



Chi Phi City Club Manual

How to start and maintain a club in *your* city



2014 Alphas Academy Attendees

CHI PHI IS NOT FOR FOUR YEARS, BUT FOREVER...

Being a member of the Chi Phi Fraternity is a lifetime experience and alumni organizations play a central role in helping alumni renew old friendships, make new acquaintances, attend to the business of the Fraternity, and learn what is happening within Chi Phi. Three types of alumni organizations help make this possible:

Alumni Associations consist of alumni from the same Chapter. They exist to support specific Chapters and to keep Chapter alumni in connection with one another. Alumni Associations are defined within the Chi Phi Constitution and, when properly registered, are allowed to send one voting delegate to Congress. They may exist in conjunction with housing corporations.

Housing Corporations exist for the purpose of property ownership and to support individual Chapters. They may exist in conjunction with Alumni Associations.

Chi Phi Clubs consist of alumni from various Chapters living in the same geographic areas. Their main focus is to bring alumni together for social events. Chi Phi Clubs are defined within the Chi Phi Constitution and, when properly registered, are allowed to send one non-voting delegate to Congress.

THE CHI PHI CLUB CONCEPT IN GREATER DETAIL

No Club in your area? Consider organizing one. A Chi Phi Club helps:

- provide alumni with the opportunity to build your network
- provide fun social activities with Brothers
- offer opportunities for leadership
- encourage philanthropic endeavors
- provide assistance to local Chi Phi Chapters & Colonies
- engage alumni with national Chi Phi leaders and volunteers

GETTING STARTED

These five easy steps will guide you in creating a city club in your area.

Step One: Contact National Headquarters

Email or call one of our Directors of Develop, Beth Vaughn or Nick Holmes, at vaughn@chphi.org or holmes@chphi.org or 800-849-1824 to express your interest. Staff help you assess the interest for a club in your area using an electronic survey sent out by national Chi Phi.

Step Two: Meet with a small group of interested alumni

A national staff member will help you contact other alumni who are interested in serving a leaders to develop a City Club. This group of alumni can help you plan the kick-off event and often will help serve as officers of the Club.

Step Three: Host a Kick-Off Event/Meeting

Work with the national staff to have National Headquarters send an invitation to all local alumni. Use the small group of alumni from the previous meeting, to make personal phone calls and send personal email invitations as well. Topics for discussion at the Kick-Off event/meeting may include:

- Determine the Club's official name (e.g. Atlanta Chi Phi Club, Seattle Metro-Area Chi Phi Club, Chi Phi Club of Indianapolis, etc.)
- Determine leadership roles (president, vice president, secretary and treasurer)
- Review survey results
- Discuss programming ideas, number of events, schedule of events
- Determine communication preferences (i.e. email, Facebook, Twitter, etc.)
- Determine if Club will charge dues and if so how much

Step Four: Develop Club By-Laws

Using the sample by-laws in this document's appendix as a guide, the officers will need to determine the Club's by-laws. Most often, Clubs decide to adopt the sample by-laws with a few slight adjustments. Whatever specific shape the Club's by-laws take, they will need to:

- State the purpose of the Club
- Define the geographic area it will encompass and qualifications for membership
- Describe the Club's business meeting procedures and frequency
- Define the roles and responsibilities of the Club's officers and board
- Describe the Board's meeting procedures and frequency
- Detail any miscellaneous items
- Be approved by the Grand Council of the Fraternity

Step Five: Apply for a Club Charter

Once the officers have been elected and the formally adopted its by-laws, and elected its officers, it is ready to apply for its Club charter from the Grand Council. This formal recognition will allow the Club to send one non-voting member to the Fraternity's Congress and receive continued assistance from the national office. Clubs that reach this stage most often have a vibrant membership base and regular activities.

MAINTAINING YOUR SUCCESS FOR THE LONG TERM

Just like a rocket leaving Earth's atmosphere, the Club will need a great concentration of energy at the beginning and less energy once it has achieved momentum. However, the possibility will always exist for the Club to lose its focus. To keep the Club on track, its leadership will need to focus on these fundamental themes:

Meet the social needs of your members

Membership organizations survive solely for the benefit of their members. Keep trying to improve upon your successes and always be willing to innovate. If lunch meetings are not working, try happy hour or dinner meetings.

Consider hosting speakers to discuss topics of interest to club members. These speakers might be Chi Phi alumni who have an interesting job, a local financial advisor or a member of the Chi Phi national staff or a member of the Grand Council.

Bring value to the Club's members and your membership numbers will never suffer.

Attract and develop new leaders and members

Continually successful clubs have great leaders and foster the development of future leaders. Utilize members to help with small projects, like planning a monthly or quarterly meeting or organizing a philanthropy activity for the Club. Asking members to help with small tasks, like sending out invitations to an event via email or posting something on the club's Facebook page once a week, is a great way to get people involved without overwhelming them.

Work with national headquarters to periodically update the list of alumni in your area. When someone moves to town invite them to your next event. Making new alumni feel welcome will ensure continual Club success.

Communicate often, clearly, and consistently

The Club will be competing for the attention of its members and must be diligent in keeping the Club and its activities in the forefront of their minds. Work with the national staff to send out emails, to post events to the national website, to use *The Chakett* and other tools to help communicate to your members (and potential members).

APPENDIX – SAMPLE BY-LAWS

By-Laws of the Chi Phi Club of _____

Article I

Name, Location, and Purpose

1. The name of this organization shall be the Chi Phi Club of _____.
2. The location of the club shall be in _____.
3. The purpose of the club is to promote fellowship among the members of the Chi Phi Fraternity, alumni and actives, to support and encourage the active Chapters and Colonies of the Fraternity and to advance the welfare of the Fraternity in general.

Article II

Members

1. Every alumnus of the Chi Phi Fraternity residing within _____ shall be eligible for full, active membership.
2. Active member of the Fraternity whose homes are within the boundaries named or who are in residence at an educational institution located within these boundaries shall be eligible for associate membership.

Article III

Meetings

1. There shall be held an annual meeting of the members of the club on _____. At such meeting the members shall elect the officers to serve for the ensuing year and until their successors are elected and qualified.
2. Special meetings of the members shall be held upon call by the President or upon written request of the members, at such place as may be stated in the call therefore.
3. A quorum at any meeting of the club shall consist of six members.

Article IV

Officers

1. The club shall be elect a Board of Directors consisting of a President, Vice President, Secretary and Treasurer, _____ at-large members, and such other officers as the by-laws shall provide. The offices of Secretary and Treasurer may, however, be held by the same member.

2. Only members in good standing shall serve on the Board of Directors.
3. The Alpha(s) of the _____ Chapter(s) shall be an ex-officio honorary Board of Director(s) of the club.

Article V
Duties

1. The President shall:
 - a. Reside over the meetings of the Board of Directors and regular club meetings.
 - b. Assign specific tasks and responsibilities to subcommittees/teams or individual Board members.
 - c. Coordinate the work of the Board.
 - d. Serve as the main point of contact with the national headquarters and other local alumni organizations.
 - e. Work with the Secretary to communicate the club's progress and its events.
 - f. Act in the club's best interest between the meetings of the Board and regular club meetings
2. The Vice President shall:
 - a. Serve in the President's role during his absence.
 - b. Help subcommittees/teams achieve their objectives.
 - c. Assist the President with his duties and responsibilities.
3. The Secretary will shall:
 - a. Record and distribute minutes of Board and regular club meetings.
 - b. Keep a record of meeting and event attendees.
 - c. Distribute a listing of the club's membership to the general membership and the national office.
 - d. Communicate the progress and plans of the club and send out invitations for club events to all area alumni.
4. The Treasurer shall:
 - a. Maintain the financial records and bank accounts of the club.
 - b. Record the receipt of annual membership dues payments.
 - c. Provide regular financial reports to the Board and the general Club membership.
 - d. Pay all necessary, approved expenditures.
 - e. Notify members who have failed to pay their dues by calling their attention to Article VI of these by-laws.
5. The Board of Directors shall:
 - a. Act as the executive body of the club in between the regular club meetings.

- b. Form the appropriate subcommittees/teams as deemed necessary by the President.
- c. Fill any vacancies on the Board until the next regular Club meeting.

Article VI

Finances

1. The dues of the association shall be \$_____ and payable on or before _____ of each year.
2. All members who have not paid their dues by _____ shall not be in good standing. Member not in good standing may be reinstated by the payment of their current annual membership dues.

Article VII

Miscellaneous

1. At the regular _____ meeting of the club, the Secretary shall present for approval and adoption by the club, a report to the Grand Council of the Fraternity, which shall be transmitted to the Grand Gamma of the Fraternity within ten days of adoption, and shall contain or have attached thereto a list of the officers of the association, showing their chapter, class date, full address and occupation, and a list of all the members of the club in active standing together with their chapter, class date, full address, and occupation
2. This club, if chartered, will obey strictly the Constitution and By-Laws of the Chi Phi Fraternity.

The club by-laws may be amended at any regular meeting of the club by a two-thirds vote of the members present.