

BYLAWS

PREAMBLE

We, the members of the Mid-Cities Alumni Chapter of the Sigma Chi Fraternity do hereby, establish and solemnly promise to obey these bylaws to supplement and support the Ritual, Constitution, Statutes and Executive Committee Regulations of the Sigma Chi Fraternity for the government of our chapter.

ARTICLE 1 NAME AND PURPOSE

Section 1 Name

The name of this organization shall be the Mid-Cities Alumni Chapter of the Sigma Chi Fraternity.

Section 2 Purpose

The purpose of the alumni chapter shall be:

1. Advancing the goals of friendship, justice and learning.
2. Strengthening the name and ideals of the Sigma Chi Fraternity
3. Providing and maintaining a vehicle for all area Sigma Chi alumni to share in the bonds of brotherhood.
4. Assisting nearby undergraduate chapters.
5. Supporting both financially and through participation, the programs of the Sigma Chi Fraternity and Foundation.
6. Providing career, employment and academic guidance for both alumni and undergraduates.
7. Providing a representative voice of area alumni regarding Fraternity issues.
8. Contributing to the betterment of society and our communities by fostering healthy community relations and undertaking meaningful community service activities.

ARTICLE II MEMBERSHIP

Section 1 Membership

Any member of the Sigma Chi Fraternity in good standing, and who is no longer enrolled as an undergraduate is eligible for membership in this organization upon payment of dues thereof and by abiding by all other local requirements.

Section 2 Dues

The dues for the members of this alumni club shall be \$35 annually. Should any member fail to pay his dues, he will forfeit his voting rights, and he may be dropped from the membership roster of this organization.

A. Shall be determined annually by the executive committee.

B. Brothers 25 years old and younger shall pay a lesser amount. (\$25.00 annually)

Section 3 Fiscal Year

The fiscal year of this alumni chapter commences on January 1st of each year.

ARTICLE III MEETINGS & ELECTIONS

Section 1 Regular Meetings

Regular meetings of this alumni chapter may be convened at any time by:

1. The President
2. Vote of the Executive Committee
3. By the Secretary upon the written request of any ten members in good standing.

Section 2 Elections

- A. Nominations and elections shall be held annually in January.
- B. In the case of there being more than one nominee for any office, the ballot shall be in writing.

Section 3 Quorum

The quorum shall consist of at least 25 percent of the active chapter membership who are in good standing and are required for all voting and elections.

Section 4 Voting

- A. All alumni chapter members shall have a vote except as hereinafter provided.
- B. Voting shall be by acclamation and a majority of the active alumni chapter members present shall decide all questions unless otherwise provided by these bylaws. Any member may demand a secret ballot. The President shall vote only to break a tie.
- C. Electronic online voting shall be the main method of voting. Paper ballots may be requested, and these votes will be added to the online count.
- D. Voting by proxy is allowed.
- E. Any member of the alumni chapter whose dues payments are not current will automatically lose his right to vote.
- F. Any decision of a committee may be overruled by a majority vote of the active chapter.

ARTICLE IV OFFICERS

Executive Committee

- A. The Executive Committee shall be composed of the President, Vice President, Treasurer, Secretary, Chapter Editor, Activities/Social Chairman and Alumni Relations / Undergrad Liaison.
- B. The Executive Committee shall meet at least once a month via in-person or teleconference for the purpose of assisting in the planning and fulfillment of a well-rounded active alumni chapter program. In addition, the Executive Committee shall ensure that all the officers and committees have set proper goals for their office; shall establish the alumni chapter strategic plan; and shall conduct an adequate and regular evaluation of all chapter operations and programs.

Section 1 Chapter Officers

The offices of this alumni chapter shall be:

President - Elected Position / Voting Member

- A. The President shall develop the chapter's strategic plan and oversee all chapter operations and programs
- B. The President shall serve as chairman of the Executive Committee
- C. The President can appoint an executive committee as necessary.

Vice President - Elected Position / Voting Member

- A. The vice president should direct committee work and obtain reports from committee chairmen
- B. The vice president should make certain that the other officers are fulfilling their obligations, and he will serve in the role of president in the case of the president's absence.

Secretary - Elected Position / Voting Member

The secretary is responsible for all correspondence and reporting to the alumni chapter, Headquarters and other bodies. The secretary should also:

- A. Record and maintain minutes of all meetings
- B. Send notices, invitations, condolences and other necessary correspondence
- C. Furnish Headquarters with accurate information regarding the chapter's officers, members and events
- D. Assist the editor with the distribution of the chapter newsletter

Treasurer - Elected Position / Voting Member

The treasurer is responsible for all monetary affairs of the chapter including establishing a checking account and ensuring that debts are fulfilled. The treasurer should also:

- A. Collect local dues
- B. Complete & file all necessary tax documents as required by federal authorities
- C. Prepare & submit the Annual Report by 15th of February to Headquarters with payment of annual chapter registration fee
- D. Prepare and distribute quarterly financial summary reports

- E. Prepare a budget and keep track of income and expenses
- F. Pay all financial obligations of the chapter

Undergraduate Liaison - Elected Position / Voting Member

- A. Maintain communication with undergraduate chapters in the area, as well maintain a list of undergraduate officers in the area
- B. Assists in the planning of alumni involvement activities with the undergraduate chapters. These activities may include participation in recruitment events, Initiation, or offering career guidance.
- C. Coordinate with Membership Chair to visit local undergraduate chapters to provide information outreach opportunities to promote the local alumni chapters upon graduation.
- D. Organize and assist with programs involving the undergraduate chapters.
- E. He will also be responsible for maintaining the Alumni Big Brother Program.

Social - Elected Position / Voting Member

The Activities / Social chair is responsible for selecting and planning various special events and social activities throughout the year.

Chapter Editor - Elected Position / Voting Member

- A. The editor should coordinate publication of the alumni chapter newsletter and other publications, including announcements and special meeting notices.
- B. Submit news of chapter activities and programs to The Magazine of Sigma Chi for publication. Deadlines for submission appear in The Magazine of Sigma Chi and on SIGMACHI.ORG.

Section 2 Term of Office

- A. The term of office for officers, both appointed and elected, shall be for one year beginning the first regular meeting of the fiscal year following their election and appointment. If there is a vacancy in a position and an interim officer is elected or appointed, the interim officer's term will be at the end of the current fiscal year.

Section 3 Impeachment

- A. Any officer of this alumni chapter may be impeached for non-exemplary conduct or conduct unbecoming of a Sigma Chi.
- B. A two-thirds vote of the active alumni chapter shall impeach any officer, provided charges have been openly preferred against the officer by a member of the chapter one week prior to the meeting at which the impeachment vote is to be taken. Upon an officer's impeachment, his office shall be declared vacant.
- C. Upon an officer's removal, his office shall be declared vacant.

Section 4 Vacancies

All vacancies in the Executive Committee or any office in the alumni chapter, from any cause, other than the expiration of the term of office, shall be filled by a majority vote of the remaining members of the Executive Committee, and the one so elected shall hold office for the unexpired term of the member of the committee or officer whom he succeeds.

Section 5 Appointed Officers

The Executive Committee shall appoint other such officers (e.g., Recharter, Philanthropy Chairman, Awards, Member at large) as they deem necessary, subject to the approval of the chapter.

ARTICLE V COMMITTEES

Special Committees

The President is empowered to appoint other committees as he may see necessary to expand alumni participation. Committee Chairmen are encouraged to attend Executive Committee meetings however are non-voting EC members.

The numbers and type of committees may vary. Committees can enhance the organization of the alumni chapter, and they also free much of the membership from the tedious details of administering a large organization. The committees listed below could be formed within the alumni chapter, depending upon its needs:

Membership

- A. Maintain an accurate database of local alumni, addresses, phone numbers, e-mail addresses, monitor email distribution results and bounce/unsubscribe notices.
- B. Coordinate with Headquarters to update the list of recent graduates recruiting alumni who are new to the area or have simply never been involved with the alumni chapter.

Golf

- A. Secure date and location for the annual tournament
- B. Promote to member base and local brothers
- C. Coordinate with committee members
- D. Sponsors / Signage
- E. Silent Auction
- F. Set up team pairings
- G. Work with chapter Editor to promote using email and social media
- H. Player swag

Awards

- A. This committee should assist the alumni chapter in applying for awards given by the Fraternity. In addition, the committee should also help identify area alumni who are eligible for awards and recognition given by the Fraternity.
- B. See www.sigmachi.org for list of awards and eligibility requirements.
- C. Order of Constantine
- D. Significant Sig Award
- E. Seven Lights
- F. Semi-Century Sig Award
- G. Certificates of Appreciation
- H. Chapter Brother of The Year
- I. Military Recognition

Chapter Development

- A. This committee would assist alumni who are working to organize new undergraduate chapters and/or alumni associations in nearby towns, or work with the Grand Praetor to organize a prospective undergraduate chapter at a nearby campus.

Community Service

- A. Many alumni chapters complete activities and service projects for charitable organizations, such as Huntsman Cancer Institute, Sigma Chi Foundation, Boys and Girls Clubs, shelters and other local philanthropies. Alumni chapters might also assist nearby undergraduate chapters with their service projects.

Finance

- A. This committee should plan and organize special fund-raising projects to benefit specific needs of the alumni chapter.

Ritual

- A. This committee would implement the Ritual in the alumni meetings whenever possible; arrange for practice sessions with alumni and undergraduates.

Technology

- A. This committee should advise and assist the officers on utilizing new technology to communicate with alumni chapter members. The use of a Web site and e-mail enhance communication greatly, and at the same time provide significant savings to the alumni chapter.

Undergraduate Activities

- B. This committee would encourage alumni to attend and assist with activities of undergraduate chapters, such as Initiations, province conferences, homecomings, parents' weekends, etc.

University Relations

- A. This committee would maintain contact with nearby colleges and universities to enhance Sigma Chi's reputation and support from educational institutions.

ARTICLE VI - Grand Chapter Delegate

The business of the Grand Chapter is transacted at regular biennial and at special meetings, over each of which the Grand Consul shall preside. There shall be no proxies at the sessions of the Grand Chapter. A delegate elected by and from each alumni chapter in good standing.

- A. The designation alumni member shall apply to any member who is not an active member.
- B. The designation Life Loyal Sig, or Life Member, shall apply to any member who has paid, or is currently paying by installment, the Life Membership fee.
- C. The designation active alumni member shall apply to any alumni member who is an active member of a General Fraternity alumni program, such as the Life Loyal or the Alumni Program.

ARTICLE VII AMENDMENTS

Amendments

To amend these bylaws, a proposal must be presented to the Executive Committee in writing, after which the proposal shall be presented at the next regular alumni chapter meeting.

A two-thirds affirmative vote of the alumni chapter present shall constitute approval of said amendment, provided quorum is met in the chapter meeting as prescribed in these bylaws. The amendment shall go into effect immediately, unless otherwise stated in the amendment if it is approved.

These revised bylaws of the Mid-Cities Alumni Chapter were approved by Executive Committee on Month Date Year Announced for notice purposes to the Chapter at its regular meeting on Month Date Year. Adopted by two thirds vote of the Chapter at its regular meeting on Month Date Year. Attested: Name, Secretary Month Date Year