



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 June 1st 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:



LANE COLLEGE NATIONAL ALUMNI ASSOCIATION, INC.

Chapter President's Report

Year _____ Chapter _____

Number of Active Members _____ Number of Life Members _____

Chapter Location _____ Region _____

Meeting Dates (List for the Year)

Calendar of Events Planned (Please list for the year with dates, if possible.)

List Fundraising Activities

How Do You Recruit Young Graduates To The Chapter?

How Do You Recruit Students To Attend Lane College?

List Partnerships

Donation(s) To Lane _____ Date _____

#Members Attending Regional Meeting _____ Date _____

#Members Attending National Meeting _____ Date _____

Other _____

Chapter President's Signature _____

Date _____

Attach additional information and forward to your Regional VP by September 20th & May 30th of the fiscal year.



LANE COLLEGE NATIONAL ALUMNI ASSOCIATION, INC.

Regional Vice President's Report

Year _____ # CONTACTS WITH CHAPTER PRESIDENTS _____

Number of Life Members _____

Region _____ Number of Active Chapters _____

Number of Chapters Submitting Reports _____

LIST ACTIVE CHAPTERS	NUMBER OF MEMBERS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL #ACTIVE MEMBERS IN REGION _____

LIST INACTIVE CHAPTERS & POSSIBLE REACTIVATIONS/CHARTERS

NOTE YOUR REACTIVATION/CHARTERS

REGIONAL MEETING DATE(S)	LOCATION
_____	_____
_____	_____

LIST REGIONAL OFFICERS

HOW DID CHAPTERS RECRUIT STUDENTS TO ATTEND LANE COLLEGE?

LIST CHAPTER PARTNERSHIPS AND FUNDRAISING EFFORTS:

TOTAL REGIONAL DONATIONS TO LANE COLLEGE: _____ Date _____

#Members Attending Regional Meeting _____ Date _____

#Members Attending National Meeting _____ Date _____

Regional Vice President's Signature _____ Date _____

This Form is Due in October and July During the National Meeting.

Send Copy to National Vice President.



LANE COLLEGE NATIONAL ALUMNI ASSOCIATION, INC.

MEMBERSHIP FORM

Membership in the Lane College National Alumni Association, Inc. is one way to maintain a lifelong connection to our Alma Mater while helping to strengthen Lane's position as a premier institution of higher learning.

Name _____

Maiden Name _____

Address _____

City

State

Zip Code

Telephone _____ Email _____

Degree(s) _____

Major(s) _____

Year Graduated _____

LCNAA, Inc. Annual Dues: \$50.00 per person for one year
 \$750.00 per person for Life Membership

Make check or money order payable to:
Lane College National Alumni Association

Mail this form and payment to:
Lane College National Alumni Association, Inc.
Att: Mrs. Tommie Kirkendoll,
10 Hurtland Drive
Jackson, TN 38305

**Local Chapter dues may vary and are in addition to LCNAA dues.*
**Please contact your Regional Vice President for more information.*

