Starting a New Alumnae Chapter

Purpose of an Alumnae Chapter
Today’s alumnae chapters must be designed to meet the needs and interests of today’s women. National Kappa Delta encourages each alumnae chapter to create an atmosphere of warm and caring friendship that is nurtured by the joy and satisfaction that comes from participating in meaningful events.

Gone are the long, drawn out business meetings and time-consuming activities void of educational, philanthropic or inspirational impact. Yet, in our busy world, women value a network of supportive friendship. Kappa Delta alumnae chapters can be the perfect vehicle to provide that network of support while offering fun and exciting experiences that enrich the lives of its members. Alumnae chapters serve the following roles:

1. **To provide social interaction.**
   Above all, Kappa Delta is a social organization. Alumnae chapters allow Kappa Deltas of all ages and chapters to develop friendships with women who share their personal and professional interests. Alumnae chapters offer a lifetime of support, camaraderie and just plain fun within the bonds of Kappa Delta.

2. **Offer opportunity for leadership**
   Kappa Delta alumnae chapters offer members countless opportunities to strengthen and hone their leadership skills by serving as leaders in alumnae chapters, including serving as an elected officer, chairing a committee or helping to plan a philanthropy event.

3. **Provide college chapter support**
   Alumnae demonstrate by example the rewards of lifetime friendships in Kappa Delta while also sharing their wisdom and experience when they volunteer to help collegiate chapters. Some alumnae chapters provide recommendations for prospective members, assistance with recruitment and snacks and encouraging notes during exam week. Individual alumnae make a difference when they serve on chapter advisory boards or house corporation boards or act as career mentors and concerned friends to collegiate members.

4. **Encourage philanthropic endeavors**
   Kappa Delta offers a number of ways for alumnae to make a difference. Many alumnae chapters support the work of Prevent Child Abuse America and local child abuse prevention agencies through annual Shamrock events. Some alumnae chapters support Kappa Delta’s national partnership with Girl Scouts of the USA by volunteering with local troops. Others support local philanthropies in their communities in the name of Kappa Delta.

5. **Support National Kappa Delta**
   When alumnae join a Kappa Delta alumnae chapter, they are able to take part in shaping the national organization. Each alumnae chapter is encouraged to send a delegate to National Convention, which takes place every other year. The AC delegates, along with collegiate chapter delegates, vote on
changes to the National Bylaws, elect members to National Council and offer ideas for future programs.

Creating a New Alumnae Chapter
Kappa Delta alumnae who live in an area where there is no active AC are encouraged to assess the interest and potential for an alumnae chapter to be organized – or reorganized – in their community. There are five steps to follow in creating an alumnae chapter. (These steps are based on Article XI, Section A, of National Bylaws of Kappa Delta.)

Step #1 Contact National Headquarters
- Call or email the alumnae development manager at National Headquarters: 800-536-1897 or alumnae@kappadelta.org.
- You will be contacted by a National Leadership Team (NLT) member to assist you. She will help you assess the interest for an alumnae chapter in your area through an electronic survey sent out by National Kappa Delta.

Step #2 Meet with the Planning Team
- A planning meeting will be held with local interested alumnae under the guidance of the National Leadership Team member assigned to assist you.

Step #3 Host a Kick-Off Event
- Work with your NLT member to send out an invitation to all local alumnae for a kick-off event. Your NLT member will help you by asking National Kappa Delta to send the email invitation on your behalf.
- Topics for discussion at the Kick-Off event may include:
  - Decide on a name for the chapter (should be based on a geographic area)
  - Leadership roles (president, vice president, secretary and treasurer)
  - Review survey results
  - Programming, number of events
  - Communication preferences
  - Alumnae chapter dues

Step #4 Request Your Alumnae Chapter’s Official Charter or Reorganization
- After formulating a basic plan and having a minimum of 10 interested and committed alumnae, notify the NLT member that your group is ready to request an application for a charter/reorganization.
- The NLT member will provide a charter/reorganization petition form. When submitting the form, you will also need to submit a $25 charter/reorganization fee.
- The completed petition and check should be submitted to Kappa Delta National Headquarters. Once received, the National Vice President-Alumnae will submit the petition to the National Council for approval.

Step #5 Establishing Necessary Financial and Association Framework
- The NLT member will continue to assist your new alumnae chapter with operations and planning.
- It is recommended that you setup your organization as an unincorporated association in your state. To do this, you will need to establish and adopt alumnae chapter bylaws. Samples can be obtained from the NLT member.
• You will then need to obtain an employer identification number (EIN) from the IRS. You will need this identification number to open a bank account under the name of the alumnae chapter. **You do not need to incorporate your alumnae chapter to set up a bank account or obtain a 501 (c) (3) or 501 (c) (7) exemption from the IRS. In fact, you should NOT do so.** The NLT member will provide the Alumnae Chapter Treasurer with instructions.

**Important notes:**

• Kappa Delta has alumnae chapters (not clubs). “Alumna” is one woman, and “alumnae” is two or more women. “Alumni” refers to men or a mixture of men and women.

• The alumnae year extends from April 1 through March 31.

• The procedure for reorganizing an alumnae chapter is essentially the same as the procedure for beginning (chartering) a new AC.

• If an alumnae chapter finds it necessary to become inactive, the NVP-A should be notified. If the AC holds its charter, it must be returned to National Headquarters where charters are kept on file.

• There may be more than one AC in a large metropolitan area, and a metropolitan executive board may be formed to facilitate communication among ACs.

• Alumnae chapters are 501(c)(7) not-for-profit organizations, not 501(c)(3) tax-exempt organizations. Do NOT attempt to create a 501(c)(3) alumnae chapter.