



# Delta Gamma

1873

## Alumnae Group Name Change Checklist

### ALUMNAE GROUP NAME CHANGE CRITERIA

An alumnae group shall be designated by the name of the city where it is located, even if the group encompasses an area outside the city limits. Using the name of the most prominent city in the area as a part of the name of the group is preferred to allow alumnae to quickly locate a group when moving to a new location and to assist collegiate chapters who wish to locate their nearest alumnae group. For example, terms before the city name, such as “greater,” are discouraged. All alumnae groups are listed in alphabetical order in the Fraternity’s records and this would have such groups located in the “G” listing instead of with the first letter of the city’s name. Only if the group is not able to use a city name should an alternate name be used. In general, use of counties, valleys, and other location descriptions should be avoided, as alumnae in different parts of the country may not recognize these names.

If two alumnae groups are in the process of a merger and wish to change their name as a result, the Name Change Application should be submitted by the new group as a part of their merger application packet. If an alumnae group is applying for a status change and the only change to their name will be “chapter” or “association,” the Name Change Application is not needed.

### STEPS FOR THE ALUMNAE GROUP

**Name Change Communication:** If, after reviewing the name change criteria above, an alumnae group would like to change their name, the alumnae group president should alert their RAS/ADC.

**Vote to Change Names:** An alumnae group must vote on the proposed name change. If the vote to change names does not pass, please inform the group’s RAS/ADC of the outcome. If the vote to change names does pass, please move on to the next step.

**Gathering Documentation:** If the alumnae group votes in favor of the name change, the following documentation should be submitted to the alumnae team at Executive Offices as soon as possible by emailing [alumnaedep@deltagamma.org](mailto:alumnaedep@deltagamma.org):

- **Alumnae Group Name Change Application** – The application form (included below) should be completed, including a description of the reasoning for the name change request.
- **Vote Results** – If the vote was electronic, the results of the poll should be submitted with this application. A majority of the total votes received in favor of the name change constitutes passing (regardless of the number of members on the roster or on the email list). If the vote took place at an in-person meeting, please submit the meeting minutes recording the outcome of the vote.

Once the application and vote results are received and reviewed by the alumnae team at Executive Offices, the group's name change packet will be submitted by the alumnae team to Council Trustee: Alumnae for a Council vote to take place at their next meeting. Council meets about twice per month, so the timeline for receiving Council's final decision is contingent on their meeting schedule. The alumnae team at Executive Offices will notify the RAS/ADC and alumnae group president of the outcome from Council.

Once Council has voted to finalize an alumnae group name change, the following steps should be taken by the alumnae group and completed **within 30 days** of being notified of Council's decision:

- **Local Bank** – The vp: finance will need to reach out to the alumnae group's bank with the updated name change information. Each bank has its own name change process. The alumnae team at Executive Offices can provide a letter to present to the bank, upon request.
- **IRS** – The president or vp: finance will need to contact the IRS to notify them of the name change. The alumnae team at Executive Offices can provide a letter to present to the IRS, upon request, to supplement the EIN verification letter (SS-4) that should be on file with the local alumnae group. Executive Offices staff rely on the alumnae group to complete this task, as the IRS will only speak to officers of the local group. Each spring, Executive Offices staff check all alumnae group information on file with the IRS and submit updates, as needed. This is a way to double check that the changes requested by the alumnae group have been registered with the IRS.
- **Social Media** – The group will need to update all social media accounts to reflect the new group name.



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## Alumnae Group Name Change Application

<b>Current Group Name</b>	
<b>Proposed New Group Name</b>	
<b>Alumnae Group President's Name</b>	
<b>Alumnae Group President's Email</b>	
<b>Date Submitted</b>	

Please provide rationale for the name change request below.

Please submit this application form with proof of local vote results approving the name change to [alumnaedept@deltagamma.org](mailto:alumnaedept@deltagamma.org).