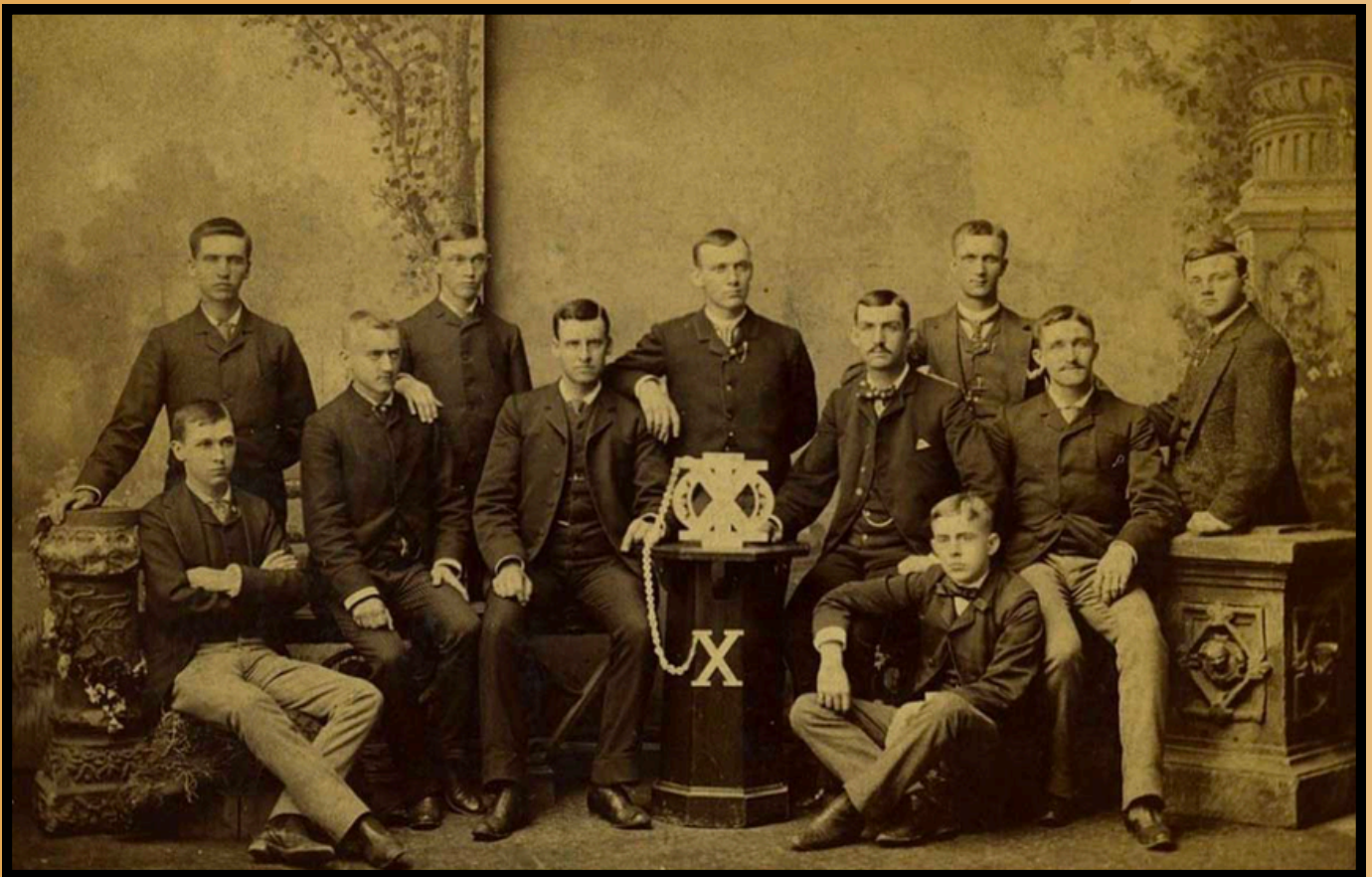


# CHI PHI FRATERNITY



# CHI PHI CLUB

## SUPPORT MANUAL

# TABLE OF CONTENTS



Purpose of City Club Support Manual

Getting Started

Maintaining Success

Marketing & the National Office

Appendix

Sample By-Laws

Events

Example Letter

Social Media



# CHI PHI IS NOT JUST FOR FOUR YEARS...



Being a Member of 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. Essentially, using your time, talent, and treasure to further the ideals of the fraternity. 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.

## CHI PHI CLUBS 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 & Associate Chapters
- Engage Alumni with National Chi Phi leaders and volunteers

# GETTING STARTED



These five steps will guide you in creating a club in your area, starting with a collaboration with the National Office.

**Step One: Contact the National Fraternity:** Reach out to [chiphi@chiphi.org](mailto:chiphi@chiphi.org) to showcase interest. A Staff Member will provide you contacts within x number of miles of the primary area. The Staff Member will help craft a draft of an outreach letter; and the Brothers looking to start the club to reach out via phone to further gauge interest.

**Step Two: Meet with a small group of interested Alumni:** Once outreach has occurred and there is initial interest, this initial group of Alumni will be imperative in further outreach and growth of the club. They help plan a kick-off event and serve as club officers. Creating a social media account (at least FB or IG) will also help spread the word.

**Step Three: Host a Kick-Off Event/Meeting:** Create an invitation or Facebook event to all interested Alumni, or those that have not yet responded. Have the starting group of Alumni help in spreading the word in their own groupchats or pages.

Topics for discussion at the kick-off event/meeting may include:

- Determine the club's official name (e.g. Atlanta Chi Phi Club, Seattle, etc.)
- Metro-Area Chi Phi Club (e.g. Chi Phi Club of Indianapolis)
- Determine leadership roles (president, vice president, secretary, treasurer, etc.)
- Discuss programming ideas, number of events, schedule of events, etc.
- Determine communication preferences (i.e. email, Facebook, Twitter, etc.)
- Determine how much the club's dues are and when they're due

# GETTING STARTED CONTD.



**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 relevant 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 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 SUCCESS



Starting a club is no easy feat; maintaining one takes a concerted effort. To keep the club on track, consider the following themes:

## **What are the wants/needs of the Members?**

Membership organizations need to consider how to best support and engage their Members, as they are the reason the organization exists. Polling and asking Members what times, types of events, and locations will help keep Members engaged and a part of the process.

Consider hosting speakers over topics of interest to Members. These speakers can be Chi Phi Alumni who have an interesting job, a local financial advisor, or Chi Phi National Staff/Grand Council Member.

## **Bringing in new Members and delegating.**

Much like the undergraduate leadership experience and many more after, successful clubs have great leaders that development future leaders. Delegating smaller projects or tasks, like organizing a philanthropic activity or posting on the club's Facebook page once a week, is a great way to involve Members without overwhelming them.

## **Communicate, communicate, communicate.**

Unlike the undergraduate experience, the Membership will have more obligations from other organizations, family, job(s), hobbies, etc. Which means the club needs to be diligent to keep the club relevant, but not 'badger' the Members.

The National Office is able to assist with contact lists, event ideas, past Chaketts, etc. This is further explained in the next section.



# MARKETING & THE NATIONAL OFFICE

The National Fraternity is here to assist as we can. This guide is not your only resource - Staff Members can provide best practices and refer a current Chi Phi Club President for direct advice. An outline of what else is available and where responsibility lies is below:

## National Office:

- Offer a contact list of 25, 50, and 75 mile radius of the city with email, phone number, address, and Chapter affiliation.
- Provide a @chphi.org email address
- Can create graphics or flyers; post an event or cause on social media
- Access past Chaketts

## Chi Phi Club:

- Create it's own Facebook or other social media account
- Make an Alumni interest form; send out the initial interest email
- Maintain club and social media engagement

## Collaboration:

- Let the National Office know at least two (2) weeks in advance for any marketing asks (e.g. promote an event on social media or creating a graphic)
- Collaborate with the National Office to update any contact information



# **APPENDIX – SAMPLE BY-LAWS**

## **By-Laws of [Chi Phi Club]**

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### **Article I**

#### **Name, Location, & 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.

# **APPENDIX – EVENTS**

## Event Ideas & Suggestions

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When it comes to hosting events, there are typically three buckets. They are either a National Fraternity, Brotherhood & Business, or Family-Style event. While there is crossover between these - here are starting options:

### **National Fraternity**

- Attending a Chi Phi Club business meeting
- Stopping by a Chapter when the Consultant comes through
- Participating in programming like Congress or Three Star Academy
- Advising a Chapter's Officer where your expertise matches

### **Brotherhoods & Business:**

- Chi Phi Club business meeting and dinner
- Luncheon with Undergraduate and Alumni speakers
- Hosting a bar/pub night to socialize
- Attending a nearby Initiation

### **Family-Style:**

- Visiting a baseball, basketball, football, etc. sports game
- Putt-putt or adventure island type park
- Touring campus and/or the Chapter House
- Planning a service event

For hosting the business meetings themselves, it is best practice to mirror the Undergraduate Brothers' current process. This includes utilizing Robert's Rules of Order to some extent, getting reports in prior to meeting, approving budget/by-laws as an Executive Council before having the larger club approve them, etc. For guidance on effectively running one of these meetings, please reach out to our brothers in the [Boston Chi Phi Club](#) or the [Tampa Bay Chi Phi Club](#) through Facebook.com

# APPENDIX – EXAMPLE LETTER

## Outreach Letter for Area Alumni

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**\*Dear Brothers,\*\***

I hope this letter finds you in good health and high spirits. As a proud Alumnus of Chi Phi, I have always cherished the bonds of Brotherhood that we share. The experiences, values, and friendships we gained during our time in the fraternity have had a lasting impact on our lives. It is in this spirit of Brotherhood and shared commitment to our values that I write to you today.

I am reaching out to invite you to join me in establishing a city-wide Chi Phi Club in our area. This club would provide an incredible opportunity to reconnect with fellow Brothers, not just from our own Chapter, but from across all Chapters who now call this city home. Our aim is to create a vibrant, supportive community where we can continue to embody the ideals of Chi Phi in our daily lives.

**\*\*Here's what we envision for the Chi Phi Alumni Club:\*\***

- **\*\*Fostering Brotherhood:\*\*** This club will serve as the bridge so Alumni can connect, network, and build lasting friendships with Brothers from various Chapters. Whether you've recently moved to the area or have been here for years, the club will be a place where you can find belonging and camaraderie among fellow Chi Phis.

- **\*\*Community Service:\*\*** As Chi Phis, we are committed to giving back to the communities in which we live. Through the Alumni Club, we will organize events and initiatives aimed at serving our local community. This is an opportunity for us to make a positive impact together, leveraging our collective strength and resources.

- **\*\*Supporting Local Chapters:\*\*** One of our key goals is to offer mentorship and support to the current undergraduate Chapters in our area. By sharing our experiences and guidance, we can help the next generation of Brothers succeed and uphold the traditions of the Fraternity.

To make this vision a reality, I invite you to join me for an initial meeting where we can discuss the formation of the club, brainstorm ideas, and set goals for the future. This meeting will be an opportunity to get to know each other better and to lay the groundwork for what promises to be an exciting and meaningful endeavor.

**\*\*Details of the initial meeting:\*\***

**\*\*Date:\*\*** [Insert Date]

**\*\*Time:\*\*** [Insert Time]

**\*\*Location:\*\*** [Insert Location]

Please RSVP by [Insert Date] to [Your Email Address/Phone Number], so we can ensure we have enough space and refreshments for everyone.

If you're unable to attend but are interested in being involved, please don't hesitate to reach out. We would love to keep you informed about future meetings and events.

Thank you for considering this opportunity to reconnect with your Chi Phi Brothers and to make a difference in our local community. I look forward to hearing from you and hope to see you at our first meeting.

In the Bonds of Brotherhood,

[Your Full Name]

[Your Chapter Name & Graduation Year]

[Your Contact Information]

Chi Phi Fraternity - [City] Chi Phi Club

# APPENDIX – SOCIAL MEDIA

## Marketing Examples & Content

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### Brand Consistency

Maintain brand consistency and save time with a template the National Staff can help customize.

[Style & Brand Guide](#)

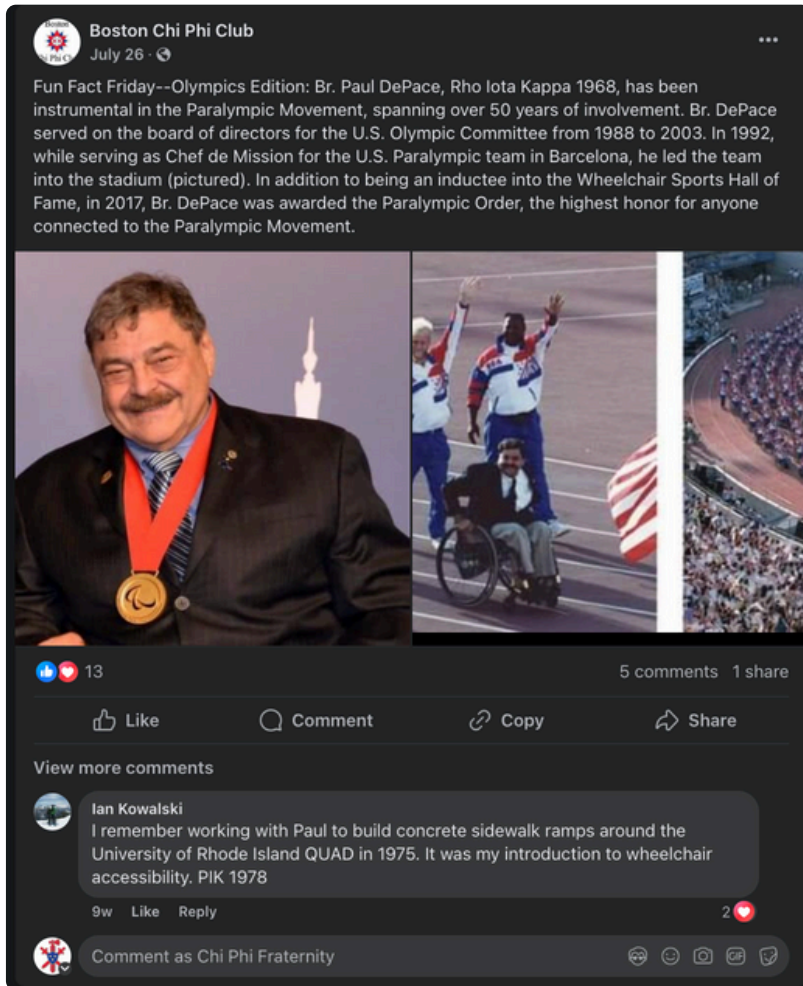


### Club Customization

The club controls what their name is, and the photo in the background. Customizations outside of this can be discussed.

# APPENDIX – SOCIAL MEDIA

## Marketing Examples & Content



## Types of Posts

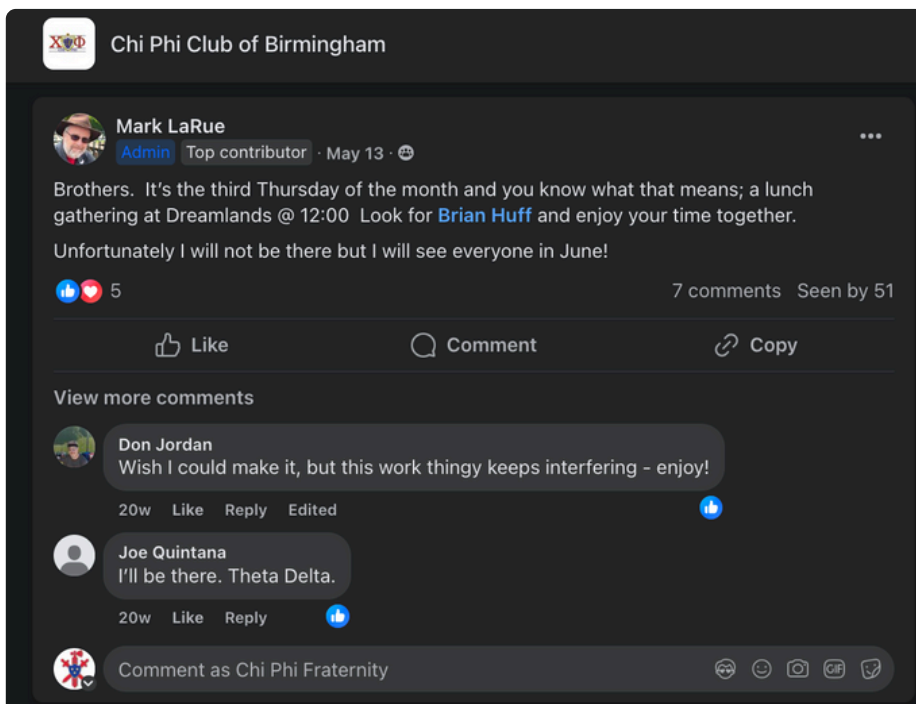
Topical

Day-Themed

Important World Date

Important Chi Phi Date

Chapter Alumni Spotlight



## Facebook Events

A Facebook event helps:

- Gauge attendance
- Arrival times
- Provide directions
- Separate space for event discussion

# APPENDIX – SOCIAL MEDIA

## Marketing Examples & Content

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## Supporting Fraternity Efforts

The National Fraternity will work to keep Alumni abreast of upcoming expansion projects, special events, and conferences or other programming.

To share this with the club allows Members to critically look at how much time to dedicate towards all things Chi Phi.

