

**Bylaws**  
**Epsilon Zeta Alumni Association**  
**Alpha Phi Omega**

Ratified: 15 September 1985  
Amended through: 14 February 2009

**Article I: Name**

The name of this organization is the Epsilon Zeta Alumni Association of Alpha Phi Omega

**Article II: Purpose**

The purpose of this Association is to foster fellowship among Alumni Members of Epsilon Zeta Chapter of Alpha Phi Omega and to assist that Chapter in its alumni relations programs. This Association will also attempt to aid Epsilon Zeta Chapter upon request by that chapter.

**Article III: Membership**

*Section 1:* Membership in this Association is open to all Alumni Members of Epsilon Zeta Chapter of Alpha Phi Omega. Membership is also open to all Active Members of Epsilon Zeta Chapter who are graduate or fifth-year students at Rensselaer Polytechnic Institute. Membership shall be granted to seniors the January prior to their graduation

*Section 2:* All Alumni Members of Epsilon Zeta Chapter are considered Active Members of the Association. Only Active Members may hold Association office. Only Active Members are eligible to vote at Association Meetings.

*Section 3:* Associate Members of the Association may neither vote at Association Meetings nor hold Association office, but they may attend all Association functions and possess Association equipment. Honorary and Advisory Members of Epsilon Zeta Chapter are Associate Members of the Association.

*Section 4:* Associate Membership may be granted to Alumni Members of Alpha Phi Omega Chapters other than Epsilon Zeta by a majority vote of the Active Members present and voting at an Association meeting.

**Article IV: Officers**

*Section 1:* The elected officers of the Association are a President, Vice President, Secretary-Treasurer, Extension Chair, and Member-at-Large.

*Section 2:* The President supervises and represents the Association, and sees that its duties and obligations are fulfilled; presides at all Association and Executive Committee Meetings; and appoints and removes all non-elected officers and committees, subject to the approval of the Executive Committee. The President is an ex-officio member of all committees. If the President is temporarily unable to carry out these aforementioned duties, the order of succession is listed in Article IV, Section 1.

*Section 3:* The Vice President shall be responsible for the duties of the President if the President is absent or unable to perform them. The Vice President shall serve as an assistant to the President. The Vice President's duties include coordinating Alumni Reunions and Association Meetings.

*Section 4:* The Secretary-Treasurer shall carry on all necessary Association correspondence, and shall keep records of all Association and Executive Committee Meetings. The Secretary-Treasurer is responsible for counting all secret ballots; publishing an Alumni Association newsletter at least once per year; receiving and disbursing all Association funds and keeping an accurate record of all transactions; reporting on the condition of the Association's finances to the President every other month; formulating a budget to be approved by the Association; filing all necessary tax forms; registering the Association with the National Office by the annual deadline; and keeping the Association's financial records in order.

*Section 5:* The Extension Chair shall seek out alumni of Epsilon Zeta Chapter who are presently out of contact with the Chapter and shall keep the Association informed of his efforts. The Extension Chair shall publish a current address list of all Epsilon Zeta Alumni once a year and shall distribute it to all Association Members.

*Section 6:* The Member-at-Large shall serve as the Association Historian, and shall perform tasks asked as requested by the President, Executive Committee, or Association.

*Section 7:* Officers are elected at the Fall Association Meeting. They shall serve for a term of one year. If an Association office becomes vacant, a special election may be held. A candidate for office must receive a majority vote of the Active Members present and voting to win office. If no candidate receives a majority vote, the two candidates with the greatest number of votes will compete in a runoff election.

#### **Article V: Executive Committee**

*Section 1:* The Executive Committee consists of all current elected officers of the Association, and the Epsilon Zeta Chapter President.

*Section 2:* Executive Committee Meetings are called by the President or Vice President. Other members will be given sufficient notice of the Meeting. Quorum consists of one-half of the Committee members.

*Section 3:* The Executive Committee may exercise any power of the Association in the period between Association Meetings whenever a question cannot be brought before the Association in a timely manner.

*Section 4:* The Association may overrule the Executive Committee by a majority vote of the Active Members present and voting at an Association Meeting.

#### **Article VI: Association Meetings**

*Section 1:* Association Meetings shall be held at every Epsilon Zeta Alumni Reunion. Meetings are called by the President or the Vice President, and sufficient notice of all Meetings must be sent to all Association Members.

*Section 2:* Quorum is required to do business. Quorum consists of ten members.

*Section 3:* The President shall conduct Meetings in an orderly manner, using common sense. Robert's Rules of Order shall be avoided at all costs.

*Section 4:* Any Member may appeal the decision of the chair. Such an appeal will be upheld by a majority vote of the Active Members present and voting.

#### **Article VII: Finances**

*Section 1:* Dues may be set by a majority vote of the Active Members present and voting at an Association meeting. Dues shall be for the purpose of carrying on Association business.

*Section 2:* The Association shall be run on a non-profit basis.

#### **Article VIII: Amendments**

*Section 1:* These Bylaws may be amended by a majority vote of the Executive Committee followed by a majority vote of the Active Members present and voting at an Association Meeting. These Bylaws may also be amended by a two-thirds vote of the Active Members present and voting at an Association Meeting.

*Section 2:* Sufficient notice of all proposed Bylaws amendments shall be given to all Association Members.

*Section 3:* Certain sections of these Bylaws may be temporarily suspended by a two-thirds vote of the Active Members present and voting at an Association Meeting.