

BY-LAWS
OF
THETA CHI OF PENN STATE, INC.

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

ARTICLE I

NAME AND PURPOSE

1. The name of this organization shall be "Theta Chi of Penn State, Inc."
2. The purpose for which said Corporation is formed is to maintain an organization for social enjoyment and to promote fellowship among those members of Omega Chapter of Theta Chi Fraternity who shall have been graduated from or otherwise severed their connection with Penn State University. Theta Chi of Penn State, Inc. shall be an organization which helps, guides and serves the active chapter.

ARTICLE II

OFFICERS

1. The Officers of the Corporation shall consist of the:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Financial Supervisor*
 - f. Alumnus Advisor*
 - g. Alumnus Risk Manager Advisor*

* Not members of Board of Directors.

2. Officers' Bonds. Any officer shall give bond for the faithful discharge of his duties in such sum, if any, and with such surety or sureties as the Board shall require.

ARTICLE III

BOARD OF DIRECTORS

1. The Board of Directors shall consist of eleven (11) members:
 - a. President and Treasurer of Omega Chapter of Theta Chi for their term of office.
 - b. President, Vice President, Secretary and Treasurer of this Corporation for their term of office.
 - c. Five (5) members who have graduated from or discontinued their studies at Penn State University to be elected for a term of two (2) years.
 - d. Any Alumnus member of Omega Chapter who shall be a member of the Grand Chapter or the National Board of Trustees shall be an ex-officio member of the Board during his term of office on the Grand Chapter or the National Board of Trustees. He shall have no vote on the Board but shall act in an advisory capacity to other Board members.

ARTICLE IV

MEMBERSHIP

1. All persons who have matriculated at Penn State University and who have been initiated into Omega Chapter of Theta Chi Fraternity or have become affiliated with Omega Chapter by transferring from another Chapter of Theta Chi Fraternity shall automatically become members of this Corporation upon graduation or upon severing their undergraduate connection with Penn State University, provided they are in good standing with regard to payment of financial obligations to Omega Chapter.

ARTICLE V

MEETING PLACE

1. All meetings of the Corporation shall be held in State College, Pennsylvania, except in the event that the President deems it advisable to call a Corporation meeting at some other place.

ARTICLE VI

NOTICE OF MEETINGS

1. Notice of all meetings of the Corporation shall be mailed to the last known address of every member at least ten (10) days before said meeting. Ten members of the Corporation shall constitute a quorum.
2. The annual Fall meeting of the Corporation shall be held on or about the day designated by Penn State University as Alumni Homecoming Day, which day occurs during the month of October in each year. The precise hour of such meeting is to be determined by, and notice of such time given by, the President of the Corporation.

3. The annual Spring “Founders’ Day” meeting of the Corporation shall be held during the month of April each year. The precise hour of such meeting is to be determined by, and notice of such time given by, the President of the Corporation.
4. An annual Winter meeting may be scheduled by the President. The location and time of such meeting shall be determined by the President with advice of the Board and notice given in advance to members.
5. Special meetings may be called upon order of the President or shall be called upon the written request of five (5) members of the Board of Directors.

ARTICLE VII

BOARD MEETINGS

1. The Board of Directors shall meet immediately preceding the meeting of the members of the Corporation. The precise hour of such meeting is to be determined by, and notice of such time given by, the President to Board members.

ARTICLE VIII

ORDER OF BUSINESS

1. Parliamentary procedure shall be followed at all meetings. The order of business at Corporation meetings shall be:
 - a. Call to order.
 - b. Reading and approval of minutes of the previous meeting.
 - c. Reports of Officers and Committees
 - (1) Alumni President’s Report
 - (2) Alumni Treasurer’s Report
 - (3) Other Alumni Officer’s/Committee Reports
 - (4) Undergraduate President’s Report
 - (5) Undergraduate Treasurer’s Report
 - (6) Other Undergraduate Reports
 - d. Old Business
 - e. New Business
 - f. Adjourn: “It Is To Thee, Dear Old Theta Chi”

ARTICLE IX

DUTIES OF THE OFFICERS

1. The President shall:
 - a. Preside at all meetings of the Corporation and of the Board of Directors;
 - b. Enforce strict observance of the Charter, by-laws, rules and regulations;
 - c. Chair the Board of Directors;
 - d. See that the various officers perform their respective duties;
 - e. Appoint all committees not otherwise provided for;
 - f. Have the power to call special meetings;
 - g. Affix his signature with approval of the Board of Directors for the Corporation on all necessary documents.
2. The Vice President shall:
 - a. Assist the President in the performance of his duties and in the President's absence or in the case of his death or resignation, the Vice President shall perform all the duties of the President until a successor is elected;
 - b. Chair all committees appointed by the President with authority to appoint sub-chairmen.
3. The Secretary shall:
 - a. Keep a record of the proceedings of the meetings of the Corporation and Board of Directors in a book for that purpose;
 - b. Issue all notices of the meetings and attend to such correspondence of the Corporation as may be necessary;
 - c. Send written confirmation of election to those duly elected;
 - d. Call the roll of officers at all meetings of the Corporation and the Board of Directors and note those absent;
 - e. Have all books and papers pertaining to his office under his personal care;
 - f. Attend any meeting of the Corporation or Board of Directors and, in the event of his absence, cause all necessary books and papers to be conveyed to said meeting;
 - g. At all times keep the members informed as to the activities of the Corporation.
4. The Treasurer shall:
 - a. Sign all vouchers;
 - b. Collect, have charge of, and keep a record of all moneys belonging to the Corporation;
 - c. Pay out such moneys as are necessary, with consent of the President;
 - d. Make a correct report of the finances of the Corporation annually and more often when called upon by the Board of Directors;
 - e. Deliver all moneys and property of the Corporation in his possession to his successor in office.
5. The Financial Supervisor shall:
 - a. Keep a record of all moneys belonging to the Corporation;
 - b. Maintain a copy of the current operating budget of Omega Chapter;
 - c. Advise Omega Chapter regarding collection and expenditure of finances;
 - d. Provide information to the Corporation regarding the financial status of Omega Chapter.
6. The Alumnus Advisor shall:
 - a. Be available to advise and assist Omega Chapter in its daily operations and alumni relations.
7. The Alumnus Risk Manager Advisor shall:
 - a. Oversee the undergraduate implementation and education of the Theta Chi Risk Management Program;
 - b. Assist in implementing safety recommendations;
 - c. Serve in an advisory capacity in investigating and reporting accidents and injuries.
8. The Board of Directors shall:

- a. Be a policy directing body;
 - b. Be the custodian of the property of the Corporation;
 - c. Have the power to authorize bond issues with the consent of the member of the Corporation;
 - d. Enter into all contracts;
 - e. Have the power to transact all Corporation business with the following exceptions:
 - (1) They shall not have the power to increase the indebtedness of the Corporation without the consent of the members of the Corporation;
 - (2) They shall not have the power to change the investment of funds of the Corporation without the consent of the members of the Corporation.
9. Six men shall constitute a quorum for a Board of Directors meeting.

ARTICLE X

TERMS OF OFFICE

1. The terms of office for the President, Vice President and Secretary shall be for two years duration. They shall be eligible for reelection at each succeeding election.
2. The Treasurer, Financial Supervisor and Alumnus Risk Manager Advisor shall be appointed for a two year term. They shall be selected by the Board of Directors with a two thirds (2/3) vote being necessary for appointment.
3. The Alumnus Advisor shall be chosen by the undergraduate members of Omega Chapter and shall serve a term of two years.
4. The Board of Directors shall serve a term of two years. They shall be eligible for reelection at each succeeding election.

ARTICLE XI

METHOD OF ELECTIONS

1. On or before August 1 of each election year, the President shall appoint a nominating committee composed of three (3) member of the Corporation. It shall be the duty of this committee to nominate one or more eligible persons for each of the offices to be filled at the following Fall annual meeting. It shall be the further duty of this committee on or before September 15 to furnish the list so selected to the Secretary of the Corporation who shall have the official ballot printed and sent out by mail to each member of the Corporation not later than October 1.
2. Members not able to be present at the regular meeting may return their ballots by mail to the Secretary so that they reach him not less than one week before the date of the regular meeting. The Secretary shall deliver these ballots to the judges of the election at the time of the election which shall be held at the Fall annual meeting.
3. Those present at the Fall annual meeting shall deposit their ballots with the judges of the election who shall tabulate the results of the ballots. Any member may be nominated in the open meeting. A majority of ballots cast is necessary for election.

ARTICLE XII

VACANCIES

1. Whenever a vacancy shall occur in any office other than herein provided, such vacancy shall be filled by the Board of Directors by a majority vote for the unexpired term of the vacating officer.

ARTICLE XIII

AMENDMENTS

1. Amendments to these by-laws may be made by a resolution approved by a majority of the Board of Directors and voted upon favorably by a two thirds (2/3) vote of those present at any annual or special meeting, provided that notice of said amendment shall be included in the notice given of the time and place of the meeting.