

BYLAWS
of
YOUR CHAPTER Alumni Association
Tau Kapp Epsilon Fraternity
YOUR SCHOOL
YOUR CITY, STATE, ZIP

ARTICLE I - NAME, PURPOSE, LOCATION

Section 1 - The name of this association shall be: The YOUR CHAPTER Alumni Association of YOUR CHAPTER of Tau Kappa Epsilon Fraternity, located at YOUR SCHOOL, YOUR CITY, STATE, ZIP, herein referred to as the Association.

Section 2 - The object of this Association shall be: To provide an opportunity for the continuation of the Brotherhood established as an undergraduate member of YOUR CHAPTER (herein after referred to as "the Chapter") and to provide an organization through which alumni members may continue and improve their contacts with each other and with their undergraduate Fraters; To uphold the general welfare, campus prestige, scholastic, and other interests of and to provide support to the Chapter; and, to provide support to YOUR SCHOOL.

Section 3 - The home office of the Association shall be located at the offices of YOUR REPRESENTATIVE, a member of the Association.

ARTICLE II - MEMBERSHIP, MEMBERS' MEETING, VOTING

Section 1 - Every duly initiated member of YOUR CHAPTER, upon leaving YOUR SCHOOL, shall automatically become a member of this Association, and his membership shall continue until his death, unless he is formally expelled or suspended from Tau Kappa Epsilon Fraternity.

Section 2 - There shall be called at least one meeting of all members of this Association each year at a time and place set by the vote of the Officers of this Association. Notice of the time and place of this meeting shall be furnished to all members by mail, the notice being mailed at least thirty days before the date set for the meeting. Other meeting of the members may be called at any time, or any place within 100 miles of YOUR SCHOOL, by a majority vote of the Officers, or by the President of the Association, provided members are given fifteen days notice of the time and place of the meeting. Those members in attendance at such a duly called meeting shall constitute a quorum for the transaction of business.

Section 3 - Between annual and special meetings of the members of this Association, legislation may be conducted by mail, when so voted by the Officers. In such cases, the proposed legislation must be fully described on the ballot, which is

mailed to all members whose addresses are known. In the case of mail legislation, the vote of the majority of the ballots returned to the Association Secretary within thirty days after the mailing shall decide the outcome of the balloting.

ARTICLE III - OFFICERS, HOW ELECTED, POWERS

Section 1 - All activities of the Association shall be guided by and its ordinary powers vested in the Officers, which shall consist of a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer. These six Officers shall be known as the Executive Board.

Section 2 - Each office shall be for a two-year term, effective the first of September of each even year, or until their successors are elected.

In the event of a vacancy in the office of President, the First Vice President shall assume the office of President. The Second Vice President shall then assume the office of First Vice President, with the Third Vice President assuming the office of Second Vice President. The Officers shall then elect a replacement for the Third Vice President at their next regular meeting. All offices assumed shall be for the un-expired portion of the terms

In the event of a vacancy in the offices of Secretary or Treasurer, the Officers shall then elect a replacement for the vacant office at their next regular meeting.

Section 3 - The duties and powers of the officers shall be:

(a) The President shall be the executive officer of the Association and shall preside at all meetings of members and of the Executive Board. It shall be his duty to advise the other Officers of their duties and to keep informed of their performance, to appoint and supervise the functions of all committees, and in general, to direct all functions of the Association. He shall prepare an annual report of the Association's activities for presentation at the annual meeting and distribution to the entire membership by mail. He shall also coordinate all alumni events with the Chapter Histor and shall serve as an advisor to the Chapter Histor.

He shall also serve ex-officio as the Alumnus Histor on the Chapter's Board of Advisors.

(b) The First Vice President shall assume the powers and duties of the President in his absence or inability to serve. He shall serve as the Risk Manager of the Association and provide such assistance to the Association President as required. He shall also be responsible for the Scholarship efforts of the Association.

(c) The Second Vice President shall assume the powers and duties of the First Vice President in his absence or inability to serve. His prime responsibility will be to conduct at least two alumni events a year.

(d) The Third Vice President shall assume the powers and duties of the Second Vice President in his absence or inability to serve. His prime responsibility will be to publish at least three newsletters a year to all alumni members of the Association.

(e) The Secretary shall keep proper written minutes of all meetings of the members and of the Executive Board in a permanent record book and shall distribute copies of all minutes to the other Officers and Committee Chairmen and to the Chapter Prytanis, Crysochylos and Histor. He shall be responsible for the preservations of all records of the Association, and shall see that all members are informed of the activities and plans of the Association. He shall also be responsible for the mailing of all notices and ballots, and shall furnish a formal written report of the results of all balloting. He shall maintain an up-to-date mailing list of all members of the Association and exchange such information with the YOUR SCHOOL Alumni Office.

(f) The Treasurer shall receive and disburse all funds of the Association and sign checks in the name of, and on behalf of, the Association. He shall keep complete records of the financial condition of the Association and render an annual written report for presentation at the annual meeting and distribution to the entire membership by mail.

ARTICLE VV - COMMITTEES

Section 1 - The President shall appoint such committees as are needed from time to time.

ARTICLE VI - FINANCES

Section 1 - Membership dues, in the amount of twenty-five dollars (\$25) per year for members, will be solicited under the supervision of the Treasurer, but such dues will be voluntary and non-payment will have no effect on membership status.

Section 2 - Funds obtained from such dues solicitation may be used to finance any and all projects to increase alumni interest, participation, and support. Funds available to the alumni organization from other sources may be used in the development of alumni interest, participation and support if alumni dues receipts are not sufficient to meet expenses in this area.

Section 3 - Additional appeals for funds may be authorized from time to time by the Executive Committee, provided such appeals are voluntary and non-contributing members suffer no loss of membership status.

ARTICLE VII - BYLAWS AND AMENDMENTS

Section 1 - Subject to the approval of the membership of this organization, the Officers may enact such bylaws and policies as are not in conflict with the above articles.

Section 2 - Changes in this constitution shall require the approval of the members of this organization, voting as here-in provided.

09/95
Revision 1