

Alumni Chapter Franchising

To be officially recognized as an alumni chapter, chapters must complete the following requirements before **June 30**. **If you have questions about submitting any of these requirements, please contact alumni@dsp.org.**

Step 1: Update Dues Paying Members

National Bylaws require a minimum of 10 alumni members in good standing living in the same general locale to franchise an alumni chapter. A "member" of an alumni chapter refers only to those who have paid their alumni chapter dues and completed the [alumni chapter membership form](#) for the current fiscal year. Please complete the following steps to update your roster.

First, update your "Current Members" under Alumni Chapter Management:



1. Go to the **People** section of the Hub.
2. Under the Settings button, be sure the "Current Dues Year Ending" is set to 2026.
3. Update the descriptions of your chapter's dues level(s), if necessary.
4. Click "Save Dues Settings."

Current Dues Year Ending (4-digit year)

2026

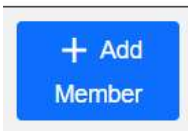
Dues year ends on 6/30 of this year (e.g. 2026 = through 6/30/2026). Read-only for now.

Level	Description	Amount
Dues Level 1	Member	30.00
Dues Level 2	Recent Grad	32.00
Dues Level 3	Friend	17.00
Dues Level 4	Spouse	19.00

Second, mark your Alumni Chapter Members as "Paid" under Alumni Chapter Management:

1. Go to the **People** section of the Hub. The "Prospects" tab includes a listing of all alumni members living within 50 miles of the chapter's city center.
2. Search for one of your dues paying members using the search field.
3. When you have found your first member, click the "Add Member" button to the right of their name.

Actions



4. Complete the membership information and click "Add Member".

Alum Membership Start Date

Membership Valid Through

Membership is valid through June 30 of the selected year (e.g. 2026 = through 6/30/2026).

Payment information **optional**

Dues Level

Payment Date

Payment Type

Payment Amount

Reference Number

This will mark that member as a member of the alumni chapter. You will need to do this for each of your dues paying members.

5. Repeat #3-4 for each of your dues paying members.

If an alumni member in your chapter is not listed (because they live outside of the area and have never been affiliated with the chapter), please contact alumni@dsp.org.

Step 2: Update Officers

Go to the **Officers** section of the Hub to update or verify your officers. To edit an officer, you will click the "Replace Officer" button next to the office name. Only the officers listed will be able to edit officer information. Please note that once you are removed from office, you will lose access to the Hub once you log out.



When editing an officer, you have the option to:

- Replace the officer with a new officer, or
- Remove the officer and leave the office vacant.

If you are replacing the officer, you will need to enter the officer transition date, and the person's first name, last name and city of residence. You can then select the person and click "Complete Officer Replacement" at the bottom of the page. You will then verify the phone number and email address and click "Save Officer Information."

If you are unable to find a new officer, please contact alumni@dsp.org.

Step 3: Complete Franchising Form



Go to the **Forms Module** of the Hub.

In the Forms menu, select the "Alumni Chapter Franchising" Form. On this form, you will need to:

- Verify chapters officers updated through the Officers Module.
- Verify or update the chapter's website address.
- Enter the alumni chapter contact's email address.
- Verify the number of alumni chapter members entered through the Area Alumni Module.
- Upload the most current version of the chapter bylaws. The [alumni chapter bylaws template](#) can be used to create chapter bylaws.
- Upload the most current version of the chapter policies (if applicable). The [alumni chapter policies sample](#) can be used to create chapter policies.

Click "Save and Submit."

Step 4: Pay Franchising Fees Invoice

Once the "Alumni Chapter Franchising" Form has been submitted, the system will automatically invoice the chapter \$33 for franchising fees and \$70 for liability insurance fee, which can be paid using the button from your Hub Dashboard.

Payment must be received or postmarked before June 30 to avoid paying an additional \$33 re-chartering fee.