

## **By-Laws of the Rabirius Alumni Association of Alpha Rho Chi**



### **Article 1. The Board of Directors**

#### Section 1.1 Establishment

This association shall have a Board of Directors consisting of a President, a Secretary, a Treasurer, and at least two Directors-at-Large.

#### Section 1.2 Meetings

The Board of Directors shall be presided over by the President. It shall meet in session during the National Convention and shall have regular communications quarterly, the dates and times as established by the Board of Directors or as called for by the President Attendance at all Meetings by each officer and Director is mandatory unless a valid excuse is presented to the president prior to the meeting being missed.

#### Section 1.3 Primacy of the Membership

The Board of Directors shall govern the Alumni Association at all times, except during Alumni Association meetings. The decisions of the Board of Directors shall be final, unless they are appealed to the Alumni Association in a Regular or Called meeting of the Alumni Association. The vote of the Association on an appeal shall be final.

#### Section 1.4 Transparency

All meetings of the Board of Directors are open to members of the Alumni Association. The proceedings shall be reported to the Alumni Association in writing to all members at the first following Alumni Association meeting by the Secretary.

#### Section 1.5 Order of Offices

The order of offices shall be as follows: Highest office of the Alumni Association shall be the President, then the Secretary, then the Treasurer, and then the Directors-at-Large.

## **Article 2. Elected Officers**

### **Section 2.1 President**

The President shall preside over all Alumni Association meetings and meetings of the Board of Directors, shall preserve all books, records and documents pertaining to his office and shall hand them over to his successor at the end of his term of office. He shall have charge of all official business of the Alumni Association and shall make all appointments subject to the approval of the Board of Directors. The President shall also be the keeper of the Seal of the Rabirius Alumni Association and shall affix it to all official documents. The President will give the invocation of the beginning of every meeting.

### **Section 2.2 Secretary**

The Secretary shall record the proceedings of all Alumni Association meetings and meetings of the Board of Directors, shall record the roll at all required functions, shall be the keeper of all official Alumni Associations records and documents, shall order and be responsible for all Alumni and Fraternity emblems. The Secretary shall be responsible for all the general correspondence of the Alumni Association. He shall submit all records to the National Fraternity or the State, as required.

### **Section 2.3 Treasurer**

The Treasurer shall have charge of the general finances of the Alumni Association, shall collect all dues and fees owed the Alumni Association, shall prepare and submit at each Board of Directors and Alumni Association meeting a written report showing the account balance and paid membership. He must submit, in collaboration with the President, a complete financial statement each year. He shall be the keeper of all the financial records of the Alumni Association, including the checkbook. He shall be responsible for all financial reports sent to the Worthy Grand Estimator or the State, as required.

### **Section 2.4 Directors-at-Large**

Directors-at-Large shall advise the other officers and participate in Board of Directors meetings. There shall be at least two Directors-at-Large; the Association may elect additional Directors-at-Large at its discretion.

### **Section 2.5 Delegate to National Convention**

The Delegate to National Convention shall be responsible for representing the Alumni Association at the National Convention and reporting the proceedings in writing to the members of the Alumni Association. If the Delegate is unable to attend the Convention, the President and the Board of Directors will appoint another Delegate to the National Convention.

## **Article 3. Committees**

### Section 3.1 Committees

All officers will have a committee that will assist them with their responsibilities. Each Alumni Association member may participate in any committee(s) of their choice. Any Alumni Association member may remain a part of the committee(s) as long as they wish.

## **Article 4. Voting and Election of Officers**

### Section 4.1 Frequency of Elections

The election of officers shall be conducted annually. The election will be held during National Convention.

### Section 4.2 Nominations

Any member of the Alumni Association in good standing shall be eligible for any office. Nominations for elected offices must be submitted to the Secretary 30 days prior to the election.

### Section 4.3 Ballots

Election of officers shall be by secret ballot. Provisions may be made for ballots to be cast by mail. Any member in good standing with the Alumni Association shall be eligible to vote. The ballots shall be counted by the Secretary. The President shall count ballots cast for the office of Secretary. Officers will be elected by a simple majority of ballots cast.

### Section 4.4 Ballots by Mail

Ballots by mail (or email) shall be submitted to the Secretary one week prior to National Convention. Ballots received in this manner will be counted at the same time as ballots cast by members in attendance at the National Convention.

### Section 4.5 Accountability of Elections

All ballots cast in person and received by mail shall be kept for one year by the Secretary. Ballots may be reviewed at any time by majority vote of the Board of Directors.

### Section 4.6 Nomination and Election of Delegate to National Convention

Nomination for Delegate to National Convention must be submitted to the Secretary 60 days prior to the National Convention. Ballots will be counted and a Delegate named 30 days prior to the National Convention.

### Section 4.7 Term Limits

Each elected office will be a 2 year term. All officers shall be eligible for re-election to a second term, but shall not hold the same office for more than two consecutive terms. No member may hold two positions on the Board of Directors at the same time, unless the number of active alumni is below the number of positions on the Board of Directors.

### Section 4.8 Vacancies

Upon resignation or termination of an elected officer during their term of office, the office shall be filled by appointment of the Board of Directors until the next Regular or Called meeting of the Association. In the case if the President resigns the Secretary will become President and the Board of Directors will appoint a new Secretary to carry out the remainder of that term.

## **Article 5. Association meetings**

### **Section 5.1 Regular Meetings**

Regular Alumni Association meetings shall be held a minimum of once annually. At each Regular Meeting, the Alumni Association shall establish criteria for scheduling the next Regular Meeting.

### **Section 5.2 Called Meetings**

The President or the Board of Directors may call a special Called Meeting of the Alumni Association, provided the membership is given at least 30 days notice. Called Meetings may be general in nature or limited to a special business. All business to be discussed at Called Meetings must be distributed to all Alumni Association members 30 days prior to the Called Meeting.

### **Section 5.3 Quorum**

At any Regular or Called Meeting of the Alumni Association there is no set number of members constituting quorum. All business transacted in a meeting so constituted shall be considered valid if the business to be conducted was open for discussion and voting by the entire Alumni Association at least 30 days prior to said Meeting.

At any Board of Directors Meeting three (3) members of the Board of Directors shall constitute a quorum and all business transacted in a meeting so constituted shall be valid if the business to be conducted was open for discussion and voting by the entire Board of Directors at least 30 days prior to said Meeting.

### **Section 5.4 Order of business**

The following Order of Business shall be observed at all Regular Meetings of the Alumni Association.

1. Call to Order
2. Invocation
3. Roll Call
4. Minutes Read of Previous Meeting
5. Officer's Reports
6. Committee Reports
7. Old Business
8. New Business
9. Announcements
10. Adjournment

Called meetings shall follow the same Order of Business, unless the meeting has been called for special business.

## **Article 6. Membership and Dues**

### Section 6.1 Membership Requirements

Membership in the Alumni Association shall be open to all alumni, non-graduate, honorary, and faculty members of the Alpha Rho Chi Fraternity affiliated with its Rabirius Chapter. Any person in bad standing with the Rabirius Chapter of Alpha Rho Chi shall be ineligible for membership in the Alumni Association until the bad standing status is revoked by the active chapter.

### Sections 6.2 Categories of Membership

The classes of membership — alumni, non-graduate, honorary, and faculty members — shall be the same as defined in the *National Constitution Of The Alpha Rho Chi Fraternity*.

### Section 6.3 Membership Standing

Members who have paid all dues and fees owed the Alumni Association shall be considered in good standing, unless censured by the Alumni Association.

Members who have not paid all dues and fees owed to the Alumni Association shall be considered in bad standing.

### Section 6.4 Dues

Annual Association dues and fees shall be set by a vote of the Alumni Association at the first Regular Meeting of the year. Failure to hold a vote shall maintain the existing dues and fees schedule until such a vote is held at a Regular or Called Meeting of the Alumni Association. Individual membership dues owed to the National Fraternity shall be the individual responsibility of the member. Alumni Association dues are do no later then two(2) months after the posting of the minutes of the first Regular Meeting.

This Edition of the Alumni Association Bylaws were approved by the Rabirius Alumni Association on \_\_\_\_\_, 2004 in a special Constitutional Meeting.

Chairman

Secretary