

**Bylaws of Chi Phi of Nebraska, Inc.
Alumni Association
Chi Phi Fraternity**

Article I. – Name

The name of this Association shall be Chi Phi of Nebraska, Inc. The date upon which this Association receives sanction from the national office of the Chi Phi Fraternity will be its official chartering date.

Article II. – Purpose

The primary purpose of this Association shall be to provide benefits of membership to its members. It shall also support the affairs and provide guidance to the members of the Alpha Theta Chi Chapter of the Chi Phi Fraternity, participate in the projects sponsored by the Chi Phi Fraternity and the Chi Phi Educational Trust, award grants through its scholarship programs in conjunction with the University of Nebraska Foundation, and to promote the friendship and core values of the Chi Phi Fraternity amongst the alumni of the Fraternity through events and opportunities.

Article III. – Membership

The membership of this Association shall consist of any Chi Phi member desiring to hold membership in this Association who is in good standing with the Fraternity and who meets the on-going obligations of membership as prescribed herein.

Article IV. – Dues

- Section 1. Contribution of an annual dues amount shall be compulsory for all members to remain as an active member in good standing with the Association. Said amount shall be determined through the ratification of each year's annual budget prior to July 1 of each year.
- Section 2. The Association shall operate a fiscal calendar of July 1 to June 30.

Article V. – Meetings

- Section 1. This Association shall conduct at least one general meeting per year. No less than 35 days notice shall be given for the conduct of any general meeting.
- Section 2. The date of the annual meeting of the Association shall be determined by the Executive Board.
- Section 3. Special meetings may be called at the discretion of the president or by written request of five members. No less than 14 days notice shall be provided for any special meeting.
- Section 4. No fewer than five active members to include at least one officer shall constitute a quorum at all general meetings. All active members in good standing shall have one (1) vote.

Article VI. – Officers and Duties

- Section 1. The officers of this Association shall be the President, Secretary, and Treasurer.
- Section 2. Each officer shall be responsible for performing the duties prescribed herein.
- Section 3. The duties of the President shall be:
1. Schedule, organize, and chair all executive board meetings, general meetings, and special meetings of the Association.
 2. Oversee operation of the Association and serve as liaison to the National Headquarters.
 3. Ensure that the Association is meeting its obligations to the National Headquarters.

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4. Serve as Chi Phi alumnus representative to the University of Nebraska and the community.
5. Appoint chairmen of committees as needed.
6. Retain chapter advisor.
7. Serve as Association's delegate to the National Congress of the Chi Phi Fraternity, or appoint a substitute subject to the approval of the executive board.
8. With the executive board, review by-laws annually for needed corrections, changes and updates.
9. Discuss with the Association members any pending Congressional business so that the Association's views can adequately be represented.
10. Coordinate the conduct of elections with the Secretary. The President shall conduct elections unless he is directly involved as a candidate, in which case the next highest-ranking officer shall serve.
11. Maintain a manual of operations to be passed to the next President, and schedule a transition meeting from the old executive board to the new board.

Section 4.

The duties of the Secretary shall be:

1. Assume the duties of the President in his absence.
2. Keep minutes of all executive board and general Association meetings.
3. Maintain a membership list and directory, as well as attendance records of meetings.
4. Maintain a history of the Association.
5. Handle the Association's correspondence directed by the President or the executive board.
6. Send notice of all meetings, changes of officers, events, death of member with obituary, and all required reports to the National Headquarters.
7. Maintain and distribute list of chapter alumni and area alumni, and update names and addresses as needed with National Headquarters.

Section 5.

The duties of the Treasurer shall be:

1. Prepare budget for approval by the executive board.
2. Collect such dues and fees from members as are required by the Alumni Association.
3. Pay all bills of the Association and maintain an accounting of all income and expenses.
4. Make regular financial reports to the executive board and general membership.
5. Maintain the Association's bank account in a federally insured bank or savings and loan institution.

Article VII. – Elections, Terms, and Vacancies

Section 1.

Nominations for the office of President, Secretary and Treasurer may be taken at large from the floor at the annual meeting just prior to elections or may be submitted beforehand by mail to the Secretary. Elections will immediately follow the close of nominations from the floor. Voting shall be by secret ballot. Majority vote is needed to elect. A run-off election between the top two (2) candidates shall determine the outcome in the event that no candidate receives a plurality.

Section 2.

Officers shall serve a term of two (2) years. They shall be installed at the first meeting of the calendar year following their election.

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- Section 3. Should a vacancy occur in any office, the vacancy shall be filled by the President and said appointee shall serve the remainder of the current term of office.
- Section 4. The president may appoint up to five (5) additional at-large members.
- Section 5. Upon installation each officer shall take the oath prescribed within the constitution of the Chi Phi Fraternity, which shall be administered by the outgoing president to the president-elect, and by the president-elect to the other new officers.

Article VIII – Executive Board

- Section 1. The executive board shall be composed of the three officers listed above and at-large members. Ex-officio members shall include the Chairman of the Alpha Theta Chi Housing Corporation, if any, the chapter advisor of the Alpha Theta Chi Chapter, and the Alpha of the Alpha Theta Chi Chapter.
- Section 2. The executive board shall meet prior to each general Association meeting, notice having been given to each member no less than 14 days in advance.
- Section 3. The executive board of Chi Phi of Nebraska, Inc. shall meet at least once per year with the executive council of the Alpha Theta Chi Chapter.

Article IX. – Standing Committees

- Section 1. The Executive Board shall establish any standing committees..
- Section 2. Ad hoc committees may be created by the executive board as needed.
- Section 3. All committee chairmen shall be appointed by the President.
- Section 4. The Alumni Activities Committee shall be responsible for establishing, planning, and executing the social calendar of the Association.
- Section 5. The Fundraising Committee shall be responsible for raising funds for use by the Association for defraying expenses, awarding scholarships through the Association's scholarship fund, and any other uses deemed appropriate by the Association.

Article X. – Congressional Delegate

The President of the Association shall serve as a delegate to the Chi Phi Fraternity's National Congress. An alternate delegate may be appointed to serve if the President is unable to attend.

Article XI. – Parliamentary Authority

Robert's Rules of Order shall be the procedural authority in all cases except that no seconds shall be required.

Article XII. – Withdrawal or Relinquishment of Charter

- Section 1. This Association will in all cases be a voluntary contributor to the National Fraternity's voluntary alumni dues program. If this Association fails to meet this or any other financial obligation to the Fraternity for a two year period or fails to remain in "good standing" its charter must be relinquished upon request of the Grand Council of the Fraternity.
- Section 2. In the case of a voluntary relinquishment of its charter and dissolution, the Association must call a meeting giving due notice of the business to be considered to all members and the Grand Council. Within six (6) weeks a second meeting shall be called at which time the motion for dissolution shall be voted upon. If the

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motion passes by majority vote, formal notice of the relinquishment of charter shall be forwarded immediately to the Grand Council.

Section 3.

When an Association charter is withdrawn or relinquished, the charter must be returned immediately to the National Headquarters. All assets, including any funds remaining in the Association's treasury shall be transferred to the Chi Phi Fraternity.

Article XIII – Amendments

These by-laws may be amended at any regular meeting by a two-thirds majority vote, provided that due notice has been given at the preceding regular meeting. If any change in the Fraternity Constitution or policies shall at any time necessitate amending these by-laws, such amendments shall take place automatically without need for a vote by the Association.