

The Rensselaer Crow Alumni Foundation By-Laws

Founded January 1, 1988

PURPOSE

The Rensselaer Crow Alumni Foundation is a not-for-profit educational foundation intended to promote scholarship and growth through Brotherhood. The foundation shall raise funding to provide scholarships for individual Brothers of the Delta Phi chapter of the Fraternity of Alpha Chi Rho, as well as, scholarship gifts, grants and loans to the undergraduate chapter of the fraternity in general and shall promote cultural, academic and intellectual development, through the encouragement of alumni participation in the lives of the Undergraduate Brothers of the Delta Phi Chapter of the Fraternity of Alpha Chi Rho.

GENERAL MEMBERSHIP

The Rensselaer Crow Alumni Foundation shall consist of those alumni of the Delta Phi Chapter of the Fraternity of Alpha Chi Rho who show strong interest in the future of the Undergraduate Chapter and the academic and cultural growth of the members of that chapter. The role of the members of the RCAF shall be to vote members into the Executive Board described below, help in fundraising for the RCAF scholarship, join in the discussion about the scholarship applicants, present a positive example to the Undergraduate chapter members, and to participate in the activities of the RCAF.

Associate Members:

All members of the Rensselaer Crow Alumni Foundation, as defined in the General Membership Paragraph above, not specifically elected to the Executive Board shall be regarded as Associate Members for the term of one year while in good standing subsequent to attending a RCAF function. Associate Members are expected to participate in RCAF functions, fundraising activities, and discussions pertaining to the business of the RCAF. Associate Members shall not have a vote in the decisions of the Executive Board other than the representative vote of the Member-at-Large.

Executive Board

The Rensselaer Crow Alumni Foundation shall be run by a five person Executive Board and will levy no membership dues and will not regulate membership of the undergraduate chapter, the graduate chapter, or the school. The qualifications to be an Executive Board member shall be only that the individual was an initiated Brother in the Fraternity of Alpha Chi Rho and a member of the Delta Phi chapter of the Fraternity of Alpha Chi Rho, an alumnus of Rensselaer Polytechnic Institute, and a man of financial stature such that he would not need or request a salary for contributing his effort to the Foundation.

The Rensselaer Crow Alumni Foundation By-Laws

The process of raising funds, investing capital, awarding scholarships and providing funds for general improvement loans and grants shall be the business of the Executive Board. The Executive Board shall endeavor to remain true to its goal of promoting scholarship and growth through the Brotherhood of Alpha Chi Rho.

The Rensselaer Crow Alumni Foundation is an independent corporation not specifically attached or associated with any other organization implied or mentioned. The Rensselaer Crow Alumni Foundation shall be self-supporting and self-controlled and bears no responsibility for or to any other person, group, organization, or corporation.

Executive Board Membership:

The Rensselaer Crow Alumni Foundation will be controlled by a five-member Executive Board. The Board member's duties are titled and described below. Appointment to the Board shall be a two-year term. A member who fails in his duties may be removed from the Board by a unanimous vote of the remainder of the board. The responsibilities of a removed E-Board member shall be assigned or assumed by the President until an election can be held by the General Membership.

Requirements for membership are those listed in the General Membership paragraph of this document. As well, it is expected that each individual on the board will bring a new sense of vitality to each meeting. A board member shall be as committed to his position as he can afford outside his personal, family, and business requirements. However, each position has responsibilities that cannot be overlooked and a candidate must weigh his contribution to the Foundation over any prestige, ego, or sense of power that may be associated with membership on the board.

Each member of the board shall have the responsibility of the position he holds as well as the right to express a direction for the Rensselaer Crow Alumni Foundation. All board members may hold other offices associated with the Fraternity of Alpha Chi Rho, the Delta Phi Chapter of Alpha Chi Rho and Rensselaer Polytechnic Institute except as noted below.

Executive President:

The position of Executive President is that of an assigned leader of board meetings. He is equal in stature to all members. His responsibilities are to prepare the meeting agenda, set meeting dates and locations, call meetings to order and preside over meetings, and represent the Foundation in public events. As the role of leader may require, the Executive President shall be the sole front figure of the Foundation and will assign committees and committee chairmen to execute the business of the Foundation.

It is expected that the Executive President will be instrumental in the development and progress of the Foundation. An individual shall not hold the office of Executive President concurrently with any other office associated with the Fraternity of Alpha Chi

The Rensselaer Crow Alumni Foundation
By-Laws

Rho or the Delta Phi Chapter of Alpha Chi Rho. The Executive President may not hold the office consecutively for more than four (4) years.

Secretary to the Board:

The position of Secretary is that of an assigned recorder of board events, goals, and publications. He is equal in stature to all members. As instructed by the President, he shall inform the Foundation members of the time and location of board meetings and prepare and distribute copies of the agenda prior to the meeting. He shall record the minutes, call roll, produce past minutes, and document current discussions during all board meetings. He shall maintain minutes of past meetings, and the awarding of scholarships. He shall record and maintain the names and contact information of all Foundation members, including Associate Members for the purposes of discussion and voting. He shall maintain and distribute a list of Board member's addresses and policy motions once per year. He shall distribute copies of past minutes to the rest of the board. He shall be responsible for all written correspondence with the graduate and undergraduate chapters. He shall file corporate reports as required.

The Secretary will maintain visibility of the Foundation through a Web presence accessible by the General Membership. Interaction as an officer of other organizations associated with the Fraternity would promote good relations and would be encouraged of this individual.

Vice-President:

The position of Vice-President is that of the fundraiser as well as a substitute leader of the board as it may be necessary. He shall assume the duties of the President as requested. He is equal in stature to all members. He shall create and summarize funding goals and projects. He shall act as a liaison between the Foundation and the Delta Phi of Alpha Chi Rho Building Association. He is responsible for writing articles for the Undergraduate Newsletter, the Garnet & White, and CAWS.

The Vice President along with the Member-At-Large will organize events for promotion of the Foundation. Interaction as an officer of other organizations associated with the Fraternity would promote good relations and would be encouraged of this individual.

Treasurer of the Foundation:

The position of treasurer is that of the accountant and cashier of the Foundation. He is equal in stature to all members. He shall collect pledged funds, deposit contributions received, write checks for scholarships, loans, grants, and expenses, and maintain accurate records of the Foundation's finances for the purposes of filing taxes. He shall present a report to the board on the finances of the Foundation at every board meeting. This report shall include a list of donations received since the last report including the total expenditures for the year, and a list of current assets of the Foundation including a

The Rensselaer Crow Alumni Foundation
By-Laws

breakdown by location of the assets. He shall summarize the yearly financial activities of the Foundation by producing a yearly written report. The yearly written report shall include all information required at the board meetings as well as a listing of the total amount donated by anyone who has ever contributed to the Foundation during its existence.

It is expected that the treasurer shall be well-versed in finance and record keeping..

Member-At-Large:

The position of member-at-large is that of the negotiator and politician. He is equal in stature to all members. He shall act as the liaison to and maintain good relations with the undergraduate chapter and the Associate Members of the Foundation. The Member-At-Large shall act as the representative of the Foundation's Associate Members, who will not have voting privileges in the business of the Executive Board. As such, his vote should be highly influenced by the opinions of the Associate Members. It is up to the discretion of the Member-At-Large whether that influence is through simple discussion or is indicated with a straw ballot vote of the Associate Members.

Along with the Vice President, he shall organize events promoting the Foundation. Interaction as an officer of other organizations associated with the Fraternity would promote good relations and would be encouraged of this individual.

MEETINGS

Meetings will be held at the convenience of the Executive Board at least two (2) times per year and be open to the General Membership. A three-fifths quorum of the Board is required to open meetings except under severe circumstances. In all cases where a vacancy presents itself, the position shall be filled by a full vote of the membership attending before the close of the meeting.

VOTING MEETINGS

Every two (2) years, the members of the Executive board shall be elected from the general members of the RCAF. During the course of elections, the member-at-large shall accept resignation of all officers and conduct the voting procedure among the membership of the Foundation.

VOTING PROCEDURE

All members of the Foundation are eligible for any position except if they are officers in any other organization as described in the description of the position above. A simple voting majority will be called after a brief discussion. The rules concerning proxy votes shall be spelled out in the policy motions.

**The Rensselaer Crow Alumni Foundation
By-Laws**

BUSINESS ORDER

Order of the meetings shall follow the agenda as prepared by the President and distributed by the Secretary. In general, the Fall meeting shall be a financial and fundraising meeting. The re-election of the E-Board shall happen every other year at the Fall meeting. The Spring meeting shall be concerned with the scholarship voting, goal appraisal, and proposal analysis. To the extent that it is possible, attendance of all board members shall be mandatory for all meetings.

AMENDMENTS TO THE BY-LAWS

As Policy motions are available as guidance to the Executive Board and the Foundation Membership, Amendments to the By-Laws must be approved by a two-thirds majority of the membership of the Foundation. The Secretary will notify the membership in advance of any upcoming amendment votes, and no amendment will be voted on unless such notice has been given with sufficient time for response from the General Membership.

POLICY MOTIONS

The board may classify any decision as a policy motion as long as the subject is not deemed an Amendment to existing By-Laws by four of the E-Board members. Such a motion will guide the direction of the Foundation, until such time as it is repealed by the Executive Board. A policy motion may be instituted by a simple voting majority of the Executive Board. The Secretary shall provide the board members with a list of policy motions in the Annual Report.

ANNUAL REPORT

Every March an annual report of the board shall be issued to the board members, which shall summarize the events of the previous fiscal year. The President shall provide a written report on the state of the Foundation. The Vice-President shall summarize the scholarship activities of the Foundation for the previous year and suggest goals for the current year. The treasurer shall provide an end-of-year financial summary, which may be considered as one of the two written reports that he issues to the board each year. The Secretary shall provide a list of the board members and their addresses as well as a summary of the minutes of all the meetings in the past year and a list of all policy motions that have been in effect during the course of that year. The annual report shall be made available to associate members of the Foundation upon request.

Accepted 5-27-90
Revised 10-13-90
Revised 2-28-2004