

# ALPHA SIGMA PHI FRATERNITY (GREEK NAME) ALUMNI ASSOCIATION CONSTITUTION

## **PREAMBLE**

In order that we, the Brothers of the (Greek Name) Chapter of Alpha Sigma Phi Fraternity may continue to support the oath of Brotherhood taken when initiated as a Brother of Alpha Sigma Phi Fraternity, and to serve as living examples of the brotherhood that exists within the Alpha Sigma Phi Fraternity and the (Greek Name) Chapter, we join together in the bonds of Brotherhood to form the (Greek Name) Alumni Association and adopt this constitution for our Association.

## **ARTICLE I - NAME**

The name of this organization shall be the (Greek Name) Alumni Association of Alpha Sigma Phi, Inc.

## **ARTICLE II - PURPOSE**

The purposes of this association are threefold: (1) to further create and perpetuate Brotherhood among alumni Brothers of the (Greek Name) Chapter; and when there is an active Colony or Chapter at (School) (2) to maintain a working relationship with the undergraduate members of the (Greek Name) Chapter; and (3) to provide mentorship and assistance to the (Greek Name) Chapter.

## **ARTICLE III - MEMBERSHIP**

Any duly initiated alumni Brother of the (Greek Name) Chapter of Alpha Sigma Phi Fraternity who is in good standing with the (Greek Name) Chapter and Alpha Sigma Phi will become a member of the (Greek Name) Alumni Association. Alumni initiates from other Alpha Sigma Phi chapters may be included as determined in the By-Laws.

## **ARTICLE IV – OFFICERS AND DIRECTORS**

The initial officers of the (Greek Name) Alumni Association shall be: President, Vice President, Secretary, and Treasurer. The Board of Directors may include the officers plus any appointed representatives from each decade during which (Greek Name) Chapter was active represented by membership in the association and, when applicable, the Grand Chapter Advisor.

## **ARTICLE V - ELECTIONS**

Election of officers shall take place during the Annual Meeting as further described in the By-Laws.

## **ARTICLE VI – BY-LAWS**

The By-Laws will specifically define the terms and definitions of membership, officer elections, the Board of Directors, committees and further rules and regulations of the (Greek Name) Alumni Association.

## **ARTICLE VII – MISCELLANEOUS**

The applicable provisions of the Constitution and By-laws of Alpha Sigma Phi Fraternity are hereby adopted as if herein set forth at length.

## **ARTICLE VIII - STATEMENT OF INTENT**

We, the below named Brothers initiated into the (Greek Name) Chapter of Alpha Sigma Phi at (School), do establish the creation of the (Greek Name) Alumni Association, on this 27th day of the month of June of the year 2011.

(List of founding  
Brothers)

Approved at the first meeting of the (Greek Name) Alumni Association held  
(Date) (Greek Name) Chapter was chartered (Charter Date) at (City),( State)

# ALPHA SIGMA PHI FRATERNITY (GREEK NAME) ALUMNI ASSOCIATION BY-LAWS

Approved (Date)

## ARTICLE I - DEFINITION AND PURPOSE

### Section 1. Definition

- A. The (Greek Name) Alumni Association is a non-profit fraternal organization, headquartered in (City, State).
- B. While recognized by Alpha Sigma Phi Fraternity, Inc., the (Greek Name) Alumni Association is a self-governing and self-sufficient association and its activities are not supervised by the national organization.

### Section 2. Purpose

- A. To further create and perpetuate Brotherhood among alumni Brothers of the (Greek Name) Chapter of (School).
- B. To maintain a strong working relationship with the undergraduate members of the (Greek Name) Chapter.
- C. To provide mentors and assistance to the (Greek Name) Chapter or Alpha Sigma Phi Colony at (School).
- D. To assist the (Greek Name) Chapter in educational endeavors by supplying financial assistance, both directly, and through the endowment funds established for the (Greek Name) Chapter through (School) and the Alpha Sigma Phi Foundation.

## ARTICLE II - GOVERNANCE

### Section 1. Governance

- A. The affairs of the (Greek Name) Alumni Association shall be conducted in accordance with the Constitution and By-laws of Alpha Sigma Phi Fraternity, Inc and under these by-laws when not in conflict with the former.

## ARTICLE III - MEMBERSHIP

### Section 1. Qualification

- A. Membership shall consist of Brothers of the (Greek Name) chapter of Alpha Sigma Phi Fraternity, who are no longer undergraduates and are in good standing with the undergraduate chapter and the Alumni Association. Alumni of other chapters recognized by the National Fraternity may become members of the association if they had attended (School) or live within a 100-mile radius of the college.
- B. Members will be classified into two groups:
  - i. Alpha Members – as described in Section C.
  - ii. Beta Members – all other (Greek Name) Chapter initiates.
- C. The difference between these two groups is that Alpha Members will be defined as those supporting the (Greek Name) Alumni Association by paying annual dues as determined in Article IV Section 1.B.i. of these By-Laws.
  - i. Only Alpha Members will be allowed to vote at the annual meeting or any special meetings.
  - ii. Only Alpha Members who are initiates of (Greek Name) Chapter may hold office.

## **Section 2. Voting Rights**

- A. Each Alpha Member shall be entitled to one vote on each question brought forth at the annual meeting.

## **ARTICLE IV – DUES AND DONATIONS**

### **Section 1. Annual Dues**

- A. Dues are voluntary only to the extent that no Alumnus of the (Greek Name) Chapter of Alpha Sigma Phi Fraternity may be denied membership in the Association for non-payment of dues.
- B. Dues may be collected annually from the membership of the Association in order for the activities of the Association to be self-supporting. The dues shall be put into a specific fund designated solely for operating costs of the alumni association.
  - i. Annual dues shall be \$20 per brother. Membership is for a calendar year and can be paid at any time during the membership period.
- C. All transactions and deposits shall be in the name of the Association. All general funds shall be under the control of the Board of Directors and shall be disbursed and recorded as directed by it. The Board of Directors shall select the depositories for the custody of its funds.

### **Section 2. Donations**

- A. Donations for additional support of the (Greek Name) Chapter may be made to an account created specifically for that purpose or to a 501 (c) 3 charitable account at the Alpha Sigma Phi Educational Foundation, Inc. designated specifically for the (Greek Name) Chapter.

## **ARTICLE V – ASSOCIATION MEETING PROCEDURES**

### **Section 1. Annual Meeting**

- A. The members of the Association shall hold an Annual Meeting once each calendar year at the time and place to be designated in the notice of the meeting.
- B. Notice of each Annual Meeting shall be given to each member at least ninety (90) days in advance of the date of the meeting by mail or electronic correspondence to his address as it appears in the records of the Association. The Secretary is responsible for providing a reminder at thirty days prior to the date of the meeting through correspondence deemed appropriate by his position.

### **Section 2. Special Meetings**

- A. Special meetings of the Association may be held at any time at such times and places as may be determined by the Board of Directors upon notification of the Board of Directors or by the President. The notice of each special meeting shall be given to each member at least thirty days prior to the date of the meeting through mail or electronic correspondence and shall specify the purposes for which the meeting shall be called.

### **Section 3. Parliamentary Procedure**

- A. Robert's Rules of Order shall govern all meetings, regular or special, and all elections, unless otherwise provided for by these by-laws.

### **Section 4. Quorum**

- A. A quorum to conduct business at any Annual or Special Meeting shall consist of at least four members of the Board of Directors, three of which shall be officers and one of which must be a decade representative and at least five (5) percent of the Alpha Members belonging to the Association. A member shall be considered present if either in person or represented by written proxy. 14 days notice must be given to all members eligible to vote before a meeting, regular or special, is conducted.
- B. A majority vote (50% plus one) of those members voting shall decide all questions brought forth at any annual or special meeting. Any question passed shall become a rule of the (Greek Name) Alumni Association unless in conflict with these by-laws.

## **ARTICLE VI – OFFICERS, DIRECTORS AND ELECTIONS**

### **Section 1. Officers**

- A. The officers of the (Greek Name) Alumni Association shall be:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
- B. The Board of Directors shall consist of the four officers and:

1. Decade Representatives - One appointed initiate from each decade represented as members of the (Greek Name) Alumni Association, currently the 1930's, 1940's, 1950's, 1960's, 1970's, 1980's and 1990's.
2. Grand Chapter Advisor<sup>(1)</sup> (if applicable – see Section 2. B.)

## **Section 2. Term of Office**

- A. The term of office for President, Vice President, Secretary, Treasurer and Decade Representatives shall be two years.
- B. The Grand Chapter Advisor<sup>(1)</sup>, if serving when there is an active (Greek Name) Chapter, shall serve upon appointment from the Grand Senior President of Alpha Sigma Phi Fraternity or a majority recommendation from the Alumni Association until an official appointment is issued by the Grand Senior President. The Grand Chapter Advisor<sup>(1)</sup> shall serve a two-year term with no term limits.

## **Section 3. Election of Officers**

- A. Election for the four officers will take place at the Annual Meetings. Any Alpha member who is an initiate of (Greek Name) Chapter and is in good standing is eligible to run for office. Nominations for positions can come from any Alumni member and self-nominating is allowed.
- B. Nomination forms will be available to alumni at least sixty (60) days prior to the election.
- C. The official deadline of receiving nomination forms shall be determined at least sixty (60) days prior to the Annual Business Meeting.
- D. The (Greek Name) Alumni Association President may appoint a Nominating Committee, whose chairman shall be a Board member, to oversee the election process. Should the (Greek Name) Alumni Association President be a candidate for election, the Alumni Association Vice President shall appoint the Nominating Committee.
- E. At the Annual Meeting the officer nominees will be voted on by those present or voting by proxy. The nominees will be elected to the (Greek Name) Alumni Association Board for a two-year term without reference to any specific position. The entire Alumni Association Board of Directors shall then elect the President, Vice- President, Secretary and Treasurer from among the newly elected and current officers serving on the Board.
  - i. The terms of officers shall be staggered with two officers elected at each Annual Meeting, except for the initial Annual Meeting. At the 2011 Annual Meeting 4 officers will be elected. After election of officers the terms of officers elected as Vice President and Secretary will expire in 2012 and the terms of the President and Treasurer will expire in 2013. Thereafter elections will be held for the two positions whose terms expire in a given year.
  - ii. Officers serving as a Decade Representative may be nominated for elected office. If elected the President will then appoint another brother to

represent that decade as provided in Section G.

- F. All decade representatives will be appointed by the President of the (Greek Name) Alumni Association upon majority approval of the Alumni Association officers and shall have terms of two-years and may be re-appointed without restrictions or term limits. Every effort shall be made to appoint a representative from each decade represented within the (Greek Name) Alumni Association membership. Initial terms for decade representatives from the 1930's, 1950's, 1970's and 1990's will be for one year following the 2011 ABM. Terms for the decade representatives from the 1940's, 1960's and 1980's will be for two years.

#### **Section 4. Vacancies**

- A. Upon a vacancy of the President, Vice President, Secretary, or Treasurer, the Board of Directors, by majority vote, can appoint any individual to an elected office until such time as a special election can occur.
- B. In case of a vacancy among the Decade Representatives for any reason the Alumni Association President shall appoint a replacement to complete the remainder of the term as provided in Section 3.G. of these By-Laws.
- C. Upon a vacancy of the Grand Chapter Advisor<sup>(1)</sup>, the Alumni Association President and the HSP shall each appoint two individuals to serve on a selection committee. These four individuals will recommend a replacement to the Grand Senior President for approval. Three votes are required for a name to be sent as a replacement. If an agreement cannot be reached, two names will be forwarded to the Grand Senior President.

### **ARTICLE VII - DUTIES AND REQUIREMENTS OF OFFICERS AND DIRECTORS**

#### **Section 1. President**

- A. The President shall perform all duties as regularly pertain to that office, but not limited to:
  - i. Chief Executive Officer
  - ii. Liaison with the National Headquarters of the Fraternity
- B. The President shall be responsible for the administration of the association's purposes.

#### **Section 2. Vice President**

- A. The Vice President shall perform all duties of the President in the absence of the President at all (Greek Name) Alumni Association functions, or as authorized by the President.
- B. In the event of the death or permanent mental disability of the President of the Association, the Vice President shall become President of the (Greek Name) Alumni Association. The new President is then empowered to call for a special election to elect a new (Greek Name) Alumni Association officer to fill the vacancy.

### **Section 3. Secretary**

- A. The Secretary shall conduct the correspondence of the (Greek Name) Alumni Association.
- B. The Secretary shall serve as official custodian of all pertinent documents of the (Greek Name) Alumni Association.
- C. The Secretary shall record the minutes at all (Greek Name) Board of Directors meetings, executive and general, and submit minutes of previous meetings for approval by the association.
- D. The Secretary shall keep an accurate record of the membership files of the (Greek Name) Alumni Association, and shall be responsible for updating the membership files.

### **Section 4. Treasurer**

- A. The Treasurer shall collect all donations from the members of the (Greek Name) Alumni Association and deposit them in the association's name in a bank.
- B. The Treasurer, in addition to the President, will be needed to access any funds on deposit.
- C. The Treasurer shall submit a record of all financial expenditures and receipts of the financial year at least once a year at the annual meeting of the Alumni Association.

### **Section 5. Decade Representatives**

- A. A decade representative may only represent the decade in which he was either initiated as a Brother or was an active undergraduate member of (Greek Name) Chapter.
- B. The Decade Representative shall serve as an at-large voting representative for the brothers from the decade that he represents.
- C. The Decade Representative shall act as a liaison between the Alumni Association and the brothers from the decade that he represents, to inform them of events, and to gather news and events from said brothers for distribution to all Alumni.

### **Section 6. Grand Chapter Advisor<sup>(1)</sup>, if applicable**

- A. The Grand Chapter Advisor<sup>(1)</sup> shall serve as the liaison between the undergraduate chapter and the (Greek Name) Alumni Association and between the undergraduate chapter and the National Fraternity.

## **ARTICLE VIII - BOARD OF DIRECTORS**

### **Section 1. Membership**



- A. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Decade Representatives and the Grand Chapter Advisor<sup>(1)</sup>.

## **Section 2. Powers**

- A. The Board of Directors shall have general control and supervision of all affairs and all committees/ subgroups within the (Greek Name) Alumni Association.
- B. The Board of Directors shall act as the governing board of the Alumni Association in between annual meetings of the Alumni Association.
- C. The Board of Directors may appoint additional officers when the need arises.
- D. The Board of Directors may delegate any or all of its powers to any elected officer of the (Greek Name) Alumni Association, provided the Board of Directors retain the power of rescission over any decision by said officer.
- E. The Board of Directors shall have the power to form, appoint members to, and define the duties of all standing and temporary committees and/or subgroups of the Alumni Association.
- F. The Board of Directors shall have all powers necessary to enable it to perform its prescribed duties, provided those duties remain within these by-laws.
- G. The Board of Directors shall have the power to appoint an individual to an office that has been vacated until all members of the Association can fill the office by a special election.

## **Section 3. Meetings**

- A. Board of Directors Meetings: The newly elected Board of Directors shall convene immediately after the close of the Annual Meeting at which the officers were elected, provided that if a majority of the officers are not in attendance, the first meeting shall be held not later than forty-five days thereafter upon call of the President.
- B. The Board of Directors shall meet at least semi-annually, but may hold special meetings as needed for the proper conduct of business.
- C. Executive Quorum: A quorum to do business at any meeting of the Board of Directors shall be at least three officers and at least one Decade Representative and may take place in the form of face-to-face, phone conferencing or email.

# **ARTICLE IX - REMOVAL FROM OFFICE**

## **Section 1. Removal**

- A. Any officer, with the exception of the Grand Chapter Advisor<sup>(1)</sup>, may be removed from office for just cause by a two-thirds (2/3) vote of the members present at any regular or special meeting of the (Greek Name) Alumni Association, providing quorum has been established.
- B. The Board of Directors may also remove officers until the position may be filled by a special election of members of the Association.

- C. Individuals are eligible to be re-appointed each year if there is mutual interest among all parties.
- D. Members may be removed from any Standing or Temporary Committee with just cause and due process before the term expires at the discretion of the Committee Chair and two-thirds (2/3) approval of the Board of Directors.
- E. The Grand Chapter Advisor<sup>(1)</sup> may be removed from office only by action of the Grand Council. A two-thirds (2/3) vote by the Board of Directors is required before a request for removal is presented to the Grand Council.

## **ARTICLE X - COMMITTEES**

### **Section 1. Committee Appointment**

- A. The Board of Directors shall be authorized and empowered to appoint such committees as may be desirable. A member of the Board of Directors shall serve as the chairperson for any committee. Terms for committee members shall be determined by a vote of the Board of Directors. The President may be an ex-officio member of any committee.

## **ARTICLE XI - AMENDMENTS**

### **Section 1. Procedure**

- A. Constitution and By-laws may be amended by a 2/3 vote of the members at any regular or authorized special meeting of the (Greek Name) Alumni Association.
- B. The Board of Directors shall review and approve all proposed amendments before a vote of the general membership occurs. All proposed amendments must be submitted in writing to the President or Secretary of the (Greek Name) Alumni Association thirty (30) days prior to a vote occurring.

(1) Note in reference to the Grand Chapter Advisor: A Chapter Council may be established as a branch of each active undergraduate Chapter or Colony of Alpha Sigma Phi Fraternity to work directly with the Fraternity Headquarters Staff and the Undergraduate Chapter to advise, inspire and provide input and direction to the chapter. The Grand Chapter Advisor is the Chair of the Chapter Council. This position does not exist when there is no undergraduate chapter or no Chapter Council has been established for a chapter.

Approved at the first meeting of the (Greek Name) Alumni Association held (Date)