

**BYLAWS**  
**Of The**  
***Delta Tau Alumni Chapter***

**Effective: September 1, 2017**  
***Version 1.0 Draft***

*Approved DTAC Bylaws*

**Record of Change**

<b>Change #</b>	<b>Effective Date of Change</b>	<b>Authority for Change</b>

1 **BYLAWS**  
2 **Of The**  
3 **DELTA TAU ALUMNI CHAPTER**

4 **ARTICLE - I**

5  
6 **Name and Purpose**  
7

- 8 1. The name of this organization is Delta Tau Alumni Chapter (DTAC) (“Alumni  
9 Chapter”), which is officially chartered by the Sigma Nu Fraternity, High  
10 Council, located in Lexington, Virginia as an “Alumni Chapter”.
- 11 2. The purpose of the DTAC is to serve as the “Alumni Chapter” as that name is  
12 defined herein for the student undergraduate Delta Tau Chapter of Sigma Nu  
13 (DTCSN) property located at 143 N. 10<sup>th</sup> Street, Corvallis, Oregon 97330.
- 14 3. In general, the purpose of the Alumni Chapter through the Executive  
15 Committee is:
- 16 • To establish and maintain communications with the DTAC active and  
17 inactive alumni membership;
  - 18 • To manage, operate, and update DTAC alumni membership database  
19 information in coordination with the National Sigma Nu Fraternity  
20 membership information for DT alumni;
  - 21 • To enforce policies affecting any affiliated entity of the DT  
22 organizational structure (Delta Tau Chapter of Sigma Nu (DTCSN),  
23 Delta Tau Housing Corporation (DTHC), and Delta Tau Alumni  
24 Advisory Board (DTAAB) to the extent that federal, state, county, or  
25 city statute, law, code, or ordinance may require compliance by the  
26 DTAC and refer to proper law enforcement agencies unlawful  
27 activities, code violations, and involvement in activities of a harmful  
28 nature to National Security and the organization;
  - 29 • To set policy, procedures, processes, and protocols by which the  
30 DTAC conducts its business affairs, to include, but not limited to,

1 personnel, equipment, facilities, administration, and other such  
2 activities within the purview of the DTAC's organization;

- 3 • To ensure federal, state, county, or city (law, code, statute, ordinance)  
4 compliance changes that are promulgated to all governing DTAC  
5 documents such as Bylaws, Policies, Operating Manuals, and other  
6 related governing documents as necessary to be lawful;
- 7 • To advise and support an educational relationship with the Sigma Nu  
8 Educational Foundation (the "National Fraternity"), a not-for-profit,  
9 registered IRS 501c(3) organization. In this regard, The Sigma Nu  
10 Educational Foundation (SNEF) can host / accept donations for DTAC:
  - 11 a. Scholarship Awards / Grants
  - 12 b. Property Educational Renovation / Upgrades
  - 13 c. Other Educational Programs
- 14 • To advise and support the DTAC organization's affiliated entities which  
15 include, but are not limited to: the Delta Tau Chapter of Sigma Nu  
16 (DTCSN) Fraternity, the DT Alumni Advisory Board (DTAAB), DT  
17 Housing Corporation (DTHC), and / or associated Officers or Directors  
18 of these organizations and any related or affiliated members, within,  
19 and without, the bounds of Oregon State University pertaining to  
20 organization's business matters.

## 21 **ARTICLE – II**

### 22 **Place of Business**

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24  
25 The principal office of the DTAC shall be in the same location as the DTCSN  
26 student undergraduate house (if any) at Oregon State University; however, the  
27 Board may designate another address for service of process and/or receipt of  
28 DTAC correspondence, or change the address of said designation, without such  
29 action being considered an amendment of these Bylaws. If there is no DTAC

1 property, then the principal office shall be the address designated for service of  
2 process.

3 **ARTICLE – III**

4  
5 **Membership**

- 6
- 7 1. Membership in the DTAC shall consist of initiated members in good standing  
8 with both the DTAC and the National Sigma Nu Fraternity and who are no  
9 longer matriculates of a college or university.
  - 10 2. Qualified initiated members of any Sigma Nu collegiate chapter may be  
11 admitted into membership by a majority vote of those active members  
12 attending the annual meeting or normal meeting of the DTAC.
  - 13 3. Membership shall be classified as “active” and “inactive.” To maintain an  
14 active membership, members must pay a yearly dues based upon the  
15 schedule hereinafter set forth. DTAC initiated members who have not paid  
16 the yearly dues shall be classified as inactive members.

17 **Article – IV**

18  
19 **Dues**

- 20
- 21 1. The annual dues of the DTAC shall be paid prior to the annual meeting in  
22 order to be classified as an “active” member of the DTAC. The dues shall be  
23 as follows:
    - 24 • Ten DOLLARS (\$10.00) per year for the first two years after  
25 graduation.
    - 26 • Twenty five DOLLARS (\$25.00) per year thereafter.
  - 27 2. A member paying annual dues is entitled to all benefits and privileges of the  
28 DTAC.

29

1 **Article – V**

2  
3 **Meetings**  
4

- 5 1. A general meeting of the DTAC shall be held at least once each year at the  
6 Chapter House in (Corvallis, OR), during the annual fall Homecoming  
7 Weekend or at some other appropriate time and location as designated by the  
8 Commander or other Officer. This annual meeting may be combined with the  
9 annual meeting of the DT Housing Corporation. Executive Committee  
10 meetings can be held at the discretion of DTAC Officers or Committee  
11 membership.
- 12 2. The Commander or designated DTAC Officer shall fix the time and location  
13 for the annual meeting and shall cause notice thereof to be published in the  
14 DTAC Newsletter / Website a minimum of 60 days preceding the annual  
15 meeting.
- 16 3. DTAC special or normal business meetings may be called by the Commander  
17 if notice thereof is published in the DTAC Newsletter / Website not less than  
18 30 days prior to the date set for said special / normal business meeting. Said  
19 notice shall set forth the time and place of the special / normal meeting and  
20 shall specifically state the purpose in the form of an agenda for which the  
21 meeting is called. No matter may be voted on at a special / normal business  
22 meeting without the aforesaid notice. All meeting minutes, financial  
23 statements, and other pertinent meeting documents are to be posted on the  
24 website for the purpose of full transparency and disclosure, with exceptions  
25 for matters of personal privacy and organization sensitivity, e.g. banking  
26 account numbers, unresolved / investigative matters, and etc.

27 **Voting**  
28

- 29 1. No business shall be voted on at a DTAC meeting unless a quorum, more  
30 than 50%, of the elected and appointed Officers are present. No business  
31 shall be voted on at an Executive Committee meeting unless a quorum, more  
32 than 50%, of the Executive Committee members.

- 1           2. When voting is required from members it may be accomplished via their  
2           presence at a meeting where votes can be cast, US Postal Service (USPS)  
3           letter, e-mail, or on a designated ballot or like document sent by the DTAC for  
4           such purposes.
- 5           3. All agenda items will afford discussion participation among Board and active  
6           members in accordance with Robert's Rules for meetings. Active member  
7           concerns on agenda items may be sent via USPS letter, e-mail, or on a  
8           designated comment document prior to the meeting and at such time the  
9           agenda item is opened the written member concerns will be read aloud for all  
10          to hear. All active members present are to be afforded time on the agenda to  
11          present concerns or statements with a limited time period as determined by  
12          the Commander or meeting leader.
- 13          4. Only active members may vote and participate in agenda items for vote noted  
14          - inactive members have no voting rights.

15   **Article - VI**

16

17           **Chapter Officers**

18

19           The elected Chapter officers of the DTAC shall be Commander, Lieutenant  
20           Commander, Treasurer, and Recorder.

21

22           **Other Officers**

23

24           Other DTAC Officer positions may include, but are not limited to the following  
25           positions: Chaplain, Reporter, Marshal, Member-At-Large, and Sentinel who will  
26           be appointed by the Commander with approval by the Executive Committee.

27

28           **Duties**

29

- 30           1. It shall be the duty of the Commander to preside at all meetings of the DTAC;  
31           appoint all committee members and chairman; and to perform such other  
32           duties as pertain to his office.

- 1           2. The Lieutenant Commander shall serve in the absence of the Commander,  
2           and shall be the Commander-elect. He shall perform such duties as are  
3           required of him by the Commander.
- 4           3. It shall be the duty of the Recorder to keep a record of all meetings of the  
5           DTAC and Executive Committee, conduct all correspondence of the DTAC  
6           and perform all other duties that shall be required of him by the Commander.
- 7           4. It shall be the duty of the Treasurer to collect dues, take charge of all funds of  
8           the DTAC, deposit same to the credit of the DTAC in a bank selected as a  
9           depository for said funds by the DTAC and to keep a book of account on all  
10          funds received and disbursed during his term of office. The Treasurer shall  
11          pay all bills incurred by authority of the DTAC and shall provide statements to  
12          all unpaid members on or before December 31<sup>st</sup> of each year.
- 13          5. The duties of the Chaplain, Reporter, Marshal, and Sentinel shall be as  
14          determined by the DTAC Board members.

15   **Article - VII**

16  
17           **Terms of Office**  
18

19           The Commander, Lieutenant Commander, Treasurer, and Recorder shall be  
20           elected for staggered terms of two years, except for the initial election following  
21           the approval of these bylaws. During the initial 1<sup>st</sup> year election the Recorder and  
22           Commander will only be elected for one year terms.

23           .  
24           Elected Officers serve for two year terms and no term limitations.

25  
26           **Elections**  
27

- 28          1. Elections for the Commander, Lieutenant Commander, Recorder, and  
29          Treasurer shall be held at the annual meeting of the DTAC and be staggered.
- 30          2. The Commander and Recorder shall be elected at the first meeting after the  
31          adoption of these Bylaws for one year and the Lieutenant Commander and



- 1 Treasurer are elected for two year terms. The 2<sup>nd</sup> year the Commander and  
2 Recorder are elected for two year terms.
- 3 3. The DTAC shall produce an election policy and procedures document to  
4 incorporate these Bylaws for the purpose of becoming the authoritative  
5 process for elections.
- 6 4. The election meeting shall be conducted by the Commander or designated  
7 officer present. Active members may vote at the election meeting in person  
8 or via US Postal Service (USPS) letter, e-mail, or on a designated ballot or  
9 like document sent by the DTAC for such purposes. Nominations for office  
10 may be made by the Executive Committee prior to the election. Additional  
11 nominations can be accepted if received no later than 30 days prior to the  
12 meeting date. A self-nomination is acceptable.
- 13 5. The ballots will be received by the Recorder no later than 10 days before the  
14 annual election meeting. Election to an officer position shall be by simple  
15 majority of those voting.
- 16 6. Only active members in good standing with the DTAC shall be eligible for  
17 nomination.
- 18 7. The DT Housing Corporation (DTHC) is comprised only of a Board of  
19 Directors, drawn from active members of the DTAC. The DTHC elections are  
20 conducted with assistance from the DTAC. The following assistance is to be  
21 provided by the DTAC:
- 22 a) As DTHC board members near 90 day from their term of office, the  
23 DTAC will be so notified by the DTHC and provide a listing of  
24 incumbent(s) intending to be elected, if any.
- 25 b) The DTAC will then send out a notice, soliciting nominations from the  
26 DTAC alumni "active" members.
- 27 c) Upon solidification of the nominations the DTAC can then send out a  
28 ballot of qualified nominees for vote by the active members.
- 29 d) Upon completion of the voting the DTAC will announce who obtained  
30 the most votes and as a result join the DTHC Board.

1 **Article - VIII**

2  
3 **Executive Committee**

- 4
- 5 1. The Executive Committee shall consist of the following members: DTAC  
6 Commander, Lieutenant Commander, Treasurer, Recorder, Member-At-  
7 Large; President, DT Housing Corporation; Chairman, DT Alumni Advisory  
8 Board; and Eminent Commander, DT Chapter of Sigma Nu (non-voting). The  
9 Executive Committee shall be presided over by the DTAC Commander. A  
10 diagram showing the organization shall be attached to these Bylaws and  
11 updated for publication as necessary by the Executive Committee.
- 12 2. The Executive Committee shall conduct all DTAC affairs between meetings of  
13 the DTAC, authorize and account for the expenditure of funds in the Alumni  
14 Chapter treasury, and do all other things necessary and proper for the orderly  
15 conduct of the business of the DTAC.
- 16 3. The Executive Committee meetings are limited to the full oversight of  
17 organizational operational matters to include, but not limited to, developing  
18 organizational strategy, developing future organizational plans, and other  
19 matters regarding operations of the DTAC organization. DTAC, DTHC,  
20 DTAAB, and DTCSN matters discussed at Executive meetings requiring a  
21 Board decision may be referred to the respective Boards within the DTAC  
22 organization for a definitive vote.
- 23 4. The Executive Committee in its oversight capacity shall: (1) settle any election  
24 dispute; (2) shall be responsible for the interpretation of these Bylaws and the  
25 Bylaws of association organizations; (3) Shall be responsible for all  
26 scholarship awards and grants to the members DT Chapter of Sigma Nu  
27 (undergraduates); and (4) shall be the deciding authority of any and all  
28 matters requiring a decision / ruling where conflict or disagreement may exist  
29 within the organization. As regards scholarship the DTAC shall receive  
30 funding from three sources:
- 31 a) The Sigma Nu Education Foundation
- 32 b) The Luxton Trust fund managed by the DTHC

1 c) DTAC fund raising events and activities

2 5. The Executive Committee shall appoint the DTAC representative to the  
3 Sigma Nu Fraternity Grand Chapter.

4 6. The Executive Committee shall maintain communication with the Chairman  
5 DT Alumni Advisory Board (DTAAB), the President DT Housing Corporation  
6 (DTHC), the Eminent Commander DT Chapter of Sigma Nu (DTCSN) and the  
7 Chairman of any duly appointed committees shall be responsible for  
8 coordinating / de-conflicting the activities of each.

9 7. The Executive Committee shall fill the vacancies in any unexpired term of any  
10 office, except Commander, which shall be filled by the Lieutenant  
11 Commander as hereinbefore set forth, for the balance of the unexpired  
12 portion of the term.

13 **Article IX**

14  
15 **DT Alumni Advisory Board**

16  
17 The DTAAB is an alumni organization required by the Sigma Nu Fraternity for all  
18 student undergraduate Sigma Nu Chapters granted Chapter status by the High Council.  
19 The DTAAB members are advisory in their role to the DTCSN at Oregon State  
20 University.

21 The Duties of the Chairman DTAAB shall be as follows:

- 22 1. Recruit, organize, and head the DT Alumni Advisory Board (DTAAB). The  
23 DTAAB shall be for the sole purpose of advising and mentoring the  
24 DTCSN undergraduate officers and committee leads in all aspects of  
25 fraternity, education, and personal development.
- 26 2. Ensure board members are maintaining their mentoring relationship with  
27 their respective DTCSN officers and committee leads.
- 28 3. Maintain contact with Sigma Nu National Fraternity on any successes or  
29 troubles the DTCSN or DTAAB experiences as well as programs and  
30 policies that directly or indirectly affect the DTCSN membership.
- 31 4. Maintain the DTAAB roster and advisor duties in written form.

1           5. The Chairman DTAAB shall also perform such other duties as may be  
2           assigned to him by the DTAC Executive Committee, or by amendment to  
3           these Bylaws.

4           **DT Chapter of Sigma Nu**  
5

6           The Duties of the Eminent Commander, DTCSN are specified in the Bylaws or  
7           managing documents of their respective organizations.

8

9           **DT Housing Corporation**  
10

11          The duties of the President, DTHC are specified in the Bylaws or managing  
12          documents of their respective organizations.

13       **10) Article X**  
14

15           **DTAC Record Keeping**  
16

17          1. The DTAC shall keep on the website, or at such other location as has been  
18          designated pursuant to Article II, the original or a copy of the Charter from  
19          Sigma Nu Fraternity and these Bylaws as amended to date, which shall be  
20          open to inspection by the Chapter members at all reasonable times during  
21          office hours.

22          2. The accounting books, records and minutes of proceedings of Officers,  
23          Executive Committee, and any committees shall be kept on the website, at  
24          the principal Office of the DTAC, or at such other location as has been  
25          designated pursuant to Article II. The minutes and accounting books and  
26          records shall be open to inspection on the written demand of any member, at  
27          any reasonable time during usual business hours, for a purpose reasonably  
28          related to the member's interests as a member.

29          3. Every DTAC member and officer of the DTAC shall have the absolute right at  
30          any reasonable time to inspect all books, records and documents of every  
31          kind, and the physical properties of the Alumni Chapter, except for the

1 personnel records of employees (if any). This inspection may be made in  
2 person or by an agent or attorney, and the right of inspection includes the  
3 right to copy and make extracts of documents.

4 4. In the absence of a governing provision in these Bylaws or in the laws of the  
5 State of Oregon, the DTAC shall be guided by the then-current editions of the  
6 Bylaws, Administrative Policies, and Procedures of the DTAC or the Law of  
7 Sigma Nu Fraternity.

## 8 **Article XI**

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### 10 **Amendments**

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12 These Bylaws may be amended at any annual, special, or normal meeting of the  
13 DTAC by a quorum (more than 50%) of the elected Officers and an approval vote  
14 from 10 or more active members.

## 15 **Article XII**

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### 17 **Dissolution**

18

19 1. The DTAC may be dissolved in accordance with The Law of Sigma Nu,  
20 Sigma Nu Fraternity.

21 2. No individual person or persons shall possess any property right in or to the  
22 property or assets or possessions of the DTAC. On dissolution or final  
23 liquidation of the Chapter, the Officers and Executive Committee shall, after  
24 paying or making provision for the payment of all lawful debts and liabilities of  
25 the DTAC, distribute the assets of the DTAC to one or more of the following  
26 qualified recipients: (a) a non-profit organization or organizations that may  
27 have been created to succeed the DTAC and/or (b) a non-profit organization  
28 or organizations engaged in activities substantially similar to those of the  
29 DTHC and which may be selected as a qualified recipient of such assets.  
30 The DTAC shall be given the first right to succession.

1 **Statement of Approval**

2  
3 The foregoing Bylaws of the DTAC were this 8<sup>th</sup> day of July, 2017 duly approved and  
4 adopted by the DTAC Organizing Committee, following the award of DTAC Charter by  
5 the Sigma Nu Fraternity, Lexington, Virginia on the 10<sup>th</sup> day of November 2016.

6  
7 The following Organizing Committee Members are:

8 Steve Clark; Craig Eaton; Bob Fuller; Daniel Hearn; John Johnston;  
9 Greg Karpstein; Steve Langenberg; Steve Mawdsley; Dick Pendergrass; Steve  
10 Clark, Doug Eaton, and Coy Scroggins (Chairman)

11  
12 These Bylaws are to effective September 1<sup>st</sup>, 2017 as directed by Coy Scroggins, the  
13 DTAC Commander

14 **Attachment**

15  
16 DTAC Organization Chart

17  
18 **Authentication**

19  
  
21

22 Coy Scroggins  
23 Acting Commander, DTAC  
24 Organization Committee