



Montana Beta Alumni Association By-Laws

Article 1 – NAME

Section 1. Name

The name of this association shall be the **Montana Beta Alumni Association** (herein referred to as “Association” or “MTBE AA”).

Article II – PURPOSE

Section 1. Purpose

As an organization, the **Montana Beta Alumni Association** exists to support all alumni of the Montana Beta Chapter of Sigma Alpha Epsilon, regardless of their location of residence. It is also open to Montana residents that are members of SAE in good standing, regardless of their SAE chapter of initiation. The Montana Beta Alumni Association will focus on the following aspects towards achieving these goals:

A. Social

Conduct, at a minimum, **two (2)** social events that include **MTBE CHARTER DAY or FOUNDER’S DAY** around the February 12 to March 9 time period of each year. Organize the annual Homecoming activities for the fraternity at the University of Montana in Missoula. The annual meeting of the MTBE AA for the elections of officers and general business will be held and included in the annual Homecoming activities in Missoula, Montana.

B. Charitable

Through *voluntary* annual alumni dues, the Association will sponsor a **chapter education and enrichment fund** through the SAE Foundation to financially assist as deemed needed, **two (2)** undergraduates annually from Montana Beta that will attend the SAE National Leadership Schools.

C. Career Guidance

Offer graduating UM seniors and all alumni from the MTBE Chapter in professional networking, career guidance, and assistance.

D. Fundraising

All fundraising activities for the financial benefit of Montana Beta, the National SAE Foundation, and the scholarships of collegiate members will be governed by **MTBE AA** and delegated to the approved committees within the by-laws, rules, and guidelines of the Sigma Alpha Epsilon Fraternity, the Sigma Alpha Building Corporation, and by local and federal laws where applicable.

Article III – MEMBERSHIP

Section 1. Membership

Membership is open to all Alumni Brothers in good standing with Sigma Alpha Epsilon who were initiated into the fraternity by MTBE or who live in the regional Montana area regardless of their initiating chapter of SAE. The Executive Committee of the MTBE AA may reject an Alumni Brother if the Brother is not in good standing in the Fraternity or if he has engaged in or does engage in conduct which is illegal and/or unbecoming a true gentleman.



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Article IV – GOVERNANCE

Section 1. Meetings

A. Meeting of Members

The Annual Meeting of the MTBE AA will be held during the annual events of the Montana Beta Chapter of SAE at the UM Homecoming held in the fall of each year in Missoula, Montana. The business considered shall be the election of Officers and Directors and any other business as it may be presented. Action may be taken by a simple majority of the members present and voting. A minimum of four (4) quarterly meetings are required per year. Conference telephone calls constitute a duly scheduled and held meeting of the Association except for the Annual meeting which will be held in person.

B. Special Meetings

Special meetings of the Association may be called by the Executive Committee or by five (5) members of the Association upon written or emailed request to the Executive Committee. Notice of such meeting, specifically setting forth the purpose of the meeting shall be sent to the entire membership at least ten (10) days prior to the date of any such special meeting.

Section 2. Executive Committee

A. Executive Committee

Management of the Association shall be vested in the Executive Committee. The Executive Committee members will be referred to as “Directors”. The Executive Committee will also be responsible for the nomination of the slate of Officers and Directors at the Annual Meeting.

B. Executive Committee Membership

The Executive Committee shall be composed of nine (9) or more members: three (3) or more members elected at large; the sitting Chairman of the Sigma Alpha Building Corporation; the sitting Chairman of the Montana Beta Alumni Advisory Board; plus the **President**; the **Vice President**; the **Secretary**; and the **Treasurer**. The President of the Montana Beta Alumni Association shall be the **Chairman** of the Executive Committee.

C. Meetings

Meetings of the Executive Committee may also be scheduled by the President or called by mutual agreement of four (4) or more board members. Notice of such meeting, specifically setting forth the purpose of the meeting shall be sent to all Executive Committee members at least ten (10) days prior to the date of any such meeting.

D. The Chairman

The Chairman shall call meetings of the Executive Committee at least twice each year:

1. Within four (4) weeks following the election of a new administration at the Annual Members’ Meeting at Homecoming
2. Within four (4) weeks following March 9 of each year.



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Article V – COMMITTEES

Section 1. Committees

The President, with the consent of the Executive Committee, shall each year appoint committees sufficient to conduct the business and purposes of the Association, including but not limited to:

- Section 1 – Events/Social Program Committee
- Section 2 – Recruitment/Membership Committee
- Section 3 – Communications Committee
- Section 4 – Chapter Relations Committee
- Section 5 – Finance/Fundraising Committee
- Section 6 – Scholarship Committee

It is anticipated by the By-Laws that each member of the Executive Committee shall be the chairman of and responsible for the conduct of the affairs of at least one of the above committees. If there are not enough Executive Committee members to chair each committee then any member appointed to chair a committee shall automatically become a member of the Executive Committee for the ensuing year. Nothing in these By-Laws shall limit the number of committees, committee chairmen, or Executive Committee members the Association may have.

Section 2. Other Committees

Entertainment and special function committees, or other committees which the President may deem necessary, may be appointed by the President, subject to the approval of the Executive Committee. The Executive Committee may also appoint such committees, as they may deem appropriate.

Article VI – OFFICERS

Section 1. Officers

The officers of the MTBE AA shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 2. Directors

There will be **eight (8)** Directors in addition to the four (4) Officers listed in Article IV, Section 1. The directors of the Montana Beta Alumni Association shall serve as committee chairs for the purposes of managing and achieving the goals of each specific committee as determined by the MTBE Alumni Association as described in Article V, Section 1. An additional two (2) Directors positions will be filled by the sitting chairman of the following: Chairman of the MTBE Alumni Advisory Board and Chairman of the Sigma Alpha Building Corp.

Section 3. Selection

The Members of the Association shall be presented a slate of officers and directors submitted by the Executive Committee a minimum of **fourteen (14) days** prior to the scheduled Annual meeting.



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The MTBE Alumni Association Officers and Directors will be voted on at the Annual Meeting by a majority of votes cast. They will serve for the one-year interval between the Annual Meetings. Although the Executive Committee shall present a slate of Officers and Directors—as prescribed in Article IV—this slate is in no way binding upon the Meeting. Nominations may also be made from the floor of the Meeting, as succession from lowest to highest office is not automatic. Should any officer resign or become unable to serve during the ensuing year, the Executive Committee shall elect a member to serve out his unexpired term of office.

Section 4. Rotation

Should the President be unable to complete his term, the Vice President shall succeed him. The Vice President shall then become the President.

Article VI – DUTIES OF OFFICERS

Section 1. President

The Association President shall preside at Annual Meeting, meetings of the Executive Committee, Banquets, and at other social functions. He will publish and enforce orders from the Eminent Supreme Archon, the Supreme Council, National Staff persons, Province Phi Officers, and the Association's Executive Committee. He shall carry out the laws of the National Fraternity and the By-Laws of this Association.

Section 2. Vice President

The Vice President shall assist the President and perform the duties of the President in the above order of succession in case of the President's absence or disability.

Section 3. Secretary

The Association Secretary shall record the minutes of the Annual Meeting; scheduled Executive Meetings, and any special Executive Committee meetings. He shall keep the official roll and mailing list of Members, submit any reports required by the National Fraternity including, but not limited to the Annual Report of Current Officer and Activities for the preceding year to the Eminent Supreme Recorder on February 12 of each year, and other such functions as prescribed by the President and/or the Executive Committee.

Section 4. Treasurer

The Association Treasurer shall be responsible for the funds of the Association. He shall have the power to collect all dues, assessments and fines. He shall initiate all disbursement of the Association funds, including but not limited to, payment of the Association's annual dues to the National Fraternity. He shall have the responsibility to maintain a roster of all dues paying members. He shall render an annual financial statement of the Association at the Annual Meeting of the Members and shall present financial statements to the Executive Committee at the regularly scheduled meetings. The Association accounting year shall run from September 1st to the following August 31st of each year... He shall cooperate with the Executive Committee in their annual review or audit of the Associations financial records. At the reasonable request of the Executive Committee, he shall furnish such other financial statements as may be required.



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Article VIII – FINANCES

Section 1. Dues and Contributions

The Association shall be financed by voluntary Annual Dues and/or Contributions to be levied optionally at the discretion of the Executive Committee. At *no time* will the Members be *required* to pay dues or provide contributions in order to participate in the Association as a Member. The amount of said dues is recommended at **\$11.20 per member** per year, to be collected by **November 20 (11/20)** of each year.

Article IX – PROVINCE and NATIONAL CONVENTIONS

Section 1. Province

The Association shall pay the registration fee, if any, for the elected delegate(s) to the Annual Province Phi Convention and Leadership School, *if such funds are available*.

Section 2. National

The Association shall pay the registration fee, if any, for the elected delegate(s) to the Bi Annual SAE National Fraternity Convention (held once every two years), *if such funds are available*.

Article X – BYLAWS

Section 1. Effective

The By-Laws will become effective upon adoption by the Members at the Executive Committee regularly scheduled meeting.

Section 2. Amendments

Amendments to the By-Laws may be proposed by the Executive Committee or by ten (10) members of the Association upon request to the Executive Committee. Such amendments shall be presented to the Membership at the next Annual Meeting or Special Meeting or regularly scheduled Executive Committee meetings called for that purpose pursuant to the procedures set forth above. The text of the proposed amendments shall be furnished to the membership before the meeting. Amendments to the By-Laws shall be adopted by a simple majority of those present and voting.

Adopted this the 12th day of February 2008

Attest _____
PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER