

THETA EPSILON ALUMNI ASSOCIATION BYLAWS



[ADOPTED OCTOBER 7, 2006]

ARTICLE 1. THETA EPSILON ALUMNI ASSOCIATION

SECTION 1. The name of this association shall be: *THETA EPSILON ALUMNI ASSOCIATION*. (Adopted October 7, 2006)

SECTION 2. The objects of this association shall be: (1) to uphold the general welfare, campus prestige, and the scholastic, personnel and educational interests of Theta Epsilon Chapter of Tau Kappa Epsilon Fraternity, located at Humboldt State University at Arcata, California; (2) to provide an organization through which alumni members of the Chapter may continue and improve their contacts with each other and with their undergraduate brothers; and (3) to further the interests of Humboldt State University and the students thereof. (Adopted October 7, 2006)

SECTION 3. The home office of the association shall be located as directed by the President of the Association. (Adopted October 7, 2006)

ARTICLE 2. MEMBERSHIP, MEMBER'S MEETING, VOTING

SECTION 1. Every initiated member of Theta Epsilon Chapter, upon leaving college, shall be eligible to become a member of this association and, upon payment of the annual dues, shall be a member. (Adopted October 7, 2006)

SECTION 2. There shall be called one annual meeting of all Members of the Association each year, at a location to be determined by the Association's President, at a time set by vote of the Association's Board of Directors. Notice of the time and place of this meeting shall be furnished to all Members by email, the notice being emailed at least thirty days before the date set for the meeting. Special meetings of the Members may be called at any time and at any place by the Association's President or by a majority vote of the Association's Board of Directors; provided Members are given fifteen days notice of the time and place of the meeting. Those Members in attendance at such a duly called meeting shall constitute a quorum for the transaction of business. (Adopted October 7, 2006)

SECTION 3. Between annual and special meetings of the Members of the Association, action may be conducted by e-mail, when so approved by the unanimous membership of the Association's Board of Directors. In such cases, the proposed action must be fully described on the ballot which is e-mailed to all Members whose addresses are known. The vote of the majority of ballots returned to the Association's Secretary within thirty days after e-mailing shall decide the outcome of the balloting. (Adopted October 7, 2006)

ARTICLE 3. BOARD OF DIRECTORS, HOW ELECTED, POWERS

SECTION 1. All activities of the Association shall be guided by, and its ordinary powers vested in a Board of Directors which shall consist of six (6) Members of this association. *(Adopted October 7, 2006)*

SECTION 2. Terms of the elected Directors shall be staggered so that one-third of the Directors shall be eligible for re-election or replacement each year. Elections shall normally be for a three-year term as a Director. *(Adopted October 7, 2006)*

SECTION 3. Directors may be elected by e-mail ballot submitted to all Members of the Association annually, not more than ninety nor less than thirty days before the date of the annual meeting. Each member of the Association shall have one vote for each Director to be elected, and the candidates who receive the majority of votes on the ballots returned to the Association's Secretary within thirty days after the e-mailing shall be elected and take office at the close of the annual meeting. *(Adopted October 7, 2006)*

SECTION 4. Candidates for election to the Board of Directors shall be selected by a nomination committee before each election, and their names shall be printed on the ballot e-mailed to Members. Additional nominees may be named on the ballot on the signed petition to the Association's Secretary of at least fifteen Members. The ballot must also provide spaces for writing in the names of at least three other un-named Members. The nominating committee will strive for a Board of Directors that is representative of all the Members in terms of age groups and geographical location or residence as it considers feasible. *(Adopted October 7, 2006)*

SECTION 5. Vacancies on the Board of directors between election dates shall be filled for the unexpired terms by appointment of the majority of the Board of Directors. *(Adopted October 7, 2006)*

SECTION 6. The Board of Directors shall meet at least once a year, and as many additional times as is deemed necessary by a majority of the Association's Board of Directors or by the Association's President. The time and place of the meetings shall be decided by the majority of the Board of Directors. Announcements of meetings must be mailed to all Directors by the Association's Secretary at least two weeks in advance, unless meetings are called by a unanimous waiver of notice. Any Director who is absent from more than half of the Board meetings during his term shall not be eligible for re-election. *(Adopted October 7, 2006)*

SECTION 7. The necessary quorum for transaction of business of any meeting of the Board of Directors shall be one-half of the Directors. *(Adopted October 7, 2006)*

SECTION 8. Business of the Association will be transacted by the Board of Directors who shall have power to act on behalf of the Association in all matters. *(Adopted October 7, 2006)*

ARTICLE 4. OFFICERS

SECTION 1. Officers of the Association shall be elected by the Board of Directors from their own number, at a meeting to be held within 24 hours after the annual meeting of the Members. *(Adopted October 7, 2006)*

SECTION 2. The officers shall be President, Vice President, the Secretary/Treasurer, Histor and any additional officers deemed necessary by the Board of Directors. No member may hold more than one office at a time. Vacancies in the officers occurring between meetings of the Board may be filled by appointment of the President with confirmation of the other officers. Officers will be elected for two years or until their successors are elected. *(Adopted October 7, 2006)*

SECTION 3. The duties and powers of the Officers shall be:

- (A) The President shall be the executive officer of the Association and shall preside at all meetings of the Association's Members and Board of Directors. It shall be his duty to advise the other Directors and officers of their duties and to keep informed of their performance, to appoint and supervise the functions of all committees, and in general, to direct all functions of the Association. *(Adopted October 7, 2006)*
- (B) The Vice-President shall assume the powers and duties of the President in the latter's absence or inability to serve. *(Adopted October 7, 2006)*
- (C) The Secretary/Treasurer shall keep proper written minutes of all meetings of the Members and of the Board of Directors in a permanent record book, and shall distribute copies of all minutes to all directors and other key personnel, within ten days after meetings. He shall be responsible for the e-mailing of all notices and ballots, and shall furnish a formal written report of the results of all balloting. He shall be responsible for the preservation of all records of the association and for the maintenance of an up-to-date addresses and e-mail list of all Members. He shall work with the Alumni Activities Committee to see that all Members are informed of activities and plans of the Board of Directors. He shall receive and disburse all funds of the association and sign checks in the name of and on behalf of the association. He shall keep complete records of the financial condition of the association and render an annual written report for presentation at the annual meeting and distribution to the entire membership by e-mail. *(Adopted October 7, 2006)*

ARTICLE 5. COMMITTEES

SECTION 1. All directors who are not officers shall be assigned by the President to one of the following standing committees:

- (A) Alumni Relations Committee, which shall be responsible for all contacts with the general alumni membership by the undergraduates and by the alumni organization, in conjunction with the Secretary, including the maintenance of alumni records, the issuance of a regular and frequent alumni newsletter, the conduct of reunions including the annual meeting, the publication of membership directories, keeping the alumni informed of the activities and plans of the Board of Directors, solicitation of annual dues and other financial support from the general membership, solicitation of alumni recommendations and other alumni aid in rushing, and other similar projects. This committee shall work with the Histor and other appropriate undergraduate officers. *(Adopted October 7, 2006)*
- (B) Alumni Advisory Committee, which shall be responsible for all undergraduate activities except those under the jurisdiction of the above-mentioned committee, including undergraduate

finances, scholarship, rushing, and other fields of activity in which alumni counsel and assistance is mutually desirable or necessary to safeguard the existence and reputation of Tau Kappa Epsilon Fraternity at Humboldt State University. *(Adopted October 7, 2006)*

SECTION 2. The President shall appoint such additional committees as are needed from time to time, subject to the direction and approval of the Board of Directors. *(Adopted October 7, 2006)*

SECTION 3. The officers and the chairman of the above-mentioned standing committees shall constitute the Executive Committee, which shall have such powers as are delegated to it by the Board of Directors. *(Adopted October 7, 2006)*

ARTICLE 6. FINANCE

SECTION 1. Membership dues, in an annual amount to be determined by the Association's Board of Directors, will be solicited under the supervision of the Alumni Relations Committee. *(Adopted October 7, 2006)*

SECTION 2. Funds obtained from such dues solicitation may be used to finance any and all projects to increase alumni interest, participation, and support; and to further the interests of Humboldt State University and the students thereof. Funds available to the undergraduate and alumni organizations from other sources may be used in the development of alumni interest, participation and support if alumni dues receipts are not sufficient to meet expenses in this area. *(Adopted October 7, 2006)*

SECTION 3. Additional appeals for funds may be authorized from time to time by the Board of Directors; provided such appeals are voluntary. *(Adopted October 7, 2006)*

ARTICLE 7. AMENDMENTS TO BYLAWS

SECTION 1. Subject to the approval of the membership of this organization, the Board of Directors may enact such further bylaws as are not in conflict with the above articles. *(Adopted October 7, 2006)*

SECTION 2. Changes in these bylaws shall require the approval of the Members of this organization, voting as hereinbefore provided. *(Adopted October 7, 2006)*

Verified as adopted on October 7, 2006:



Michael G. Brattland, Scroll #227
Convening President



Thomas M. Groarke, Scroll #172
Convening Secretary