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**BY-LAWS OF THE ALUMNI ASSOCIATION**

**OF THE ALPHA CHAPTER OF ALPHA SIGMA PHI FRATERNITY, INC.**

**PREAMBLE**

In order that we, the Brothers of the Alpha 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 Alpha Sigma Phi Fraternity and the Alpha Chapter, we join together in the bonds of Brotherhood to form the Alpha Chapter Alumni Association and adopt this constitution for our Association.

**ARTICLE I – OUR IDENTITY**

Section 1. Name: The name of this organization shall be the Alpha Alumni Association of Alpha Sigma Phi Fraternity Inc.

Section 2. Definition:

1. The Alpha Alumni Association is a non-profit fraternal organization, headquartered in New Haven, CT.
2. While recognized by Alpha Sigma Phi Fraternity, Inc., the Alpha Alumni Association is a self-governing and self-sufficient association and its activities are not supervised by the International organization.

Section 3. Purpose:

The purpose of this association are as follows:

1. To provide support for the benefit of its respective Chapter and Chapter Council through coordination of yearly/semester/quarterly events and/or fundraisers
2. To provide events and activities that support interaction among members of the Chapter.
3. Coordinate, produce and distribute an Association newsletter.

Section 4: Governance: The affairs of the Alpha 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 II - RECOGNITION**

Section 1. Recognized Alumni Association: An Alumni Association is considered a recognized Alumni Association if it continues to meet its financial obligations to the international fraternity; it has completed all necessary paperwork and requirements annually; it is under no disciplinary action from the international fraternity at the discretion of the Chief Executive Officer; promotes the anti-discrimination, anti-hazing, and risk management policies of the fraternity. Recognized Alumni Associations are not issued charters or certificates stating their recognition and oversight falls under the Chief Executive Officer.

**ARTICLE III - MEMBERSHIP**

Section 1. Any duly initiated alumni brother of the Alpha Chapter of Alpha Sigma Phi Fraternity who is in good standing with the Alpha Chapter and Alpha Sigma Phi Fraternity International Headquarters, are eligible to become members of the Alpha Alumni Association. Alumni initiates from other Alpha Sigma Phi chapters may be included as determined by the Executive Board.

Section 2. Membership Types: There will be two levels of membership within the Alpha Alumni Association:

1. Alpha Alumni Association Executive Board: The Alumni Association will be governed by the elected Executive Board. There are at least three elected positions (President, Secretary/Treasurer, and Decade Representative(s)) and the Grand Chapter Advisor.
2. Alumni Association Member: All members of the Alpha Chapter of Alpha Sigma Phi Fraternity who are both no longer enrolled at the institution and who are in good standing with the Chapter and International Fraternity Headquarters are recognized as members of the Alumni Association.

Section 3.Voting Rights**:** Each member of the Executive Board and Alumni Association Member will have one vote per topic at each meeting, whether held in person or otherwise.

**ARTICLE IV – OFFICERS**

Section 1. Executive Board: The Executive Board shall consist of the President, Secretary/Treasurer, Decade Representatives and the Grand Chapter Advisor. These positions shall collectively be known as the Alpha Alumni Association Executive Board.

Section 2, Powers

1. The Executive Board shall have general control and supervision of all affairs and all committees/ subgroups within the Alpha Alumni Association.
2. The Executive Board shall act as the governing board of the Alumni Association in between annual meetings of the Alumni Association.
3. The Executive Board may appoint additional officers when the need arises.
4. The Executive Board may delegate any or all of its powers to any elected officer of the Alpha Alumni Association, provided the Executive Board retain the power of rescission over any decision by said officer.
5. The Executive Board 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.
6. The Executive Board shall have all powers necessary to enable it to perform its prescribed duties, provided those duties remain within these by-laws.
7. The Executive Board 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.

**ARTICLE V - DUTIES AND REQUIREMENTS FOR THE EXECUTIVE BOARD**

Section 1. Term of Office

1. The term of office for President, Treasurer, and Decade Representatives shall be two years.
2. The Grand Chapter Advisor, if serving when there is an active Alpha Chapter, shall serve upon appointment from the Chief Executive Officer of Alpha Sigma Phi Fraternity or a majority recommendation from the Alumni Association until an official appointment is issued by the Chief Executive Officer. The Grand Chapter Advisor shall serve a one-year term with no term limits.

Section 2. President

1. The President shall perform all duties as regularly pertain to that office, but not limited to:
	1. Chief Executive Officer
	2. Liaison with the International Headquarters of the Fraternity
2. The President shall be responsible for the administration of the association's purposes:
	1. To provide support for the benefit of its respective Chapter and Chapter Council through coordination of yearly/semester/quarterly events and/or fundraisers
	2. To provide events and activities that support interaction among members of the Chapter.
	3. Coordinate, produce and distribute an Association newsletter.
3. The President shall also be responsible for maintaining a list of all alumni of the Chapter. A list can be provided by Fraternity International Headquarters at the request of the Alumni Association President, but the list should be regularly updated as members graduate/leave the University.
4. Keep track of all proposed changes to the Amendments
5. Other duties as necessary

Section 2. Secretary/Treasurer

1. The Treasurer shall collect all donations from the members of the Alpha Alumni Association and deposit them in the association's name in a bank.
2. The Treasurer, in addition to the President, will be needed to access any funds on deposit.
3. 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 3. Decade Representatives

1. A decade representative may only represent the decade in which he was either initiated as a Brother or was an active undergraduate member of the Alpha Chapter.
2. The Decade Representative shall serve as an at-large voting representative for the brothers from the decade that he represents.
3. 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 4. Grand Chapter Advisor

1. The Grand Chapter Advisor may also serve as an ex officio member of the Alumni Association where applicable. The GCA shall serve as the liaison between the undergraduate chapter and the Alpha Alumni Association and between the undergraduate chapter and the International Fraternity. He shall serve through his appointment as Grand Chapter Advisor and will not need to be re-elected to the Alumni Association.

Section 5. Undergraduate Representative:

1. In order to ensure strong bonds between the undergraduate members and the alumni, the undergraduate Chapter President should serve as a representative when the Undergraduate Chapter is active. However, the President of the Chapter should not have an official vote.

**ARTICLE VI - ELECTION OF EXECUTIVE BOARD**

Section 1. Election of Officers

1. Election for Executive Board positions will take place at the Annual Meetings. Any member who is an initiate of the Alpha 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.
2. Nomination forms will be available to alumni by a date set by the Alumni Association President prior to the election. The official deadline of receiving nomination forms shall be determined by the Alumni Association President prior to the Annual Business Meeting.
3. The Alpha Alumni Association Executive Board may select to appoint a chairman of the Nominating Committee. The chairman shall be an active member of the Alumni Association, to oversee the election process. Should any current Alpha Alumni Association Executive Board members be a candidate for election, they are not able to serve on the nomination committee.
4. 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 Alpha Alumni Association Board for a two-year term.
5. All decade representatives will be appointed by the President of the Alpha Alumni Association upon approval of the Alumni Association Executive Board 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 that the Alpha chapter was active.

**ARTICLE VII - VACANCIES & REMOVAL**

Section 1. Vacancies

1. Upon a vacancy on the Executive Board, the remaining Executive Board, by majority vote, can appoint any individual to an elected office until such time as a special election can occur.
2. 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.

Section 2. Removal

1. Any officer, apart from the Grand Chapter Advisor, 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 Alpha Alumni Association, providing quorum has been established.
2. The Executive Board may also remove officers until the position may be filled by a special election of members of the Association.
3. Individuals are eligible to be re-appointed each year if there is mutual interest among all parties.
4. 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 Executive Board.
5. A Grand Chapter Advisor may be removed from office for; failure to maintain contact with Fraternity Headquarters during an academic year; violations of the Fraternity’s Constitution, Bylaws or Policies; neglect of or negligence in performance of his duties or continuing under performance of the student chapter or Provisional Chapter.
	1. The Fraternity’s Chief Executive Officer shall have the authority to remove a Grand Chapter Advisor from office for any of the reasons stated in Section 2, above.
	2. The Chapter can request removal of the GCA from office by the Chief Executive Officer for any of the reasons stated in Section 2, above.

**ARTICLE VIII – DUES AND DONATIONS**

Section 1. Annual Dues: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.

1. Annual dues shall be set by the Executive Board. Dues will be paid at the start of each fiscal year.
2. All transactions and deposits shall be in the name of the Association. All general funds shall be under the control of the Executive Board and shall be disbursed and recorded as directed by it. The Executive Board shall select the depositories for the custody of its funds.

Section 2. Donations: Donations for additional support of the Alpha 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 Foundation designated specifically for the Alpha Chapter.

**ARTICLE IX – MEETING PROCEDURES**

Section 1. Executive Board Meetings: The newly elected Executive Board 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.

1. The Executive Board shall meet at least semi-annually but may hold special meetings as needed for the proper conduct of business.
2. Executive Quorum: A quorum to do business at any meeting of the Executive Board shall be half of the Executive Board officers and may take place in the form of face-to-face, phone conferencing or email.

Section 2. Annual Meeting: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. 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.

Section 2. Special Meetings:Special meetings of the Association may be held at any time at such times and places as may be determined by the Executive Board upon notification of the Executive Board 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: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 quorum to conduct business at any Annual or Special Meeting shall consist of at least half of the members of the Executive Board, 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. Proper notice must be given to all members eligible to vote before a meeting, regular or special, is conducted.

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 Alpha Alumni Association unless in conflict with these by-laws.

**ARTICLE X - COMMITTEES**

Section 1. Committee Appointment

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

**ARTICLE XI - GRAND CHAPTER**

Section 1. Alumni Association Grand Chapter Delegates: Each recognized Alumni Association shall be entitled to appoint and send one delegate and one secondary delegate to represent itself at Grand Chapter at its or its member’s own expense. A member in good-standing of an Alumni Association may be seated as the delegate or secondary for the Alumni Association if the appointed delegate or secondary delegate fails to attend the Grand Chapter. Although the delegate and secondary delegate may attend, the Alumni Association shall be permitted only one vote.

Section 2. Alumni Association Voting Rights: Recognized Alumni Associations shall be entitled to the same voting privileges other than on issues of student fees and dues as chapters in good standing at Grand Chapter, Annual Meetings, or on matters submitted for approval by mail vote of the Fraternity.

**ARTICLE XII - AMENDMENTS**

Section 1. Procedure

1. By-laws may be amended by a 2/3 vote of the members at any regular or authorized special meeting of the Alpha Alumni Association.
2. The Executive Board 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 of the Alpha Alumni Association before a vote can occur.