

DELTA CHI BRIEF

“Delta Chi... The Brotherhood of a Lifetime!”

The approach that has been taken with this **BRIEF** is an idealistic one. It is designed to provide the “stars to shoot for” for every ABT, chapter and colony. The danger of being so idealistic is that some chapters and their support alumni (the word “alumni” will be used throughout this **BRIEF** and, unless directly referring to Delta Chi alumni, is meant to include all individuals working with the chapter) may get frustrated or feel ineffective or insufficient about their programming in comparison. It is recognized that the various chapters are confronted with a wide range of situations. Some may be located near a large city with a large pool of alumni from which to draw, making it easy to recruit alumni to serve on an ABT. Others may be a long distance from any densely populated area and may therefore have to rely more heavily on alumni initiates or non-Delta Chis for assistance. Membership varies from small to large. Attitude runs the full gamut. Unfortunately, values and therefore behavior patterns do the same. Rather than strike a “happy” medium and write a mediocre **BRIEF**, the decision was to give ABTs a role model by which they could chart their course.

IF THIS BRIEF READS LIKE FANTASY

Many groups that only have one or two advisors need to realize that they are not alone in their frustrations of trying to establish an ABT. It is not an easy task! A separate section has been prepared in this **BRIEF** for the chapters that are either trying to start an ABT for the first time or are attempting to re-establish an ABT. To the groups whose past attempts to form an ABT have failed, a good deal of this **BRIEF** may read like fantasy. Read, in detail, this entire **BRIEF** to gather as many ideas as possible. Realize though, that with little to no current alumni interaction or programming, many of the ideas in this **BRIEF** may not be practical at this point in time. Do not get frustrated. Simply keep trying, and little by little you will begin to see improvements. (See **Section VIII: Help!**)

WHAT IS AN ABT?

Every chapter/colony must cause the establishment of an ABT as provided in Delta Chi Law:

Article VII, Section 2, (4) of the Delta Chi Constitution states that “each undergraduate chapter shall cause an Alumni Board of Trustees to be established. The “AA” shall cause the Alumni Board of Trustees to be established upon the failure of the chapter to do so.”

Article VII, Section 5, (3) of the Delta Chi Bylaws says, “each undergraduate chapter shall have a “BB” and an Alumni Board of Trustees to be in good standing.”

The Alumni Board of Trustees is an advisory and supervisory group of five or more dedicated individuals who, as a team, wish to enhance the experience of Delta Chi. This valuable group aids the chapter by drawing on its experience in the business and/or professional worlds. It is the best source of continuity available to the chapter and can help it avoid making the same mistakes over and over again, as well as avoiding the useless waste of resources inherent in “reinventing the wheel” time and time again. A primary responsibility of the ABT is to oversee the chapter’s financial operations. In addition, the ABT can give advice in areas such as public relations, recruitment, leadership training, scholarship and new member education. Providing proper role models and even mentoring are also key functions of the alumni members of the ABT that are so valuable yet often go overlooked.

The ABT is there not only to help the chapter overcome problems when they arise, but to foresee potential problems and either help to prevent them or at least minimize their impact. The ABT can also be a driving force in chapter growth and development. Together with the undergraduates, the ABT can help set goals and see that those goals are met. Through this process, undergraduates and alumni alike learn and grow as they work together.

SECTION I: WHO CAN BE ON YOUR ABT?

Surrounding your chapter there are many qualified individuals who would be willing to serve on an ABT. Any concerned alumnus can be a member of an ABT. Although a majority of the ABT must be alumni of Delta Chi, not all of the Board members are required to be members of the Fraternity.

ARTICLE VII, SECTION 6, (2) of the Delta Chi Bylaws deals with the composition of the ABT. It states, "The Alumni Board of Trustees shall consist of five or more members, the majority of whom shall be alumni of the Fraternity. The chapter "A", "D" and "BB" shall be members of the Alumni Board of Trustees."

"BB", "A", "D" - The "BB" is an ex-officio (by virtue of office) member of the ABT and should not be an officer on the Board, since he already has a major task to fulfill. He plays an important role in keeping the ABT informed, and his opinion will often assist the ABT members in better understanding specific situations. The "A" and "D" of the chapter also play essential informative roles on the ABT, but like the "BB", they should not be elected as ABT officers. The "A" and "D" represent the voice of the chapter, and their reports and opinions should play a crucial role in the decision-making process of the ABT.

Delta Chi Alumni - One reason why the majority of the ABT membership must be Delta Chi alumni (either alumni initiates or initiated as undergraduates) is because they have experienced Delta Chi and understand the significance of continued individual contributions to the success of the Fraternity. They have already contributed time and energy to Delta Chi. They have experienced the Ritual and have been on the working side of chapter operations. Their insight is necessary for the chapter's future growth. Members who have been active in Delta Chi as undergraduates or as alumni initiates share the sense of love and loyalty towards the Fraternity that will keep it progressing into the future. Delta Chi is truly "The Brotherhood of a Lifetime", and the ABT provides members with the opportunity to remain active within their Fraternity. Encourage alumni from chapters other than your own to get involved on the ABT; these men can offer additional insight as a result of their varied experiences. It must be remembered that alumni don't often come to the chapter and ask if they can help. Do not assume that alumni will simply show up on the doorstep of the chapter house; instead, a large emphasis must be placed on recruitment of these men (see **Section II: How to Begin**).

Fathers - Fathers have proven to be excellent in playing active roles on their sons' fraternity alumni board. If they are interested, fathers are also excellent people to initiate!

NIC Fraternity Alumni - In searching for ABT members, the alumni of other NIC fraternities should not be overlooked. These men possess knowledge from their undergraduate fraternity experiences. Their insight into the operations and policies of their fraternities can provide guidance to your chapter.

Alumni Initiates - The opportunity to initiate men into the Fraternity as alumni initiates provides each chapter with additional freedom in forming and strengthening the ABT. By initiating men who are outstanding members of the university and/or community and getting them involved on the ABT, even more diversity and knowledge can be supplied to the Board.

Others - Diversified representation on an ABT will strengthen it. Having parents, faculty advisors, community leaders, local businessmen and university representatives on the ABT is not only an excellent public relations tool, but it gives the chapter a wide range of knowledge from which to draw. Even people such as neighbors may play an influential role on the ABT, not to mention that such involvement would improve chapter-neighbor relations. Anyone willing to help the chapter who the membership believes possesses the ability to contribute to such a Board is an excellent candidate for ABT membership.

SECTION II: POWERS AND RESPONSIBILITIES OF THE ABT

It is the duty of the chapter to cause the establishment of an ABT. Once established, it is the responsibility of the ABT to run itself in accordance with Delta Chi Law and in collaboration with the chapter. Whether the chapter is starting an ABT from scratch, or revitalizing an established ABT, the powers and responsibilities that the ABT will assume **must** be clearly defined.

This section spells out the powers given to the ABT through Delta Chi Law and lists additional responsibilities that could be assumed by the ABT.

POWERS OF THE ABT

The chief responsibility of the ABT is to advise and, when needed, assist the chapter in its endeavors. While these are its primary tasks, Delta Chi Law gives the ABT certain additional powers:

Financial Powers - One of the most significant roles of an ABT is providing advice and assistance in the area of financial management. Advice and support must be provided to the chapter, the undergraduate "D" and the finance committee in several areas. The ABT should approve each term's budget, review the chapter's accounts receivable and accounts payable, and oversee the overall financial status of the chapter. A financial advisor position should be formed to direct more attention toward these areas of operation.

The Delta Chi By-laws supply the ABT with the following powers in relation to financial management:

Article VII Section 2, (1), (d), (ix) states that "in the discharge of his prescribed duties, the "D" shall be subject to the direction and control of the Alumni Board of Trustees."

Article VII Section 2, (2) refers to the election of officers in stating that "the undergraduate chapter shall elect a "D" subject to the approval of the Alumni Board of Trustees."

Article VII Section 6, (3) lists the following:

- (a) Supervisory power over the planning, supervision, and control of chapter finances and the use and maintenance of real and personal property of the chapter.
- (b) Power to investigate, regulate, and control any and all expenditures and disbursements of chapter funds.
- (c) Power to approve or disapprove actions of the chapter "D" and to remove the chapter "D".

Academic Standards - The ABT has the responsibility to assist the chapter in maintaining high academic standards. A scholastic advisor position should be designated to make certain that this important area is given attention. The faculty advisor is usually a well-qualified person to fill this position.

Article VII Section 2, (2) of Delta Chi Law states that "if an officer fails to maintain the required grade point average (2.4/4.0 as required by Delta Chi Law) his office shall become vacant, unless the Alumni Board of Trustees of the chapter by a two-thirds (2/3) vote allows the officer to complete his term. To hold office a member shall be a full-time student, as defined by the host institution for that chapter, though the Alumni Board of Trustees of the chapter by a two-thirds (2/3) vote may allow exceptions to this requirement."

Recall of Officers - Both the chapter and the ABT possess the ability to remove chapter officers from office. This enables the ABT as well as the chapter to ensure that the chapter executive officers and additional chairmen are reaching their full potential and that their duties as officers are being fulfilled.

Article VII, Section 2, (3) of the Delta Chi By-laws states that "if any officer of an undergraduate chapter fails or refuses to perform his duty as prescribed by the by-laws of his chapter or Delta Chi Law, or has otherwise violated his oath or failed to perform his obligations, his resignation may be demanded by a two-thirds (2/3) vote of the chapter or by a two-thirds (2/3) vote of the Alumni Board of Trustees. In the event the officer refuses to comply with the demand, written charges shall be filed against him and, after proper notice, a trial shall be conducted in the manner prescribed in Delta Chi Law. If two-thirds (2/3) of the votes are for recall of such officer, the office shall be declared vacant and the chapter shall fill the vacancy as hereafter provided."

Membership Status - Status of membership in Delta Chi is not to be taken lightly. Once initiated, a man is a member of Delta Chi for a lifetime. There are, however, times when an undergraduate member for some reason is unable to maintain active status. Although this should by no means be an easy or convenient option for members to take, there are definitely situations that call for such a solution. **The ABT plays a mandatory role in determining when inactive status may be granted.** The ABT may also petition the Board of Regents of The Delta Chi Fraternity that expulsion proceedings for indebtedness to the chapter be initiated against a member of the chapter.

Inactive Student Members - As set forth in Delta Chi Law, a chapter's Alumni Board of Trustees *must* play a role in determining whether or not a member may be granted inactive membership status. Such status is defined as: prohibiting said member from material participation in chapter activities including, but not limited to, social activities, sports programs, living in the chapter house, voting at chapter meetings, holding chapter office, and representing the chapter in any capacity.

Article V, Section 1, (3), (b) of The Delta Chi By-laws describes the procedure required to grant inactivity. It states, "a student member may be considered for inactive status only through the following procedures:

- (1) Petition to his chapter by the member with approval by a two-thirds vote of both the chapter and its Alumni Board of Trustees.
- (2) Motion of the member's chapter with approval by a two-thirds vote of both the chapter and its Alumni Board of Trustees.

or (3) For financial indebtedness only, by action of the Alumni Board of Trustees by a 2/3 vote."

Expulsion for Indebtedness to the Chapter - The ABT may, by a majority vote, request that expulsion proceedings be initiated by the Board of Regents of the Delta Chi Fraternity against a member of the chapter for the reason of indebtedness to the chapter. The president of the ABT must sign this request. **Article V, Section 2, (2), (a)** of The Delta Chi By-laws states that expulsion proceedings can be initiated only after the Executive Director is notified in writing of the member's debt, with supporting documentation indicating the amount, age, and nature of the debt. For full understanding of the expulsion proceedings, see page 14 of The Delta Chi By-laws.

SUGGESTED RESPONSIBILITIES OF THE ABT

Assist with Budget and Finance Supervision - The chapter budget each term must be reviewed by the ABT. The budget should be proposed to the ABT before it is taken to the chapter meeting. The ABT should review the budget prior to the end of the term preceding the term for which it is designed. Any and all changes by the financial advisor of the ABT, or by the ABT as a whole, should be made prior to the chapter's discussion and review of the proposed budget. Review of the previous budget by the financial advisor and the "D" should take place prior to the ABT meeting in order to prepare for any questions that may arise and make certain that the ABT's time is not wasted on minor details that could have been worked out prior to the meeting.

Cause ABT Guidelines to be Established - It should be decided whether there will be ABT by-laws or whether the guidelines for the ABT should simply be written out in the chapter by-laws. The only guidelines that the chapter and the ABT are required to follow are the ones set forth in Delta Chi Law. Any additional requirements, regulations, or guidelines for an effective ABT should be determined locally. If the chapter decides that the procedures for establishing and running an ABT should be set forth in a separate set of by-laws, and the ABT agrees, then ABT by-laws should be established. ABT by-laws may be completed by the ABT, by the chapter or through a collective effort of both groups. The later method is recommended. (See **Section VIII: Sample ABT By-laws**).

Assist with the Chapter Officer Transition/Training Process - A weak officer transition can severely damage chapter operations. It is essential that the new men coming into office have sound training in the duties and responsibilities of their respective offices. The ABT should make certain that the chapter possesses such a program (see *Chapter Management BRIEF*, Section VI) as well as supply it with assistance and advice in the process. If the ABT has specific advisors for certain areas of operation, then those advisors should assist in the officer transition process (i.e., a recruitment advisor can meet with and help in educating the new recruitment chairman). The most effective officer transition can be done during a "transition retreat." The ABT should be involved with this retreat as much as possible (see *Chapter Retreat BRIEF*).

Hold Monthly ABT Meetings - ABT meetings should be held once per month during the school year and once or twice during the summer. The need for such frequent meetings should be easily understood when considering

the duties and powers that Delta Chi Law supplies an ABT, as well as the additional responsibilities an ABT may assume (see **Section V**).

Form Advisory Positions for Certain Areas of Chapter Operations - In order to efficiently utilize the individual resources that exist on an ABT, assignments within the ABT are critical. Advisory positions need to be established. Individual advisors supply a chapter with the personal contact and support that the ABT as a whole cannot provide (see **Section IV**).

Attract Additional Alumni - It is often easier for current members of the ABT to attract additional alumni for ABT membership or any other area of alumni involvement. The fact holds true that alumni of the Fraternity are more inclined to respond to someone they know, or who is in a peer group similar to their own. They are also more inclined to respond if they are asked to serve in a specific role.

Advise and Listen - Since the ABT is an advisory and supervisory organization, one of its key roles is to provide support. The most effective manner of helping is by LISTENING. Simply by hearing what the chapter members have to say and providing them with someone to talk to, each ABT member can make a big difference. The amount of knowledge alumni have from past involvement in the fraternity or simply through life experiences is a resource that chapters must tap into. The more advice the ABT and its members can supply the chapter, the better the opportunities the chapter has for growth.

Continual Review of Chapter Operations and Progress - The monthly meetings provide the ABT members with the opportunity to maintain open contact with the chapter and to keep aware of its operations. A constant protective eye should be focused on the chapter to make certain that major problems do not arise. If problems do arise, assistance can be provided immediately. Preventing problems from getting out of control can be a difficult task, but the ABT should attempt to prevent such problems as much as possible.

Make Sure that All Issues are Covered and Reviewed - A review system can be set up to chart the progress of the chapter. The ABT can help establish and review the goals of the chapter, as well as help in reviewing the individual goals of the officers.

Minimum Standards - The ABT can work with the chapter in making sure that it is maintaining Delta Chi's minimum standards and remains in good standing with The Delta Chi Fraternity. The ABT can also help in the enforcing of Delta Chi Law, the chapter's by-laws, the university's policies and all applicable laws.

Supply Additional Assistance When Needed - An ABT plays a crucial role in handling crisis management with the chapter when an emergency arises. Hazing, alcohol abuse, and any additional areas of concern should be dealt with immediately. The ABT is in an appropriate position to help educate the chapter in ethics and values to help prevent inappropriate behavior and crises situations from occurring. The ABT can also play a vital role in supporting the chapter and its members through unavoidable crises situations (e.g., car wreck involving members, death of a member, death of a member's parent).

Separate entity from the House Corporation of the chapter - As you can see, an ABT has a great deal of responsibility. Because of the number of duties that an ABT may be assuming, acting also as the house corporation would greatly decrease the amount of time and effort that the ABT could provide to the well-being of the chapter. Additionally, the ABT, being in an advisory position to the chapter, needs to be aware of the legalities of the advice it provides. If the ABT runs the housing account, it puts that account in a position where it may be accessed through legal action. The "Deep Pocket Theory" would suggest that if a lawsuit were ever filed against the chapter, whoever is filing suit would direct it to where the money is located. It is possible that an ABT could be named in the suit because of its position with the chapter. However, if the ABT does not control any large amount of funds, then it is more unlikely to be named in the suit. On the other hand, an ABT that also acts as the House Corporation could be placing the housing account and the chapter house in a dangerous position. The House Corporation should deal with the chapter only on a landlord/tenant level. The ABT should be separate and deal only with the chapter and its operations.

The purpose of establishing an ABT is to promote the long-term stability and existence of the chapter while enhancing the experience that the chapter is supplying to its undergraduate members. This goal can only be reached through assisting the chapter today in promoting what is best in the long run.

SECTION III: WHERE TO BEGIN

The first place to begin is with the chapter itself. A quality individual will want nothing to do with a group of undergraduates that does not have a healthy value system. If there is alcohol abuse, drug usage, inappropriate behavior and/or an unclean house, then the chapter will *never* have a good ABT. Nor will it deserve one.

MEMBERSHIP DEVELOPMENT

The active alumnus is, with the exception of the alumnus initiate, someone who has obviously benefited from Delta Chi in the past and wishes to continue his involvement. Therefore, one of the best ways that an undergraduate chapter can make its alumni program stronger is by providing the current undergraduate members with the best fraternity experience possible. In each member you need to build a sense of pride. Each member has the responsibility to make the best of his brothers as well as of himself. Developing a commitment to sound basic values in the undergraduates is how good alumni are produced. The men who have the most fulfilling undergraduate experiences as Delta Chis are often the same men who will contribute to the Fraternity and the ABT as alumni. It is important that all members are aware of the lifelong commitment of membership in Delta Chi, including their continued involvement as alumni. These things must be emphasized from the beginning of their fraternity experience, in the new member education program and throughout each member's Delta Chi experience.

ALUMNI PROGRAM

Recruiting alumni for a healthy ABT is a time-consuming process and one that cannot be rushed. Being able to organize an ABT depends, in large part, on having an active alumni program. A sound, consistent alumni program will continue to keep alumni aware and involved and not allow them to forget about the wonderful experiences of Delta Chi. An active alumni program is one that:

- Sends a newsletter to all alumni at least twice per year.
- Has an alumni activities program in which annual and semester events are held on a well-promoted and regular schedule.
- Has an alumni directory published at least once every five years to continue to provide chapter alumni with the ability to keep in touch with one another as well as with the chapter.
- Assures that the *Quarterly* submission is in every eligible issue so that alumni may read about the status of the group and not question what their undergraduate chapter has been doing.

RECRUITING ALUMNI INVOLVEMENT

It must be realized that the alumnus, with a limited amount of time and conflicting obligations to other things in life (e.g., family, job, religion, community involvement and personal leisure) will not be looking for somewhere to wastefully spend time. Instead it is up to the chapter to, as best it can, involve him in a meaningful and productive way. The chapter must always make the alumnus feel appreciated, needed and useful. That means that his/her advice should be heeded if you expect him/her to continue to be involved.

It is important also, when recruiting people for active positions on the ABT, to avoid anything that may "turn them off." "Turnoffs" vary with the individual but often include such items as:

- Loud music (at the house, at banquets)
- Going out without spouse/or no arrangements for such
- Not knowing anyone
- Requests for money or other material donations
- Dirty chapter house
- Last minute invitations
- Not being thanked for participation, assistance or donations
- Disorganization
- Rudeness or discourtesy (e.g. swearing, inappropriate behavior)
- Expecting too much of them
- Taking them for granted
- Not being considerate of his/her family

Always act respectfully and be courteous when searching for volunteers. Remember that first impressions can mean everything when approaching prospective ABT members.

A STARTING POINT

The first step a chapter should take in beginning the formation of an ABT is to determine the needs of the chapter. What would you like to see an ABT do? Write down all ideas. It is important to research and educate oneself on the topic. Read the appropriate materials, including manuals, Delta Chi **BRIEFS**, brochures, information in the chapter files and any additional resources. It might benefit the process to ask other chapters on campus what their alumni do for them (try to speak with the chapter president or whomever is in charge of alumni relations). Call the Delta Chi Headquarters, your Regent and the Greek Advisor for additional ideas and information. After a sound picture is established of what the ABT might accomplish, discuss the topic at a chapter meeting or, better yet, a retreat. Write down all additional ideas and concerns and develop a blueprint for accomplishing the goals. Be realistic with the blueprint and always keep in mind the time commitments. Remember also that the alumni probably have careers, families, hobbies, and other interests as well. They might even enjoy relaxing once in awhile!!!

THE FIRST CONTACT

A letter to area Delta Chis announcing plans to form an ABT is a good place to start. The letter should be well written, have no grammatical or spelling errors, and be sent on chapter stationery. Appearance is critical. Have the Greek Advisor, the "BB" or a member of the Headquarters staff review the letter before mailing. You will never get a second chance to make a first impression.

The letter should be brief (three paragraphs) but informative. Be sure to list the phone numbers and addresses of any important contacts (e.g., "A", "BB", or "E"). Mailing labels for area Delta Chi alumni are easily available from the Delta Chi Headquarters. It is a good idea to enclose a self-addressed postage paid reply card with the first letter. Do not expect an overwhelming response to the first letter (1-3% is common), but it *will* create an awareness.

Answer all replies with a thank you note or phone call from the chapter or from an alumnus such as the "BB" or faculty advisor. Send all interested individuals an invitation to a function to get acquainted (give at least four to six weeks notice). This function can be as elaborate as a dinner at a local country club or as simple as a barbecue at the home of a local alumnus.

Remember: You don't need 300 alumni to get involved on your ABT. For every 100 letters you send, expect no more than five responses. The size of the ABT will depend partly on the size of the chapter. A ten-member-ABT for a 25-member chapter is obviously unreasonable. All you really need on your ABT, in addition to the "A", "D", and "BB", is two members (a president and a financial advisor), but it may be desirable to have more depending on the situation.

THE FIRST EVENT

About ten days before the function, send a reminder to those who responded to the invitation. When possible, have an alumnus phone or drop by to personally confirm their attendance. It is much harder to say "no" when a fellow alumnus is standing in front of them. Alumni recruitment should be done by alumni as well as undergraduate members. It is unfair to expect a freshman or even a senior to be as effective in alumni recruitment as an alumnus. We all relate to our peers much better than to others. Why should an alumnus be any different? Use an impressive and persuasive alumnus to recruit ABT members.

At the first meeting or event, be certain to have the officers and two to four members in attendance. Include such information as the date of the event, starting and ending times, agenda, dress, whether spouses or children should come, other members of the community who are planning to be there, etc. Be prepared for any questions that the potential ABT members may have on expectations, goals, problems, needs, etc. Two purposes of the first event are to allow the alumni to realize the respect that the chapter has for them and hopefully to make new friends. Reserve time either before or after the meeting for the alumni to interact with each other as well as with the undergraduates. Have brochures and reading material readily available for reference if anyone is interested, including the *ABT BRIEF*, the *Chapter Operations Manual* (COM) and any additional materials from the files of the chapter.

The first meeting may also be a good time to announce that you would like to talk personally to anyone interested in getting involved. You may even have the ABT president or "BB" give a short talk on the role of the ABT. For each person who expresses interest in being involved, follow-through after the first event is essential!

The first informal meeting is a good point to establish the time, place and day for the regular monthly meetings. A guest book should be provided so that a list of interested alumni can be compiled and thank you notes sent out immediately after the event.

FOLLOWING UP ON THE FIRST EVENT

Make sure that frequent contact (bi-weekly) is kept with those who have expressed interest in helping the chapter. Send them copies of the chapter's minutes and/or newsletter is a good idea. Often a person will express interest in contributing time to the chapter, but the chapter does not know exactly how to get him/her involved. The best thing to do is to get him/her to specify what area he/she is interested in (e.g., Ritual, finances, scholarship, alumni programming) and then help him/her get involved in that particular area. Have the officer or chairman who is responsible for the area of operation work with the individual to get him/her involved.

Likewise, the chapter needs to know what it wants. The quote "If you don't know what you want then how can you expect to get it?" shows one of the main difficulties that a chapter can face in trying to get an ABT established. The solution is to determine wants and needs ahead of time and offer specifics in requesting assistance. Vagueness will only discourage the previously willing alumnus.

After some type of agreement has been made with several people, attempt to organize another meeting, this one more intent on establishing the ABT. Elections could be held at this time if deemed necessary. However, oftentimes people already know what area they want to assist in, and this step can possibly be avoided.

The next step is to educate the newly involved or re-involved individuals. Chances are that many changes have occurred since they were undergraduates. It is important that the ABT members are all educated and aware of things such as GPA requirements, minimum standards, risk management policies, banning of women's auxiliary groups and so forth. In order for the ABT members to be effective, the chapter must play an active role in keeping them informed of all policies, procedures, and programming of the fraternity.

NETWORKING

Use the first meeting to develop a list of additional prospective ABT members, Delta Chi and non-Delta Chi alike, to contact. Recruitment of potential ABT members should be ongoing. It will only help the ABT in the future to maintain a list of possible ABT members and keep in contact with them.

An important area in alumni recruitment that must not be left out is networking through those alumni currently involved. Often, unless an alumnus knows that another alumnus is involved, he may avoid personal involvement altogether. You must work closely with an alumnus or several alumni in developing programs. Let them help encourage the attendance and involvement of other alumni.

RECRUITMENT TIPS

- Always go for the best person for the job.
- Recruit people who are involved in other areas of the university or community. A busy person will get the job done.
- Personal recommendations are very effective.
- Avoid inbreeding. Don't have just Delta Chi alumni on the ABT. Ask parents, administrators, faculty members, other fraternity and sorority alumni, community members, etc.
- Avoid those who have been out of college for fewer than five years. Try to let at least a college generation pass (four years) and preferably more.
- Don't ask for money. This can be a big turnoff to potential ABT members. They are important for their personal assistance, not for their financial contributions.
- Consider recruitment to be a never-ending process. It should be an ongoing effort.

SECTION IV: ORGANIZATION OF THE ABT

ESTABLISHING ADVISORY POSITIONS

The “ultimate” Alumni Board of Trustees has enough advisory and officer positions to assist in every area of chapter operations without overtaxing any one member on the Board. At the same time it is important that the ABT be manageable. Just as in a chapter, organization and control are essential criteria for the smooth operation of the ABT. The chapter’s needs, as well as the qualifications and interests of the potential ABT members must be evaluated. Advisory positions should then be established as the ABT and chapter see fit to best coordinate these predetermined needs and abilities. Organization of the ABT should be discussed in detail and its responsibilities well outlined before any formal action takes place.

Work With the Volunteers - In organizing the ABT, it must be understood that volunteers need to be treated with care. It is important to provide ABT members with the opportunity to specialize in areas in which they are interested or most familiar. Allowing these individuals to specialize in their areas of interest not only enables them to devote more time and energy towards those areas, but also allows them to receive more gratification from their work. Having pride in how their time is spent is important to volunteers, and this pride is what will motivate them to continue to devote more time.

Allow Volunteers to Specialize - By comparison, an ABT with general membership (members not holding positions or having a specified area of emphasis) will discover that often its members are not having as great an impact on the chapter, or playing as significant a role as members with designated responsibilities. Why? The answer is simple: general members do not have the opportunity to, either single-handedly or collectively, obtain a feeling that their efforts make a difference. They may either be overwhelmed by the tasks at hand or may assume that someone else is handling everything. On the other hand, for a volunteer, it is the pride of being able to **directly** assist or advise and, more significantly, observe a result from the efforts he/she has given the chapter, that will best keep him/her motivated.

Determine the Needs of the Chapter - With this in mind, the first logical step is to determine the needs of the chapter and organize offices and advisory positions around those needs. These positions should be well defined. Appointing or selecting the individuals who are to fill the spots should come next. The ABT should select the people who will work best together to benefit the chapter. ABT officers (with the exception of the “BB”, chapter “A” and “D”) are most often elected by the members of the ABT.

Once the advisors and officers have been determined, a review of their roles and duties should take place. Goal setting, as in most situations, will provide further direction to the new officers, as well as supply them with a set of self-proclaimed standards to follow.

ABT Positions- The ABT can be composed of, but is not limited to, the following positions:

President	Recruitment Advisor
Secretary	New Member Education Advisor
Financial Advisor	Alumni Relations Advisor
Scholastic Advisor	Community Relations Advisor
Risk Management Advisor	(other possibilities: Legal Advisor, Parents’ Programming and Ritual Advisor)

In most cases, it will be difficult to fill all of these ABT offices at first. Until they can be filled, the duties of the offices may be distributed among the ABT or simply left unassigned, in order to avoid overloading any ABT members.

In rare instances, there may be more eager alumni than the offices listed above. In such a case, additional offices may be created, but only if they are meaningful. It is important that any additional positions be established in collaboration with the chapter’s needs. Enthused alumni may be directed to the House Corporation, Alumni Association, Alumni Chapter or Regent/Vice-Regent positions. Some ABTs may depend solely on the chapter’s committee system to get the work accomplished.

COMMITTEE SYSTEM

Especially when working with a large chapter, the advisors and officers on the ABT may find it more productive to distribute their tasks among members of a committee. The chapter should handle a majority of planning within its own committee system. Sometimes however, the tasks that are assigned to the ABT may be too large for one individual to handle. For example, if the Alumni Relations Advisor has worked out a plan with the "E" to begin the process of forming a Chapter Alumni Directory, it would be appropriate to have a group of people working together on such a project. Additional examples of this would be if the ABT had decided to organize an annual Alumni Day, or assist the chapter in preparing for a Regional Conference. A temporary task force that would disband when the projects have been completed could be formed specifically for these projects.

Membership on ABT committees can be very broad. Committee members do not have to be members of the ABT. In fact, chapter members can greatly benefit from the educational experience that these committees can provide. In addition, individuals who specialize in the area that the committee was designed to address may be recruited to provide assistance and advice.

These committees can also act as a tool in increasing alumni involvement and locating potential ABT members. Alumni who are currently not involved with the chapter may be asked to help on a committee that is of particular interest to them. An example of this could be recruiting an alumnus who is an accountant to be on a committee designed to audit the chapter. Once involved, it will be easier to maintain that individual's involvement and possibly recruit him for future assistance on the ABT.

NOTEBOOKS

Each ABT officer should have a notebook with pertinent information relating to the responsibilities of the position he/she holds. These notebooks, like the written programming and officer notebooks of the chapter, provide consistency in the programming of the ABT. By documenting what has worked in the past and what has not, you can prevent mistakes and further benefit the future ABT officers.

The officer notebooks should contain copies of Delta Chi Law and the ABT and chapter by-laws. Listed under the following officer descriptions are brief subsections called "Important Materials." All of the listed materials are available through the International Headquarters or online at www.deltachi.org and are suggested resources for the ABT officers to read and to maintain in their officer notebooks.

TRANSITION

Just as it is important for chapter officers to have a strong transition process, new ABT officers and advisors should also take some time to learn the details and responsibilities of their newly acquired positions. The process does not have to be long or extensive; however, a general knowledge of what has been done in the past and what some of the goals are will provide new officers with the opportunity to get a head start.

OFFICER AND ADVISOR POSITIONS

In order to direct more time towards all areas of operation, ABT positions should be effectively established and provided with ideas and responsibilities that could be undertaken. The following is a list of suggested positions for the ABT and some of the responsibilities that such positions could assume. The list of responsibilities under each advisor's description can be easily overwhelming for one individual to assume. They are by no means to be expectations of an advisor but are instead ideas that may be utilized if given the right amount of time. Each alumnus can only give so much time and effort to the chapter; therefore any assistance that an advisor provides should be greatly appreciated. Each description is idealistic, therefore most individuals will not be able to fulfill all or even most of the suggested tasks.

ABT PRESIDENT

The ABT president has many of the same responsibilities as the president of any group. However he should be cautious so as to not try to do everything. When others are available, he should delegate. When they are not, he should focus on two main concepts: the 80/20 rule, and finding one more person to help in any key area. The 80/20

rule says that eighty percent of the job is in only twenty percent of the activity. So, if the ABT can concentrate on that twenty percent, it will already be doing eighty percent of its job! What that twenty percent is made up of is just being there to show that someone cares (far more meaningful than you may think) and watching over the finances. Many things can go wrong that the ABT simply has little influence over, but mismanagement of the finances will bury any chapter faster than anything else, and that is why Delta Chi Law grants the ABT so much power when it comes to the finances of the chapter. The 80/20 rule also states that eighty percent of the work gets done by twenty percent of the people involved. This is often exemplified within the chapter when only a certain "few" work hard at accomplishing something for the entire group. Many people, when faced with this reality, think that it is wrong and try to get everyone to work. They are in for a big disappointment and will claim that the membership is apathetic or "flawed" in some way. Not true. The thing to do is, instead of getting frustrated with the lack of effort on the part of some, continually express appreciation and thanks to those who do give. Also, within the realm of this rule, it is necessary to keep expectations reasonable. Volunteers can only give so much with all the other things going on in their lives, so be cautious so as not to expect too much. Sometimes the retention rate of the ABT may not be very strong, or the ABT may be young or very small. In all of these cases, further recruitment is needed. The president is in a good position to help the ABT grow. If he, with the aid of the chapter and the rest of the ABT, can recruit only one individual per year to be on the ABT, then that would be a tremendous service to the ABT.

Important materials: *Chapter Operations Manual (COM)*, ABT by-laws (if applicable) and chapter by-laws.

The ABT president has the responsibility of keeping the ABT organized. It is important that a mutual agreement is made in relation to the additional responsibilities, if any, that he will assume (see **Section VI**). Below is a list of additional responsibilities.

1. Chair the ABT meetings.
2. Ensure that ABT members are performing their duties and assist when possible.
3. Find replacements to fill vacancies on the ABT when they occur.
4. With the "BB", act as the official alumni representatives of the chapter/colony.
5. Promote a healthy working relationship between the ABT and chapter.
6. Be contacted in case of an emergency at the chapter.

It has been said that, "a good president is measured by the work he gets out of others." It is important for the ABT president to remember this. His job is not to be the ABT, but instead to see that the members are functioning. When the ABT is running well, the responsibilities of the president become simple: chair the meetings; and work with, organize and motivate the other members.

Recognition and thanks are important to the volunteer. The ABT president is in a good position to recognize ABT members and to commend their efforts. The chapter also has this responsibility (especially since the ABT president should also be commended).

"Morale of the troops" can be an important factor in determining the productivity of the group. Many ABT and House Corporation presidents get together and plan joint socials for the ABT and Corporation members. Besides providing a good time, it helps the members of these important groups to get to know each other better.

The ABT president can help keep members motivated in many different ways, but one often forgotten is family relations. It is important that the spouses and families of ABT members are included when planning social events for the ABT. It is not only the ABT member that gives up time. The families of ABT members sacrifice quite a bit by allowing "their" ABT member to participate. So it is always appropriate to extend thank you letters and tokens of appreciation to spouses and family members of ABT members. It should be a tradition within every chapter to present an associate member pin to the family when a son is born. For daughters, you could have a t-shirt with "Delta Chi Sweetheart" on it. (Make sure that the dye used is safe for children!!)

ABT SECRETARY

The Secretary of the ABT has the responsibility of maintaining the communication within the ABT, between the chapter and the ABT, and with the Headquarters. It is worth noting that, in some chapters, the "E" acts as the ABT secretary. This makes great sense due to the nature of the "E"'s job and is especially helpful when there is a shortage of alumni. He would not necessarily be a member of the ABT.

Important materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *ABT BRIEF* and "*C*" *Manual*.

The ABT secretary's only responsibility is to help the ABT maintain a reasonable level of communication. Below is a list of additional responsibilities that he/she can assume if mutually accepted by both the chapter and the ABT member (see **Section VI**).

1. Prepare an ABT phone list.
2. Take the minutes at each monthly meeting.
3. Distribute the minutes, following each meeting, to ABT members and other key individuals.
4. Prepare an agenda, with the ABT president, for each ABT meeting.
5. Send out monthly meeting announcements.
6. Assist in keeping officer notebooks updated.
7. Keep the ABT by-laws (if applicable) updated.
8. Continually strengthen the communication lines between the ABT, the alumni, and the chapter

The ABT secretary should prepare a phone list for all ABT members, the chapter, Greek Advisor, Faculty Advisor, etc. The phone list should contain the addresses and phone numbers for all ABT members, the chapter officers, Delta Chi Headquarters, the Regent, the Vice Regent, the House Corporation president, the Greek Advisor and any other significant individuals. This will help keep communication healthy among all concerned individuals.

FINANCIAL ADVISOR

The Financial Advisor works closely with the chapter "D" and finance committee. An advisor with a good understanding of accounting and finance is a valuable asset to any chapter.

Important materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *ABT BRIEF* and *Financial Management BRIEF*.

The ABT Financial Advisor's only required tasks are to oversee the chapter's finances and to see that the ABT's review of the budget takes place. Below is a list of additional responsibilities that the financial advisor may assume if mutually accepted by both the chapter and the financial advisor (see **Section VI**).

1. Assist in preparing the chapter budget.
2. Ensure prompt payment of bills.
3. See that the "D" is maintaining good financial records.
4. Ensure that chapter expenditures are within budget.
5. Provide advice on the investment of idle funds.
6. Provide advice on fund-raising and fund-raising campaigns.
7. Check the chapter financial records once a month to ensure accuracy and completeness.
8. Assist in the collection of delinquent accounts.
9. Assist in documentation for tax purposes and I.R.S. review.
10. Work and meet with the chapter's accountant.

Before the monthly ABT meetings, the "D" should prepare a complete financial report for the ABT (see Sample "D" Report Form in this **BRIEF**). In preparing for the meeting, the "D" and Financial Advisor should review the report together. This additional preparation will help all ABT meetings proceed smoothly.

Many chapters hire professional accountants. The Financial Advisor may assist the "D" when meeting with a professional accountant. In the event of an IRS audit, the Financial Advisor should be present.

As was stated earlier, the chief function of the ABT is to supervise and to regulate the operation of the chapter. Financial management is *the critical* area for the ABT to oversee. Delta Chi Law gives the ABT important supervisory powers in this area. Refer to **Section II** of this **BRIEF** for a listing of these powers.

SCHOLASTIC ADVISOR

Important materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *Alumni Board of Trustees BRIEF* and *Scholarship BRIEF*.

The Scholastic Advisor's only assigned responsibility is to be available to the chapter and the scholarship chairman for consultation. Below is a list of additional responsibilities that he/she can assume if mutually accepted by both

the chapter and the ABT member (see **Section VI**).

1. Counsel the scholarship chairman and committee in developing and executing the program.
2. Supervise the scholarship program of the chapter.
3. Assist in the enforcement of the standards and policies of the chapter and of Delta Chi.
4. Work with the chapter and alumni in establishing and running a financial scholarship program.
5. Keep the ABT notified of chapter's scholastic status.
6. Work with the Faculty Advisor (if not the same person) on scholarship programming.
7. Liaison with the chapter's accountant and the Delta Chi Educational Foundation.

If the chapter does not currently have a financial scholarship program, it should consider creating one.

The individual who serves as the chapter's Faculty Advisor should also be the Scholastic Advisor for the ABT, that is if the Faculty Advisor wishes to be a member of the ABT. For additional information on the Faculty Advisor see **Section VI** of the **Scholarship BRIEF**.

NEW MEMBER EDUCATION ADVISOR

This member of the ABT has one of the most satisfying and rewarding jobs available. Due to the nature of the job, the New Member Education Advisor should be an initiated member of Delta Chi. A great deal of the job as New Member Education Advisor involves working with the undergraduate Associate Member Counselor. His goal should be to encourage the chapter's development through the use of a constructive, written associate member education program. The program should help the associates to become not only quality undergraduates, but quality alumni members as well.

Important materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, **ABT BRIEF**, *New Member Education BRIEF*, *Pre-Initiation BRIEF*, *Big Brother BRIEF* and *Cornerstone*.

The New Member Education Advisor's only responsibility is to be available to the associate member counselor for consultation. Below is a list of additional responsibilities that he/she can assume, if mutually accepted by both the chapter and the ABT member (see **Section VI**).

1. Oversee the planning and implementation of the Pre-Initiation program.
2. Make sure that the new member education program is written and followed.
3. Foster new and innovative ideas for the program.
4. See that the chapter is educated on the benefits of assimilation as compared to hazing.
5. Prevent hazing in any form. **Hazing is strictly forbidden in Delta Chi.**
6. Insure that *all* members are benefiting from a continual education process.
7. Arrange for alumni participation in the new member education process.

The goal of the associate member program is to help develop **quality** Delta Chi brothers and ultimately **quality alumni**. It should not be to develop "good pledges."

The scope of this job goes far beyond associate member education. The New Member Education Advisor is responsible for the programs that assure the ongoing social, academic, and fraternal enrichment of all involved.

Many chapters invite guest speakers once a month to educate the members on a variety of topics. The New Member Education Advisor and Community Relations Advisor typically work closely together in this area. These guests not only help members learn something new, but help boost the chapter's public image as well. Possible guest speakers and topics include:

1. A BACCHUS, GAMMA, or SEAK representative who can discuss alcohol awareness.
2. A chapter alumnus who can discuss chapter history and the importance of alumni involvement.
3. The university historian or Greek Advisor who can speak on university history. Include the history of Greeks on campus.
4. A housemother, faculty member, or an alumnus (or wife) who can speak on etiquette and dress.
5. A campus placement office representative who can speak on career planning and interviewing techniques.
6. A university counseling service representative who can speak on study skills, test-taking skills and time management.
7. A student services representative who can speak on changing sex roles and date rape.
8. The city's mayor or police chief who can speak on the Greek system's responsibility to the local community.

9. A university student services representative who can speak on campus organizations and how to get involved.
10. The Greek Advisor who can speak on the need for Greeks to work together. Other chapters could be invited to attend.
11. A fire department representative who can discuss fire prevention and how to react in case of a fire. This can be accompanied by a house safety check.
12. A representative from the Red Cross or American Heart Association who can teach first aid and cardiopulmonary resuscitation (CPR).

RECRUITMENT ADVISOR

Recruitment is the lifeblood of Delta Chi. The Recruitment Advisor should assist the undergraduate Recruitment chairman in planning and implementing all facets of the recruitment process.

Important materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *ABT BRIEF*, *Recruitment Mechanics BRIEF* and *Recruitment Organization BRIEF*.

The Recruitment Advisor's only assigned responsibility is to be available to the Recruitment chairman for consultation. Below is a list of additional responsibilities that he/she can assume, if mutually accepted by both the chapter and ABT member (see **Section VI**).

1. Read the *Recruitment Organization* and *Recruitment Mechanics BRIEFs*.
2. Collect names of potential members through alumni contacts, letters and phone calls.
3. Hold a yearly recruitment seminar.
4. Approve all chapter recruitment letters, posters and all other recruitment publicity.
5. Help motivate initiated members and associates for recruitment.
6. Help arrange the attendance of appropriate alumni at recruitment functions.
7. Help locate good speakers for recruitment events (e.g., local Delta Chi personalities, former leadership consultants, Greek Advisors, faculty, university personnel).

The Recruitment Advisor should assist the chapter in holding at least one recruitment seminar per recruitment period to teach the undergraduates the techniques of recruitment and instill confidence in their efforts. The Recruitment Advisor can conduct this seminar himself or arrange for the "BB", Greek Advisor, Regent or some other person to lead or assist with the seminar.

As you can see, the Recruitment Advisor has quite a bit of responsibility. Remember that too much planning never hurt any chapter. Sound planning and total group involvement are essential to a good recruitment. One or two men from the chapter cannot recruitment by themselves. It takes each member working in cooperation and harmony with the recruitment chairman. The Recruitment Advisor can play a role in helping the recruitment chairman with ideas of how to organize a successful, cooperative recruitment program.

ALUMNI RELATIONS ADVISOR

This member of the ABT helps the "E" in maintaining a quality communication link with alumni, Delta Chi's most precious resource.

Important materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *ABT BRIEF*, *Alumni Newsletter BRIEF*, *Alumni Relations BRIEF*, *Public Relations BRIEF* and *Founders' Day Manual*.

The Alumni Relations Advisor's only responsibility is to be available to the chapter "E" for consultation. Below is a list of additional responsibilities that he/she can assume, if mutually accepted by both the chapter and ABT member (see **Section VI**).

1. Read the "E" Manual.
2. Read the **BRIEFs** listed above.
3. Assist the "E" in publishing an alumni newsletter.
4. Ensure that the chapter alumni records are continually updated.
5. Keep the Delta Chi Headquarters up to date on address changes of alumni.
6. Help coordinate Founders' Day activities.
7. Locate key alumni and reintroduce them to the chapter.

Few people will disagree that a good alumni relations program starts with a good alumni newsletter. The newsletter lets both local and chapter alumni know how the chapter is doing, but more importantly helps them keep in touch with fellow alumni. The *Alumni Newsletter BRIEF* is an excellent guide to establishing a newsletter and improving existing publications. Remember, the newsletter is for the alumni, not the undergraduate members of the chapter, and should be directed towards the alumni.

The Alumni Relations Advisor should work closely with the "E" in planning the annual observance of our Founders' Day. October 13th should be a day when all brothers, both undergraduates and alumni, gather to honor the founding of our Fraternity. The "AA" prepares a Founders' Day address, which is sent to the chapter "A"s prior to Founders' Day, for all the members of the Fraternity. The reading of the "AA"'s address and an account of the founding of Delta Chi adds a special meaning to any Founders' Day celebration. The remainder of the celebration is open to planning. Each Delta Chi chapter should plan its own Founders' Day activities. Many chapters host a formal dinner for local Delta Chi alumni. Some groups prefer an afternoon cookout with a game of softball. Groups within the same area may even wish to work on a combined function. The goal of any Founders' Day should be to remember those eleven men who greatly affected all of our lives.

COMMUNITY RELATIONS ADVISOR

As the title implies, the Community Relations Advisor assists the chapter with its community relations program. Good rapport with local officials, as well as the media, can prove invaluable. Good relations with the university, the community and chapter alumni can help when a problem or a crisis situation occurs. A good practice is to invite a few of the important people to dinner with the chapter at least once a term. Many Delta Chi chapters use this regular dinner in conjunction with their guest speaker series. The Community Relations Advisor can work with the New Member Education Advisor in this area.

Important Materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *ABT BRIEF* and *Public Relations BRIEF*.

Good community relations start with community service. The Community Relations Advisor can help see that the chapter is planning its service projects. Refer to **Section V** of the *Public Relations BRIEF* for numerous community service project ideas.

RISK MANAGEMENT/SOCIAL PROGRAMMING ADVISOR

A risk management advisor can aid the chapter in managing risk in all areas. He/she can see that the chapter understands and is in full compliance with the Fraternity Insurance Purchasing Group (F.I.P.G.) risk management policy. Additional areas of interest could include assisting the chapter with social programming.

Important Materials: Delta Chi Law, ABT by-laws (if applicable), chapter by-laws, *ABT BRIEF*, *Risk Management Manual* and the F.I.P.G. Policy.

ADDITIONAL POSITIONS

If the resources are available and there is a need, the ABT may establish any additional positions it sees fit in order to further aid the chapter. This is common, especially when there is an abundance of alumni who are willing to provide the chapter with assistance and support. Some additional positions that may be developed are:

1. Legal Advisor - Assist both the chapter and the ABT with any questions regarding legal matters.
2. Parents' Program Advisor - Assist in planning programs for the parents of the chapter's associate members and brothers. Make sure that parents are receiving copies of the chapter newsletter.
3. Ritual Advisor - Be in attendance at initiation ceremonies. Aid the officers in ritual rehearsal. Ensure that the Ritual remains a solemn practice. Help with a formal or informal review of the Ritual with the newly initiated men.

SECTION V: ABT MEETINGS

ABT meetings are crucial to the continued development of any chapter. When held monthly, and when there is a good relationship between the chapter and the ABT, the meetings add consistency to a chapter's programming in many ways. First, they supply the chapter with the ability to gain insight from "outsiders" and those with experience on projects on which the chapter has been working. Secondly, an ABT will be able to initiate programs, or provide the chapter with ideas on what programs will further benefit the chapter as a whole.

The following is a sample agenda to aid the consistency of meetings. Only those items in boldface should be covered at every meeting.

SAMPLE ABT MEETING AGENDA

- A. Roll call**
- B. Minutes from the last meeting**
- C. Officer Reports**
 - 1. Report from the ABT President:**
 - a. Update on ABT since last meeting
 - b. Update on communication with the alumni chapter
 - c. Report on Alumni Association
 - d. Announcement of upcoming ABT meetings
 - 2. Report from the ABT Secretary:
 - a. Update on ABT communication
 - 3. Report from the Financial Advisor:**
 - a. Expected financial plan for the next month
 - b. Financial plans for the summer (including rent)
 - c. Update on filing the tax forms
 - d. Update on investments
 - e. Update on financial records
 - 4. Report from the "BB":**
 - a. Update on any communication with the Headquarters Office
 - b. Report on upcoming regional and/or international events
 - 5. Report from the New Member Education Advisor
 - 6. Report from the Recruitment Advisor
 - 7. Report from the Alumni Advisor
 - 8. Report from the chapter "A":**
 - a. State of the chapter
 - i. Scholastic Report
 - ii. State of the Chapter
 - iii. Recruitment/New Member Education
 - iv. Preparation for the consultant's visit (if applicable)
 - v. Review the chapter's visitation report (if applicable)
 - vi. Condition of housing facility
 - vii. Philanthropy
 - b. Changes in the chapter bylaws
 - c. Upcoming chapter events
 - 9. Report from the Chapter "D":**
 - a. Checkbook balance
 - b. Accounts receivable status
 - c. List of delinquent members, their status, and steps that have been taken to collect the delinquent debts
 - d. Accounts payable balance (to Delta Chi and otherwise)
 - e. Financial plan for the next month and a budget review
- D. Old Business:**
 - 1. Amendments to ABT or chapter by-laws
 - 2. Election of new ABT officers (when necessary)

E. New Business:

1. Vote on members to be inactivated
2. Vote on members to be put on probation
3. Action concerning accounts receivable
4. Confirm time and place of next month's meeting
5. Set time and date for the ABT meeting two months ahead

F. Miscellaneous and Announcements

1. News of alumni that the "E" may submit to the *Delta Chi Quarterly*

G. Adjournment

DO'S FOR ABT MEETINGS

1. Send a copy of the meeting minutes to the Headquarters.
2. Hold the meetings monthly.
3. Hold the meetings in an adequate place (office space, conference room, classroom, or back room of a restaurant) to conduct business.
4. See that the chapter is updated on the events that transpire during an ABT meeting.
5. Allow undergraduate members (brothers and associates) to attend the ABT meetings.
6. Cancel meetings as needed.
7. Combine the December and January meetings so alumni are not meeting during the holidays, and the undergraduates are not meeting during finals.
8. Consider holding at least one meeting during the summer to work on fall finances and recruitment.
9. Try to hold the meetings at a relatively consistent day, time and place.

SECTION VI: CHAPTER-ABT RELATIONSHIP

RESPONSIBILITY OF BOTH PARTIES

What is the ideal chapter-alumni relationship?

1. Always keep in mind that it is a “relationship,” and demands attention as such. Each party must be responsible, trusting, honest, and mutually hard working at improving the relationship. This is the only way to build a quality and successful relationship over time.
2. Expectations need to be kept reasonable, weighing the skills and experience level of those involved and the number of alumni participating. Make sure all those involved maintain open lines of communication and teach the value of being an involved alumnus to the undergraduates. To make the workload easier, approximately six to eight alumni should be involved. If you only have one or two involved alumni, adding just one more per year would be good progress.
3. The house corporation and the ABT should not be the same body or the same group of people.
4. Involve the alumni in operations to the extent that both the alumni and the undergraduates find mutually acceptable. This is explained in this Section under the ABT-Chapter Agreement.
5. The undergraduates need to realize that the alumni involved are volunteers and that their time is valuable. They have jobs and families of their own. The chapter must also understand the myriad of demands on their time, which is why it must make it as easy as possible for alumni to be involved. Why should the chapter make the initial, and, at times, larger effort? Because the chapter stands to gain (or lose) a whole lot more than the alumni ever will!
6. Make sure the alumni are given at least four to six weeks advance notice of ABT meetings and upcoming events (which means at every ABT meeting they are confirming next month’s meeting and setting the meeting time and date for the meeting two months ahead).
7. Keeping the alumni in touch is also a big factor in success. That is why an ABT must hold monthly meetings. If the ABT goes a term without a meeting, the ABT members will start to lose interest, and their time will become filled with other activities.
8. Keep alumni updated frequently with chapter meeting minutes, telephone lists, visitation reports, monthly financial statements, house contracts, and basic updates on the chapter.
9. Special treatment is another factor to a successful relationship. By always sending thank you cards when an alumnus attends any event or recognizing an alumnus for a job well done (e.g., tickets to formal, recognition pin, a plaque, naming an award after the person, dedicating a room or wing of the house to the person), you will convey the positive reinforcements often needed to cause a person to go above and beyond the call of duty and set the standards for the rest. Always recognize families and spouses (i.e., cards on the holidays, associate member pins for newborn sons, invitation to events, gifts of recognition).

The best form of relationship is one that is considerate and acknowledges that both parties have needs so that when problems do arise they will be handled better.

CHAPTER-ABT AGREEMENT

When someone has been selected and has accepted a position on the ABT, he/she should sit down and put in writing what he/she will and will not do while holding the position. On a second piece of paper he/she should write down what he/she believes the chapter should and should not do. Simultaneously, the chapter should come up with the same two lists but from its perspective. These lists should include, but not be limited to:

- Which meetings the person will attend and how often
- What time(s) of the day the ABT members and chapter officers can or cannot be called
- What to do in case of a crisis situation
- What role the ABT members and chapter will play

- How often the chapter finances will be reviewed
- Chapter's expectations of the ABT members and the ABT members' expectations of the chapter

This process, on the part of both the ABT as well as the chapter, forces the participants to come to grips with the "two-way street" nature of the relationship. It would be difficult to list all that the agreement might contain, because each ABT and each chapter has its own individual needs. However, several suggested responsibilities and the duties mandated by Delta Chi Law have been provided in this **BRIEF**.

Next, the chapter officers meet with each of the potential ABT members to jointly develop a mutually agreed upon list which defines the "will and will nots" of each side of the relationship. The results are taken back to the chapter and the ABT and voted on. Once a finalized version of the two lists is approved, both parties should sign copies of both forms. A copy should go to each member of the ABT, and a copy should go to the chapter. Additional copies might go to the Greek Advisor and the Headquarters.

This agreement should be done for each individual ABT member and the ABT as a whole.

Once each school year the "relationship" agreements should be reviewed, updated, and reaffirmed. As the chapter expands and develops, the agreements will have to evolve with it. They should also be updated if an ABT member experiences any changes (e.g., marriage, children, new job). This idea can work for an existing ABT, Faculty Advisor, and "BB". No more "I don't know what they expect from me/us" or "Why didn't he/they...?"

Always remember it is a relationship!

SECTION VII: INNOVATIVE PROGRAMMING/HELPFUL HINTS

The relationship between an ABT and the chapter can sometimes become strained for the parties involved. This can be a result of the reactions to many different situations: a disagreement between the two parties could arise; one party may feel as if it is being deprived, ignored, or unappreciated; one or both parties feel as if they are not receiving what they expected or what they used to receive out of the relationship. Somewhere along the way communication may have become relaxed, and one party just forgot to take the time to be considerate of the other. Below are some ideas to keep the relationship healthy and to keep both parties involved and informed.

1. Create an ABT newsletter. This is a quick one-page document that updates the alumni on upcoming events or changes within the ABT and/or chapter between newsletter editions (e.g., ABT meeting minutes, news about the next meeting, update on ABT activities). It is in addition to the chapter newsletter, not in place of it.
2. Send out ABT meeting announcements encouraging alumni to attend and letting them know the topics to be discussed at the next meeting.
3. Make all thank you cards to ABT members and additional alumni personal. This shows that the chapter cares and is interested in the alumnus' involvement. It will also yield better results.
4. Hold consistent events (e.g., Homecoming, the annual meeting, Founders' Day, chartering anniversary). Annual events are easier for an alumnus to plan for.
5. Invite alumni to initiation. This helps reaffirm their commitment to the Fraternity.
6. At the anniversary of the chartering, send thank you cards to the local founders or significant alumni.
7. Hold the ABT meetings at a restaurant that everyone likes.
8. Schedule ABT meetings during the Leadership Consultant's visit, so the ABT can receive an "outsider's" viewpoint of the chapter.
9. Provide the ABT with a copy of chapter visitation reports.
10. Timing needs to be considered. You cannot ask for commitments during holiday seasons or break periods. An alumnus should not be asked to come to a meeting during the holidays, and similarly an undergraduate should not be asked to attend an ABT meeting during spring break.
11. Send thank you notes to every alumnus who attends any event (including chapter and ABT meetings). Handwritten notes add a nice personal touch.
12. Send a birthday card to each alumnus.
13. Send a card to each alumnus on his initiation date.
14. Send flowers to an alumnus' wife on Valentine's Day.
15. Treat spouses and children well. Hold family days, so the whole family can enjoy the chapter. An alumnus can always feel proud if his wife/girlfriend is impressed, plus you may get a future legacy out of the event.
16. Offer a brother's baby-sitting skills when an alumnus and his wife are invited to an event, or if they wish to go out on their own (of course, only local alumni).
17. Keep the house clean and preserve records, photos, composites, and the like. When an alumnus can come to the house and find the photo album he helped make twenty years ago or he finds the house clean, he will have a sense of pride and will feel better about the hands that "his chapter" has been left in.
18. Give awards to alumni (e.g., "Most Involved", "Alumnus Brother of the Month", "Above and Beyond the Call of Duty").
19. Keep plaques on the wall denoting certain donation levels that alumni have reached. Plaques may include the "Buff Plaque" for those donating up to \$500, the "Red Plaque" for those donating \$501-1000, etc.
20. Find areas that ABT members want to be involved in, and give them the positions to perpetuate their interest and involvement.
21. Have the ABT officers keep up-to-date notebooks.
22. Provide the ABT president with a copy of the COM. Provide other positions with the applicable **BRIEFs**.
23. Provide all ABT members with chapter phone lists.
24. Keep copies of an ABT phone list with each ABT member's name and number, the "BB"'s name and number, Headquarters' number, and the house corporation president's name and number.
25. Make sure the ABT members attend chapter events (e.g., recruitment, chapter and exec retreats, initiation).
26. Have the "E" attend ABT meetings so he can become acquainted with the alumni.
27. Initiate fathers, local businessmen, faculty, etc. This provides continual growth in a chapter's alumni base. Invite fathers of associate members to be initiated with their sons. Ask initiated members to interest their fathers in becoming members of Delta Chi.
28. Help organize a Mom's Club, Dad's Day, and Parents' weekend. Ensure that "welcome" letters are sent to the parents of all the new associate members and initiated members alike.

There are many more ideas that the chapter and ABT can come up with; be creative. Remember to be consistent with whatever you undertake. Consistency is very important!

SECTION VIII: HELP!

This section has been designed to help the chapters and colonies whose ABT formation attempts have failed and to whom the majority of this **BRIEF** reads like fantasy. To begin you must realize that you are not alone. Successfully establishing an ABT is a common problem for many chapters. So calm down, your group is not "flawed." What do you do now?

Let's start at the beginning:

Step One - Be aware that the chapter "A" and "D" are members of the ABT, although they cannot hold office on the ABT. That means that you already have two ABT members.

Step Two - Your chapter needs an advisor. Do you have a "BB" (not in name only, but someone who spends time advising the chapter)? If the answer is no, find one! Who? It can be anyone interested in helping (he does have to be a Delta Chi to serve as "BB", but if you can find someone who can be initiated then that can be accomplished), preferably someone at least in his late twenties. The chapter must have a "BB". This person can be the first, non-undergraduate member of the ABT. Now there are three members on the ABT.

Step Three - It is time to begin the search for one, or preferably two individuals who are willing to contribute some of their time as ABT president and/or financial advisor. In organizing an ABT, only one of these two positions is necessary, and recruiting only one individual may often be the best that can be done for the time being. However, eventually these two positions must be filled. Remember to take things in stride, and accomplish what is reasonable in a reasonable amount of time. Goal setting becomes important here. Determine goals and set deadlines; then strive to achieve what has been determined as obtainable.

Some ideas on recruitment are listed in **Section III** of this **BRIEF**. Remember to look at not only alumni, but also faculty, administrators, parents, local businessmen and anybody else who has good relations with the chapter for possible ABT candidates. This may take some time and work, but it is a necessary step if an ABT is to ever be established. Networking through chapter members and alumni may help get things under way.

WHY SHOULD SOMEONE GET INVOLVED ON AN ABT?

Keep in mind the reasons why people may be interested in getting involved on an ABT. These reasons may include:

- Feelings of belonging
- Renewed brotherhood
- Fraternal leadership
- The ability to impact young people's lives
- The opportunity for active community involvement

There may be many reasons for people to have an interest in aiding your chapter. If they are interested, attempt to find out their reasoning and do what you can to meet their desires.

HOW TO PREVENT FRUSTRATION

Keep everything in perspective and make sure that all expectations are reasonable!

There are two rules that directly apply to the successful formation of an ABT: the 80/20 rule and the one man per year rule.

The 80/20 Rule - This rule says that eighty percent of the job is in only twenty percent of the activity. So, if the ABT can concentrate on that twenty percent, it will already be doing eighty percent of its job! What that twenty percent is made up of is just being there to show someone cares (far more meaningful than you may think) and watching over the finances. Many things can go wrong that the ABT simply has little influence over, but mismanagement of the finances will bury any chapter faster than anything and that is why Delta Chi Law grants the ABT so much power when it comes to the finances of the chapter. The 80/20 Rule also claims that eighty percent of the work gets done by twenty percent of the people involved. This is often exemplified within the chapter when only a certain "few"

work hard at accomplishing something for the entire group. Many people, when faced with this reality, think that it is wrong and try to get everyone to work. They are in for a big disappointment and will claim that the membership is apathetic or “flawed” in some way. Not true. The thing to do is to, instead of getting frustrated with the lack of effort on the part of some, continually express appreciation and thanks to those who do give. Also, within the realm of this rule, it is necessary to keep expectations reasonable. Volunteers can only give so much with all the other things going on in their lives, so be cautious as to not expect too much.

The One Man Per Year Rule - This rule is very simple. If you currently have one member involved on the ABT, say the ABT president, and you recruit one more within the year, then the ABT has just doubled in size. The intent of this rule is to see that the ABT continues to grow and evolve. In the beginning you may wish to set the goals a bit higher, perhaps even one man per term. It is up to the chapter to determine what is reasonable. Once the ABT has come into existence, the one man per year rule will help keep it alive.

If the ABT is providing a review of the financial status of the chapter and assisting in matters regarding the budget and financial policies, then the ABT is fulfilling most all of its responsibilities that are set forth in Delta Chi Law. Remember though, that the ABT is an organization that should be developed to **assist** the chapter. The stronger it is and the better organized it is, the better off the chapter will be. Take things in stride and do what is within your power to successfully establish an ABT. Expect great results only in the long run. For now, simply expect gradual progress.

Be sure to read this entire **BRIEF** for additional ideas and to provide “the stars to shoot for.” Good luck!

SECTION IX: SAMPLE ABT BY-LAWS

The chapter has the duty of seeing that an ABT is established, as required in Delta Chi Law. Certain responsibilities are set out in Delta Chi Law, but the chapter is left autonomous in deciding how to establish an ABT and what else its ABT should do once organized. In order to make sure the ABT is as productive as can be, it is recommended that rules and regulations for its establishment and organizational procedures be written down. Although the chapter may feel that listing this information in the chapter by-laws is enough, a separate set of "ABT by-laws" may allow for more detail and therefore better organization of the ABT.

The ABT by-laws can chart the course of the ABT and determine what type of an impact the ABT will have on the chapter. Since this document can have a significant effect on all areas of chapter operations, and since the ABT is an advisory and supervisory organization for the chapter, the ABT by-laws should be accepted by both the chapter and the ABT. A mutual agreement between the chapter and the ABT on such topics as ABT membership selection and election of ABT officers is important if the relationship between the two groups is to be a working and supportive relationship. The chapter may want to request that the final document be approved by a majority vote of both the chapter and the ABT. Once the ABT is established, the chapter continues to have a voice on the ABT through the "A" and the "D", who are both required to be members of the ABT. Below is a sample set of ABT by-laws that will provide ideas that will be useful in establishing by-laws for your own ABT.

Note- It is important to realize that this document is a sample set of ABT by-laws and that the dates and figures listed are merely suggestions. All guidelines and stipulations set forth regarding an ABT must be in compliance with Delta Chi Law. This document should not be used in whole as ABT by-laws; instead it should provide direction in establishing your own ABT by-laws or ABT Section of the chapter by-laws.

Article I. Organization

Section 1. Name. The name of the organization shall be the Alumni Board of Trustees (ABT) of the _____ Chapter of The Delta Chi Fraternity.

Section 2. Purpose. The purpose of the ABT is to assist in the operation of the chapter through:

- (1) The exercise of its supervisory powers over the planning, supervision, and control of chapter finances, and the use and maintenance of chapter property.
- (2) The exercise of its power to investigate, regulate, and control any and all expenditures and disbursements of chapter funds.
- (3) Providing advice and, when necessary, assistance to the chapter in resolving existing problems, and recognizing and helping avoid or minimize the impact of potential problems.
- (4) The exercise of all other powers, authority, duties, and obligations conferred upon the ABT by Delta Chi Law.

Article II. Membership

Section 1. Eligibility. Any person who shall agree to abide by the provisions of Delta Chi Law and express a willingness to act for the achievement of the ends and purposes of the ABT is eligible for election to the ABT.

Section 2. Delta Chi Alumni. A majority of the ABT shall be composed of alumni members of The Delta Chi Fraternity in good standing.

Section 3. Required Membership. The "BB", "A" and "D" are ex-officio (by virtue of office) members of the ABT.

Section 4. Classes of Members. The ABT shall be composed of a single class of membership.

Section 5. Denial of Membership. No person shall be denied membership on the ABT because of race, color, creed, religion or national origin.

Section 6. Eligibility to Vote. At every meeting of the ABT, each member shall be entitled to one vote in person upon each matter properly submitted to a vote at a meeting of the ABT.

Section 7. Proxies. There shall be no voting by proxy.

Article III.

Meetings

- Section 1. Place of Meeting. Any or all meetings of the ABT shall be held in ___(City and State)___, unless otherwise indicated at a prior meeting, with notification to all members of the ABT.
- Section 2. Regular Meetings of ABT. Regular meetings of the ABT shall be held at least once each month at such place, day and time as the ABT shall determine. Notice of regular meetings of the board shall not be required but is recommended.
- Section 3. Annual Meeting of ABT. An annual meeting of the ABT shall be held each year on the last Monday in May beginning at 8:00 p.m. (fill in date and time which best fits the agenda of the ABT members); one of the purposes of this meeting shall be the election of officers.
- Section 4. Notice of Annual Meeting of ABT. At least thirty (30) days prior to the date fixed by Section 3 of this Article for the holding of the annual meeting of the ABT, written notice of the place, day and hour of such meeting shall be either personally delivered or mailed by the ABT secretary, as herein provided, to each member entitled to vote at such meeting.
- Section 5. Delayed Annual Meeting. If, for any reason, the annual meeting of the ABT is not held on the day designated in Section 3 of this Article, such meeting may be called and held as a special meeting, and the same proceedings may be had there as at an annual meeting, provided that the notice of such meeting shall be not less than a thirty (30) day notice.
- Section 6. Order of Business at Annual and Regular Meetings. The order of business at the meetings of the ABT shall be as follows:
- (a) Roll call
 - (b) Reading notice and proof of mailing
 - (c) Reading of the minutes of last meeting
 - (d) Report of president
 - (e) Report of secretary
 - (f) Advisor reports
 - (g) Chapter "A" report
 - (h) Chapter "D" report
 - (i) Old business
 - (j) Election of officers (Annual Meeting)
 - (k) Transaction of other business mentioned in the notice
 - (l) Adjournment

*In the absence of any objection, the presiding officer may vary the order of business at his discretion.

- Section 7. Special Meeting of ABT Called by President. Special meetings of the ABT may be called by the president, with at least 24 hours notice, by notice to the members of the place, day, time, and purpose of the meeting.
- Section 8. Special Meeting of ABT Called by Majority of ABT. Special meetings of the ABT may be called by the petition of a majority of the ABT, by notice of the place, day, time, and purpose of the meeting.
- Section 9. Special Meeting of ABT Called by Chapter. The president shall call a special meeting of the ABT at the request of fifty percent (50%) of the active members of the chapter or at the request of seventy-five percent (75%) of the associate members of the chapter.
- Section 10. Notices and Mailing. All written notices required to be given by any provision of these by-laws shall state the authority pursuant to which they are issued ("by order of the Alumni Board of Trustees or President" as the case may be) and shall bear the signature of the secretary. Every written notice shall be deemed delivered when it has been deposited in the United States mail, with postage fully prepaid, plainly addressed to the member at his or her last address appearing upon the membership roll.
- Section 11. Waiver of Notice. Notice of the place, day, time, and purpose of any meeting of the ABT may be waived by telegram, facsimile, cablegram or other writing, before such meeting has been held or by attendance at said meeting unless attendance is solely for the purpose of objecting to said meeting.

Article IV.

Quorum

- Section 1. Quorum. A majority of the members of the ABT shall constitute a quorum at any meeting for the purpose of transacting business. The act of a majority of the members present at a meeting at which a quorum is

present shall be the act of the ABT. The presence of a smaller number at any meeting of the ABT shall have the power to adjourn such meeting to a later date. The vote of a majority of the votes entitled to be cast by the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

Section 2. Presumption of Assent. A member of the ABT who is present at a meeting at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or unless he or she shall forward such dissent by certified mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member who voted in favor of such action.

Article V.

Trustees

Section 1. Number and Term of Members. The ABT shall be composed of (x) persons, no less than (50% of x) of whom shall be alumni of The Delta Chi Fraternity. The duly elected "A", "D", and "BB" of the chapter shall serve on the ABT throughout their terms of office. Unless otherwise provided, every other member shall hold office for the term for which he or she is elected and until his or her successor is elected and qualified.

Section 2. Membership. Membership to the ABT shall be by nomination at the annual meeting of the ABT. The chapter shall reserve the right to reject an ABT appointment by a two-thirds (2/3) vote. An ABT member shall serve a term of two (2) years, and at the initial meeting of the new ABT, half of the members shall be appointed for a one (1) year term and the other half of the members for a two (2) year term. Thereafter, all future nominees shall be nominated and elected by a majority vote of the then existing board for a two (2) year term so that not all of the members' terms will expire every other year, thus assuring continuity among the membership of the ABT.

**Nothing in this bylaw shall be construed to prevent the election of a member to succeed himself or herself.*

Section 3. Vacancies. Vacancies in the ABT shall be filled by appointment made by the president and confirmed by the ABT. Each person so appointed to fill a vacancy shall remain a member for the unexpired term of his or her predecessor in office.

Section 4. Action by Unanimous Written Consent. If and when the ABT members shall consent in writing to any action to be taken by the ABT, such action shall be as valid board action as though it has been authorized at a meeting of the ABT.

Section 5. Power to Make By-laws. The ABT shall have power to make and alter any by-law or by-laws of the ABT, including the fixing and altering of the number of the members, provided that the ABT shall not make or alter any by-law or by-laws fixing the qualifications, classifications or term of office of any member or members of the then existing board.

Section 6. Power to Elect Officers. The ABT shall select a president, financial advisor, and a secretary. No officer need be an alumnus of The Delta Chi Fraternity, but neither the "A", "D", nor "BB" shall be eligible to hold ABT officer positions.

Section 7. Power to Appoint Other Officers and Agents. The ABT shall have power to appoint such other officers and agents as the ABT may deem necessary for transaction of the business of the ABT.

Section 8. Removal of Officers and Agents. Any officer or agent of either the chapter or the ABT may be removed by a majority vote of the ABT whenever in the judgment of the board the best interests of the chapter or ABT will be served thereby.

Section 9. Power to Fill Office Vacancies. The ABT shall have power to fill any vacancy in any board office occurring for any reason whatsoever.

Section 10. Delegation of Powers. For any reason deemed sufficient by the ABT, whether occasioned by absence or otherwise, the ABT may delegate all or any of the powers and duties of any officer to any other officer or member, but no officer or member other than the secretary shall execute, acknowledge or verify any instrument in more than one capacity.

Section 11. Power to Appoint Executive Committee. The ABT shall have the power to appoint, by resolution, an executive committee composed of two or more members who, to the extent provided in such resolution, shall have and exercise the authority of the ABT in the management of the ABT between meetings of the board.

Article VI.

Officers

Section 1. President. The president shall be selected by, and from the membership of the ABT. He shall preside over all meetings of the board. He shall ensure that all board members are performing their duties and shall assist when necessary. He shall see that all orders and resolutions of the board are carried into effect. He shall be an ex officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of president. He shall recruit replacements and nominees to fill vacancies in the board when they occur. He (along with the "BB") shall act as the official alumnus representative of the chapter. The president shall serve a term of one (1) year.

Section 2. Financial Advisor. The financial advisor shall oversee all the financial affairs of the chapter and shall work closely with the chapter "D" and finance committee to ensure that the chapter is operating in a fiscally responsible manner. The financial advisor shall review the *Financial Management BRIEF*, assist in the preparation of the chapter's budget, oversee the completion and filing of tax forms, insure prompt payment of bills, regularly review the chapter's books maintained by the "D" to see that adequate financial records are being kept, insure that all expenditures are within budget, provide advice in the investment of idle funds, provide advice on fundraising and fund-raising campaigns, check the chapter financial records at least once a month to assure accuracy and completeness, assist in the collection of delinquent accounts, and review the financial reports prepared by the "D" prior to the monthly ABT meeting. The financial advisor shall serve a term of one (1) year.

Section 3. Secretary. The secretary shall attend all meetings of the ABT, and of the executive committee of the ABT, and shall preserve in books of the ABT true minutes of the proceedings of all such meetings. He or she shall give all notices required by bylaw or resolution. He or she shall perform such other duties as may be delegated to him or her by the ABT or by the executive committee. The secretary shall serve a term of one (1) year.

Section 4. Additional Positions. Additional positions may be established and defined in this section of the by-laws as the ABT sees fit.

Article VII.

Amendment of By-laws

Section 1. Amendments - How Effected. These by-laws may be amended, altered, or repealed by the affirmative vote of a majority of the board if the amendment, alteration, addition or repeal be proposed at a regular or special meeting of the board and adopted at a subsequent regular or special meeting; provided, that no change of the date for annual meeting of the board shall be made within sixty (60) days before the day on which such meeting is to be held, unless consented to in writing, or by a resolution adopted at a meeting, by all members entitled to vote at the annual meeting.

Adopted this _____ day of _____, 20__

By: _____
President of the ABT Chapter "A"

Attest: _____
Secretary of the Meeting