**ASSOCIATION OF FRATERNITY/SORORITY ADVISORS, INC.**
**BYLAWS**
(As of March 2012)

## Article I: NAME

The name of the Corporation shall be the ASSOCIATION OF FRATERNITY/SORORITY ADVISORS, INC. The Corporation may also utilize the following assumed names: Association of Fraternity/Sorority Advisors; AFA.

## Article II: PURPOSES

A. To provide for the cooperative association and professional stimulation of those persons engaged in the advisement of fraternities and sororities;

B. To formulate and maintain high professional standards in the advisement of fraternities and sororities;

C. To provide a forum through publications, conferences, and informal interactions for the sharing of ideas and concerns related to the advisement of fraternities and sororities;

D. To stimulate educational programming and student development concepts within undergraduate chapters of fraternities and sororities and fraternal organizations;

E. To promote research and experimentation related to fraternities and sororities;

F. To encourage interested and qualified persons to seek student personnel positions in post-secondary educational institutions that include advisement of fraternities and sororities and/or professional positions with inter/national fraternities and sororities;

G. To maintain positive and supportive working relationships with related professional higher education associations and with inter/national fraternity and sorority organizations;

H. To assist other tax-exempt organizations, whose purposes are educational and/or charitable and are compatible with the educational purposes of the Association; and

I. To do all things reasonably in furtherance of, or incidental to, the above.

## Article III: MEMBERSHIP

The classes of membership in the Association shall be Professional, Graduate, Affiliate, Vendor and Emeritus.

A. **Professional**: Professional members shall be those persons holding full-time paid, positions either (1) at a college/university or (2) at an inter/national fraternity or sorority.
    a. Professional members shall
        i. Pay annual dues
        ii. Be entitled to one vote in all business of the Association
        iii. Be able to hold appointed and elected offices
        iv. Have the right to serve on Association committees, editorial boards, and workgroups

B. **Graduate**: Graduate members shall be those persons who are enrolled as part-time or full-time graduate students (masters or doctoral) but who are not employed in any full-time, professional position.
    a. Graduate members shall:
        i. Pay annual dues
        ii. Be entitled to one vote in all business of the Association
        iii. Be able to hold appointed and elected offices
        iv. Have the right to serve on Association committees, editorial boards, and workgroups

C. **Affiliate**: Affiliate members shall be persons who are actively concerned with the advisement of men's or women's fraternities and sororities who are not employed by a college/university or inter/national fraternity or sorority.

a. Affiliate members shall:
    i. Pay annual dues
    ii. Be entitled to one vote in all business of the Association
    iii. Be able to hold appointed positions
    iv. Have the right to serve on Association committees, editorial boards, and workgroups

D. **Vendor**: Vendor members shall be those organizations, companies, manufacturers, or suppliers of goods and services, either for profit or not for profit in nature, that support the policies, purposes, and activities of the Association. Vendor members shall be subject to the approval of the President.
    a. Vendor members shall:
        i. Pay annual dues
        ii. Be listed in the Vendor Directory
        iii. Receive updated membership lists
        iv. Be eligible to exhibit or sponsor an event at the Annual Meeting

E. **Emeritus**: Emeritus members shall be those persons who have been Professional members of the Association up to the time they have retired from the field of higher education or from an inter/national fraternity or sorority staff, but still are actively interested in men's or women's fraternities and sororities.
    a. Emeritus members shall:
        i. Pay annual dues commensurate with Graduate rate
        ii. Be entitled to one vote in all business of the Association
        iii. Be able to hold appointed and elected offices
        iv. Have the right to serve on Association committees, editorial boards, and workgroups

**Article IV: FINANCE**

A. **Dues.** Dues for all categories of membership shall be established by the Executive Board of the Association.

B. **Membership Year.** The membership year of the Association for the purposes of the annual dues shall be July 1 through June 30. FIRST TIME members of the Association who join AFTER **April 1** will have their membership payment apply for the remainder of the current membership year and ALL of the succeeding membership year. Failure to pay the annual dues by August 15 shall cause the Vice President for Administration and Finance to drop the member's name from the roll of the Association.

C. **Fiscal Year.** The fiscal year of the Association for the purposes of accounting shall be July 1 through June 30.

D. **Funds.** To implement their programs, volunteers may request funds via the elected officer or Central Office staff member to whom they report. Such programs shall not include reimbursement for travel to the Annual Meeting of the Association. Expenditures shall not exceed the amounts approved in the budget without prior special approval of the Executive Board.

E. **Budget.**
    1. The Executive Board shall approve expenditures in accordance with the projected Annual Budget, except that the Executive Board may deviate from the Annual Budget in unforeseen circumstances, provided such a deviation does not exceed overall projected income.
    2. The Association shall not be in a deficit budget condition at any time. No expenditures shall be authorized which shall produce such deficit condition. If necessary, the Finance Committee of the Executive Board will have the ability to go into reserve funds.

**Article V: OFFICERS**

A. **Officers.** The Officers of the Association shall be the President, the President-Elect, the Past President, the Executive Vice President, the Vice President for Administration and Finance, the Vice President for Resource Development, and the Vice President for Membership.

B. **Qualifications.**
    1. Each officer shall be a Professional, Graduate or Emeritus member during his or her term of office. The President-Elect and President shall be employed or enrolled in a graduate program at a college or university during their terms of office.

2. The President, President-Elect, Executive Vice President, Vice President for Administration and Finance, Vice President for Resource Development, and Vice President for Membership shall have been members of the Association for a minimum of two (2) years prior to nomination.
3. The President, President-Elect, Executive Vice President, Vice President for Administration and Finance, Vice President for Resource Development, and Vice President for Membership shall have held an elected or appointed office for one (1) year during the two years prior to nomination. In lieu of the aforementioned service, a nominee may substitute a minimum of three years of combined Professional, Graduate or Emeritus membership in the Association.

C. **Term of Office.**
1. The term of office of the President, President-Elect, and Past President shall be one (1) year. The President-Elect shall not be eligible to be elected to consecutive regular terms in the same office.
2. The Executive Vice President, Vice President for Administration and Finance, Vice President for Resource Development, and Vice President for Membership shall serve for a term of two (2) years. The Executive Vice President, Vice President for Administration and Finance, Vice President for Resource Development, and Vice President for Membership shall serve no more than two (2) consecutive, regular terms in office.
3. A Vice President may accept a nomination to run for the Office of President-Elect at mid-term. If elected, said Vice President will resign his/her office. He/she may not resign his/her position to pursue any other office.

D. **Assumption of Office.** Newly elected officers shall take office at the close of the Annual Meeting at which they are installed and shall serve through the Annual Meeting of the year their term expires or until their successors are elected. Retiring officers shall be responsible for the completion of all responsibilities and for providing new officers all necessary reports and information required for the smooth transition of responsibility.

E. **Vacancies.**
1. If the Office of President becomes vacant the President-Elect shall succeed to that office.
2. If the Office of President-Elect becomes vacant because of the incumbent's inability to complete his/her term or because the incumbent succeeds to the Office of President within thirty (30) days after the beginning of a term of office, the Executive Board shall call for the election of a new President-Elect by the eligible voting membership. If the President-Elect resigns or succeeds to the Office of President more than thirty (30) days but less than one-hundred-twenty (120) days after the beginning of a term, the Executive Board may, but is not required to call for an election of a new President-Elect by the eligible voting membership.

   In any of the above situations the newly-elected President-Elect shall succeed to the Office of President at the next Annual Meeting.

   In the event the Executive Board elects not to call for the election of a new President-Elect under the guidelines or if the President-Elect succeeds to the Office of President more than one-hundred-twenty (120) days after the beginning of a term, the new President, with approval of the Executive Board, shall appoint an Interim President-Elect who shall serve until the next Annual Meeting. An Interim President-Elect shall assume all regular duties of the President-Elect, but shall not succeed to the Office of President, unless that office becomes vacant and then only until the next officer election, when both a President and a President-Elect shall be elected. Interim Presidents-Elect shall be eligible to succeed themselves for a regular term.

3. If the Office of Executive Vice President, the Office of Vice President for Administration and Finance, the Office of Vice President for Resource Development, or the Office of Vice President for Membership becomes vacant during the first year of a regular term of office, the President, with the approval of the Executive Board, shall appoint an Interim Vice President to serve until the completion of the first year of the regular term of office. The Executive Board shall then call for the election of the position in question by the eligible voting membership. Nomination and election of a new Vice President shall occur during the normal election process. The newly elected Vice President shall serve a special one-year term to complete the vacated two-year term.

   If the Office of Executive Vice President, Vice President for Administration and Finance, Vice President for Resource Development, or Vice President for Membership becomes vacant during the second year of a regular term of office, the President, with the approval of the Executive Board shall appoint an Interim Vice President.

   An Interim Vice President shall be eligible to succeed himself/herself for two consecutive, regular terms.

4. **Resignation of an Officer-Elect Prior to Assumption of Office**. In the event that an officer-elect resigns his/her position after the completion of the official ballot and prior to Officer Installation at the business session of the Annual Meeting, the Executive Board shall call for the election of a new officer-elect by the eligible voting membership in attendance at the business session of the Annual Meeting. This election shall be conducted in accordance with the applicable provisions of Article IX, Nominations and Elections.

5. **Emergency Order of Succession.** In the event the Offices of the President and President-Elect become vacant, the next person available shall assume office as Acting President according to the following Order of Succession: Vice President for Administration and Finance, Executive Vice President, Vice President for Resource Development, and Vice President for Membership. The Acting President shall hold office until the Executive Board can act as specified above.

6. **Provision for Unemployment/Change in Enrollment Status.** Should an Executive Board member become unemployed/no longer enrolled or graduate between the time election results are validated and the end of the officer's term, a period of 45 business days will be extended to him/her to seek employment or enroll in a graduate program. Should he/she remain unemployed/no longer enrolled after 45 business days, the Executive Board member must resign his/her position as he/she is no longer a Professional or Graduate member and therefore is ineligible to serve in his/her elected capacity.

F. **Duties.**

1. The President shall:
   a) Serve as the Chief Executive Officer of the Association
   b) Serve as Chair of the Executive Board
   c) Serve as Chair of the Personnel Committee
   d) Serve as a member of the Finance Committee
   e) Serve as the liaison from the Executive Board to the AFA Foundation
   f) Supervise the work of the Executive Board
   g) Present, with the Vice President for Administration and Finance, an annual operating budget for the Association to the Executive Board for its approval prior to the beginning of the fiscal year
   h) Supervise the Executive Director
   i) Preside over all business sessions of the Association
   j) Serve as the official spokesperson of the Association
   k) Hold ex-officio membership on all committees
   l) Be covered by the Association's bond insurance policy for $100,000.00
   m) Document all official activities for inclusion in the Association's annual report

2. The President-Elect shall:
   a) Serve as a member of the Personnel Committee
   b) Serve as a member of the Finance Committee
   c) Perform the duties of the President in his/her absence or inability to lead
   d) Succeed to the office of President at the following Annual Meeting
   e) Serve as the liaison to all interfraternal, higher education, and other non-contractual partners to the Association
   f) Oversee the work of committees and workgroups as assigned by the President
   g) Complete other duties as delegated by the President
   h) Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   i) Be covered by the Association's bond insurance policy for $100,000.00

3. The Past President shall:
   a) Serve as an advisor to the Executive Board
   b) Serve as a member of the Personnel Committee
   c) Serve as a member of the Finance Committee
   d) Serve as the Chair of the Nominations and Elections Committee
   e) Coordinate the Association's election processes
   f) Coordinate the constant review and implementation of the Association's Strategic Plan, either personally or through an appointed designee
   g) Oversee the work of committees and workgroups as assigned by the President
   h) Complete other duties as delegated by the President
   i) Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   j) Be covered by the Association's bond insurance policy for $100,000.00

4. The Executive Vice President shall:
   a) Oversee the work of committees and workgroups as assigned by the President
   b) Coordinate the activities of ad-hoc work groups and special projects as directed by the President
   c) Complete other duties as delegated by the President
   d) Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   e) Be covered by the Association's bond insurance policy for $100,000.00

5. The Vice President for Administration and Finance shall:
   a) Serve as a member of the Personnel Committee
   b) Serve as Chair of the Finance Committee
   c) Oversee the work of Association committees and ad hoc workgroups as assigned by the President
   d) Take and subsequently distribute and/or publish as appropriate the minutes of all Executive Board, Finance Committee, and Personnel Committee meetings and all business sessions of the Association
   e) Manage the organization of all official documents of the Association
   f) Present, with the President, an annual operating budget for the Association to the Executive Board for its approval prior to the beginning of the fiscal year
   g) Assist the Association's professional staff in the collection and disbursement of all Association funds as authorized by the Executive Board and approved by the President
   h) Assist in the preparation of written quarterly and annual financial reports
   i) Assist in the management of the Association's investments
   j) Authenticate records on behalf of the Association
   k) Complete other duties as delegated by the President
   l) Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   m) Be covered by the Association's bond insurance policy for $100,000.00

6. The Vice President for Resource Development shall:
   a) Manage all initiatives related to the development and/or improvement of Association resources
   b) Work cooperatively with the Director of Member Services on the work of the Association's Editors and Editorial Boards and the production of all publications, both written and electronic
   c) Supervise the activities of ad-hoc work groups and special projects associated with the development of new resources as directed by the President
   d) Serve as the Association's liaison to and voting member of the Center for the Study of the College Fraternity
   e) Complete other duties as delegated by the President
   f) Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   g) Be covered by the Association's bond insurance policy for $100,000.00

7. The Vice President for Membership shall:
   a) Supervise the activities and programs of the Association's five Regional Directors
   b) Oversee the work of Association committees and ad hoc workgroups as assigned by the President
   c) Identify potential new member populations and coordinate the Association's recruitment outreach efforts
   d) Communicate members' ideas, needs, and concerns to the Executive Board
   e) Coordinate the planning and implementation of the regional institutes and area meetings
   f) Complete other duties as delegated by the President
   g) Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   h) Be covered by the Association's bond insurance policy for $100,000.00

**Article VI: EXECUTIVE BOARD**

A. **Membership.** The Executive Board shall consist of the officers outlined in Article V, Section A. The Executive Board shall serve as a Board of Directors in accordance with the laws of the State of Indiana.

The AFA Foundation Chair shall be an invited guest to all Executive Board meetings. The Executive Director shall serve as an ex-officio, non-voting member of the Executive Board. Additional ex-officio, non-voting members of the Executive Board may be appointed by the President on an annual basis, subject to approval by the Executive Board.

B. **Executive Director.** The Association shall employ an Executive Director to coordinate the operations of the Central Office. The Executive Director selection process and all personnel reviews shall be under the direction of the Personnel Committee in conjunction with the Executive Board.
   1. The duties of the Executive Director shall be developed and approved by the Executive Board.
   2. The Executive Director shall report to the Association President.
   3. In the event that the Executive Director is unable to serve, the President shall designate an individual to act in an interim capacity. The President and Personnel Committee shall determine an appropriate time line and process to select a permanent replacement.

C. **Committees of the Executive Board.** The committees of the Executive Board shall be the Personnel Committee, Finance Committee, Resolutions Committee, and Audit Committee.
   1. The Personnel Committee shall consist of the President, President-Elect, Past President, and Vice President for Administration and Finance. The Personnel Committee shall be chaired by the President. The Personnel Committee shall be responsible for all personnel matters (which include but are not limited to: selection, evaluation, compensation, and benefits) regarding paid employees of the Association.
   2. The Finance Committee shall consist of the President, President-Elect, Past President, Vice President for Administration and Finance, and the Executive Director as an ex-officio, non-voting member. The Finance Committee shall be chaired by the Vice President for Administration and Finance. The Finance Committee shall review quarterly and annual financial reports and make recommendations regarding financial matters to the Executive Board and the general membership.
   3. The Resolutions Committee shall consist of the Executive Vice President, Vice President for Resource Development, Vice President for Membership, and the Executive Director as an ex-officio, non-voting member. The Resolutions Committee shall be chaired by the Executive Vice President. The Resolutions Committee shall review all Association resolutions which may be construed as policy/position statements and make recommendations regarding revisions, additions, or eliminations of standing resolutions or policy/position statements to the Executive Board and the general membership, and review and present any relevant resolutions or policy/position statements at the annual business session.
   4. The Audit Committee shall consist of the Executive Vice President, Vice President for Resource Development, Vice President for Membership, and an at-large member to be appointed by the President. The Audit Committee shall be chaired by the at-large member, who may not be a member of the Executive Board. The Audit Committee shall review and present the Fiscal Year Audit Report at the annual business session.

D. **Duties.** The Executive Board shall formulate and recommend policies to the Association, and create Association committees and workgroups to advance Association projects between business sessions of the Annual Meeting, shall have the power to propose amendments to these Bylaws, and shall carry on business for the Association.

**Article VII: REGIONAL DIRECTORS**

A. **Qualifications.**
   1. Each Regional Director shall be a Professional, Graduate or Emeritus member during his or her term of office.
   2. The Regional Directors shall have been members of the Association for a minimum of one (1) year immediately prior to nomination.
   3. The Regional Directors shall be employed or enrolled at a college or university or employed at an inter/national fraternity or sorority within the region they represent.

B. **Vacancies.**
   1. If the office of Regional Director becomes vacant, the President, with the approval of the Executive Board, shall appoint an Interim Regional Director to serve until the next officer election. An Interim Regional Director shall be eligible to succeed himself/herself for two consecutive, regular terms.
   2. **Resignation of a Regional Director Prior to Assumption of Office.** In the event that a Regional Director resigns his/her position after the completion of the official ballot and prior to Officer Installation at the business session of the Annual Meeting, the Executive Board shall call for the election of a new Regional Director by the eligible voting membership in attendance at the Regional Meeting of the Annual Meeting. This election shall be conducted in accordance with the applicable provisions of Article IX: Nominations and Elections.

C. **Term of Office.** The term of office of the Regional Directors shall be one (1) year. Regional Directors shall serve no more than two (2) consecutive terms in office.

D. **Duties.** The Regional Directors shall:
   1. Promote the mission and programmatic benefits of the Association within their respective regions
   2. Supervise the activities and programs of regionally-based committees or workgroups within their respective regions
   3. Promote the Association to potential new members
   4. Attend their respective regional undergraduate conference as the official representatives of the Association or ensure that another member of the Association attends on the Association's behalf in their absence
   5. Submit goals, mid-year, and year-end reports, and other progress updates as requested by the President
   6. Be covered by the Association's Bond insurance policy for $100,000.00

E. **Reporting.** The Regional Directors shall report to the Vice President for Membership.

F. **Nomination and Election.** Regional Directors shall be nominated and elected in the manner outlined in Article IX: Nominations and Elections.

G. **Removal and Impeachment.** Regional Directors are subject to the removal and impeachment process outlined in Article X: Removal and Impeachment.

**Article VIII: MEETINGS**

A. **Annual Meeting.** Unless prevented by a national emergency, there shall be an Annual Meeting of the Association at which the annual business session shall be conducted. The Annual Meeting may be held at a time and place that coincides with, yet not delimited by, the annual conference of the North-American Interfraternity Conference. Notice of the Annual Meeting of the Association shall be sent to all current members of record at least forty-five (45) days in advance of the meeting.

B. **Executive Board.** The Executive Board shall meet at such times and places as it shall determine, to include at least one (1) meeting in the interim of the Annual Meeting. A majority of the Executive Board shall constitute a quorum for the transaction of business. The Executive Board may, at its discretion, authorize Association funds to support such meetings.

C. **Committee, Editorial Board, and Workgroup Meetings.** The Executive Board may authorize committee, editorial board, and workgroup meetings at times and places deemed most appropriate and may, at its discretion, authorize Association funds to support such meetings.

D. **Quorum.** The Professional, Affiliate, Graduate, and Emeritus members and Past Presidents present at the business session of the Annual Meeting shall constitute a quorum for the transaction of business, provided proper notice of the business session has been given.

E. **Required Attendance.** All officers, Regional Directors, chairs, editors, and liaisons of the Association shall be present at the Annual Meeting at which they are elected or appointed and at the Annual Meeting for which they are responsible. Failure to attend these meetings, unless excused by a unanimous vote of the Executive Board shall constitute cause for Removal Without Notice as provided under Article X: Removal and Impeachment.

**Article IX: NOMINATIONS AND ELECTIONS**

A. **Nominations and Elections Committee.** The Nominations and Elections Committee shall be chaired by the Past President. If the Past President is unable to assume or continue his/her responsibilities, a Professional or Graduate member shall be appointed by the President with the approval of the Executive Board. One Professional or Graduate member from each of the Regions shall be appointed by the President and approved by the Executive Board. During the Regional Meetings conducted at the Annual Meeting, Professional, Affiliate, Graduate, and Emeritus members and Past Presidents in attendance shall elect the Region's other representative to a Nominations and Elections Committee composed of ten (10) Professional or Graduate members; two (2) from each of the Regions of the Association; with all elected and appointed representatives to have been Professional/Graduate members of the Association for a minimum of three (3) years prior to election. Representatives to the Nominations and Elections Committee shall serve no more than two (2) consecutive terms. The membership of the Nominations and Elections Committee shall be officially announced following the Annual Meeting.

B. **Procedure.** The mechanics and details of the nominating and election procedure shall be established by the Nominations and Elections Committee and approved by the Executive Board, unless otherwise specified by the AFA Procedures Manual.

C. **Nominations.** The Nominations and Elections Committee shall call for nominations from all Professional or Graduate members for elected positions to be filled on the Executive Board and for the Regional Director positions. The Offices of Vice President for Administration and Finance and Vice President for Resource Development and the Offices of Executive Vice President and Vice President for Membership shall be elected in alternating years. The Committee need not limit its nominations to those received from the membership. The Committee shall slate two (2) candidates for each position if reasonably possible.

D. **Eligibility.** To be eligible for nomination, a candidate must meet all duties, qualifications, and eligibility standards listed for the position he/she is seeking (see Article III: Membership, Article IV: Finance, Article V: Executive Board, Article VII: Regional Directors).

E. **Write-in Candidates**.
1. Write-in candidates shall be permitted in all elections.
2. Ballots shall be arranged so as to provide for write-in candidates.

F. **Balloting**. No later than thirty (30) days prior to the Annual Meeting the Chair of the Nominations and Elections Committee shall send a printed ballot or electronic ballot, as determined by the Executive Board, to all Professional, Affiliate, Graduate, and Emeritus members and Past Presidents who were listed on the roll of the Association as of the day prior to the ballot opening, specifying that the ballot be returned postmarked or electronically no later than twenty-one (21) days after the mailing date. Regional Directors will be elected by those Professional, Affiliate, Graduate, and Emeritus members and Past Presidents of the Association who work in their respective regions.

G. **Regions**. The Regional composition of the Association shall be as follows:
1. **Region I** – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Brunswick, Newfoundland, New Hampshire, New Jersey, New York, Nova Scotia, Pennsylvania, Quebec, Rhode Island, Vermont, and West Virginia.
2. **Region II** – Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.
3. **Region III** – Illinois, Indiana, Manitoba, Michigan, Ohio, and Ontario.
4. **Region IV** – Arkansas, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wisconsin.
5. **Region V** – Alaska, Alberta, Arizona, British Columbia, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Saskatchewan, Utah, Washington, and Wyoming.

H. **Election.** A plurality vote shall constitute election to office. In the event that two (2) candidates receive an identical number of votes, the Association shall conduct further balloting for all positions except Regional Directors among Professional, Affiliate, Graduate, and Emeritus members and Past Presidents in attendance at the business session of the Annual Meeting. Further balloting for Regional Directors shall occur at the appropriate Regional Meeting of the Annual Meeting among Professional, Affiliate, Graduate, and Emeritus members and Past Presidents in attendance at the Regional Meeting. Further balloting for all positions shall require a new election among the same candidates. The results of all elections shall be announced by the President at the business session of the Annual Meeting, and subsequently shall be officially announced following the Annual Meeting.

## Article X: REMOVAL AND IMPEACHMENT

A. **Removal Without Notice.** Appointed officers and committee, editorial board, and workgroup members who cease to be members in good financial standing (as defined in Article IV), who cease to be Professional, Graduate, Affiliate, Vendor or Emeritus members (as defined in Article III, Paragraphs A and B), or who fail to complete the requirements of their position as provided in the Project Plan and/or Article VIII, Section E of these Bylaws, in reference to removal, shall be removed from their positions by a three-fourths (3/4) vote of the Executive Board.

B. **Removal with Notice.** Appointed officers and committee, editorial board, and workgroup members who do not carry out their duties as assigned in these Bylaws may be removed by a majority vote of the Executive Board, provided sufficient notice has been given, and the individual has been given a reasonable opportunity to defend him/herself before the Executive Board.

C. **Impeachment and Removal.** Elected Officers and Regional Directors of the Association may be impeached and removed for failure to carry out their duties as assigned by these Bylaws under the following procedures:
1. Charges may be brought by any eligible voting member of the Association in good standing.
2. Charges will be filed with the Vice President for Administration and Finance of the Association, except that if the Vice President for Administration and Finance is the affected officer, in which case charges will be filed with the President-Elect.

3. Charges are brought before the Executive Board.
4. The Executive Board conducts a hearing and provides the Officer or Regional Director an opportunity to defend against the charge.
5. The Executive Board, in closed session, in the absence of the accused, votes on the question of impeachment. A unanimous vote shall be required to impeach.
6. The Bill of Impeachment, along with an explanatory statement from the Executive Board and a statement from the accused officer or Regional Director, is submitted to all eligible voting members. A majority agreement of those voting within four (4) weeks of the date of the electronic vote shall be sufficient to effect removal from office.

**Article XI: STANDING AND SPECIAL COMMITTEES, REPRESENTATIVES, AND AREA COORDINATORS**

A. **Appointment of Volunteers.** The Director of Member Services and the Volunteer Coordinator shall appoint all volunteers to their positions, with the approval of the Executive Board. All persons serving on committees, editorial boards, or workgroups shall be members of the Association during their terms of office. The Editors, Liaisons, and Chairs of all committees, editorial boards, or workgroups shall be Professional or Graduate members of the Association. Qualifications and terms of office can be found in the position descriptions for each appointed position.

B. **Reporting.**
1. All committees, editorials boards, and workgroups shall report to an assigned Executive Board member or Central Office staff member, as outlined in their position description. Via their supervising officer or staff member, each committee, editorial board, and workgroup shall submit all required reports per the Standard Operating Procedures.
2. Committees, editorial boards, and workgroups shall not obligate the Association to any undertaking not specifically approved in writing by the Executive Board or the membership at the business session of the Annual Meeting.

**Article XII: PARLIAMENTARY AUTHORITY**

In all situations not provided for in the Articles or the Bylaws, the rules contained in the current edition of **Robert's Rules of Order, Newly Revised** shall govern the Association in operations.

**Article XIII: AMENDMENTS**

A. **Proposing.** Amendments to or a repeal of these Bylaws may be proposed by the Executive Board on its own initiative, through solicitation of member input, or upon petition by 2½% of the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents. The Executive Board shall present all such proposals to the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents with or without endorsement.

B. **Approval.** Amendments to or a repeal of these Bylaws shall be approved by a 2/3 affirmative vote of the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents present at the annual business session of the Association duly called, provided written notice of proposed changes have been sent to the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents thirty (30) days before such meeting; or by majority vote of the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents voting by a thirty (30) day mail or electronic ballot.

**Article XIV: RESOLUTIONS**

A. **Proposing**.
1. **Policy/Position Statements**. Resolutions which may be construed as policy/position statements of the Association may be proposed by the Executive Board on its own initiative or upon petition by any Professional, Affiliate, Graduate or Emeritus member or Past President. All such proposals shall be reviewed by the Executive Board prior to presentation to the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents with endorsement by the Executive Board.
2. **Commemorative/Recognition Statements**. Resolutions which may be construed as special recognition of events or individuals may be proposed by the Executive Board on its own initiative or upon petition by any Professional, Affiliate, Graduate, or Emeritus member or Past President. All such proposals shall be reviewed by the Executive Board prior to presentation to the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents.
3. **Resolutions** may be presented from the floor of the business session without previous approval of the Executive Board.

B. **Approval**.
1. Resolutions which are construed as policy/position statements of the Association, and Resolutions which are construed as commemorative/recognition statements shall be approved by a majority vote of the Professional, Affiliate, Graduate, and

Emeritus members and Past Presidents present at the annual business session of the Association duly called, provided written notice of proposed Resolutions has been sent to the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents thirty (30) days before such session.

2. Resolutions may be approved without the thirty (30) day notice requirement provided that two-thirds of the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents present at the annual business session of the Association approve discussion and consideration of said Resolutions on the floor of annual business session; and, the text of all proposed Resolutions has been distributed to those in attendance at the Annual Meeting.
3. The Executive Board has the ability to send a thirty (30) day printed or electronic ballot for a vote on a Resolution when they deem necessary. Approval of the Resolution will be a majority vote of the Professional, Affiliate, Graduate, and Emeritus members and Past Presidents participating in the vote.

**Article XV: PROFESSIONAL DEVELOPMENT PROGRAM**

A. **Research.** The Executive Board may approve the expenditure of funds to support research projects related to Fraternity/Sorority Affairs.

B. **Scholarships.** The Executive Board may approve scholarships for Association members to attend Fraternity/Sorority oriented seminars and institutes.

C. **Professional Affiliations.** At Association expense, the Executive Board may join and/or send delegates or observers to other professional organizations.

**Article XVI: CONSTRUCTION**

These Bylaws shall be construed and enforced in accordance with the laws of the State of Indiana.