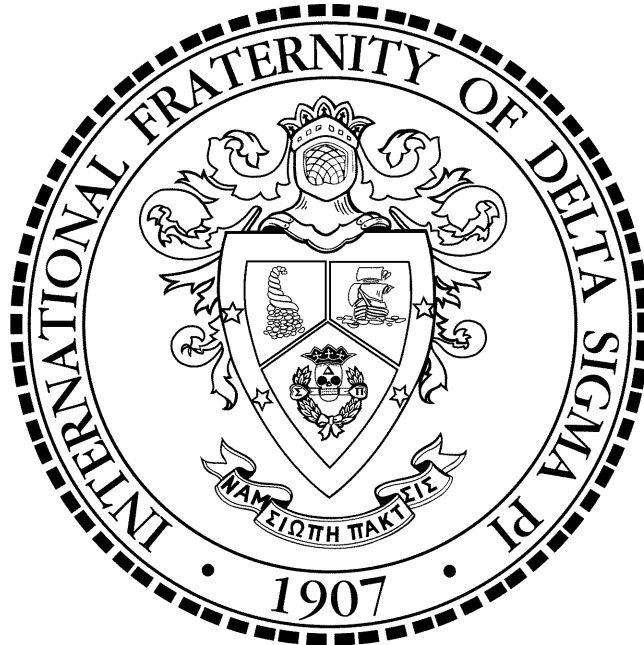


# DELTA SIGMA PI



## ALUMNI CHAPTER BYLAWS FORMAT

This template is designed to help you format your own chapter bylaws. This template is in compliance with the National Bylaws and Policies. Please use this format and style to be in compliance. Each chapter should fill in all the blanks in this set of chapter bylaws and submit to the Central Office for final approval. All chapter members should be given a copy and become familiar with chapter bylaws and all chapter business should be conducted in compliance with them.

*[Alumni Chapter name]*  
**ALUMNI CHAPTER BYLAWS  
FOR THE INTERNATIONAL FRATERNITY  
OF DELTA SIGMA PI**

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## PREAMBLE

Delta Sigma Pi is a Professional Fraternity organized to foster the study of business in universities; to encourage scholarship, social activity, and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

## ARTICLE I-Name

**Section 1. Name** - This chapter shall be officially known and designated as the \_\_\_\_\_ [*Name of Chapter*] Chapter of the International Fraternity of Delta Sigma Pi.

**Section 2. Variations in Name** – (From National Bylaws, Article I, Section 2) No abbreviations of, departures from, or variations in the name of this Fraternity will be permitted, with exception of the following: Delta Sigma Pi and Deltasig.

## ARTICLE II-Organization and Government

**Section 1. In General** - The laws of this chapter shall consist of the Bylaws and Policies of the International Fraternity of Delta Sigma Pi, the interim edicts of the National Board of Directors; the resolutions of the Grand Chapter Congress; such additional regulations as may be enacted by the Grand Chapter or the National Board of Directors; and the chapter Bylaws and Policies.

**Section 2. Franchising Existing Chapter** – (From National Policies, Section E, Policy 16) To be recognized continuously as an alumni chapter, the chapter must complete franchising requirements between April 1 and June 30 each year for the upcoming fiscal year. Franchising requirements include a list of officers, a roster of at least ten members residing in the locality of the chapter, a franchise fee of \$25, a copy of the chapter bylaws, and a charter renewal fee of \$25 if franchising has lapsed.

**Section 3. Bylaws** - The chapter shall enact Bylaws for local government, consistent with the laws of Delta Sigma Pi. They shall be typewritten and presented for review and approval by the Executive Director. All proposed amendments must be submitted for approval and do not become effective until so approved. Such Laws not enumerated in these Bylaws shall be contained and published in a Policy and Procedure Manual.

**Section 4. Affiliation** – All alumni, faculty, and honorary members of the International Fraternity of Delta Sigma Pi and in good standing, and residing in the area of \_\_\_\_\_ are eligible for membership in the chapter. Brothers from outside the general area of the chapter may join the chapter but may not hold office for it.

## ARTICLE III-Membership

**Section 1. Membership in an Alumni Chapter**— (From National Policies, Section E, Policy 2) Members joining an alumni chapter must be alumni in good standing. Membership in any alumni chapter is not to be exclusive or limited by standards enacted by any individual alumni chapter. Thus, alumni are welcome to join one or more alumni chapters. Members joining multiple alumni chapters are required to designate one as their primary alumni chapter affiliation for official National Fraternity records. If a member listed by more than one alumni chapter fails to designate one as primary, it will be assumed that their primary alumni chapter is the one in closest proximity to their permanent mailing address.

Changes in primary alumni chapter affiliation are prohibited during the months of July and August (for purposes of fairness and management of the alumni awards program). It is suggested that such changes be made along with re-franchising, prior to the annual June 30 deadline.

## ARTICLE IV-Finances

**Section 1. Chapter Dues** – (From National Policies, Section E, Policy 12) Each chapter has the power to determine its local dues, if any.

**Section 2. Fiscal Year** – The fiscal year of this alumni chapter shall commence on the first day of July and expire on the thirtieth day of June to comply with the fiscal year of the International Fraternity of Delta Sigma Pi, Inc.

**Section 3. Checking Account** – (From National Policies, Section E, Policy 13) Each chapter must maintain a checking account. All checks must be signed by the Vice President-Finance and any one other officer of the chapter.

**Section 4. Liability Insurance Premium**– (From National Policies, Section E, Policy 17) Upon initial recognition as an alumni chapter, an invoice for liability insurance will be sent to the chapter. All alumni chapters receive an invoice for liability insurance upon annual franchise renewal.

## **ARTICLE V-Meetings**

**Section 1. Meetings** - (From National Bylaws, Article XI, Section 5) Each chapter shall hold at least one (1) business meeting during the fiscal year at which a quorum shall be present. This meeting shall be for the election of officers. The officers or directors of each alumni chapter shall meet at least four (4) times during each fiscal year.

**Section 2. Quorum** - (From National Bylaws, Article XI, Section 6) A quorum for transaction of business by any chapter shall be such number of members as determined by the Bylaws of the chapter, except that it shall not be less than twenty-five per cent (25%) of the membership in good standing of the chapter.

## **ARTICLE VI- Election of Officers and Officer Duties**

**Section 1. Elected Officers** – (From National Policies, Section E, Policy 3) The following elected officers are the minimum required of each chapter: President, Vice President-Chapter Operations, Vice President-Collegiate Relations and Vice President-Finance. Chapters may elect additional officers based on their own bylaws.

**Section 2. Qualifications for Office** – (From National Policies, Section E, Policy 4) The officers of each chapter must be members in good standing of the chapter, and must reside in the locality where the chapter is situated.

**Section 3. Notification of Elections** – All chapter members in good standing shall be notified of the date, time, and place for holding the election of officers, at least 10 days prior to the date of election.

**Section 4. Officer Elections** - The election of officers of this chapter shall be held \_\_\_\_\_ [*Month and Frequency*]. The election of officers and the order of succession in case of temporary vacancy shall be in the following order: President, Vice President-Chapter Operations, Vice President-Collegiate Relations and Vice President-Finance. Names and addresses of all officers must be reported to the Central Office within seven days of their election.

**Section 5. Vacancies** – (From National Policies, Section E, Policy 5) Should any vacancy result in any chapter office for any reason, the chapter must hold a special election for the vacated office.

**Section 6. Duties of the President** – (From National Policies, Section E, Policy 7) The president has the following duties and powers:

- a. To act as the chief executive officer of the chapter and preside over its meetings.
- b. To call special meetings in accordance with the chapter bylaws.
- c. To see that the chapter officers discharge their duties impartially, accurately, faithfully and promptly.
- d. To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- e. To appoint such committees as deemed necessary.
- f. To serve as the chapter's delegate to Provincial Council meetings unless unable to attend.
- g. To oversee the recruiting activities of the chapter.
- h. To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.
- i. To oversee the development and implementation of the chapter's professional program.
- j. To promote LEAD and other National Fraternity educational programs and encourage attendance by chapter members.

- k. Development and implementation of a community service program for the chapter and promote participation in any national or provincial community service project/ programs.
- l. To oversee the administration of any chapter scholarships.

The chapter may provide the president other duties and powers.

**Section 7. Duties of the Vice President-Chapter Operations** – (From National Policies, Section E, Policy 8) The vice president-chapter operations has the following duties and powers:

- a. To assist the chapter president and temporarily assume the president’s duties in his/her absence.
- b. To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- c. To ensure all official communications affecting the chapter are read into the minutes of the chapter.
- d. To ensure correspondence with the Central Office and national officers is promptly handled.
- e. To ensure the names and addresses of all nationally required officers are reported to the Central Office.
- f. To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, as may be requested by the Central Office.
- g. To coordinate strategic planning sessions with the chapter president.
- h. To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election.
- i. To ensure that chapter bylaws are updated and electronically submitted to the Central Office by June 30 of each year.
- j. To ensure the activities of the chapter are communicated to the chapter’s members, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.
- k. To ensure timely information about the chapter and its members is provided to the editor of *The DELTASIG*.
- l. To oversee the maintenance and accuracy of chapter member address information in the National Fraternity’s database and ensure that changes are promptly communicated to the Central Office.

The chapter may provide the vice president-chapter operations other duties and powers.

**Section 8. Duties of the Vice President-Collegiate Relations** – (From National Policies, Section E, Policy 9) The vice president-collegiate relations has the following duties and powers:

- a. To serve as the liaison to local collegiate chapters, specifically the vice president-alumni relations and vice president-professional activities.
- b. To ensure the members of the chapter are informed on activities being sponsored by collegiate chapters in their local area.
- c. To ensure the activities of the chapter are communicated to the collegiate chapters in their local area.
- d. To ensure the members of the local collegiate chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- e. To oversee the orchestration of Founders’ Day and Alumni Day events.
- f. To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

The chapter may provide the vice president-collegiate relations other duties and powers.

**Section 9. Duties of the Vice President-Finance**– (From National Policies, Section E, Policy 10) The vice president-finance has the following duties and powers:

- a. To oversee the receipt and expenditure, upon duly authorized orders, of all monies of the chapter.
- b. To oversee the preparation of an annual chapter budget; monitor revenue and expenses in relation to the budget; and promptly report any variances to the chapter.
- c. To oversee the keeping of an accurate account of the receipts and expenditures of the chapter in a standardized accounting system.
- d. To ensure such reports as may be required by the Central Office are forwarded without unreasonable delay.
- e. To ensure that payment to the Central Office for invoices covering franchising fees and chapter liability insurance are promptly submitted.

The chapter may provide the vice president-finance other duties and powers.

**Section 10. Provincial Council Delegate** – (From National Bylaws, Article XI, Section 7) The President of an alumni chapter shall serve as that chapter’s Delegate on the Provincial Council. If, for any reason, the President is unable to attend a Provincial Council Meeting, the chapter shall, by majority vote, elect an alternate Delegate who shall be a member, in good standing, of that chapter. Any delegate must live in, and return to, the locality in which the chapter is situated as a member of that chapter. The chapter Secretary shall notify the Provincial Vice President of the election of an alternate Delegate within forty-eight (48) hours after the election

#### **ARTICLE VII–Individual Discipline**

Any member of this Fraternity may be disciplined in accordance with the National Bylaws of the International Fraternity of Delta Sigma Pi. (For trial procedures, refer to the Bylaws, Article XIII, the Individual Discipline Policy, and any other published information on this matter as established by the Board of Directors of the International Fraternity of Delta Sigma Pi.)

#### **ARTICLE VIII-Publications**

The newsletter of this alumni chapter shall be known as \_\_\_\_\_ [*Name of Newsletter*] and shall be issued at least twice during each calendar year. Copies of this newsletter shall be distributed electronically and/or mailed to the Central Office, the Regional Vice President, District Director, and to all members of this chapter.

#### **ARTICLE IX–Fraternal Occasions to Observe**

This chapter shall hold appropriate ceremonies on November 7 of each year or as near thereto as possible, to commemorate the founding of the International Fraternity of Delta Sigma Pi and on April 25 of each year, or as near thereto as possible, to celebrate National Alumni Day.

#### **ARTICLE X-Amendments**

These Bylaws may be repealed, modified, altered or amended, or new Bylaws may be adopted at any regular or special meeting of this chapter, provided that due notice electronically or by mail of the proposed changes shall have been sent to all members of this chapter at least ten days preceding the date of said meeting. A two-thirds (2/3) vote of the chapter members in good standing present and voting shall be required to make an amendment to these Bylaws. All proposed amendments to these Bylaws shall be submitted in advance for review and approval by the Executive Director and do not become effective until they are so approved. No amendments can be made to sections of these Bylaws that reference the National Bylaws or the Policy and Procedures Manual. Chapters wishing to seek amendment to such Bylaws or Policies should contact the Executive Director to discuss the process for submitting such amendments to the Board of Directors and/or Grand Chapter Congress.