



Alumnae Chapter Establishment

WHEN IS AN ALUMNAE CHAPTER ESTABLISHED?

- A province alumnae chair (PAC), volunteer director of province alumnae chairs (DPAC) or designated headquarters staff member identifies an area that could potentially support an alumnae chapter.
- A group of Alpha Chi Omega alumnae contact headquarters (lifetimeengagement@alphachiomega.org) with a request to form an alumnae chapter in a particular geographical area or a virtual chapter that is specific to alumnae of a particular collegiate chapter or area of interest.
- An existing chapter in a metropolitan area becomes too large or spread out and a need presents itself for an additional alumnae chapter in that area.

ESTABLISHMENT REQUIREMENTS

1. Have a minimum of fifteen (15) alumnae members who are in good standing with the Fraternity.
2. Appoint a president and treasurer.
3. Host one Ritual event, including but not limited to: Founders' Day, Hera Day, Hall of Commitment, milestone pinning ceremony, etc.
4. Host one recruitment event to actively engage and connect with potential alumnae chapter members.
5. Participate in and/or host one philanthropic event.
6. Complete and sign the *Petition to Become an Alumnae Chapter* (provided at a later date by headquarters staff) and send dues of \$12 per member to headquarters.

If the chapter needs any assistance with planning events, additional resources are available!

AFTER ESTABLISHMENT

All alumnae chapter petitions are reviewed and voted upon by the National Council. Upon approval, the chapter president and treasurer will receive an email from the lifetime engagement department with the next steps.

When an alumnae chapter petition is approved, the chapter will receive a new Greek-letter name, or in the case of a reestablishment, will be assigned the Greek-letter name the chapter held previously.

The chapter will continue to work closely with its PAC to ensure the successful execution of chapter events and fulfillment of all alumnae chapter requirements, per Alpha Chi Omega's governing documents.