



CHAPTER REACTIVATION/CHARTER PROCEDURES

Pursuant to Article III – Section 1 of the Lane College National Alumni Association Constitution, there may be duly organized chapters of the association in any city, town, village, state, or any place in the United States of America, any foreign country, or any place in the world. Each local chapter must be approved by the National Organization. Each local chapter's fiscal year will conform to the fiscal year of the Nationals.

- I. Have at least three or more Lanites interested.**
- II. Make contact with the Regional Vice President.**
- III. Request a copy of the Constitution and Bylaws and Operations Packet.**
- IV. Hold election of officers.**
- V. Complete the following paperwork: Chapter Reactivation/Charter Remittance Form; Chapter Roster of Officers and submit to the appropriate officers.**
- VI. Decide what your local dues will be and forward National Dues to the National Financial Secretary using the Financial Form 1.**
- VII. Each active chapter pays an annual assessment of \$200, however reactivations or charters the assessment is \$100 for the first year and \$200 thereafter. Please submit using Financial Form 2 to the National Financial Secretary.**
- VIII. The association fiscal year is June 1 – May 31. Dues are payable on or before December of the fiscal year.**
- IX. Each Chapter should sponsor a delegate to attend the annual national meetings.**



LANE COLLEGE NATIONAL ALUMNI ASSOCIATION, INC.

Chapter Reactivation/Charter Remittance Form

We are excited that you have decided to reactivate your Chapter. Lane College's greatest asset is its Alumni and that includes You!

Past Information:

Chapter _____ **City** _____ **State** _____

Year Last Active _____ **(If known)**

Name of Last President _____ **(If known)**

Current Information:

Chapter _____ **Reactivation/Charter Date** _____

Number of Members _____

President _____

Address _____

City

State

Zip Code

Daytime Telephone _____ **Evening Telephone** _____

Email Address _____

The Chapter Assessment is \$100 for the first year of reactivation. National dues should be forwarded to the National Financial Secretary on Form 1. The fiscal year is June 1 – May 31.

Signature – Regional Vice President

*** Copy to Office of Alumni Affairs**

Date: