

## ***ORGANIZING A NEAL- MARSHALL ALUMNI CLUB CHAPTER***

We appreciate your interest in your IU Alumni Association and in particular, the Neal-Marshall Alumni Club. To form a new chapter or to reorganize an inactive one requires a firm desire and commitment by a core group of local alumni and friends of the university. Within the state of Indiana, most alumni club chapters are organized according to countywide distribution of alumni. Cities and their surrounding areas organize out-of-state alumni club chapters geographically.

1. The following steps are suggested for starting or reorganizing an alumni chapter:
2. The first step is to call the Neal-Marshall Alumni Club Director at (812) 855-3768 or (800) 824-3044 to express an interest in forming or reorganizing a chapter.
3. Decide upon the area to be served by the proposed chapter. The alumni office can determine whether a given area is available to be served by a chapter. If a proposed chapter overlaps an area already served, an agreement on boundaries will be negotiated.
4. Select and contact a nucleus of five to eight alumni. Call a meeting to decide upon a time, date, and place for an organizational meeting to which all alumni in the chapter area will be invited. Appoint chairpersons for the committees responsible for meeting reservations, telephone and personal contact, program, publicity, and officer nominations.
5. Contact the Neal-Marshall Alumni Club office, which will help finance, prepare, and mail announcements of the organizational meeting to all alumni within the chapter area. If desired, the alumni office can offer suggestions for the meetings program. If possible, an Alumni Association staff representative will be present at the meeting to help organize the chapter, give a university update and a presentation on the Alumni Association, outline the purposes, objectives, and programs of alumni chapters and answer questions.
6. As a follow-up to the organizational meeting, the original contact person should assemble a list of those who are genuinely interested in providing leadership and support to the new chapter. It is not essential for officers to be elected at the first meeting, but identifying chapter leaders early is helpful.
7. Once officers and board members have been elected (perhaps at the first or second meeting) and the chapter treasurer has filed the proper forms with the IUAA, the chapter will be officially recognized by the Neal-Marshall Alumni Club and the IUAA.

