

Bylaws of the Dallas Sigma Chi Alumni Chapter

PREAMBLE

We the members of the Dallas Alumni Chapter of the Sigma Chi Fraternity do hereby establish and solemnly promise to support the Ritual and obey these bylaws and their amendments and to obey the Constitution, its Statutes and Amendments and the Executive Committee Regulations of the Sigma Chi Fraternity for the government of our alumni chapter.

ARTICLE I: NAME

The name of this organization is the Dallas Sigma Chi Alumni Chapter.

ARTICLE II: ARTICLES OF ORGANIZATION

Section 1. The articles of organization of this alumni chapter include:

- a. the bylaws of such chapter,
- b. charter issued by the Executive Committee of the Sigma Chi Fraternity and
- c. Governing Laws of the Fraternity.

ARTICLE III: PURPOSES

Section 1. The purposes of this alumni chapter are:

- a. to cultivate and maintain the high ideals of friendship, justice and learning;
 - b. to maintain and promote true friendship amongst the brothers of Sigma Chi;
 - c. to further the interest of Sigma Chi Fraternity in the community and in the lives of individual brothers;
- and
- d. to assist undergraduate brothers and chapters.

Section 2. The Dallas Alumni Chapter is organized as a social club. Its operations are designed to comply with Section 501(c) (7) of the Internal Revenue Code or corresponding section of any future Internal Revenue tax code.

ARTICLE IV: MEMBERS AND DUES

Section 1. Membership

Any member of the Sigma Chi Fraternity who is in good standing and is no longer enrolled as an undergraduate student is eligible for membership in the alumni chapter upon payment of the prescribed dues and by abiding by all other local requirements.

Section 2. Dues

- a. The dues for the members:
 - (1) shall be determined annually by the executive committee;
 - (2) that are 28 years old and younger on the first day of the fiscal year, shall pay a lesser amount.
- b. Should any member fail to pay his dues, he forfeits his voting rights and shall be dropped from the membership rolls.
- c. A member may become a Life Member of this chapter for a lump sum amount or in installments, paid in such amounts and on such terms and conditions as may be established by the executive committee.
- d. Dues & Life Member provisions shall be announced at the November regular meeting to be effective for the following fiscal year.

ARTICLE V: MEETINGS

Section 1. Regular Meetings of the chapter shall be held on the second Tuesday of each month at such time and place as shall be determined by the executive committee.

Section 2. Elections will be held at the regular November chapter meeting.

Section 3. Special Meetings

- a. Special meetings of the chapter may be called at any time by:
 - (1) the president;
 - (2) a majority of the executive committee;
 - (3) a majority vote of all members; or
 - (4) the secretary upon the written request of any ten (10) members in good standing.
- b. The purpose of the special meeting shall be stated in the call.
- c. Except in the cases of emergency, at least ten (10) days' notice shall be given.

Section 4. Quorum shall consist of voting members in attendance.

ARTICLE VI: VOTING

Section 1. Only members whose dues are current shall be eligible to vote.

Section 2. Each member shall have only one (1) vote.

Section 3. All questions shall be decided by a plurality vote (when three or more are nominated for the same position, the one with the most votes) of the members present and voting at a meeting when a vote is taken, except as otherwise provided in these bylaws.

Section 4. Any member may move that a vote be taken by secret ballot.

Section 5. The president may vote at a meeting when the vote is by ballot or to make or break a tie.

Section 6. There shall be no voting by proxy.

Section 7. Any decision made by a committee may be overruled by a majority vote of the chapter, except decisions made by the nominating or audit committees.

ARTICLE VII: OFFICERS & THEIR ELECTION

Section 1. Only persons who have paid their dues shall be eligible to serve in any capacity.

Section 2. Officers & their election

- a. The officers of the chapter shall be a president, a vice-president, a secretary, a treasurer, a sergeant-at-arms, and a member-at-large.
- b. Officers shall be elected by ballot at the regular November chapter meeting. However, if there is but one (1) nominee for an office, the election for that office may be made by voice vote.
- c. Election shall be by majority vote.
- d. Nominations may be made from the floor at the regular October & November chapter meetings prior to the election.
- e. Officers shall assume their official duties at the close of the regular December chapter meeting and shall serve for a term of one (1) year, with the exception of the Treasurer who shall serve until the fiscal year end of December 31st.
- f. A member shall not serve in the office of president for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- g. Any officer position not filled by the election will become vacant at the close of the December chapter meeting.

Section 3. Nominating Committee

- a. There shall be a nominating committee composed of three (3) members who shall be appointed by the executive committee before or by the September Executive Committee Meeting prior to the Chapter Meeting Election in November.
- b. One of the three appointed members shall be specified as chairman by the executive committee.
- c. No person may serve two (2) consecutive years on the nominating committee.
- d. No current officer shall serve on the nominating committee.
- e. The nominating committee shall nominate one (1) eligible person for each office.
- f. The nominating committee report shall be made at the regular October chapter meeting.

- g. The full slate shall be published through our website (dallassigs.org) at least ten (10) days before the election meeting.
- h. The nominating committee's task is completed upon the officers' elections in November.

Section 4. Vacancies

- a. A vacancy occurring in an elected office or appointed position, with the exception of the president, shall be filled for the unexpired term by the executive committee.
- b. A vacancy in the office of president shall be filled for the unexpired term by the vice-president. If the vice-president is unable to serve or the office is vacant, a person chosen by majority vote of the executive committee shall fill the vacancy for the unexpired term.

Section 5. Removal from Office

- a. Any officer of the chapter may be removed for non-performance of his duties or for conduct unbecoming a Sigma Chi.
- b. Charges against the officer must be made openly by a member of the chapter at least one (1) month prior to the meeting at which the removal is taken.
- c. A two-third (2/3) vote of the chapter members present at a regular or special meeting shall be required to remove an officer.
- d. Upon an officer's removal, his office shall be declared vacant.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. President shall:

- a. be the presiding officer of the chapter;
- b. promote and oversee the purposes set in Article III;
- c. coordinate the work of the officers & committees;
- d. serve as chairman of the executive committee;
- e. confirm that quorum is present before conducting any business of the chapter;
- f. preside at all regular, special & executive committee meetings of the chapter;
- g. be one of the three (3) authorized signers on the bank account;
- h. be listed as the principal officer & be authorized to sign tax documents;
- i. be ex-officio member of all committees of the chapter except nominating & audit;
- j. be the only authorized person to sign contracts for the chapter that have been approved by the executive committee;
- k. have the right to vote by ballot or to make or break a tie; and
- l. make appointments where specified, with the advice & consent of the executive committee.

Section 2. Vice President shall:

- a. perform such duties as may be directed by the president;
- b. preside in the absence of the president;
- c. present the executive committee report at the chapter meetings;
- d. coordinate greeters for the chapter meetings;
- e. assist sergeant-at-arms with setup for the chapter meetings;
- f. receive scholarship or financial assistance requests on behalf of the executive committee who in turn will consider and vote on the request. The executive committee shall have the final decision on the request.;
- g. be one of the three (3) authorized signers on the bank account; and
- h. fill the vacant office of president for the unexpired term.

Section 3. Secretary shall:

- a. record the minutes of all meetings;
- b. submit minutes for approval at each subsequent meeting;
- c. keep current copy of the bylaws;
- d. keep accurate records of attendance at regular, special and executive committee meetings;
- e. keep current records of the chapter's members; and
- f. send notices to the membership as required.

Section 4. Treasurer shall:

- a. have custody of all funds of the chapter;
- b. maintain books of account and records as required by state & federal law;

- c. make disbursements as directed by executive committee;
- d. be one of the three (3) authorized signers on the bank account;
- e. present financial reports, both in writing & verbal, at every regular meeting of the chapter & executive committee;
- f. make full report at the annual meeting;
- g. complete & file all necessary tax documents as required by federal authorities;
- h. prepare & submit the Annual Report by 15th of February to General Headquarters with payment of annual chapter registration fee; and
- i. after the end of the fiscal year, present the books for audit as specified by the executive committee.

Section 5. Sergeant-at-Arms shall:

- a. be responsible for accounting for attendance at meetings;
- b. have member name tags made;
- c. maintain custody of name tags & distribute them at meetings;
- d. maintain custody of personal property of the alumni chapter;
- e. set up the room and sound system for chapter meetings; and
- f. assist, if necessary, in maintaining order during a meeting.

Section 6. Member-at-Large

The Member-at-Large shall represent the alumni membership to the executive committee and any other committee as directed by the president.

ARTICLE IX: EXECUTIVE COMMITTEE

Section 1. Composition

The executive committee shall be composed of:

- a. the six (6) officers of the chapter;
- b. the most recent past president who has given written notice to the secretary that he is available and willing to serve; and
- c. the chairmen of the seven (7) standing committees where the positions are filled.

Section 2. A past president on the executive committee may also serve as a standing committee chair, but shall be entitled to one (1) vote even though he may hold more than one (1) position.

Section 3. Duties and Powers

The executive committee shall:

- a. have general supervision of the affairs of the chapter;
- b. fix the time and place of the chapter regular meetings;
- c. create standing and special committees;
- d. approve appointments made by the president;
- e. act in emergencies between meetings of the chapter;
- f. direct payment of expenses;
- g. appoint the nominating committee & chairman;
- h. remove a chairman with 2/3 vote, if approved;
- i. make recommendations to the chapter; and
- j. perform such other duties as specified in the bylaws of the chapter.

Section 4. Meetings

- a. Executive Committee meetings shall be held monthly, in person or virtually by an online meeting platform, on a consistent, regular interval date chosen by the sitting President and approved by the Executive Committee (i.e. 1st Tuesday, 4th Wednesday, etc.).
- b. Special meeting may be called by the president or upon a written request of five (5) members of the executive committee. Purpose of the meeting must be stated.

Section 5. Emergency Voting

In an emergency situation and with the unanimous consent of the members of the executive committee, voting by email or other electronic means is permitted with the following provisions:

- a. members shall have at least 24 hours to cast their vote;
- b. a 2/3 vote of the entire executive committee is required for adoption; and

- c. the vote shall be recorded in the minutes of the next regular meeting of the executive committee.

Section 6. Quorum

A majority of the members of the executive committee shall constitute a quorum. Vacant positions do not count against quorum.

Section 7. Special Assignments

The executive committee shall be empowered to appoint such members to special assignments and to such other ad hoc committees as are deemed necessary.

ARTICLE X: STANDING & SPECIAL COMMITTEES

Section 1. Standing Committees

There shall be standing committees whose chairmen are appointed by the president, with the advice & consent of the newly-elected officers, and that shall be voting members of the executive committee. The standing committees are:

- a. Communications
- b. Golf
- c. Membership
- d. Programs
- e. Social
- f. Undergraduate Relations
- g. Scholarship

Section 2. Duties of Standing Committees

- a. Communications - this committee shall oversee communications of the chapter, to include but not limited to the website, eNewsletter, and all social media approved by the executive committee.
- b. Golf - this committee shall be responsible for all aspects of promotion and execution of the chapter's annual golf tournament.
- c. Membership - this committee shall:
 - 1. encourage active participation of all Sigma Chi alumni in the area;
 - 2. be responsible for the renewal of existing members of the chapter;
 - 3. recruit new members each year;
 - 4. maintain active membership roster and provide report to the secretary as a permanent record; and
 - 5. provide membership information to the sergeant-at-arms for name tag preparation.
- d. Programs - this committee shall:
 - 1. be responsible for recruiting and hosting guest speakers; and
 - 2. print the Speaker's certificate for the chapter's monthly meetings.
- e. Social - this committee shall:
 - 1. be responsible for planning and implementation of social events of the chapter with pre-approval of the executive committee. Social events could include, but not be limited to: happy hours, dances, dinners, picnics, etc.; and
 - 2. plan and implement a Sigma Chi Sweetheart event annually.
- f. Undergraduate Relations - this committee shall:
 - 1. maintain communications with undergraduate chapters; and
 - 2. provide assistance to undergraduate chapters in the area.
- g. Scholarship - this committee shall:
 - 1. Oversee initiatives that support the Scholarship Fund(s) created by the Dallas Alumni Chapter in partnership with the Sigma Chi Foundation, including, but not limited to mass communication/marketing efforts, fundraising, undergraduate and chapter advisor promotional materials for the scholarship application process, etc., and assist the Foundation's selection committee in the application review and selection of the award(s);
 - 2. Be responsible for proposing selection criteria used to determine eligibility for receiving a scholarship award, in addition to any criteria the Foundation has in place, though not required for any non-Foundation supported scholarship that the Chapter initiates.
 - 3. Provide structure and recommendations to the Executive Committee and the Chapter in efforts to continually drive fundraising for Scholarships, whether in partnership with the Foundation, or apart from the Foundation, that ultimately will award monetary scholarship dollars to a Sigma Chi student leader(s).

4. Ensure that any financial scholarship award paid directly from the DAC is done so in accordance with IRS tax rules and laws.

Section 3. Special Committees

- a. The executive committee may create special committees as it may deem necessary to promote the Purposes and carry out the work of this chapter.
- b. Special committees carry out specified tasks and at the completion, present a final report to the appropriate entity. Special committees of the chapter include, but not limited to:
 1. Audit Committee shall review the books after the fiscal year end and present an uncertified audit report to the chapter at the March meeting. (Also see Article XI: Financial, Section 3.)
 2. Bylaws Committee shall consist of at least 3 members, appointed by the president to periodically review the current bylaws and make recommendation to the executive committee for no change, to amend, or revise the bylaws.

Section 4. Quorum of any committee shall be a majority of its members.

Section 5. No committee meeting, except nominating & audit, shall be called without first notifying the president.

Section 6. Removal of Chairman

Any appointed chairman of the chapter may be removed for non- performance of his duties or for conduct unbecoming a Sigma Chi by a 2/3 vote of the executive committee present at a regular or special meeting with prior notice given to the chairman being considered for removal. Upon removal, his chairmanship shall be declared vacant.

ARTICLE XI: FINANCIAL

Section 1. Fiscal Year

The fiscal year shall begin on January 1st and ends on the following December 31st.

Section 2. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3. A financial uncertified audit shall be performed at the end of the fiscal year by three (3) members, who are not authorized signers on the bank account. The members shall be appointed by the president, with the advice and consent of the executive committee, with one member designated chairman. The names shall be announced at the December chapter meeting. The audit shall be completed by the end of February and reported to the chapter at the March meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised (11th edition at the time of these Bylaws), shall govern the alumni chapter in all cases to which they are applicable and which are not inconsistent with these Bylaws and any special rules of order the alumni chapter may adopt.

ARTICLE XIII: AMENDMENTS

Section 1. These bylaws may be amended at a regular chapter meeting, providing:

- a. a proposal to amend was presented to the executive committee in writing prior to their regular committee meeting;
- b. notice was posted by the executive committee at the next regular chapter meeting for review by the chapter members;
- c. voting is held at the next subsequent regular chapter meeting after posting;
- d. a quorum is present.

Section 2. A two-third (2/3) affirmative vote of the members present and voting shall constitute approval. The amendment(s) shall go into effect immediately upon approval, unless otherwise noted.

ARTICLE XIV: DISSOLUTION

A resolution of dissolution should be prepared setting forth the reasons for dissolution and a motion to rescind the Bylaws. (This requires for its adoption, the same notice and vote as the Bylaws.) Such a resolution should state the manner in which the assets shall be dispersed and attend to other administrative details. The disposal of the assets shall adhere to state and federal tax laws. The required notice must be sent to all members of record. The Dallas Sigma Chi Chapter Executive Committee, at the time the alumni chapter ceases to fulfill the Preamble and the Articles of Organization, shall designate and convey all of the alumni chapter's assets to Sigma Chi Fraternity International, 1714 Hinman Ave, Evanston, IL 60201.

Dallas Sigma Chi Alumni Chapter Northern Province, Founded November 23, 1911 Prior Bylaws adopted: February 14, 2023

These revised bylaws of the Dallas Sigma Chi Alumni Chapter were approved by Executive Committee on September 30, 2024.

Announced for notice purposes to the Chapter at its regular meeting on October 8, 2024.

Adopted by two thirds vote of the Chapter at its regular meeting on November 12, 2024.

Attested:

Steve Smillie, Secretary

November 12, 2024