

BYLAWS OF THE PENNSYLVANIA BETA BETA ALUMNI AND VOLUNTEER CORPORATION OF THE SIGMA PHI EPSILON FRATERNITY

ARTICLE I – NAME & MISSION

Section 1

The Name of this Corporation shall be known as the Pennsylvania Beta Beta Alumni Corporation of The Sigma Phi Epsilon Fraternity.

Section 2

The mission of the Pennsylvania Beta Beta Alumni and Volunteer Corporation of the Sigma Phi Epsilon Fraternity is to advise, mentor and ensure the long-term stability of the Pennsylvania Beta Beta Chapter of Sigma Phi Epsilon at Drexel University.

ARTICLE II– MEMBERSHIP

Section 1

Any of the following may become a member of this Corporation:

1. Alumni members of the Pennsylvania Beta Beta Chapter of Sigma Phi Epsilon Fraternity.
2. Alumni members of Sigma Phi Epsilon Fraternity.
3. Other members voted into the corporation by the Board of Directors.
4. The undergraduate representatives of the Pennsylvania Beta Beta Chapter whose membership is provided for in Article VI, Section 1, Paragraph I.

Section 2

Alumni members shall be required to pay an annual membership fee set by the Board of Directors at the September meeting. Payment of the fee allows the member to stay on the active membership roll, which allows him to run for office and vote at any membership meeting from November 1st and ends October 31st. Alumni who have graduated within one year of the annual meeting will be assessed ½ the annual membership fee. Failure to receive annual dues will automatically change the member's status to inactive. Fee waivers may be granted by a majority vote of the Board on a case-by-case basis for special circumstances.

Section 3

The annual membership fee may be modified by a 2/3rd vote at the annual meeting.

Section 4

Alumni wishing to support the Corporation but do not wish to pay the full annual membership fee may become a Supporting Member. The annual fee to become a Supporting Member will be announced with the annual membership fee. These members will be entitled to discounts to alumni events and will be recognized as supporters of this Corporation. Supporting Members are not eligible to vote or run for office without approval of the Board of Directors.

ARTICLE III– ANNUAL MEETING

Section 1

The Annual Meeting of the Corporation shall occur on the Saturday Prior to October 19th.

Section 2

The order of business at the annual meeting shall be as follows:

- A. Roll Call of Members.
- B. Reading of minutes of last annual meeting

- C. President Report
- D. Financial Report
- E. Undergraduate Chapter President Report
- F. Any Reports deemed necessary by the Board of Directors
- G. Transaction of Old Business
- H. Transaction of New Business
- I. Election and Installation of Directors
- J. Adjournment

Section 3

Special meetings of the corporation may be called by the President, or by a majority of the active corporation members. The Director of Communications shall provide written notice to all members. The meeting shall only be for the specific business mentioned in the notice for special meeting.

Section 4

The Director of Communications shall notify each member of the annual meeting or any special meeting no later than 14 days before the date that meeting is to be held.

Section 5

At the annual meeting, a simple majority of all active alumni members must be present in person to constitute a quorum for the transaction of business. Alumni who have graduated within one year of the annual meeting will be considered active for quorum if they attend the meeting.

ARTICLE IV –ELECTION OF DIRECTORS

Section 1

The members of the corporation shall, at every Annual Meeting, elect the Directors who shall hold office for one (1) year.

Section 2

The Director of Communications shall prepare a list of candidates for the Board of Directors by names submitted from the membership. Nominations should be submitted to the Secretary no later than one (1) month prior to the annual meeting. The Director of Communications shall prepare a ballot for election by membership, and shall forward a copy of this list with the notice of the Annual Meeting.

Section 3

In case that quorum cannot be obtained at the annual meeting, or no candidate can be obtained for the vacancy by the date of the annual meeting, the responsibility to fill the position shall rest with the Board of Directors.

Section 4

The list of candidates shall be provided via written ballot. The winning candidates, as indicated by written verification of the Director of Communications and President, shall be elected to their respective office. The membership shall re-vote to break a tie.

Section 5

If a Director position becomes vacant the responsibility to fill the position shall rest with the President.

Section 6

The Chapter Counselor shall be appointed by the National Board of Directors of Sigma Phi Epsilon Fraternity. The National Board of Directors determines the term of office of the Chapter Counselor. In the event that a Chapter Counselor is not performing the expected duties of his office, the Board of Directors may recommend the National Board of Directors replace him.

ARTICLE V– BOARD OF DIRECTORS

Section 1

The Board of Directors, in order of succession, shall consist of:

A. President

1. Shall conduct all meetings of the Corporation and of the Board.
2. Shall be the official spokesperson of the Corporation.
3. Shall coordinate all Alumni Board functions, develop meeting agendas, prepare an annual report and affirm employee contracts following a majority vote of the Board of Directors.
4. Shall ensure that the alumni board and chapter maintain long-term strategic plans.
5. Shall be responsible for the interpretation of the Bylaws and Ritual.
6. Shall act as the advisor to the undergraduate President.

B. Director of Financial Operations

1. Shall develop the annual corporation budget and long term financial plan.
2. Shall oversee undergraduate finances and act as the advisor to the undergraduate VP of Finance.
3. Shall arrange the filing of all necessary tax forms and reports for the corporation and undergraduate chapter.
4. Shall be responsible for the annual audit of the undergraduate financial records.
5. Shall be responsible for collecting alumni fees and other funds as deemed necessary.
6. Shall make disbursements subject to the order of the Board President or majority vote of the Board of Directors.

C. Director for Undergraduate Development

1. Shall work with the entire development cabinet in order to ensure the proper application and integrity of the balanced man program.
2. Shall ensure the chapter conducts an annual anti-hazing seminar.
3. Shall act as the advisor to the undergraduate VP of Member Development.
4. Shall be in charge of all alumni ritual programming.
5. Shall attend appropriate Headquarters training seminars.

D. Director for Undergraduate Operations

1. Shall make any recommendations as to the expenditure of the house maintenance and improvement funds.
2. Shall act as the advisor to the undergraduate VP of Recruitment and House Manager.
3. Shall be in charge of coordinating the Balanced Man Scholarship program with the undergraduate chapter.

E. Director of Membership Affairs

1. Shall work with the undergraduate chapter to ensure the proper planning of events in accordance with proper risk management procedures.
2. Shall ensure that all members attend an annual risk management seminar.
3. Shall monitor on-going risk management awareness and activities with the undergraduate chapter.
4. Shall act as the advisor to the undergraduate Chaplain.

F. Director of Communications

1. Shall keep the official record of the proceedings of the Corporation, including minutes of all Corporation meetings, elections, and meetings of the Board.
2. Shall be responsible for all mailings of meeting notices, agendas, and minutes before all meetings.
3. Shall maintain the corporation membership roll with an accurate list of contact information.
4. Shall work with the undergraduates to maintain undergraduate records.
5. Shall act as the advisor to the undergraduate VP of Communications.
6. Shall be responsible for all correspondence, including the newsletter.

G. Director of Events

1. Shall plan alumni and alumni/undergraduate events.
2. Shall act as the advisor to the undergraduate VP of Programming.

H. Chapter Counselor

1. Shall attend chapter meetings, Executive Board meetings, and Cabinet meetings as needed.
2. Shall facilitate chapter retreats, officer transition retreats, annual chapter assessments, and goal setting sessions of the undergraduate chapter.
3. Shall act as the advisor to the undergraduate executive board.

I. Faculty Advisor

1. Shall be selected by the undergraduate chapter in counsel with the Board of Directors.
2. Shall be a faculty member of the university, or a person very familiar with university academic policies
3. Shall work closely with the chapter in matters pertaining to each undergraduate member's academic program while enrolled at the university.
4. Shall meet regularly with all undergraduate members whose GPA does not meet the minimum standard.
5. Shall be a non-voting member of the Board of Directors

J. Undergraduate Directors

1. Shall be the members of the Pennsylvania Beta Beta Undergraduate Executive Board
2. Shall have a combined single vote on the Board of Directors.
3. Shall have no authority to sit as presiding Director at any meeting nor vote for officers at the annual meeting.

Section 2

The alumni officer's guide will serve as the standard operating procedures for the Board of Directors in conjunction with these bylaws where they do not contradict. Additionally, these procedures may be supplemented or changed by majority vote of the Board of Directors.

Section 3

The Board of Directors shall meet the third Sunday of every month. Meetings can be changed by a majority vote of the Board of Directors.

Section 4

The order of Business for a Board of Directors shall be as follows:

- A. Undergraduate Reports
- B. Faculty Advisor Report
- C. Risk Management Report
- D. Chapter Counselor Report
- E. Undergraduate Development Report
- F. Communications Report
- G. Financial Operations Report
- H. Undergraduate Operations Report
- I. President's report
- J. Old Business
- K. New Business
- L. Adjournment

Section 5

A two-thirds vote of the board of directors may vacate any Elected Director position

Section 6

A majority vote of the members of the Corporation may vacate any of the Director positions.

Section 7

Any Director, given 30 days advance written notice to the Director of Communications, may resign his directorship without need of explanation to the Board of Directors.

Section 8

A majority of the alumni directors in office at the time shall constitute a quorum at all meetings of the directors.

Section 9

Any member of the fraternity, undergraduate or alumni, may be suspended or expelled by a 2/3 vote of the Board of Directors for conduct unbecoming a member of Sigma Phi Epsilon.

Section 10

The Board of Directors retains the power to budget, control the receipts and disbursements of the undergraduate chapter and to install proper systems of financing and accounting. The Alumni Director of Finance must be a signor on all undergraduate bank accounts and shall take control of said accounts in exigent circumstances or by an order of the Board of Directors.

Section 11

The presiding officer shall break any voting ties.

ARTICLE VI –HOUSING PROCEDURES

Section 1

The Corporation shall be responsible for working with the University to ensure that a safe, clean and long-term house is maintained.

Section 2

Corporation Officers shall at any time conduct a/an scheduled or unannounced inspection of the housing facility, accompanied by a member of the undergraduate executive board using a pre-determined set of criteria and report such findings to the Corporation President.

- A. Unannounced inspections shall not occur more than twice per month.
- B. The President or his designee will compile and assess said report and levy any fines as a result of this inspection against the undergraduate chapter.
- C. Fines assessed shall be paid to the Director of Financial Operations within 30 days of assessment. After 30 days the fines will increase by 25% per week.
- D. The fines shall be charged to individual chapter member accounts and may not be paid from chapter budgets.
- E. The fine revenue shall be handled as follows:
 - i. 60% Shall be set aside to be used for house improvements or undergraduate development.
 - ii. 20% Shall be set aside for educational purposes (i.e. speakers, scholarships)
 - iii. 20% Shall be placed in the Corporation operating budget

ARTICLE VII – GRAND CHAPTER PROVISIONS

Section 1

Pursuant to Article V, Sections 22 and 23 of the Bylaws of the National Fraternity, any and all assets, funds or other property, whether personal or real, cash or non-cash, which are held by or titled to the Association or any of its affiliates or subsidiaries, are trust funds which shall be held, managed and administered by the Association for the benefit of the local undergraduate Chapter and to promote the ideals and interests of the National Fraternity, all in accordance with the charter, Bylaws and Administrative Policies and Procedures of the National Fraternity.

Section 2

Further, legal title to all land, buildings and furnishings therein acquired and/or occupied for use by the Chapter is to be held in the name of the Association, and such property shall be held in trust for the benefit of the Chapter. This property is considered trust property, and upon the dissolution, forfeiture, withdrawal or suspension of the undergraduate Chapter charter, whether voluntary, by surrender of charter, or involuntary, by forfeiture or withdrawal of charter pursuant to the Bylaws or Administrative Policies and Procedures of the National Fraternity, such property shall be transferred, whether by deeds of conveyance, bills of sale or by transfer of ownership and control of the Association to the National Fraternity or its affiliates, to be held by the National Fraternity or its affiliates in accordance with the Chapter Continuation Fund of the National Fraternity for a period of twenty-one (21) years for the purpose of reactivating the undergraduate chapter and for the other purposes set forth in the Administrative Policies and Procedures of the National Fraternity.

Section 3

The Board of Directors of the National Fraternity shall have the power to remove any or all of the members of the Board of Trustees who fail(s) to comply with these Bylaws or with any of the provisions of the National Fraternity's Bylaws or Administrative Policies and Procedures, and appoint substitute board member(s) in the place of such removed member(s), until the Association can elect new board member(s) in accordance with these Bylaws.

ARTICLE VIII – AMENDMENT OF BYLAWS

Section 1

These Bylaws may be amended by a two-thirds vote of the members present at any meeting of the corporation, with notice of such proposed amendment given in writing at least 30 days in advance to the Director of Communications.

Section 2

Upon approval, new amendments shall replace the old bylaw in their respective section.