

DELTA SIGMA PI



ALUMNI CHAPTER BYLAWS
St. Louis Alumni Chapter
FOR THE INTERNATIONAL FRATERNITY OF
DELTA SIGMA PI

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PREAMBLE

Delta Sigma Pi is a Professional Fraternity organized to foster the study of business in universities; to encourage scholarship, social activity, and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

ARTICLE I - Name

Section 1. Name - This Chapter shall be officially known and designated as the St. Louis Alumni Chapter of the International Fraternity of Delta Sigma Pi.

Section 2. Variations in Name -

- a. **National:** *(From National Bylaws, Article I, Section 2)* No abbreviations of, departures from, or variations in the name of this Fraternity will be permitted, with exception of the following: Delta Sigma Pi and Deltasig.
- b. **Chapter:** This Chapter, chartered in May 1973, shall be officially known as the St. Louis Alumni Chapter of Delta Sigma Pi, hereinafter referred to as "SLAC".

ARTICLE II - Organization and Government

Section 1. In General - The laws of SLAC shall consist of the Bylaws and Policies of the International Fraternity of Delta Sigma Pi; the interim edicts of the National Board of Directors of Delta Sigma Pi; the resolutions of the Grand Chapter Congress; such additional regulations as may be enacted by the Grand Chapter or the National Board of Directors; and the Chapter Bylaws and Policies.

Section 2. Franchising Existing Chapter - *(From National Policies, Section C, Policy 16)* To be recognized continuously as an alumni Chapter, SLAC must complete franchising requirements between April 1st and June 30th each year for the upcoming fiscal year. Franchising requirements include a list of officers, a roster of at least ten (10) members residing in the locality of St. Louis, a franchise fee of \$25, a copy of the SLAC's bylaws, and a charter renewal fee of \$25 if franchising has lapsed.

Section 3. Bylaws - SLAC shall enact Bylaws for local government, consistent with the laws of Delta Sigma Pi. They shall be typewritten and presented for review and approval by the Executive Director. All proposed amendments must be submitted for approval and do not become effective until so approved. Such Laws not enumerated in these Bylaws shall be contained and published in a Policy and Procedure Manual.

Section 4. Affiliation - All alumni, faculty, and honorary members of the International Fraternity of Delta Sigma Pi and in good standing, and residing in the St. Louis area are eligible for membership in SLAC. Brothers from outside the general area of SLAC may join the Chapter, but may not hold an officer position or be a voting member.

Section 5. Executive Committee - The officers of SLAC, numbering no less than seven (7) will have full authority to transact all business in the interim between all regular or specially called membership meetings of SLAC.

ARTICLE III - Membership

Section 1. Membership in an Alumni Chapter - *(From National Policies, Section C, Policy 2)* Members joining an Alumni Chapter must be alumni in good standing. Membership in any Alumni Chapter is not to be exclusive or limited by standards enacted by any individual Alumni Chapter. Thus, alumni are welcome to join one or more Alumni Chapters. Members joining multiple Alumni Chapters are required to designate one as their primary Alumni Chapter affiliation for official National Fraternity records. If a member listed by more than one Alumni Chapter fails to designate one as primary, it will be assumed that their primary Alumni Chapter is the one in closest proximity to their permanent mailing address.

Changes in primary Alumni Chapter affiliation are prohibited during the months of July and August (for purposes of fairness and management of the Alumni Awards Program). It is suggested that such changes be made along with re-franchising, prior to the annual June 30th deadline.

ARTICLE IV - Finances

Section 1. Chapter Dues - *(From National Policies, Section C, Policy 12)* Each chapter has the power to determine its local dues, if any. Chapter dues must be paid on the first day of SLAC membership year or as soon thereafter as Dues Statements are mailed.

Current membership dues are:

- a. Regular Dues - twenty dollars (\$20.00)
- b. Couples - thirty dollars (\$30.00)
- c. Recent Graduate - ten dollars (\$10.00)

Life-Time Membership is no longer offered at SLAC. Members that have been grandfathered into the SLAC Life-Time Membership will remain so until his/her/their passing or he/she/they are no longer in good standing with the National Fraternity. Life-Time Members who fail to attend any activities or meetings during one fiscal year will be placed on a non-voting list until the SLAC President is contacted to renew their membership (renewal comes at no cost).

Section 2. Fiscal Year - The fiscal year of SLAC shall commence on July 1st and expire on June 30th to comply with the fiscal year of the International Fraternity of Delta Sigma Pi, Inc.

Section 3. Checking Account - *(From National Policies, Section C, Policy 13)* Each Chapter must maintain a checking account. All checks must be signed by the Vice President - Finance and any one other officer of the Chapter. All checks shall be signed by the Vice President – Finance and President, except that a third alternate signature may be used in the place of the President in emergencies. Such a third alternate signature shall be determined by the Executive Committee.

Section 4. Liability Insurance Premium - *(From National Policies, Section C, Policy 17)* Upon initial recognition as an Alumni Chapter, an invoice for liability insurance will be sent to the Chapter. All alumni chapters receive an invoice for liability insurance upon annual franchise renewal.

Section 5. Auditing – SLAC shall use the Alumni Chapter accounting system as provided by the Central Office of Delta Sigma Pi. Additionally, the Executive Committee shall require that the books of the Vice President – Finance be audited annually, coinciding with SLAC’s fiscal year, and that a copy of the audit shall be filed at the Central Office of Delta Sigma Pi.

ARTICLE V - Meetings

Section 1. Meetings - *(From National Bylaws, Article XI, Section 5)* Each chapter shall hold at least one (1) business meeting during the fiscal year at which a quorum shall be present. This meeting shall be for the election of officers. The officers or directors of each alumni chapter shall meet at least four (4) times during each fiscal year. Meetings of SLAC may be called by the President by giving ten (10) days’ notice via electronic mail or postal mail to the most current address on file for all SLAC members in good standing. The Annual Membership Meeting of SLAC shall be held in June of each year. Quarterly Meetings will be held during the year, set by the Executive Committee.

Section 2. Quorum - *(From National Bylaws, Article XI, Section 6)* A quorum for transaction of business by any chapter shall be such number of members as determined by the Bylaws of the Chapter, except that it shall not be less than twenty-five percent (25%) of the membership in good standing of the Chapter.

Section 3. Activities - Activities or events of this Chapter shall be held each month of the year except in those months deemed inadvisable by the Executive Committee, with the exception of the month of June each year.

Section 4. Order of Business - All membership and/or Executive Committee meetings of SLAC shall follow:

- a. Call to order and opening according to Ritual
- b. Roll Call and Quorum Check
- c. Reading of minutes of previous meeting
- d. Reading of Communications into the minutes
- e. Officer Reports
- f. Committee Reports
- g. Old Business
- h. New Business
- i. Announcements
- j. Adjournment according to Ritual

ARTICLE VI - Election of Officers

Section 1. Elected Officers - *(From National Policies, Section C, Policy 3)* The following elected officers are the minimum required of each chapter: President, Vice President - Chapter Operations, Vice President - Collegiate Relations and Vice President - Finance. SLAC will additionally elect two officers: Webmaster and Social Media Director.

Section 2. Qualifications for Office - *(From National Policies, Section C, Policy 4)* The officers of each chapter must be members in good standing of the Chapter, and must reside in the locality where the Chapter is situated. No one may be an officer or committee chairperson of SLAC, nor vote at any meeting of SLAC, unless his/her/their Chapter dues for the current fiscal year are paid in full and are not in arrears for any other amount due to SLAC.

Section 3. Notification of Elections - All chapter members in good standing shall be notified of the date, time, and place for holding the election of officers, at least ten (10) days prior to the date of election. The election of officers for SLAC shall be held in June annually.

Section 4. Election Process - All officers shall be elected by ballot, a majority of all ballots being cast necessary to elect. If there is only one (1) member running for an officer position, they may be voted in by acclamation. The last item of business at the election which is conducted at the Annual Membership Meeting shall be the swearing in of all officers elected. Names and addresses of all officers must be reported to the Central Office within seven (7) days of their election.

Section 5. Terms - All officers of SLAC shall hold office for a period of one (1) year and/or until their successors are duly elected or appointed. Elections shall be held during the month of June each year. Upon the vacancy in any office the President may appoint a temporary successor-in-office to serve until the President calls a special election meeting.

Section 6. Succession - The officers should follow the succession of President, Vice President - Chapter Operations, Vice President - Chapter Relations, Vice President - Finance, Webmaster, Social Media Director, Past President.

Section 7. Vacancies - *(From National Policies, Section C, Policy 5)* Should any vacancy result in any chapter office for any reason, SLAC must hold a special election for the vacated office.

ARTICLE VII - Officer Duties

Section 1. Duties of the President - *(From National Policies, Section C, Policy 7)* The President has the following duties and powers:

- a. To act as the chief executive officer of SLAC and preside over its meetings.
- b. To call special meetings in accordance with the SLAC Bylaws.
- c. To see that the chapter officers discharge their duties impartially, accurately, faithfully and promptly.
- d. To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- e. To appoint such committees as deemed necessary.
- f. To serve as SLAC's delegate to Provincial Council meetings unless unable to attend.
- g. To oversee the recruiting activities of SLAC.
- h. To ensure that the members of SLAC understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.
- i. To promote LEAD and other National Fraternity educational programs and encourage attendance by Chapter members.
- j. To oversee the administration of any SLAC scholarships.

The Chapter may provide the President other duties and powers.

Section 2. Duties of the Vice President - Chapter Operations - *(From National Policies, Section C, Policy 8)* The Vice President - Chapter Operations has the following duties and powers:

- a. To assist the President and temporarily assume the President's duties in his/her/their absence.
- b. To act as or oversee the duties as the SLAC secretary, recording the minutes of all meetings of the Chapter, using a standardized system for that purpose.
- c. To ensure all official communications affecting the Chapter are read into the minutes of the Chapter.
- d. To ensure correspondence with the Central Office and national officers is promptly handled.
- e. To ensure the names and addresses of all nationally required officers are reported to the Central Office.
- f. To promptly file all reports, except those designated to be the responsibility of other officers of the Chapter, as may be requested by the Central Office.
- g. To coordinate strategic planning sessions with the President.
- h. To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven (7) days of their election, or notify the Provincial Vice President of the election of an alternate Delegate within forty-eight (48) hours after SLAC elects one.
- i. To ensure that the SLAC Bylaws are updated and electronically submitted to the Central Office by June 30th of each year.
- j. To ensure the activities of SLAC are communicated to the Chapter's members, other local alumni and the Chair of the Provincial Alumni Development Committee through a newsletter or other form of communication.
- k. To ensure timely information about SLAC and its members is provided to the editor of The DELTASIG.
- l. To oversee the maintenance and accuracy of member addresses in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.

The Chapter may provide the Vice President - Chapter Operations other duties and powers.

Section 3. Duties of the Vice President - Collegiate Relations - *(From National Policies, Section C, Policy 9)* The Vice President - Collegiate Relations has the following duties and powers:

- a. To serve as the liaison to local Collegiate Chapters, specifically the Vice President - Alumni Relations and Vice President - Professional Activities.
- b. To ensure the members of SLAC are informed on activities being sponsored by Collegiate Chapters in their local area.
- c. To ensure the activities of SLAC are communicated to the Collegiate Chapters in the St. Louis area.
- d. To ensure the members of the local Collegiate Chapters are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- e. To oversee the orchestration of Founders' Day and Alumni Day events.
- f. To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

The Chapter may provide the Vice President - Collegiate Relations other duties and powers.

- a. To oversee the development and implementation of SLAC's professional and community service programs.

Section 4. Duties of the Vice President - Finance - *(From National Policies, Section C, Policy 10)* The Vice President - Finance has the following duties and powers:

- a. To oversee the receipt and expenditure, upon duly authorized orders, of all monies of SLAC.

- b. To oversee the preparation of an annual chapter budget; monitor revenue and expenses in relation to the budget; and promptly report any variances to the members of SLAC.
- c. To oversee the keeping of an accurate account of the receipts and expenditures of SLAC in a standardized accounting system.
- d. To ensure such reports as may be required by the Central Office are forwarded without unreasonable delay.
- e. To ensure that payment to the Central Office for invoices covering franchising fees and chapter liability insurance are promptly submitted.

The Chapter may provide the Vice President - Finance other duties and powers.

- a. To report at the Annual Membership Meeting a year-end review of the Chapter including a yearly audit, income statement, and balance sheet.
- b. To keep current the payment records for all dues in the HUB.

Section 5. Duties of the Webmaster - The Webmaster has the following duties and powers given by the Chapter:

- a. To keep updated all records, events, and information on the official SLAC website (www.STLDSP.org)
- b. To collect pertinent information for the SLAC newsletter (Gateway to Deltasig) to be sent to all SLAC members and collegian Gateway Vice President - Alumni Relations at least bi-monthly

Section 6. Duties of the Social Media Director - The Social Media Director has the following duties and powers given by the Chapter:

- a. To work closely with the President and Vice President - Collegiate Relations in order to update the SLAC current social media presence.
- b. To promote events and be active in interacting with collegian and alumni Brothers virtually.
- c. To keep all information on platforms up to date as privileges for social media accounts, usernames, and passwords should be passed onto them immediately following elections each June.

Section 7. Duties of the Past President - The immediate Past President has the following duties and powers given by the Chapter:

- a. To carry out all duties and responsibilities as requested by the President.
- b. To recruit members to run for officer positions the following term.

Section 8. Provincial Council Delegate - *(From National Bylaws, Article XI, Section 7)* The President of an Alumni Chapter shall serve as that Chapter's Delegate on the Provincial Council. If, for any reason, the President is unable to attend a Provincial Council Meeting, the Chapter shall, by majority vote, elect an alternate Delegate who shall be a member, in good standing, of that Chapter. The Chapter Vice President - Chapter Operations shall notify the Provincial Vice President of the election of an alternate Delegate within forty-eight (48) hours after the election.

Article VIII - Committees

Section 1. Establishment - The regular committees of SLAC shall be named by the Executive Committee. The President has the authority to appoint the members of all committees. The President shall be an ex officio member of all committees.

Section 2. Named Committee -

- a. Chapter Operations Committee (led by the Vice President - Chapter Operations) will have the following responsibilities:
 - i. To prepare the submission of SLAC awards for the Vice President - Chapter Operations to submit to the HUB.
 - ii. To review all events and write drafts on their strengths for later award considerations.
- b. Collegiate Relations Committee (led by the Vice President - Collegiate Relations) will have the following responsibilities:
 - i. Social Activates - plan diverse social events for SLAC Brothers in order to accommodate for different interest and time constraints.
 - ii. Professional Activities - plan professional activities factoring in different topics surrounding the business and academic world.
 - iii. Community Service - plan community service events that support the national fraternity outreach strategies, as well as the organizations SLAC determines to pursue each year.
 - iv. Membership Outreach - work to engage graduating seniors and new or inactive alumni.
- c. Finance Committee (led by the Vice President - Finance) will have the following responsibilities:
 - i. To determine and carry out ways to raise funds to further develop the financial stability of SLAC.

ARTICLE IX - Individual Discipline

Any member of this Fraternity may be disciplined in accordance with the National Bylaws of the International Fraternity of Delta Sigma Pi.

(For trial procedures, refer to the Bylaws, Article XIII, the Individual Discipline Policy, and any other published information on this matter as established by the Board of Directors of the International Fraternity of Delta Sigma Pi.)

ARTICLE X - Publications

Section 1. National - All material for publication in THE DELTASIG Magazine shall be prepared and mailed by the Vice President - Chapter Operations to the Central Office in advance of announced deadlines.

Section 2. Chapter - The newsletter of SLAC shall be known as “*Gateway to Deltasig*” and shall be issued at least twice (2) during each calendar year. Copies of this newsletter shall be distributed electronically and/or mailed to the Central Office, the South Central Provincial Vice President; the Gateway, Midwestern and Great Lakes Regional Vice Presidents; to all local District Directors; to all Chapters in the Gateway Region; and to all members of this SLAC.

ARTICLE XI - Fraternal Occasions to Observe

This Chapter shall hold appropriate ceremonies on November 7 of each year or as near thereto as possible, to commemorate the founding of the International Fraternity of Delta Sigma Pi and on April 25 of each year, or as near thereto as possible, to celebrate National Alumni Day.

ARTICLE XII - Amendments

These Bylaws may be repealed, modified, altered or amended, or new Bylaws may be adopted at any regular or special meeting of this Chapter, provided that due notice electronically or by mail of the proposed changes shall have been sent to all members of this Chapter at least ten (10) days preceding the date of said meeting. A two-thirds (2/3) vote of the Chapter members in good standing present and voting shall be required to make an amendment to these Bylaws. All proposed amendments to these Bylaws shall be submitted in advance for review and approval by the Executive Director and do not become effective until they are so approved. No amendments can be made to sections of these Bylaws that reference the National Bylaws or the Policy and Procedures Manual. Chapters wishing to seek amendment to such Bylaws or Policies should contact the Executive Director to discuss the process for submitting such amendments to the Board of Directors and/or Grand Chapter Congress.