

**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:

- a. To increase alumni involvement in and support of the Undergraduate Chapter; and
- b. To organize events for alumni members and to provide a resource that enables alumni members to keep in contact; and
- c. 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:

- a. VOTING MEMBERS – Are those alumni members who are 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.
- b. 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 Alumni Chapter.
- c. 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. If so denied, the member may appeal the decision to the Alumni Chapter within 15 days of notification of denial. The Alumni Chapter must meet in person within 45 days but no sooner than 10 days of the appeal to either uphold the decision of the Executive Committee or overturn it. A two-thirds (2/3's) vote is required to overturn the decision. The member in question must be informed of the meeting time and place within two (2) weeks and must be given the opportunity to present his case.

### **ARTICLE III - MEETINGS**

#### **Section 1: Annual Meeting.**

- a. The date of the annual meeting shall be set by the Executive Committee who shall also set the time and place. Consideration should be given to set this meeting in conjunction with Homecoming.
- b. Members must approve the annual dues and Alumni Chapter budget with a 2/3's vote. Members may vote by ballot if they cannot be present.
- c. Elections for all officers will occur at the Annual Meeting, with the exception of the Tau who shall be elected every other year. Members may vote by ballot if they cannot be present.
- d. The Alpha shall present his annual report to the Alumni Chapter.
- e. Quorum shall be the same as for a regular Alumni Chapter meeting. However, election of officers (if an office is contested) and approval of the dues and budget require that at least 25% of the current Voting Members submit a vote either in person or by ballot.

#### **Section 2: Alumni Chapter Meetings.**

A. The Alumni Chapter shall meet at least twice a year, including the Annual Meeting, with the dates and locations to be set by the Executive Committee at least one month in advance. These meetings shall be considered the official meetings of the Alumni Chapter and may be held via two methods:

1. In person meetings.
2. Via telephone conference call.

B. At the Alumni Chapter meetings:

1. Members may over-turn an Executive Committee decision with a 2/3's vote.
2. Members may implement policy and events with a majority vote.
3. Members may allocate funds and/or amend the budget as necessary.
4. A quorum must be attended by at least three of the five executive officers plus two other Voting Members before business can be transacted or motions made or passed. If there are not three executive officers, a majority of officers shall be required, in addition to two other Voting members, in order to obtain a quorum.

**Section 3: Executive Committee Meetings.**

A. Executive Committee meetings shall occur at least every odd month but may occur monthly, as needed. These meetings shall be considered the official meetings of the Executive Committee and may be held via two methods:

1. In person meetings
2. Via telephone conference call.

B. At the Executive Committee meetings:

1. Executives must approve the annual Alumni Chapter budget and membership dues for the upcoming year (January-December) for submission to the full Alumni Chapter by a 2/3's vote on or before the September meeting of each year.
2. Executives may send out ballot questions to be voted on by 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 Executives 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 sooner than ten (10) days and no later than thirty (30) days and at least 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 than 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 25% of alumni submitted a ballot and it would be defeated.

- a) If a Voting Member so wishes, the Executives must furnish a forum for the question to be discussed. This may be either in person, via phone, via email, or via paper documents.
  - b) Questions of a financial nature require a 2/3's vote. All other matters require a simple majority.
  - c) The use of balloting should not be used by the Executives to defeat or subvert the meaning of these by-laws and the spirit of this organization or to undermine the authority of the Alumni Chapter.
3. Executives may over-turn an Alumni Chapter decision with a 2/3's vote. This decision may be over-turned by the Alumni Chapter, as enumerated in Article II, Section 2b. This decision is final.
  4. Executives shall act for the Alumni Chapter in emergency situations which cannot wait for a regular or annual Alumni Chapter meeting. 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 executives were present must have occurred in order for this vote to be valid.

**Section 4: Special Meetings.** Special meetings may be called by the Alpha or by three of the Executive Officers or ten 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 5: 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 6: Minutes.** Minutes from each meeting shall be taken and stored by the Secretary (or his designee). They shall be distributed within ten (10) days to Voting Members and Ex-Officio members.

**Section 7: Rules.** Robert's Rules Of Order, Revised, shall govern the rules of the meetings when necessary and for items not provided for or elaborated on in these by-laws.

## **ARTICLE IV - OFFICERS**

**Section 1: Executive Officers.** The Alumni Chapter shall include the following executive offices which comprise the Executive Committee:

**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 and annual reports.
5. Signing checks with the Tau's approval, when necessary.
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 web page or assigning the task to someone whom is capable.
6. Creates, or delegates to create, electronic 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. Assigning and collecting membership dues.
2. Maintaining the checkbook and ledger.
3. Paying all approved bills/fees.
4. Reporting all delinquent members to the Executive Committee.
5. Preparing the annual budget.
6. Making quarterly financial reports to the Alumni Chapter and Executive Committee.
7. Signing checks and approving checks for the Alpha to sign, when necessary; depositing all revenue into the Alumni Chapter account promptly.

8. Organizing the fundraising efforts of the Alumni and Undergraduate chapters.
9. Ensuring all forms and fees to various governmental agencies are accurately filed in a timely manner.
10. Assisting the Undergraduate Chapter with financial matters.
11. Acting temporarily in place of the Beta in an emergency or in the case of resignation or removal.
12. 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 10 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. Maintaining an Alumni Chapter scrapbook.
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 Tau, 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: Non-Executive Offices.** The Alumni Chapter shall include the following Non-Executive Offices:

**A. DELTA (Regional Coordinator).** There shall be five Deltas, each responsible for a specific region of the country. These regions are:

1. NEW ENGLAND – All of the New England states.
2. EAST COAST – All of the states in the Eastern Time Zone, excluding the New England states.
3. CENTRAL – All of the states in the Central Time Zone.
4. WESTERN – All of the states in the Pacific and Mountain Time Zones, including Alaska and Hawaii .
5. INTERNATIONAL – All countries and territories outside of the 50 United States.

Each of the Deltas is responsible for the following:

1. Working with the Executive officers in organizing alumni turnout at social and Undergraduate Chapter events.
2. Working with the Executive officers in organizing fundraising and community service efforts within the region.
3. Assisting with the planning of Alumni Chapter events in their region and organizing alumni turnout at such events.
4. Maintaining a database of the members within their region.
5. Other duties as directed by the Executive Committee and/or Alumni Chapter.

**B. CHI (Class Coordinator).** When membership reaches a level to be determined by the Alumni Chapter, there shall be several Chi offices established, each responsible for the members of a certain graduating time-period. These Chi's will be responsible for the following:

1. Working with the Executive Committee to assist in planning events and organizing turnout at such events for members of their respective graduating period.
2. Maintaining a database of the members within their era.
3. Other duties as directed by the Executive Committee and/or Alumni Chapter.

**Section 3: Other Offices.** The Alumni Chapter may create other Executive or Non-Executive offices as necessary.

**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 the current 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 the 15th of the following month, and will include an officer transition presentation on or before that date.

**Section 5: Vacancies.** When a vacancy for an Executive or Non-Executive position 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 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 Executive member's term. The Executive Committee may, on an interim basis, appoint a member to a certain position 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 three unexcused absences from the meetings in a year. Any member may be removed from office and/or membership for other reasons by a three-fourths vote of the Alumni Chapter for just cause.

**Section 7: Initial Officers & Their Terms.** Members of the first Executive Committee, to be decided at the meeting at which these by-laws are first approved, shall serve in their respective offices until the first annual meeting, at which their successors are duly elected and qualified, or removed as provided for in these bylaws. These members are eligible for re-election. Those elected in 2002 shall serve a term through the 2003 annual meeting elections, the only time that the term of officers will be for a period of over one year (except in the case of the Tau). These officers will be eligible for re-election for a normal term at that time.

## **ARTICLE V – EXECUTIVE COMMITTEE**

**Section 1: Executive Committee.** The Executive Committee is responsible for upholding the policies of the Alumni Chapter and to provide direction. The Executive Committee receives no compensation other than reasonable expenses.

**Section 2: Notice of Meeting.** An official Executive Committee meeting requires that each Committee member and Alumni Chapter member has written notice seven days in advance.

## **ARTICLE VI – MEMBERSHIP DUES & BUDGET**

**Section 1: Amount and Approval of.** The Executive committee shall set membership dues for the upcoming calendar year (January-December) 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 may be considered valid for the remainder of that calendar year and the following year.

**Section 3: Starting Dues.** Membership dues through June 2002 shall be \$25 per member regardless of when he joins.

**Section 4: Other Fees.** The Alumni Chapter may establish other fees so long as they are for educational, charitable or social purposes.

**Section 5: Budget.** These dues shall fund the budget of the Alumni Chapter, with a fiscal year running from the start of the new Executive Officers' terms to the day prior to the follow year's new officers' terms. 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 beginning with the start of the new Executive Officers' terms and ending on the day prior to the beginning of the follow year's Executive Officers' terms. Should the Alumni Chapter reject the Executive Committee's proposed budget, the Executives shall meet again within fourteen (14) days to draft a new proposal. This proposal shall be distributed to all current Voting Members within three (3) days after passage by the Executive Committee and must be returned within fourteen (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 VII – AWARDS**

### **Section 1: The Three Awards.**

A. There shall be three (3) awards that the Alumni Chapter will fund and present annually. They are:

1. The Old Gold Award – Given to the University of Maine Administrator of the Year for their efforts assisting the chapter and/or Greek life and/or the campus community. The Executive Committee, with advice from the Undergraduate Chapter, selects the recipient of this award.
2. 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 and their community involvement. The Executive Committee, with advice from the Undergraduate Chapter, selects the recipient of this award.
3. 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 and the biennial Grand Chapter convention.. 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 VIII – ALUMNI CONTACT INFORMATION**

It shall be the policy of the Alumni Chapter to not disclose any contact information that it stores on its members to outside organization, 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 and year of graduation.

#### **ARTICLE IX - 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 X - DISSOLUTION**

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 XI – INTERPRETATION**

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

#### **ARTICLE XII - AMENDMENTS**

These Bylaws may be amended when necessary by a two-thirds vote of the Alumni Chapter. Proposed amendments may not be voted on at the same meeting at which they

were introduced and must be sent to all Voting Members with the next meeting announcements.

These Bylaws were approved at an Executive Committee meeting of the Alpha Delta Alumni Chapter of Phi Kappa Sigma on November 13, 2001.

**Amended 11/30/01**

**Amended 3/21/02**

**Amended 6/19/02**

**Amended 10/4/03**

**Amended 10/22/05**

**Amended 10/13/07**