



Agenda

Regular Meeting of the DTHC BOD

Date: Tuesday, April 25, 2017
Place: Conference Call via Wiggo
Time: 09:00 am PST

CALL TO ORDER – Doug Eaton

ESTABLISHMENT OF A QUORUM – President

PROOF OF MEETING NOTICE - President

AGENDA ITEMS FOR ACTION / REVIEW - Secretary

Agenda Item #1

Update from Treasurer on Expense & Receivables

Recommendation: That the Board receive an update and status from the Treasurer.

Agenda Item #2

Vote on the draft Bylaws for the DT Housing Corporation

Recommendation: That the Board approve the draft Bylaws attached to these minutes.

Agenda Item #3

Board Discussions regarding completed 501c(3) and monies distributed to the DT Housing Corporation.

Recommendation: That the Board discuss the approval process with the DT Alumni Chapter for placing 501c(3) and 501c(5) funding on contract once received from the Sigma Nu National Fraternity.

Agenda Item #4

Review status for previously ordered equipment and work

Recommendation: That the Board receive status reports from members regarding the re-location of the power, meter, installation of the ice machine, thermostats for the kitchen oven, thermostat for the boiler, fire control panel, waterproofing of the basement, inoperative radiator valves, and security system.

Board of Direction Meeting Agenda
April 25th , 2017 (Continued)

Agenda Item #5

DT Alumni Website

Recommendation: That the Board receive an update and status from the Secretary.

Agenda Item #6

Scholastic Program update

Recommendation: That the Board receive an update and status from Director, Steve Langenberg.

Agenda Item #7

July 7 – 9, 2017 alumni work party

Recommendation: That the Board discuss and finalize plans for alumni work party.

Agenda Item #8

Luxton account future plan for investment

Recommendation: That the Board hear / review investment strategy for Luxton as proposed by the Treasurer and approve or disapprove.

ADJOURN MEETING – President

Notice

This agenda and related documents are posted on the DT Alumni Website TBD

Administrative Note

The BoDs reserves to the right to make unanticipated changes to this Agenda that may be the result of unknown circumstances at the time of this printing and distribution. The meeting date and time may be postponed due to unforeseen Board member conflicts of an extraordinary nature. All attempts will be made to conduct the agenda and meeting as announced.

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BYLAWS

Of The

Delta Tau Housing Corporation

January 5, 2017
Version 1.0

Effective February 1, 2017

Record of Change

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Change #	Effective Date of Change	Authority for Change

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BYLAWS
THE DELTA TAU HOUSING CORPORATION
OF THE
DELTA TAU ALUMNI CHAPTER

Prepared 01/05/2017

1) ARTICLE I – Name and Purpose

a) The name of this Corporation is Delta Tau Housing Corporation (DTHC) (“Housing Corporation”).

b) The purpose of the Corporation is to serve as the “Housing Corporation” as that name is defined herein for the Sigma Nu Delta Tau Chapter House located at 143 N. 10th Street, Corvallis, Oregon 97330. In general, the Corporation’s Board of Director’s responsibilities are:

- To fix rents, assessments, and fees;
- To manage, operate, and exercise oversight of all properties and facilities under the ownership of the Corporation;
- To enforce policies affecting any property to the extent the federal, state, county, or city statute, law, code, or ordinance require compliance by the Corporation and refer to proper law enforcement agencies unlawful activities, code violations, and involvement in activities of a harmful nature to National Security;
- To set policy, procedures, processes, and protocols by which the Corporation conducts its business affairs, to include, but not limited to, personnel, equipment, facilities, administration, and other such activities within the purview of the Corporation;

Proposed Draft DTHC Bylaws

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- To ensure federal, state, county, or city (law, code, statute, ordinance) compliance changes that are promulgated to all governing Corporation documents such as Bylaws, Policies, Operating Manuals, and other related governing documents as necessary to be lawful;
- To advise and support an educational relationship with the Delta Tau Alumni Chapter (the “Alumni Chapter”), Delta Tau Chapter of Sigma Nu (the “Chapter”), and Sigma Nu Fraternity Educational Foundation (the “National Fraternity”), not-for-profit fraternal organizations chartered in accordance with The Law of Sigma Nu Fraternity, Bylaws, Policies, Procedures, and Manuals of Sigma Nu Fraternity, the Corporation’s scholarship program, and all other educational programs offered by Sigma Nu Fraternity, Lexington, Virginia; and
- To advise and support the Delta Tau Alumni Chapter, the Delta Tau Chapter of Sigma Nu / Colony, the Alumni Advisory Board (AAB), and / or associated Officers or Directors of these organizations and any related or affiliated members, within, and without, the bounds of Oregon State University with matters pertaining to property located at 143 N. 10th Street, Corvallis, Oregon 97330.

b) The Corporation shall be governed by a Board of Directors (“the Board”), selected by members in good standing of the Delta Tau Alumni Chapter (DTAC) general membership as hereinafter defined DTAC. The Board shall be comprised of no fewer than three (3), nor more than five (5), elected Directors.

c) Individuals who are still enrolled as an undergraduate of the Oregon State University shall not serve in any capacity, voting or non-voting, for the Corporation.

d) The Corporation is organized as a nonprofit and mutual benefit Corporation pursuant to United States Code, Internal Revenue Code and Oregon Revised

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124 Statutes. The Corporation shall have no stock, and no dividends or pecuniary
125 profits shall be declared to the Directors, or Officers. All income and earnings of
126 the Corporation shall be used to further the purposes and objectives of the
127 Corporation. Nothing contained herein, however, shall prohibit payments by the
128 Corporation to Directors or Officers as reasonable compensation or
129 reimbursement for services rendered to the Corporation.

130

131 **2) ARTICLE II: Place of Business**

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133 The principal office of the Corporation shall be in the same location as the Sigma
134 Nu Chapter house (if any) at Oregon State University; however, the Board may
135 designate another address for service of process and/or receipt of corporate
136 correspondence, or change the address of said designation, without such action
137 being considered an amendment of these Bylaws. If there is no Chapter house,
138 then the principal office shall be the address designated for service of process.

139

140 **3) ARTICLE III: Board Members / Positions**

141

142 a) The DTHC has no membership other than the Board members and Officers
143 fulfilling positions as designated by these Bylaws. Board members are elected to
144 the DTHC through the DT Alumni Chapter Bylaws election processes, rules,
145 procedures, and regulations. However, DTAC members in good standing are
146 eligible to attend DTHC meetings.

147

148 b) The DTHC Officers shall be as follows: President, Secretary, and Treasurer.

149

150 c) Individuals eligible as Board members and / or Board positions in the
151 Corporation are limited to:

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153 i.) Any person who has been initiated into the Delta Tau Chapter of Sigma Nu,
154 and remains in good standing with, the Delta Tau Alumni Chapter, and under

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155 the regulations of Oregon State University, and which person has been an
156 undergraduate at Oregon State University; or

157
158 ii) Any person who is an initiated member of a Sigma Nu National Fraternity at
159 any other University or College, and remains in good standing with the Sigma
160 Nu National Fraternity, may by a majority vote of Corporation Board of
161 Directors present at any regular meeting of the Corporation Board of
162 Director's be entitled to hold a board position in the Corporation.

163
164 d) The Board of Directors is authorized to enforce compliance with the provisions of
165 the Articles of Incorporation, these Bylaws, and any policies, rules of conduct, or
166 regulations governing the Corporation as promulgated by the Board of Directors
167 from time to time and may suspend or expel a Board member thereof upon a
168 two-thirds (2/3) vote of the Board of Directors and approval of the DT Alumni
169 Chapter Board President after thirty (30) days' notice has been given to the
170 member of the grounds for removal and an opportunity is afforded to be heard at
171 least ten (10) days prior to such suspension or expulsion from membership.
172 Upon request of the Board member, a right of appeal to the membership shall be
173 granted at the next meeting of the membership following the imposition of the
174 penalty.

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177 **4) ARTICLE IV: Meetings**

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179 a) The annual meeting of the DTHC, may be combined with Delta Tau Alumni
180 Chapter annual meeting at such location, date and hour as may be set by the
181 DTAC, Board of Directors each year, but shall be no later than November 15th,
182 for the purpose of the election of Directors, and for such other business as may
183 come before such annual meeting.

184
185 b) Special meetings of the Corporation may be called by the President, by a
186 majority of the Board of Directors, by filing with the Secretary a written call for
187 such meeting, stating the time and place and object thereof, and at such meeting

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188 only the specific business mentioned in the call shall be acted upon. If a special
189 meeting is called by DTAC Board, the request shall be submitted in writing,
190 specifying the purpose of the meeting, and shall be sent by registered mail to the
191 president at the Corporation's principal office. The DTHC President forthwith
192 shall cause notice to be given to the Board members entitled to vote that a
193 meeting will be held, and the date for such meeting, which shall be not less than
194 35 or more than 90 days following the receipt of the request. If the notice is not
195 given within the 14 days after receipt of the request, the persons requesting the
196 meeting may give the notice.

197

198 c) The DTHC Secretary shall electronically transmit to each DTHC Board member
199 at his or her last known email address a notice of the holding of any meeting not
200 less than 20 nor more than 90 days before the date of the meeting. The notice
201 shall specify the place, date, and hour of the meeting and (i) in the case of a
202 special meeting, the purpose of the meeting, or (ii) in the case of the annual
203 meeting, a list of the nominees for Directors and any other matter which the
204 Board of Directors intends to present for action by the members. The notice of
205 meeting shall also state that no business other than that stated in the call may be
206 transacted.

207

208 d) At all meetings, only DTHC Board members in good standing who are present in
209 person shall be entitled to vote. Agenda designated membership meeting votes
210 are limited to changes or amendments to the Articles of Incorporation No proxy
211 voting shall be permitted.

212

213 e) At any meeting of this Corporation, a majority Board members must be present in
214 person to constitute a quorum for the transaction of business. If a quorum is
215 present, the affirmative vote of the majority of the members represented at the
216 meeting shall be the act of the members, unless the vote of a greater number is
217 required by Oregon Nonprofit Corporation law.

218

219 f) Subsequent to the initial meeting of DTHC Board members in 2017, the Board
220 members of the Corporation shall at each annual meeting elect two members to

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221 the Board of Directors, and such members shall hold office for two (2) years.
222 Upon petition of any one member in good standing with the DT Alumni Chapter,
223 the name of any other member in good standing may be entered into nomination,
224 provided such petition shall have been presented to the Secretary before the
225 annual meeting is called to order. A self-nomination is acceptable. Only such
226 members as shall have been nominated in the previously mentioned manner
227 shall be eligible for election. At the initial meeting of Board members in 2017, the
228 following election procedure shall apply: A minimum of two members shall be
229 elected to two-year terms; and a minimum of one member shall be elected to a
230 one-year term. After this process a staggered election process shall apply.

231
232 g) The regular meeting of the Board of Directors shall be held immediately following
233 the annual meeting of the Corporation. The Directors may adjourn this annual
234 Directors' meeting for a period that may suit the convenience of the Board of
235 Directors, not to exceed thirty days.

236
237 h) Special meetings of the Board of Directors may be held at any place, and may be
238 called at any time by the president, by the Secretary, or by a majority of the
239 Board of Directors, by filing with the Secretary a written or printed notice stating
240 the time and place thereof.

241
242 i) The President, or in his or her absence, the Treasurer, shall preside, and the
243 Secretary shall act as Secretary at each Corporation meeting. In their absence,
244 the members of the Corporation shall appoint the necessary substitutes by
245 majority vote.

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247 **5) ARTICLE V: Directors**

248
249 a) Subject to the provisions of the Oregon Nonprofit Mutual Benefit Corporation Law
250 and any limitations in the Articles of In Corporation and these Bylaws relating to
251 action required to be approved by the members, the business and affairs of the
252 Corporation shall be managed, and all corporate powers shall be exercised, by or
253 under the direction of the Board of Directors.

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- b) The Directors, consisting of no fewer than three (3) and no more than five (5) shall elect all Officers of the Corporation and appoint all of its agents at their first Directors meeting following the annual meeting of the Corporation. Such elections and appointments shall be for a term of one year. Any vacancy occurring on the Board, or among the Officers or agents of the Corporation, may be filled by the Board of Directors at any meeting. In the absence of a quorum at said meeting, the president shall order the Secretary to take ballots by electronic mail, and such election shall be lawful.

- c) A quorum of the Board members of the Corporation may, by a majority vote, demand the resignation of any Director of the Corporation, and upon refusal to tender such resignation may, by further specific vote to that effect, dismiss said Director from office, and elect his or her successor by nominations prescribed by Article IV, Section f. Any Director so elected shall have the same powers and privileges as his or her predecessor.

- d) At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of any business, but in the absence of a quorum, a smaller number may adjourn the meeting to another day and hour.

- e) A majority vote of all Directors present shall be necessary to carry any motion except as provided in Section VII of this Article in regard to adjournment.

- f) At each annual meeting of this Corporation, the Board of Directors shall present a financial statement of receipts and disbursements, and of the assets and liabilities of the Corporation, and a report of the financial condition. Copies of each shall be provided to the undergraduate chapter president and alumni advisory board (AAB) chapter advisor(s).

- g) The Board of Directors may formulate its own rules for the conduct of its business.

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- h) In any case requiring immediate action, the Board of Directors may pass any resolution within its powers by a majority vote of the Board by mail, electronic mail, or facsimile. Such resolution shall be lawful and binding, providing that the Secretary mails, e-mails, or faxes a copy of the same to each Director for vote.
- i) Neither the Directors nor the Officers shall be personally liable for the debts, liabilities, or other obligations of the Corporation.
- j) The Corporation shall indemnify any past or present director, Officer, committee member, employee, or agent against expenses, including without limitation, attorneys' fees, judgements, fines and amounts incurred while acting within the scope of his or her authority as a director, Officer, committee member, employee or agent of the Corporation by Oregon law; provided that the Board of Directors shall determine in good faith that such individual such individual did not act, fail to act, or refuse to act, willfully or with gross negligence or with fraudulent or criminal intent with regard to the matters involved in this action. The DTHC Board shall insure that indemnification insurance is reviewed periodically with the Sigma Nu Fraternity regarding coverages to indemnify Board members
- k) As a non-profit, tax exempt Corporation, Directors are not to be reimbursed for computer and printer equipment. Directors are not compensated for meeting travel expense unless agreed upon previously by a quorum of Directors.

6) ARTICLE VI: Officers

- a) The minimum number of Officers of this Corporation shall be three (3): the President, Treasurer, and Secretary, who shall be elected by the Directors from among their numbers and said Officers shall perform the usual duties pertaining to their respective offices. Said Officers shall be elected at the first meeting of the Board of Directors following the annual meeting of the Corporation, and shall hold office for one year. Officers may serve an unlimited number of terms.

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- 320 b) Officers must not have a criminal felony record pertaining to a transaction in
321 securities, consumer fraud or antitrust, misrepresentation, theft by false
322 pretenses, or restraining the trade or monopoly in any state or federal jurisdiction
323 within the seven year period immediately preceding a board nomination.
324
- 325 c) Additional Officer positions may be created, at any time deemed necessary, by a
326 majority vote of the Board of Directors and approval of the DT Alumni Chapter.
327 These additional Officer positions may be dissolved by a majority vote of the
328 Board of the Directors at any time.
329
- 330 d) The Board of Directors is authorized to enforce compliance with the Articles of In
331 Corporation (AOI), these Bylaws, and any policies, rules of conduct, or
332 regulations of this Corporation as promulgated by the Board of Directors from
333 time to time, and may suspend or expel an Officer or member thereof upon a
334 two-thirds vote of the Board of Directors after thirty (30) days' notice has been
335 given to him of the grounds for removal and an opportunity is afforded to be
336 heard at least ten (10) days prior to the vote on suspension and/or expulsion.
337 Upon request of the Officer or director, a right of appeal to the membership of the
338 Corporation shall be granted at the next meeting of the membership following
339 imposition of the penalty.
340
- 341 e) The Directors may, by resolution, require any of said Officers of the Corporation
342 to give a bond or bonds to this Corporation with good and sufficient security for
343 the faithful performance of their respective duties and offices, but the Corporation
344 shall pay the necessary premiums of such bonds.
345

346 **7) ARTICLE VII: Officer Duties**

- 347
- 348 a) The duties of the President shall be as follows:
349
- 350 i) The President shall preside at all meetings of the Board members of this
351 Corporation, and at all meetings of the Board of Directors.
352

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353 ii) The President shall have general supervision and direction over all other
354 Officers of the Corporation, and shall see that their duties are properly
355 performed.

356
357 iii) The President shall execute, acknowledge, and deliver in the name of the
358 Corporation, all deeds, certificates, contracts, or other instruments necessary
359 in carrying on the affairs of the Corporation when he or she shall be so
360 specifically authorized by vote of the Board of Directors. He or she shall also
361 have the power to attach the seal of the Corporation to any instrument
362 requiring such seal.

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364 iv) The President shall also perform such other duties as may be assigned to him
365 or her by the Board of Directors, or by amendment to these Bylaws.

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367 b) The duties of the Secretary shall be as follows:

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369 i) It shall be the duty of the Secretary to keep the records and proceedings of all
370 meetings of the Corporation and of the Board of Directors.

371
372 ii) The Secretary shall have the custody, and be charged with the safekeeping,
373 of all records, papers, documents, and books of the Corporation.

374
375 iii) The Secretary shall serve all notices required either by law or by the Bylaws
376 of this Corporation.

377
378 iv) The Secretary shall keep and maintain at all times a roster of the Board
379 members in good standing of the Corporation.

380
381 v) The Secretary shall take all notes needed at Corporation meetings, and if
382 unavailable shall appoint someone attending the meeting this duty. The
383 Secretary will use these notes to create and post minutes so all members
384 have access within (10) ten working days.

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386 vi) The Secretary shall also perform such other duties as may be assigned to
387 him or her by the Board of Directors, or by amendment to these Bylaws.

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389 c) The duties of the Treasurer shall be as follows:

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391 i) It shall be the duty of the Treasurer to keep a full and accurate account of the
392 receipts and disbursements of the Corporation on the books belonging to the
393 Corporation, and he or she shall deposit in such bank or banking institutions,
394 as may from time to time be selected by the Board of Directors, all funds and
395 monies and other valuable effects of the Corporation in the name and to the
396 credit of the Corporation.

397

398 ii) The Treasurer shall be the chief disbursing Officer of the Corporation. He or
399 she shall make proper vouchers and receipts for such disbursements and
400 shall render to the Board of Directors, at least annually and more often if
401 required, a complete and accurate account of such transactions.

402

403 iii) The Treasurer shall keep the President advised of any expenditures to be
404 incurred or funds to be provided, in order that the president may make
405 arrangements for the consummation of such financial matters.

406

407 iv) The Treasurer shall, at the completion of his term, turn over all records
408 pertaining to the Corporation to his successor, and the Board may conduct an
409 audit of those records. A copy of the completed audit, if any, shall be provided
410 to the Corporation Board members and DT Alumni Chapter.

411

412 v) The Treasurer shall create and propose to the Board of Directors an annual
413 budget prior to the fiscal year end.

414

415 vi) The Treasurer shall also perform such other duties as the Board of Directors
416 may, from time to time, direct.

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418 d) In the event of absence, inability, or refusal to act as any Officer of this
419 Corporation, the Board of Directors may appoint one of its Board members to
420 perform his duties.

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422 **8) Article VIII: Assets**

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424 a) Any and all assets, funds or other property, whether personal or real, cash or
425 non-cash, which are held by or titled to the Corporation or any of its affiliates or
426 subsidiaries, are trust funds which shall be held, managed and administered by
427 the Corporation for the benefit of the local undergraduate Chapter and to
428 promote the ideals and interests of the National Fraternity, all in accordance with
429 the charter, Bylaws and Administrative Policies and Procedures of the National
430 Fraternity.

431

432 b) Legal title to all land, buildings and furnishings therein acquired and/or occupied
433 for use by the Chapter is to be held in the name of the Corporation, and such
434 property shall be held in trust for the benefit of the Chapter. This property is
435 considered trust property, and upon the dissolution, forfeiture, withdrawal or
436 suspension of the undergraduate Chapter charter, whether voluntary, by
437 surrender of charter, or involuntary, by forfeiture or withdrawal of charter
438 pursuant to the Bylaws or Administrative Policies and Procedures of the National
439 Fraternity, such property shall be either (1) retained and held by the Corporation,
440 to be held in trust for the Delta Tau Chapter, or (2) transferred, whether by deeds
441 of conveyance, bills of sale or by transfer of ownership and control of the
442 Corporation to the National Fraternity or its affiliates, to be held by the National
443 Fraternity or its affiliates in accordance with the Chapter Continuation Fund of the
444 National Fraternity.

445

446 **9) ARTICLE IX – Contracts, Loans, Checks**

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448 a) CONTRACTS: The Board of Directors may authorize any Officer or Officers,
449 agent or agents, to enter into any contract or execute and deliver any instrument

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450 on behalf of the Corporation, and such authority may be general or confined to
451 specific instances.

452

453 b) LOANS: No loans shall be contracted on behalf of the Corporation.

454

455 c) CHECKS AND DRAFTS: All checks, drafts or other orders for the payment of
456 money issued in the name of the Corporation shall be signed by such Officer or
457 Officers, agent or agents, of the Corporation and in such manner as shall from
458 time to time be determined by resolution of the Board of Directors.

459

460 d) The fiscal year of the Corporation shall begin on the first day of July and end on
461 the last day of June in each year.

462

463 **10) Article X: Records**

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465 a) The Corporation shall keep at its principal office, or at such other location as has
466 been designated pursuant to Article II, the original or a copy of the Articles and
467 Bylaws as amended to date, which shall be open to inspection by the members
468 at all reasonable times during office hours.

469

470 b) The accounting books, records and minutes of proceedings of the members and
471 the Board of Directors and any committees shall be kept at the principal office of
472 the Corporation, or at such other location as has been designated pursuant to
473 Article II, Section a. The minutes and accounting books and records shall be
474 open to inspection on the written demand of any member, at any reasonable time
475 during usual business hours, for a purpose reasonably related to the member's
476 interests as a member.

477

478 c) Every director shall have the absolute right at any reasonable time to inspect all
479 books, records and documents of every kind, and the physical properties of the
480 Corporation, except for the personnel records of employees (if any). This
481 inspection by a director may be made in person or by an agent or attorney, and
482 the right of inspection includes the right to copy and make extracts of documents.

483

484 d) In the absence of a governing provision in these Bylaws or in the laws of the
485 State of Oregon, the Corporation shall be guided by the then-current editions of
486 the Bylaws, Administrative Policies, and Procedures of the DT Alumni Chapter or
487 the Sigma Nu Fraternity.

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489 **11) Article XI – Amendments**

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491 These Bylaws may be amended by a majority vote of the Board of Directors and with
492 the approval of the DT Alumni Chapter President.

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494 **12) Article XII - Dissolution**

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496 No individual person or persons shall possess any property right in or to the property
497 or assets or possessions of the Corporation. On dissolution or final liquidation of the
498 Corporation, the Board of Directors shall, after paying or making provision for the
499 payment of all lawful debts and liabilities of the Corporation, distribute the assets of
500 the Corporation to one or more of the following qualified recipients: (a) a non-profit
501 organization or organizations that may have been created to succeed the
502 Corporation and/or (b) a non-profit organization or organizations engaged in
503 activities substantially similar to those of the Corporation and which may be selected
504 as a qualified recipient of such assets. The Delta Tau Alumni Chapter shall be given
505 the first right to succession.

506

507 ***Statement of Approval***

508 The foregoing Bylaws of the Alumni Chapter of Delta Tau were this 1st day of February,
509 2017 were duly approved and adopted by the DT Housing Corporation, Board of
510 Director members appointed by the DT Alumni Association at a general board meeting
511 on the 16th of February 2017 where all of their board members and officers announced
512 their resignations the same day.

513 Date:

514 DTHC SECRETARY