Thank you for your interest in establishing a Penn Alumni SIG!

Name of proposed SIG:

Your contact information
- Full name:
- School/graduation year:
- Phone:
- e-mail:
- City and state:

MISSION STATEMENT
The nature and purpose of your proposed Penn Alumni SIG. This mission statement will be kept on record.

CONSTITUTION/BYLAWS
How this SIG will operate and remain self-sustaining

Please write a constitution detailing your SIG’s operating procedures. It should clearly state the group’s purpose and governance structure, and include information on the following:

- Operating Principles: Each SIG must acknowledge the operating principles set forth in the University of Pennsylvania Alumni Relations – An Introduction to Shared Interest Groups (SIGs) document as part of the body of their constitution.
- Nomenclature: The name of the SIG must include the word Alumni and must not include the word Trust or the word Fund.
- Governance: Each SIG is an independent volunteer-driven entity and as such, Penn Alumni is in no direct way involved in its management; Penn Alumni may suggest a basic governing structure that has worked for other groups.
- Penn Alumni Limitation of Liability Disclaimer: Neither University of Pennsylvania nor Penn Alumni is responsible for the group’s practices, and reserves the right to deny the SIG any and all benefits of affiliation at any time if the SIG is in breach of the operating principles set forth in this document.

(over)
NON-PROFIT INCORPORATION

SIG proposals must be accompanied by proof of incorporation as a non-profit corporation

All Shared Interest Groups must file for incorporation in the state where they are formed. A non-profit corporation is a legal entity separate from its members and directors formed for purposes other than generating a profit to be distributed to its members, directors or officers. While a non-profit corporation can earn a profit, the profit must be used to further the goals of the corporation rather than to pay dividends to its membership. For more information, and a guide on how to incorporate in your state, visit this helpful site.

SUBMISSION

Please send completed form with constitution/bylaws and proof of incorporation as a non-profit corporation to:

Elise Betz
Executive Director, Penn Alumni Relations
Sweeten Alumni House
3533 Locust Walk
Philadelphia, PA 19104

Or scan and submit electronically to ebetz@upenn.edu.