITLE PAGE (office, name, address, phone number)
DIRECTORY
  International Headquarters address, phone, fax and e-mail
  International Officers
  Alumnae Directors
  Area Coordinators
  Province Officers
  Executive Director
  Alumnae Officers
  Alumnae Committees
ALUMNAE CHAPTER/CLUB DIRECTORY
ALUMNAE CHAPTER/CLUB CALENDAR
DUTIES
FORMS/REPORTS
CORRESPONDENCE
ALUMNAE CHAPTER/CLUB BYLAWS

Procedures for Obtaining Printouts from International Headquarters

For a printout by geographic area:

1. The Alumnae President or Permanent Secretary may request a printout by zip/postal codes of all Alpha Gamma Delta alumnae living in a particular area.
2. The request MUST be in writing to International Headquarters. A list of the zip/postal codes must be provided along with the name and address of the person who is to receive the printout.
3. The entire list may be requested or updates may be requested of names added since the last list was issued.

Example: The entire list you received was dated January 2005. The next time it is ordered, request only changes SINCE January 2005. This will be a much shorter list and will be easier to manage for those living in large metropolitan areas.

4. Your cost is the current rate charged by International Headquarters per name and address, a nominal handling charge, and the cost of postage to mail the listing.
5. If the geographic printout is sent electronically, there is no cost involved.
6. Alpha Gamma Delta International Headquarters will send the printout directly to the name and address provided and will bill the alumnae chapter/club directly.
NOTE: One hard copy of the geographic printout may be ordered annually at no charge. An order form for this request is found in the Alumnae Fall Mailing. For additional requests, the above procedure is to be followed.

For a printout by chapter (alumnae chapters only):

1. The Alumnae President or Permanent Secretary may request a printout of the chapter’s initiated members to update or create a Chapter Roll. The Chapter Roll is maintained for Alumnae Chapter Fee records, all house association mailings and the annual required chapter newsletter.
2. A request may be made for ALL those initiated into the chapter by chapter number or it may be requested only for those initiated since a certain date.
   Example: Your chapter was installed in 1940. Your records are complete from 1940 to 1980. A listing may be requested of those initiated since 1980 to present date only.
3. Your cost is the current rate charged by International Headquarters per name and address, a nominal handling charge, and the cost of postage to mail the listing.
4. If the chapter printout is sent electronically, there is no charge.
5. Alpha Gamma Delta International Headquarters will send the printout directly to the name and address provided and will bill the alumnae chapter directly.

NOTE: There is a nominal charge for Chapter Rolls.

Self-Stick Mailing Labels

Self-stick mailing labels of alumnae in a geographic area or a Chapter Member Roll may be ordered in the same manner as printouts. They can be used for large mailings such as annual newsletters or International Reunion Day invitations.

1. Your cost is the current rate charged by International Headquarters per name and address, a nominal handling charge, a nominal charge to cover the cost of labels and the cost of postage to mail the labels.
2. Alpha Gamma Delta International Headquarters will send the labels directly to the name and address provided and will bill the alumnae chapter/club directly.
Honors of Epsilon Pi

The purpose of the Honors of Epsilon Pi is to recognize “faithful, continued, and outstanding service to the Fraternity” beyond what is properly expected from an alumna member. The awarding of the Honors of Epsilon Pi is one of the highlights of Convention.

How to Keep Records of Service

It is extremely important to keep accurate records of the service of each alumna. These records are the major indicators of eligibility for an Honor. Records may be maintained using the following methods:

Record of Service Form: A master copy of this form may be found on the Member Services section of the website. A sufficient number of copies should be available for each new member of the alumnae chapter/club and Junior Circle, allowing extra copies for new members when they join. These forms should be kept in a notebook with alphabetical dividers.

Opportunities to record service should be given at every meeting of the alumnae group. This is most easily accomplished by the Permanent Secretary announcing that the records will be available to members at which time each one should add any service rendered since the last meeting.

Requirements

Petitions must be submitted to the Executive Director at International Headquarters by January 15 in a Convention year.

Refer to the Honors of Epsilon Pi Handbook for more specific requirements and instructions.

Recording and Handling the Honors of Epsilon Pi

1. Once an Honor of Epsilon Pi has been bestowed upon an alumna, the following should take place:
   a. Record the Honor on the Record of Service Form or file card in the local alumnae group/collegiate chapter;
   b. Return any previously awarded Honor to the alumnae group that petitioned International Council for that Honor. The Crescent, Crescent with Diamonds and Circle are returned to International Headquarters as these Honors belong to the Fraternity.

2. Send the Record of Service information to the next alumnae group/collegiate chapter in the event an alumna should move to another location. If a member is new to the local group, try to obtain the Record of Service information from the previous alumnae group/collegiate chapter.
Lighting of the Tapers

If an alumna was not at Convention to receive her Honor, then absolute secrecy is required until it is bestowed during the Lighting of the Tapers Service. This Service is found in the Alumnae Ritual and does require some advance preparation. It is a lovely ceremony to which initiated collegiate members should be invited so they can observe the Service. The Service should be held at an early fall meeting following Convention, and preferably not later than October 1.
Badges Disposition Form

I, _________________________________ purchased a lifetime lease on an Alpha Gamma Delta Badge at the
time of my initiation into ______________________ Chapter of Alpha Gamma Delta Fraternity. I understand
that the Constitution and Standing Rules of the Fraternity require that the Badge be returned to the Fraternity
or be buried with me upon my entrance into Chapter Grand. To comply with this requirement, I request that
my Badge be handled as indicated below:

☐ Returned to International Headquarters
☐ Buried with me at the time of internment

The style of Badge is:
☐ Plain Golflad
☐ Plain 10K Gold
☐ 10K Gold with 14 pearls
☐ Other: ____________________________

The number from the back of the Badge (if applicable) is: _________________

If the Badge is to be returned to the Fraternity, please pack securely with a copy of this form, insure and send
to: Alpha Gamma Delta Fraternity Headquarters, 8701 Founders Road, Indianapolis, IN 46268.

Signature: ____________________________
Date: ________________________________

NOTE: It is recommended that this form be reproduced and distributed to every member of the
alumnae chapter/club. Members may wish to include this form as an attachment to their wills/trusts.
Alumnae Chapter/Club Philanthropy Chairman

Duties

The Alumnae Chapter/Club Philanthropy Chairman shall:

1. Serve as a member of the Alumnae Board, when asked or as indicated in Bylaws.
2. Serve as Chairman of all committees which involve fund raising or community service projects.
3. Research and be alert to opportunities for fund raising and community service.
4. Organize and conduct at least one fund raising and one community service project each year.
5. Be responsible for organizing an annual program on the Alpha Gamma Delta Foundation in October (designated Alpha Gamma Delta Foundation month).
6. Be responsible for completing and submitting the Philanthropy Report by April 15 each year.
   The Philanthropy Report is an optional report; however, it must be submitted annually if the alumnae chapter/club wishes to be considered for the Outstanding Community Service Award given at Convention. The report form can be found on the Member Services section of the website.
7. Keep the Editor informed of fund raising and community service projects so that they may be publicized in the newsletter(s) and/or articles written for submission to the Quarterly and/or other news media.
8. Train successor in office.

Alumnae Philanthropy Chairman’s Notebook

The following is a suggested Table of Contents for the Alumnae Philanthropy Chairman’s Notebook:

TITLE PAGE (office, name, address, phone number)
DIRECTORY
   International Headquarters address, phone, fax and e-mail
   International Officers
   Alumnae Directors
   Area Coordinators
   Province Officers
   Executive Director
   Alumnae Officers
   Alumnae Committees
ALUMNAE CHAPTER/CLUB DIRECTORY
ALUMNAE CHAPTER/CLUB CALENDAR
DUTIES
FOUNDATION INFORMATION
FUND RAISING IDEAS
COMMUNITY SERVICE IDEAS
FORMS/REPORTS
CORRESPONDENCE
ALUMNAE CHAPTER/CLUB BYLAWS
Alumnae Risk Management

Overview
As a member of our Fraternity each individual is exposed to liability. The health, safety and well being of each member and guest are of paramount importance to Alpha Gamma Delta.

The goals of risk management are to:
1. Provide for the safety of each individual member and guest.
2. Maintain insurance coverage for accidents.
3. Protect and preserve Fraternity assets.

As an organization, Alpha Gamma Delta has many areas of operation where failure to exercise good judgment can expose the Fraternity and the individual to risk. Many of the Fraternity's policies and Constitution and Standing Rules address areas of high risk and provide a framework by which all individuals are treated on a fair and consistent basis.

Legally, every alumnae chapter and club is a subordinate unit of the International Fraternity; therefore, the actions of an individual, and the group action of alumnae chapters and clubs, can expose the Fraternity to financial destruction as a result of lawsuits.

Responsibility
Every member, with support and enforcement provided by alumnae chapter or club officers, must practice risk management. Proper planning must be implemented and supported by all officers. However, it is the overall responsibility of the Alumnae Chapter/Club President to see that the organization is in compliance with Fraternity Policy and has followed Risk Management procedures to the fullest extent possible.

Breach of the Alpha Gamma Delta Constitution and Standing Rules or Fraternity policy, failure to implement plans as approved or failure to observe the prescribed planning procedures may result in the loss of Good Standing for an alumnae chapter/club.

Alcohol
All Alpha Gamma Delta members should be keenly aware that alcohol is one of the most frequent causes of accidents, injuries and litigation. In every instance where the use of alcohol is involved, the alumnae chapter or club must be in compliance with Alpha Gamma Delta policies and all local, state, province and federal laws. If alcohol is served, the use of alcohol should be an addition to the function and not the focus.

It is important to remember that if an Alpha Gamma Delta sells tickets to an event, such as a wine tasting that is sponsored and conducted by another individual outside the Fraternity, the Alpha Gamma Delta member can be held responsible in the event of a lawsuit.
Considerations if alcohol is used:

1. The possession, use and/or consumption of alcoholic beverages while on any chapter premises is strictly prohibited (Standing Rule #2).
2. Alpha Gamma Delta funds may not be used for the purchase of alcoholic beverages (Standing Rule #2).
3. The misuse of alcoholic beverages, breach of federal, state, province, local, college, university, Fraternity or chapter provisions concerning its possession and use shall be deemed non-support of the standards of the Fraternity and shall result in disciplinary action (Standing Rule #2).
4. The service of alcohol to alumnae members at International Reunion Day is strongly discouraged. Under no circumstance is a collegian to consume, serve or purchase alcohol at International Reunion Day.
5. Alumnae chapters or clubs may not purchase alcoholic beverages with alumnae funds nor with any pooling of member funds.
6. All bulk distribution of alcohol, including kegs, party balls, etc. is prohibited.
7. An inspection of photo identification should take place to determine if members and guests are of legal drinking age.
8. Under no circumstances is a person who is not of legal drinking age to be served or permitted to consume alcohol.
9. Under no circumstances is a person appearing to be intoxicated to be served or permitted to consume additional alcohol.
10. If there is an intoxicated person at the function, a taxi or designated driver should be secured to get them home safely.
11. For alumnae chapter and club functions one hired security person per 75 attendees is recommended.
12. Non-alcoholic beverages, besides water, must always be available and easily accessible.
13. Non-salty food must be available, plentiful and easily accessible.
14. No functions may be sponsored by distributors of alcoholic beverages.

Finances/Fund Raising

Alumnae chapter and club officers are the custodians of the group’s funds. While it is difficult to think that a sister would take or embezzle funds from the group, such a situation can occur. Fraternity policies and procedures govern the proper handling of Alpha Gamma Delta funds.

1. All checks issued by an alumnae chapter/club must have two signatures (usually the President and Treasurer).
2. No checks may be signed ahead of time.
3. Both the Treasurer and the President must sign the Annual Financial Report. Their signatures on the report indicate they affirm all information is correct and all funds are accounted for. IF the
report is emailed, it must be sent to all required recipients from the Alumnae President to indicate her approval.

4. All funds raised for the Alpha Gamma Delta Foundation must be sent to the Foundation. If funds raised from a philanthropy project are to be donated to the Foundation and distributed locally, the advertising must state that funds are being raised for “The Alpha Gamma Delta Foundation and its Philanthropies”. Funds raised in this manner are tax deductible (to the extent of the law in the United States) for those who participate.

5. No funds advertised as being raised for philanthropy may be used in the operating fund of the alumnae chapter or club.

6. Ways and means funds must go into the operating fund of the alumnae chapter or club. **Funds raised in this manner are not tax deductible for those who participate.**

7. International Reunion Day must be self-supporting. There should be no profit from this day.

### Meetings/Events/Functions

**Definitions:**

**Meetings:** Meetings involve only members of Alpha Gamma Delta and include a business meeting. A non-member facilitator or speaker may be invited to attend a meeting. Examples are board meetings, officer training sessions, summer planning workshops and regularly scheduled business meetings of the alumnae group.

**Events:** Events involve only members of Alpha Gamma Delta but do not usually include a business meeting. Examples are monthly events, International Reunion Day, Rededication Service and new member events.

**Functions:** Gatherings involving non-members or third parties. This includes, but is not limited to family members and the general public. Examples are large philanthropic or fund-raising functions, couples’ outings or family picnics.

It is possible to combine a meeting and an event or a meeting and a function. Considerations include:

1. The site must be safe in terms of geographic location, parking places/availability and security.
2. The site should be reviewed prior to the meeting/event/function to review emergency/evacuation procedures.
3. Certain activities are prohibited due to the risk involved: scavenger hunts, progressive meals with alcohol, Pub Crawls, swimming parties with alcohol and road rallies. It is best to check with the Province Director-Alumnae before scheduling an event or function if there is an above-average perceived risk.
4. If there is some distance to the event or function (example: shopping trip to a large outlet mall over an hour away) and many members and guests are involved, it might be better to secure other transportation, such as a bus, to reduce the possibility of risk.
Planning Procedures

Proper planning for all Alpha Gamma Delta meetings/events/functions is necessary to minimize elements of risk. Detailed plans should be made for the meeting/event/function to secure the safety of participating members and guests.

The steps to planning a reduced risk meeting/event/function are:

1. A committee or the Alumnae Board meets to plan the meeting/event/function. Considerations include the type of event, location, cost, entertainment, food, transportation, parking, date and time. The Risk Management Checklist at the end of this section should be used in planning.

2. The Committee Chairman presents the plan to the Alumnae Board and all members of the alumnae chapter/club. No individual can make plans committing alumnae chapter/club funds without the approval of a majority of the Alumnae Board.

3. Once approved, any contracts involved may be signed (site, band, DJ, transportation, security, etc.) and deposits paid from the alumnae chapter/club funds.

Contracts

A contract is a legal document that is binding upon the parties involved. Note that for the protection of the alumnae chapter/club, it is recommended that local legal counsel review all documents before they are signed. This contract review will protect the alumnae chapter/club in assuring them that the terms and conditions are equitable and that any hold harmless or indemnity requirements are not beyond the scope of the Fraternity’s insurance coverage. If there are questions or concerns about the terms and conditions forming part of a contract, forward a copy to the Province Director-Alumnae for review prior to signing the document.

If the contract requires a Certificate of Insurance from Alpha Gamma Delta to a third party, the Alumnae Chapter/Club President will request the certificate from the Fraternity’s insurance agent. The following information is needed:

1. Name and address of the third party requesting the certificate.
2. Type of coverage(s) and amount.
3. Date on which the certificate is needed by the third party.
4. Date and time of the event.
5. Copy of the contractual requirement to provide such certificate (if applicable).

NOTE: The insurance agent must have at least 15 business days advance notice in order to obtain the Certificate of Insurance.
Loss Reporting

For occurrences involving bodily injury, property damage or the threat of a lawsuit, follow these steps:

1. Notify the Alumnae Chapter/Club President by phone. The Alumnae Chapter/Club President is to obtain relevant facts and make the determination whether International Council or the Province Director needs to be notified.
2. Notify Alpha Gamma Delta’s insurance agency of any actual loss or damage. Specific instructions for notification are included in this section.
3. If a written loss report is made, make a copy of the report and send it to International Headquarters by overnight mail or facsimile transmission.

NOTE: In the event of any occurrence involving the alumnae chapter/club, collegiate chapter, House Association or Alpha Gamma Delta Fraternity, do not make any statements until the situation has been discussed with the International Vice President-Alumnae or, in her absence, the International President.

How to File a Claim

Property:

1. Refer first to the Emergency Procedures portion of this section.
2. Write down briefly what happened and when it happened.
3. Try to determine the value of what was lost, or the cost of repair—a rough estimate will suffice.
   If some information is lacking, do not delay filing the claim.
4. Call the Fraternity insurance agency with the above information as soon as possible, but no later than one week following the loss.
5. If Fraternity property is damaged, call the House Association Specialist with the above information.

Liability (injuries to members or the public):

1. Refer first to the Emergency Procedures portion of this section.
2. Express sympathy, but make no statements accepting blame.
3. Write down names, dates and times about what happened, making notes as detailed as possible.
   Avoid jumping to conclusions and do not make accusations.
4. Make necessary phone calls as outlined in the Emergency Procedures portion of this section.
5. Notify the Fraternity insurance agency with the above information as soon as possible. Use the emergency numbers if needed (see Risk Management Checklist, “Emergency Procedures”).
Emergency Procedures

The Alumnae Chapter/Club President is in command of every emergency situation including those involving serious injury, death or significant property damage. In her absence, the Vice President must assume this responsibility. All alumnae chapter/club officers are expected to be knowledgeable about emergency procedures to be followed and to assist and support the officer in charge.

Steps to be followed when an emergency occurs:

1. End the function immediately. Only permit members and appropriate officials to enter. Admit no member of the media unless authorized by the Alumnae Chapter/Club President.
2. The first phone call is to the fire department, police emergency number or 911.
3. The second phone call is to the International Vice President-Alumnae or the International President. If unable to reach either of the above, call another member of International Council.
4. If necessary, assemble the members in a group and do the following:
   a. Remain calm so that the situation will be under control.
   b. Explain that there is an emergency situation.
   c. Do not allow outgoing phone calls until the situation is under control.
   d. Do not discuss the situation until the Alumnae Chapter/Club President is present.
   e. Instruct all members to make no statements to anyone other than officials. Only the Alumnae Chapter/Club President may make a statement to the media and then only after the situation is under control and she has discussed the content of any media statement with the International Vice President-Alumnae.
5. In the event of a serious accident or illness, the medical personnel will notify family members and advise them of the individual’s physical and mental condition.

Adopt-a-Highway

Participation in the Adopt-a-Highway Program while important to the community, does pose some serious safety concerns for Alpha Gamma Delta members. Because of potential for risk, the following procedures must be followed when participating in local or state Adopt-a-Highway Programs:

1. The sponsored section of highway shall be within a reasonable distance from town.
2. Prior to committing to the program, all available documents outlining the program and required safety rules shall be reviewed by the Alumnae Board and participation recommended to the members.
3. Each alumnae chapter/club member shall abide by all local and/or state/province and Alpha Gamma Delta regulations and safety guidelines established under the program.
4. Individual participation in this program is voluntary.
5. Each participant must sign an agreement holding Alpha Gamma Delta harmless from any injuries that may arise from this activity. This is in addition to any hold harmless agreement that may be required by the local and/or state/province agency.

6. The Alumnae Chapter/Club President must maintain a file of all signed Hold Harmless forms. Two sample Hold Harmless forms are found at the back of this section. **Form A** is to be used if Alpha Gamma Delta must sign a hold harmless agreement with the local and/or state/province agency. **Form B** is to be used if there is no hold harmless required by the local and/or state/province agency. **Only one version of the form is to be used.**

**Risk Management Checklist**

This checklist may be photocopied to use as a planning tool.

**Site Selection**

- Safe occupancy number
- Entry/exit safety
- Fire safety provisions
- Physical condition of premises
- Rental/lease contract required?
- License or permit required?
- Damage deposit required?
- Agreement to inspect the premises with owner/managed prior to event and at conclusion of event

**Transportation**

- Distance to the event
- Return transportation for potential intoxicated persons
- Rental of commercial transportation to and from the event
- Contract required?
- Certificate of Insurance

**Crowd Control and Security**

- Number attending the event
- Arrangements to control attendance
- Outside security service necessary
- Potential damage to premises of persons—damage control measures
- Contract required?
Emergency Procedures

- Designation of person responsible to contact, if needed
- Phone numbers of the police, fire department and hospital paramedics
- First aid kit
- Cellular phone or telephone availability

Entertainment

- Contract involved for musicians or other entertainers
- Potential hazards to participants in games or athletic events
- Raffles—license or permit required?
- Dancing—sufficient space, safe surface

Refreshments

- Food—appropriate for occasion
- Food—temperature sensitive?
- Source of food—contract required?
- Beverages—appropriate for occasion
- Alcohol—permit or license required?
- Alcohol—method of service, legal drinking age
- Alcohol—procedure for identifying minors
- Caterer/Bartender—Certificate of Insurance
- Alternative (non-alcoholic) beverages readily available in addition to ice water

Payment of Bills

- Payment remitted promptly
- Signed contracts referred to for any exceptions or difference in amounts charged vs. negotiated costs
- Refundable deposits
- Costs for non-contracted services
- Costs for additional insurance coverage
- Costs for damage (contract insurance agent promptly in case of damage)
Hold Harmless Agreement
FORM A

Whereas ________________ Alumnae Chapter/Club of Alpha Gamma Delta has agreed to sponsor a section of highway in an Adopt-a-Highway program for the period _______ to __________.

I assume all responsibility for my welfare and safety and agree to indemnify and hold harmless the State/Province of ________________, Alpha Gamma Delta Fraternity and ________________, Alumnae Chapter/Club of Alpha Gamma Delta Fraternity and each of these entities’ officers, agents, employees and volunteers, from any and all claims, demands, costs, expenses, or judgments against them (which shall include, but not be limited to, all costs of defense and investigation and reasonable attorneys’ fees) arising out of my participation in the Adopt-a-Highway program.

__________________________
Signature

__________________________
Print Name

__________________________
Date
Hold Harmless Agreement

FORM B

Whereas _________________ Alumnae Chapter/Club of Alpha Gamma Delta has agreed to sponsor a section of highway in an Adopt-a-Highway program for the period _______ to __________.

I assume all responsibility for my welfare and safety and agree to indemnify and hold harmless Alpha Gamma Delta Fraternity and _________________ Alumnae Chapter/Club of Alpha Gamma Delta Fraternity and each of these entities’ officers, agents, employees and volunteers, from any and all claims, demands, costs, expenses, or judgments against them (which shall include, but not be limited to, all costs of defense and investigation and reasonable attorneys’ fees) arising out of my participation in the Adopt-a-Highway program.

________________________________
Signature

________________________________
Print Name

________________________________
Date
Adopt-a-Highway Safety

General Safety Rules

- Carpool to the site to reduce the number of vehicles on the roadside.
- All vehicles should be parked well off the right shoulder. Do not park on paved shoulders.
- Parking is not allowed along curves, on bridges, near or under overpasses, or in highway medians.
- All occupants in vehicles should exit and enter the vehicle on the side opposite traffic.
- Keep vehicles on the same side of the highway as crew members.
- Work only one side of the highway at a time.
- One person should be designated crew leader to ensure that safety rules are followed by everyone.
- Every group shall have an adequate first-aid kit. Be prepared for serious injury.
- Keep crews together for better visibility to motorists.
- Do not use crossovers in the median to get to the other side; instead, use the nearest exit ramp.
- No alcoholic beverages are to be consumed.
- Do not overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily, then start with a new bag.

Avoid

- Contact with poisonous plants and noxious weeds.
- Construction or maintenance areas or those that are being mowed.
- Discarded syringes or hypodermic needles.
- Trying to remove unknown or suspicious toxic substances. Notify the Department of transportation or the police of the location of these items.
- Picking up items in bridges, in tunnels or on overpasses.
- Entering the roadway or the shoulder areas to pick up trash.

Protect Yourself and Other Crew Members

- Face oncoming traffic as you work whenever possible. Be prepared to move out of the way of vehicles.
- Stop when working if bad weather occurs, especially when there is poor visibility and/or wet or icy roads.
- Work only during daylight hours.
- Avoid overexertion. Have available and drink plenty of water, especially on hot, humid days.
- Post a person to look out for traffic dangers.
- Have a refresher session on safety awareness each time the crew goes out.
- Never walk out onto the highway.
- Avoid the use of headsets.
- Wear orange vests while working on the roadside. Other clothing should be light-colored for increased visibility.
- Wear heavy gloves.
- Wear substantial leather shoes or boots with good ankle support and non-slip soles.
- Be careful of your footing. Stay off loose stones and steep slopes.
- Wear a hat, long-sleeved top and long pants to avoid sunburn and scratches.
- Wear sunscreen on sunny days.
Insurance

Agent Contact Information

*M-J INSURANCE, INC.*  
Sorority Division  
P.O. Box 50435  
Indianapolis, IN 46250-0435  
Phone: (888) 442-7470  
(317) 805-7582  
Fax: (317) 805-7580  
Emergency home phone reference: Cindy Stellhorn  
(317) 877-1436

Service Personnel

Primary Contact: Heidi Lewis  
(e-mail address: Heidi_Lewis@mjinsurance.com)

Secondary Contact: Lisa Ripley  
(e-mail address: Lisa_Ripley@mjinsurance.com)

Bev Stiles  
(e-mail address: Bev_Stiles@mjinsurance.com)

Ruth Knauer  
(e-mail address: Ruth_Knauer@mjinsurance.com)

Manager: Cindy Stellhorn  
(e-mail address: Cindy_Stellhorn@mjinsurance.com)

What to do in the Event of a Loss

If an injury to a member(s) or to the public occurs:

1. Make no statements accepting blame.
3. Call Bev Stiles at M-J Insurance, Inc. with names, date of loss and details of the incident.
Certificates of Insurance

What should you do when someone (a third party) asks for evidence of the Fraternity’s insurance?

It is very common for third parties to request a Certificate of Insurance that proves the Fraternity or chapter/club has purchased insurance coverage. This request can be granted by obtaining a Certificate of Insurance that shows your limits and coverages. When a third party asks for evidence of your insurance, you need to notify Ruth Knauer at M-J Insurance and provide her with the following information:

1. Name, address and fax number (if applicable) of the organization that is requesting the Certificate of Insurance (i.e.: the name of the facility where you are holding your event, the University, etc.).
2. The type of event you are having (i.e.: a formal dance, philanthropic activity, for University records, etc.).
3. The date(s) of the event.
4. Is there a contract that you have to sign that contains the insurance requirements? Does the contract require the Fraternity or Chapter to add the third party as an Additional Insured or does the contract include a hold harmless provision? If yes, do not sign the contract until you have contacted Heidi Lewis at M-J Insurance. If a third party is requiring Additional Insured status, they are looking to the Fraternity’s policy to defend them and pay claims on their behalf, even if they are negligent in causing a claim. Therefore, these requests are reviewed on an individual basis with our contact at Fraternity Headquarters and Certificates will not be issued until a decision is reached. Additional Insured requests relating to social events are heavily scrutinized; therefore, it is important that you allow enough time to make alternative arrangements if necessary.

Ruth Knauer can be reached at 888-442-7470 or ruth_knauer@mjinsurance.com.
Heidi Lewis can be reached at 888-442-7470 or heidi_lewis@mjinsurance.com.

When should you request a Certificate of Insurance from a third party vendor?

When you rent an establishment or engage the services of someone, it is recommended that you obtain a Certificate of Insurance to ensure they have purchased insurance for their operation. If the third party vendor does not have insurance, then the Fraternity’s policy may have to respond. Your agreement with a third party vendor will dictate what coverages should be represented on the Certificate of Insurance. For example:

- If you are renting an establishment, you will need to have evidence of General Liability coverage.
- If an establishment is providing alcohol related services, you will need to have evidence of Liquor Liability and Workers’ Compensation coverages.
- If you are hiring a contractor, you will need to have evidence of General Liability, Workers’ Compensation and Automobile Liability coverages.
- If you are hiring a bus company for group transportation, you will need to have evidence of Automobile Liability coverage.

As a guideline, the following limits of liability are a minimum that you should accept from a third party:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Minimum Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Liquor Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Workers’ Compensation/Employers’ Liability</td>
<td>$100,000/$500,000</td>
</tr>
</tbody>
</table>
General Liability

Who is an Insured?
Any member, employee, or volunteer of Alpha Gamma Delta Fraternity, Alpha Gamma Delta Foundation, Inc., any house association, any collegiate chapter or colony or any alumnae chapter or alumnae club or Junior Circle.

This coverage protects any Named Insured from claims alleging bodily injury, property damage, or personal injury. This coverage will defend Named Insureds against any covered claim, even if the claim is groundless. The aggregate limit of $2,000,000 applies separately to each location insured under the policy.

This is how your coverage addresses the following exposures:

• Premises-Operations: Provides coverage for claims of bodily injury or property damage that occur on your premises or because of the general operations of the Fraternity, such as participating in Fraternity events that are held off premises from the chapter. The Fraternity must be found negligent in causing bodily injury or property damage in order for this coverage to respond.
• Bodily Injury: Means bodily injury, sickness, or disease sustained by a person, including death resulting from any of these at any time.
• Property Damage: Means physical destruction or damage to tangible property. This coverage does not cover damage to property that the Fraternity rents or owns.
• Personal Injury: Protects Named Insureds against claims alleging libel, slander, invasion of privacy, false arrest, wrongful entry/eviction, malicious prosecution or disparaging statements or documents about a person’s or organizations goods, products or services.
• Guest Medical Payments: You can authorize the payment of up to $10,000 to cover medical costs of someone injured on your premises, regardless of whether you are actually liable for the injuries. This coverage does not apply to residents or individuals who are “insureds” under your General Liability policy. It is recommended that you contact M-J Insurance, Inc. before authorizing payment.
• Host Liquor Liability: If someone claims a Named Insured is involved in an alcohol related loss, this coverage will respond as long as the courts interpret that the Named Insured is not in the business of serving, selling, manufacturing, distributing or furnishing alcoholic beverages. It is extremely important that all members of Alpha Gamma Delta Fraternity follow the Fraternity’s policy on alcohol.

Directors and Officers Liability

Who is an Insured?
Any member, volunteer or employee of Alpha Gamma Delta Fraternity, Alpha Gamma Delta Foundation, any house association, collegiate chapter, colony, Junior Circle, Parent’s Club or any alumnae chapter or club.

Individuals who serve as directors and officers of corporations are fiduciaries. They are responsible for managing the affairs of these organizations and must act with due diligence in discharging their responsibilities. If the absence of such care causes a loss for the corporation, the directors and officers can be held personally liable.

The term “directors and officers liability” refers to the personal liability that can be incurred by these individuals. Personal liability of this kind is distinct from liability that may be imposed on a corporation. However, decisions by officers or board of directors may result in liability claims against both individual officers or directors and the corporation itself.
Directors and Officers Liability insurance functions as errors and omissions coverage to protect individuals who serve on the boards of corporations or are officers of these organizations. It does not insure against liability for dishonest, fraudulent or criminal activity, because to insure these acts would be against public policy. Rather, directors and officers (D&O) coverage is intended to serve as “mistake” insurance for directors and officers of corporations.

Coverage is provided at the following limits and deductible:

<table>
<thead>
<tr>
<th>Limit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000</td>
<td>Limit per Claim</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>Annual Policy Aggregate</td>
</tr>
<tr>
<td>$1,000</td>
<td>Retention</td>
</tr>
</tbody>
</table>

Claims activity in this area has historically focused on these areas of exposure:

- Alleged wrongful termination of employees
- Mismanagement of funds
The Greek Alphabet

Α  Β  Γ  Δ  Ε  
Alpha  Beta  Gamma  Delta  Epsilon

Ζ  Η  Θ  Ι  Κ  
Zeta  Eta  Theta  Iota  Kappa

Λ  Μ  Ν  Ξ  Ο  
Lambda  Mu  Nu  Xi  Omicron

Π  Ρ  Σ  Τ  Υ  
Pi  Rho  Sigma  Tau  Upsilon

Φ  Χ  Ψ  Ω  
Phi  Chi  Psi  Omega