

## **Article Alpha – Name**

The name of the organization shall be “The Zeta Pi Alumni Association” 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 the Zeta Pi Chapter of the Sigma Pi Fraternity who will advise and consult with the active chapter on matters pertaining to the further growth and development of the Zeta Pi Chapter known hereafter within this document as The Chapter.

The Organization shall:

1. 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 The Chapter, The Organization and its committees.
2. Establish a Scholarship Committee and maintain a scholarship program to reward eligible undergraduate members of The Chapter for their academic, philanthropic, and social excellence.
3. Appoint a representative to the Zeta Pi Housing Corporation to advise where beneficial and act as liaison between the two organizations.

## **Article Gamma – Membership**

### Section 1. – Eligibility

Only alumni of The Chapter who have left in good financial standing shall be allowed to become members of The Organization. Any brother who disaffiliates from the fraternity is automatically disqualified from any eligibility to join The Organization and/or forfeits their membership in The Organization if they disaffiliate after the fact.

### Section 2. – Voting

Members shall be classified as “Voting Members” and “Non-Voting Members.”

- A. Voting Members – Shall be defined as any alumnus of The Chapter who donates more than \$120 (USD) in a one year period. Voting members will be eligible to vote on all general matters brought before the assembly.
- B. Non-voting Members – Shall be defined as any alumnus of The Chapter who does not meet the financial criteria outlined in Section 2, Subsection A of Article Gamma – Membership.

## **Article Delta – Officers**

### Section 1. – Election of Officers

Regular election of officers, excluding the Chapter Director, shall be held at the last scheduled meeting of the odd numbered calendar year.

- A. Election of officers will follow a process to include nominations, acceptance of nominations, discussion (if needed or desired) and voting.
- B. Elected officers shall remain in their positions for a term of two years with no limit on the number of terms served in any position.
- C. Newly elected officers shall assume their duties at the closing of the election meeting.
- D. Appointment of interim officers to vacant positions shall be at the responsibility of The Organization’s President, with a confirming vote of the remaining board members.
  - a. Appointment of an interim officer shall occur within two weeks follow the vacating of the position
  - b. Interim officers shall assume their duties upon appointment and acceptance of the position

### Section 2. – Officer Positions & Duties

Officers of The Organization shall consist of the President, Vice President, Secretary, Treasurer and The Chapter's Director.

A. President - Duties and Responsibilities:

- a. Act as the executive and administrative head of The Organization.
- b. Schedule and Preside over all meetings.
- c. Require all officers to keep him fully informed concerning their respective offices.
- d. Prepare and electronically submit an agenda to the Secretary no less than ten days prior to the next scheduled meeting.
- e. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of The Organization.
- f. Be an active member of the financial committee.
- g. Temporarily appoint new officers if positions become vacant between scheduled meetings.

B. Vice President - Duties and Responsibilities:

- a. Act as The Organization's parliamentarian and decide on all points of order in accordance with the governing rules of Roberts Rules of Order.
- b. Assist the President in the administration of his office.
- c. Be responsible for any duties not performed by the other officers.
- d. Act as President in his absence and oversee any and all meetings, preside over any and all business and carry out the duties of the office until the President returns or resumes his duties.
- e. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of The Organization.

C. Treasurer - Duties and Responsibilities:

- a. Establish and manage the Financial Committee.
- b. Act as the Chairman of the Financial Committee.
- c. Appoint a secretary/record keeper for the Financial Committee.
- d. Prepare and present an operating budget, complete with all holdings of The Organization at the first scheduled meeting of the year.
- e. Schedule Financial Committee meetings at least once per quarter and separate from the scheduled meeting of The Organization.
- f. Keep detailed records of all donations to The Organization for a period of no less than 15 years.
- g. Be required to endorse any and all checks as they are needed.
- h. Countersign all documents as needed or as necessary.
- i. Deliver all records, moneys, documents and securities entrusted to his care into the hands of his successor at the end of his term in office.

D. Secretary - Duties and Responsibilities:

- a. Keep a true and concise record of all proceedings of The Organization and transcribe the same into the permanent records of The Organization.
- b. Electronically publish the agenda for each scheduled meeting no less than one week prior to the scheduled meeting.
- c. Electronically publish the meeting minutes no greater than one week following a scheduled or special meeting.
- d. Act as one of the officers authorized to endorse checks, vouchers, or other negotiable papers in the name of The Organization.
- e. Communicate any and all pertinent information regarding The Organization to its members.

E. Chapter Director – Duties and Responsibilities:

- a. Communicate with the active chapter.
- b. Report any and all pertinent information regarding The Chapter to The Organization.

**Article Epsilon – Committees**

Committees shall consist of a Scholarship Committee and a Financial Committee.

#### Section 1. – Scholarship Committee

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 The Chapter.

#### Section 2. – Financial Committee

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 the chairman of The Financial Committee.
- B. The Chairman of the Financial Committee shall appoint a Secretary from within the committee.
  - a. The Secretary shall keep detailed records pertaining to any and all pertinent information discussed in the Financial Committee meetings
- C. Detailed information about viable investment opportunities shall be presented to the members of The Organization prior to being acted on by the Financial Committee.

### Article Zeta – Meetings

Meetings shall be defined as either a Scheduled Meeting or a Special Meeting

- A. Scheduled Meetings shall be held bi-monthly
  - a. 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
  - a. Only the President or Vice President shall be authorized to call a special meeting
  - b. Special meetings must be announced to the general membership of The Organization two weeks prior to said meeting.
    - i. Special meetings can also be called on an emergency basis, at which time the general assembly shall be notified as quickly as possible.
- C. Meetings shall follow Roberts Rules of Order, current edition and all parliamentary procedure shall be followed.
  - a. All motions shall be submitted or presented to the President and Secretary at least ten days prior to the next scheduled meeting.
  - b. All proposed bylaw changes shall be presented in writing to the President and Secretary at least ten days prior to the next scheduled meeting.
    - i. Copies of the proposed bylaw changes shall be distributed to all voting member 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 meeting. All approved changes will take effect immediately.
    - iv. All bylaw changes shall be documented in the official bylaw document and published before the next regularly scheduled meeting.

### Article Eta – Voting

Voting rights and privileges are outlined in Article Gamma – Membership, Section 2. – Voting

- A. Voting on proposed bylaw changes shall require one half (50%) of the voting membership to be present at the scheduled meeting.
  - a. A three-fourths (3/4 or 75%) majority vote of eligible members present is required to change a bylaw.
- B. Voting on motions shall require one-fourth (1/4 or 25%) of the voting membership to be present at the scheduled meeting.

- a. A simple majority (50.1% or more) approval of the voting members present is required to pass a motion.
- C. Voting on candidates for officer positions shall be held at the last meeting of the calendar year and shall require 50% of the voting membership to be present
  - a. Each position shall be voted on separately
  - b. Each candidate must receive more than one half (50.1%) of the present members' votes to assume the role of his nominated 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 will continue until only one candidate has received the required number of votes to assume the role of his nominated office.
  - d. If quorum is not met for voting in officers, a special meeting is to be held for that purpose.