

**Theta Tau
National Alumni Club Bylaws**



Bylaws v.2.0 Last Updated 08-07-2013

Bylaws are public.

Each section is followed with a year in brackets indicating the last edit. Sections not marked are from the original 2008 version or the rewritten 2013 version.

These bylaws were initially ratified on 03/03/2008. A major rewrite occurred on 08/07/2013.

Table of Contents

Bylaws

Article I	Name, Object, and Purpose
Article II	Membership
Article III	Officers
Part A	Executive Committee Officers
Part B	Officer Duties and Responsibilities
Part C	Appointed Officers, Committees and Chairs
Article IV	Member Meetings
Article V	Dues and Financial Obligations
Article VI	Financial Accounts
Article VII	Miscellaneous

Article I Name, Purpose, and Extent

- Section 1.01 The name of this organization shall be the National Alumni Club of Theta Tau.
- Section 1.02 The purpose of this organization shall be to increase the value of alumni membership in Theta Tau by:
- a. Uniting its members in a strong bond of fraternal fellowship
 - b. Maintaining a high standard of professional interest among its members
 - c. Providing an avenue for members of the Fraternity to continue their fraternal affiliation past graduation
 - d. Promoting and assisting the activities of the Fraternity in accordance with their goals and traditions
 - e. Providing a medium of communication between the Fraternity and alumni to inform them of the work of the Fraternity
 - f. Furthering the interests of the Fraternity by helping to establish new Alumni Clubs and cooperating in the activities and support of present and future Alumni Clubs
- Section 1.03 This Alumni Club is intended to serve all alumni of Theta Tau.

Article II Membership

- Section 2.01 Membership shall be limited to alumni members (including honorary members) of Theta Tau who are currently in good standing and who can prove themselves to be members of the Fraternity.
- Section 2.02 Membership must be initially requested in writing or by email notice. If the request is valid and dues are paid, that brother will be added to the rolls for the current year. Renewal of membership by or at the Annual meeting shall also be in writing or by email notice.
- Section 2.03 Alumni members failing to renew their membership by or at the Annual meeting shall be classified as inactive. Inactive members who still meet the requirements of membership will be immediately re-instated to the rolls upon receipt of a written or email request and payment of dues.
- Section 2.04 All Theta Tau alumni¹ shall be included on the physical and electronic mailing list with the ability to opt out.

References:

- 1 Article I, Section 1.03 - Members covered

Article III Officers

Part A Executive Committee Officers

- Section 3.01 The officers of this organization shall be: President, Vice-President, Secretary, Treasurer, and Delegate-at-Large who shall constitute the Executive Committee.
- Section 3.02 Each officer, except the Delegate-at-Large, shall be elected by majority secret vote of all members (as defined in Article II, Sec. 1-3) present or represented at the Annual Meeting or participating in an electronic vote. If an electronic vote is held, instant-runoff voting will be used to narrow down the list of candidates for an office if a majority is not reached. This must

be submitted with the electronic ballot.

- Section 3.03 Each officer shall hold office for one calendar year, or until his or her successor has been elected.
- Section 3.04 The Delegate-at-Large position shall be held by the immediate Past President. If this is not possible, the Delegate-at-Large shall be chosen in accord with Section 3.11 of these laws.
- Section 3.05 If a National Alumni Director is appointed by the National Fraternity, he or she will be a non-voting (unless elected to another office) ex officio member of the Executive Committee.
- Section 3.06 Theta Tau's Executive Council by majority vote shall have the authority to remove such officers of the National Alumni Club as it may deem necessary for the good of the Fraternity.

Part B Officer Duties and Responsibilities

- Section 3.07 The President shall perform the following duties and responsibilities:
- a. Preside at all meetings of the organization
 - b. With the approval of the Executive Committee, appoint all committees and chairs the organization deems prudent or necessary.
 - c. Render an annual report to the Executive Council of Theta Tau (including activities of the organization, engineering opportunities, etc.)
 - d. Fulfill such other obligations as may be imposed upon him
 - e. Interpret the Bylaws whenever there is a question as to their exact meaning
- Section 3.08 The Vice-President shall perform the following duties and responsibilities:
- a) Officiate when the President is unable to do so and fulfill his or her responsibilities
 - b) Obtain status reports at least annually from each committee, chair, and RAR. Status reports shall consist of current member activities, accomplishments and plans.
 - c) Any other duties as prescribed by the National Alumni Club.
- Section 3.09 The Secretary shall perform the following duties and responsibilities:
- a) Notify the members of the National Alumni Club at least thirty (30) days in advance of each member meeting.
 - b) Keep the records, attendance records, and meeting minutes of the National Alumni Club.
 - c) Maintain on file with the Central Office a current copy of these Bylaws
 - d) Update with the national Fraternity the mailing address, email, phone, and other contact information for Theta Tau members.
 - e) Distribute to all members (Article II, Section 2.01) notices of meetings and copies of proposed Bylaws amendments.
 - f) Maintain correspondence with alumni and other chapters and organizations as required by the President or the organization.
 - g) Submit at least annually for publication in THE GEAR OF THETA TAU an article on the organization's activities.
 - h) Any other duties as prescribed by the National Alumni Club.
- Section 3.10 The Treasurer shall perform the following duties and responsibilities:
- a) Keep financial records, distribute statements of annual dues, collect fees and dues, and authorize disbursements from the treasury.
 - b) Make a yearly written report to the members of the National Alumni Club stating the organization's current financial standing.

National Alumni Club Bylaws

- c) Present a projected budget to the organization for the following term at the annual meeting. This budget shall be approved by a majority vote before the end of the meeting.
- d) Any other duties as prescribed by the National Alumni Club.

Section 3.11 If any officer becomes unable to continue the duties of that office for the remainder of the term, then an election shall be held to fill this position. The President may appoint a member to this office for the interim period.

Section 3.12 Between meetings, the Executive Committee may act for the National Alumni Club on matters of immediacy so long as such actions are in accord with these Bylaws and the laws and customs of Theta Tau. All interim actions shall be presented at the next meeting for possible ratification by the membership.

Part C Appointed Officers, Committees and Chairs

Section 3.13 By majority vote, the Executive Committee may appoint for each region a Regional Alumni Representative. All Regional Alumni Representatives must be appointed or re-appointed at least annually.

Section 3.14 The Regional Alumni Representative shall perform the following duties and responsibilities:

- a) Represent the majority of alumni, as defined by the region, who are not members of alumni clubs at all meetings.
- b) Any other duties as prescribed by the National Alumni Club.

Section 3.15 By majority vote, the Executive Committee may appoint such committees or chairs as it deems necessary to assist in fulfilling the requirements of these laws or such other projects it deems prudent and beneficial.

Section 3.16 All such appointed committees or chairs serve at the discretion of the President and must be appointed or re-appointed at least annually. The President shall be an ex officio member of all committees.

Article IV Member Meetings

Section 4.01 Annual meetings of the National Alumni Club shall be during the summer meeting of the Fraternity and/or Educational Foundation or in the third quarter of the year.

Section 4.02 Special meetings may be called by the President, Grand Regent, or by a majority vote of the Executive Committee. All actions at the meeting shall be presented at the next annual meeting for possible ratification by the membership.

Section 4.03 All members shall be notified of all meetings thirty (30) days prior to the meeting. Any member may address the Executive Committee at these meetings; however, portions of any meeting may be closed at the President's discretion.

Section 4.04 Robert's Rules of Order shall govern meeting procedure.

Section 4.05 The following shall be the regular order of business at all meetings:

- a. Call to order
- b. Roll call
- c. Minutes of previous meeting

- d. Officer reports
- e. Committee reports
- f. Reading of communications
- g. Old Business
- h. New Business
- i. Elections and Officer Installations
- j. Open for discussion
- k. Adjournment

Article V Dues and Financial Obligations

- Section 5.01 Total member dues in the National Alumni Club shall be \$10 annually for members. Dues for members who are members of a local Alumni Club that has registered (per Section 5.02) shall be 50% of the aforementioned sum. A two-thirds (2/3) vote of the Executive Committee is required to change annual dues. This fee shall be used for official activities limited to recruitment, professional activities, national programs open to all members, and public relations purposes.
- Section 5.02 Local alumni clubs can submit an annual registration form in a manner determined by the Executive Committee so their members can receive reduced National Alumni Club dues.

Article VI Financial Accounts

- Section 6.01 The organization shall maintain at least one bank account to hold the organization's funds.
- Section 6.02 The Treasurer shall authorize disbursements from the organization's account(s) in a manner consistent with the budget that has been adopted by the National Alumni Club. Any expense exceeding \$1000 requires a majority vote of the Executive Committee.
- Section 6.03 All monies of the organization shall remain in the checking account of the organization until such time that proper documentation is submitted to require fund disbursement or movement.
- Section 6.04 The organization may carry over up to \$500 of budget excess from a previous year to the next year's budget. Any additional excess above this amount shall be placed into the Organization financial account(s) as savings.
- Section 6.05 Upon disbandment of the National Alumni Club, all financial obligations shall be settled and remaining monies and assets shall be given to Theta Tau or to the Theta Tau Educational Foundation.
- Section 6.06 Theta Tau's Grand Treasurer shall inspect the financial records of the National Alumni Club at least annually.

Article VII Miscellaneous

- Section 9.01 Amendments to these Bylaws may be adopted by two-thirds (2/3) majority vote of the members. Proposed amendments shall be distributed at least thirty (30) days in advance.
- Section 9.02 Grammatical or Reference errors may be corrected by a majority vote of the Executive Committee.

National Alumni Club Bylaws

- Section 9.03 Each member, upon joining this organization, agrees to obey all parts of these Bylaws, as well as the national Constitution and Bylaws of Theta Tau.
- Section 9.04 These Bylaws shall be considered in view of the national Theta Tau Fraternity laws governing alumni organizations with which they shall not conflict.
- Section 9.05 This club exists to serve Theta Tau and its activities shall reflect favorably upon the Fraternity.
- Section 9.06 Any reference to voting or quorum refers to only those members on the rolls for the current year and who are eligible to vote as defined in Article II.
- Section 9.07 Any item of business whose voting procedure is not specified in the Bylaws may be put to an electronic vote. Electronic votes are to be conducted at the President's discretion. A quorum of one third of the members must respond with a vote (Yes, No, Abstain) for the electronic vote to be valid. The President must set an ending date for votes and a vote may not extend for more than a period of one week. The Secretary must send an email after the period ends detailing the outcome of the vote. The responses and outcome of the electronic vote must be printed and attached to the next business meeting's minutes.
- Section 9.08 Reference footers for each Article of the Bylaws may be amended by a majority vote of the members at a single meeting.