

SIGMA PI ALUMNI CLUB/ASSOCIATION SAMPLE BYLAWS

Article I. Name and Purpose

Section 1. Name. The name of this organization shall be the _____ Alumni Association of Sigma Pi Fraternity, an incorporated nonprofit association existing under the laws of the state of _____.

Section 2. Purpose. The purpose of the Association shall be:

- a) To cultivate and maintain the high ideals of the Sigma Pi; and
- b) To promote true and lasting friendships amongst all brothers of Sigma Pi through the maintenance of alumni records, communication to all members, and opportunities for members to gather; and c) To further the interests of Sigma Pi at its host institutions, in the community, and in the individual lives of its members; and
- d) To ably assist undergraduate and alumnus brothers and chapters; and
- e) To motivate and foster a spirit of pride, loyalty, inclusion, and respect for Sigma Pi and its rich history.

Article II. Membership

Section 1. Membership. Any member of Sigma Pi in good and regular standing and who is no longer enrolled as an undergraduate member is eligible for membership in this Association.

Section 2. Dues. The dues for the members of this Association shall be \$_____ per year. Should any member fail to pay his dues, he will forfeit his voting rights and may be dropped from the membership rolls of this Association.

Section 3. Fiscal Year. The fiscal year of this alumni association shall commence on July 1.

Article III. Officers

The officers of this Association shall include president, vice-president and secretary/treasurer (or a separate secretary and a separate treasurer if desired or needed). The officers described above make up the executive committee of the Association. [Sample officer roles are listed at the end of this document and can be inserted as the Association desires as separate sections of Article III.]

Article IV. Executive Committee

Section 1. Composition. The Executive Committee shall be composed of the elected officers of the alumni association and shall be presided over by the president. It shall be the only standing committee of the alumni association.

- a) Other committees may be formed by the executive committee to aid in the maintenance of alumni records, communication efforts, alumni events and fundraising efforts. Said committees should be considered for reappointment or termination at each annual meeting.

Section 2. Duties. The Executive Committee shall conduct all business of the Association between meetings,



conduct events of the Association, authorize and account for the expenditure of funds in the Association treasury, and do all things necessary and proper for the orderly conduct of the Association.

Section 3. Vacancies. A vacancy occurring in the Executive Committee shall be filled by an affirmative vote of the majority of the remaining Committee members for the unexpired portion of the term.

Article V. Meetings and Elections

Section 1. Meetings.

- a) The annual meeting of the Association shall be held on the _____ day of _____ of each year at _____, or at an alternate place designated by the Executive Committee, provided notice is given to the membership at least 30 days in advance.
- b) Regular meetings of the Association beyond the annual meeting shall occur at a time and place designated by the Executive Committee.
- c) Special meetings of the Association may be called by the president, by any two officers requesting it, or by five percent (but at least three in number) of the membership provided notice of the time and place is given to the membership at least 30 days in advance.

Section 2. Elections.

- a) Elections shall be held at the annual meeting of the Association.
- b) In case of more than one nominee for any office, a ballot shall be presented in writing. c) Each officer of the Association shall be elected for a term of two years (or other term as determined by the Association).
- d) Upon the completion of an officer's term, he shall be re-elected or his successor shall be elected by a majority vote of the Association's membership present at the annual meeting. Upon the establishment of the Association, every effort shall be made to stagger the term lengths of the officers in an attempt to avoid a high turnover during any single year.

Article VI. International Convention Delegates

The international convention delegate [usually Association president] shall be chosen by a vote of the Association.

Article VII. Amendments

These Bylaws may be amended at any annual meeting of the Association by a majority vote of members present, except that no amendment shall be passed by a vote of less than twelve (12) members.

These Bylaws of the _____ Alumni Association of Sigma Pi were approved and adopted on this the _____ day of _____, 20_____.

Suggested Officer Duties



In each alumni association, there are commonly four elected officers: a president, a vice president, a secretary and a treasurer (or a single secretary/treasurer). The election typically takes place during the organizational or re-organizational meeting of the association and at each succeeding annual meeting. Suggested duties of the officers are listed below:

President

1. Preside at all meetings of the Association.
2. Appoint committee chairman and committee members as necessary.
3. Perform other duties as they pertain to his office.

Vice President

1. Serve in the absence of the president.
2. Recruitment of voting members to the Association.
3. Preside over and report activities of any committees established by the Executive Committee.
4. Perform such duties as are required of him by the president.

Secretary

1. Maintain a roster of all members of the alumni association.
2. Keep a record of all meetings and events of the alumni association.
3. Conduct all correspondence of the association with area alumni and the Sigma Pi Executive Office.
4. File all required documentation, annually or as necessary, with the state in which the association is domiciled, with the federal government [form 990] and with the Sigma Pi Executive Office.

Treasurer

1. Collect dues owed the Association.
2. Take charge of all funds of the association and deposit the same funds to the credit of the alumni association in a bank selected by the association.
3. Maintain a book of accounts on all funds received and disbursed during his term of office and prepare annual financial reports for the period from July 1 to June 30 of each year.
4. Pay all bills incurred by the authority of the alumni association.