

**BYLAWS OF SKULLUMNI:
The Alpha Delta Alumni Chapter
of
Phi Kappa Sigma**

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be “The Alpha Delta Alumni Chapter of Phi Kappa Sigma” (or “Skullumni”) and referred to in these by-laws as the “Alumni Chapter.”

Section 2: The Alumni Chapter is organized exclusively for educational, social, and charitable purposes. More specifically, the purpose of the Alumni Chapter is three-fold:

1. To increase alumni involvement in and support of the Undergraduate Chapter; and
2. To organize events for alumni members and to provide a resource that enables alumni members to keep in contact; and
3. To increase alumni involvement in the affairs of the Fraternity in general and in the communities in which alumni live.

Section 3: The following shall be the "Mission Statement" of the Alumni Chapter: "To develop and perpetuate an enjoyable, sustained, and respected Alumni Chapter of the Phi Kappa Sigma Fraternity with the chief objectives of growth, unity, involvement, and most importantly, guidance and support of the Undergraduate Brotherhood. To deliver to our members a continually expanding range of networking abilities, alumni functions and social events, donation opportunities, and a life-long commitment to Brotherhood. In all endeavors of the organization, to act in a character of good faith and fairness and, at all times, to hold the welfare and success of the Alpha Delta Chapter of Phi Kappa Sigma in a regard superior to that of all other interests."

Section 4: As prescribed in the Constitution & Acts of the Phi Kappa Sigma Fraternity, the Alumni Chapter shall have all the rights and privileges of an undergraduate chapter except that it may not initiate new members nor shall it have a vote at the Grand Chapter. As such, the Alumni Chapter is an autonomous entity which shall be controlled only by its alumni.

ARTICLE II - MEMBERSHIP

Section 1: Any alumni member of the Phi Kappa Sigma Fraternity, as defined by the International Office, is eligible for membership in the Alumni Chapter. There will be three types of members of the Alumni Chapter:

1. **VOTING MEMBERS** – Are those alumni members who have been initiated into the Alpha Delta Chapter of Phi Kappa Sigma (“Alpha Deltans”), have paid their dues, and are in good standing with the Fraternity. These members are eligible to vote on all issues and hold Office.
2. **EX-OFFICIO MEMBERS** – Are those alumni members who are not Alpha Deltans but have paid their dues, and are in good standing with the Fraternity. These members shall have all privileges of Voting Members except that they may not hold executive Office and they may not vote on any issue. These members must be approved for membership by a majority vote of the Executive Committee.
3. **DE-FACTO MEMBERS** – Are those alumni members who are Alpha Deltans and either have not paid their dues or have been denied voting member status. All Alpha Delta alumni are, by virtue of their Brotherhood, members in this organization. However, these members may not hold Office or vote and are not counted toward quorum at meetings and do not need to receive the same correspondence that Voting or Ex-Officio Members will receive.

Section 2: The Executive Committee may deny Voting Member status to any alumni member for just cause for a finite or infinite term. A four-fifths (4/5) vote shall be necessary in order to do so. If so denied, the member may appeal the decision to the Sigma within 15 days of notification of denial. The Executive Committee must call an in-person meeting of the Alumni Chapter within 30 days but no sooner than 10 days of notice of the appeal to either uphold the decision or reverse it. The meeting must occur in Maine at a reasonably accessible location. At least a two-thirds (2/3) vote is required to overturn the decision. Votes may be cast in person or via paper or electronic ballots, which shall be sent out at least seven days prior to the meeting by the Sigma. The member in question must be informed of the meeting time and place at least ten days in advance and must be given the opportunity to present his case. At least fifty-one percent (51%) of Voting Members must have cast a ballot in order for the vote to be valid. If at the time of the meeting this threshold is not met, ballots may continue to be accepted for ten days after. If this percentage cannot be attained by that time, the decision of the Executive Committee to deny Voting Member status shall be deemed upheld. A member whose Voting Member status has been denied shall be considered a De-Facto Member and shall not be able to again appeal the decision until twelve months has passed. A member may make five total appeals over a five year period, after which, if the decision remains upheld, only a four fifths (4/5) vote taken at the discretion of the Executive Committee shall make the alumnus a Voting Member.

ARTICLE III – EXECUTIVE COMMITTEE/OFFICERS

Section 1: Executive Officers. The Alumni Chapter shall be led by an Executive Committee, who shall be charged with handling its day-to-day affairs. The Executive Committee shall be comprised of the following Executive Officers:

A. ALPHA (President). The Alpha is responsible for leading the Alumni Chapter and serves as the representative of the organization. In addition, he is responsible for the following:

1. Overseeing all Alumni Chapter projects such as educational events, fundraisers, social gatherings, and community service events.
2. Maintaining communication with the Undergraduate Chapter, alumni, the Housing Corporation, other alumni organizations, the university, and the International Office.
3. Chairing all meetings.
4. Preparing annual plans and goals, budgets, and annual reports.
5. Making purchases approved within the budget.
6. Organizing educational events for the Undergraduate Chapter.
7. Assisting the Tau with fundraising efforts.
8. Assisting the Undergraduate Chapter as necessary.
9. Acting temporarily in place of the Tau in an emergency or in the case of resignation or removal.
10. Performing other such duties as directed by the Executive Committee and/or Alumni Chapter.

B. BETA (Vice President). The Beta is responsible for the following:

1. Alumni Chapter Officer transition/training.
2. Ensuring that all Officers are performing their duties.
3. Organizing various community service/philanthropy events.
4. Ensuring necessary forms and fees are dispersed.
5. Maintaining the Alumni Chapter's social media presence.
6. Creates, or delegates to create, electronic and/or paper newsletters as necessary.
7. Assisting the Undergraduate Chapter with Officer transition.
8. Acting temporarily in place of the Alpha in an emergency or in the case of resignation or removal.
9. Performing other such duties as directed by the Executive Committee and/or Alumni Chapter.

C. TAU (Treasurer). The Tau is responsible for the following:

1. Collecting and depositing membership dues.
2. Maintaining the checkbook and ledger and maintaining receipts.
3. Making purchases approved within the budget.
4. Working with the Alpha to prepare the annual budget.
5. Making financial reports to the Alumni Chapter and Executive Committee.
6. Depositing all revenue into the Alumni Chapter account promptly.
7. Organizing the fundraising efforts of the Alumni and Undergraduate chapters.

8. Ensuring all financial forms and fees to various governmental agencies are accurately filed in a timely manner, including the Internal Revenue Service (IRS).
9. Assisting the Undergraduate Chapter with financial matters.
10. Acting temporarily in place of the Beta in an emergency or in the case of resignation or removal.
11. Performing other such duties as directed by the Executive Committee and/or Alumni Chapter.

D. SIGMA (Secretary). The Sigma is responsible for the following:

1. Maintaining neat and accurate records of all meetings.
2. Distributing meeting minutes to Alumni Chapter members, the Undergraduate Chapter, the Housing Corporation, and the International Office within 30 days of any meeting.
3. Maintaining an alumni database and sending/receiving periodic updates from the University of Maine Alumni Association and Phi Kappa Sigma International Office.
4. Ensuring that thank you notes, invitations, and meeting notices are sent to the appropriate people.
5. Taking pictures of all events and storing them in a safe place.
6. Ensuring all non-financial forms to various governmental agencies are accurately filed and associated fees paid in a timely manner, including the Alumni Chapter's annual corporate filing with the Maine Secretary of State's Office.
7. Assisting with alumni social events, including Undergraduate Chapter events.
8. Assisting with community service and philanthropy events.
9. Acting temporarily in place of the Upsilon, if there is no Alpha, in an emergency or in the case of resignation or removal.
10. Performing other such duties as directed by the Executive Committee and/or Alumni Chapter.

E. UPSILON (Member Relations). The Upsilon is responsible for the following:

1. Organizing alumni turnout at Undergraduate Chapter-sponsored alumni events such as Homecoming and assisting the Undergraduate Chapter, as needed, with such events.
2. Organizing social events for alumni.
3. Assisting with educational programming for the Undergraduate Chapter.
4. Acting temporarily in place of the Sigma in an emergency or in the case of resignation or removal.
5. Performing other such duties as directed by the Executive Committee and/or Alumni Chapter.

Section 2: Compensation. The Executive Officers receive no compensation other than reasonable expenses.

Section 3: Other Offices. The Alumni Chapter may create other Executive or Non-Executive Offices as necessary by amending these by-laws.

Section 4: Election and Inauguration of. Election of all Officers will occur every year (with the exception of the Tau, which shall occur every two years) as the first item of business at the annual meeting of the Alumni Chapter. All eligible members seeking to hold office must file their intent to run with the Sigma at least 30 days before the election is to occur. Officers will be elected by a majority vote of Voting Members who are in good standing. All Officers are eligible for re-election. The newly elected or re-elected Officers' terms will take effect on November 1st.

Section 5: Vacancies. When a vacancy for an Executive or Non-Executive Office exists, nominations for new Officers may be received from members by the Sigma two weeks in advance of a meeting. These nominations, if accepted by the nominee, shall be sent out to all Voting Members with the regular meeting announcement, to be voted upon at the next meeting. These vacancies will be filled only to the end of the particular Officer's term. The Executive Committee may, on an interim basis, appoint a member to an Office until a vote can be held.

Section 6: Resignation, Termination and Absences. Resignation from an Executive or Non-Executive Office or from the Alumni Chapter must be made in writing and received by the Sigma. An Officer may be dropped for excess absences from the meetings if he has two unexcused absences from the meetings in a year. Any member may be removed from Office for just cause by at least a three-fourths (3/4) vote of the Alumni Chapter.

ARTICLE IV - MEETINGS

Section 1: Annual Meeting.

- A. The annual meeting shall occur during Homecoming Weekend, unless otherwise changed by the Executive Committee, providing that this meeting must occur prior to November 1st annually
- B. Voting Members must approve the annual dues and Alumni Chapter budget with at least a two-thirds (2/3) vote. Voting Members may vote by ballot if they cannot be present.
- C. Elections for all Offices will occur at the Annual Meeting, with the exception of the Tau who shall be elected every other year. Voting Members may vote by ballot if they cannot be present.
- D. Quorum shall consist of at least nine (9) Voting Members, at least three of which must be Officers. However, election of Officers (if an Office is contested) and approval of the dues and budget require that at least twenty-five percent (25%) of the current Voting Members submit a vote either in person or by ballot.

Section 2: Executive Committee Meetings.

- A. Executive Committee meetings shall occur at least twice annually. These meetings shall be considered the official meetings of the Executive Committee and may be held via

two methods:

1. In person; or
2. Via telephone conference call or web-based conferencing service.

B. At the Executive Committee meetings:

1. Officers must approve the annual Alumni Chapter budget and membership dues for the upcoming fiscal year for submission to the full Alumni Chapter by at least a two-thirds (2/3) vote.
2. Officers may send out ballot questions to be voted on by Voting Members of the Alumni Chapter, including the amendment of the budget and to allocate funds. Unless otherwise provided, these ballot questions must be approved by a majority of Officers and mailed and/or emailed to all current Voting Members with the reply and return date and location clearly specified. Ballots shall be due back no later than thirty days and at least twenty-five percent (25%) of current Voting Members must submit a ballot. The question may pass or fail as soon as:
 - 1) All votes are received;
 - 2) Enough votes are received to pass or defeat a question. For example, if there are 100 Voting Members and 51 votes are returned in the affirmative then the measure would pass without waiting for all 100 ballots to be cast (67 votes if a financial question); or
 - 3) The time limit for receiving ballots has expired and a majority of alumni have submitted a ballot. In this case, the response with the most votes prevails. For example, if there are 100 Voting Members and 25 votes are returned with 13 negatives and 12 affirmatives, the question satisfies quorum because at least twenty-five percent (25%) of alumni submitted a ballot and it would be defeated.
- a) If a Voting Member so wishes, the Officers must furnish a forum for the question to be discussed. This may be either in person, via phone, via web-based conferencing system, via email, or via paper documents.
- b) Questions of a financial nature require at least a two-thirds (2/3) vote. All other matters require a simple majority.
- c) The use of balloting should not be used by the Officers to defeat or subvert the meaning or spirit of these by-laws or to undermine the authority of the Executive Committee and Alumni Chapter.
3. Officers may make policy decisions, decide on expenditures, and conduct the general affairs of the Alumni Chapter.
4. Officers shall act for the Alumni Chapter in emergency situations which cannot wait for a regular or annual Alumni Chapter meeting. This includes financial expenditures not previously allocated for. In no way may this section be construed to subvert or undermine the authority of the Alumni Chapter.

5. A quorum must be attended by at least three of the five Executive Committee members before business can be transacted or motions made or passed. If an Executive Committee member is unable to attend a meeting he may mail or email his vote(s) in for specific issues should he so desire. However, a meeting where at least three Officers were present must have occurred in order for this vote to be valid.

Section 3: Special Meetings. Special meetings may be called by the Alpha or by two of the Executive Officers or ten Voting Members of the Alumni Chapter so long as the reason for the special meeting is clearly stated. This meeting shall occur no sooner than 48 hours and not later than 15 days after the request. All Voting & Ex-Officio members must be given at least 48 hours notice of the time, location, and reason of this meeting.

Section 4: Notice. Notice of any meeting shall be given to each Voting and Ex-Officio member, by e-mail (or mail if more practical), not less than seven days before the meeting, except for in the instance of special meetings which require a 48 hour notice.

Section 5: Minutes. Minutes from each meeting shall be taken and stored by the Sigma (or his designee). They shall be distributed within 30 days to Voting Members and Ex-Officio members.

Section 6: Rules. The most recent version of Robert's Rules of Order shall govern the rules of the meetings when necessary and for items not provided for or elaborated on in these by-laws.

ARTICLE V – MEMBERSHIP DUES & BUDGET

Section 1: Amount and Approval of. The Executive Committee shall set membership dues for the upcoming fiscal year on or before their meeting before the Annual Meeting. The Alumni Chapter shall approve or amend this amount, along with the annual budget, at the Annual Meeting.

Section 2: Due Date. Membership dues are to be paid by January 1. All members who have not paid their dues by that date shall be immediately considered "De-Facto Members" and as such, ineligible to vote or hold Office, even if recently elected to such, until said dues are paid. Dues paid on or after Homecoming weekend shall be considered valid for the following year.

Section 3: Other Fees. The Alumni Chapter may establish other fees so long as they are for educational, charitable, or social purposes.

Section 4: Budget. These dues shall fund the budget of the Alumni Chapter, with a fiscal year running from November 1st through October 31st annually. A budget shall be proposed for the upcoming fiscal year by the Executive Committee to the Alumni Chapter for their approval. Upon approval, this budget shall become effective November 1st through October 31st. Should the Alumni Chapter reject the Executive Committee's

proposed budget, the Executive Committee shall meet again within 14 days to draft a new proposal. This proposal shall be distributed to all current Voting Members within three days after passage by the Executive Committee and must be returned within 14 days after this. This process shall continue until a budget is passed. If a new fiscal year begins and the Alumni Chapter has yet to pass a budget, the prior year's allocations will be used in the interim.

ARTICLE VI – AWARDS

Section 1: Award Categories.

A. There shall be two awards that the Alumni Chapter may fund and present annually. They are:

1. The Omicron Epsilon Eta Pi Society Award – Given to the Alpha Delta Alumnus of the Year for their efforts assisting the Undergraduate Chapter and/or Fraternity, their professional success, and/or their community involvement. The Executive Committee selects the recipient of this award.
2. The Samuel Brown Wylie Mitchell Award – Given to the Undergraduate of the Year at the Alpha Delta Chapter who has made the most significant contribution to the Undergraduate Chapter and/or campus community. The Executive Committee, with advice from the Undergraduate Chapter, selects the recipient of this award.

B. The Executive Committee shall determine how to recognize each award recipient. There shall be a plaque located at the Undergraduate Chapter House that lists the annual recipients of the Alumnus of the Year award. The Executive Committee is responsible for updating this plaque.

Section 2: The Stephen Ward Memorial Fund. The Alumni Chapter shall allocate funds to help pay for one or more undergraduate members to attend the annual "Men of Honor" conference, the biennial Grand Chapter convention, the biennial Carroll K. Simmons Institute, and any other such events they deem appropriate. The undergraduates are expected to fund their Alpha's attendance to Grand Chapter but this fund may be used for that purpose if it becomes necessary. The recipient(s) shall be selected in a manner determined by the Executive Committee. This fund was established in July 2003 in honor of Brother Stephen Ward '91, an alumnus who died in the September 11, 2001 attacks on the World Trade Center. Each applicant must be informed of the reason this fund was named after Brother Ward.

ARTICLE VII – ALUMNI CONTACT INFORMATION

Section 1: Privacy Policy. It shall be the policy of the Alumni Chapter to not disclose any contact information that it stores on its members to outside organizations, including the sale of these names to third party companies. The Alumni Chapter may, from time to time, provide updates on the contact information of its members to the University of Maine (including the Alumni Association); the Phi Kappa Sigma International Fraternity;

any organization bearing the Phi Kappa Sigma name, including the undergraduate chapter and housing corporation; and to the Voting Members of the Alumni Chapter. Contact information may only be granted to third parties who are doing work for the Alumni Chapter – such as consultant for a house renovations fundraiser – only if said party agrees to keep the information confidential and to not use it or distribute it for any other purposes. The Alumni Chapter may publicize the names of its Voting Members but shall only list the members' state of residence, year of graduation, donation amount, and years of membership.

ARTICLE VIII - PERSONAL LIABILITY

Section 1: No Personal Liability. No member or Officer of the Alumni Chapter shall be personally liable for the debts or obligations of this organization of any nature whatsoever, nor shall any of the property of the members and/or Officers be subject to the payment of the debts or obligations of this organization.

ARTICLE IX - DISSOLUTION

Section 1. Distribution of Assets. Upon the dissolution of the Alumni Chapter, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, shall be distributed to the Alpha Delta Chapter Housing Corporation. If that entity is no longer in existence, the assets shall be distributed to the Alpha Delta Chapter of Phi Kappa Sigma in Orono, Maine. If that entity is no longer in existence, the assets shall be distributed to the Phi Kappa Sigma International Headquarters.

ARTICLE X – INTERPRETATION

Section 1: Alpha's Interpretation. The Alpha may interpret these by-laws as necessary so long as this interpretation is not construed to defeat or subvert the meaning or spirit of these by-laws or to undermine the authority of the Executive Committee and Alumni Chapter. The Alpha's interpretation may be over-turned by the Executive Committee and/or Alumni Chapter with a two-thirds (2/3) vote.

ARTICLE XI - AMENDMENTS

Section 1: How Proposed. Bylaw amendments may be proposed either by a majority vote of the Executive Committee or by petition of at least twenty-five percent (25%) of the Voting Members. Petitions must be either emailed, mailed certified, or hand delivered to any current Officer. These amendments shall be voted on at the Annual Meeting.

Section 2: Ballots and Voting. No later than 30 days before the Annual Meeting, but no sooner than 60 days prior, the Sigma shall cause a ballot to be mailed and/or emailed to all Voting Members posing the amendment question(s) and indicating the ballot due date. Ballots must be returned no later than 24 hours prior to the Annual Meeting start time.

Voting Members present at the Annual Meeting shall vote at the Annual Meeting and shall not submit a paper or electronic ballot.

Section 3: Approval and Enactment. At least fifty-one percent (51%) of Voting Members must cast a ballot either in person, via paper ballot, or via electronic ballot. At least a two-thirds (2/3) vote is necessary in order to enact a proposed amendment. Amendments shall become effective ten days after passage by the Alumni Chapter.

Section 4: Emergency Amendments. In the event an amendment cannot wait until the Annual Meeting, an emergency amendment(s) may be proposed in the manner set forth in Section 1 above, except that at least a four-fifths (4/5) vote of the Executive Committee is required for amendments proposed via that method, and at least thirty-three percent (33%) of Voting Members must sign a petition for amendments proposed via that method. Ballots shall be sent out no later than 48 hours after the vote of the Executive Committee or receipt of a valid petition and shall be due back within 15 to 30 days, at the discretion of whomever initiated the proposed amendment(s). At least fifty-one percent (51%) of all Voting Members must submit a ballot (paper or electronic) and a two-thirds (2/3) vote is required in order to enact a proposed amendment. Emergency amendments shall become effective five days after passage by the Alumni Chapter.

Section 5: Failed Amendments. Amendments and emergency amendments that fail may not be reintroduced until the next Annual Meeting in the case of amendments proposed under Section 1, and for a 12-month period for emergency amendments proposed under Section 4.

Section 6: Minor Changes. The Sigma shall be empowered to edit these bylaws for grammatical errors and stylistic consistency, such as numbering and formatting. In no way shall this section be used to defeat or subvert the meaning or spirit of these bylaws or to substantively alter them. The Sigma shall report these updates to the Executive Committee at their next meeting and include the specific changes in the meeting minutes.

Bylaws First Approved 11/13/2001 (by the Executive Committee)

Amended 11/30/2001

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