

Proposed Bylaws of the
Metagenes Alumni Association
of Alpha Rho Chi Fraternity
Version: 19 November 2017

Preamble

In order to secure a closer fellowship among ourselves, and to encourage a greater interest in the continued study of Architecture and the Allied Arts, an Alumni Association of Alpha Rho Chi is hereby established and constituted, and we hereby declare for its government these Bylaws.

Article I — Name and Symbols

Section 01: Name

The name of this organization shall be the “Metagenes Alumni Association of Alpha Rho Chi Fraternity”

Section 02: Seal

The President shall be the keeper of the Seal of the Metagenes Alumni Association. The Seal shall be impressed on the association’s reports, notes, summonses, and official communications.

Article II — Objectives and Powers

Section 01: Objectives

The objectives of Metagenes Alumni Association shall be to:

1. promote brotherhood between the alumni brothers of the Metagenes Chapter after they have left Virginia Tech;
2. engage and welcome other alumni brothers of Alpha Rho Chi and grow our relationships among all brothers;
3. encourage the professional, creative, and philanthropic development of the alumni members;
4. promote contact and mentorship with the active chapter; and
5. maintain a strong presence with the national fraternity.

Section 02: Incorporation

This Association shall be incorporated as a non-stock corporation in the Commonwealth of Virginia. The Association’s corporate name is “Metagenes Alumni Association of Alpha Rho Chi, Inc.”

Article III — Membership

Section 01: Membership

Membership in the Association shall be open and offered to all alumni, non-graduate, honorary, and faculty members of Alpha Rho Chi Fraternity, provided they meet the requirements set forth in the National Constitution of the Alpha Rho Chi Fraternity.

Section 02: Non-Discrimination

No member or prospective member of the Association shall be discriminated against on the basis of race, sex, religion, national origin, sexual orientation, financial status, disability, or physical appearance.

Section 03: Membership Standing

Members who have paid all dues and fees owed the Metagenes Alumni Association shall be considered in good standing, unless censured by the Association.

Article IV — Finances

Section 01: Dues

Each member of the Association shall be responsible for paying annual dues to the Treasurer of the Metagenes Alumni Association. The annual membership fee will be recommended by the Association's Treasurer and the Executive Board at the annual meeting and agreed upon by the Alumni Association. They will be collected during the first month of the calendar year.

Section 02: Budgets and Reports

The Treasurer shall be responsible for maintaining the budget and generating a report for review by the Association at every official meeting.

Article V — Executive Board

Section 01: Executive Board

The Executive Board shall consist of a President, Secretary, Treasurer, and at least two Directors-at-Large. All Executive Board members are required to be present at meetings. It is the responsibility of the entire association, overseen by the Executive Board, to maintain an active association and ensure all objectives are met.

Section 02: President

The duties of the President shall include, but are not limited to:

1. presiding over all official meetings;
2. possessing and maintaining the official Metagenes AA seal;
3. delegating and managing tasks to the Association; and,
4. serving as the Association's representative to the national fraternity and Grand Council.
5. preserving all books, records and documents pertaining to this office and turning them over to the next President at the end of the term of office.

Section 03: Secretary

The duties of the Secretary shall include, but are not limited to:

1. possessing and maintaining the Articles of Incorporation, and other official documents;
2. maintaining membership, contact, and current general information about all members of the Association; and,
3. communicating information regarding Official Meeting dates, agendas, and meeting minutes;
4. recording meeting minutes of any Executive Board or general association meetings; and,
5. submitting annual Alumni Association forms and reports to Alpha Rho Chi Fraternity.

Section 04: Treasurer

The duties of the Treasurer shall include, but are not limited to:

1. maintenance of the Association's bank accounts and finances;
2. shall collect all dues and fees owed the Association;
3. submitting annual Alumni Association fees to Alpha Rho Chi Fraternity; and,
4. maintaining financial record and making them available upon request.

- Section 05: Directors-at-Large**
Directors-at-Large shall advise the other officers and participate in Board of Directors meetings. There shall be at least two Directors-at-Large; the Association may elect additional Directors-at-Large at its discretion.
- Section 06: Term Length and Limits**
Each position on the Board shall serve a term of two (2) years. The President shall be eligible for re-election to a second term, but shall not hold that office for more than two consecutive terms. No member may hold two positions on the Board of Directors at the same time.
- Section 07: Vacancies of Elected Officers**
In the event of a vacancy of an Elected Officer, the Executive Board shall appoint a member of the Association to fill the vacancy until the next regular election.
- Section 08: Elections**
Elections for the Executive Board shall occur at the Annual Meeting. Election of officers shall be by secret ballot. Provisions may be made for ballots to be cast by mail. Elections will occur in a split style: President and Secretary will be elected in all even years, Treasurer will be elected in all odd years.
- Section 09: Eligibility to Serve as an Elected Officer**
Each officer of the Alumni Association must be in good standing with the association, in keeping with Article III, Section 03.
- Section 10: Primacy of the Membership**
The Board of Directors shall govern the Association at all times, except during Association meetings. The decisions of the Board of Directors shall be final, unless they are appealed to the Association in a Regular or Special Meeting of the Association. The vote of the Association on an appeal shall be final.
- Section 11: Transparency**
All meetings of the Board of Directors are open to members of the Association. The proceedings shall be reported to the Association at the first following Association meeting by the Secretary.
- Section 12: Order of Offices**
The order of offices shall be as follows: Highest office of the Association shall be the President, then the Secretary, then the Treasurer, and then the Directors-at-Large.

Article VI — Appointed Officers

- Section 01: Registered Agent**
The Board of Directors shall designate one of its members as Registered Agent. The Registered Agent must be a resident of Virginia. The duty of the Registered Agent will be to forward to the Secretary any notice that is served on the Registered Agent by the Commonwealth of Virginia. If necessary, the Board of Directors may designate a member of the Virginia State Bar or another agent in compliance with the Code of Virginia. Changes to the Registered Agent or his office address shall be filed with the Commonwealth of Virginia.

Section 02: Delegate to National Convention

The Association's Delegate to the National Convention of the Alpha Rho Chi Fraternity may be elected by the Association in a Regular or Called meeting. If no Delegate is elected, the President may appoint the Delegate with the approval of a majority of the Board of Directors. If the Delegate is unable to attend the Convention, the Delegate may transfer their individual voting rights to another member of the Association by executing a proxy in writing.

Section 03: Assistants to the Elected Officers

Assistants to the elected officers may be appointed by the President, upon the recommendation of the elected officer, upon the recommendation of the elected officer, with the approval of the Board of Directors. The terms of appointed officers shall be terminated at the time of installation of incoming officers.

Section 04: Chaplain

A Chaplain may be appointed to give invocations at Association functions.

Article VII — Association Meetings

Section 01: Annual Meetings

The association shall meet at least annually. All members of the Association are to be informed at least two months in advance of the location, date and time. The proposed agenda is to be released two weeks in advance. A fine may be assessed on members of the Board of Directors for non-attendance, unless a valid excuse is presented prior to the meeting being missed. All meetings should be conducted following Robert's Rules of Order.

Section 02: Special Meetings

The President, or a majority of the Executive Board, shall maintain the power to call for a special meeting at their discretion, provided the membership is given at least 10 days' notice. Called meetings may be general in nature or limited to specific business.

Section 03: Quorum

A quorum for regular or special meetings of the Association is constituted when a majority of the Executive Board and at least 8 members of the Association (this number including members of the Executive Board) in good standing are present.

Section 04 Order of business

The following order of business shall be observed at all regular meetings of the Association.

1. Call to Order
2. Roll Call
3. Minutes Read of Previous Meeting
4. Officer's Reports
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

Special meetings shall follow the same Order of Business, unless the meeting has been called to conduct specific business only.

Article VIII — Committees

Section 01: Special Committees

The Executive Board may appoint committees as it sees fit or as directed by the Association in a Regular or Special meeting.

Article IX — Amendments

Section 01: Amendments to Bylaws

These bylaws may be amended at any Annual Meeting of the Association by a three-fourths majority of votes casted. Bylaw amendments shall be submitted in writing at least 30 calendar days prior to the announced Annual Meeting. It is the duty of the President to attach any and all motions of amendment to the meeting agenda which will be sent out no later than one (1) week prior to the Annual Meeting.

Submitted on [Date]

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