

Alumni Chapter Chartering Process - Beta Sigma Psi National Fraternity

Below are the requirements and process for chartering a new Alumni Chapter of Beta Sigma Psi. Any questions can be directed to the Director of Alumni at alumni@betasigmapsi.org.

1. Requirements for chartering a new Alumni Chapter:
 - a. The Alumni Chapter should have at least 15 members. Note that these do not all have to be officers, but rather 15 men who could be listed as members of your chapter. This essentially ensures there are at least 15 graduates from a chapter before forming an Alumni Chapter.
 - b. The prospective Alumni Chapter should establish a name for themselves. The chapter should name themselves based on the name of the city or geographic region where the chapter is located, provided that the name is unique of any other previously established Alumni Chapter.
 - c. The Alumni Chapter should have a Constitution and By-Laws
 - i. [Example of an Alumni Chapter Constitution and By-Laws](#)
 - ii. Each chapter should structure their Constitution to match their campus norms in terms of the specific chapter activities they are supporting.
 - d. The Alumni Chapter should have Incorporation Documents from incorporating as a legal non-profit entity in its state. This is especially important if the chapter intends to have a property in the future. Contact your state's Secretary of State office for incorporation requirements.
 - e. After incorporating with the state, it's recommended that the Alumni Chapter open at least two bank accounts - a checking account for managing day-to-day operations, and a savings account to hold donations to support a future chapter facility.
 - f. The required officers of an Alumni Chapter include President, Vice-President, Secretary, and Treasurer. Alumni Chapters affiliated with an active chapter shall also elect an alumnus from their membership to serve as Alumni Advisor to the active chapter, and also elect an Alumni Recruitment Chairman to assist the active chapter in their recruitment efforts.
2. Once the above requirements are met, send the National Council a Letter of Intent, along with evidence of the above requirements.
 - a. Ideally, one or more representatives from your alumni group would be present at a National Council Meeting to petition, just as a colony would.
 - b. [Example of a Letter of Intent](#)
3. Once the National Council recommends the Chartering to the Chapters, the Chapters will vote on Chartering. Chartering requires a 2/3 vote from the Chapters.
4. The Alumni Chapter shall pay a charter fee as established in the By-laws of the National Constitution. The chartering fee is \$250, which counts as the first year's annual dues. Annual dues thereafter are also \$250 per chapter.

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5. Once the above steps are completed, a Chartering Ceremony will be held in the following months as scheduling permits.