



## International Fraternity of Delta Sigma Pi Atlanta Alumni Chapter Policy and Procedures

### A. Meetings and Election of Officers

**Section 1** The regular meeting date during the fiscal year for this chapter shall be considered to be the third Tuesday of each month. However, the Executive Committee of this chapter may, at its discretion, set other dates of the regular meeting when it is desirable or advantageous to schedule an event that would seem to be more appropriate.

**Section 2** The chapter shall elect officers annually to consist of at least the following positions: President, Vice President- Chapter Operations, Vice President- Membership and Collegiate Relations, Vice President- Communications, and Vice President-Finance. All officers shall be in good standing and residing in the locality where the chapter is located. All officers shall be elected by ballot, a majority of all ballots cast being necessary to elect. No one may hold office on the Executive Committee in this alumni chapter or vote at any meeting of it unless his or her dues for the current year are paid.

**Section 3** The Executive Committee of this chapter shall conduct all business activities and shall report at least once a year at the Annual Meeting on its stewardship of affairs. Regular meetings shall, for the most part, be social and professional in nature, as the occasion requires, stressing fun, fellowship and fraternalism, while leaving the day-to-day management of the alumni affairs and scheduling of events to the Executive Committee.

When a business meeting is held, the order of business shall be as follows:

1. Call to Order and opening according to Ritual
2. Roll Call / Quorum check
3. Reading of the minutes of the previous meeting of the chapter and if called for by any member in good standing present, the last most recent meeting of the Executive Committee
4. Reading of communications
5. Report of the Vice President- Finance
6. Report of the President and any standing Committees to the membership
7. Old or Unfinished Business
8. New Business
9. Announcements
10. Adjournment according to Ritual

Except as otherwise provided for in these Bylaws and the Bylaws of the International Fraternity of Delta Sigma Pi, all meetings shall be conducted according to Roberts' Rules of Order.

### B. Officers and their Duties

**Section 1** There shall be only one standing committee of this chapter – the Executive Committee, which shall consist of elected and appointed as well as voting and non-voting members. It shall do all the planning and executing of all meetings except when it is deemed advisable by the President, with the concurrence of the Executive Committee, to establish a special committee for some special purpose. The President shall be ex-officio member of any special committees.

The Executive Committee of this chapter shall consist of the following officers and directors.

<b>Executive Committee</b>	<b>Elected</b>	<b>Voting Member?</b>
<b>Officers</b>		
President	X	X
Vice-President - Chapter Operations	X	X
Vice-President – Membership and Collegiate Relations	X	X
Vice President- Communications	X	X
Vice President- Finance	X	X
Immediate Past President		X
<b>Directors</b>		
Appointed by the President such as Social, Community Service, Director of Collegiate Relations, etc.		X

**Section 2 – President**

- The President shall be the executive head of the alumni chapter and shall preside over its meetings.
- This Brother shall see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly, and shall enforce the strict observance of the laws of Delta Sigma Pi.
- The President shall sign all checks of the chapter.
- This officer shall handle all correspondence with the Central Office of Delta Sigma Pi, and with the Board of Directors of the Fraternity and District Directors.
- It shall be the further duty of the President to supply such reports as may be requested by the Central Office of the fraternity without reasonable delay.
- The President shall present to the Executive Committee candidates to fill all Director roles needed by the chapter.
- This individual shall have such other duties and powers as may be prescribed in the laws of Delta Sigma Pi.

**Section 3 – Vice President- Chapter Operations**

- This individual shall be responsible for meeting site selection, handling all meeting arrangements such as menu selection, program and speakers, hospitality, and member involvement.
- The Vice President- Chapter Operations shall succeed to the powers and duties of the President in the temporary absence or disability of the latter as well as be given such other duties and powers as may be prescribed in the laws of Delta Sigma Pi.

**Section 4 – Vice President- Membership and Collegiate Relations**

- This officer shall also develop and implement a procedure for welcoming new members and encourage fellowship among all Brothers and guests.
- This Brother works closely with the Central Office in updating current address records for all local alumni.
- It will also fall under this jurisdiction to maintain all liaisons with collegiate chapters in the area of the identification, encouragement and enlistment of all graduating seniors to affiliate with this or some other alumni chapter. Toward all these ends, the structuring of a target-marketing program is encouraged.
- This officer should be responsible for marketing the alumni chapter with the goal of gaining dues paid members.
- Finally, the Vice President- Membership and Collegiate Relations shall have such other duties and powers as may be prescribed in the laws of Delta Sigma Pi.

### **Section 5 – Vice President- Communications**

- This officer shall record the minutes of all official meetings of the Executive Committee and the chapter.
- It shall be their duty to read into the minutes of the chapter all official communications affecting the status of alumni chapters.
- The Vice President- Communications is responsible for communications with the chapter's members regarding but not limited to upcoming events.
- The Vice President- Communications shall have such other duties and powers as may be prescribed in the laws of Delta Sigma Pi.

### **Section 6 – Vice President- Finance**

- The Vice President- Finance shall receive and expend upon duly authorized orders all monies of the chapter, and shall keep an accurate record of same according to established principles of accounting prescribed by The Central Office of Delta Sigma Pi.
- It is the responsibility of the Vice President- Finance to maintain an accurate budget and report on this to the chapter as deemed fit.
- This officer shall sign all checks issued by the chapter.
- This Brother shall maintain the official roll of active and members in good standing with the chapter.
- It shall be the further duty of the Vice President- Finance to supply such reports as may be requested by the Central Office of the Fraternity without reasonable delay.
- The Vice President- Finance shall have such other duties and powers as may be prescribed in the laws of Delta Sigma Pi.

### **Section 7– Immediate Past President**

- The Immediate Past President shall assist the new officers in the performance of duties to allow for smoother functioning of the overall activities of the alumni chapter.
- This Brother shall offer constructive advice and suggestions that will help the officers to promote a successful alumni program.

**Section 8- Directorships** Director positions shall be determined by the president for each fiscal year and shall not exceed (4) four positions. These positions shall be filled by nomination from the president and approved by a majority vote of the elected members of the Executive Committee. Any vacancy occurring in a director position during the fiscal year shall be filled by the same process.

## **C. Finances**

**Section 1** The local dues of each member of this chapter shall be established annually by the Executive Committee for each fiscal year. At the discretion of the Executive Committee, a discounted rate can be offered to prospective or current members.

**Section 2** The chapter shall have comprehensive liability insurance coverage as secured by the Executive Director of the fraternity. The chapter shall pay annual premium in accordance to franchise requirements.

**Section 3** This chapter will follow the system and practices for accounting for its funds as prescribed by the Central Office of the Fraternity. A qualified person authorized to do so by the Executive Committee shall audit the books periodically.

**Section 4** A checking account shall be maintained in such bank or banks as authorized annually by the Executive Committee. The Vice President- Finance and President shall sign all checks.

**Section 5** To ensure this chapter shows continued support to the national fraternity programs, it shall make a contribution by the end of the fiscal year to the Delta Sigma Pi Leadership Foundation. This donation should be at least 2% of the total income from annual dues of its members. This donation should be incorporated into determining chapter dues amounts and fund raising events. The chapter shall sponsor an annual event to promote individual giving to the Delta Sigma Pi Leadership Foundation, at a date to be determined by the Executive Committee.

## **D. Publications & Publicity**

**Section 1** A newsletter shall be issued as frequently as may be deemed advisable by the Executive Committee. Copies of this newsletter shall be distributed to all members of this chapter, to the Central Office of the Fraternity, to members of the Board of Directors of the Fraternity, District Directors of the Southeastern Region, and to each other alumni chapter in the Fraternity.

**Section 2** The chapter news and other material for publication in the DELTASIG shall be prepared and regularly submitted to the editor. These materials for publication in the DELTASIG shall be submitted on a timely basis, in order to meet the deadlines as set by the Central Office for the respective issues of the DELTASIG publication.

**Section 3** To encourage collegiate brothers to become alumni chapter members upon their graduation or withdrawal from college, this Alumni Chapter may issue a correspondence to each graduate of a chapter in the State of Georgia.

## **E. Special Celebrations**

**Section 1 – Founders' Day** This alumni 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.

**Section 2 – National Alumni Day** This alumni chapter shall hold appropriate ceremonies on April 25 of each year, or as near thereto as possible, to commemorate the National Alumni Day.

**Section 3 – Robert G. Busse Service Award** This alumni chapter shall award a member who has exhibited outstanding service during the past fraternity year. The service given by this Brother should be for Delta Sigma Pi as well as other organizations. See attached appendix.

## **F. Revisions to Policies**

**Section 1.** Changes to these policies and procedures can be made by a three-fourths (3/4) vote of the Executive Committee and distributed to dues paid members within 10 (ten) days; the change(s) will be endorsed by a majority vote of the chapter at the next meeting.

**Robert G. Busse Service Award**  
*Atlanta Alumni Chapter*

**Award Guidelines**

1. This award will be given to a dues paid member of the Atlanta Alumni Chapter who has exhibited outstanding service during the past fraternity year (July 1 of past year to June 30 of current year).
2. Service is defined as giving of oneself for the benefit of another. The service given by this Brother should be for Delta Sigma Pi as well as other organizations. An ideal member of Delta Sigma Pi should give of him or herself freely to all people not just his/her Brothers.
3. All applications should be submitted by the October meeting.
4. Applicants cannot have served in an elected capacity from July 1 of award year to present.
5. Elected officers of the Executive Committee will review the award applications and select a winner at the Executive Board meeting after the October meeting.
6. A chapter plaque displaying all award winners will be engraved with the current winner prior to the presentation. The award winner will receive a trophy/statue. The trophy/statue shall be of the Greek letter Delta as deemed an appropriate representation of the award by the Executive Committee. A monetary gift will be given to the Delta Sigma Pi Leadership Foundation in honor of the award winner. The Executive Committee will determine the gift amount.
7. The Robert G. Busse Service award will be presented at the Founders' Day celebration in November.

**Delta Sigma Pi  
Atlanta Alumni Chapter**

**Robert G. Busse Service Award  
Nomination Form**

**Name of Nominee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Organization(s) Served:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe the Brother's service accomplishments (July 1, prev. yr to June 30, current yr.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Brother nominating  
RGB Service Award applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

***Submit this application to any member of the Executive Committee.***

# International Fraternity of Delta Sigma Pi



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Approved 05/10/2011