

## Article Alpha – Name

The name of the organization shall be “The Zeta Pi Alumni Association Incorporated”, known hereafter within this document as *The Organization*.

## Article Beta – Objectives

The objective of *The Organization* shall be to establish and maintain an assembly of alumni from Zeta Pi Chapter of Sigma Pi Fraternity International who will advise and consult with the active chapter on matters pertaining to the further growth and development of Zeta Pi Chapter.

- a) *The Organization* shall:
  - i) Establish a Housing Committee to ensure the proliferation and maintenance of the housing fund for the benefit of the active, undergraduate members of Zeta Pi Chapter of Sigma Pi Fraternity International and *The Organization*.
  - ii) Establish a Scholarship Committee and maintain a scholarship program to reward eligible undergraduate members of Zeta Pi Chapter of Sigma Pi Fraternity International for their academic, philanthropic, and social excellence.
  - iii) Establish a Financial Committee to research viable investment opportunities and dispense designated funds into said opportunities for the betterment of the active undergraduate members of Zeta Pi chapter of Sigma Pi Fraternity International, *The Organization*, and its Committees.

## Article Gamma – Membership

**Section 1.** Only Alumni of Zeta Pi Chapter of Sigma Pi Fraternity who have left the active chapter in good financial standing shall be allowed to become members of *The Organization*.

**Section 2.** Members shall be classified as either voting members or non-voting members.

- a) Voting Members shall be defined as any Alumnus of Zeta Pi Chapter of Sigma Pi Fraternity who donates more than fifty dollars in a two year period.
  - i) Voting members shall have the ability to vote on general matters, such as bylaws and motions.
- b) Non-voting Members shall be defined as any Alumnus of Zeta Pi Chapter of Sigma Pi Fraternity who does not meet the financial criteria outlined in Section 2, Subsection (a) of Article Gamma-Membership.

## Article Delta – Officers

**Section 1.** Regular Election of *The Organization's* officers, excluding Zeta Pi Chapter Director, shall be held at the last scheduled meeting of the odd numbered calendar year.

- a) Newly Elected Officers shall assume their duties at the closing of the election meeting.

- b) Appointment of interim officers to vacant positions shall be the sole responsibility of *The Organization's* President.
  - i) Appointment of an interim officer shall occur within two weeks following the vacating of the position.
  - ii) Interim Officers shall assume their duties upon appointment.

**Section 2.** Officers of *The Organization* shall consist of President, Vice President, Treasurer, Secretary, and Zeta Pi Chapter Director.

- a) **The President** shall:
  - i. Act as the executive and administrative head of *The Organization*.
  - ii. Schedule and preside over all meetings.
  - iii. Require all officers to keep him fully informed concerning their respective offices.
  - iv. Prepare and electronically submit an agenda to the Secretary no less than one week prior to the next scheduled meeting.
  - v. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of *The Organization*.
  - vi. Be an active member of the Financial Committee.
  - vii. Temporarily appoint new officers if positions become vacant between scheduled meetings.
- b) **The Vice President** shall:
  - i. Act as *The Organization's* parliamentarian and decide on all points of order.
  - ii. Assist the President in the administration of his office.
  - iii. Be responsible for any duties not performed by the other Officers.
  - iv. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of *The Organization*.
- c) **The Treasurer** shall:
  - i. Establish and manage the Financial Committee.
  - ii. Act as the chairman of the Financial Committee.
  - iii. Appoint a secretary/record keeper for the Financial Committee.
  - iv. Prepare and present an operating budget complete with all holdings of *The Organization* at the first scheduled meeting of the year.
  - v. Schedule financial committee meetings at least once a quarter separate from the scheduled meeting of *The Organization*.
  - vi. Keep detailed records of all donations to *The Organization* for a period of no less than fifteen years.
  - vii. Be required to endorse any and all checks as they are needed.
  - viii. Countersign all documents as may be necessary.
  - ix. Deliver all records, moneys, documents, and securities entrusted to his care into the hands of his successor at the end of his term of office.
- d) **The Secretary** shall:
  - i. Keep a true and concise record of all proceedings of *The Organization* and transcribe the same into the permanent records of *The Organization*.
  - ii. Electronically publish the agenda for a scheduled meeting no less than one week prior to the scheduled meeting.

- iii. Electronically publish meeting minutes no greater than one week following a scheduled or special meeting.
  - iv. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of *The Organization*.
  - v. Communicate any and all pertinent information regarding *The Organization* to its members.
- e) **Zeta Pi Chapter Director** shall:
- i. Communicate with the active chapter.
  - ii. Report any and all pertinent information regarding the active chapter to *The Organization*.
  - iii. Advise *The Organization* and its membership.
  - iv. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of *The Organization*.

## Article Epsilon – Committees

Committees shall consist of a **Housing Committee**, a **Scholarship Committee**, and a **Financial Committee**.

**Section 1.** The **Housing Committee** shall be established to ensure the proliferation and maintenance of the Housing Fund.

- a) Members of the committee shall consist of *The Organization's* Vice President and a minimum of two voting members from the general assembly.
  - i. Membership provisions are subject to change as deemed necessary.

**Section 2.** The **Scholarship Committee** shall be established to ensure the proliferation and maintenance of the Scholarship Fund and grant one or more scholarship(s) to eligible undergraduate members of Zeta Pi chapter of Sigma Pi Fraternity International.

- a) The name of the Scholarship shall be the **Red Clover Scholarship** in honor of the organization from which Sigma Pi Fraternity finds its origins, Tau Phi Delta. The **Red Clover Scholarship** shall be known hereafter within this document as *The Scholarship*.
- b) Members of the committee shall consist of *The Organization's* Vice President and four voting members from the general assembly.
- c) "Eligible undergraduate members" shall be defined as any active undergraduate member of Zeta Pi Chapter of Sigma Pi Fraternity International who:
  - i. Fulfills both his financial obligation to the chapter and its National body, and his academic obligation to the chapter and Oakland University in accordance with Zeta Pi Chapter Bylaws.
  - ii. Demonstrates outstanding philanthropic commitment to the Oakland University community, the surrounding community, or both.
  - iii. Participates in various activities associated with Zeta Pi Chapter or its National body.
  - iv. Possesses a class standing of Junior or Senior as determined by the number of credit hours completed.

- d) The Scholarship Committee shall report to the general assembly, all information regarding their selection for the recipient(s) of *The Scholarship*.
- i. Candidates for *The Scholarship* shall be evaluated according to the following criteria:
    - 1) **Academics:** Candidates shall have a minimum cumulative Grade Point Average of 3.25.
    - 2) **Philanthropy:** Candidates shall submit signed, documented evidence demonstrating participation in philanthropic events/activities organized by either Zeta Pi Chapter or other qualified philanthropic organizations.
    - 3) **Participation:** Candidates shall submit signed, documented evidence demonstrating the following:
      - 3.1) Active participation in Fundraising events organized by Zeta Pi Chapter.
      - 3.2) Attendance to 90% or more of Zeta Pi chapter's weekly business meetings.
      - 3.3) Active participation in any event that supports the growth of Zeta Pi Chapter and exemplifies the ideals of Sigma Pi Fraternity International.
  - ii. Candidates who meet or exceed the Academic criterion outlined above should complete and submit the Application for *The Scholarship*.
    - 1) Only candidates who have filled out the application shall be taken into consideration.
    - 2) *See Appendix A-“Scholarship Application”*
  - iii. The Scholarship Committee shall evaluate the Candidates and select the recipient(s) of *The Scholarship* two months prior to Orchid Ball.
  - iv. *The Scholarship* shall be presented to the recipient(s) during Orchid Ball and shall take effect the following Fall Semester.
- e) The Scholarship Fund shall acquire funds in the form of donations and use the interest accrued by those donations for *The Scholarship*.
- i. Donations shall be classified as Principle and shall not be used for the scholarship.
  - ii. Interest shall be classified as the funds accrued by the Principle.
    - 1) Should the Scholarship Fund fail to accrue a minimum of two hundred dollars in Interest for the year, a scholarship shall not be awarded.
    - 2) If no scholarships are awarded, the Scholarship Committee shall decide whether or not to classify the remaining funds as Interest or Principle.
- f) The amount of money awarded to a recipient shall be determined by the Scholarship Committee and approved by the Treasurer prior to disbursement.
- i. Only one scholarship shall be awarded per year.
  - ii. If the total value of the Scholarship Fund is greater than ten thousand dollars, the Scholarship Committee shall determine if more than one scholarship should be awarded that year.
  - iii. The maximum value of a scholarship should not exceed five hundred dollars per semester for each recipient.

- iv. The minimum value of a scholarship shall be no less than one hundred dollars per semester for each recipient.
- v. Funds shall be disbursed to scholarship recipients one month prior to the first day of the Fall and Winter semesters.
- vi. Funds shall not be disbursed if a recipient fails to register for classes or becomes suspended for any reason.

**Section 3.** The **Financial Committee** shall be established to research viable investment opportunities and dispense designated funds into said opportunities for the betterment of *The Organization* and its Committees.

- a) "*The Organization's*" Treasurer shall reside as both the chairman and the secretary of the Financial Committee.
- b) Members of the Financial Committee shall consist of *The Organization's* President, one representative from both the Scholarship and Housing Committees, and one voting member from the general assembly.
- c) The Financial Institution utilized by *The Organization* shall be:  
The Oakland University Branch of the Michigan State Federal Credit Union  
3265 Five Points Drive  
Auburn Hills, MI 48326
- d) Detailed information about viable investment opportunities shall be presented to the members of *The Organization*. This information should include future projections, etc.
- e) Investment selections should reflect the needs of each committee. (i.e. The Housing Corporation's funds should be invested into long-term investments, The Scholarship Committee's funds should be invested into income producing funds, and "*The Organization's*" general funds should be invested into highly liquid funds.)

## Article Zeta – Meetings

**Section 1.** Meetings shall be defined as either a Scheduled Meeting or a Special Meeting.

- a) Scheduled Meetings shall be held bi-monthly.
  - i. The first meeting shall be held in January with subsequent meetings occurring every other month thereafter.
- b) Special Meetings shall be held in the event of an emergency.
  - i. Only the President or the Vice President shall be authorized to call a special meeting.
  - ii. Special Meetings must be announced to the general membership of *The Organization* two weeks prior to said meeting.

**Section 2.** Meeting procedure shall follow Robert's Rules of Order, Current Edition.

- a) All motions shall be presented to the President at least two weeks prior to the scheduled date of the meeting.
- b) All proposed bylaw changes shall be presented in writing to the President at least two weeks prior to the scheduled date of the meeting.
  - i. Copies of proposed bylaw changes shall be distributed to all voting members of *The Organization* at said meeting.

- ii. Proposed bylaw changes shall be read and discussed during said scheduled meeting.
- iii. Proposed bylaw changes shall be voted on during the subsequent scheduled meeting.

## Article Eta – Voting

**Section 1.** Voting on proposed bylaw changes shall require one half (1/2 or 50%) of the voting membership to be present at a scheduled meeting.

- a) A three-fourths (3/4 or 75%) majority vote of present voting members is required to change a bylaw.

**Section 2.** Voting on motions shall require one half (1/2 or 50%) of the voting membership to be present at a scheduled meeting.

- a) A simple majority vote of voting members is required to pass a motion.

**Section 3.** Voting on Candidates for Officer positions shall be held at the last meeting of the calendar year and shall require three-fourths (3/4 or 75%) of the voting membership be present.

- a) Each Candidate shall be voted on separately.
- b) Each Candidate must receive more than one half (>1/2 or >50%) of the present, voting members' votes to assume the role of his intended office.
- c) In the event that three or more Candidates run for the same office, the candidate with the least number of votes at the end of one voting cycle will be dropped. Subsequent voting cycles will continue until only one candidate has received the required number of votes to assume the role of his intended office.

