

Iota Phi Theta Fraternity, Inc. Alpha Nu Omega Alumni Chapter

BY-LAWS

Revised & Approved: March 1st, 2016

ARTICLE I. GENERAL

Section 1. The name of this chapter shall be the Alpha Nu Omega Alumni Chapter of Iota Phi Theta Fraternity, Inc.

Section 2. The purpose of the Alpha Nu Omega Alumni Chapter of Iota Phi Theta Fraternity, Inc. shall be the development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity, and Brotherhood among men.

ARTICLE II. MEMBERSHIP

Section 1. The chapter shall be made up of at least 5 financial brothers as outlined in the National By-Laws of Iota Phi Theta Fraternity, Inc.

Section 2. A member of the chapter shall be defined as:

- In good standing financially with the Alpha Nu Omega Alumni Chapter of Iota Phi Theta Fraternity, Inc.

Section 3. Each locally financial member is entitled to one vote.

- Brothers determined to be financial will be in good standing and have no outstanding balances with Alpha Nu Omega Alumni Chapter of Iota Phi Theta Fraternity, Inc.

Section 3. New Membership Initiation

- Refer to section in National By-Laws on Membership

ARTICLE III. OFFICERS

Section 1. The elected officers of the Alpha Nu Omega Alumni Chapter of Iota Phi Theta Fraternity, Inc. shall be Polaris, Vice Polaris, Secretary and Treasurer.

- Officers must be locally and nationally financial for their term

Section 2. Officers shall have an elected term of two years.

Section 3. The Polaris may appoint a Historian, Sergeant-at-Arms, Parliamentarian, and Chaplain to serve during current administration.

- Please refer to Article III Section 1 for officer requirements.
- In the case Section 4 the Polaris has the right to appoint a Vice Polaris.

Section 4. In case a vacancy occurs in any office, a successor shall be appointed by the Polaris at any scheduled meeting. In the event that no member desires to serve in this capacity the office shall default with responsibilities given to the Vice Polaris.

ARTICLE IV. ELECTION OF OFFICERS

Section 1. To be in consideration for election a brother must:

- Have been in good financial standing Nationally for the last year.
- A candidate for office should have been active in an Alumni or Undergraduate Chapter for the previous year prior to seeking office, for all elected offices.

Section 2. Any locally financial member may nominate a candidate for office at the November meeting in even numbered years.

Section 3. All officers will be elected at the December meeting and installed at the February meeting.

Section 4. A transition meeting between out-going and incoming officers shall be held during the January Meeting. During this time all record and properties shall be transferred to the newly elected officers. This includes but is not limited to the Chapter bankbook and all financial statements, changing of the names on the bank's signature card, exchanging of mailbox keys, monthly chapter minutes of previous meetings, all correspondence, and any other pertinent information, records or materials vital to the operation of the Chapter.

ARTICLE V. ELIGIBILITY FOR OFFICE AND TERM

Section 1. To be eligible for office in the Chapter, a candidate shall be fully financial both locally and nationally.

Section 2. All elected officers shall serve a term of two years in office.

Section 3. All candidates seeking elected positions must provide a fraternal resume.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. Polaris- the Polaris shall preside at all meetings. The Polaris shall call special meetings; whenever necessary; exercise general supervisory powers over the work of the other officers; require reports of each of the other officers; and assure that each officer performs his responsibilities as outlined in this document.

Section 2. Vice Polaris- the Vice Polaris shall in the absence of the Polaris, preside and /or perform the further duties of this office and at all times shall render assistance to the Polaris. The Vice Polaris shall convene over all sub committees for the purpose of clarification of the activities that each committee is pursuing and thereafter make sure each committee is functioning.

Section 3. Secretary- the Secretary shall keep a record of all business, noting all actions whether carried or lost. The Secretary shall keep, and when required, shall call roll and keep a list of all committees. In the absence of the Polaris, and Vice Polaris the Secretary shall call the meeting to order and assign another designee to record the minutes. In addition, the Secretary shall send out all notices of meetings and receive and disburse all correspondence. The Secretary will collect all monies and distribute receipts to individuals, present the treasurer with a master record of the amount, and keep records for verification purposes. The secretary must report chapter minutes to the Alumni chapter Webmaster within 48 hours of the meeting.

Section 4. Treasurer- the Treasurer shall receive all monies from the body, acknowledge the same by providing a receipt and deposit all monies within three business days of receipt. The treasurer shall co-sign all checks with the Polaris; upon proper authorization, make all disbursements on behalf of the body; report all receipts and disbursements as separate items to each session of the body. The treasurer shall recommend to the body any changes helpful to the achievement of the financial objectives of the Council.

Section 5. Sergeant-at-Arms- the Sergeant-at-Arms shall aid the Polaris at all times in keeping order throughout the meetings.

Section 6. Parliamentarian-A member of the Alumni Chapter who will aid in parliamentary procedure. I.e....Robert's Rules of Order.

Section 7. Historian-A member of the Alumni chapter who will be in charge of documenting chapter history. I.e. chapter events, line history, members' birthdays and crossing dates.

Section 8. Chaplain-A member of the Alumni chapter who is a member of the clergy. He will provide prayer services and moral support for the brothers of the chapter.

Section 9. Elected officers that miss three consecutive meetings shall go through the following disciplinary process:

- The Polaris shall call the officer regarding the reason for the missed meetings. In the event that the member is not reached, contact shall be made via email and/or mail.
- In the event that there is no response from the officer and/or the officer fails to provide a justifiable reason for the missed meetings, a meeting with a quorum of financial chapter members will be held to discuss the appropriate action not limited to officer replacement.
- In the event that the Polaris misses three consecutive meetings the Vice Polaris will call the Polaris regarding the reason for the missed meetings. In the event that there is no response from the officer or the officer fails to provide a justifiable reason for the missed meetings, a meeting with a quorum of financial chapter members will be held to discuss the appropriate action not limited to officer replacement.

ARTICLE VII. MEETINGS

Section 1. The regular meetings shall be held the first Tuesday of each month, except otherwise ordered by a majority vote of the Chapter.

Section 2. Special meetings may be called by the Polaris and require a quorum of 5 members in good standing.

Section 3. A quorum of 5 financial members is required for the transaction of business.

ARTICLE VIII. FINANCES

Section 1. The funds of the Chapter shall be collected by the Treasurer, and such funds shall be deposited within **three business days**. The Secretary will provide a receipt to any chapter member upon receiving funds.

Section 2. Proper authorization of the disbursement of funds shall consist of the following:

- Submission of official vouchers form with attached supporting documentation such as, but not limited to, receipts, invoices, etc.
- All receipts must be submitted by the following meeting or within thirty days of receipt of funds.
- Proof of payment and supporting documentation of disbursed funds not received to the Chapter within thirty days will be considered in non-compliance, according to the above section.

Section 3. Local dues for each Chapter member will be assessed equally on a calendar year basis.

Section 4. Chapter funds shall be deposited in a legal financial institution and disbursed by signature of designee. In the event that a check must be made payable to one of the designated signers, that signer's check must have the signatures of the other designated signers. Designated signers will be the Treasurer and/or Secretary and the chapter Polaris.

Section 5. A new member will be assessed chapter dues that reflect a flat rate (to be determined by the chapter) based on the calendar year. A new member is defined below.

- A new member would be defined as any person that has recently moved to the local area, those that have recently gone through the intake process and persons that have been inactive with the local chapter for at least one year prior to returning to active status.

ARTICLE IX. MISCELLANEOUS

Section 1. Each chapter member shall maintain financial and moral status commensurate to good practices toward the Chapter programs.

Section 2. All members of the chapter or affiliates thereof must request in writing thirty (30) days in advance, of plans and programs, which may obligate the Chapter in any manner.

Section 3. All dues from members shall be paid per the National guidelines.

Section 4. If a member is deemed delinquent or inactive per the Iota Phi Theta Fraternity, Inc. National guidelines, the member shall be restricted from decision making, holding office, voting and removed from the National Roster.

Section 5. The fiscal year of the Chapter shall be from February to January.

Section 6. The bylaws of the Chapter shall be reviewed during the even year of the current administration.