



**Alpha Zeta Chapter  
Best Practices Manual**

# **Alpha Zeta Fraternity Chapter Best Practices Manual**

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## **Chapter 1: Officer Guidebook**

Each Chapter shall have an Executive Board consisting of a minimum of five (5) elected or appointed officers, including a Chancellor, a Censor, a Scribe, a Treasurer, and a Chronicler. The Executive Board may appoint or elect additional officer positions if deemed necessary. The specific responsibilities and expectations of each officer are listed below. Every chapter is different, however, so it may be useful to have your own officer guidebook listing each officer that your chapter has and detailing their responsibilities which are unique to your chapter.

### **Chancellor**

The Chancellor shall preside at all Chapter meetings and shall be responsible for the general management of Chapter affairs.

### **Censor**

The Censor shall perform the duties and functions of the Chancellor in said officer's absence, shall be responsible for censoring or disciplining any Chapter member for conduct inconsistent with the governing documents, policies, or resolutions of both the Fraternity and the Chapter, and shall be responsible for recognizing the achievements and meritorious actions of Chapter members.

### **Scribe**

The Scribe shall keep the minutes of all Chapter meetings, attend to all correspondence with the National Office, and be responsible for the submission of all reports to the National Office which might be required by either the High Council or the Biennial Conclave. The Scribe shall also ensure the chapter roster is up to date on AZnetwork.org

### **Treasurer**

The Treasurer shall receive, hold, and disburse the funds of the Chapter in accordance with the instructions and directions of the Chapter. The Treasurer shall be responsible for maintaining accurate and complete books of account for the Chapter and providing the Chapter with reports of its financial condition at the times and in the form requested by the Chapter.

### **Chronicler**

The Chronicler shall maintain the historical documents and memorabilia of the Chapter and an account of the achievements of the Chapter and its members. Upon the request of the National Office, the Chronicler shall submit a report of such achievements and/or the current addresses of Chapters members to the National Office.

### **Other Officers**

All other officers shall have such powers and perform such duties as are delegated to them by the Executive Board.

## **Chapter 2: Information Transfer and Officer Transitions**

One of the most common issues that chapters must deal with are those that occur when information needs to be transferred during the transitional period between officer teams. Documents can often be lost in day to day college life including people moving, documents being misplaced, and flash drives getting lost. To ensure a smooth transition and to make sure that all necessary documents are provided to the next officer team, it is strongly recommended to develop a system of information transfer that works for your chapter. Some of the more common effective methods of information transfer include:

- Using Google Drive folders
- USB flash drives
- Creating comprehensive folders/binders for each officer
- Storing all hard copies of all documents in one location on campus

It is highly recommended that multiple methods are used so that in the case that information is lost on one of the previously mentioned methods, there is always a second copy of these that can easily be retrieved. An example of this would be keeping files important for a transfer on a usb flash drive for each officer and having that transferred to each new officer. It is ideal to keep the terms of each officer in a separate folder to track changes made in documents over time. In addition to this, it is ideal to keep a copy of all these files on a cloud service such as Google Drive folders to ensure that if the USB flash drive is lost, all the information is not lost. Any of the methods above can be chosen to help your chapter leadership transfer information between officer teams. The important thing is choosing methods that work for your chapter and ensuring that information is not lost during the officer transition process.

When an officer's term is nearing its end, it is easy to focus on reaching the finish line and forget about the journey his or her successor will soon begin. Whatever your leadership role is within the chapter, it is important to understand that a well-planned and thoughtful officer transition is vital to its continued progress and success. Through self-reflection and one-on-one transition meetings, both the outgoing and incoming officers will have the opportunity to evaluate and improve upon the past. Officers finishing their terms can help new leaders succeed by passing on the valuable resources, information, and insight they gained in the past year.

When officers get busy, the last thing they might think of is recording what they know for their successor to use. Give the incoming officers the head start you would have desired for yourself by providing as many resources as possible in a documented fashion.

The outgoing and incoming officer for each position needs to meet after elections to share office specific information and to share an overview of the office's responsibilities and resources. Plan at least an hour to dedicate to this part of the transition process and choose a location that will be free of interruptions and distractions.

The outgoing officer should bring with him or her any and all materials that will need to be passed on to the incoming officer, including chapter property and the officer's notebook or similar filing system. If any materials are stored in a chapter property or facility, an introduction to this area can replace the passing on of these materials. The outgoing officer should refer to the following Outgoing Officer Checklist to ensure that he or she has all the necessary materials prepared for this meeting.

### **Outgoing Officer Checklist**

- Organize your files (finders files, electronic documents) and discard any unneeded materials
- Exchange binders and explain basics:
  - Officer and adviser contact information
  - Vendor contacts
  - Chapter bylaws
  - Calendars (current and future)
  - Templates for forms/letters/emails
  - Budgets from previous years
  - Financial documents (invoices, receipts, etc.)
  - Login information or passwords to any important websites
- Finish all necessary correspondence
- Develop action plans and timelines for new officer transition including, but not limited to:
  - Necessary meetings attended and chaired by the officer
  - Important tasks and general due dates (Ex: The treasurer needs to submit payment for all student dues by October 31 of each year.)
  - Introductions to key people/staff
- Have a one-on-one transition meeting with the incoming officer
- Answer key questions
- Follow-up with the incoming officer to see how they are doing

## **Chapter 3: Yearly Requirements for All Chapters**

### **Affiliate Agreement**

Each chapter has signed an affiliate agreement, which outlines the minimum requirements for each chapter. The 4-page Affiliate Agreement along with the Qualifications for Affiliation can be found at the end of this document. The chapter affiliate agreement establishes the right to use Alpha Zeta's name, logo, and other trademarks and call itself a "chapter," subject to terms and conditions set forth in the agreement. This is to ensure chapters are in line with IRS and other legal regulations. Each chapter has agreed that they will follow the Fraternity Minimum Affiliate Standards, which are outlined below.

### **Fraternity Minimum Affiliate Standards**

Each Affiliate of Fraternity shall conduct its activities and business affairs in full compliance with the Articles of Incorporation, Fraternity Bylaws, the resolutions and policies adopted in Biennial Conclave and the directions of the High Council.

#### **I. Affiliate Operations**

- A. Chapters shall maintain up-to-date Bylaws and review them at least every three (3) years. Affiliate bylaws shall comply with the Model Affiliate Bylaws (see Attachment 8 in the Affiliate Agreement). A copy of the current Affiliate Bylaws shall be maintained at Fraternity Headquarters.
- B. The historical documents of the chapter, including Fraternity Affiliation Agreement, Affiliate Bylaws with all amendments, Incorporation papers, and meeting minutes, shall be contained together and shall reside with the current Affiliate Advisor. In addition, a copy of the Incorporation papers, and Bylaws with all amendments shall be on file at Fraternity Headquarters.
- C. Affiliates shall complete the nomination and election process within thirty (30) days of Colony approval by the Fraternity High Council. Affiliate shall elect a chapter Chancellor (President), Censor (Vice President), Treasurer and Scribe (Secretary). Affiliates shall submit a copy of its current Officers and Advisors to the Fraternity on or before October 1 of each year. The Affiliate's Officers shall be members in good standing. Election results shall be forwarded to Fraternity Headquarters when the process is complete.
- D. Affiliates shall file the IRS 990 Series return (Form 990, 990EZ or the 990N (postcard)) and shall provide proof of such filing to Fraternity on or before October 1 of each year.
- E. Affiliates shall maintain their legal status within their home state by filing all required state reports.
- F. Affiliates shall comply with published Fraternity guidelines for use of Fraternity's name, logo, etc. (See Attachment 5 in the Affiliate Agreement).

#### **II. Affiliate Administration**

- A. Affiliates shall hold a minimum of two (2) meetings per school semester.
- B. In order to receive a charter, a new chapter shall have a minimum of five (5) members, and be expected to maintain a minimum of five (5) members.
- C. Affiliate shall arrange for Affiliate representation at the Biennial Conclave.

- D. Each Affiliate shall establish a Faculty Advisory Committee consisting of a minimum of two (2) college or university faculty members holding alumni or associate memberships in the Fraternity to assist and provide guidance to the Chapter in fulfilling its obligations to the Fraternity.
- E. All candidates for student membership shall be initiated in strict conformity with the Ritual of The Fraternity of Alpha Zeta. Such Ritual shall not be disclosed or used in any manner other than in connection with the initiation of candidates for student membership. No initiation of members shall take place during any period of time in which the Charter of the Chapter is either suspended or revoked.
- F. No Affiliate shall own or enter into a contract for the purchase or other acquisition of real estate for use as, or in connection with the construction or occupancy of, a chapter house by such Chapter without having first secured the affirmative vote of two-thirds of the High Council and two-thirds (2/3) of the remaining voting members of the Corporation.
- G. Affiliates may establish an Alumni Advisory Board consisting of a minimum of three (3) alumni members of the Affiliate Chapter. The Alumni Advisory Board shall maintain a record of Affiliate Chapter alumni and provide guidance and financial support to the Affiliate Chapter where needed.

### **III. Member Services**

- A. Affiliates shall conduct at least two (2) educational programs each year.
- B. Affiliate shall organize and/or sponsor at least one (1) service or philanthropy event each year that provides a valuable service to its Institution or local community.
- C. Affiliate shall provide a current Membership Roster to Fraternity by October 1 of each year.
- D. Chapters shall offer a new member orientation in conjunction with their new member initiation.
- E. Chapters shall provide at least three (3) Chapter Activity reports to Fraternity each year.
- F. Chapters may create an individual Website which may be linked to the Fraternity Website.

### **IV. Individual Membership Responsibility and Privileges**

- A. New members must submit an application form prior to their initiation with the required application fee.
- B. Members should attend a minimum of 2 meetings/events per semester.
- C. All members should be granted access to the current chapter membership database.
- D. Chapters shall provide at least three (3) Chapter Activity reports to Fraternity each year.

### **V. Dues and Fees**

- A. Each member shall pay an initiation fee with the application. Further, each member shall submit dues to Fraternity on an annual basis.
- B. Affiliates may also establish chapter dues to be billed and collected directly by the Affiliate.

Chapter: \_\_\_\_\_

## **Affiliate Agreement Checklist**

### **Return this Copy to the National Office**

**Please send the following items to the Alpha Zeta National Office, as well as keep a copy in your AZ Affiliate Resource Binder:**

	<b>Date Sent</b>	<b>Item</b>
		4-page Affiliate Agreement, signed
		Copy of your Affiliate Bylaws
		Copy of your Incorporation papers (chapters should be incorporated in their home state)
		Confirmation of your chapter's most recent federal tax filings (i.e. IRS Form 990, 990 EZ, or 990N postcard)
		Affiliate Bylaws are up to date and have been reviewed within the last three (3) years
		Affiliate Bylaws contain the provisions found in the Model Affiliate Bylaws

#### **Don't forget to...**

- Update your officers and advisers on AZnetwork.org once a semester.
- Submit a minimum of three (3) Chapter Activity Reports annually.
- Update your membership roster on AZnetwork.org once a semester.

### **Annual Tax Filing Requirement for Chapters**

As part of the affiliate agreement it is noted that, “Affiliate shall maintain state corporate and federal and state tax filings including, but not limited to, state qualification to do business reports and any federal and state tax filings (including the IRS Form 990, 990 EZ) and shall furnish copies to Fraternity within thirty (30) days of such filings.” In accordance with IRS filing requirements, chapters should be filing the IRS 990 Series return (Form 990, 990EZ or 990N postcard) on an annual basis. In order to provide confirmation of your chapter’s filing, place a copy of the 990-series return in your binder and send proof of such filing to the National Fraternity Office. Proof can be a copy of the 990 return or confirmation from the IRS that they received your chapter’s filing. Chapters should provide proof of the filing to the National AZ Office on or before October 31 of each year.

### **Tax-Exempt Status**

Once your chapter has submitted all of the required documentation to the National AZ Office to be in compliance with the Affiliate Agreement, your chapter may be covered under the national fraternity’s group exemption. Group exemption is available for chapters in order to avoid the more costly and complex process of obtaining separate tax exemption for your chapter.

In order to request tax exemption under the National Office’s group exemption, please fill out the “Application for Inclusion Under Group Exemption Number 5175” form and return it to the National Office. Your chapter may already be covered under your University’s tax-exempt status, or you may have tax-exempt status on your own. You do not *have* to be included under the Fraternity’s group exemption. Regardless, you **MUST** be submitting a 990-series return on an annual basis, as noted above, in order to maintain your chapter’s tax-exempt status with the IRS.

### **Membership Roster**

Chapters should update their membership roster on AZnetwork.org at least once a semester.

### **Officer and Adviser Reports**

Officer and adviser forms should be submitted within ten days of an election, and officers should then be updated in AZnetwork.org. This ensures we’re contacting the right officers when we need to reach out to your chapter.

### **Chapter Activity Reports**

Chapters must submit a minimum of three Chapter Activity Reports to the Activity Report Blog on the AZ website each year. You can do this by emailing the text and any photos to [info@alphazeta.org](mailto:info@alphazeta.org).

### **Bylaws Update Every Three Years**

Every three years, the chapter should be reviewing their chapter bylaws based on the Model Affiliate Bylaws provided by the National Office. When updated, a copy should be sent to the National Office for their records.

### **Chapter 4: Recruitment**

According to the bylaws of the Fraternity of Alpha Zeta, a candidate must meet certain criteria to be eligible for membership.

### **Section 1.02. Qualifications for Student Membership.**

Any student who is enrolled at a college or university where an active Chapter or Colony of the Fraternity is located may become a student member upon meeting the following requirements:

- A. Completion of one academic term or period (semester, trimester or quarter) of study with a cumulative grade point average placing said student in the upper two-fifths (2/5) of his or her class;
- B. Evidence, satisfactory to the Chapter, of study in the field of agriculture or its related disciplines or interest consistent with a desire to pursue a career in agriculture or its related disciplines;
- C. Evidence satisfactory to the Chapter that said student reflects those qualities of scholarship, character and leadership which are consistent with the ideals of the Fraternity;
- D. The favorable vote of not less than eighty-five percent (85%) of the active membership of both the Chapter and its Faculty Advisory Committee at a Chapter meeting held for the purpose of considering the election of said student to membership;
- E. Completion of the initiation Ritual; and
- F. Payment of all initiation fees required for student membership.

These requirements will help guide you through the recruitment process. To start you will first need to obtain a list of the top 40% of students in the college of agriculture. If you can't obtain this list due to university policies, you may have to set a minimum GPA threshold for applications. Be sure to allow enough time for the college to get you this list because it can sometimes take them a while. Once you have obtained the list, you can invite the qualifying students to a social or informational event with current members of the chapter. After you have invited potential new members to the event, each chapter can choose how they want the recruitment process to go. Some chapters have an application and choose who gets an interview from the application, while others may interview potential new members that are interested after the event. This process will help you narrow down who to initiate into your chapter of Alpha Zeta. Chapter 5 provides some suggestions for new member education once you've determined your potential new members

Once you have chosen who to initiate, you will need to add them to your chapter site on [aznetwork.org](http://aznetwork.org). In addition to creating their account, they will need to pay the new member fee. The national fee is currently set at \$95. The National Office will invoice these individuals in their [AZnetwork.org](http://AZnetwork.org) account. You must then complete the Upcoming Initiation Form on [AZnetwork.org](http://AZnetwork.org). ***All student initiate invoices and shipping fees must be paid at least 10 business days before the initiation ceremony so the national office can ship the pins and certificates to the chapter in time for the ceremony.***

## **Chapter 5: New Member Education:**

The goal of new member lessons is to provide essential information to new members of Alpha Zeta in a purposeful manner that enriches their development of scholarship, leadership, integrity and service. The content emphasizes to each new member that he or she is an esteemed addition to the chapter and to Alpha Zeta. The new member period should take members from their time as new members through their collegiate years and introduces them to alumni membership. While it is important to learn what it means to be an Alpha Zeta through facts about our founding and development, it is more important new members feel engaged in the chapter.

It is important to deliver lessons that cater to several different learning styles. Make sure you are making the information as interactive as possible while encouraging everyone to participate. It is a good idea to involve members of your chapter in the education of your new members. This is a great way to demonstrate how important the collaboration and cooperation of all members is to the success of the chapter. This also allows new members to meet more initiated members and integrate into the chapter. Lesson material will vary each meeting, but generally lessons should contain an introduction of special attendees, opener, lesson content, review of material, quiz, conclusion and a closer.

### **Lesson 1: Welcome to Alpha Zeta**

By the end of this meeting, new members should be able to:

- Describe the role of the New Member Educator or similar officer
- Describe the Fraternity's purpose and mission
- Compare appropriate social media postings with inappropriate postings
- Demonstrate appropriate behavior at social events
- Describe the chapter's facility rules and policies (if applicable)
- Discover opportunities to build meaningful connections with both current and new members
- Identify ways to connect with fellow new members outside of meetings
- Describe the academic, time, and financial commitments expected of members
- Describe Alpha Zeta's policies

### **Lesson 2: The History of Our Fraternity**

By the end of this meeting, new members should be able to:

- Describe the academic expectations of membership in Alpha Zeta
- Identify resources available to help with academics and studying
- Describe the founding of Alpha Zeta
- Recite the full names of the Founders, the date of AZ's founding, and the college at which Alpha Zeta was founded
- Recite the chapter's name

- Describe the different types of memberships available (honorary, associate, etc.)

### **Lesson 3: Leadership within Alpha Zeta**

By the end of this meeting, new members should be able to:

- List opportunities to attend AZ events
- Name the chapter's committees, if any exist
- Identify committees which have responsibilities that match the interests of the new member
- List Alpha Zeta's High Council members
- Describe the role of the Alpha Zeta National Office
- List five ways to lead effectively
- Identify the new member's leadership style
- Summarize how to manage conflict (Open the Front Door method)

### **Lesson 4: Service**

By the end of this meeting, new members should be able to:

- List opportunities to participate in the chapter's service events and activities
- List the ways in which the Alpha Zeta Foundation supports the Fraternity
- List the AZ Foundation members of the Board of Directors

### **Lesson 5: Alumni Involvement**

By the end of this meeting, new members should be able to:

- Describe how alumni are involved in the chapter's activities
- Describe how the chapter records its event and activities
- List ways in which a member can be engaged with Alpha Zeta after graduation
- Identify opportunities to serve the Fraternity after graduation

### **Lesson 6: Preparing for Initiation**

By the end of this meeting, new members should be able to:

- Describe how the Scribe records member information and maintains chapter records
- Discuss the values of Alpha Zeta
- Perform their role in Initiation

## **Chapter 6: Engagement**

One way to get members involved is to offer awards for members who go above and beyond. This helps to keep members motivated to be engaged in chapter activities. Examples of awards include:

- Professional Development award (for the member who attends the most professional development events in the school year)
- Service award (for the member who attends the most service events in the school year)
- Commissioner of Agriculture award (for the graduating senior member who has been most involved in the promotion of agriculture during his/her time in Alpha Zeta)
- Outstanding Brother award (for the graduating senior who has had the most impact on the chapter during his/her time in Alpha Zeta)
- Chancellor's Award (for the member who is chosen by the chapter Chancellor to be recognized for his/her hard work in the chapter)

A second way of keeping members actively involved in the chapter is to create additional positions outside of the executive board that have just a few responsibilities can also be a good way to get more members to be actively involved in the chapter. Examples of additional positions include:

- Morale enhancer (plans fun group activities for actives e.g. study breaks, pumpkin carving, movie nights, etc.)
- Professional development chair (plans professional development events for the chapter, acts as a resource for actives)
- Publicity chair (in charge of promotion of chapter events)

If you do not want to add more officer positions, you can also create committees for specific events or categories, such as the Fundraising Committee, to help get members outside the officer team involved.

## **Chapter 7: Educational Programs**

Alpha Zeta prides itself on fostering well-rounded members who are prepared for a future of becoming leaders in the field of agriculture. In order to accomplish this, it is important to provide educational opportunities to our members. These programs can vary from hands-on experiences to classroom settings. Some examples of educational programs include:

- Farm Tours: Members of the North Carolina chapter are required each semester to attend at least one farm tour a semester. Throughout the semester there are a variety of opportunities for members to choose from ranging from strawberry farms, bison farms, local family farms of members, to local breweries. This serves as a perfect opportunity for members to learn about different aspects of agriculture in the area.
- Alumni Career Presentations: Throughout the semester, alumni in the area (or passing through the area) are invited to come to a regular meeting and spend some time talking to members about their careers. This is an opportunity for alumni to connect with active members and for active members to learn about the variety of career opportunities available for them in the field of agriculture. Not only does this help to provide the members with education about agriculture and the career opportunities within, but it also helps to develop an active alumni network. (North Carolina)
- Mock interviews
- Resume critiques
- Health and wellness presentations
- Etiquette Galas/Dinners

## **Chapter 8: Special Events**

Alpha Zeta has a longstanding tradition of hosting events that benefit the members of the organization and the communities they serve. This is accomplished in several ways but each share the same beginning and purpose, an idea that sprouts into a goal to better our organization. These events can range from professional development workshops to awards banquets and everything in between.

Some key topics to consider when forming a plan to host an event like this include:

- The event purpose

- Audience/participants
- Promotion
- Program
- Evaluation
- Source of funding

These points are definitely not an all-encompassing list of details you need to consider, and you can always add more to this list, but we will go through these briefly with a few event examples.

Some chapters hold professional development workshops so that new members can begin the learning process and older members can practice their skills. These events are certainly worth the effort put in to them and, with the proper planning, can go smoothly.

The overarching purpose for this event then would be to increase the professionalism within the membership of your chapter. Your audience, the chapter members, should be led through a program that includes valuable lessons within the realm of professional development. These could include such things as etiquette training, mock interviews, resume review, etc. Every chapter promotes events internally in the way that best fits the membership of that chapter, however, remember that an event like this benefits from the experience of many and loses value when only a few participate. Because these events are centered around the growth of the chapter, a focus on making a profit off this event can and should remain secondary to development; all fees collected from members should go towards covering the cost of the event itself. Maintaining a lower cost will encourage more members to participate. One way to keep costs low is to find partners who support the purpose of your event. Invite industry leaders to the event as interviewers so that they can witness firsthand how their support is helping the members of your chapter.

The best way to promote an event is always specific to each chapter, however some basics that should be kept in mind are using social media, email blasts, and physical flyers or letters to reach an audience that would not normally hear of your event.

After every event, you should evaluate the impact it had on your membership, college, or community and determine what needs to be improved if the event is to be repeated. One efficient way is to ask those who participated in the event and those who planned the event to complete a survey either online or in person to gauge how the event went.

An example of a special event is the Alpha Zeta Gala at the Cal-Epsilon chapter, an end of the year event that is used to recognize graduating members. The planning team for the event can also debrief after the event to determine what went well in the planning and execution process and what opportunities might exist for improvement should the event be held again.

Please note that you may need to purchase insurance for your chapter, especially if you are holding events. These are often required by venues or by your university. Chapters are not covered under the national fraternity's insurance policies, but you can reach out to the National Office and they can provide you with a starting point for securing insurance for your chapter. There are two types of insurance you may need to purchase - General Liability and Directors and Officers Liability. Please budget each year for this expense.

#### **General Liability Coverage for Chapters**

- Provides coverage for lawsuits resulting from bodily injury and property damage at chapter-sponsored activities
- Each chapter would have own separate policy

#### **Directors & Officers Coverage for Chapters**

- Provides protection for a wrongful act for directors, officers or members of a chapter. Wrongful act means actual or alleged error, misstatement, misleading statement, act or omission, neglect or breach of duty.

## **Chapter 9: Fellowship**

One of the most important keys in membership retention is to keep members involved. The easiest way to do this is to create a sense of fellowship between your members. The key to this is getting members involved with each other outside of regular business meetings. Common ways to do this include getting members of your chapters together for social events. Some examples of social events used by many chapters include:

- Bowling
- Dinners
- Movies
- Game nights
- Potluck meals
- College sporting events
- Attending campus wide events as a group

The best way to organize these events is to create polls to find out what your members are interested in doing and then organizing events that have the highest polling numbers. In addition to increasing fellowship within your chapter, these social events can also be a key to helping increase visibility on campus and eventually help in recruitment efforts. Being seen across campus displaying fellowship among members can help to draw in members who are also interested in developing fellowship with student leaders in agriculture.

Fostering fellowship among your members is also important because the friendships formed through Alpha Zeta can be some of the most rewarding relationships formed during your college years and throughout your post-grad life.

## **Chapter 10: Fundraising**

The High Council recently sent a survey to chapters to ask about their fundraising ideas. From the Chapters who responded to the survey, we found that the average chapter has about 2-3 fundraisers per school year. Fundraisers done by the chapters range in their profits from \$200-1,000, this amount varies due to the many variables that come with fundraising.

Common struggles chapters have with fundraising include:

- Lack of time
- Lack of participation (from chapter members and community)
- Thinking of new creative ideas

Ways to combat these struggles:

- Delegate tasks effectively and efficiently
- Survey members to find what they would be more likely to participate in
- Require a certain number of hours for things and have fees for those who don't complete them

Ideas:

- Illinois Delta
  - Chili Cook-Off between different Registered Student Organizations within the Department of Agriculture at Illinois State University
  - Mr. Agriculture Pageant: an event for all RSO's to nominate one member to compete in a pageant
- Florida
  - Concessions at various sporting events
  - Restaurant nights
  - Yankee candle sale during fall
  - Rose sale in spring
  - Constantly selling merchandise
- Fresno State - Cal Epsilon
  - Silent auction and Selling food at the fresno state vintage days
- Oklahoma
  - Raffle tickets for prizes
- North Carolina
  - Christmas Tree Sale in November. We have an agreement with an alumni in Western NC who agrees to haul the trees to us in Raleigh as long as we pre-sale a certain amount. Pre-sale is done by Brothers going to their classrooms, teachers,

and respective community to inquire if anyone would like to purchase a tree. Trees are sold in height ranges: 3 ft, 4 ft, 5 ft, etc. We receive the trees the night before we deliver them and NCSU Biological and Agricultural Engineering Dept. is kind enough to let us store them in their building for the night. Purchasers have the option to come pick up their tree or pay an extra fee to have it delivered. Sale rates are also incentivized with tiered gifts. Last year the top seller received a YETI cooler.

- Other fundraisers are more common, such as percentage nights at local restaurants and selling Krispy Kreme donuts.
- One of our other main fundraising events is for Agriculture Awareness Week; we send out formal letters to all 100 NC County Farm Bureaus requesting support for the operating costs of AAW. In return, we put a banner on the side of our tent with their names on it.
- South Dakota State University
  - Restaurant Nights: Cherry Berry, Taco Johns and Pizza Ranch
- Kansas State University
  - Meat/cheese sales
  - Football parking
  - Career fair
- Chico State - Cal Eta
  - Drawings
  - Local Restaurant Nights
  - Photo Booth set up for special events or holidays like Valentines or St. Patty's

\*For more information on specific ideas, please contact the chapter who contributed the idea

\*Also, please note that not all fundraising ideas are allowed at all campuses, please be sure to check with campus rules. Example: Raffles can be considered gambling by some states and may be illegal on your campus.

### **Information about donations:**

In order for a donation to be tax deductible by the donor, a donation has to be given to a 501(c)3 nonprofit organization, also referred to as a charitable organization. The Fraternity is a 501(c)7 nonprofit organization, also known as a social or recreational organization. The Alpha Zeta Foundation is a 501(c)3, but it is a completely separate organization from The Fraternity of Alpha Zeta. It is important for chapters to communicate this to anyone making a gift to your organization - donations made to your chapter are not tax-deductible. You may want to frame any requests as "requests for support" rather than "requests for donations."



## **Chapter 11: Service to Community**

### Service Project Ideas:

- Wilson, Iowa State
  - Highway Clean Up
  - Military Care Packages
  - Food Drive for local food pantries around Christmas time
- Illinois Delta
  - Help landscape at a local venue
  - Spend time at nursing homes
  - Help out at local food pantries
- Florida
  - Ronald McDonald house
  - Humane society/pet adoptions
  - Key West service project during spring break
  - Roadside trash cleanup
  - Canned food drive
- Fresno State - Cal Epsilon
  - Pull weeds at the Fresno State nursery
  - Clear trails in the mountains
  - Help AG boosters with their fundraisers and any other events that come our way through our campus organization that suggests community service events.
  - Help at the farm day where we gather volunteers and spend the day helping on the farm with things that haven't been done yet because they don't have enough time or help.
- Oklahoma
  - Tutoring events
  - Resume nights
  - Food bank participation
- North Carolina
  - Adopt-A-Highway
  - Firefighter Meals: Where four or five brothers prepare a home-cooked meal for a local fire station; examples being chicken chili and other crockpot dishes.
  - Service Raleigh: An event put together by the city of Raleigh that addresses various service needs around the city; we sign up as a group under the name Alpha Zeta and they send us wherever. Last year a group went to a local wetlands center and did stream cleanup.
  - Soul Garden: A NCSU campus garden run by students that we volunteer at to do basic watering, weeding, and planting.
  - CORRAL: A local equestrian ranch that provides horse lessons to abused or underprivileged adolescent girls; they usually have a service day where we go and

do what they need. Previous years has been building fence and washing equipment. Operation Christmas Child.

- Needy Family Christmas: this program operates like the angel tree system of adopting a family for Christmas.
- Cemetery Clean-Up: Oakwood Cemetery in Raleigh accepts volunteers to put flags on graves before Memorial Day.
- Morehead School of the Blind: go as part of an NCSU program to teach students about agriculture. This list isn't exhaustive, this is what comes to mind currently. We do several small ones throughout the year, but these are some of the more prominent, permanent ones.
- Montana
  - Mandeville Creek clean-up: our chapter cleans garbage out the creek that runs through our campus. We have also cleaned around the agricultural buildings at certain times during the year.
- South Dakota State University
  - Make cards for the nursing homes
  - Harvest Table
  - Multiple Ag Day promotions
  - An education day for the Brookings Boys and Girls Club
- Kansas State University
  - Host a speaker each year
- Cornell
  - Adopt-a-Highway
  - Writing letters to soldiers
  - Greeks Give Back (Day of service in community)
  - Blood Drive
  - Relay for Life
  - Proceeds from food sale at Ag Day go to 4-H
- Chico State - Cal Eta
  - Boys and Girls Club: Turkey Time (Thanksgiving Dinner)
  - Ag in the Classroom with Kindergarteners
  - Bidwell Clean Up
  - Butte Humane Society
  - Canned Food Drive

Different chapters have different rules for their community service projects, such as some require a certain number of hours to be completed each semester. Chapters that require a certain number of hours ask that the members complete 5-10 hours per semester, this is enforced by not letting members attend socials, or other activities, for those who have incomplete hours.



## **Chapter 12: Service to Campus**

Examples:

- Wilson- Iowa State
  - Highway Clean Up on roads leading into campus
- Illinois Delta
  - Participates in RSO (Registered Student Organization) activities
- Florida
  - Free tutoring for any student in CALS
  - Participation in the college wide day of service
- Fresno - Cal Epsilon
  - Help with FFA field days and the ag boosters
- Oklahoma
  - Tutoring events
  - Homecoming participation
  - Campus wide community service projects
- North Carolina
  - Usually a pair of can drives for the campus food pantry, Feed The Pack.
  - SOUL Garden.
  - Agriculture Awareness Week in general and everything associated with it.
- Montana
  - All of our clean-up projects service our campus. Also, we partner with the College of Ag Student Council for events such as the fall food drive. We occasionally organize a textbook exchange.
- South Dakota
  - We participate in different Ag day activities.
- Kansas State
  - Volunteer at ag related events, hold a speaker
- Cornell
  - Participate in campus wide service projects including Greek Movers and Shakers (helping freshmen move into dorms in the fall) and Big Red-Thon
- Chico - Cal Eta
  - Participate in Kids Day/Ag Day
  - Participate in Choose Chico
  - Provide Tutoring

## **Chapter 13: Promotion of Agriculture**

One of the core purposes of the Fraternity of Alpha Zeta is to promote the profession of agriculture. With this being said, it is the duty of our chapters to promote agriculture on their respective campuses and within the greater communities that they are a part of. This duty is even more important today than when Alpha Zeta was founded as the average American is now at least three generations removed from farming.

### Examples

- Wilson (Iowa State University)
  - CALS Career Fair
  - Annual Volleyball Tournament with proceeds going to promote ag literacy
- Illinois Delta
  - Mr. Agriculture Pageant
  - Helping to landscape at local venues
  - Hot dog lunches at local grain elevators
- Florida
  - Planting milkweed in a community garden off campus to help endangered butterflies
- Oklahoma
  - Food bank participation
  - Local FFA chapter involvement
- NC State
  - Agriculture Awareness Week: Bringing animals -typically a cow calf pair, goats, pigs, sheep, sometimes dairy calves- on the central part of campus -called the Brickyard- from Sunday through Thursday afternoon one week in the Spring. Putting up a large central tent on the Brickyard with some plants and agricultural facts; we set up the main table where we sell t-shirts made to commemorate the week. Other clubs are welcome to reserve a table in the tent. Brothers work in three hour shifts with at least three brothers out there at all times. We also drive tractors out onto the Brickyard, typically smaller more mobile, donated by local tractor companies. A variety of events are held during the week including an AgForum on a hot topic in ag with local experts in that field, AgFest: a venture with the College of Agriculture and Life Sciences to promote agriculture more-so and its history at NC State, typically the college Dean is there. AgOlympics are also done. We receive the fencing required for the week from the NC State Fairgrounds and NCDACS.
- Montana
  - Agricultural awareness booth during National Ag Week
- South Dakota State University

- We participate in Ag Day on campus.
- We host an educational day for the Brookings Boys and Girls club and travel to present at Ag Day at the Pavilion in Sioux Falls.
- Kansas State University
  - Our fall speaker is aimed towards advocating a specific area of agriculture. In 2017, we held the KS secretary of Ag to speak about the future of our water systems. The event was free to the public
- Cornell
  - Every semester we have a day promoting agriculture called Ag Day where we "take over" the Ag quad on campus. There are livestock like cows, sheep, chickens, and people tabling about different agriculture related topics. We also sell food and have a grill-off competition
  - Panel discussion about careers in agriculture
- Chico - Cal Eta
  - Put up Monthly Ag Facts around campus
  - Monthly Ag Tours

## **Chapter 14: Alumni Relations**

One of the most valuable aspects of being part of any long-standing organization is the network that you become a part of as soon as you join. Maintaining a strong relationship with alumni can have many advantages. They can provide valuable insight, employment and internship opportunities, and funding.

A common difficulty in maintaining good alumni relations is having up-to-date contact information. The best way to combat this is to make sure that the list is updated at least once a year. When seniors graduate, their information (name, major, graduation year, email, and phone number) should be entered into a master database. If university email addresses expire after graduation, request an alternate email account (e.g., Gmail, Yahoo, Outlook, etc.). After graduation, contact alumni by email or phone to obtain a current mailing address.

There are a number of ways that your chapter can improve alumni relations some examples include:

- Formation of an alumni advisory board (provisions for this can be found on the website)
- Inviting them to Chapter events such as:
  - Homecoming and other tailgates
  - Meetings
  - New member education events
  - Mr. Agriculture Pageant (Illinois Delta)
  - End of the year Gala (Cal-Epsilon)
  - Faculty appreciation reception (Cornell)
  - Reunion (Cornell)
  - Summer alumni picnic (Cornell)
- Sending out alumni newsletters (Cornell)
- Reaching out on social media

Another idea to improve alumni relations in your chapter is to create an Alumni Relations Officer/Alumni Liaison position. This person will be responsible for contacting alumni about upcoming events, maintaining up-to-date records of alumni contact information, and serving as a liaison to the Alumni Board (if one exists).

## Affiliate Agreement

This Affiliate Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the Fraternity of Alpha Zeta (“Fraternity”), a Missouri nonprofit corporation, and the \_\_\_\_\_ Chapter of Fraternity of Alpha Zeta (“Affiliate”).

### Recitals

Fraternity is a professional organization for students and industry professionals in the agriculture and natural sciences fields. From time to time there are needs and interests of Fraternity members which may best be served by a group organized on a state or regional basis at a university with a degree program in agriculture or natural sciences.

Affiliate meets all of the current qualifications prescribed by the Fraternity High Council for formal affiliation with Fraternity as listed in Attachment 1, and desires to become formally affiliated with Fraternity.

Fraternity will support the efforts of Affiliate to promote their common purpose and the agricultural and natural science fields.

Affiliate wishes Fraternity to assist Affiliate in providing educational programs, information, discussion forums, networking, and other services to accomplish their common purpose and enhance the image of the members.

It is in furtherance of their common purpose to promote effective cooperation among members for a well-informed membership, to provide for membership promotion and retention in the best interest of both parties.

In consideration of the above and of the mutual promises and agreements set forth below, Fraternity and Affiliate agree as follows:

#### 1. Terms of Affiliation

A. Fraternity grants to Affiliate and Affiliate accepts the exclusive right to be affiliated with Fraternity at their institution (“Institution”) defined as: \_\_\_\_\_,  
\_\_\_\_\_ and to be known as the \_\_\_\_\_ Chapter of Fraternity of Alpha Zeta. This right shall not extend to any area outside the designated Institution.

B. Affiliate warrants that it will comply with all applicable laws, regulations and other requirements that may affect its performance of this Agreement. Further, Affiliate warrants that it has obtained and will continue to maintain at its own expense, all permits, licenses and other governmental approvals

that may be required in the state of incorporation and Institution in connection with its performance of this agreement. Affiliate shall maintain state corporate and federal and state tax filings including, but not limited to, state qualification to do business reports and any federal and state tax filings (including the IRS Form 990, 990 EZ) and shall furnish copies to Fraternity within thirty (30) days of such filings.

C. Affiliate will comply and conform to Fraternity Bylaws and Policies and Procedures (see Attachment 2) and will uphold the standards of Fraternity.

D. Affiliate shall establish and practice sound fiscal policies and shall at all times maintain self-sufficiency.

E. Affiliate will use its approved chapter name on all official documents, correspondence and contracts.

F. Affiliate will meet and maintain current published Fraternity Affiliate Minimum Standards (see Attachment 3).

## **2. Rights of the Affiliate**

A. Affiliate may use the Fraternity name and logo within the parameters of established current Fraternity Image Guidelines (see Attachment 4).

B. Upon request by the Affiliate to the Fraternity, Affiliate may be included under the group exemption of Fraternity's non-profit tax-exempt status as long as Affiliate maintains the terms of this Agreement.

C. Upon request by the Affiliate to the Fraternity, Affiliate may be included under the umbrella of Fraternity's Directors & Officers insurance policy at the Affiliate's cost as long as Affiliate maintains the terms of this Agreement and Fraternity has such insurance in effect for itself and for its chapters.

D. Upon request by the Affiliate to the Fraternity, Affiliate will be included under the umbrella of Fraternity's general liability insurance at the Affiliate's cost as long as Affiliate maintains the terms of this Agreement and Fraternity has such insurance in effect for itself and for its chapters.

E. Affiliate will receive other benefits as determined and published annually by Fraternity (see Attachment 5).

## **3. Liability and Representations**

A. Fraternity and Affiliate expressly acknowledge and agree that Fraternity and Affiliate are, and intend to remain, separate corporate entities and as such shall not incur any liability, obligation or expense on behalf of each other, unless otherwise provided in this Agreement.

B. The conduct of Affiliate and its members and any other legal obligations of Affiliate are the responsibility of Affiliate.

C. Affiliate shall indemnify, defend and hold harmless Fraternity, its officers, directors, employees and agents from any and all claims and causes of action, including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which Fraternity, its officers, directors, employees and agents may incur arising out of the negligence, gross negligence or willful or wanton misconducts of Affiliate, its officers, directors, employees and agents acting on behalf of Affiliate. Affiliate's obligations under this Section 3.C. shall survive the expiration or termination of this Agreement.

D. Fraternity shall indemnify, defend and hold harmless Affiliate, its officers, directors, employees and agents from any and all claims and causes of action, including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which Affiliate, its officers, directors, employees and agents may incur arising out of the negligence, gross negligence or willful or wanton misconducts of Fraternity, its officers, directors, employees and agents acting on behalf of Fraternity. Affiliate's obligations under this Section 3.D. shall survive the expiration or termination of this Agreement.

E. Affiliate Officers may speak only on behalf of Affiliate and recognize that they may not speak or act on behalf of Fraternity.

F. Affiliate shall not make any representations regarding policies or positions of Fraternity except in strict conformity with written policy statements duly adopted and published by Fraternity.

G. Affiliate shall, during the term of this Agreement and thereafter, maintain the confidentiality of any and all of Fraternity's confidential or proprietary information or data (collectively "Confidential Information"). Such Confidential Information shall at all times remain the property of Fraternity and shall be deemed to be furnished to Affiliate in confidence and solely in connection with Affiliate's obligations under this Agreement. Upon termination of this Agreement for any reason, Affiliate shall immediately deliver to Fraternity all written and electronic documentation of such Confidential Information, shall make no further use thereof, and shall make reasonable efforts to ensure that no further use is made by Affiliate or its officers, directors, employees or agents. Affiliate's obligations under this Section 3.G. shall survive the expiration or termination of this Agreement.

#### **4. Termination of Agreement**

A. This Agreement and all of the rights and obligations created hereunder shall remain in full force and effect unless terminated by either party upon thirty (30) days written notice.

B. This Agreement shall terminate automatically if Affiliate shall violate any of the terms of this Agreement.

C. In the event that the High Council has determined that any Affiliate is not in full compliance with the Articles of Incorporation, Fraternity Bylaws and all resolutions and policies adopted in Biennial Conclave, the High Council shall submit a written report specifying the nature of such noncompliance to the Biennial Conclave for its consideration and action thereon. The High Council shall interpret and apply the Articles of Incorporation, Bylaws, and the resolutions or other policies adopted in Biennial Conclave to all Affiliates and shall take such action as it believes necessary to implement and secure complete compliance therewith by each Affiliate. Any Affiliate shall have the right to appeal any such action taken by the High Council to the Biennial Conclave; provided, however, that such appeal shall be in writing, signed by the Chapter Chancellor, Chapter Scribe and a majority of the Affiliate's Faculty Advisory Committee and delivered to the Fraternity National Office at least thirty (30) days in advance



## Attachment 1

### Qualifications for Affiliation

Any club, society or similarly organized group whose membership meets the qualifications for student membership in Fraternity shall be extended nonvoting Colony status provided it meets the following qualifications:

- (a) The submission of a complete Colony Application Form Number 2 (“Application”) containing such information, data and representations as the High Council might from time to time require to the National Office of the Fraternity (see Attachment 7);
- (b) The Application shall include copies of the Affiliate’s Certificate of Incorporation, Articles of Incorporation, and Bylaws. The Affiliate may be incorporated as a nonprofit corporation in any state. The Bylaws must comply with the Model Affiliate Bylaws (see Attachment 8);
- (c) The favorable vote of two-thirds (2/3) of the High Council;
- (d) The execution of such agreements, undertakings and representations relating to membership as might from time to time be required by the High Council;
- (e) The payment of all installation fees required for Colony status; and
- (f) A Colony may consist of no less than five (5) interested individuals who meet the qualifications for student membership and be supported by no less than two (2) faculty members who are willing to be advisors.

An Alpha Zeta Colony may be granted full membership, issued a Charter and admitted to the Corporation as a voting member upon meeting the following requirements:

- (a) Completion of a probationary period of not less than one year;
- (b) Compliance with requirements of probationary status, Articles of Incorporation and Bylaws;
- (c) The submission of a complete application containing such information, data and representations as the High Council might from time to time require to the National Office of the Fraternity;
- (d) The favorable vote of two-thirds (2/3) of the High Council;
- (e) The favorable vote of eighty-five percent (85%) of the voting members present at a Biennial Conclave (but only if the application referred to in subparagraph (a) above has been submitted to the

National Office of the Fraternity at least ninety days in advance of said Biennial Conclave), or the favorable vote of eighty-five percent (85%) of all responding Chapters holding a voting membership;

(f) The execution of such agreements, undertakings and representations relating to membership as might from time to time be required by the High Council; and

(g) The payment of all fees required for voting membership.

## Attachment 2

### **Fraternity of Alpha Zeta Bylaws and Policies**

The Fraternity of Alpha Zeta

BYLAWS

Adopted March 27, 2009

#### ARTICLE I

#### MEMBERS

Section 1.01. Membership. The voting members shall consist of (a) those persons who are then members of the High Council and (b) each Chapter holding a Charter issued by the Corporation or its predecessor, which has not been suspended or revoked.

The nonvoting members shall consist of those persons holding a student membership, alumni membership, associate membership or honorary membership. The foregoing classes of nonvoting membership shall be determined as follows:

(a) Each undergraduate or graduate student who has been elected to membership and thereafter initiated as a member shall hold a student membership for so long as he or she is enrolled as a student at a college or university where an active Chapter of the Fraternity is located.

(b) Any person who has qualified for a student membership under Subparagraph (a) above but who no longer qualifies for such membership shall hold an alumni membership.

(c) Any person (1) who has either been determined by a chapter to be an outstanding agricultural leader or who holds a teaching, research or extension staff position at a college or university where an active Chapter of the Fraternity is located, (2) who has in the discretion of the Chapter members demonstrated leadership in the agricultural profession and (3) who has been elected as an associate member by the unanimous vote of both the members of the Chapter and its Faculty Advisory Committee shall hold an associate membership.

(d) Any person who is of special note in the field of agriculture generally and who has been unanimously elected as an honorary member by the High Council shall hold an honorary membership. Any Chapter may, with the unanimous vote of both the members of the Chapter and its Faculty Advisory Committee, request the High Council to consider any person for an honorary membership in the Fraternity. Further, any Chapter may with the unanimous vote of the High Council, the Chapter members and the Faculty Advisory Committee of such Chapter, elect and initiate any person into honorary membership on

the occasion of each tenth anniversary of the establishment of such Chapter. Each person holding an honorary membership shall be a member of the Fraternity-at-Large.

Section 1.02. Qualifications for Student Membership. Any student who is enrolled at a college or university where an active Chapter or Colony of the Fraternity is located may become a student member upon meeting the following requirements:

- (a) Completion of not less than one academic term or period (semester, trimester or quarter) of study with a cumulative grade point average placing said student in the upper two-fifths (2/5) of his or her class; (March 31, 2007)
- (b) Evidence, satisfactory to the Chapter, of agricultural study or interest consistent with a desire to pursue a career in agriculture or its related disciplines;
- (c) Evidence satisfactory to the Chapter that said student reflects those qualities of scholarship, character and leadership which are consistent with the ideals of the Fraternity;
- (d) The favorable vote of not less than eighty-five percent (85%) of the active membership of both the Chapter and its Faculty Advisory Committee at a Chapter meeting held for the purpose of considering the election of said student to membership;
- (e) Completion of the initiation Ritual; and
- (f) Payment of all initiation fees required for student membership.

Section 1.03. Qualifications for Charter Membership. Any club, society or similarly organized group whose membership meets the qualifications for student membership in the Fraternity of Alpha Zeta may be extended nonvoting Colony status provided it meets the following qualifications:

- (a) The submission of a complete petition and application containing such information, data and representations as the High Council might from time to time require to the National Office of the Fraternity;
- (b) The favorable vote of two-thirds (2/3) of the High Council;
- (c) The execution of such agreements, undertakings and representations relating to membership as might from time to time is required by the High Council;
- (d) The payment of all installation fees required for Colony status;
- (e) A Colony may consist of no less than five (5) interested individuals who meet the qualifications for student membership and be supported by no less than two (2) faculty members who are willing to be advisors.

An Alpha Zeta Colony may be granted full membership, issued a Charter and admitted to the Corporation as a voting member upon meeting the following requirements:

- (a) Completion of a probationary period of not less than one year
- (b) Compliance with requirements of probationary status, Articles of Incorporation and Bylaws
- (c) The submission of a complete application containing such information, data and representations as the High Council might from time to time require to the National Office of the Fraternity;
- (d) The favorable vote of two-thirds (2/3) of the High Council;
- (e) The favorable vote of eighty-five percent (85%) of the voting members present at a Biennial Conclave (but only if the application referred to in subparagraph (a) above has been submitted to the National Office of the Fraternity at least ninety days in advance of said Biennial Conclave), or the favorable vote of eighty-five percent (85%) of all responding Chapters holding a voting membership;
- (f) The execution of such agreements, undertakings and representations relating to membership as might from time to time is required by the High Council;

(g) The payment of all fees required for voting membership.

Section 1.04. Meetings of Members. All meetings of the members shall be held at such place, within or without the State of Indiana, as may be specified in the notices or waivers of notice thereof.

Section 1.05. Annual Meeting. An annual meeting of the members who are entitled to vote by reason of their membership on the High Council shall be held on such day and at such time as might be determined by the High Council in the offices of the Corporation. If for any reason the annual meeting of such members shall not be held at the time and place herein provided, it shall be held at any time thereafter, or the business to be transacted at such annual meeting may be transacted, at any special meeting called for such purpose. Special meetings of said members may be called by the Chairman or by any three members of the High Council.

Section 1.06. Biennial Conclave. All members who are entitled to vote shall meet every two years in a general meeting known as the Biennial Conclave for the purpose of submitting reports to the membership and acting upon all business and other matters as might be submitted to or come before the membership. The Biennial Conclave shall consist of the members of the High Council and one (1) accredited delegate from each Chapter of the Fraternity holding a Charter that has not been suspended or revoked. In order to be accredited to vote each delegate shall have established, at least fifteen days prior to the first day of the Biennial Conclave, to the National Office that:

- (a) The Chapter has appointed him or her as its delegate by an authorization in the form prescribed by the National Office and signed by both the Chapter Chancellor and the Chapter Scribe;
- (b) The Chapter has received a receipt or statement from the National Office sufficient to establish that the Chapter is not then delinquent on the payment of any dues or fees to the Corporation;
- (c) The Chapter has submitted all required biennium reports to the National Office; and
- (d) The Chapter has continued to operate in accordance with the requirements of the Corporation, as evidenced by the written representation to that effect in the form prescribed by the National Office, which has been signed by the Chapter Chancellor, the Chapter Scribe and at least one member of the Chapter's Faculty Advisory Committee.

Section 1.07. Notice of Meeting. Written notice of each meeting of the voting members, stating the place, day, and hour of such meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered or mailed by the National Office to each member of record who is entitled to vote at said meet, (determined as of the record date fixed by the person or persons calling said meeting, which record date shall be not more than twenty days prior to the date of such meeting), at said member's address of record at least seven days before the date of the meeting. Notice of any such meeting may be waived in writing by any member if the waiver sets forth in reasonable detail the purpose or purposes for which the meeting is called and the time and place thereof. Attendance at any meeting shall constitute a waiver of notice of such meeting. Notwithstanding any other provision set forth in these Bylaws, non-voting members of the Corporation shall not be entitled to be notified of any meeting of the voting members of the Corporation.

Section 1.08 Voting. At all meetings of members and on all corporate matters coming before the meeting each member of the Corporation who is eligible to vote at said meeting shall have one vote. Voting by proxy shall not be allowed or recognized in the case of any member.

Section 1.09. Quorum. At any meeting of the members a majority of the accredited delegates shall constitute a quorum. Except as otherwise provided by the Articles of Incorporation may decide any question, which properly comes before said meeting.

Section 1.10. Action by Unanimous Written Consent Without a Meeting. Any action to be taken by the members who are eligible to vote may be taken without a meeting if, prior to such action, the written consent of all of said members is obtained and filed with the minutes of meetings of the members.

Section 1.11. Suspension or Revocation of Charter Membership. The Charter of any Chapter found to be in violation of the Articles of Incorporation, these Bylaws or any policy adopted by the Corporation in Biennial Conclave may be suspended by the affirmative vote of two-thirds (2/3) of the High Council. The term of suspension shall continue until such time as the Chapter is found to be in full compliance with such Articles of Incorporation, Bylaws or policy. The action of the High Council in suspending the Charter of any Chapter may be appealed to the voting member. at the next following Biennial Conclave, but such suspension shall remain in effect until the earlier of (a) the date upon which the Chapter is found to be in full compliance with the Articles of Incorporation, Bylaws and policies of the Corporation or (b) the date upon which the Charter of such Chapter is reinstated by the affirmative vote of a majority of the voting members present at the Biennial Conclave.

The Charter of any Chapter found to be in knowing and willful violation of the Articles of Incorporation, these Bylaws or any policy adopted by the Corporation in Biennial Conclave may be revoked by the affirmative vote of both two-thirds (2/3) of the High Council and two-thirds (2/3) of the other voting members present at the Biennial Conclave.

## ARTICLE II BOARD OF DIRECTORS

Section 2.01. Designation and Number. The High Council shall be designated and known as the High Council. The number of directors shall be seven.

Section 2.02. Tenure and Election. The terms of the directors holding the offices of Student Representative and Alumni Representative shall be for a period extending from the end of one Biennial Conclave to the end of the next succeeding Biennial Conclave. The term of any director holding the position of chief staff officer of the Corporation shall be determined by the High Council and run concurrently with said director's term of employment in such capacity. The terms of the remaining directors shall be four years. The directors holding the offices of Student Representative and Alumni Representative shall be elected by the voting members at each Biennial Conclave. The director, if any, acting as the principal administrative officer of the Corporation shall be appointed by the High Council. The remaining directors shall be elected by the members at alternating Biennial Conclaves, with three directors being elected at the same Biennial Conclave and two directors being elected at the next Biennial Conclave.

Section 2.03. Biennial Meeting. The High Council shall meet immediately after the Biennial Conclave, at the place where the Biennial Conclave was held, for the purpose of conducting any business that may be brought before the meeting. Such meeting shall be held without notice.

Section 2.04. Regular Meetings. Regular meetings (including annual meetings) of the High Council may be held without notice, at such times and places, within or without the State of Indiana, as the High Council may from time to time designate.

Section 2.05. Other Meetings. Other meetings of the High Council may be held upon the call of either the Chairman or three members of the High Council at any place, within or without the State of Indiana, upon five days notice, specifying the time, place and general purposes of the meeting, given to each director either personally, or by telephone, telegram, or ordinary mail. At any meeting at which all of the directors are present, notice of the time, place and/or purposes thereof shall be deemed waived. Notice of any meeting may be waived in writing, either before, during or after any meeting.

Section 2.06. Quorum. At any meeting of the High Council, four of the directors shall constitute a quorum for the transaction of any business; provided, however, that for the purpose of filling vacancies on the High Council, the lesser of (a) three directors or (b) a majority of the remaining directors shall constitute a quorum. Except as otherwise provided by the Articles of Incorporation, a majority of such quorum may decide any question properly brought before any meeting. For purposes of determining the existence of a quorum the director, if any, holding the position of chief staff executive shall be included.

Section 2.07. Executive Committee. The High Council may from time to time designate three or more of its members to serve as the Executive Committee, which Committee shall have such duties and powers as the High Council may delegate to it in the resolution designating such Committee. Such Executive Committee shall keep regular minutes of its meetings, and shall cause them to be reported to the High Council at or prior to the next meeting of the High Council. The High Council may at any time dissolve such Executive Committee or remove any of its members with or without cause.

Section 2.08. Other Committees. The High Council may from time to time appoint other committees, each consisting of two or more of its members and such other persons as the High Council may see fit to appoint, which committee shall have such duties and powers as the High Council may delegate to it in the resolution designating such committee.

Section 2.09. Action by Unanimous Written Consent Without a Meeting. Action to be taken by the High Council, the Executive Committee or any other committee of the High Council may be taken without a meeting if, prior to such action, the written consent of all of the directors or all of the members of said committee is obtained and filed with the minutes of the High Council or of said committee, as the case may be.

Section 2.10. Interpretations and Compliance. In the event that the High Council has determined that any Chapter is not in full compliance with the Articles of Incorporation, these Bylaws and all resolutions and policies adopted in Biennial Conclave, the High Council shall submit a written report specifying the nature

of such noncompliance to the Biennial Conclave for its consideration and action thereon. The High Council shall interpret and apply the Articles of Incorporation, these Bylaws, and the resolutions or other policies adopted in Biennial Conclave to all Chapters and shall take such action as it believes necessary to implement and secure complete compliance therewith by each Chapter. Any Chapter shall have the right to appeal any such action taken by the High Council to the Biennial Conclave; provided, however, that such appeal shall be in writing, signed by the Chapter Chancellor, Chapter Scribe and a majority of the Chapter's Faculty Advisory Committee and delivered to the National Office at least thirty (30) days in advance of the Biennial Conclave. During the period that the appeal is pending the Chapter shall use its best efforts to comply with the action of the High Council, which is the subject of appeal.

### ARTICLE III OFFICERS

Section 3.01. Officers. The officers shall consist of the Chairman, the Vice-Chairman, the Secretary-Treasurer, the High Scribe, the High Chronicler, the Student Representative, the Alumni Representative and such other assistants to the foregoing officers as the High Council may from time to time determine. At the option of the High Council a chief staff executive may also be selected to serve as an officer. The Chairman, Vice-Chairman and Secretary-Treasurer shall be elected from the members of the High Council.

Section 3.02. Election, Tenure, and Removal. The officers (excepting the Student Representative, Alumni Representative and, if applicable, the principal administrative officer) shall be elected by the High Council at the annual meeting, and shall serve (unless sooner removed) until the next annual meeting of the High Council and until their successors are duly elected and qualified. The High Council may remove any officer with or without cause.

Section 3.02.a. Term Limits. No officer shall hold a single office more than two consecutive terms. Officers shall serve the High Council for a maximum of three terms. (Approved March 31, 2007)

Section 3.02.b. Representation. A chapter may have no more than two representatives on the High Council. No chapter and its affiliated alumni chapter shall hold majority representation on the High Council. (Approved March 31, 2007)

Section 3.03. Chairman. The Chairman shall also be the High Chancellor of The Fraternity of Alpha Zeta, shall preside at all meetings of both the High Council and the members, and shall have such other powers and perform such other duties as are delegated to him or her by the High Council or as are incidental to both the office of Chairman and the ceremonial office of High Chancellor.

Section 3.04. Vice-Chairman. The Vice-Chairman shall also be the High Censor of The Fraternity of Alpha Zeta, shall perform the functions and duties of the Chairman in said officer's absence, and shall have such other powers and perform such other duties as are delegated to him or her by the High Council or as are incidental to both the office of Vice-Chairman and the ceremonial office of High Censor.

Section 3.05. Secretary-Treasurer. The secretary-Treasurer shall also be the High Treasurer of the Fraternity of Alpha Zeta, shall be responsible for periodically reviewing the type, character and

maintenance of the official minutes and financial records of the Fraternity and implementing such changes therein as might from time to time be necessary, shall be responsible for determining the necessity for and the amount of fidelity bond coverage for any administrative fiscal agent of the Corporation, and shall have such other powers and perform such other duties as are delegated to him or her by the High Council or as are incidental to both the office of Secretary-Treasurer and the ceremonial office of High Treasurer.

Section 3.06. High Scribe. The High Scribe shall have such powers and perform such duties as are delegated to him or her by the High Council or as are incidental to the ceremonial office of High Scribe.

Section 3.07. High Chronicler. The High Chronicler shall have such powers and perform such duties as are delegated to him or her by the High Council or as are incidental to the ceremonial office of High Chronicler.

Section 3.08. Student Representative. The Student Representative shall have such powers and perform such duties as are delegated to him or her by the High Council.

Section 3.09. Alumni Representative. The Alumni Representative shall have such powers and perform such duties as are delegated to him or her by the High Council.

Section 3.10. Chief Staff Executive. Any chief staff executive of the Corporation employed or contracted by the High Council shall be responsible to the High Council for the operation and conduct of the business and affairs of the Corporation, including but not limited to the establishment and maintenance of the National Office of the Fraternity and the employment of its operating staff, the maintenance of membership and Chapter records along with all historical documents and memorabilia relating to the Fraternity, and the submission of such financial audits or other information to the High Council as it might request. Said principal administrative officer shall have the power, together with either the Chairman or the Secretary-Treasurer, to purchase, sell, exchange, pledge or transfer stocks, bonds, debentures or other investments or securities in the name of the Corporation or The Fraternity of Alpha Zeta, and shall have such other powers and perform such other duties as are delegated to him or her by the High Council or as might be incidental to the office of the principal administrative officer of the Corporation.

Section 3.11. Other Officers. All other officers shall have such powers and perform such duties as are delegated to them by the High Council.

Section 3.12. Delegation of Authority. In the case of the absence or incapacity of any officer, or for any other reason that the High Council may deem sufficient, the High Council may delegate any or all of the duties or powers of such officers to any other officer, to any other director or to any other person.

#### ARTICLE IV CERTIFICATES OF MEMBERSHIP

Section 4.01. Form of Certificates. The form of any Charter or other membership certificate shall be determined by the High Council. Each Charter shall be signed by the High Chancellor and the High Scribe

and shall bear the official seal of the Fraternity. Following initiation as a member of the Fraternity a membership certificate shall be issued to such member, which membership certificate shall be known as a "shingle", bear the official seal of the Fraternity, be properly engrossed with the member's name and be signed by the High Chancellor and the High Scribe. Facsimile signatures may be used on both Charters and membership certificates.

Section 4.02. Transfer of Certificates. No Charter or membership certificate shall be assignable or transferable to any other person.

Section 4.03. Loss or Destruction. In the event of loss or destruction of any Charter or membership certificate, a replacement Charter or membership certificate may be issued in lieu thereof in such manner and upon such terms as the High Council shall authorize in each particular case.

## ARTICLE V CHAPTERS OF THE FRATERNITY

Section 5.01. Compliance with Requirements. Each Chapter holding a Charter shall conduct its activities and business affairs in full compliance with the Articles of Incorporation, these By- Laws, the resolutions and policies adopted in Biennial Conclave and the directions of the High Council.

Section 5.02. Faculty Advisory Committee. Each Chapter shall establish a Faculty Advisory Committee consisting of three college or university faculty members holding alumni or associate memberships in the Corporation to assist and provide guidance to the Chapter in fulfilling its obligations to the Corporation.

Section 5.03. Chapter Officers. The officers of the Chapter shall consist of a Chancellor, a Censor, a Scribe, a Treasurer and a Chronicler. Said officers shall be elected by a majority of the members of the Chapter at a regularly scheduled meeting for such purposes in the middle of the academic year, and shall serve for a term of one year and until their successors have been elected and installed. Any officer of the Chapter may be removed from office at any time upon the affirmative vote of two-thirds (2/3) of the members of said Chapter.

Section 5.04. Duties of Officers. The duties of the Chapter officers shall be as follows:

- (a) The Chancellor shall preside at all Chapter meetings and shall be responsible for the general management of Chapter affairs.
- (b) The Censor shall perform the duties and functions of the Chancellor in said officer's absence, shall be responsible for censoring or disciplining any Chapter member for conduct inconsistent with the governing documents, policies or resolutions of both the Fraternity and the Chapter and shall be responsible for recognizing the achievements and meritorious actions of Chapter members.
- (c) The Scribe shall keep the minutes of all Chapter meetings, attend to all Chapter correspondence, and be responsible for the submission of all reports, including but not limited to Chapter activity reports, to the National Office which might be required by either the High Council or the Biennial Conclave. The Scribe shall also submit a list of Chapter initiates to the National Office on the form prescribed for that purpose signed by both the Chapter Scribe and a member of the Faculty Advisory Committee.

(d) The Treasurer shall receive, hold and disburse the funds of the Chapter in accordance with the instructions and directions of the Chapter. The Treasurer shall be responsible for maintaining correct and complete books of account for the Chapter and providing the Chapter with reports of its financial condition at the times and in the form requested by the Chapter.

(e) The Chronicler shall maintain the historical documents and memorabilia of the Chapter and an account of the achievements of the Chapter and its members. Upon the request of the National Office the Chronicler shall submit a report of such achievements and/or the current addresses of Chapter members to the National Office.

Section 5.05. Chapter Meetings. Meetings of the Chapter members shall be held twice monthly; provided, however, that at the option of the Chapter members one of said monthly meetings may be limited to a meeting of an executive committee consisting of the Chapter officers and all committee chairmen.

Section 5.06. Governing Documents. The Constitution, Bylaws and any other documents governing the business affairs and activities of the Chapter shall be submitted to the National Office upon its request. Any amendment thereto adopted by the Chapter subsequent to January 1, 1994 shall be submitted to the National Office by the Scribe within thirty days following its adoption.

Section 5.07. Initiation of Members. All candidates for student membership shall be initiated in strict conformity with the Ritual of The Fraternity of Alpha Zeta. Such Ritual shall not be disclosed or used in any manner other than in connection with the initiation of candidates for student membership. No initiation of members shall take place during any period of time in which the Charter of the Chapter is either suspended or revoked.

Section 5.08. Transfer of Membership. A student member initiated by one Chapter may transfer his or her membership to another Chapter upon the affirmative vote of two-thirds (2/3) of the student members of the other Chapter. Such transfer shall be reported to the National Office by the Scribe of the transferee Chapter within thirty days following such transfer.

Section 5.09. Suspension of Membership. In the event that any student member shall fail or refuse to pay Chapter dues, the Chapter may suspend the Chapter membership of said person upon:

- (a) The affirmative vote of two-thirds (2/3) of its members and
- (b) The unanimous approval of its Faculty Advisory Committee.

Such suspension shall terminate upon the earlier of:

- (a) The payment of all outstanding Chapter dues by said person or
- (b) Said person's graduation from or other termination of attendance at the college or university at which the Chapter is located.

Section 5.10. Termination and Reinstatement of Membership. In the event that any student member shall fail or refuse to comply with the Articles of Incorporation, these Bylaws, the resolutions and policies of the Biennial Conclave or the governing documents, rules or procedures of the Chapter with which he or she is then affiliated, such Chapter may terminate the student membership of said person upon:

- (a) The affirmative vote of two-thirds (2/3) of its members,
- (b) The unanimous approval of its Faculty Advisory Committee and

(c) The consent and approval of the High Council.

Any student member may terminate his or her student membership by submitting a written letter of resignation to the Chapter with which such student member is then affiliated along with (a) any Fraternity jewelry owned by or in the possession of such student and (b) the membership certificate and identification card issued to such student by either The Fraternity of Alpha Zeta or the Chapter. The Scribe of the Chapter receiving the resignation of said student member shall submit the membership certificate, identification card and jewelry, along with a copy of the letter of resignation, to the High Council within thirty days following their receipt. Any student member who has resigned may be reinstated as a member of the Chapter from which he or she resigned upon the submission of a written request for reinstatement in such form as the Chapter shall require, the affirmative vote of two-thirds (2/3) of the student members of such Chapter, the approval of the Faculty Advisory Committee and the payment of such fees and charges as might be required by both the Chapter and the High Council.

Section 5.11. Chapter House. No Chapter shall own or enter into a contract for the purchase or other acquisition of real estate for use as, or in connection with the construction or occupancy of, a chapter house by such Chapter without having first secured the affirmative vote of two-thirds of the High Council and two-thirds (2/3) of the remaining voting members of the Corporation.

## ARTICLE VI

### ALUMNI ASSOCIATIONS

Section 6.01. Establishment of Alumni Association. Any interested group of alumni members may establish a local Alumni Association of The Fraternity of Alpha Zeta upon meeting the following requirements:

- (a) The submission of a complete application containing such information, data and representations as the High Council might from time to time require to the national office of the Fraternity;
- (b) The favorable vote of two-thirds (2/3) of the High Council; and
- (c) The execution of such agreements, undertakings and representations relating to membership as might from time to time be required by the High Council.

Section 6.02. Alumni Association Chapter. An Alumni Association may be issued a Charter and admitted to the Corporation as a voting member upon meeting the requirements specified in Section 1.03 of these Bylaws. Thereafter the Articles of Incorporation, these Bylaws, the policies and resolutions adopted in Biennial Conclave and the directions of the High Council shall apply to such Alumni Association Chapter in the same manner as if it were a Chapter composed primarily or solely of persons holding student memberships. Provided, however, that an Alumni Association Chapter Censor shall have no Faculty Advisory Committee and that its officers shall be known as (a) the President, (b) the Vice President and (c) the Secretary-Treasurer. The duties of the President shall be the same as those of a Chapter Chancellor and the duties of the Vice-President shall be the same as those of a Chapter. The duties of the Secretary-Treasurer shall be the same as those of both a Chapter Scribe and a Chapter Treasurer. The annual election of the officers of an Alumni Association Chapter need not be held in the middle of an academic year but may be held at such time as the members thereof, shall determine to be appropriate for the Chapter.

Section 6.03. Alumni Association Operations. Alumni Associations shall operate under established guidelines as authorized by the high council.

## ARTICLE VII MISCELLANEOUS

Section 7.01. Colors. The colors of The Fraternity of Alpha Zeta shall be mode (Old Gold) and sky-blue.

Section 7.02. Flower. The flower of The Fraternity of Alpha Zeta shall be the pink carnation.

Section 7.03. Emblems. The emblems of The Fraternity of Alpha Zeta shall consist of a pin and a key, the exact size and style of which shall be determined by the High Council. The key shall be of gold with a monogram of the letters "AZ" in black enamel. The pin shall be a gold "A" mounted on a gold "Z" and shall bear the following symbols: an eye near the point of the "A" at the union of the bars; a black dot at each extremity of the upper bar of the "Z"; and a star on the cross bar of the "A". All of said symbols and markings shall be of appropriate size and appear on the face of the pin. The High Council may appoint an official jeweler for the manufacture of such pins and keys.

Section 7.04. Publications. The High Council shall be responsible a publication which is consistent with the policies, directives and resolutions adopted in Biennial Conclave. The subscription price and means of collecting such price shall be established by the High Council. In addition to said publication, the High Council shall have the authority to publish such other newsletters, directories, pamphlets and reports as it shall determine to be appropriate for and in the best interests of the Corporation and members.

The High Council shall arrange for the publication of the Ritual of The Fraternity of Alpha Zeta and its dissemination to the Chapters. Each Chapter shall be provided with six copies of such ritual, all of which shall be maintained and controlled exclusively by the Chapter Scribe.

Section 7.05. Fees and Charges. Initiation fees shall be established in Biennial Conclave from time to time by the affirmative vote of two-thirds (2/3) of the voting members present. Subsequent to their initiation each member shall be requested to contribute annual dues to the National Office. The High Council shall annually establish the annual dues amount and that portion thereof which may be dedicated to either a particular Chapter or Alpha Zeta Foundation, Inc., by the members paying such dues. The dedicated portion thereof shall not be less than one fourth (1/4) or greater than one-third (1/3) of the annual dues amount. All other fees and charges shall be established by the High Council or Chapter, as the case might be, and shall bear a reasonable relationship to the service or benefit to which such fees and charges are attributable.

## ARTICLE VIII AMENDMENTS

Section 8.01. Amendments. These Bylaws may be amended by the affirmative vote of a two thirds (2/3) majority of the members present at any Biennial Conclave if the proposed amendment has been submitted

to the voting members at least ninety (90) days in advance of said Biennial Conclave. In any other case the Bylaws may be amended only upon the affirmative vote of a majority of all voting members other than High Council.

ARTICLE IX  
ROBERTS RULES OF ORDER

Section 9.01. Roberts Rules of Order. Anything that is not covered under Alpha Zeta bylaws will refer to the most current edition of Roberts Rules of Order.