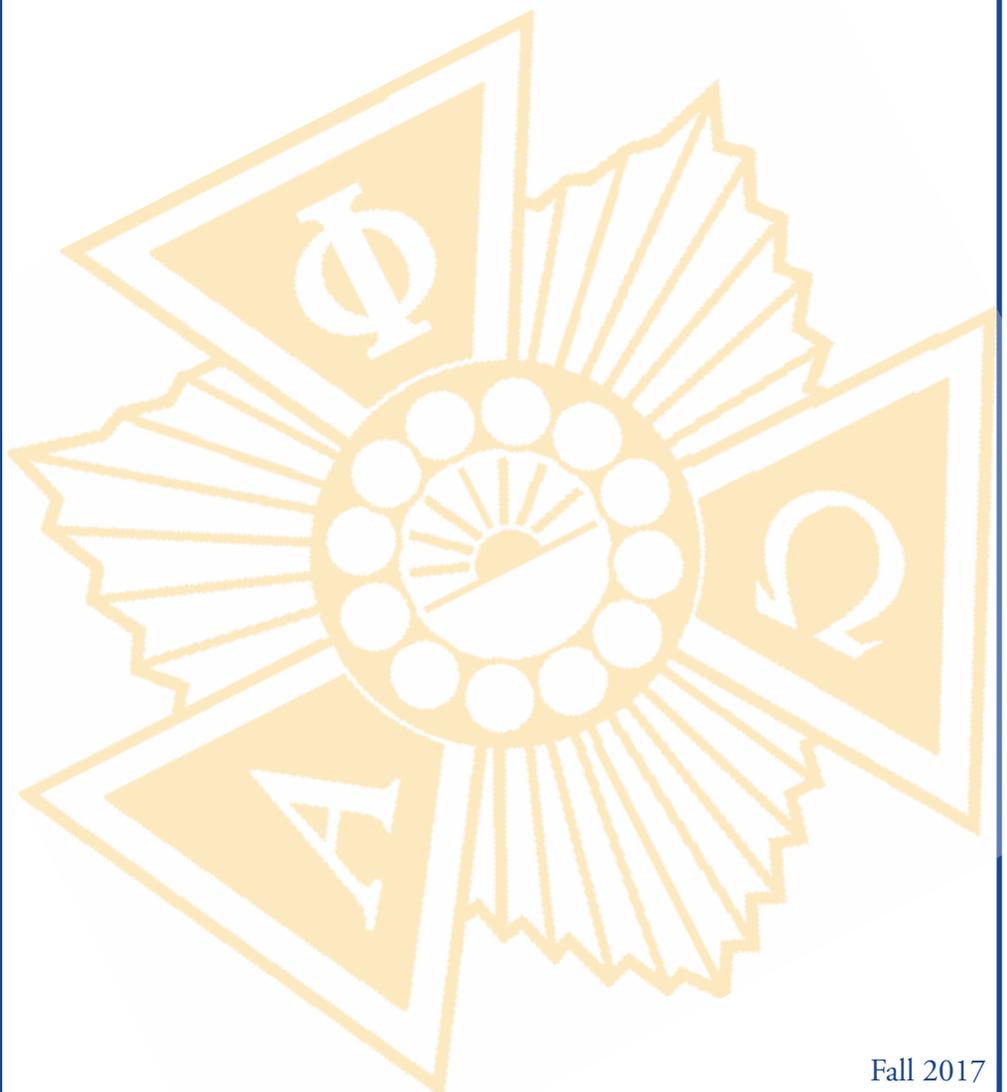


Alpha
Phi
Omega



ALUMNI ASSOCIATION HANDBOOK

*The Creation, Care and Maintenance of
an Alpha Phi Omega Alumni Association*



1441 E 104th Street
Kansas City, MO 64131
816-373-8667

www.apo.org

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NATIONAL BYLAWS - ALUMNI ASSOCIATIONS

ARTICLE XIII – ALUMNI

Section 1. Local alumni association.

- (1) Alumni members may organize themselves locally in accordance with the Fraternity Membership Policy into any or all of the following:
 - (a) Alumni associations composed of the alumni of a single chapter;
 - (b) Alumni associations composed of all alumni members within a single geographical area; or
 - (c) Alumni associations composed of alumni with a common interest, which will be evaluated on their consistency with the principles of the Fraternity by the National Alumni Relations Committee.
- (2) The purpose of local alumni associations shall be to promote the principles of Alpha Phi Omega among alumni members and the entire Fraternity through such activities as the local alumni associations may deem desirable.
- (3) Membership in an Alpha Phi Omega alumni association shall be granted only to persons who are duly registered in the National Office as former active, advisory, or honorary members of a chapter. Alpha Phi Omega alumni associations shall not grant any form of membership
 - (a) that does not comply with the above standards or
 - (b) to any member expelled from the Fraternity under Article III, Section 2 (11).
- (4) Each recognized local alumni association shall annually reaffirm its recognition by May 15 by application to the National Office for review by the appropriate Alumni Relations Committee. New associations may apply for recognition at any time. Initial recognition for an alumni association or annual reaffirmation of recognition shall consist of filing of the required forms and fees with the National Office. Recognition must be certified or rejected by the appropriate alumni relations committee within one month from receipt of the properly prepared forms. The minimum requirements for initial recognition will be no fewer than five alumni members. Additional requirements for alumni associations may be established and published at the discretion of the appropriate alumni relations committee with the majority approval of the National Board of Directors.

Section 2. Regional alumni councils

- (1) There shall be an alumni council in each region of Alpha Phi Omega formed and chaired by the National Alumni Relations Committee member for that region.
- (2) The regional alumni council shall be composed of at least one alumni member from each recognized alumni association within the region and at least one alumni member-at-large from the region, appointed by the regional alumni council chair. The council shall also include at least one alumni member-at-large from each section, appointed by the regional alumni council chair and approved by the respective sectional chair, in order to represent the interests of those alumni not affiliated with a recognized alumni association within said region.
- (3) The regional alumni council shall aid local alumni associations within the region, in locating and maintaining contact with alumni within the region, coordinate all regional alumni meetings and activities, and elect the alumni voting delegate to the National Convention with the certification of the regional chair. It shall also serve as an advisory board to the regional chair concerning issues related to alumni affairs.

STARTING AN ALUMNI ASSOCIATION

WHY START AN ALUMNI ASSOCIATION?

Starting an alumni association is an opportunity to enhance and continue the Alpha Phi Omega experience for yourself and fellow brothers as alumni. Alumni associations provide a special opportunity to build a lasting relationship with the Fraternity and fellow brothers following your collegiate experience. There are many reasons to form an alumni association just as there are many reasons for becoming a brother or starting a chapter. While each alumni association is unique and forms for its own reasons, each alumni association is connected just as each chapter is connected by the Cardinal Principles and values of Alpha Phi Omega.

GETTING STARTED

This next section will provide an outline of the necessary steps to take in order to start an alumni association. In many ways, starting an alumni association is similar to starting a chapter or organizing any group. First, you must identify and work with others who share a common interest. Then, plan a program and execute it in the form of activities. There is limited paperwork required to register an alumni association with the Fraternity, which allows the focus to shift to the primary goal of bringing APO alumni together.

INITIAL STARTUP/RENEWAL & OFFICIAL RECOGNITION

In order to use the name “Alpha Phi Omega”, or the Fraternity symbols, alumni associations must be recognized by the Fraternity. This requires the completion of a few organizational tasks that can be performed by the interested group members shortly after establishing the association and holding initial activities.

All alumni associations must complete and submit the following required forms in order to be recognized:

- Completed alumni association application (form available at <http://www.apo.org>)
- A roster of members (must include at least five (5) alumni members)
- A copy of the alumni association bylaws (example available in Appendix A)
- \$25 Annual Recognition Fee
- National Risk Management Policy (signed by alumni association leader)
- *IRS SS4 Application for EIN. (Upon approval by the Alumni Committee – all new association must apply with the IRS to obtain an SS4 EIN. We will provide a partially completed application for the SS4 application which will identify you as a subordinate group under GEN 1113 upon approval).
- **Proof of IRS 990N Filing (All renewals must provide Tax ID# & prove fiscal responsibilities are met with the IRS by providing the annual filing date.)

Once received by the National Office, application materials are reviewed by the National Office staff and the Alumni Relations Program Chair. Recognition usually occurs within a couple of weeks. However, associations should not wait for formal approval in order to commence activities. Associations can choose to have a few activities prior to submitting an application in order to grow membership. Once established, however, it is necessary to be officially recognized in order to use the name “Alpha Phi Omega” or any Fraternity symbols.

*Applies to New Alumni Associations ONLY

** Applies to Renewal Alumni Associations ONLY

ORGANIZATION AND RECRUITMENT

Startup involves two specific tasks: recruitment and organization. In order to “have” an alumni association, members are needed. Once membership is established, the alumni association has to have ground rules for how it will operate.

From an organizational perspective, there is an important initial decision that has to be made – is this going to be a geographic- or chapter-based association? This impacts who can be a member of the alumni association. While this decision can be made after recruiting the five (5) initial members, the earlier it is decided, the better foundation the group will have when it comes to further recruiting and organizing. Don’t forget: it is possible to have more than one alumni association in an area. If you are starting a chapter-based association and find a number of non-chapter alumni in the area, encourage them to start a geographic one and vice versa.

ESTABLISHING A CORE

The first step in the recruitment process is establishing a core membership. The best way to establish the necessary core membership (which may be as small as five or six people) is by recruiting those you already know. Talk to other alumni that fit the association membership criteria you have in mind. At this point you’re solely looking to get another four or five individuals to help you with the start-up process. Your core members should help to create the purpose of the organization beyond the type, as this information will help drive association recruitment.

RECRUITING MEMBERSHIP

Recruiting the rest of the alumni association members is much like the chapter recruitment experience you’ve already been through. The major difference this time is there is a target audience of people who are already your brothers. Establish that initial group of members and then start digging into the various recruitment methods you learned as an active brother. Remember: the cardinal rule of recruitment is to ASK – the worst thing someone will say to you is “no”.

METHODS OF RECRUITMENT

WORD OF MOUTH	Word of mouth is the most powerful recruitment tool. It is generally what gets the most people involved in Alpha Phi Omega chapters and alumni associations. In addition, because these will be people you already know, working with them closely on forming the alumni association will be easier because you will already be comfortable with them.
ALUMNI LISTS	The National Office provides one free alumni list each year. Requests may be made by emailing admin@apo.org or calling the National Office (816-373-8667). List requests can be generated based on: City, State, Zip Code or Chapter Affiliation. Lists tend to be VERY large, sometimes in the thousands. Addresses are not guaranteed to be up-to-date. As contacts are made, please send updates back to the National Office.

CHAPTER ALUMNI SECRETARIES/COORDINATORS	Get in touch with your home chapter or local chapters. Many brothers will maintain contact with their chapter more than the National Fraternity. See if the chapter has any of the following: <ul style="list-style-type: none"> • Chapter-maintained alumni contacts Connection with recent alumni and graduating seniors Contact with current and former advisors and honorary members
UNIVERSITY ALUMNI OFFICES	For a chapter-based alumni association, the alumni office at the associated college/university may have the most up-to-date information for alumni. Find out if you can: <ul style="list-style-type: none"> • Request a list of Alpha Phi Omega alumni • Request a hardcopy alumni directory Request an announcement in the alumni newsletter or magazine about your alumni association <ul style="list-style-type: none"> • Participate in homecoming or alumni reunion events
NEWS MEDIA	Almost all provide free announcements of community groups and events, membership drives, etc. You will have to contact each of these outlets separately to inquire about procedures and deadlines. Consider contacting local: <ul style="list-style-type: none"> • Newspapers (including online) • Magazines (including online) • Television stations • Radio stations
THE INTERNET	Advertise your alumni association through all available means. Just make certain that your information is consistent. You also might consider creating a Facebook group or website for your association. Facebook will be a popular and easy way to get in touch with younger alumni while others may prefer email or off-line communication. Be aware that when you use such sites to advertise your alumni association, you are representing Alpha Phi Omega, and as such, you are responsible for maintaining the Fraternity standards. Do not put anything online that you would not want your non-APO friends, your boss, or your mother to see.

These are some methods that have been used in the past to organize alumni associations. Do not feel limited by them and if you have any other ideas, utilize them and share the methods with other associations.

ORGANIZING STRUCTURE

Structure is defined by each alumni association when it forms. Most will establish their purpose early in the process as a means to entice members. Within the alumni association bylaws and articles of association, the purpose of the organization, the roles of the officers, committees and program are defined. Usually, there will be several officers, elected by the membership and members of varying age, experience and commitment to Alpha Phi Omega.

PROGRAM

The programs of an alumni association are the activities undertaken by the members and can, but are not required to; include service projects, social functions and leadership activities. Some members also may have families (including children) who may be interested in participating in alumni association activities.

Much like a chapter, the program of an alumni association needs to meet the needs of its members but unlike a chapter, as there are no requirements to complete or fulfill, the members can and will participate in activities that most interest them. This is both great – every option is available to the group in terms of what you would like to do with endless possibilities – and also a challenge – in order for activities and the alumni association to be successful, members will need to participate. This means that activities will need to be tailored to fit the members and those planning activities will need to know what will best meet the needs of the members and encourage participation.

BYLAWS

The bylaws are the governing document for the alumni association. There are no specific requirements for the contents of these bylaws; however, they will probably include:

- Requirements of membership
- Identification of leaders
- Selection of leaders
- Establishment of treasury

Since each alumni association needs to be approved by the Alumni Relations Chair, each should have some formal rules by which it governs its program. The bylaws should set forth its name, purpose, officers and committees, and operation of the general program. Sample bylaws are included in the appendix of this handbook.

FISCAL POLICIES

Alumni associations are allowed and encouraged to collect dues to cover operational costs, but specifics are up to each alumni chapter.

In order to keep personal and association monies separate, alumni associations are encouraged to open a bank account. It is recommended that an account be established in the name of the alumni association to ensure proper accounting of funds as well as to allow for officer transition. A properly set up account will protect the personal identity of officers named on the account. To establish such an account, the alumni association must have an Employee Identification Number (EIN) provided by the IRS. This number is also related to the association's 501(c)(3) subordinate status under the Fraternity. Once an alumni association is formally recognized, the National Office will provide a partially completed

EIN application with directives on final completion by an officer of the alumni association. An officer should complete the application and mail it in or complete an online application to receive the EIN. Once the EIN is provided by the IRS the officer needs to provide the number to the National Office for entry into the national database. Be sure to note your year-end date when applying for the EIN as this will determine the due date of the form 990N or 990EZ. As of 2007, all alumni associations are required by the IRS to submit a 990N or 990EZ form. The EIN number is necessary to complete this form and proof of completion may be a requirement for renewal.

OFFICERS AND ELECTIONS

As mentioned earlier, planning activities while establishing an alumni association falls upon the leadership. The number and composition of officers in an alumni association is completely flexible. Typical positions include president, vice president(s), secretary and treasurer. In general, alumni associations do not require as many officers as chapters since they usually meet less often and have fewer functions. If you would like, a line of succession can be established; these procedures should be included in the alumni association bylaws.

Remember that all officers are volunteers, but once volunteered and elected, they have chosen to take responsibility. Look to the officers for leadership.

*“Running for office is voluntary. Completing the duties of office is not.”
- Past National President Jack McKenzie*

STRATEGIC PLANNING

Once formed and possibly every year, new alumni associations should consider some type of planning session concerned with developing a long-term plan of action. This will help the leadership direct the energies of the membership and plan activities that meet the needs of the members. This is a great time to develop the long- and short-term goals of the alumni association as well as to determine what activities members would want to see.

Plenty of resources exist that explain the process in further detail, but if you keep this simple outline in mind, strategic planning should be expedient, complimentary and effective.

AFTER RECOGNITION

The Alumni Relations Chair and the Alumni Relations Subcommittee as well as the National Office are available to alumni association officers and members as resources in the start-up process as well as following recognition. After recognition it is up to the members of the alumni association, to determine a program of activities, purpose, and future. The door is wide open in terms of options and the challenge is yours to accept. There is no need to await formal recognition to start activities and to think about or plan for the future of the alumni association.

INCORPORATION, CHARITABLE ORGANIZATION, AND TAX-EXEMPT STATUS

Once officially recognized by the National Fraternity, an association is normally considered a subordinate of Alpha Phi Omega, and a 501(c)(3) charitable organization. This typically means that incorporation in the association state would not be applicable. If in doubt, the state in which the alumni association is formed should be consulted for correct procedures. *The National Office staff should be contacted for the appropriate forms, once the association is recognized.*

Sales tax exempt status is completely separate from 501(c)(3) tax exempt status and should be handled on a state-by-state basis. The individual state in which the association is formed should be consulted to determine eligibility and procedures for application. Normally, your association will need the federal EIN in order to apply for state sales tax exemption.

Some exceptions are applicable. Contact the accountant, accountant@apo.org, with specific questions.

LIABILITY INSURANCE

Volunteers and alumni members who belong to an alumni association are covered by the Fraternity's liability insurance. It is important that all associations be registered and has a current roster of members on file with the National Office in order to ensure insurance coverage. It is important to include all members as those on the list will be those covered by the liability insurance/

This insurance covers liability (someone threatens to sue the alumni association and or its officers) and is not medical coverage (someone gets hurt at an event). To find the latest information on what the insurance covers and how to get proof of insurance visit the Fraternity's website.

CONCLUSION

Hopefully, the information in this manual provides the proper foundation for starting and continuing to grow and improve an alumni association. Once organized, however, the need for initiative is far from over. Just like with a chapter, continued effort is essential to long-term success and a meaningful experience for those who choose to take part.

No matter which type of alumni association your group has chosen to form, the opportunity to work with, provide service to, and continue to live the principles of Alpha Phi Omega with active chapters and members is a great privilege. While we should be mindful of the importance of chapter/member autonomy, a healthy relationship with local chapters can serve to grow and sustain both groups.

Alpha Phi Omega wishes you good luck in starting an alumni association, and looks forward to making your association part of our ever-growing fraternity family!

APPENDIX A: SAMPLE BYLAWS

BYLAWS OF AN APO GEOGRAPHIC ALUMNI ASSOCIATION

Originally drafted by _____

Ratified on _____ with/without revisions

Last amended _____

ARTICLE I. NAME

The name of this organization shall be _____.

ARTICLE II. PURPOSE

To assemble an association composed of alumni of the Alpha Phi Omega National Service Fraternity residing in the general geographic location of _____ and outlying areas, said group being formed for charitable purposes in the _____.

ARTICLE III. MEMBERSHIP

Membership in the association shall be open to all former active, advisory or honorary members of Alpha Phi Omega National Service Fraternity, without regard to chapter affiliation.

ARTICLE IV. CONFERENCES (NATIONAL, REGIONAL, SECTIONAL)

It is recommended that at least one member of the association, who is not affiliated with the structure of the Fraternity (as staff or elected official) be in attendance at National Conventions, as well as conferences within the section and region where the association is located. This is not to usurp or attempt to supersede any National Bylaws associated with alumni voting delegates at National Conventions.

ARTICLE V. FINANCE Section 1. Dues

Dues shall be reasonable and customary in cost, and the due date shall be set by the Executive Board. Any exceptions to this shall be handled by the treasurer.

Section 2. Donations

Donations to the association shall be accepted.

ARTICLE VI. RELATIONSHIP TO CHAPTERS

As an alumni association, this organization shall be an independent entity recognized by Alpha Phi Omega National Service Fraternity and shall not be formally linked to any particular active chapter of the Fraternity. At the discretion of the members of the association and the approval of the local active chapters, the association may enter into joint activities with such chapters (such as a service project). Individual members of the association having ties to individual chapters shall be encouraged to, and not restricted from, continuing such ties.

ARTICLE VII. ADHERENCE TO NATIONAL BYLAWS AND GUIDELINES

This association shall observe all applicable articles and sections set forth in the National Bylaws of Alpha Phi Omega National Service Fraternity, with particular emphasis on Article XIII – Alumni.

ARTICLE VIII. OFFICERS

The Executive Board shall consist of a president, vice president, secretary and treasurer. Annual elections for all officers shall occur at the January business meeting, with installation of officers to occur at the April business meeting. The lag time is to be used to encourage sufficient transfer of offices from one person to another.

Section 1. Duties of president

The president shall be responsible for presiding over each business meeting, as well as being the authoritative representative of the association (signing documents, contracts, letters, as well as serving as primary spokesperson for the organization in public relations). In addition, the president shall serve as the association's regional alumni council representative.

Section 2. Duties of vice president

The vice president shall be responsible for assuming all duties of the president, in the president's absence, and performing other such duties as assigned by the president.

Section 3. Duties of secretary

The secretary shall be responsible for keeping an accurate written record of the proceedings of each business meeting; corresponding with alumni, chapters, the National Office, and other such persons or entities as needed; and arranging the locations of meetings. In addition, the secretary shall ascertain that the meeting is conducted in accordance with parliamentary procedure, keep association property, act as a historian for the organization, and install new officers following elections. Finally, the secretary shall be responsible for production of any publications, including but not limited to a quarterly newsletter, on a schedule to be determined by the Executive Board.

Section 4. Duties of treasurer

The treasurer shall be responsible for collecting dues and donations, dispensing funds from the treasury as needed, keeping an accurate financial record of treasury balances and transactions, submitting form 990N to the IRS annually and keeping an archive of all financial contracts and agreements.

ARTICLE IX. MEETINGS

Section 1. Types

The association shall have separate business and social meetings.

Section 2. Occurrence

The first business meeting of each year will be held in January and every third month thereafter. The first social meeting of each year will be held in March and every third month thereafter. The times for the meetings shall be set by the secretary and any changes to this schedule shall be determined by the Executive Board.

Section 3. Location

Meeting locations shall be determined by the secretary.

Section 4. Quorum

Quorum shall consist of two-thirds of members that have paid dues. For the purposes of elections or bylaws amendments, absentee ballots shall be allowed to count towards quorum.

ARTICLE X. AMENDMENTS

An affirmative vote equivalent to three-fourths of the votes cast at a meeting where quorum is present shall be necessary for the adoption of any amendment to these bylaws. Any amendments to the bylaws shall become effective upon the adjournment of the meeting during which said amendments were passed.

APPENDIX B: SAMPLE BYLAWS

BYLAWS OF AN ALPHA PHI OMEGA CHAPTER-BASED ALUMNI ASSOCIATION

Originally drafted by _____

Ratified on _____ with/without revisions

Last amended _____

ARTICLE I NAME

The name of this organization is _____ of Alpha Phi Omega National Service Fraternity.

ARTICLE II PURPOSE

The purpose of the association shall be to promote the principles of Alpha Phi Omega among the alumni members of the ___ Chapter. The chapter also will assist the chapter's alumni relations. This association also will attempt to aid the _ Chapter at ___ upon request by the chapter.

ARTICLE III MEMBERSHIP

Section 1. Membership in this association is open to all alumni, advisory, and honorary members of _____ Chapter of Alpha Phi Omega who are duly registered in the National Office. All second semester graduating seniors of the chapter are also eligible for membership in the association.

Section 2. All alumni and advisory members of the chapter are eligible to be voting members of the association. Only voting members may hold association office. Only voting members are eligible to vote at association meetings.

Section 3. Non-voting 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 members of the chapter, and alumni and advisory members, who have not paid their dues, are non-voting members of the association.

Section 4. Membership may be granted to alumni members of Alpha Phi Omega chapters other than the chapter by a majority vote of the voting members present at an association meeting.

Section 5. The alumni organization shall not grant any form of membership that does not comply with the above standards.

Section 6. The alumni organization shall apply to the National Alumni Relations Chair for formal recognition.

ARTICLE IV OFFICERS

Section 1. The elected officers of the association are a president, vice president, secretary-treasurer, extension chairman, and member-at-large and regional alumni council representative. All of the officers listed in Article IV, Section 1 shall be elected. Other officers, and/or committees are appointed by the president and approved by the elected officers who, when meeting collectively, shall be called the Executive Board.

Section 2. The president supervises and represents the association, and sees that its duties and obligations are fulfilled; presides at all association and Executive Board meetings; insures that the alumni operations are in conformity with the principles set forth in the National Bylaws, the Standard Chapter Articles of Association, and these Bylaws; and appoints and removes all non-elected officers and committees, subject to the approval of the Executive Board. 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 out all necessary association correspondence, and shall keep records of all association and Executive Board meetings; 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; and keeping the association's financial records in order.

Section 5. The extension chairman shall seek out alumni of the chapter who are presently out of contact with the chapter. The extension chairman shall send to the National Office the updated names and addresses of all such alumni, and shall keep the association informed of all efforts. The extension chairman shall publish a current address list of all chapter alumni once a year and shall distribute it to all voting members who request it.

Section 6. The member-at-large shall serve as the association historian, and shall perform tasks asked as requested by the president, Executive Board, or association.

Section 7. The officers of this alumni organization shall be elected biennially at the annual meeting and serve for two years. An officer may succeed himself/herself. Nominees do not have to be present at this meeting to run for or hold office.

Section 8. This alumni organization shall elect a representative on the Region _____ Regional Alumni Council. Notice of this representative shall be sent to the National Office of Alpha Phi Omega, for notification of the regional alumni representative, region chair and National Alumni Chair. The representative may already be serving as a member of the Executive Board.

Section 9. It is recommended that the association have brothers fill the offices of newsletter and/or Website editor, service/fellowship coordinator and active chapter liaison. Their specific duties shall be prescribed at the time of their appointment.

Section 10. All officers shall, in addition to their stated duties, perform such duties as their offices or the alumni organization may require.

ARTICLE V EXECUTIVE BOARD

Section 1. The Executive Board consists of all current elected officers association, and the chapter alumni secretary. If no alumni secretary has been appointed, the chapter president will serve in that capacity.

Section 2. Executive Board 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 Board members.

Section 3. The Executive Board 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 Board by a majority vote of the voting members present and voting at an association meeting.

Section 5. The Executive Board must hold at least two meetings per calendar year. A meeting held at the conclusion of the annual regular meeting, an online meeting or a phone conference meeting are sufficient to uphold this clause.

ARTICLE VI MEETINGS

Section 1. This alumni association shall have one regular meeting per calendar year. The meeting shall be held _____ at _____.

Section 2. Other special meetings shall be called upon the written request of a member, or at the discretion of the Executive Board. Adequate notice of such meetings shall be provided to the organization members.

Section 3. A quorum shall consist of any fraction over two-fifths of the voting members, and shall be assumed present unless challenged. No business shall be conducted unless a quorum is present.

Section 4. Only voting members shall be allowed to vote at meetings. Proxy or absentee voting shall be allowed for alumni organization officer elections and for un-amended bylaw proposals. Nominations sent by proxy must be seconded on the meeting floor.

Section 5. The president shall conduct meetings in an orderly manner, using common sense. Use of *Robert's Rules of Order* shall be avoided.

Section 6. Any member may appeal the decision of the chair. Such an appeal will be upheld by a majority vote of the voting members present.

ARTICLE VII FINANCES

Section 1. The alumni association dues will be _____ per member per year. Any member, who does not submit their dues, shall have their voting privileges automatically suspended until payment is made. A non-dues paying brother may have a voice but no vote on organization matters. Your first dues payment shall be made upon joining the organization. Afterwards, dues are due by the beginning of the Association Meeting.

Section 2. The Association shall be run on a nonprofit basis.

ARTICLE VIII SUSPENSION

Section 1. Suspension of a voting member shall require a two-thirds vote at an alumni organization meeting. The suspension charges are to be given to the Executive Board; the brother will then be given an opportunity to answer the charges. The Executive Board will then vote whether to recommend suspension to the alumni organization. Such a recommendation shall be presented at the next regular organization meeting, where the brother under consideration for suspension, shall be allowed to answer the charges filed against him/her. No proxy or absentee ballots are permitted.

ARTICLE IX AMENDMENTS

Section 1. These bylaws may be amended by a majority vote of the voting members of the alumni organization, at a regular alumni organization meeting, provided that the amendment was proposed with sufficient notice to all members.

Section 2. Certain sections of these bylaws may be temporarily suspended by a two-thirds vote of the voting members present at an association meeting.

Section 3. These bylaws shall become effective upon acceptance by a vote of two-thirds of the alumni present and voting at a regular alumni organization meeting.