Over a century ago a group of students about to graduate from Southern Illinois Normal University decided to perpetuate their care, concern, and loyalty for our alma mater and one another. Through their effort, the SIU Alumni Association was founded, and the first recorded meeting was held on June 10, 1896.

Today more than 240,000 graduates living in more than 130 countries are linked to our alma mater through the SIU Alumni Association. The Association serves the University and its alumni and students by providing services and programs, and preserving the traditions, instilling pride and affording opportunities to engage with Southern Illinois University.

Alumni volunteers are vital to the quality and success of Southern Illinois University. Alumni give their time and resources, recruit alumni members, develop chapters, provide scholarships, recruit students, and provide career opportunities to graduates.

Serving as SIU’s primary link to alumni and friends, the SIU Alumni Association actively supports the development of alumni Constituent Organizations throughout the nation and around the globe. Quite simply, the intent of an alumni Constituent Organizations is to organize the efforts of alumni to support the mission and goals of the Association in support of Southern Illinois University.

These guiding principles support the overall mission of the SIU Alumni Association:
- To establish and maintain a lifelong relationship with SIU, our alumni, and friends.
- To advance the interests and welfare of the University, our alumni, and students.
- To promote SIU in chapter communities.
- To provide a variety of benefits and opportunities to alumni.
- To support excellence in education, teaching, research, and service.

This Alumni Constituent Organizations Handbook will assist you in planning, implementing, and evaluating Constituent Organizations activities and programs. Procedures for organizing a new Constituent Organizations, suggestions for building strong membership, ideas for programs and special projects, and information about Constituent Organizations operations and
finances are all explained. This handbook is a guide to chapter leaders and volunteers, but the individuality of each Constituent Organizations and the personal commitment of those involved remains the key to chapter success.

Table of Contents

MISSION STATEMENTS
  Mission and Scope of Southern Illinois University Carbondale
  Mission of Development and Alumni Relations
  Mission of SIU Alumni Association

HISTORY
  History of Southern Illinois University
  History of the SIU Alumni Association

STARTING AN ALUMNI CONSTITUENT ORGANIZATIONS
  Difference between an Alumni Club Chapter and Group
  What is an Alumni Club/Chapter?
  What is a group?
  Criteria of Alumni Club/Chapter
  How to Get Started

CHARTERING AN Constituent Organization
  Requesting a Charter
  Receiving a Charter
  Maintaining a Charter

OPERATING A CHAPTER
  Volunteer Recruitment
  Organization and Structure
  Officer Duties and Responsibilities
  Suggested Committees
  Governance of Association Clubs/Chapters/Groups
  Chapter Finances
Mission Statements

Mission and Scope of Southern Illinois University Carbondale
Source: 1 Policies of the Board of Trustees, A.3.]
Southern Illinois University Carbondale, now in its second century, is a major public higher education institution dedicated to quality academic endeavors in teaching and research, to supportive programming for student needs and development, to effective social and economic initiatives in community, regional, and statewide contexts, and to affirmative action and equal opportunity.

Mission of Development and Alumni Relations
The mission of Development and Alumni Relations is to advance public understanding, build and strengthen lifelong relationships, and enhance philanthropy in support of Southern Illinois University.
The division consists of:
• SIU Alumni Association
• SIU Foundation

Mission of SIU Alumni Association
To reveal to the world the excellence of Southern Illinois University

History

History of Southern Illinois University
From its humble beginnings as the state’s second teachers college (founded in 1869
with a dozen academic departments and an inaugural class of 143) Southern Illinois University Carbondale now ranks among Illinois’ most comprehensive public universities.

History of the SIU Alumni Association
The SIU Alumni Association is the largest and oldest organization at SIU. The Association was established in 1896 by a group of students who wanted to continue their involvement with their alma mater after graduation. The Association’s first recorded meeting was held on June 10, 1896 at Southern Illinois Normal University, the original name of our alma mater. Fifty years later, on July 23, 1954, the organization was incorporated, and its legal name became: “The Association of Alumni, Former Students, and Friends of Southern Illinois University, Incorporated.”

The Southern Illinois Alumni Association is comprised of two entities, a University department, Alumni Services and the 501 c 3 corporation, the Association of Alumni, Former Students and Friends of Southern Illinois University. Via a master contract with Southern Illinois University, these two entities operate as the Southern Illinois Alumni Association.
Starting an Alumni Chapter/Club/Group

What is an Alumni Club/Chapter/Group?
An alumni club/chapter is an organized group of alumni, former students, and friends of Southern Illinois University living within a designated geographic area. An alumni group is not bound by a geographic area but share an affinity. Each club/chapter/group is led by volunteers who work with the SIU Alumni Association staff to plan and carry out programs and activities.

An SIU alumni club/chapter/groups exists to bring together the efforts of alumni to establish an SIU presence in their area or amongst a particular affinity group. Encouraging participation in the life of the University, providing information about the University, and facilitating involvement and camaraderie among Salukis in the region are ways to achieve and maintain this goal.

Criteria of Alumni Club/Chapter/Group
An alumni club/chapter/group can form in one of two ways: a group of interested alumni who contact the SIU Alumni Association and request help in starting an alumni club/chapter/group, or by the Association contacting alumni in an area to initiate a constituent organization. Both methods require the leadership of local alumni to establish a new club/chapter. When considering an area for club/chapter development, the Association looks for common characteristics that have proven successful. Those characteristics include a location within a major metropolitan area, and/or approximately 1,000 or more SIU alumni living within that specific geographic region. Groups follow the same criteria with the exception of the geographical location.

Difference between an Alumni Club, Chapter or Group
Once alumni have assumed leadership roles and committed to club/chapter/group development, Association staff will assist in constructing a timeline to inform alumni about the proposed club/chapter/group and generate support and programming ideas. Planning meetings between staff and alumni leaders will initiate the organizational structure and answer questions. Developing a constituent organization takes time, often two or more years. During this “organizational” phase, the group is referred to as an alumni “club” and operates in the same way and toward achievement of the same goals as a chapter. Chapter status is granted to a club after its members have proven their commitment to the local organization and the Association. Once the “club” has held regular meetings, hosted
several club activities, submitted a petition, and been granted a charter by the SIU Alumni Association Board of Directors, they will be recognized as a “chapter.” Groups status is achieved once a group has established officers, held regular meetings with constiuents, submitted a petition and the petition has been approved by the SIU Alumni Association Board of Directors.

**How to Get Started**

**Step I: Determine if area meets criteria**

The number of alumni in your geographic area or number of alumni in specific affinity. must first be determined.

Report can be generated from the Alumni Association database to determine the number of alumni in the geographic area and determine if it meets the criteria for a club/chapter.

**Step 2: Gauge Interest**

- **Electronic Communication**

Once an individual is ready to take on the role of a club representative, the SIU Alumni Association (for whom e-mail addresses are known) will send out an email blast to the geographic area to gauge the interest of alumni and friends.

See sample email:

> “Dear SIU Alumni and Members:

> SIU Alumnus Sam Saluki is seeking more volunteers to establish the Greater Cincinnati Tri-State Alumni Club and organize activities for SIU alumni and friends in the area. SIU Alumni Clubs and Chapters bring together the efforts of local alumni to establish a Southern Illinois University presence in the area, to encourage participation with the University, and to facilitate involvement and camaraderie among Salukis. Go Dawgs!

> If interested, please contact Mr. Saluki at samsaluki@siu.edu.”
Information can also be promoted through the Southern Illinois University Alumni magazine that is published quarterly.

See sample:

“Calling All Alumni!
Alumni clubs and chapters bring together the efforts of alumni to establish an SIU presence in their areas, to encourage participation with the University, and to facilitate involvement and camaraderie among Salukis. There has been interest from alumni to form alumni clubs and chapters in Dallas-Fort Worth area, Minnesota, Greater Nashville area (Tennessee), Greater Virginia Beach area (Norfolk, Virginia Beach, Chesapeake, Hampton, Newport News, Suffolk, and Portsmouth), Peoria Tri-Counties (Peoria, Tazewell, and Woodford) and Cook County (Chicagoland).

Local volunteers efforts are crucial to the success of alumni clubs and chapters. To become involved or help organize or participate in future activities, please contact:
Dallas-Fort Worth - Club Representative Catherine Ursprun’93, 9ateatie6of6@aol.com
Minnesota - Club Representative Scott Schmitt ’92 at scott@schmittyapolis.com
Nashville - Director of Chapter Development Argus Tong at argust@alumni.siu.edu
Virginia Beach Area - Club Representative Lisa Burns ’05 at stlouis_409@yahoo.com
Peoria Tri-County - Director of Chapter Development Argus Tong at argust@alumni.siu.edu
Cook County - Chapter Representatives “Doc” Kane ’96 and Jim Buczynski ’98 at doc@roscommon.com.”
**Step 3: Involve Volunteers**
Through feedback and responses, form a core planning committee of about four to eight volunteers, set up a meeting and plan ahead for the future of the club through activities and events best suited for the area. For example, trivia nights are extremely popular in St. Louis.

**Chartering an Alumni Club**

**Requesting a Charter**
Once a club sponsors activities that involve a regular group of alumni and elects officers, the club should petition the SIU Alumni Association Board of Directors to be recognized as a “chartered chapter.” The petition must include a minimum of 25 signatures of current Association members living within the club geographic area. The petition and letters of support must be submitted to the Executive Director of the SIU Alumni Association at least six weeks prior to a regular meeting of the national board of directors (held in the fall at Homecoming and the last Saturday in April of each year). A draft petition may be obtained from the SIU Alumni Association.

**Receiving a Charter**
Upon review of the chapter petition and approval by the SIU Alumni Association Board of Directors, an official charter will be issued to the new chapter. A chartering ceremony is encouraged, such as a formal dinner program, to be hosted by the chapter to celebrate receiving the charter. University leaders and members of the SIU Alumni Association Board of Directors often attend these ceremonies to underscore the importance of alumni chapters.

**Maintaining a Charter**
Once a constituent organization is chartered, it is important to maintain a predetermined calendar of activities. The following are minimum annual requirements:

- Maintain a minimum of four (4) elected alumni officers who are Association members.
- Chapters should hold a minimum of one meeting per year. The chapter will strive to host one to three chapter events & activities per year. Written minutes from each meeting shall be forwarded to the Director of Constituent Relations following the meeting.
- The chapter will actively promote membership in the SIU Alumni Association.
- The Association Board of Directors or its designee will annually review constituent organization action/activities and determine if each constituent
organization has fulfilled the requirements. The failure to comply with Association policies may result in revocation of a constituent organization’s charter.

- The constituent organization shall adhere to the policies of governance and finance as set forth in three documents: Alumni Chapter Handbook, Operating Policies and Procedures for Constituent Organizations, and Association Bylaws.

**Operating an Alumni Constituent Organization**

**Organization and Structure**
Energetic and dedicated officers are essential to a productive club/chapter. All officers must be SIU alumni and members of the Association. Officers are responsible for chapter leadership, maintaining an accurate chapter roster, managing finances, and assuring the chapter abides by SIU Alumni Association policies and procedures and bylaws. Officers are the primary contact with the Association staff. To establish continuity in young club/chapters, elections of officers may be held every two years instead of annually. Each chapter can determine the most appropriate way and time to elect its officers, either at a regular chapter meeting or a special chapter meeting called for that purpose. All alumni members living within the chapter area are eligible to vote.

**Suggested Officer Duties and Responsibilities**
Chapters should elect a minimum of four officers (president, vice president, secretary and treasurer). The officers preside over all chapter board meetings, initiate chapter activities, and determine how chapter funds are generated and spent. The board includes the officers, committee chairs, and at-large board members. Board meetings must be open to all alumni living within the chapter geographic area and Association staff.

- **President**
The president shall establish the agenda and preside at all meetings of the chapter and chapter board. The president may attend committee meetings as an ex-officio member. The president shall maintain regular contact with other chapter officers and members, as well as Alumni Association staff.

- **Vice President**
The vice president shall be notified of all committee meetings, shall monitor all committee activities, and oversee development of membership in the chapter and Association. The vice president shall perform all duties of the president during her/his absence. The vice president, if elected, may ascend to the presidency at the conclusion of the president’s term.
• **Secretary**
  The secretary shall record and keep an accurate record of chapter activities and minutes from each chapter board meeting. A copy of these records and minutes shall be forwarded to the Association office following each meeting to be kept as official documents in the chapter’s files. The secretary should also communicate with club/chapter members and other area alumni to keep them informed of future activities.

• **Treasurer**
  The Treasurer shall keep an accurate record of all funds generated, held and spent by the club/chapter. A written treasurer’s report shall be provided at each chapter meeting. The treasurer shall be authorized by the chapter to commit funds held in an approved Association account. It is required that an annual treasurer’s report be filed with the SIU Alumni Association on behalf of the chapter. Association staff will work closely with the treasurer to monitor chapter operations and scholarship funds, if they exist, held in Association and Foundation accounts.

**Sample Committees**

• **Program Committee**
  The program committee is responsible for planning and coordinating chapter activities. At least one chapter function should be scheduled annually. Programs may be held in conjunction with local cultural events, athletic events, student recruitment, community service projects, social gatherings, dinners or other activities as suggested by the committee. For activities coordinated through the Association office, specific information for mailings and event arrangements must be communicated to the appropriate Association staff at least 12 weeks in advance of the event. All event flyers, invitations, brochures and other printed materials produced by the chapter must be reviewed and approved by Association staff prior to distribution.

• **Membership Committee**
  The member services committee is charged with regularly promoting membership in the SIU Alumni Association. Local alumni who join the Association support the chapter through the shared finances from Association membership. Each chapter that actively recruits new Alumni Association members is offered an opportunity to receive a portion (7%) of the membership dues upon receipt of payment! Association staff will work closely with this committee to develop and implement membership recruitment and retention campaigns.
• **Student Recruiting Committee**
  The student recruiting committee should work with Association staff as well as Admissions staff to assist in the recruitment of students to SIU. Chapters can assist in college fairs, make community presentations, speak at local high schools, host prospective or new student receptions, and provide other support as requested by the Association and Admissions offices.

• **Scholarship Committee**
  The scholarship committee is responsible to distribute applications and select qualified recipients for scholarships when the chapter has raised funds for this purpose. Criteria for the selection and distribution of scholarships must be reviewed by the Association. Scholarship funds are held in annual or endowment accounts with the Association or Foundation and are paid directly to the recipient’s University bursar account. Few activities are as rewarding as sending local students to SIU. Scholarships given by the chapter to local students are important public relations tools for the chapter and University.

• **Young Alumni Committee**
  The Young Alumni Committee could work toward alumni programming targeting recent graduates. Workshops focusing on resume writing, etiquette skills, buying a home, cooking classes, etc., could provide opportunities for alumni to stay connected to SIU.

**Governance of Association Clubs, Chapters and Groups**

Any individual or alumni interested in organizing a Constituent Organization under the auspices of the SIU Alumni Association acknowledges and accepts the SIU Alumni Association as their parent organization. The Constituent Organization’s purpose shall be in accordance with and support the mission, policies and procedures, and bylaws of the SIU Alumni Association.

Although each chapter maintains a separate identity, all operate under the auspices of the SIU Alumni Association, an independent 501©3 corporation, governed by a national board of directors. It is understood that the governance of each chapter shall rest with the SIU Alumni Association bylaws, with specific interpretation resting with the Board of Directors of the SIU Alumni Association. All constituent organizations will adhere to the organizational structure established by the Association Board of Directors and will accept the direction and final ruling of this board in all matters. Guidelines in this *Alumni Constituent Organization Handbook* and *The Operating Policies & Procedures for Constituent Organizations* explain the chapter organizational and financial requirements designed to protect alumni, the Constituent Organization, and the Association. Details regarding Association and
University policies will be discussed with Constituent Organization leaders.

**Constituent Organization Finances**

**Finances**

In its desire to support constituent organizations, the SIU Alumni Association will help promote programs and activities through funding, when available. Financial assistance is available for: printing invitations to events, coordinating mailings to area alumni and providing support for activities, funding staff travel to events, and other forms of support as allowed by the Association budget. Constituent organizations shall work closely with the SIU Alumni Association in planning events and other programs to ensure that pricing and planning time is adequate. Six months lead time is currently preferred.

Alumni constituent organizations shall hold their finances in an Association account, managed jointly by the chapter and Association. All expenditures from these accounts must be approved by both constituent organization leadership (Treasurer preferred) and Association staff prior to committing funds. All constituent organization funds in an Association account are held under the authorization of the SIU Alumni Association, fall under the Association’s financial purview, and must be accounted for as part of the Association’s annual audit. The SIU Alumni Association will provide financial statements periodically or more frequently when requested.

Any funds received directly by the constituent organizations shall be deposited with the SIU Alumni Association within seven days of the event. No funds should be retained by the constituent organization’s leadership for any reason. Any funds retained longer than seven days must be approved by the SIU Alumni Association, and the SIU Alumni Association retains the right for any legal and disciplinary action including removing constituent organization leadership rights. All cash received should be properly reconciled, including maintaining both backup and written ledgers of how many registrations/tickets/memberships/etc. make up the cash deposit. These cash funds must (1) be deposited at a local branch of the bank the SIU Alumni Association utilizes, (2) delivered in person to the SIU Alumni Association, or (3) be converted to a money order to be sent directly to the SIU Alumni Association. Checks should be mailed directly to the Association. No credit card payment information should be collected unless prior authorization and instruction have incurred to ensure proper compliance with Payment Card Industry (PCI) standards.

**Keys to Successful Clubs, Chapters and Groups**

- Regular contact with the alumni and friends (1 to 3 activities a year)
• Plan ahead by having an annual calendar of events
• Encourage suggestions from alumni
• Diverse programming to attract alumni of all ages, majors, professions and backgrounds
• Involve and utilize volunteers

SIU Alumni Association Membership

All programs and services available through the SIU Alumni Association are funded by membership dues. This includes student scholarships, member benefits, the Student Alumni Council, the Extern Program, events hosted by the Association; travel, insurance and credit card offers; as well as operational support for the organization and Constituent Organizations. A healthy alumni membership base is vital to the future of the Association and, by extension, each constituent organization established under it.

In return for this support, members receive a certain number of benefits, which include a subscription to SIU Alumni magazine, access to the SIU Alumni Association Discount Network (accessible online with offers now available in all areas of the U.S.), special member rates on certain events hosted by the Association, and special offers on SIU apparel and gear.

Membership and Constituent Organization Leadership

A standing goal of all SIU Alumni Association constituent organizations is to promote membership during events and in communications with other alumni. For leaders within these constituent organizations, maintaining a current membership is imperative to this mission. Since membership dues support constituent organization activities, building and exhibiting support for membership ultimately creates more opportunities for the group.

Constituent organizations are not authorized to charge separate membership fees exclusive to the group; only the SIU Alumni Association can assess dues.

Membership Dues Structure

Annual:
Single - $40 per year
Joint - $60 per year
3-Year:
Single - $100
Joint  - $150

Life:
Single - $700 one-time payment ($800 for installment plan)
Joint  - $900 one-time payment ($1,000 for installment plan)

Student Rates
Student - $15 per year
Recent Graduate - $25 (Currently offered up to one year following graduation) In 20xx, the National Board of Directors voted to offer a one year complimentary membership to graduating students.

Club/Chapter Resources

SIU Alumni Association Support

- Alumni Staff
  The SIU Alumni Association staff is available to assist with chapter operations. In addition to chapter activities, the Association staff is available to help manage financial accounts, submit articles to the Southern Alumni magazine, recruit alumni members, update chapter rosters, and promote student recruiting activities.
- Alumni Chapter Handbook
  Chapter leadership will receive the Alumni Chapter Handbook.
- Southern Illinois University Alumni Magazine
  Access is provided to the quarterly alumni magazine for clubs and chapters recognition, event announcements, and alumni profiles.
- Saluki Pride Newsletter
  This bi-annual publication can provide advance notice of clubs & chapters events to alumni members.
- Public Relations
  Association staff may assist in developing and distributing press releases promoting clubs and chapter programs.
- Printing and Postal Services
  Third class, non-profit postal rate of mailings of 200 or more may be provided for event flyers and invitations. However, it will be available on a case-by-case
basis since the SIU Alumni Association is moving toward a broader e-
communication method for contacting alumni and friends concerning
upcoming events.

- **E-communication**
  Email blasts are sent through SIU Advancement Services promoting chapter
  activities. Facebook messages are also sent through the SIU Alumni
  Association Facebook group.

- **Calendar Services**
  Clubs and Chapters events are posted on the SIU Alumni Association website
  event calendar ([www.siualumni.com/events](http://www.siualumni.com/events)).

- **Event Management**
  Takes reservations and payment for events. Prints nametags (when applicable)
  and provides attendance list.

- **Financial Services**
  Accounting services and an Association chapter account will be provided upon
  request. Quarterly statements will be sent to the chapter treasurer and account
  manager.

- **Dues Sharing Program**
  Membership campaigns, sponsored by the chapter, help the Association and
  chapter gain active members and provide support for alumni programs. The SIU
  Alumni Association will share membership dues revenue with those chartered
  chapters who actively recruit members as part of the annual chapter membership
  campaign.
  For example:

  “To become a member of the SIU Alumni Association visit
  siualumni.com/JOIN or call 618-453-2408 (M-F, 8 am to 4:30 pm CST). If you
  join online, please include the source code Y9AA COPZRP and a portion
  of your dues will support the Greater Phoenix Club Activities.”

- **Insurance**
  The Association provides general liability insurance for approved clubs
  and chapters events.

- **Event Packs**
  Event packs containing door prizes, napkins, pennants, etc. are provided
  upon request.

- **Constituent Organization Web Pages**
  Web-based assistance for chapters, including links for chapter
  web sites on [www.siualumni.com/chapters](http://www.siualumni.com/chapters).

- **Records Maintenance**
  Alumni records are confidential. Alumni chapters should encourage alumni
to update their email at www.siualumni.com/update.

Revised: 9/2016
I have read the Constituent Organization handbook and understand my responsibilities as an SIU Alumni Association Constituent Organization leader.

Signature: ____________________________________________

Date: ______________________