

Zeta Alpha Alumni Chapter of Theta Chi, Inc

Board of Directors Meeting

January 20, 2019

Conference Call

Douglas Bull called the meeting to order at 7:00 p.m. EDT. Those in attendance and constituting a quorum were:

Present: Douglas M. Bull, John S. Farrar, Richard D. Fox, Dr. Don “Doc” Hannon, Paul D. Herbert, John E. Merski, Jr., Joseph S. Suprano

Members in Attendance: Ron Burke, Kevin Krepinevich, Chapter Alumni Ambassador, Stephen Pennell. Two individuals were in attendance and for some unknown reason, though given the opportunity, chose not to identify themselves.

Motion by Don “Doc” Hannon

The minutes of the October 21, 2018, 2018 Zeta Alpha Chapter Alumni Board Conference Call meeting be approved as distributed on December 10, 2018.

Second and passed without dissent.

Presidents Report

President Bull provided a brief report summarizing some of the activities of the different working groups of the Board and the results that will be discussed at the meeting today and looking forward to positive things in the 2019 year.

Chapter Advisory Board Chairman Report

CAB Chairman Paul D. Herbert stated the Chapter Advisory Board met on January 6 and in attendance were nine (9) members. Brother Herbert’s report was positive, that there was a CAB/Executive Board Transition Retreat on January 19 at SRU and indicated the chapter Theta Chi members have been quite receptive and appreciative of the CAB involvement.

Treasurer’s Report

Balance as of October 22, 2018	\$8,605.45	Combined Total
	\$3,281.00	Brick Fund
	\$5,324.45	General Fund Balance
Balance as of January 21, 2019	\$8,605.45	Combined Total
	\$3,281.00	Brick Fund
	\$5,324.45	General Fund Balance

There were no new spending requirements as of the October BOD Meeting. The \$100 check sent to the Slippery Rock Foundation donated to the Scholarship Fund that was approved in October has not cleared the bank. The actual cash balance is \$100.00 greater in the General Fund as described.

Standard of Conduct Chairman Report

Chairman Hannon reported that he had finished the process of developing a process and presented it to the Board for review and approval.

Motion by Don “Doc” Hannon

That the Standards of Conduct procedure (Attachment A) distributed in advance be approved as presented.

Second and passed without dissent.

Chapter Ambassador Report

Chapter Alumni Ambassador Krepinevich thanked the Board for the opportunity to update the Board on activities as they relate to the International Headquarters. He noted this would be his first report as an Ambassador. He attended training in Indianapolis on January 4-5, 2019. The IHQ has created the Ambassador program composed of volunteers who have agreed to work with chapters and their support organizations such as CABs and Alumni Corporations to support the chapters. The objective is to provide the best possible support to the chapter. He noted that some subtle changes are occurring. For instance, Housing Boards are being absorbed into Alumni Corporations, as one pillar of support to the chapter, so anything dealing with “financial support” come under the Alumni Corporation.

The CABs are a separate pillar of support that are exclusively designed to “advise” the chapter and the individual officers and act as a funnel for information going to the chapter, so Alumni know to contact the CAB if they “have ideas.” This does not prevent Alumni from participating in chapter/alumni events to which Alumni are invited such as pinning ceremonies, installations, and of course events sponsored by the chapter and/or Alumni for all to participate.

He reinforced that the Retreat was held on the 19th and many topics were addressed with the CAB and collegians. One of the results of the event was a request by the Chapter that the Alumni President has been invited to participate in the first Formal Chapter Meeting of each month (held on a Tuesday) to briefly speak to the chapter. Since President Bull does not live close, they will make arrangement for him to “attend” via telephone.

Hopefully serving in this position Brother Krepinevich can have access and share with us information that keeps us ahead of the curve or better informed than others not as closely tied to the IHQ.

Old Business

2019 Golf Outing

Brother Joe Suprano provided an update of the ZA Chapter golf outing to be held once again in June 2019. The initial email invitation has been sent and plans are underway with all of the arrangement related to the course, rooms and associated activities. Brother Suprano expects another successful event.

President Bull notified the Board that he has secured “voluntarily” the assistance of Brother Sablowski with the task of getting financial commitments of places and persons for hole sponsors for all 18 holes at the outing. The planned cost for the sponsorship would be \$100.00.

New Business

Motion by John Merski

That the proposed Bylaw changes (Attachment B) distributed in advance be approved as presented and be distributed to the membership in accordance with the bylaws for approval by electronic ballot.

Second and passed without dissent.

Motion by John Farrar

That the Helping Hand Scholarship Fund and the procedures for its administration (Attachment C) distributed in advance be approved.

Second and passed without dissent.

Motion by John Farrar

That the Alumni Board shall annually appoint a Scholarships Committee and Chair no later than June 30 each year. The Scholarship Committee shall be responsible for scholarship fundraising and insuring that all scholarship programs are administered as approved by the Alumni Corporation including but not limited to the Zeta Alpha Theta Chi Resolute Man Book Scholarship and the Zeta Alpha Theta Chi Helping Hand Scholarship.

The Scholarship Committee Chair shall be responsible for presenting to the Board, in advance, a detailed plan of scholarship objectives, promotion and fundraising for the year for approval prior to implementation and documenting where appropriate, award activity. The committee shall be composed of a Chair and members of the Alumni Corporation in good standing. The number of members of the committee shall be determined by the Alumni Board each year. The Chair and members of the committee may be reappointed from year to year.

Alumni shall not be solicited for any scholarship funds outside those activities presented to the Board by this committee.

The Chair of the Scholarship Committee shall submit a written report to the Alumni Board Treasurer no later than January 1 and June 1 of each year including funds raised and deposited with the Slippery Rock University Foundation by fund and expenditures by fund. The Alumni Board Secretary will provide contact information for Alumni Corporation members on an as needed basis.

Second and passed without dissent.

Motion by Rick Fox

That the Alumni Board approve the appointment of Brother Ron Burke, subject to his acceptance, to be the initial Chairman of the Scholarship Committee and request he present a list of names of alumni who wish to serve on the committee for approval by the Board at the next meeting of the Board. In order to speed the process, if a detailed plan as described by the

previous motion can be presented at the same time, the Alumni Board will consider the plan as well.

It was noted that the awarding of the 2018 Resolute Man Scholarships had been made yet the funds were not formally approved for distribution by the Board as of the date of the meeting.

Motion by Rick Fox

That \$1,750.00 of the restricted scholarship funds be approved for distribution for the awarding of the Resolute Man Scholarships for the five Fall 2018 winners.

Brother Joe Suprano updated the Board regarding the most recent loss to the Chapter Eternal of Zeta Alpha Chapter Brother, Stanley Grebenz, class of '67. His Zeta Alpha Roster number was 54 and was from Bessemer, Pa. He passed on September 12, 2018 after a 2 year battle with cancer.

Motion by Joe Suprano

That the Board approve \$100 from the brick Fund to be issued to Brother Suprano for the purchase of a memorial brick for recently deceased Brother Stanley Grebenz .

Discussion Items

President Bull reminded the Board that the terms for Brothers Rick Fox, Joe Suprano, and Don "Doc" Hannon are concluding this year. They are encouraged to place their names on the upcoming ballot as well as any other eligible Alumni. He would like to encourage Zeta Alpha Chapter graduates to consider running for the Board. Now that the chapter is up and running, the addition of some of the most recent graduates would offer useful insight and could greatly add to the Board's increase of service to the chapter.

The date of the next meeting was briefly discussed and not specifically set. The Board instructed President Bull to consider timing of the balloting for the bylaw changes and set a date in the next two weeks.

The meeting was adjourned at 8:09 pm EDT

Minutes submitted by Secretary John E. Merski, Jr.

Procedure for Code of Conduct

Alumni Corporation of the Zeta Alpha Chapter of Theta Chi Fraternity

1. The following procedure would be activated in the case that a Notification of a Standard of Conduct Violation was referred to the Chairman of the Code of Conduct Committee. Such violations can include, but are not limited to:
 - a. Any act that would negatively impact the public image of Zeta Alpha Chapter of Theta Chi Fraternity at Slippery Rock University as defined by the Alumni Corporation of the Zeta Alpha Chapter of Theta Chi Fraternity Standard Code of Conduct.
 - b. Any act resulting in criminal charges against any current member of the Alumni Corporation of the Zeta Alpha Chapter of Theta Chi Fraternity.
2. Members of the Code of Conduct Committee shall meet to discuss the alleged violation.
3. If members of the Code of Conduct Committee determine that the alleged violation requires further consideration, then the following steps shall be enacted:
 - a. The accused member shall be notified via Registered Mail (or any means of delivery requiring the accused's signature) of the alleged violation and the need for a hearing.
 - b. The accused member shall be required to directly contact the Chairman of the Code of Conduct Committee and schedule a hearing before members of the Code of Conduct Committee.
 - c. A mutually agreed upon date for a hearing before the committee shall be scheduled and all parties notified. The hearing may be held in person or by conference call.
4. The accused may have representation by an attorney, or another agreed upon party at the hearing before the Code of Conduct Committee.
5. At the hearing, the allegations shall be presented by the Chairman of the Code of Conduct Committee. At that time, the accused will be given the opportunity to present his case before the Code of Conduct Committee and question those associated with or initiating the complaint. The accused shall also be questioned concerning the allegations brought forth.
6. Following the hearings, members of the Code of Conduct Committee shall meet within a week and review evidence presented by both parties during the hearing before making a final determination.
7. Final determination/outcome shall require a majority vote of the Code of Conduct Committee.
8. If the accused is found to be in violation of any established policies and procedures of the Alumni Corporation of the Zeta Alpha Chapter of Theta Chi Fraternity, then the Code of Conduct Committee will recommend appropriate action to be taken by majority vote.
 - a. Punishment could range from prohibition from attendance at Theta Chi events and wearing of letters for a predetermined period of time to include contacting the National Fraternity of Theta Chi International Fraternity to expel the accused member.
9. The accused member shall be notified via Registered Mail (or any means of delivery requiring the accused's signature) of the Code of Conduct Committee's recommendation. The Alumni Corporation Board of Zeta Alpha Chapter of Theta Chi Fraternity shall also be notified of the Committee's recommendation for final acceptance, adjustment or rejection.
10. The accused member shall be allowed to appeal the final outcome to the Alumni Corporation Board of Zeta Alpha Chapter of Theta Chi Fraternity. Consideration by the Board and appeals must be made within 30 days from the final ruling by the Code of Conduct Committee.
11. At that time, the accused will be given the opportunity to present his case before Alumni Corporation Board of Zeta Alpha Chapter of Theta Chi Fraternity and question those associated with or initiating the complaint.
12. A final determination regarding the appeal will be made by majority vote of the Alumni Corporation Board of Zeta Alpha Chapter of Theta Chi Fraternity. All decisions will be final and if necessary, referred to Theta Chi International Fraternity for any action.

By Laws of Zeta Alpha Alumni Chapter of Theta Chi

For better accomplishing the object and purpose set forth in its Charter, the Alumni Corporation of the Zeta Alpha Chapter of Theta Chi Fraternity does establish the following by-laws for its government.

ARTICLE I NAME

- A. The legal name of this organization shall be "Zeta Alpha Alumni Chapter of Theta Chi, Inc."

ARTICLE II PURPOSE

- A. The purpose for which said Corporation is formed is to maintain an organization for social enjoyment and to promote fellowship among those members of the Zeta Alpha Chapter of Theta Chi Fraternity who shall have graduated from or otherwise severed their connection with Slippery Rock State College/University. The Alumni Corporation, Zeta Alpha Chapter of Theta Chi, Inc., shall be an organization, which serves the active undergraduate chapter.

ARTICLE III OBJECTIVES OF THE CORPORATION

- A. To enhance the social and intellectual life of its members by providing a means for brothers to continue their fraternal affiliation beyond their active chapter experience.
- B. To promote the interests of Theta Chi in both the community and the individual lives of its members.
- C. To facilitate communication between its alumni members, active members and the National Alumni Association.

ARTICLE IV MEMBERSHIP

- A. Any of the following may become a member of the Alumni Corporation by signing the membership roll, and agreeing to be bound by the Regulations and Bylaws of this Corporation:
1. Members of the Zeta Alpha Chapter of Theta Chi Fraternity, in good standing, no longer attending Slippery Rock State College/University or enrolled in a school with no collegiate chapter of Theta Chi.
 2. Honorary members voted in by the Zeta Alpha Chapter of Theta Chi Fraternity.
 3. Initiates of any Theta Chi collegiate chapter voted into the corporation by the Board of Directors.
 4. ~~The undergraduate President and Treasurer of the Zeta Alpha Chapter of Theta Chi Fraternity.~~
- B. Any member of the fraternity may be suspended or expelled by Theta Chi National Board of Directors for conduct unbecoming a member, as set forth in the National Chapter Bylaws and Procedures of Theta Chi Fraternity.

ARTICLE V ~~ANNUAL CORPORATION MEETING OF THE MEMBERSHIP~~

- ~~A. The Alumni Corporation shall have its annual corporation meeting of the general corporation membership during a Saturday in June one week prior to Father's Day. Other meeting times shall be established by a vote of the Alumni Corporation upon the recommendation of the Board of Directors.~~
- ~~B. The purpose of the annual corporation meeting shall be for the reporting of all relevant business and transactions of the past year, including but not limited to the statement of the Alumni Corporation financial accounts.~~
- ~~C. Order of business at the annual corporation meeting shall be as follows~~

1. ~~Roll call of members~~
2. ~~Reading of minutes of the last annual corporation meeting by Secretary~~
3. ~~Announcement of Election of Officers by the Secretary~~
4. ~~Report of President~~
5. ~~Report of Treasurer~~
6. ~~Report of the Undergraduate Chapter President~~
7. ~~Report of the Undergraduate Chapter Treasurer~~
8. ~~Any reports deemed necessary by the Board of Directors~~
9. ~~Transaction of old Business~~
10. ~~Transaction of new Business~~
11. ~~Adjournment~~

- ~~D. Special meetings of the corporation may be called by the President, or by written request of not less than ten (10) active corporation members, delivered by email to the Secretary at the address listed on the alumni corporation web site <http://www.zachapter.com>. The Secretary shall then provide notice by email to all members. The special meeting shall only be for specific business mentioned in the notice for the special meeting.~~
- ~~E. The Secretary shall notify each member by email of the annual corporation meeting or any special meeting no later than twenty-one (21) days before the date that meeting is to be held.~~
- ~~F. At any Alumni Corporation Meeting, any three (3) Directors plus any other five (5) Alumni Members (Directors or general members) in good standing, as defined in Article IV, Section A of these By-Laws, shall constitute a quorum. All business transacted in a meeting so constituted shall be as valid as if the entire active membership of the Alumni Corporation was present and voting.~~
- ~~G. Members may vote by a written proxy. Proxies may be counted in determining the existence of a quorum. Proxies must be in writing, signed and dated by the active voting member submitting the proxy. Proxy forms utilized shall be created by the Secretary and shall list the name, telephone number, email address (if any) of both the member and proxy holder to whom the member has assigned his voting rights, and shall be signed and dated by the proxy grantor. The President must receive proxies not less than five (5) days prior to the meeting at which they shall be counted. The President or any other Director may validate such proxies by telephone, email or other method they determine necessary. A proxy can be used only for voting; it cannot be used to make, second, or to amend a motion. To designate a proxy, send the form via fax, US mail, or overnight carrier to the current President at the address or fax number listed on the alumni corporation website <http://www.zachapter.com>. Proxies which do not comply with these requirements, shall be void.~~
- ~~H. The Proceedings of each meeting shall be reported to the Alumni Corporation website <http://www.zachapter.com>.~~

ARTICLE V

CONDUCTING OF CORPORATION BUSINESS

- A. All corporation members shall be given the opportunity to participate in the business of the corporation. To accomplish this, all business will be conducted electronically as noted in Articles VI and X of these bylaws.
- B. Annually on May 1 the Board of Directors shall provide an annual report to all members via email with a copy posted on the <http://www.zachapter.com> website the annual report shall include:
1. Announcement of the results of the Election of Directors and Officers by the Secretary
 2. Report of the President
 3. Report of The Treasurer
 4. Report of the Chapter Advisory Board Chair
 5. Report of the Chapter Alumni Ambassador
 6. Any additional reports deemed necessary by the Board of Directors

- C. In the case that any business needs to be brought up to the membership in addition to items already identified in the bylaws business shall be transacted by an electronic ballot. Notice of such balloting shall be given twenty-one (21) days in advance to all members. On the date of the proposed balloting, the Secretary shall prepare such ballots and shall distribute the ballots electronically to all members. Ballots must be electronically submitted by members no later than fifteen (15) days after distribution by the Secretary. Electronic balloting results shall be available for viewing by all members. Any business issue shall require an affirmative vote of two-thirds of those voting.

ARTICLE VI BOARD OF DIRECTORS - COMPOSITION AND ELECTION

- A. The Alumni Corporation shall have a Board of Directors composed of not less than ~~(9)~~ (7) Directors, whose primary purpose shall be ensuring the effective execution of the day-to-day operational responsibilities of the Alumni Corporation. Six (6) of these directors shall be voting Directors and be elected by the general membership of the Alumni corporation for terms to begin on June 1. prior to the annual corporation meeting. There shall be at least ~~three (3)~~ two (2) additional members of the Board of Directors, including the undergraduate President, Treasurer, and Chapter Advisory Board Chair and the Chapter Alumni Ambassador. These ~~three~~ two members of the Board of Directors shall be non-voting. Additional non-voting Directors may be added or removed from time-to-time as circumstances warrant.
- B. The general membership of the members of the Alumni Corporation shall, elect six (6) Directors who shall hold office for two (2) years. Elections of Directors should be staggered such that three (3) directors are elected every year. After each election, once elected, between April 25 and April 30 the newly constituted Board shall meet by conference call and the Directors shall elect three (3) officers from amongst themselves: a President, a Treasurer, and a Secretary. The remaining three (3) Directors shall serve as Directors- at-Large. Each Director, regardless of officer title held, shall have one vote in the execution of the operational business of the Board to take office June 1.
- C. The Secretary shall prepare a list of candidates for election to the Board of Directors by names submitted from the membership. Nominations confirmed by nominees should be submitted to the Secretary no later than ~~sixty days prior to the annual corporation meeting~~ April 1.
- D. The Secretary shall prepare an electronic ballot for election by the membership, and shall email a copy of this ballot ~~with the notice of the annual corporation meeting forty five (45) days prior to the annual corporation meeting~~ April 10. Members shall select three (3) nominees from the list of candidates. Ballots must be electronically submitted no later than ~~fifteen (15) days of distribution by the Secretary~~ April 25. Electronic balloting results shall be available for viewing by all members.
- E. The winning candidates shall be those receiving the three (3) highest counts of votes, as indicated by written verification of the Secretary and President.
- F. In the event of a tie, the membership shall re-vote to break a tie, The Secretary shall prepare an electronic ballot for election by the membership and shall distribute a copy of the ballot to every member by email. Ballots must be electronically returned no later than fifteen (15) days of distribution by the Secretary. Electronic balloting results shall be available for viewing by all members.
- G. ~~In case that no candidates can be obtained for the vacancies by the date of the annual corporation meeting, the responsibility to fill the position shall rest with the Board of Directors. The Board shall fill the position via appointment by majority vote of the Board. Further, The tenure of said Directors shall be extended until such time replacements to the Board are elected or appointed. All such self-administered removal and appointments of Board members must be officially ratified by a vote of the general membership of the Corporation, via electronic ballot of all members.~~ The Secretary shall prepare an electronic ballot for election by the membership and shall distribute a copy of the ballot to every member by email. Ballots must be electronically returned no later than fifteen (15) days of distribution by the Secretary. Electronic balloting results shall be available for viewing by all members.

- H. If a Director position becomes vacant up to one (1) month prior to the annual corporation meeting, the responsibility to fill the position via appointment by majority vote of the Board shall rest with the Board of Directors.
- I. A majority vote of the members of the Corporation present in person or via proxy (per Article V, Section C), at any general or special meeting, by signed petition to the Board may request a vote to remove any of the elected Directors. The Secretary shall prepare an electronic ballot for removal by the membership and shall distribute a copy of the ballot to every member by email. Ballots must be electronically returned no later than fifteen (15) days of distribution by the Secretary. Electronic balloting results shall be available for viewing by all members. Elected Directors may be removed by majority vote of returned ballots.
- J. Any Director, given 30 days written notice to the Secretary, may resign his position.

ARTICLE VII BOARD OF DIRECTORS - RESPONSIBILITIES

- A. The Board of Directors' primary purpose shall be ensuring the effective execution of the day-to-day operational responsibilities of the Alumni Corporation. To that end, the Board shall elect from amongst themselves the following officers with the following duties:
 - 1. President
 - a. Shall conduct all meetings of the Corporation and of the Board
 - b. Shall be the official spokesperson of the Corporation, and the sole media contact
 - c. Shall coordinate all Alumni Board functions, develop meeting agendas, work at filling all Board vacancies, prepare an annual report and affirm any employee contracts following a majority vote of the Board of Directors
 - d. Shall ensure that the alumni board and chapter maintain long-term strategic plans
 - e. Shall be responsible of the interpretation of the Bylaws and Ritual
 - 2. Treasurer
 - a. Shall develop the annual corporation budget and long term financial plan
 - b. Shall be responsible for payment of all corporation bills
 - c. Shall arrange the filling of all necessary tax forms and reports for the corporation
 - d. Shall be responsible for the collection of alumni donations and other funds deemed necessary
 - e. Shall make the disbursements subject to the order of the Board President or majority vote of the Board of Directors
 - f. Shall present all requests for funding to the Board for consideration. Authorized requests shall be dispersed by the treasurer to fulfill approved requests in a timely manner.
 - 3. Secretary
 - a. Shall keep the official record of the proceedings of the Corporation, including meetings of all Corporation meetings, elections and meetings of the Board.
 - b. Shall be responsible for all mailings of meeting notices, agendas and minutes before all meetings
 - c. Shall maintain the corporation membership roll with an accurate list of contact information
 - d. Shall work with the undergraduates to maintain undergraduate records
 - e. Shall be responsible for correspondences, including a newsletter.
- B. Additional Duties -- In addition to the listed Officers' and their respective duties, it shall be the overall responsibility of the Board of Directors to ensure the effective execution of all other day-to-day responsibilities of the Alumni Corporation, including but not limited to the following functions:
 - 1. Develop and fund scholarships for undergraduates.
 - 2. Provide opportunities for the undergraduates and alumni to develop relationships in a social setting.
 - 3. Provide mentoring opportunities to for undergraduates.
 - 4. Provide support and encouragement to the undergraduates.

- D. Additional Resources -- In effectively executing all responsibilities of the Alumni Corporation, the board may engage any of the following individuals or resources deemed necessary to successfully complete its mission:
1. Members of the Alumni Corporation who do not serve on the Board of Directors
 2. Individuals from the office of the National Fraternity
 3. Individuals from the University or Surrounding Community
 4. Undergraduate Officers or Members of the Undergraduate Fraternity
 5. Individuals or Businesses with the capacity to perform certain functions more effectively outsourced from the board, including but not limited to: bookkeeping, newsletter preparation, house maintenance, etc.

ARTICLE VIII - BOARD OF DIRECTORS MEETINGS

- A. The Board of Directors shall meet at least two (2) times during the calendar year. These meetings shall be held no later than June 30, and a second time, typically no later than October 31 of each year by conference call.
- B. At any Board of Directors Meeting, a quorum shall be formed by four (4) voting Directors, consisting of at least two out of three officers (President, Treasurer, or Secretary), and two other voting Director (either an officer or a director at large). This attendance ~~can be~~ must be in-person, ~~or via Proxy (per Article V, Section G).~~ All business transacted in any meeting so constituted shall be valid as if all of the Board of Directors was present and voting.
- C. All Board of Directors Meetings are open to all Alumni Corporation Members. The Proceedings of each Board Meeting shall be reported to the Alumni Corporation via the corporation website <http://www.zachapter.com>.
- D. A vote of two-thirds of the Board of Directors may remove any Elected Director from his position. This position may be filled temporarily via appointment by majority vote of the Board. All such self-administered removal and appointments of Board members must be officially ratified by a vote of the general membership of the Corporation., ~~via proxy (per Article VI, Section 7) or in-person voting, as discretion of the Secretary may warrant.~~ The Secretary shall prepare an electronic ballot for the removal and appointment by the membership and shall distribute a copy of the ballot to every member by email. Ballots must be electronically returned no later than fifteen (15) days of distribution by the Secretary. Electronic balloting results shall be available for viewing by all members.
- E. The senior presiding officer, in order of President, Treasurer, and Secretary, shall always have the authority to break any ties on Board voting.
- F. The order of Business for a Board of Directors shall be as follows:
- ~~1. Chapter President Report~~
 - ~~2. Chapter Advisory Board Chair Report~~
 - ~~3. Secretary Report~~
 - ~~4. Financial Operations Report~~
 - ~~5. President's Report~~
 - ~~6. Old Business~~
 - ~~7. New Business~~
 - ~~8. Adjournment~~
 1. Secretary Report
 2. Financial Operations Report
 3. President's Report
 4. Chapter Advisory Board Chair Report
 5. Chapter Alumni Ambassador Report
 6. Committee Reports
 7. Old Business
 8. New Business
 9. Adjournment

- G. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

ARTICLE IX – COORDINATION WITH CHAPTER ADVISORY BOARD

- A. The Chapter Advisory Board shall annually prepare an annual funding request to be presented to the Alumni Corporation Board including specific activities and costs to support the programming of the Zeta Alpha Chapter of Theta Chi ~~thirty (30) days prior to the annual meeting of the Alumni Corporation Board~~ no later than June 1. The Chapter Advisory Board Chair will attend ~~the annual a~~ meeting of the Alumni Board to present and explain the request for approval. The Alumni Corporation Board shall provide an approval response in writing to the Chapter Advisor Board Chair no later than ~~thirty (30) days after the annual meeting of the Alumni Corporation Board~~ July 1 and transfer funds to the designated bank account of the ~~Chapter Advisory Board~~ Chapter.
- B. The Chapter Advisory Board Chair shall ~~make~~ present an annual report ~~at the annual meeting by May 1 of the Alumni Corporation~~ and the meetings of the Alumni Corporation Board.

ARTICLE X - AMENDMENT OF BYLAWS

- A. These Bylaws may be amended by an electronic ballot, provided notice of such balloting is given twenty-one (21) days in advance to all members. On the date of the proposed balloting, the Secretary shall prepare such ballots for bylaw changes and shall distribute the ballots electronically to all members. Ballots must be electronically submitted by members no later than fifteen (15) days after distribution by the Secretary. Electronic balloting results shall be available for viewing by all members.
- H. Any amendment to these Bylaws shall require an affirmative vote of two-thirds of those voting.
- I. Upon approval, new amendments shall replace the old bylaws in the respective section.

Zeta Alpha Theta Chi Alumni Association
“Helping Hand Scholarship Fund”

The Slippery Rock Theta Chi Alumni “Helping Hand Scholarship Fund” can help assist active undergraduate/graduate students who are Zeta Alpha Theta Chi initiated brothers who are experiencing genuine and unavoidable financial difficulties and are struggling with their living costs at SRU. The “Helping Hand Scholarship Fund” is a discretionary financial donation to the student, offering support in an academic year and does not need to be paid back. Funds are provided thanks to donations by Slippery Rock University Zeta Alpha Theta Chi Alumni and friends with the intention of assisting with general living and/or course-related costs may include partial tuition fees or unexpected expenses. It is eligible only to SRU Zeta Alpha Theta Chi members in good standing.

Eligibility:

Eligible Zeta Alpha Theta Chi students must be currently enrolled at Slippery Rock University or, if during a break, enrolled for the following semester. Funding is limited to once per academic year per student and applications must be reviewed with the Financial Aid Office to be sure there is no long-term impact to Federal Financial Aid.

Examples of expenses that can be paid with this funding but not limited to: food/gas, essential utilities, safety (changing locks due to criminal concern), medication/medical issues/uncovered medical expenses, loss of housing (temporarily due to disaster or unexpected lack of income), essential belongings (when lost due to a disaster or crime), travel cost (for emergency purposes), tuition. Other expenses will be considered on a case by case basis. Items not eligible for support funding include but are not limited to: bail, fines or tickets. Items not eligible for funding include but are not limited items such as alcohol or any illegal substances-

Award amounts:

- An individual scholarship shall not exceed \$500.
- Up to \$1,000 may be available in any one year and if the full amount is not used in a year it may be rolled over and available in subsequent years.
- In the event that an extraordinary incident may arise that an individual scholarship would exceed the \$500 limit, the Scholarship Committee may make a request to the President of the Alumni Corporation of the Zeta Alpha Chapter of Theta Chi Fraternity to present to the Board to consider authorizing funding the extraordinary request.
- The objective of the program is to generate a \$25,000 endowment fund and 100 % of the investment earnings will be made available each year for scholarships. The amount available will be equal to the earning of the previous academic year.

Process:

Any Theta Chi brother who may be in need of support shall contact the Chapter Scholarship Chair and the Chapter Scholarship chair shall put that member in contact with the Slippery Rock University Director of Student Support to gain necessary assistance. In the absence of a Scholarship Chair the brother should contact another member of the chapter scholarship committee.

In the event that the assistance provided by the University Director of Student Support does not provide sufficient resources the member should:

1. Complete a "Theta Chi Helping Hand Scholarship Application" The application must be submitted by the eligible student.
2. All applications and information contained in each application should be held in the strictest of confidence. Shared with only those that need to know. In reporting to the Alumni Association, it is recommended that a numeric system be used – case #1, #2 and so on. Situation/s, not brother identity, should/may/can be shared within our Theta Chi and SRU organizations with only those that need to know.
3. The application shall be submitted to the Zeta Alpha Chapter Scholarship Chair.
4. The Zeta Alpha Scholarship Chair shall schedule a meeting between the student and the chapter Scholarship Committee composed of the Scholarship Chair, The Chapter President and The Health and Safety Vice President. In the event and applicant is one of the three listed, the Chapter Vice President shall replace that member on the committee.
5. The student shall attend the meeting of the Scholarship Committee to share details of his circumstance.
6. The Scholarship Committee shall then decide, by majority vote, on the request and submit the request to the SRU Financial Aid Office to be sure there is no long-term impact to Federal Financial Aid. The Scholarship Chair shall act as the liaison with the Financial Aid office if necessary. If cleared by the Financial Aid office, the Chapter Scholarship Chair would submit the request to the Alumni Board Treasurer to authorize the issuing of funds by the SRU Foundation. the request would be submitted to the Slippery Rock Foundation to be filled.
7. Requests will be reviewed, and award decisions will be made as quickly as possible.
8. If submitted to the University Foundation by Friday at 3:00 p.m., the University Foundation will disburse funds before Thursday of the following week.