**Sample ABT Bylaws**

Each chapter/colony needs to have an established ABT, as required in Delta Chi Law. Certain responsibilities are set out in Delta Chi Law for the ABT, but there are other opportunities outside of these defined responsibilities to help elevate the experience and performance of our members and organizations. In order to make sure the ABT is as productive as can be, it is recommended that a set of ABT by-laws are created to provide a clear structure and scope of responsibilities to guide your actions.

The ABT by-laws can chart the course of the ABT and determine what type of an impact the ABT will have on the chapter/colony. Since this document can have a signiﬁcant effect on all areas of organizational operations, and since the ABT is an advisory and supervisory organization for the chapter/colonyu, the ABT by-laws should be accepted by both the undergraduate organization and the ABT. A mutual agreement between the chapter/colony and the ABT on such topics as ABT membership selection and election of ABT ofﬁcers is important if the relationship between the two groups is to be a working and supportive relationship. Once the ABT is established, the chapter/colony continues to have a voice on the ABT through the “A” and “D”, who are both required to be members of the ABT. Below is a sample set of ABT by-laws that will provide ideas that will be useful in establishing by-laws for your own ABT.

Note- It is important to realize that this document is a sample set of ABT by-laws and that the dates and ﬁgures listed are merely suggestions. All guidelines and stipulations set forth regarding an ABT must be in compliance with Delta Chi Law. This document should not be used in whole as ABT by-laws; instead it should provide direction in establishing your own ABT by-laws or ABT Section of the chapter/colony by-laws.

**Article I. Organization**

Section 1. Name. The name of the organization shall be the Alumni Board of Trustees (ABT) of the XYZ Chapter/Colony of The Delta Chi Fraternity.

Section 2. Purpose. The purpose of the ABT is to assist in the operation of the chapter through:

1. The exercise of its supervisory powers over the planning, supervision, and control of chapter ﬁnances, and the use and maintenance of chapter property.
2. The exercise of its power to investigate, regulate, and control any and all expenditures and disbursements of chapter funds.
3. Providing advice and, when necessary, assistance to the chapter in resolving existing problems, and recognizing and helping avoid or minimize the impact of potential problems.
4. The exercise of all other powers, authority, duties, and obligations conferred upon the ABT by Delta Chi Law.

**Article II. Membership**

Section 1. Eligibility. Any person who shall agree to abide by the provisions of Delta Chi Law and express a willingness to act for the achievement of the ends and purposes of the ABT is eligible for election to the ABT.

Section 2. Delta Chi Alumni. A majority of the ABT shall be composed of alumni members of The Delta Chi Fraternity in good standing.

Section 3. Required Membership. The “BB”, “A” and “D” are ex-ofﬁcio (by virtue of ofﬁce) members of the ABT.

Section 4. Classes of Members. The ABT shall be composed of a single class of membership.

Section 5. Denial of Membership. No person shall be denied membership on the ABT because of race, color, creed, religion or national origin.

Section 6. Eligibility to Vote. At every meeting of the ABT, each member shall be entitled to one vote in person upon each matter properly submitted to a vote at a meeting of the ABT.

Section 7. Proxies. There shall be no voting by proxy.

**Article III. Meetings**

Section 1. Place of Meeting. Any or all meetings of the ABT shall be held in (City and State), unless otherwise indicated at a prior meeting, with notiﬁcation to all members of the ABT.

Section 2. Regular Meetings of ABT. Regular meetings of the ABT shall be held at least once each month at such place, day and time as the ABT shall determine. Notice of regular meetings of the board shall not be required but is recommended.

Section 3. Annual Meeting of ABT. An annual meeting of the ABT shall be held each year on the last Monday in May beginning at 8:00 p.m. (ﬁll in date and time which best ﬁts the agenda of the ABT members); one of the purposes of this meeting shall be the election of ofﬁcers.

Section 4. Notice of Annual Meeting of ABT. At least thirty (30) days prior to the date ﬁxed by Section 3 of this Article for the holding of the annual meeting of the ABT, written notice of the place, day and hour of such meeting shall be either personally delivered or mailed by the ABT secretary, as herein provided, to each member entitled to vote at such meeting.

Section 5. Delayed Annual Meeting. If, for any reason, the annual meeting of the ABT is not held on the day designated in Section 3 of this Article, such meeting may be called and held as a special meeting, and the same proceedings may be had there as at an annual meeting, provided that the notice of such meeting shall be not less than a thirty (30) day notice.

Section 6. Order of Business at Annual and Regular Meetings. The order of business at the meetings of the ABT shall be as follows:

1. Roll call
2. Reading notice and proof of mailing
3. Reading of the minutes of last meeting
4. Report of president
5. Report of secretary
6. Advisor reports
7. Chapter/Colony “A” report
8. Chapter/Colony “D” report
9. Old business
10. Election of ofﬁcers (Annual Meeting)
11. Transaction of other business mentioned in the notice
12. Adjournment

\*In the absence of any objection, the presiding ofﬁcer may vary the order of business at his discretion.

Section 7. Special Meeting of ABT Called by President. Special meetings of the ABT may be called by the president, with at least 24 hour’s notice, by notice to the members of the place, day, time, and purpose of the meeting.

Section 8. Special Meeting of ABT Called by Majority of ABT. Special meetings of the ABT may be called by the petition of a majority of the ABT, by notice of the place, day, time, and purpose of the meeting.

Section 9. Special Meeting of ABT Called by Chapter. The president shall call a special meeting of the ABT at the request of ﬁfty percent (50%) of the active members of the chapter or at the request of seventy-ﬁve percent (75%) of the associate members of the chapter.

Section 10. Notices and Mailing. All written notices required to be given by any provision of these by-laws shall state the authority pursuant to which they are issued (“by order of the Alumni Board of Trustees or President” as the case may be) and shall bear the signature of the secretary. Every written notice shall be deemed delivered when it has been deposited in the United States mail, with postage fully prepaid, plainly addressed to the member at his or her last address appearing upon the membership roll.

Section 11. Waiver of Notice. Notice of the place, day, time, and purpose of any meeting of the ABT may be waived by telegram, facsimile, cablegram or other writing, before such meeting has been held or by attendance at said meeting unless attendance is solely for the purpose of objecting to said meeting.

**Article IV. Quorum**

Section 1. Quorum. A majority of the members of the ABT shall constitute a quorum at any meeting for the purpose of transacting business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the ABT. The presence of a smaller number at any meeting of the ABT shall have the power to adjourn such meeting to a later date. The vote of a majority of the votes entitled to be cast by the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

Section 2. Presumption of Assent. A member of the ABT who is present at a meeting at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall ﬁle his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or unless he or she shall forward such dissent by certiﬁed mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member who voted in favor of such action.

**Article V. Trustees**

Section 1. Number and Term of Members. The ABT shall be composed of ( x ) persons, no less than (50% of x) of whom shall be alumni of The Delta Chi Fraternity. The duly elected “A”, “D”, and “BB” of the chapter shall serve on the ABT throughout their terms of ofﬁce. Unless otherwise provided, every other member shall hold ofﬁce for the term for which he or she is elected and until his or her successor is elected and qualiﬁed.

Section 2. Membership. Membership to the ABT shall be by nomination at the annual meeting of the ABT. The chapter shall reserve the right to reject an ABT appointment by a two-thirds (2/3) vote. An ABT member shall serve a term of two (2) years, and at the initial meeting of the new ABT, half of the members shall be appointed for a one (1) year term and the other half of the members for a two (2) year term. Thereafter, all future nominees shall be nominated and elected by a majority vote of the then existing board for a two

(2) year term so that not all of the members’ terms will expire every other year, thus assuring continuity among the membership of the ABT.

*\*Nothing in this bylaw shall be construed to prevent the election of a member to succeed himself or herself.*

Section 3. Vacancies. Vacancies in the ABT shall be ﬁlled by appointment made by the president and conﬁrmed by the ABT. Each person so appointed to ﬁll a vacancy shall remain a member for the unexpired term of his or her predecessor in ofﬁce.

Section 4. Action by Unanimous Written Consent. If and when the ABT members shall consent in writing to any action to be taken by the ABT, such action shall be as valid board action as though it has been authorized at a meeting of the ABT.

Section 5. Power to Make By-laws. The ABT shall have power to make and alter any by-law or by-laws of the ABT, including the ﬁxing and altering of the number of the members, provided that the ABT shall not make or alter any by-law or by-laws ﬁxing the qualiﬁcations, classiﬁcations or term of ofﬁce of any member or members of the then existing board.

Section 6. Power to Elect Ofﬁcers. The ABT shall select a president, ﬁnancial advisor, and a secretary. No ofﬁcer need be an alumnus of The Delta Chi Fraternity, but neither the “A”, “D”, nor “BB” shall be eligible to hold ABT ofﬁcer positions.

Section 7. Power to Appoint Other Ofﬁcers and Agents. The ABT shall have power to appoint such other ofﬁcers and agents as the ABT may deem necessary for transaction of the business of the ABT.

Section 8. Removal of Ofﬁcers and Agents. Any ofﬁcer or agent of either the chapter or the ABT may be removed by a majority vote of the ABT whenever in the judgment of the board the best interests of the chapter or ABT will be served thereby.

Section 9. Power to Fill Ofﬁce Vacancies. The ABT shall have power to ﬁll any vacancy in any board ofﬁce occurring for any reason whatsoever.

Section 10. Delegation of Powers. For any reason deemed sufﬁcient by the ABT, whether occasioned by absence or otherwise, the ABT may delegate all or any of the powers and duties of any ofﬁcer to any other ofﬁcer or member, but no ofﬁcer or member other than the secretary shall execute, acknowledge or verify any instrument in more than one capacity.

Section 11. Power to Appoint Executive Committee. The ABT shall have the power to appoint, by resolution, an executive committee composed of two or more members who, to the extent provided in such resolution, shall have and exercise the authority of the ABT in the management of the ABT between meetings of the board.

**Article VI. Ofﬁcers**

Section 1. President. The president shall be selected by, and from the membership of the ABT. He shall preside over all meetings of the board. He shall ensure that all board members are performing their duties and shall assist when necessary. He shall see that all orders and resolutions of the board are carried into effect. He shall be an ex ofﬁcio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the ofﬁce of president. He shall recruit replacements and nominees to ﬁll vacancies in the board when they occur. He (along with the “BB”) shall act as the ofﬁcial alumnus representative of the chapter. The president shall serve a term of one (1) year.

Section 2. Financial Advisor. The ﬁnancial advisor shall oversee all the ﬁnancial affairs of the chapter and shall work closely with the chapter “D” and ﬁnance committee to ensure that the chapter is operating in a ﬁscally responsible manner. The ﬁnancial advisor shall review the Financial Management BRIEF, assist in the preparation of the chapter’s budget, oversee the completion and ﬁling of tax forms, insure prompt payment of bills, regularly review the chapter’s books maintained by the “D” to see that adequate ﬁnancial records are being kept, insure that all expenditures are within budget, provide advice in the investment of idle funds, provide advice on fundraising and fund-raising campaigns, check the chapter ﬁnancial records at least once a month to assure accuracy and completeness, assist in the collection of delinquent accounts, and review the ﬁnancial reports prepared by the “D” prior to the monthly ABT meeting. The ﬁnancial advisor shall serve a term of one (1) year.

Section 3. Secretary. The secretary shall attend all meetings of the ABT, and of the executive committee of the ABT, and shall preserve in books of the ABT true minutes of the proceedings of all such meetings. He or she shall give all notices required by bylaw or resolution. He or she shall perform such other duties as may be delegated to him or her by the ABT or by the executive committee. The secretary shall serve a term of one (1) year.

Section 4. Additional Positions. Additional positions may be established and deﬁned in this section of the by-laws as the ABT sees ﬁt.

**Article VII. Amendment of By-laws**

Section 1. Amendments - How Effected. These by-laws may be amended, altered, or repealed by the afﬁrmative vote of a majority of the board if the amendment, alteration, addition or repeal be proposed at a regular or special meeting of the board and adopted at a subsequent regular or special meeting; provided, that no change of the date for annual meeting of the board shall be made within sixty (60) days before the day on which such meeting is to be held, unless consented to in writing, or by a resolution adopted at a meeting, by all members entitled to vote at the annual meeting.

Adopted this day of , 20XX

By:

President of the ABT Chapter “A”

Attest:

Secretary of the Meeting