



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE ALUMNI SECRETARY



Manual of Procedure | Alumni Secretary

Updated March 2026

The role of the Alumni Secretary (AS) is one of the eight required officer roles established in Article IV, Section D of the Constitution. This officer serves one of the most under-valued roles in the fraternity. Not only does the Alumni Secretary play an important role in helping collegiate members to transition into the professional branch, but they are vital in maintaining the connection between the chapter and its alumni.

Eligibility and Election

Section D of the Constitution identifies the Alumni Secretary as the exception to the requirement that officers be active members of the chapter. As a result, this office is the only officer of the chapter who need not be an active collegiate member. A local alumnus of the chapter or a faculty member are often good choices to hold this position. Bylaw VI states that the person elected to this role shall be elected for a term of one year, but because the bylaws allow for all officers to be reelected, a professional member serving in this position can serve indefinitely if the chapter so chooses.

Some institutions have additional requirements that apply to all officers in recognized student organizations. If institutional policy conflicts with fraternity policy, accommodations can be made to ensure that the chapter's needs are met and that the chapter remains compliant with local rules.

Duties

Assist the chapter in its professional activities:

It is expected that an alumnus who fills this position, particularly a faculty member, will have contact with other alumni who may be able to assist the chapter in professional capacities by participating in professional activities, such as providing career counseling, arranging plant tours, speaking or arranging for speakers, participating in the Professional Recognition Ceremony or Professional Induction Ceremony and employment assistance.



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Gather and preserve the historical data of the chapter and make an annual report to the Grand Historian:

This is one of the most important duties of the Alumni Secretary. All chapter records – such as chapter meeting minutes, financial records, initiation registers, guest books, photo albums and articles about current and past members – should be maintained carefully. At the end of each year, the records created by the AS should be used to assist the Reporter and other officers in completing the annual paperwork being sent to the National Office. In addition, the AS should submit a report to the Grand Historian of the notable activities of their chapter.

Solicit information from alumni for the official journal of the Fraternity (The Hexagon):

The AS should be familiar with the achievements and important activities of the chapter and of its alumni. They should solicit articles about those which would be of interest to all members of the Fraternity. Such articles should be submitted to the Grand Editor. A paper copy of The Hexagon is sent quarterly to all active collegiate and professional members and every issue is available online. This is an excellent means for chapters to inform their alumni of activities of the chapter.

Report promptly all changes of address of chapter alumni to the Office of the Grand Recorder:

The primary moment when the fraternity loses track of its members is their graduation. The AS should work closely with the officers to ensure that the Professional Branch Induction (PBI) form is filled out accurately each year. In addition, alumni of the chapter often maintain closer contact with their initiating chapter than with the National Office. When the chapter receives information about changes in the contact information of its alumni, it is imperative that the AS share that information with the national office. Where possible, the AS should encourage alumni to use the “Connect With Us” feature on the website to share updated information with the National Office to keep our member database up to date.

May assist the Master Alchemist in familiarizing new chapter officers with their duties:

Because the alumni secretary is often a seasoned member of the chapter, they are often able to help maintain an institutional memory of how the chapter and its officers function. They are encouraged to stay up to date with the resources available to officers - both nationally and locally - and help act as a support for members as they are elected to chapter offices and learn to serve in those roles.



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Services available from the National Office

The member database maintained by the National Office exists to help support the activities of the fraternity. The staff of the National Office are happy to work with chapters to help them communicate with their alumni and the alumni of other chapters that may be in their local area. Contact the National Office for information concerning these services.

Meet with your Successor

Because it is open to professional members, the Alumni Secretary can serve for longer than any other officers. Still, there will come a time when that member is ready to move on from their role. When this occurs, the archives of the chapter must be made available to the new Alumni Secretary, and the duties of the office should be explained in detail. The retiring Alumni Secretary should pass on to his or her successor any suggestions regarding simplifying procedures, particularly with regard to maintaining records, communicating with Grand Chapter officers, and collaborating with the National Office staff.

Describing your Role

Many people are not familiar with professional fraternities and may not properly understand the work you do as an Alumni Secretary. I've included two short sample descriptions of the role to help you communicate the skills learned in this position and the contributions you've made to your university community.

Resume/CV summary:

As Alumni Secretary, I oversee chapter records, alumni engagement, and historical documentation while coordinating communications with national officers and supporting professional development activities for members.

One Paragraph summary:

As Alumni Secretary, I manage comprehensive chapter records, coordinate alumni engagement initiatives, and preserve the historical documentation essential to chapter continuity. I collaborate closely with national officers to ensure accurate reporting, facilitate communication between collegiate and professional members, and support the chapter's professional development activities. Through this role I strengthen organizational systems, maintain accurate member data, and help guide new officers by providing institutional knowledge and training resources, contributing to smoother leadership transitions and sustained chapter effectiveness.