

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 that "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 an active role on their son's 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 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 that “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 two-thirds 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. This request must be signed by the president of the ABT. **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 proceeding 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 a 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 them 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 rush advisor can meet with and help in educating the new rush 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 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 they are maintaining Delta Chi's minimum standards and remain 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 law suit 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 Housing Corporation could be placing the housing account and the chapter house in a dangerous position. The Housing 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 for 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 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 they are 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 "outsiders" 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 at Christmas and similarly an undergraduate should not be asked to attend an ABT meeting during Spring break.
11. 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 their 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 for the Month", "Above and Beyond the Call of Duty").
19. Keep plaques on the wall denoting certain donations 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 members name and number, the "BB"'s name and number, Headquarters number, and the housing corporation president's name and number.
25. Make sure the ABT members attend chapter events (e.g., rush, chapter and executive member 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!