

#### 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  $1^{\text{st}}$  of the fiscal year.
- IX. Each Chapter should sponsor a delegate to attend the annual national meetings.



### **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		(lf known
Name of Last President		(If known)
Current Information:		
Chapter	Reactivation/Charter Da	te
Number of Members		
President		
Address		
City	State	Zip Code
Daytime Telephone	Evening Telepho	one
Email Address		
The Chapter Assessment is \$100 for the be forwarded to the National Financial S. The fiscal year is June 1 – May 31.		National dues should
Signature – Regional Vice President  Date:		e of Alumni Affairs
Date.		



Form-2

## Re: Chapter Assessment

The Fiscal Year	is:	
Chapter Assessments are popreferably.	nyable on or before Ju	une 1 <sup>s t</sup> of each fiscal year
Use this Form to s	ubmit your Chapte	er Assessment.
Name of Chapter		
Amount of Chapter Assessr	nent: Explanat	tion:
	one (1) time exemption	ation voted on July 31, for Newly Organized Chapters and Three (3) Years or More.
` ,	-	oters that fit in this category is fter the first year and thereon.
(2) The Chapter Asses	sment due for all other	Chapters is <u>\$ 200.00.</u>
(3) I am sending a che		
Lane College Nationa	Alumni Association	in the amount of:
\$ Please Mail To:	Submitted by: Tommie Kirkendoll Financial Secretary 10 Hurtland Drive Jackson, TN 3830	



The Fiscal Yea	r is:       June 1,	31,
Dues are payable on or before	June 1 <sup>st</sup> of each fiscal year pref	erably.
Name of Chapter	Amou	nt of National Dues: <u>\$50.00</u>
President's Name	<u>Tele</u> phone No	E-Mail
Treasurer's Name	Telephone No	E-Mail
This form is for reporting National Assessment Payments, or Local D	Alumni Dues Only. Do not report Life ues Paid on This Form.	Membership Dues, National

Jackson, TN 38305. If you have questions, please call (731)664-5321; or tjkdoll@yahoo.com

Full Name	Street Address	City and State	Zip Code	Dues Paid	Email Address	Phone Number



## **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 (Pleas	se list for the year with dates, if possible.)	
List Fundraising Activities		
How Do You Recruit Young Gradu	uates To The Chapter?	
How Do You Recruit Students To	Attend Lane College?	
List Partnerships		
Donation(s) To Lane	Date	
#Members Attending Regional Meeting _		
#Members Attending National Meeting _ Other_		
Attach additional information and forward to y	your Regional VP by September 20th & May 30th of the fiscal year.	



### Regional Vice President's Report

Year	# CONTACTS WITH CHAPTER PRESIDENTS		
	Number of Life Members		
Region		Number of Active Cha	pters
Number of Chapters Submitting Ro	eports		
LIST ACTIVE CHAPTERS	-	NUMBER OF MEMBE	RS
TOTAL #ACTIVE MEMBERS IN RE	GION _		
LIST INACTIVE CHAPTERS & POS	SIBLE REACTIVA	TIONS/CHARTERS	
NOTE YOUR REACTIVATION/CHA	RTERS		
REGIONAL MEETING DATE(S)		LOCATION	
LIST REGIONAL OFFICERS			
HOW DID CHAPTERS RECRUIT ST	UDENTS TO ATTI	END LANE COLLEGE?	
LIST CHAPTER PARTNERSHIPS A	ND FUNDRAISING	EFFORTS:	
	01 ANE 001 F0		<b>D</b> (
TOTAL REGIONAL DONATIONS TO			Date
#Members Attending Regional Med	-		Date
#Members Attending National Mee Regional Vice President's Sign			_Date
rregional vice riesident s sign	atui <del>C</del>		Date

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

Send Copy to National Vice President.



#### **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 perso	n for one year

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

Mail this form and payment to:

\$750.00 per person for Life Membership

Lane College National Alumni Association, Inc.
Att: Mrs. Tommie Kirkendoll,
10 Hurtland Drive
Jackson, TN 38305

<sup>\*</sup>Local Chapter dues may vary and are in addition to LCNAA dues.

<sup>\*</sup>Please contact your Regional Vice President for more information.