



**San Diego Sigma Chi**  
**Alumni Chapter Bylaws**

## **PREAMBLE**

Believing that where there is law there is liberty, we the members of the San Diego Alumni Chapter of the Sigma Chi Fraternity do hereby establish and solemnly promise to obey these bylaws to supplement and support the Ritual, Constitution, Statutes and Executive Committee Regulations of the Sigma Chi Fraternity for the government of our chapter.

## **ARTICLE I NAME AND PURPOSE**

### **Section 1 Name**

The name of this organization shall be the San Diego Alumni Chapter of the Sigma Chi Fraternity.

### **Section 2 Purpose**

The purpose of this alumni chapter shall be:

1. To cultivate and maintain the high ideals of friendship, justice and learning.
2. To strengthen the name and ideals of the Sigma Chi Fraternity.
3. To provide and maintain a vehicle for all area Sigma Chi alumni to share in the bonds of brotherhood.
4. To assist the San Diego undergraduate chapters.
5. To support both financially and through participation, the programs of the Sigma Chi Fraternity and Foundation.
6. To provide a career and employment guidance for both alumni and undergraduates.
7. To provide a representative voice of area alumni regarding Fraternity issues.
8. To contribute to the betterment of society and our communities by fostering healthy community relations and undertaking meaningful community service activities.

## **ARTICLE II MEMBERSHIP**

### **Section 1 Membership**

Any member of the Sigma Chi Fraternity in good standing, and who is no longer enrolled as an undergraduate is eligible for membership in this organization upon payment of dues thereof and by abiding by all other local requirements.

### **Section 2 Membership Dues**

- A. General Membership Dues: The dues for general membership of this alumni chapter shall be \$ 30 per year.
- B. White Cross Membership: A White Cross membership shall be granted to members who pay membership dues of \$100.00 or more annually.
- C. Should any member fail to pay his dues, he will forfeit his voting rights and may be dropped from the membership roles of this organization.
- D. The term of membership for all members shall begin of January 1 of said year and will terminate on December 31 of that year.

### **Section 3      Fiscal Year**

The fiscal year of this alumni chapter shall commence on January 1. .

## **ARTICLE III   MEETINGS & ELECTIONS**

### **Section 1      General Meetings**

- A. General meetings of this alumni chapter will occur monthly at a location and time designated by the executive committee.
- B. The executive board shall make a best effort to notify all members of all general meetings of the alumni chapter no less than one month prior by means that include but are not limited to:
  1. Posting on the alumni chapter website event calendar
  2. Publication in “The Magazine of Sigma Chi”
  3. Email correspondence

### **Section 2      Special Meetings**

Special meetings of this alumni chapter may be called at any time by:

- A. The alumni chapter president
- B. A vote of the executive committee
- C. By the Secretary upon the written request of any ten members in good standing.

### **Section 3      Officer Elections**

- A. Elections shall be held annually in the month of August.
- B. Election shall be by simple majority of the votes cast. In the event that more than two candidates are nominated for the same position, a plurality is sufficient for election.
- C. Nominations for positions to be filled will be solicited from the membership three months prior to elections and nominations must be submitted at least one month prior to the election.
- D. Elections will be held by mail and ballots will be mailed to all members who have paid their membership dues.
- E. Additional ballots will be available at all alumni chapter meetings and events one month prior to the election.

### **Section 4      Quorum**

Quorum shall consist of at least 50 percent of the chapter membership or a majority of the executive board officers and is required for all voting.

### **Section 5      Voting**

- A. All alumni chapter members shall have a vote except as hereinafter provided.
- B. Voting shall be by acclamation and a majority vote of the alumni chapter members present shall decide all questions unless otherwise provided by these bylaws.
- C. Any member may demand a secret ballot.
- D. In the event of a tie, the president shall break the tie.
- E. There shall be no voting by proxy.

- F. Any member of the alumni chapter whose dues payments are not current will automatically lose his right to vote.
- G. Any decision of a committee may be overruled by a majority vote of the alumni chapter membership at a general or special meeting as previously prescribed in these bylaws.

## **ARTICLE IV OFFICERS**

### **Section 1 Chapter Officers**

The offices of this alumni chapter shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Historian
6. Membership Committee Chairman
7. Activities Committee Chairman
8. Undergraduate Liaison
9. Information Technology Officer
10. Past President

### **Section 2 President**

The president shall oversee all chapter operations and programs.

### **Section 3 Vice President**

- A. The vice president shall serve as chairman of the executive committee and perform duties as directed by the president.
- B. The vice president shall perform the duties of the president in his absence.

### **Section 4 Secretary**

- A. The secretary shall maintain accurate records of the chapter's current members.
- B. The secretary is responsible for the distribution of alumni chapter communications including "thank you" notes and invitations.
- C. The secretary shall work with the historian to assist with printing and distributing the alumni newsletter.

### **Section 5 Historian**

- A. The historian shall collect and compose stories and pictures of the San Diego Alumni Chapter of the Sigma Chi Fraternity's activities.
- B. The historian shall coordinate with the Information Technology Officer to publish stories and pictures on the alumni chapter website.
- C. The historian is responsible for publishing an alumni chapter newsletter on a quarterly basis.

### **Section 6      Treasurer**

- A. The treasurer is responsible for the collection of dues and allocation of alumni chapter funds.
- B. The treasurer shall submit a budget plan to the executive committee for approval at the first fiscal year meeting of the executive committee meeting.

### **Section 7      Undergraduate Liaison**

- A. The undergraduate liaison shall maintain communication with undergraduate chapters in San Diego.
- B. The undergraduate liaison shall direct the Undergraduate Relations Committee in organizing and providing assistance and programs with the undergraduate chapters.

### **Section 8      Membership Committee Chairman**

The membership and recruitment committee chairman shall direct the Membership and Recruitment Committee in actively recruiting brothers who are new to the area to join the alumni chapter and endeavor to encourage active participation of all Sigma Chi alumni members living in the San Diego County.

### **Section 9      Activities Committee Chairman**

The activities committee chairman shall direct the Activities Committee in planning events that are of interest to the members of the chapter and will help promote responsible brotherhood and friendship.

### **Section 10     Information Technology Officer**

- A. The Information Technology Officer shall coordinate maintenance and backup San Diego Alumni Chapter of the Sigma Chi Fraternity's website content, hosting and domain registration.
- B. The Information Technology Officer shall work with Secretary to coordinate production of mass e-mailings for alumni functions and announcements.
- C. The Information Technology Officer shall work with Secretary and Membership and Recruitment Committee Chairman to maintain contact database of all Sigma Chi alumni living in the San Diego County.
- D. The Information Technology Officer shall coordinate with the Historian to publish stories and pictures on the San Diego Alumni Chapter of the Sigma Chi Fraternity's website.

### **Section 11     Past President**

The immediate past president of the alumni chapter shall serve in an advisory role on the executive board.

### **Section 12     Appointed Officers**

The president shall appoint other such officers as they deem necessary, subject to the approval of the executive committee.

### **Section 13 Term of Office**

The term of office for officers, both appointed and elected, shall be for one year beginning the first regular meeting following their election and appointment.

### **Section 14 Dismissal of Officers**

- A. Any officer of this alumni chapter may be dismissed from his office for failure to perform his prescribed duties, non-exemplary conduct or conduct unbecoming of a Sigma Chi.
- B. A two-thirds vote of the alumni chapter members present at a general or special meeting shall dismiss any officer from his position, provided charges have been openly preferred against the officer by a member of the chapter one week prior to the meeting at which the dismissal vote is to be taken.
- C. Upon an officer's dismissal, his office shall be declared vacant.

### **Section 15 Vacancies**

All vacancies in the executive committee or any office in the alumni chapter, from any cause, other than the expiration of the term of office, shall be filled by a majority vote of the remaining members of the committee, and the one so elected shall hold office for the unexpired term of the member of the committee or officer whom he succeeds.

## **ARTICLE V COMMITTEES**

### **Section I Committees**

There shall be the following standing committees:

1. Executive Committee
2. Membership and Recruitment Committee
3. Activities Committee
4. Undergraduate Relations Committee

### **Section 2 The Executive Committee**

- A. The executive committee shall be composed of the president, vice president, treasurer, secretary, historian, membership committee chairman, activities committee chairman and the undergraduate liaison.
- B. The vice president shall act as chairman.
- C. The executive committee shall meet at least once a month for the purpose of assisting in the planning and fulfillment of a well-rounded active alumni chapter program. In addition, the executive committee shall ensure that all of the officers and committees have set proper goals for their term of office; shall establish long-range goals; and shall conduct an adequate and regular evaluation of all chapter operations and programs.

### **Section 3 Membership Committee**

- A. This committee shall secure the names, postal addresses, e-mail addresses, and phone numbers of all members of the alumni chapter.
- B. This committee will endeavor to encourage active participation of all Sigma Chi alumni members living in the immediate area.

- C. This committee will actively recruit brothers who are new to the area to join the alumni chapter.

#### **Section 4      Activities Committee**

- A. The chairman of the activities committee shall appoint additional members who will oversee the planning and execution of social events hosted by the alumni chapter.
- B. The committee shall plan events that are of interest to the members of the chapter and will help promote responsible brotherhood and friendship.

#### **Section 5      Undergraduate Relations Committee**

- A. The Undergraduate Liaison shall serve as chairman.
- B. The chairman will appoint additional members to oversee effective relations with all San Diego undergraduate chapters.
- C. The committee should plan to assist nearby undergraduate chapters with recruitment, initiation, the development of career skills, and honoring and preparing graduating seniors for alumni status.

#### **Section 6      Special Committees**

The president is empowered to appoint other committees as he may see fit.

## **ARTICLE VI    AMENDMENTS**

#### **Section I      Amendments**

- A. To amend these bylaws, a proposal must be presented to the executive committee in writing, after which the proposal shall be presented at the next general or special meeting.
- B. A two-thirds affirmative vote of the alumni members present shall constitute approval of said amendment, provided quorum is met as prescribed in these bylaws.
- C. The amendment shall go into effect immediately, unless otherwise stated in the amendment if it is approved.