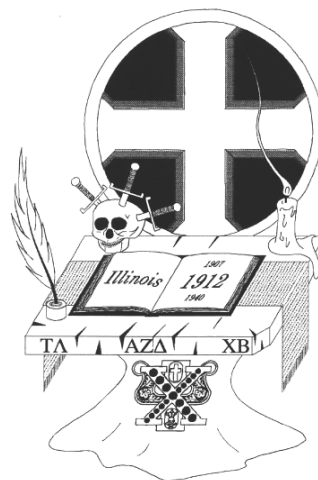




# The Corporation of Alpha Zeta Delta Of Chi Psi

## *Board Member's Orientation Manual*



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## *Welcome and Thank You*

Congratulations on your election to The Corporation of Alpha Zeta Delta of Chi Psi's Board of Directors, and thank you for volunteering your time and effort to once again serve your Alpha as a member of the Board! The dedication to and love for Chi Psi of those Brothers who have previously served on the Board is what has kept Alpha Zeta Delta alive and well on the campus of the University of Illinois for over 100 years, and it is your own dedication and love that will keep it growing for years to come.

This Board Member's Orientation Manual is designed to make your life easier by setting out the roles and responsibilities of the Corporation as a whole, the Board of Directors, and each of its members. This handbook is only a guide, however. The actual duties and responsibilities of each member may vary from year to year at the discretion of the President based upon the skills and interests of the members of the Board and other volunteers. However, the duties to be fulfilled by the Board will not change, and every Board is encouraged to adopt a similar organizational structure as that which is set forth in this handbook

Thank you again for agreeing to serve on the Board. We sincerely hope that you will find your experience as enriching and rewarding as your prior experiences in Chi Psi. You should take pride in knowing that, by serving, you are helping to ensure that Alpha Zeta Delta continues to thrive on campus so that future generations of Brothers can enjoy the same rewarding experiences that you have had as a Brother in Chi Psi.

## **Role of the Alumni Corporation**

The Alumni Corporation consists of every dues-paying alumni member of Alpha Zeta Delta of Chi Psi in good standing. The mission of the Corporation is to provide guidance, support, and continuity to Alpha Zeta Delta.

According to the Corporation's Bylaws, every undergraduate who graduates or leaves the University of Illinois in good standing with the Alpha automatically becomes a member of the Corporation. Additionally, any member of Chi Psi in good standing, whether graduate, undergraduate, of any Alpha of the Chi Psi Fraternity, may become a member of the Corporation upon being elected by a majority vote of the Board of Directors.

The Alumni Corporation serves three primary purposes: (1) to ensure the existence of a safe, habitable Lodge and to manage the building and property; (2) to advise and supervise the undergraduate Brothers of the Alpha; and (3) to promote alumni interest in the Alpha, foster continued Brotherhood among alumni, and encourage and facilitate interaction between alumni and undergraduates.

The Bylaws mandate that the Corporation meets once a year on the Saturday morning of Homecoming weekend at the Lodge. Additional special meetings may be held from time to time, but special notice requirements must be followed in order to conduct business at such a meeting. Eleven members of the Corporation, including at least seven members of the Board must be present in person to constitute a quorum to transact business at any annual or special meeting of the Corporation.

Generally, the only business conducted at an annual meeting should be the election of officers, although circumstances may warrant additional business to be conducted at an annual meeting as well (such as the approval of a purchase of a Lodge or the revision of the Corporation's Bylaws).

Alumni dues for members graduating within five (5) years were set at \$45 per year at the 2016 Annual Meeting, and \$55 for all other class years. Dues may be increased from time to time with a majority vote of all voting members at an annual or special meeting without the need to further amend the Bylaws.

## **Role of the Board of Directors**

The control and management of the affairs of the Corporation are vested in its Board of Directors. The Board consists of thirteen members, one of whom is the immediate past President for a term of one year. The Board also consists of four officers - a President, Vice-President, Secretary and Treasurer, all of whom serve one-year terms – and four trustees. Trustees serve two-year terms, though their terms are staggered so that only two trustees are up for election each year.

The final four members of the Board are undergraduate trustees. It has been the practice of the Alpha recently to simply appoint its #1, #2, #3 and #4 as members of the Board, but the Alpha is free to nominate whomever it chooses for election to the Board.

The Board meets three times per year at the Lodge: once at the beginning of the school year in August or September, and on the two Initiation weekends. Every Board member is expected to attend every meeting, but attendance at two of the three meetings is required. Additionally, every Board member is expected to volunteer to fill a role on the Board and to actively recruit Alumni Brothers to serve on the Board, on a committee, or simply to attend Alumni events.

The purpose of the Board is to actively carry out the mission of the Corporation, which is to provide guidance, support, and continuity to the Alpha. This is accomplished by making sure the Alpha has a Lodge, providing support, guidance and supervision to the undergraduate officers and actively maintaining a relationship with and amongst alumni Brothers.

Specifically, the Board is responsible for fulfilling the following roles:

- Be the title holder or lease holder of the Lodge.
- Develop a strategic long-term plan for the Alumni Corporation and for the Alpha and establish a timetable for implementation.
- Delegate responsibilities to Board members to carry out the mission of the Corporation.
- Advise and supervise the Alpha regarding its organizational structure, operations, and financial activity.
- Oversee the development and implementation of the Alpha's budget and provide consistent guidance over time in short/long term financial planning.
- Foster an active relationship between the Alpha and Alumni.
- Recruit and educate new Alumni Board and committee members.
- Promote alumni interest by communicating regularly with all AZA Alumni.
- Conduct fundraising campaigns to purchase a Lodge or make capital improvements on the property.
- Assist the Alpha in collecting dues from undergraduate Brothers and from Brothers who have graduated with an outstanding balance.
- Be a positive role model for the undergraduate Brothers.
- Set and enforce standards of ethical conduct and academic success.
- Promote compliance with all of Chi Psi Fraternity's risk management policies.

## **Roles and Responsibilities of Officers**

The four officers make up the Executive Committee of the Board of Directors, and it is the responsibility of each officer to fulfill his ministerial duties in addition to those duties he may take on as a member or chairman of a committee. Additionally, officers are expected to be proactive in communicating with other alumni Brothers, keeping them informed and encouraging them to attend alumni events.

### **President**

According to the Bylaws, the President presides at all meetings of the Corporation and of the Board of Directors. He is required to make a report at each annual meeting of the affairs and condition of the Corporation. The President has the right to require the Secretary or Treasurer to furnish him, at any time, a written statement in detail of all the matters of the Corporation under their respective charge. The President is authorized to execute, in the name of the Corporation, all written contracts of the Corporation after a majority vote of the Board of Directors.

In practice, the President is responsible for ensuring that the mission of the Alumni Corporation is carried out. He, with the advice of the Board, is responsible for crafting a long-term vision for the Alpha and taking all necessary steps to ensure the perpetuation of the Alpha. He is responsible for nominating committee chairmen and delegating responsibilities to other Board members but must remember that he is ultimately responsible for ensuring that tasks are completed and the mission of the Corporation is carried out.

The President is also responsible for communicating with the University of Illinois and the Central Office. He is the face and the voice of the Alumni Corporation. For that reason, he is responsible for addressing the Alumni at all alumni gatherings.

Specific duties of the President include but are not limited to:

- Preparing a long-term and short-term vision for the Alumni Corporation.
- Assisting the Alpha in developing a long-term and short-term visit for AZΔ.
- Preparing housing contracts to be signed by Brothers living in the Lodge, ensuring that the contracts comply with all University requirements.
- Communicating with the University's Private Certified Housing office ("PCH") to ensure that all requirements are met so that the Lodge qualifies as certified housing.
- Negotiating any lease or purchase agreements for a Lodge and executing all contracts on behalf of the Corporation.
- Preparing an Annual Report for each annual meeting.
- Preparing an agenda for every Board or Corporation meeting.
- Obtaining accreditation from the Central Office for the Corporation so that he (or another Board member) may attend and participate in the Annual Convention.
- Overseeing all committees and fulfilling the duties of any committee chairman not filled by another Board member or volunteer.
- Preparing a written report for publication in each issue of The Parthenon.
- Ensuring that the Alpha complies with all Chi Psi risk management policies.

### **Vice-President**

In the absence of the President, the Vice-President presides at all meetings of the Corporation and of the Board of Directors; and in case of extended absence, sickness, or inability of the President the Vice-President shall perform all the duties of the President. (In the absence of both the President and Vice-President the members present at any meeting of the Corporation may choose a presiding officer pro-tempore.) In practice, the Vice-President should be the President's right hand and assist the President in carrying out the mission of the Corporation. The Vice-President is also responsible for overseeing the nomination process for vacancies on the Board.

### **Secretary**

According to the Bylaws, the Secretary is responsible for maintaining full and complete records of the meetings of the Corporation and of the Board. He maintains custody of all official records, reports, and other documents of the Corporation other than financial records, which are maintained by the Treasurer. The Secretary shall carry on all the correspondence for the Corporation, shall issue notices for all meetings of the Corporation and of the Board, shall solicit and receive applications for membership and notify applicants of their election to membership.

The Secretary shall, within thirty days before each annual meeting, and at any other time when requested by the President, furnish to the President, or to any member of the Board of Directors, on the request of such member, a full and detailed statement of all his proceedings since the last preceding annual meeting. In practice, the most important ministerial duty of the Secretary is to take minutes of each Corporation or Board meeting and distribute them in a timely fashion to the other members of the Board.

### **Treasurer**

The Treasurer must keep an accurate account of all moneys of the Corporation received by him, and all moneys disbursed by him for the Corporation, collect the membership dues and shall keep accurate books of his account of all his collections and he shall within thirty days before each annual meeting, and at such other times as he shall be requested by the President, furnish to the President, or to any member of the Board of Directors, on the request of such member, a full and detailed statement in writing of the exact financial condition of the Corporation, and all of his receipts and disbursements since the last preceding annual meeting.

The Treasurer, under the direction of the Board, shall have immediate charge and management of any land, house or property that the Corporation may possess; shall rent the rooms of any house owned or leased by the Corporation at rentals fixed by the Board of Directors; and shall collect all rentals, giving proper receipts therefore.

The Treasurer shall keep all the Corporation funds deposited in the bank designated by the Board as aforesaid in the name of the Corporation; he shall pay the taxes, insurance and all other fixed charges of the Corporation, as they become due, and all other necessary expenses of the Corporation, not exceeding in any one item or amount five-hundred dollars (except the items of interest on the corporate debt, and taxes, without the order of the Board of Directors). All other

expenditures shall be made by the Treasurer only when authorized thereto by written order signed by two of the alumni members of the Board of Directors.

Additionally, the Treasurer's roles and responsibilities include, but are not limited to, the following:

- Paying all bills and managing the finances of the Corporation.
- Preparing a balance sheet before each Board meeting.
- Preparing a full set of financial statements on a regular basis.
- With the input and advice of the various committee chairman, preparing a proposed budget during the summer months for consideration and approval at the first Board meeting of each fiscal year.
- Training and mentoring the #4 and #4.5.
- Working with the #4 in developing the Alpha's budget each semester.
- Filing corporate tax returns no later than March 15 of every year.



## **Organizational Structure**

Other than the ministerial duties carried out by the four officers, the work of the Alumni Corporation is carried out through its standing committees. Committee chairmen are appointed by the Board and report directly to the President, as chairman of the Board. Below are a list of standing committees and subcommittees. The subcommittees, which often may consist only of the chairman, report directly to the chairman of the primary committee above it.

### **Property/Risk Management**

#### **Alumni Outreach**

**The Parthenon**

**Website**

**Alumni Events:**

**Founders' Day**

**Golf Outing/Picnic/Other**

**Arlington Park Outing**

**Supporting Events**

#### **Alpha Relations**

**Lodge Events:**

**Alumni Weekends**

**Homecoming**

**Initiation Banquets**

**Scholarship/Personal Development**

**Career Guidance/Professional Development**

**Recruitment/Buell Scholarship**

#### **Fundraising**

#### **Rituals and Traditions**

## **Committee and Subcommittee Roles and Responsibilities**

### **PROPERTY/RISK MANAGEMENT**

The chairman of the Property/Risk Management Committee is responsible for overseeing the maintenance and upkeep of the Lodge property, whether owned or leased by the Corporation. His duties may include but are not limited to:

- Conducting regular inspections of the property to ensure that it is safe and habitable, and that it complies with all applicable housing codes (state, local and University).
- Making recommendations to the Board regarding maintenance issues or capital improvements.
- Working with the Lodge Manager to help educate the Brotherhood regarding basic home maintenance skills.
- Developing a plan, including a budget, to remedy maintenance problems or issues that may occur from time to time, including working with the landlord of the Lodge (if the Lodge is rented) to develop such a plan.
- Organizing periodic alumni work weekends to proactively maintain the upkeep and appearance of the Lodge.
- Mentoring and training the Lodge Manager.

### **ALUMNI OUTREACH**

The chairman of the Alumni Outreach committee is responsible for communicating with Alumni and keeping them engaged with the activities of the Alpha and of the Alumni Corporation. He oversees the publication of our official newsletter, The Parthenon, the website ([www.azdchipsi.org](http://www.azdchipsi.org)) and the planning of all alumni events.

#### **The Parthenon**

Publishing the Parthenon three times a year (in the beginning of April, August and December) is arguably the most important function of the entire Board. It is imperative that the chairman either takes this on himself or delegates the task to someone skilled in Microsoft Publisher (or similar publishing software) who has the dedication and time necessary to create an impressive, informative newsletter. The task will include assigning articles to alumni and undergraduate members, following up to ensure that articles are received in a timely fashion, writing articles of his own, taking photographs, and laying out the newsletter.

The Secretary should maintain the official address list of the Alumni Corporation. Once the newsletter is created in Microsoft Publisher, it, along with the database of addresses, can be electronically transmitted to the Chi Psi Central Office for printing and mailing. Approximately \$4,000 - \$5,000 per year should be budgeted for the publication of The Parthenon, and electronic versions of the newsletter should be emailed to the Alumni and posted on the website and on social media.

### Website

The Alumni Outreach chairman also oversees the creation and maintenance of the Alumni Corporation's website, [www.azdchipsi.org](http://www.azdchipsi.org). Ideally, a Brother skilled in web development should be tasked with the upkeep of the website, although this is a task which the President or Secretary may wish to take on himself in order to ensure that timely and accurate information is posted.

### Alumni Events

Alumni events, as opposed to Lodge events, are events hosted by the Alumni Corporation. They usually (but not always) are held in the Chicagoland area during the summer months.

The headline event for Alpha Zeta Delta is the annual Founders' Day Banquet. Though we have held many different types of events to commemorate Founders' Day through the years, it is this writer's opinion that a formal banquet should be held every year to appropriately commemorate the occasion. The Founders' Day Banquet is an opportunity for alumni and actives to come together in a formal setting to celebrate the long, uninterrupted history of Alpha Zeta Delta on the University of Illinois campus and to recognize those Brothers who have exhibited exceptional service to the Alpha through the past year.

Each banquet should feature a keynote speaker to address the attendees, and awards should be given out to actives and alumni alike, including but not limited to the Alumni Recognition Award, the H.A. Bestor Award and the H. Seger Slifer Award. The Founders' Day Banquet is a chance for alumni to interact with undergraduates and set an example of how to socialize in a formal setting, as most actives do not ever make it to a formal banquet at the Annual Convention.

Other events that have been held throughout the years which have proven to be popular have been golf outings, family picnics, an active-alumni softball game and a trip to Arlington Park. Whatever events are planned, they should be well-publicized, and each Board member should proactively recruit other alumni to attend.

In addition to these primary events, supporting events should be held through the year as well. These events do not need to be formal, and every Board member is expected to try to plan at least one supporting event per year. Examples of these kind of events are happy hours, lunch gatherings, trips to a baseball game or watch party, etc. Alumni all have busy schedules and most will not be able to attend any single event, so the more events that can be held in a given year, the better.

## **ALPHA RELATIONS**

The Alpha Relations chairman is the person primarily responsible for supervising and advising the undergraduate officers of the Alpha and for maintaining a positive relationship between undergraduate and alumni Brothers. It is generally beneficial for the Alpha Relations chairman to be a recent graduate who has also had prior Board experience.

Some of the duties and responsibilities of the Alpha Relations chairman include but are not limited to:

- Working closely with the undergraduates to ensure that new officers are properly trained and transitioned into their roles.
- Working with the Recruitment Chairman to develop solid recruitment strategies, and plan and facilitate Rush Workshops as needed.
- Planning and facilitating a yearly Alpha Management Retreat (AMR).
- Ensuring that the duties of his subcommittees are carried out.
- Mentoring and training the #1 and other officers of the Alpha.

### Lodge Events

A Lodge event is an event hosted by the Alpha and conducted at the Lodge. These can include Homecoming, Initiation Banquets and Alumni Weekends, as well as other events which may be planned from time to time. The #1 and undergraduate Alumni Relations chairman will normally plan these events in coordination with the alumni Alpha Relations chairman (or his designee).

Over the course of many years, it has been determined that Alumni Weekends should be held at the Lodge in addition to Homecoming, which is held in October of each year. Alumni Weekends are less formal events in which the Alpha throws open its doors and invites alumni to visit the Lodge and partake in some activity. The more events that can be held at the Lodge, and the more opportunities we give alumni to visit, the better. Many alumni prefer not to visit campus during Homecoming weekend when traffic is congested and hotel rooms are difficult to secure. Additionally, those who do attend Homecoming often wish to see other parts of campus in addition to visiting the Lodge. It is a University-centric weekend, not just a Chi Psi weekend.

Alumni Weekends, on the other hand, offer alumni the opportunity to come down during a normal weekend, see a football or basketball game and hang out at the Lodge without other pressures tugging on them. Additionally, it is advisable for the Board to conduct its first meeting of the year at an Alumni Weekend in August or early September so that the annual meeting at Homecoming can be focused solely on conducting the business called for in the Bylaws.

Initiation Banquets are also events which should be well planned, and the Alpha Relations chairman should work with the Alpha in helping with this as well. An Initiation Banquet is an opportunity for the Alpha to award its semesterly scholarships (Bargh, Preble, Jr., Preble, Sr., High GPA, 4.0) as well as give out any awards it may wish to give out. It is an opportunity for the Alpha to show off to alumni and foster a sense of pride and accomplishment among the Brotherhood, and the undergraduates should be encouraged to take advantage of that opportunity.

### Scholarship/Personal Development

There should be a member of the Board whose focus is helping the undergraduate Brotherhood achieve its highest level of academic success and personal development possible. Duties and responsibilities may include but are not limited to:

- Planning and/or facilitating workshops to help the undergraduates develop skills to succeed in the classroom.
- Arranging for speakers to address the Alpha to promote academic success.

- Ensuring that the Alpha takes steps to actively promote academic success, such as the recruitment of a Faculty Advisor or implementation of academic programs.
- Ensuring that undergraduate Brothers are all involved in at least one other campus activity or organization.
- Mentoring the Alpha's Scholarship Chairman.

#### Career Guidance/Professional Development

There should be a member of the Board whose focus is helping the undergraduate Brothers in developing a career plan and, if possible, assist them in their first job search. Duties and responsibilities may include but are not limited to:

- Planning and/or facilitating career planning workshops.
- Overseeing the AZΔ Career Guidance Program to match up undergraduate Brothers with alumni who work in the Brother's chosen field.

#### Recruitment/Buell Scholarship

There should be a member of the Board whose focus is on recruitment. This should generally be a younger alumnus who has previously served as a #1 or a rush chair, and his duties and responsibilities may include but are not limited to:

- Mentoring and training the undergraduate Recruitment Chairman.
- Organizing and/or facilitating recruitment workshops.
- Ensuring that the Alpha's membership continues to grow until it reaches the level recommended by the Central Office.
- Helping the undergraduate Recruitment Chairmen develop a year-round recruitment program.
- Assisting the Recruitment Chairmen in organizing and executing recruitment activities.
- Organizing and implementing the Buell Scholarship Program.

(The Temple Hoyne Buell Memorial Scholarship program has been a valuable recruitment tool in the past, but it has not been utilized in several years. Brothers often express interest in resurrecting the program. If the Board decides to proceed with offering the Buell scholarship in a given year, the Recruitment chairman is responsible for all facets of the program, which includes but is not limited to the following:

- Communicate with the #1 and #4 to ensure that the cost of the Buell program is included in the Alpha's annual Grant Proposal to the Chi Psi Educational Trust (this includes not only the three \$1,000 scholarships to be awarded but also the cost of printing and mailing applications, holding summer events/bbq's, and hosting the awards banquet during the first week of school each August).
- Prepare, print and mail scholarship applications to high schools across the state for high school seniors to complete and return.
- Communicate with high school guidance counselors to promote the scholarship.
- Screen all returned applications and schedule first round of interviews during June.

- Coordinate with undergraduate Brothers to ensure that a sufficient number of Brothers are available and willing to conduct interviews.
- Work with the Recruitment chairman to organize a summer rush event to which Buell Scholarship candidates are invited.
- Select 25-30 scholarship finalists and schedule final round of interviews for the first Friday of the new school year.
- Choose 3 scholarship winners to be awarded at a formal banquet at the Lodge on the first Saturday of the new school year.
- Work with the #1, Scholarship Chairman and Recruitment Chairman to plan and organize the Buell Banquet.
- Attend all interview sessions, events and address the finalists at the Buell Banquet.)

### **FUNDRAISING**

The fundraising chairman is responsible for conducting an annual dues campaign or, if a capital campaign is being planned to purchase or renovate a Lodge, to chair and organize such a campaign. The chairman's duties necessarily include staying in touch with alumni Brothers who have exhibited a willingness to donate time or money to the Corporation in the past and to identify and engage potential new donors for future campaigns. Specific duties of the Fundraising Chairman will vary depending upon the nature of the fundraising campaign being planned.

### **RITUALS AND TRADITIONS**

The Rituals and Traditions chairman is responsible for planning, organizing and conducting Initiation ceremonies in conjunction with the #5, and for mentoring and training the #5. He is also responsible for overseeing the maintenance of the Lodge room and of the items contained therein, and for ensuring that the Brotherhood conducts all ceremonies in compliance with Chi Psi's Traditions Manual.

## **Calendar**

The Corporation's fiscal year runs from August 1 – July 31 of each year. Below is a list of required duties and events to be carried out throughout the year.

### **August**

The Parthenon mailed out.  
Buell Scholarship final interviews/banquet at the Lodge.

### **September**

Alumni Weekend during weekend of first or second home football game of season.  
First Board meeting of the year conducted.

### **October**

Homecoming and Annual Meeting at the Lodge.

### **December**

The Parthenon mailed out.  
Initiation, Initiation Banquet and Board meeting.

### **January**

AMR conducted for the undergrads (organized through the Central Office).

### **March**

Alumni Weekend at the Lodge.

### **April**

The Parthenon mailed out.  
Initiation, Initiation Banquet and Board meeting.

### **May**

Founders' Day Banquet.

### **July**

Annual Convention.

## **Conclusion**

Thank you again for volunteering your time and serving as a member of the Board. We hope you have found this Manual helpful. Though the makeup of the Board will change from year to year, as will the specific duties to be carried out by individual Board members, the mission of the Corporation will always remain the same. It is imperative for the Board to provide guidance and stability to the Alpha, as the membership of the Alpha turns over completely every four years. The Board only has a small window to mentor and train the Alpha's officers and Brothers, and even a one- or two- year lapse in oversight could put the Alpha's future in jeopardy. The appreciation of all Brothers – past, present, and future – for your willingness to accept the responsibility to serve on the Board cannot be overstated. Good luck.