
THETA CHI FRATERNITY – GAMMA ZETA CHAPTER

TO: ALUMNI BROTHERS
FROM: BROTHER HANSEN
SUBJECT: ALUMNI CORPORATION RESTRUCTURE
DATE: 07/29/2019
CC: CURRENT ALUMNI OF THE GAMMA ZETA CHAPTER

The Alumni Corporation (herein known as the “Board”) is pleased to present to you our restructure and development plan to reestablish the legitimacy of the Board. We feel as though the Board could be utilized more effectively as a bridge between Alumni and the Undergraduate Chapter.

We would like to iron out some changes that should encourage a new direction within the organization. These changes are intended to keep Alumni more connected, involved, and informed. The Board positions, President, Vice President, Treasurer, and Secretary have been given new position-outlines and expectations as follows:

President:

- Physical appearances @ OSU events (Pinning, Initiation, Alumni Weekend, etc. is required)
- Socialize with Alumni & maintain positive relationships with Alumni to ensure attendance and Donations / Dues continue to be produced (Travel fees to be covered by Alumni Corporation Bank Account)
- Main point of contact with Oklahoma State University Office of Fraternity & Sorority Affairs
- Main point of contact with Oklahoma State University Greek Housing Corporation

Vice President:

- Fill in for president whenever president cannot be accounted for
- Work with President in recruiting and maintaining relationships with graduating members of the undergraduate chapter (introduce them to how to be a successful alumni)
- Work with President in maintain positive relationships with Alumni to ensure attendance and Donations / Dues continue to be produced
- Main point of contact with staff members of IHQ
- Liaison between the Chapter Advisory Board and Alumni Corporation (Attends meetings for both)

Treasurer:

- Establish Revenue (Details and Information coming in (1) week)
- Coordinate with Undergraduate chapter regarding Sponsorships for chapter recruitment
- Create, Develop, and Maintain a transparent documentation of income and expenses from the Alumni Corporation bank account with Simmons Bank
- Provide money and coordinate with undergraduate chapter regarding assistance in paying for different events
- Oversee the Scholarship Fund & Ensure timely delivery of funds to scholarship Recipients
- Create, Develop, and Maintain a Housing Fund to prepare the Undergraduate chapter for acquisition of property

Secretary:

- Create, Develop, and Maintain a comprehensive email list with all Alumni Addresses, Careers, and Contact Information
- Create, Develop, and Maintain records of attendance of any alumni at alumni events or undergraduate events (Alumni Weekends, Tailgates, Homecoming, etc.)
- Create, Develop, and Maintain records of donations of any alumni regarding amount donated, which date, and which graduating class and pledgeclass said individual was from.
- Create, Develop, and Maintain an alumni website whether that be separate from the undergraduate website or not
- Take minutes at every meeting and keep records of said meeting so that Alumni outside the Board can feel informed

We feel as though these changes will incorporate the desires of all Alumni to be connected to the Undergraduate chapter meanwhile providing the freedom to keep their distance as necessary on an individual basis. If you have any additional comments, feedback, or criticisms we are happy to hear them.

We appreciate the time, energy, and money spent on the Chapter's success thus far, and look forward to a bright future for the Board, Alumni, and Undergraduate Chapter. If there is anything the Board can do to recognize members for above and beyond support in years past, please do not hesitate to let us know. We only know as much as we are told.

Thank you for your time and consideration,

Members of the Alumni Corporation Board

Zakaria Elkhargli, President

Tim Neary, Vice President

Jake Hansen, Treasurer

Logan Smith, Secretary