

# Sigma Lambda Beta Indiana Alumni Association

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## By-Laws Version 11.18.01

### **Preamble**

Recognizing the need to promote the ideals of brotherhood, scholarship, community service and cultural awareness beyond the college arena and into adulthood, we, the Brothers of the State of Indiana of Sigma Lambda Beta Fraternity, Incorporated, have established the Indiana Alumni Association. In accordance with our National Constitution, we see a need for the preservation and advancement of Latino men and believe that adherence to excellence, moral, ethical, and educational standards is the instrument best fitted to promote our community. In governing our actions, we have adopted the following by-laws.

### **Article I-Purpose and Aims**

The purpose of the Indiana Alumni Association shall be primarily one of further promoting the four principles of Brotherhood, Scholarship, Community Service, and Cultural Awareness into the adult lives of our Indiana Alumni Association members and the neighborhoods from which we hail. Further, we also recognize that our undergraduate experiences yielded lessons and wisdom that could be passed down to those brothers left to conduct the daily rigors of their respective chapters and colonies. The Indiana Alumni Association should work to assist and improve the existing chapters and colonies in the region.

### **Article II-Organization of the Association**

The Indiana Alumni Association is primarily an organization composed of graduated men affiliated with Indiana Chapters of Sigma Lambda Beta Fraternity, Incorporated. Though we accept the constitutionally mandated purpose of alumni chapters of the Fraternity and for perpetuating alumni members the benefits derived from collegiate membership in the Fraternity, we also exist for perpetuating our benefits to our communities at large.

### **Article III-Government**

The general government of this Association shall be vested in our by-laws. The business and affairs of the Association shall be conducted by, and the Association shall function through, an elected Board of Directors.

### **Article IV-Membership**

Membership in this Association shall be open to all qualified Sigma Lambda Beta Brothers that have been initiated in accordance to the terms stated under Article VI of the Sigma Lambda Beta National Constitution.

### **Article V-Convention**

#### *Section 1.Powers*

The Convention shall be the general legislative body of the Association and shall have the following powers:

- A. To act upon all Association matters except those which exclusive authority is otherwise delegated in these by-laws;
- B. To elect members of the Board of Directors;
- C. To determine the amounts of Association dues and fees;
- D. To adopt amendments to these by-laws.

### *Section 2. Voting Body*

The powers of the Convention shall be vested in the voting body of the Convention, which shall be comprised of all active members of the association.

#### A. Requirements

1. All members of the voting body shall be active members of the Association.

### *Section 3. Time and Place of Meeting*

The Convention shall meet annually at the end of each fiscal year, except as otherwise provided in this Article, upon a date and a place determined by the Board of Directors.

### *Section 4. Notice of Meeting*

The Board Of Directors President shall notify the members at least (60) days in advance of the time and place of the next meeting of the convention.

### *Section 5. Presiding Officer*

The President shall be the presiding officer of the Convention. In absence of the President, the Secretary shall act as temporary presiding officer until the Board of Directors shall designate one of its members to serve as presiding officer.

### *Section 6. Parliamentary Authority*

The rules contained in **Robert's Rules of Order Newly Revised** shall govern the proceedings of the Convention in all cases where they are applicable and in which they are not inconsistent with these by-laws and other regulations of the Association.

### *Section 7. Order of Business*

The Chairman shall determine the order of business, which shall conform as nearly as practicable to **Robert's Rules of Order Newly Revised.**

### *Section 8. Quorum*

Two-thirds of the members registered and voting at any Convention shall constitute a quorum for the transaction of business.

### *Section 9. Voting*

#### A. Requirement for Action

Unless otherwise specified herein, the vote of two-thirds, in accordance to the **Robert's Rules of Order Newly Revised**, of members present shall constitute the action of the Convention.

#### B. Voting

Each active member shall be entitled to one vote on all questions arising at the Convention,

Provided, however that the Chairman, as chairman of the Convention, shall vote only to break a tie.

- C. At all meetings of the Convention the vote on any question, unless otherwise provided in the Rules of the Convention, shall be:
  - 1. Via voce, or
  - 2. General consent, or
  - 3. Ballot upon the request of two-thirds or more members of the voting body.

*Section 10. Nomination and Elections*

A. Nomination

Nominations for members of the Board Of Directors shall be made at the voting body, providing the nominee's consent to serve if elected is obtained in advance.

B. Elections

Voting shall be by ballot for all offices for which there is more than one nominee. A majority vote of all active members present shall constitute election. In cases where there is only one nominee for an office, the ballot for such shall be dispensed with and vote shall be via voce.

*Section 11. Installation of Officers*

All elected officers shall be installed at the final official gathering of the Convention members.

**Article VI-Board of Directors**

*Section 1. Composition*

The Board of Directors shall be composed of the following officers, all of whom must be alumni members of the Association in good standing elected by the Convention:

- Chairman
- Director of Undergraduate Relations
- Director of Finance
- Director of Communication
- Director of National Affairs
- Director of Social Affairs

*Section 2. Powers and Responsibilities*

The Board of Directors shall be the governing and policy-making body of the Association in the interim between Conventions and shall exercise general supervision over the Association's business and affairs.

Subject to Convention actions and the provisions of these by-laws, the Board of Directors shall have full and final authority over, and the responsibility for, the activities and operations of the Association.

Without limitation on the generality of the foregoing or on the specific authority granted elsewhere in these by-laws, the Board Of Directors shall:

- A. Administer all rules, regulations and policies of the Association and the provisions of its by-laws;
- B. Manage the financial affairs of the Association within the plans and budget it has established;
- C. Approve content and authorize the publication of all handbooks, manuals, and other

- Association publications;
- D. Determine the time and location of Convention and Seminars and approve plans and arrangements;
  - E. Develop and coordinate the overall public relations programs of the Association and approve activities in the area of Association promotion;
  - F. Enact all necessary rules and regulations governing the operation of the Association and the conduct of its members;
  - G. Adopt Standing Rules as necessary to define, clarify, or implement Association policies;
  - H. Exercise final disciplinary authority over members;
  - I. Remove from office any member of the Board of Directors for cause;
  - J. Fill vacancies on the Board of Directors.

### *Section 3. Meetings*

#### A. Regular Meetings

The Board of Directors must hold monthly meetings at a time and place determined by the Chairman. In addition, the Board of Directors shall meet immediately preceding each convention, and there shall be a transition meeting of all retiring and newly elected members of the Board of Directors within 30 days of the Convention.

#### B. Special Meetings

The Chairman may call special meetings with the Board of Directors;

#### C. Notice

The Director of Communication, at the direction of the Chairman, shall give ten (10) days notice in written form of the time and place of any regular or special meeting of the Board of Directors.

#### D. Minutes

Minutes of all Board of Directors meetings shall be distributed as authorized by the Board of Directors and a copy sent to each Board member.

### *Section 4. Quorum and Voting*

- A. At any meeting of the Board of Directors a two-thirds shall constitute a quorum and vote of the majority of those present and voting shall be necessary to constitute the action of the Board of Directors.
- B. Any action required or permitted to be taken by the Board of Directors or any committee thereof may be taken without a meeting if all the members of the Board of Directors or committee consent in writing to the adoption of the resolution authorizing the action. The resolution and written consents thereto by the Board of Directors or committee shall be filed with the minutes of the proceedings of the Board of Directors or committees.
- C. Any one or more members of the Board of Directors or any committee thereof may participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. The use of conference telephone at a prearranged time shall allow action by the Board of Directors provided a quorum is present on the telephone and further provided that the meeting and any action shall be entered upon the minutes of the next ensuing meeting of the Board of

Directors together with the names of members participating in the meeting.

- D. All official chapters in the state of Indiana will have a designated vote (1) taken by its immediate members within their perspective chapters at each meeting.
  - a. This voting power cannot constitute a quorum nor be included as a Board of Director.

*Section 5. Vacancies*

A. Chairman

In the event of a vacancy in the office of Chairman, the Director of Communication shall immediately call a meeting of the Board of Directors to appoint his successor.

B. Other Members

Any other vacancy on the Board of Directors shall be filled by appointment of the remaining officers. The person so appointed shall assume the title, duties, and responsibilities of the office and serve the un-expired term of his predecessor until the next regular election of the Convention.

*Section 6. Temporary Disability*

In the vent of the temporary disability of a member of the Board of Directors, the Board of Directors may designate another of its member or, if advisable another member of the Association, to assume his duties. The person so designated shall carry the title of the office pro tem.

*Section 7. Temporary Absence of the Chairman*

The Chairman, in a temporary absence, shall designate another member of the Board of Directors as Acting Chairman for the purpose of business.

**Article VII-Executive Officers**

*Section 1. Designation*

The Executive Officers of the Association shall be: The Board of Directors

*Section 2. Selection and Term of Office*

A. Members of the Board of Directors shall be elected by the Convention, shall assume office at the beginning of the new fiscal year, and shall serve for one year and until their successors are duly elected and installed.

*Section 3. Tenure*

There will be no restrictions on the tenure of any Board of Directors position.

*Section 4. Duties and Responsibilities*

A. Chairman

The Chairman shall be the chief executive officer and official head of the SLB Indiana Alumni Association. He shall:

1. Preside at all of the Convention meetings and Board of Directors meetings;
2. Represent the Alumni Association and interpret its policies;
3. Propose programs and policies designed to achieve Alumni Association objectives;

4. Direct and coordinate the work of other members of the Board of Directors and officers reporting to him and delegate to them the maximum feasible authority and responsibility;
5. Supervise all plans for the Board of Directors meetings and Convention meetings, establish the order of business, and appoint the parliamentarian;
6. Determine the time, location and agenda for meetings of the Board of Directors;

#### B. Director of Undergraduate Affairs

The Director of Undergraduate Affairs shall be in charge of all activities that deal with the undergraduate chapters. He shall:

1. Plan the annual Undergraduate Symposium.
2. Maintain relations to the Undergraduate groups. The Director will construct a committee of Alumni Advisors for each Undergraduate group. All Alumni Advisors will report to the Director of Undergraduate Affairs.
3. Will be responsible for coordinating disciplinary actions.

#### C. Director of Finance

The Director of Finance shall be responsible for all fiscal matters to the Association. He Shall:

1. Supervise the preparation of the general financial Association plans and policies, the annual Association budget, and the proposed allocations and appropriations of funds for review and approval by the Board of Directors;
2. Review and, when necessary, make recommendations to the Board of Directors regarding changes in the Association dues and fees and collection process;
3. Coordinate and supervise all fundraising efforts set forth by the Association.

#### D. Director of Communication

The Director of Communication responsibilities shall be:

1. Issue all official Association notices, ballots and other materials and keep appropriate records thereof;
2. Attend, or provide a substitute approved by the Board of Directors to attend, all meetings of the Board of Directors and the Convention meetings, and record minutes thereof;
3. Maintain and act as custodian of all of the Fraternity's corporate records and accounts;
4. Co-sign, with the Chairperson, all formal contracts and official documents and affix the corporate seal thereto where necessary;
5. Create monthly newsletter;
6. Maintain Brother database.

#### E. Director of National Affairs

The Director of National Affairs shall be responsible for:

1. Serve as official contact to the National Board of Directors;
2. Will attend national functions;

3. Will ensure compliance with national policies.

#### F. Director of Social Affairs

The Director of Social Affairs shall be responsible for promoting Association involvement in community activities. He shall:

1. Network with other organizations whose primary goal is to assist the Latino Community;
2. Organize philanthropic events and activities held by the Association;
4. Organize and execute contact between the Association and other public organizations.
4. Formulate any alumni-related activities at the Board of Directors meetings and Convention meetings.

#### *Section 5. Removal From Office*

Any member of the Board of Directors may be removed from office upon the two-thirds vote of the Board of Directors, exclusive of any member thereof that may be the subject of the removal action. Removal shall be for incapacity to carry out the responsibilities of office, but such action may be taken only after written charges have been preferred and after the person named in such charges has had an opportunity to be heard in his own defense.

### **Article VII-Membership**

#### *Section 1. Member Status*

The membership of this Association is of great value to the existence and stability of the organization. To help ensure quality, and healthy membership, the following definitions, rules and regulations will guide an individual's membership status. The Director of Finance is responsible to oversee and regulate each member's status.

##### A. Status Definitions

1. Active-A member on solid financial standing with regards to the Association. They are allowed to benefit from any privileges the Association offers.
2. Inactive-A member who has not paid dues and is not in a solid financial standing. Through Association or self-induced (Mandatory or Voluntary) causes, and cannot benefit from privileges allowed to active members.

##### B. Mandatory Inactivity

1. Debt to the association totaling fifty percent the Associations annual dues will result in an inactive period until such time the debt level decreases below twenty-five percent of annual dues.

##### C. Consequence of Inactivity

1. May not hold board position and/or must suspend board activity.
2. Inactive members will not be allowed to benefit from Association privileges.
3. Any debt to the Association before inactivity remains payable to the Association.
4. Any payments made to the association prior to inactivity remains the property of the Association.

### *Section 2. Suspension of an Association Member*

The standard conduct of the members of this Association shall be one of gentlemen and responsible citizens. An Association member may be suspended by when there is a charge of dishonesty, working against the principles and purposes of the organization, and/or injuring the professional standing of a member. The member may be suspended or expelled by a three-fourth vote by the Board of Directors.

The accused member shall be notified in writing of the action and shall have the privilege of being present at a special or regular Association meeting, at which the charges will be considered. If convicted, the association member may appeal the decision with documentation and present the appeal to the National Board of Directors. The Board of Directors may accept the appeal, thereof resulting in a re-investigation of the charges against the Association member. If the appeal is denied, then the decision brought forth by the Association for suspension will be fully supported by the Board of Directors.

## **Article IX-Dues and Fees**

### *Section 1. Fees, Dues, and Assessment*

The funds for the general purpose of the Association shall be obtained by the means of fees, dues, and assessment collected from all members.

### *Section 2. Dues, Etc., How Collected*

Each member shall pay by cash or check, made out to SLB Indiana Alumni Association, and shall have it collected by the Director of Finance.

### *Section 3. Membership Dues*

Each Alumni Brother will pay \$50 dollars annual. The yearly dues will consist of the standard calendar year.

### *Section 4. Allocation of funds*

All fees, dues, and assessments paid to SLB Indiana Alumni Association are at the discretion of the Board of Directors.

### *Section 5. Fiscal Year*

The fiscal year of the Association shall begin on January 1 and end on December 31.

### *Section 6. Payment and Dues*

All dues, assessments, membership fees, and all other obligations of the members shall be paid to the Director of Finance.

### *Section 7. Annual Fee Review*

The Board of Directors shall annually review the membership fees of the association and may by two-thirds vote, increase or decrease the membership fee.

## **Article X-Amendments**

These by-laws may be altered, amended or repealed and new by-laws may be adopted by two-thirds of the Directors present at any regular meeting or at any special meeting, if at least two days written notice is given of intention to alter, amend or repeal or to adopt new by-laws at such meeting.