

Association Management

Providing continuing opportunities for Sisterhood among members of all ages is a primary goal of alumnae associations. Alpha Xi Delta friendships span a lifetime, from college to Order of the Diamond and beyond. For women, friendships focusing on shared feelings and personal experiences fulfill basic needs in our lives. More than ever, women today need the companionship of their sisters. But women have many choices. Successful alumnae associations are flexible in their organization, open to new ideas and sensitive to the diverse needs of their members.

In order to receive a current geographical listing by ZIP code and to be in good standing with the Fraternity, alumnae associations are required to file an Alumnae Association Annual Report by May 1 and submit national dues to Alpha Xi Delta Fraternity Headquarters each year. If the report or dues are not received by May 1, the status of the association will be changed to “not in good standing.” An alumnae association that has been inactive for more than four years (two bienniums) must be re-chartered.

PHYSICAL/GEOGRAPHICAL ALUMNAE ASSOCIATION STRUCTURES

There are numerous alumnae association options for sisters that offer different officer structures, purposes and frequency of meeting times. Below are samples of association structure types. Determining an association type may help you develop a mission, recruit members and organize activities.

Alumnae who wish to start an alumnae association and wish to be recognized by the National Fraternity must petition National Council for a charter and file an annual report, along with annual dues for each member. The following pages outline different styles of how to set up your Alumnae Association – Formal, Semiformal, Biannual, Social, Personal and Professional Development, Interest Groups, Philanthropy, and Chapter Assistance.

ALUMNAE ASSOCIATION OFFICERS

Associations have the flexibility to determine their own organizational structure based on members’ needs and desires. An association may choose to operate with the following officers:

PRESIDENT

The President is the chief operating officer. It is her responsibility to:

- Preside at all association events
- Be informed about Fraternity policies
- Receive information from Fraternity Headquarters and share information with members
- Receive supplies from Fraternity Headquarters and distribute items as appropriate
- Submit the Alumnae Association Annual Report to Fraternity Headquarters by May 1
- Be the association’s delegate to National Convention or recommend a substitute
- Delegate authority and develop leadership abilities in others
- Communicate with national volunteers and Fraternity staff
- Perform all duties usually pertaining to the office

The President should maintain and keep a current edition of the *Alpha Xi Delta Constitution and Bylaws*; *Local alumnae association bylaws*; *Robert’s Rules of Order* or other reference book for parliamentary procedures; association directory; association files

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PROGRAMS VICE PRESIDENT

The Programs Vice President is an assistant to the President, and it is her responsibility to:

- Perform the duties of the President in her absence
- Assist the President at all times
- Be informed about Fraternity policies
- Perform such other duties as assigned by the President
- Serve as program chair for the association

SECRETARY

The Secretary's responsibilities are to:

- Record the minutes of all association and executive committee events
- Write official association correspondence
- Read association correspondence
- Notify Fraternity Headquarters and the Territory Director when there is a change in officers during the year
- Send Chapter Eternal information to Fraternity Headquarters with link to obituary
- Notify Fraternity Headquarters about change of address for members

FINANCIAL VICE PRESIDENT

The Financial Vice President's responsibilities are to:

- Have the books audited periodically
- Keep an accurate account of all funds
- Pay all bills in a timely fashion
- Report at meetings or as requested all monies received and dispensed
- Collect dues
- Assist in budget preparation
- Send budget to the Territory Director, if requested
- Complete necessary bank details regarding signatures with successor
- Submit per capita fees with Alumnae Association Annual Report by May 1
- Send contributions to the Alpha Xi Delta Foundation for the Philanthropy Fund, Founders' Day, Loyalty Fund and others as desired by association
- Keep financial records on file for seven years
- Submit Internal Revenue Service Form 990 to IRS

The FVP should maintain and keep current financial report showing income and expenditures to date; Form 990 records.

MEMBERSHIP VICE PRESIDENT

The Membership Vice President's responsibilities are to:

- Develop a recruitment plan for the association based on affiliation, location and graduation year
- Provide information and references for prospective college chapter members from the area

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PRESIDENT'S NOTEBOOK AND ASSOCIATION FILES

The following items should be included in the President's notebook and updated as necessary:

- Objectives of the President at the beginning of her term
- Order of business for meetings (if formalized)
- Association goals for the year
- Budget
- Annual calendar of events
- Listing of officers and any standing committees
- Advisors of local college chapters (if applicable)
- Alpha Xi Delta Constitution and Bylaws
- Alumnae association bylaws
- Alumnae Association Manual

Alumnae association files should contain the following materials:

- Officer records
 - President's notebook
 - Recording Secretary's minute book
 - Financial Vice President's record book
 - Programs Vice President's materials
 - *Bonds of Sisterhood*
 - *Alumnae Association Manual*
 - *Robert's Rules of Order* or other reference book for parliamentary procedure

Alumnae association archives should contain the following:

- Charter and original letter of recognition from National Council
- Original bylaws
- Association directories
- Scrapbooks
- Recording Secretary's minute books – all since chartering
- Financial Vice President's record books – all since chartering
- Information on all awards won by association – all since chartering

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ALUMNAE ASSOCIATION COMMITTEES

Alumnae associations may choose to operate with committees, depending on local needs:

EXECUTIVE COMMITTEE

- Discusses all facets of group operations and evaluates the progress toward set goals
- Considers projects, problems and future programming
- Manages association business

EVENT COMMITTEE

- Plans yearly program of diverse activities
- Makes advance arrangements with speakers
- Sends a thank-you letter/note to speakers following a function
- Prepares a copy of the program schedule for the association directory

ASSOCIATION DIRECTORY COMMITTEE

- Compiles member contact information for association directory, to be sent to Fraternity Headquarters for updating

FINANCE COMMITTEE

- Coordinates fund-raising projects with all committee chairs
- Works with budget planning
- Observes city, state and federal tax laws, as well as Alpha Xi Delta policies regarding fund raising

HOSPITALITY COMMITTEE

- Welcomes new members and potential association members
- Works with membership committee in recruiting Alpha Xi Delta alumnae in the area
- Sends cards of condolence, cheer and best wishes to association members when appropriate
- Arranges transportation for members to activities when necessary

MEMBERSHIP COMMITTEE

- Examines the geographical directory for new members
- Invites members to attend alumnae association functions
- Conducts a campaign to increase association membership each year
- Advises association secretary of change of address for any member
- Advises association secretary of the death of any member

COLLEGIATE RELATIONS COMMITTEE

- Initiates contact with nearby college chapter(s)
- Encourages alumnae to assist with recruitment, attend ceremonies and develop relationships with collegiate members
- Asks college chapter for a wish list of special needs and develops a plan to meet those needs