



Guidelines for Organizing  
A  
Morehouse Alumni Chapter

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# You: The Chapter/Affiliate President

As president of a Morehouse Alumni Chapter or Affiliate,

You should:

- Read the Alumni Bylaws and Constitution of the Alumni Association.
- Keep updated files on each alumnus and each Morehouse student in your area.
- Send minutes of your meetings to your regional Vice-President and the National Office.
- Send address changes on all alumni in your chapter's jurisdiction to the National Alumni Office.
- Try to enlist as many chapter/affiliate members as possible in active work for your chapter/affiliate.
- Keep in touch with your regional Vice-President who is always willing to offer help and visit your chapter/affiliate.
- Send a newsletter, if possible, to all alumni in your area.
- Appoint a Morehouse student from your area who will serve as a liaison between the college and your chapter/affiliate to keep you informed on your students' activities, and the current situation on campus. The student's point of view will assist your chapter/affiliate in understanding problems, activities, the current student way of life, and changes in the academic program.
- Invite parents of Morehouse students to occasional meetings and to all social affairs.
- Attempt to organize at least one chapter/affiliate trip per year to the college either at Homecoming or Commencement. The trip should include wives or sweethearts, and if possible, prospective students for Morehouse. The college will attempt to have homecoming during the month of October and/or November of each year. This will provide a chapter/affiliate that has suspended activities during the summer an adequate amount of time during the month of September to plan and collect adequate funds for chartered buses or other modes of transportation. Remember that the National Alumni Office stands ready to assist you with reservations, tours of the campus and

city, and minor details which your group may be interested in seeing or doing.

- Appoint at least three men who would be willing to represent the college at local high school “College Night” programs in the event a representative from the college is unable to attend. Ask the Admissions Office for a supply of recruiting materials.
- Prepare a report of the chapter/affiliate’s activities to be presented at Regional Conferences.
- Invite the President of the college, the National Alumni President, the Regional Vice-President, and the Alumni Executive Director to meet with the chapter/affiliate at least once per year.
- Be present for Homecoming, your Regional Conference, and the Annual Alumni Meeting to represent your chapter/affiliate.
- Send to the Alumni Association Office and your Regional Vice President the names, addresses and telephone numbers, of all elected officers of the chapter/affiliate.

# New Chapter/Affiliate Checklist of Activities

## Morehouse College National Alumni Association

### **Chapter/Affiliates Requirements**

- No less than five graduates or former students within locality defined by bylaws.
- Join together to promote the interest and welfare of the college and the Alumni Association.
- Promote the interest and welfare of the college and the Alumni Association in cooperation of the regional district.
- Adopt bylaws consistent with the principles of the Alumni Association and may elect officers as desired.

### **Immediate Actions**

- Elect officers
- Adopt bylaws
- Create a business plan of operation for the chapter
  - Mission Statement
  - Alumni Engagement Plan
  - Revenue Generation Plan
  - Timeline for 501c(3) application
- Determine corporate structure and file appropriate paperwork with your state agency
- Send names of officers to the National Alumni Association
- Obtain an Employee Identification Number (EIN) from the IRS
- Open a Chapter/Affiliate bank account
- File Form 1023 for federal tax exemption under section 501 (c) (3)
- Collect local and national dues
- Develop chapter/affiliate roster with name, address, year of graduation, e-mail, home and work phone number, profession, employer or university.

### **Core Business**

- Financial support to college
- Reclamation and membership drive
- Student recruitment

- Community service

### **Business Strategies and Goals**

- Increase membership (National 2,500) and develop communication channels (via internet)
- Outreach
  - Mentoring initiative
  - Syndicated newspaper column
  - The Mays Papers
- Fundraising (Identify new sources of revenue)
- Develop intermediate and long-range plans
- Develop social and cultural affairs
- Strengthen relationship with Spelman College Alumni Association in planning and execution of alumni events

### **Region Communication**

- Forward minutes and quarterly reports
- Forward Chapter/Affiliate roster
- Exchange information

# Suggested Chapter Calendar

## **July**

Begin collection of local and national alumni dues. Send National Alumni Office names of new officers for the *Alumnus*. Include the home and business telephone numbers of all chapter officers. Send a copy of the chapter's Treasurer's Report to the National Alumni Office. It is a good month to host a chapter picnic to include families.

## **August**

Outing for men and their wives or sweethearts. Social affair for new and returning students prior to September 1<sup>st</sup>. Include recent graduates as well. Compare chapter roster with addresses for Alumni Office. Continue campaign for local and national dues. Have a committee to meet with local sports editors. Inform them of Morehouse and the chapter's desire to see athletic scores in local newspapers.

## **September**

Complete plans for the chapter's trip to college for Homecoming. Encourage support for the scholarship fund. Formulate a Recruiting Committee for plan of action. Meet with high school counselors and invite them to September meeting. Notify Alumni Office if you need additional recruiting materials.

## **October**

Submit chapter news for the *Alumnus*. Pinpoint men who will celebrate reunions. Begin active recruitment of prospective students. Recheck local sports editors; either express appreciation for Morehouse scores appearing in the newspaper, or bring to their attention that the scores are not appearing in the sports section.

Homecoming – make plans to have automobile in parade.

## **January**

Celebrate Martin Luther King's birthday. Initiate activities for the election of Regional and National officers of the Alumni Association. Formulate actions for Regional Conference discussions, constitutional changes, etc.

## **February**

Founder's Day activity. Submit chapter news for the Alumnus. Morehouse Sunday in a church of your choice, preferably where an alumnus is pastor. Honor Morehouse men who will celebrate 50<sup>th</sup>, 40<sup>th</sup>, and 25<sup>th</sup> year reunions in May. Encourage their participation in reunion activities.

## **March**

Watch for regional meetings. Urge men in the chapter to attend. Charter a bus or travel in groups via automobile to conference. See possible summer job openings for students from chapter's area.

## **April**

Complete plans for Commencement Trip.

Commencement – Annual meeting of the National Alumni Association