THE OFFICAL BYLAWS
OF
ALPHA DELTA NATIONAL FRATERNITY
SIGMA XI CHAPTER

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ALPHA DELTA NATIONAL FRATERNITY
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ARTICLE I NAME AND LOCATION

Section 1 - Name.
The name of this organization shall be Alpha Delta, Sigma Xi Chapter. The name shall be used only by the organization, national fraternity, affiliated Chapters, and the University of Maine.

Section 2 - Location.
This organization shall be located at the University of Maine, in Orono, Maine.

ARTICLE II PURPOSE, MOTTO, CARDINAL PRINCIPLES

Section 1 - Purpose.
The purpose of this organization shall be, “The purpose of Alpha Delta shall be to assemble college men in a national fraternal order as envisioned by Frank Reed Horton, and the Boy Scouts of America. This fraternity is dedicated to developing leadership by providing service, foraging the bonds of brotherhood regardless of race, creed or background, and developing an understanding that service isn’t an obligation, but a higher calling.”

Section 2 - Motto.
The motto of this organization shall be, “Leadership in Service, Service in Brotherhood”.

Section 3 - Cardinal Principles.
The cardinal principles of this organization shall be, “Leadership, Brotherhood, Service”.

ARTICLE III MEMBERSHIP

Section 1 - Pledge Bids.
There shall be a quorum meeting of the chapter to vote on the granting of a pledgeship bid to a rushee (prospective pledge). Each rushee is to have at least one brother to be his spokesman before the chapter. A motion to “hold” which need not be seconded or voted upon, shall table a rushee’s name for one meeting. A motion to deny, with a second and a third, which need not be voted upon shall deny the granting of a bid to a rushee for the pledge period in question.

Section 2 - Pledge Period.
To become a brother, it is necessary for a prospective brother to serve a pledge period. The pledges shall participate in a program approved by the Chapter. There will be no hazing and the pledges will not be required to perform any personal service for any pledge or brother.

Section 3 - Pledge Meetings.
The pledge class shall meet under the direction of the Membership Vice-President at least once a week, when school is in session.

Section 4 - Pledge Officers.
Officers of the pledge class shall be: 1) President, 2) Vice-President, 3) Social, 4) Service, and 5) Historian. Their duties shall be:
1.) President.
   a. To preside over the pledge class in all its activities in conjunction with the Membership Vice-President, serve as a direct liaison between the pledge class and the Executive Committee, and to perform any other duties required of him by the Chapter and/or the Membership Vice-President
2.) Vice-President.
a. To act as President in the President’s absence. Also to notify all pledges of pledge functions, and to preform any other duties required of him by the Chapter and/or the Membership Vice-President.

3.) Social.
   a. To plan and coordinate a minimum of one (1) gathering with a student organization such as, a sorority of the pledge class’s choosing with approval of the Membership Vice-President that shall include all members of the pledge class and to preform any other duties required of him by the Chapter and/or the Membership Vice-President.

4.) Service.
   a. To plan and coordinate a minimum of one (1) service project lasting a minimum of four (4) hours approved by the Executive Committee that all pledges, and a quorum of active members can be present to complete, and to preform any other duties required of him by the Chapter and/or the Membership Vice-President.

5.) Historian.
   a. To record the minutes of the pledge meetings and to compile a complete and accurate record of all pledges and pledge class activities in the form of a history submitted to the Chapter at the end of the pledge period.

SECTION 5-BROTHERHOOD CONFIRMATION.

1.) Pledge Period Acceptance.
   a. When the pledge period is concluded each pledge still wishing to become a brother shall come individually before a special meeting of the Chapter at which a quorum of active brothers is present. The reason for the meeting is to further acquaint the brotherhood with the pledge. An affirmative secret ballot vote of no more than two “NO” votes by the active brothers present shall be necessary to accept pledges for initiation into the brotherhood.

2.) Pledge Period Termination.
   a. If a pledge should receive three “NO” votes, the pledge period shall be terminated for the pledge in question.

SECTION 6- BROTHERHOOD ELIGIBILITY.

An active brother shall be an undergraduate male attending the University of Maine, who has fulfilled all personal academic and financial obligations to the Chapter as set forth in these bylaws. Further, to maintain active standing, a brother must participate in the Chapter’s service program each semester to a degree determined by a two-thirds vote of the Chapter. Only active brothers shall have voting privileges, or may be elected to office. Active status is considered suspended if a brother is negligent to his academic, and financial obligations to the Chapter, or if he failed to complete the Chapters required service program the previous semester as an active brother.

SECTION 7- HONORARY MEMBERSHIP.

a. Chapter Honorary membership without voting privileges may be conferred by unanimous vote of the active brothers present at any meetings with a quorum. Educators, Outstanding Citizens, and others who the Chapter determines to have merited, qualify for such an honor. Honorary...
membership may not be granted to any undergraduate male attending the University of Maine.

b. Chapter Honorary membership shall be restricted to public meetings, other Chapter meetings, Chapter rituals, or otherwise closed events shall only be permitted by invitation and unanimous Chapter agreement.

SECTION 8- SUSPENSION

A brother shall be liable for suspension upon the petition of a majority of the active brothers of the Chapter. The brother under charges shall be notified in writing of the charges at least fourteen (14) days [in which school is in session] before he is to be brought before a meeting with a quorum. For due cause, and after just deliberation, a brother may be suspended by a two-thirds secret ballot vote of the active brotherhood. The Advisory Chairman shall preside of the suspension proceedings. In the event of an election occurring between the time of the notification and the time of the trial, the Advisory Chairman in office at the time the notification was given, shall preside over the trial when at all possible.

SECTION 9- MEMBERSHIP RECORDS

A permanent, up to date record of the Active, Honorary, and Alumni Brothers of the Chapter and the Advisors of the Chapter, shall be kept on file in the archives of the Chapter. The record shall include a personal record, service record, and permanent address. Collecting and recording this information shall be the duty of the Alumni Secretary.

ARTICLE IV ELECTIONS

SECTION 1- NOMINATIONS

At the Chapter meeting prior to the Chapter meeting at which elections will be held, any active brother may nominate another active brother for a position. At the election meeting, the President shall give the active brothers a chance to nominate any additional active brothers from who have not been nominated previously a chance to be nominated.

SECTION 2- VOTING

All elections will be by secret ballot vote, and voting by proxy shall not be permitted. The election meeting of active brothers must have a quorum. For the election of an officer, a nominee must receive a majority of votes cast. In the event that no candidate receives such a majority, there will be a second vote between the candidates receiving the two largest number of votes casted

SECTION 3-HIGHER OFFICE

Election of officers will be done one at a time in order of seniority of office. In case of a mid term vacancy, any officer accepting nomination for a high office shall tender his resignation for the current office contingent upon the election to the higher office so that nominations may be accepted for his current position. Should he not be elected to the higher office, he shall remain in the place in his current position, and no new election shall be held.

ARTICLE V OFFICERS

SECTION 1- CHAPTER OFFICERS

The Chapter officers shall be: 1) President, 2) Membership Vice-President, 3) Service Vice-President, 4) Fellowship Vice-President, 5) Treasurer, 6) Secretary, 7) Risk Manager, 8) Communications Director, 9) Alumni Secretary, 10) Historian, 11) Sergeant at Arms, 12) Immediate Past President, and 13) Alumni Trustees.
SECTION 2 - OFFICER TERM.
Any elected student officer shall be permitted to serve a maximum of two (2) terms to the position of which he was elected. Thus allowing the brother to only be able to immediately succeed himself once for any given position.

SECTION 3 - VACANCIES.
If any vacancies occur among the Chapter’s officers, the President shall have the right to temporarily appoint an active brother to fill the vacancy. Nominations will be made at the next regular Chapter meetings. At the next Chapter meeting with a quorum present, an election will be held to fill the vacancy. If the position of President should fall vacant, the Membership Vice-President shall succeed to that position until an election can be held.

SECTION 4 - REMOVAL.
An officer can be liable for removal when there is a petition of the majority of active brothers. It is necessary that written charges be sent to the officer no less than fourteen (14) days [when school is in session] before the impeachment proceedings. The charged officer will have no voting or presiding powers as outlined in the duties of the Executive Committee, nor be permitted to preside at the Chapter meeting during the impeachment proceedings. The Advisory Chairman in office at the time of this meeting will preside. After due cause and just deliberation, an officer may be removed by an affirmative, vote of two-thirds (2/3) by the active brotherhood.

SECTION 5 - TERM DEFINITION
A term shall be defined as the beginning of spring semester to the end of the fall semester of that same year.

ARTICLE VI DUTIES OF OFFICERS

SECTION 1 - PRESIDENT.
The President shall give supervision to the Chapter and its officers and shall see that his constitutional duties and obligations are fulfilled. The President shall preside at all Chapter meetings and Executive Committee meetings. He shall also serve as a member of the advisory committee and as an ex-officio member of all committees. He shall, under the required consultation with the officer under which the committee will operate, appoint any committee chairmanships he feels are necessary for expediency in carrying out the Chapter program. He will be a member of the Endowments and Trusts Board of Trustees. He shall preform other duties his office and the Chapter may require including reserving all rooms needed for Chapter events, meetings, and rituals.

SECTION 2 - MEMBERSHIP VICE-PRESIDENT.
In the absence of the President, the Membership Vice-President shall preside at meetings. The Membership Vice-President shall serve as Pledge Master and shall give all pledges a chance to learn the fundamentals of Alpha Delta [and our previous existence as Alpha Phi Omega, Sigma Xi Chapter, University of Maine], and become full of the spirit of this fraternity before their initiation into the brotherhood. His duties also as Pledge Master consist of submitting a list of pledging requirements to the Chapter and a list of prospective pledge projects to the Executive Committee for their approval. His duties also include serving as chairman on the Committee of Membership Expansion. He shall perform any other duties the Chapter may direct.

SECTION 3 - SERVICE VICE-PRESIDENT.
The Service Vice-President shall have the duty of serving as Chairman of the Service Committee. He shall oversee the operation and coordinate all Chapter service projects. He should maintain a weekly list of service hours performed by brothers. He shall perform any other duties the Chapter may direct.

**SECTION 4- FELLOWSHIP VICE-PRESIDENT.**

The Fellowship Vice-President shall have the duty of serving as Chairman of the Fellowship Committee. He shall also be responsible for the coordination and operation of all social and fellowship activities of the Chapter. He shall perform any other duties the Chapter may direct.

**SECTION 5- TREASURER.**

The Treasurer shall receive all money of the Chapter and keep an accurate record thereof. He shall be responsible for creating the Chapter budget for the year, collecting money on behalf of the Chapter, and making payments for accounts when the Executive Committee has properly authorized them, in accordance with **ARTICLE VII, SECTION 9.** He shall diligently collect all membership fees, dues, pledge and/or initiation fees and supplies, and to keep on file all receipts for such payments. When it is possible he shall deposit the funds of the fraternity with a recognized bank. He shall also prepare any such reports that are required by any proper authority. At the end of his term of office the University of Maine’s Treasurer or a person approved by that office should audit the books upon request. He will be a member of the Endowments and Trusts Board of Trustees and is responsible for sending out information concerning the reports of the invested monies of the Chapter. He shall serve as a member of the Communications Committee. The Treasurer shall perform any other duties the Chapter may direct.

**SECTION 6- SECRETARY.**

The secretary shall keep an accurate written record of all Chapter meetings, Executive Committee meetings and any other meeting he is requested to serve as Secretary. The Secretary shall notify all brothers of Chapter and special meetings. He shall post Chapter minutes after each Chapter meeting. He shall send all special invitations. He shall conduct all other necessary Chapter correspondence. He shall serve as a member of the Communications Committee. He shall also perform any other duties the Chapter may direct.

**SECTION 7- RISK MANAGER**

The Risk Manager shall serve as the Chapter’s official “whistleblower” on any and all activities that pertain to the reputation and image of Sigma Xi. He shall serve as a member of the Communications Committee. He shall also perform any other duties the Chapter may direct.

**SECTION 8- COMMUNICATIONS DIRECTOR.**

The Communication Director shall direct all publicity campaigns that are conducted for Chapter publicity. He shall also serve as Chairman of the Communications Committee. He shall be responsible for the acquisition and maintenance of all Chapter publicity supplies and equipment. He shall also perform any other duties the Chapter may direct.

**SECTION 9- ALUMNI SECRETARY.**

The Alumni Secretary shall keep an accurate record of the present address and occupations of all alumni brothers in the Chapter. He shall keep a permanent, up to date record of the active, honorary, and alumni brothers of the Chapter and the
advisors of the Chapter. This record shall include a personal record, service record, and permanent address. He shall enlist the support, monetary funds and otherwise, of the alumni brothers in the matters of the programs and membership of the Chapter. He shall work in coordination with the other Chapter officers in arranging for at least one major event each year in which the alumni will be especially invited and will have an honored position on the program. He shall plan ways of rendering service, courtesies, and recognition to alumni brothers returning to the campus for special college functions. He shall endeavor to inform all alumni about Chapter activities by means of a regular newsletter. He shall serve as a member of the Communications Committee. He shall also perform any other duties the Chapter may direct.

**SECTION 10- HISTORIAN.**
The Historian shall write a detailed and accurate history of the Chapter covering the period of his office. It shall also be his duty to maintain a scrapbook containing photographs and newspaper clippings pertaining to the activities of the Chapter during his term in office. It shall be his specific responsibility to promote and preserve all Chapter traditions. He shall serve as a member of the Communications Committee. He shall also perform any other duties the Chapter may direct.

**SECTION 11- SERGEANT AT ARMS.**
The Sergeant at Arms shall perform all duties necessary to prepare the meeting room for all Chapter functions and special meetings. These duties include but are not limited to, displaying the banner, coat of arms, pins, and flags (if any). He shall with the assistance of the advisor, count all secret ballots. He shall act, as parliamentarian at all Chapter and Executive Committee meetings, and any other meetings he is requested to serve at as Sergeant at Arms. He shall act as portal guard and evict any person in attendance so designated by the President. He shall also perform any other duties the Chapter may direct.

**SECTION 12- IMMEDIATE PAST PRESIDENT.**
The Immediate Past President is a voting member of the Executive Committee. He shall assist the President with transitioning into the role of President, and work in coordination with the Executive Committee to progress the future of the Chapter.

**SECTION 13- ALUMNI TRUSTEES.**
The Alumni Trustees of the Endowments and Trusts Board of Trustees will serve the Chapter by ensuring the Chapter’s adherence to **ARTICLE XIV, SECTION 6.**

**ARTICLE VII MEETINGS**

**SECTION 1- REGULAR MEETINGS.**
There shall be regular weekly meetings every Sunday beginning at six (6) PM, Eastern Standard Time, unless otherwise determined by the Executive Committee.

**SECTION 2- SPECIAL MEETINGS.**
Special meetings may be called by the Chapter President or written request of five (5) active brothers. Written notice of any special meeting shall be sent to each active brother at least fourteen (14) days in advance, with a statement of time, place, and meeting agenda.

**SECTION 3- LOCATION.**
Regular Meetings will take place in the Sigma Xi Chapter Room, located in the basement of Somerset Hall at the University of Maine. Special Meetings shall be designated by the Chapter President or Executive Committee.
SECTION 4-NOTICE.
The Executive Committee shall establish a calendar of regular meetings at least six (6) months in advance upon the recommendations from the Committees, Advisors, and active brothers.

SECTION 5-ORDER AND NATURE OF BUSINESS.
The selection and order of business during meetings shall be determined by the chairman in consultation with the Executive Committee. Agenda items submitted by any voting member of the board shall be considered by the Executive Committee.

SECTION 6-ATTENDANCE.
Although attendance is not mandatory at all meetings for active brothers, a quorum must be present for the gathering to be declared a meeting.

SECTION 7-QUORUM.
A quorum is defined as a two-thirds (2/3) majority of the active brothers.

SECTION 8-EXECUTIVE SESSION.
The Chapter President reserves the right to hold Executive Sessions with only the voting members of the Executive Committee, no other individuals shall be permitted to stay during these sessions. Minutes will not be recorded for this session.

ARTICLE VIII COMMITTEE CHAIRMEN

SECTION 1-RUSH.
Shall serve as a voting member of the Membership Committee. He shall be responsible for the planning and execution of all recruitment events for the Chapter. He shall also perform any other duties the Membership Vice-President or Chapter may direct.

SECTION 2-PLEDGE MASTER.
Shall serve as a voting member of the Membership Committee. He shall be responsible for the Pledges during their Bid period, until they reach full Brother status. He shall also perform any other duties the Membership Vice-President or Chapter may direct.

SECTION 3-PROGRAMS AND PUBLICITY.
Shall serve as a voting member of the Membership Committee and Communication Committee. He shall be responsible for the publication and notification of any and all Chapter events such as service projects, and recruitment. He shall also perform any other duties the Membership Vice-President, Communications Director, or Chapter may direct.

SECTION 4-BANANAS.
Shall serve as a voting member of the Service Committee and Finance Committee. He shall be responsible for proper management of Banana’s schedule, suit maintenance, mascot training, and MaineCard. He shall also perform any other duties the Service Vice-President, Treasurer or Chapter may direct.

SECTION 5-ADOPT A HIGHWAY.
Shall serve as a voting member of the Service Committee. He shall plan and coordinate personnel, materials, and resources needed to clean the Chapter’s designated Highway. He shall also perform any other duties the Service Vice-President or Chapter may direct.

SECTION 6-FOGHORN.
Shall serve as a voting member of the Service Committee. He shall be responsible for proper management of the Foghorn, including but not limited to, training new
individuals on the Foghorn, and being responsible for the Passes that are required to be in the Foghorn stand. He shall also perform any other duties the Service Vice-President or Chapter may direct.

SECTION 7 - PARENTS NIGHT OUT.
Shall serve as a voting member of the Service Committee. He shall coordinate with the chairperson from Gamma Sigma Sigma, on the proper scheduling of brothers, managing paperwork that is filled out by parents and guardians, and managing the children who attend. He shall also perform any other duties the Service Vice-President or Chapter may direct.

SECTION 8 - LATE NIGHT LOCAL.
Shall serve as a voting member of the Service Committee. He shall coordinate with the chairperson from Gamma Sigma Sigma, on the proper scheduling of brothers, verifying that the van is accessible via MotorPool, proper maintenance of the Late Night Local Sign, and making sure drivers are properly qualified to drive, and any paperwork necessary to sustain the Late Night Local. He shall also perform any other duties the Service Vice-President or Chapter may direct.

SECTION 11 - FOOD DRIVES AND DELIVERY.
Shall serve as a voting member of the Service Committee. He shall be responsible for the coordination with brothers and community shelters, and pantries on the delivery of donated the food to service community members. This shall include but is not limited to planning drives, staffing brothers, or delivering food. He shall also perform any other duties the Service Vice-President or Chapter may direct.

SECTION 12 - FOUNDER’S DAY.
Shall serve as a voting member of the Fellowship Committee. He shall be responsible for the planning, coordination, and execution of the location, any and all supplies, and the events for Founder’s Day. He shall also perform any other duties the Fellowship Vice-President or Chapter may direct.

SECTION 13 - BANQUET.
Shall serve as a voting member of the Fellowship Committee and Finance Committee. He shall be responsible for the planning, coordination, and execution of the location, any and all supplies, and the events for the end of year Banquet. He shall also perform any other duties the Fellowship Vice-President, Treasurer or Chapter may direct.

SECTION 14 - GREEK RELATIONS.
Shall serve as a voting member of the Fellowship Committee. He shall plan and coordinate social events with other Fraternities, Sororities, and Chapters of Alpha Delta, including but not limited to a minimum of one (1) event per month. He shall be responsible for planning any accommodations needed for visitors. He shall also perform any other duties the Fellowship Vice-President or Chapter may direct.

SECTION 15 - OOZEBALL.
Shall serve as a voting member of the Finance Committee. He shall be responsible for proper coordination with the University of Maine, and release forms. He shall also perform any other duties the Treasurer or Chapter may direct.

SECTION 16 - HUMANS VERSUS ZOMBIES.
Shall serve as a voting member of the Finance Committee. He shall be responsible for proper coordination with the University of Maine, release forms, and charity in
which the money is to be donated. He shall also perform any other duties the Treasurer or Chapter may direct.

**ARTICLE IX DUTIES OF COMMITTEE CHAIRMEN**

**SECTION 1 - CHAIRMAN APPOINTMENT.**

The Chapter President upon consultation with the appropriate Chapter officer who oversees a committee shall appoint the chairman of a committee at a regular meeting.

**SECTION 2 - CHAIRMAN RESPONSIBILITIES.**

It shall be his duty to recruit, lead and supervise the committee's members in the planning and carrying out the objectives of the committee. He shall coordinate the activities of his committee with all existing committees and officers where applicable. Major decisions of his committee will be subject to approval by the Chapter. Progress reports will be submitted at each regular meeting. Upon completion of the objectives of his committee, a written detailed report must be submitted to the Chapter.

**ARTICLE X ADVISORS**

**SECTION 1 - CHAPTER ADVISORS.**

The Chapter advisors shall be: 1) Advisory Chairman, 2) Faculty Advisors, and 3) General Advisors.

**SECTION 2 - ADVISOR ELIGIBILITY.**

Any Honorary Brother, Faculty, Staff or Alumni shall be permitted to be an advisor with the approval of the active brotherhood.

**SECTION 3 - VACANCIES.**

If any vacancies occur among the Chapter’s advisors, the Executive Committee shall determine and present any eligible advisor candidates for approval from the active brothers. Advisor nominations will be made at the next regular Chapter meetings. At the next Chapter meeting with a quorum present, an election will be held to accept the candidate.

**SECTION 4 - REMOVAL.**

An Advisor can be liable for removal when there is a petition of the majority of active brothers. It is necessary that written charges be sent to the Advisor no less than fourteen (14) days [when school is in session] before the impeachment proceedings. The charged Advisor will have no authority as outlined in the Duties of Advisors. The Advisory Chairman in office at the time of this meeting will preside. After due cause and just deliberation, an Advisor may be removed by an affirmative, vote of two-thirds (2/3) by the active brotherhood.

**ARTICLE XI DUTIES OF ADVISORS**

**SECTION 1 - ADVISORY CHAIRMAN.**

The Advisory Chairman shall call and preside at meetings of the Advisory Committee at least twice a year to discuss and make suggestions concerning the Chapter programs and administration. He shall preside over meetings of the Endowments and Trusts Board of Trustees. As the Chairman, he will be responsible for arranging meetings and contacting the other trustees.

**SECTION 2 - FACULTY ADVISORS.**

Faculty Advisors shall encourage the development of high fraternal and scholastic standards. It shall be their duty to assist the Chapter in planning and carrying out service projects. They shall serve as members of the Advisory Committee. They shall
service as special advisors to the respective Chapter officers as assigned by the Chairman of the Advisory Committee. He will be required to meet with the Chapter President a minimum of one (1) time per semester during the months of which school is in session, and he will act as a University of Maine’s recognized advisor to Sigma Xi.

**SECTION 3-GENERAL ADVISORS.**

Can be Honorary Brother, Faculty, Staff, or Alumni. General Advisors shall give counsel and advice to the Chapter. A minimum of one (1) advisor should be present at each Chapter Committee meeting to offer support and guidance to committee members if they should need it, as well as all Chapter meetings, and Events.

**ARTICLE XII EXECUTIVE COMMITTEE**

**SECTION 1-MEMBERS.**

The Executive Committee shall consist of the following voting members: Chapter President, Membership Vice-President, Service Vice-President, Fellowship Vice-President, Treasurer, Communication Director, Secretary, Alumni Secretary, Historian, Sergeant at Arms, Immediate Past President, and Risk Manager. The following non-voting members: Advisory Chairman, Faculty Advisors, and General Advisors.

**SECTION 2-MEETINGS.**

The Executive Committee shall meet at least once a month during the school year. Special meetings of the Executive Committee may be held upon the call of the President or upon the request of the majority of the voting members of the Executive Committee.

**ARTICLE XIII DUTIES OF EXECUTIVE COMMITTEE**

**SECTION 1-POWERS.**

The Executive Committee shall exercise all the powers of the Chapter during the intervals between regular Chapter meetings and reports such as actions at the next regular Chapter meeting. All Chapter decisions shall override and take precedence over any decisions made by the Executive Committee.

**SECTION 2-EXECUTION.**

The Executive Committee shall be responsible for carrying out resolutions, policies, and activities voted by the Chapter, through the regular channels, as committees of the Chapter.

**SECTION 3-COORDINATED EFFORT.**

The Executive Committee shall assist with the President, in the coordination of all Chapter functions.

**SECTION 4-PLANNING.**

The Executive Committee shall adopt a yearly program at the beginning of their term, which shall include an outline of the Chapter project for one year in advance and shall make the recommendations to the respective committees related to the project.

**SECTION 5-PROJECT ANALYSIS.**

The Executive Committee shall analyze the past project of the Chapter, weigh their value, and determine the advisability of their continuance.

**SECTION 6-PROBLEM ANALYSIS.**

The Executive Committee shall analyze any particular problems of the Chapter pertaining to program or administration and plan for their solutions.
**Section 7 - Finance Committee.**

The Executive Committee shall service as apart of the Finance Committee of the Chapter, setting up and operating the Chapter budget on a semi-annual basis.

**Section 8 - Programs and Projects.**

The Executive Committee shall at regular intervals, check on the progress of programs and projects of the Chapter.

**Section 9 - Authorization**

The Executive Committee shall properly authorize the Treasurer to collect money and make payments on behalf of Sigma Xi.

**Article XIV Chapter Committees and Responsibilities**

**Section 1 - Membership Committee.**

The Membership Vice-President shall be the Chairman of the Membership Committee. The members shall consist of the Rush Chairman, Pledge Master, Programs and Publicity Chairman, and anyone else whom the Membership Vice-President may appoint. The duties of the committee shall be:

a. Inform the students eligible for membership in the chapter of the activities of the chapter and of their opportunity to join.

b. Work with the Fellowship Committee to hold Rush functions.

c. Check on the qualifications of new men

d. Teach the Pledges the fundamentals of Sigma Xi, history of Alpha Delta and Alpha Phi Omega as it pertains to the Chapter, and to prepare the Pledges for active membership in the Chapter.

e. Have the Chapter maintain a well-trained ritual team.

f. Work in collaboration with the Communication Committee in planning and executing the formal initiation services for new members.

g. Plan and carry out membership campaigns and work toward definite membership goals.

h. Place special emphasis on pledging of freshman and sophomores, and endeavor to keep a cross-section membership which includes social fraternity and non-fraternity men from all parts of University life.

i. Make a full report to the succeeding committee.

j. Perform other related duties as directed by the Chapter.

**Section 2 - Service Committee.**

The Service Vice-President shall be the Chairman of the Service Committee. The members shall consist of the Bananas Chairman, Adopt a Highway Chairman, Foghorn Chairman, Parent's Night Out Chairman, Late Night Local Chairman, Food Drive and Delivery Chairman, and anyone else whom the Service Vice-President may appoint. The duties of this committee shall be:

a. Make plans for the carrying out of the “traditional” service projects of the chapter.

b. Work with the Faculty Advisors, University officials, and the Brotherhood in exploring the needs for new service projects.

c. To request suggestions from Scouting Advisor, Youth Services Advisor, agencies, and organizations in the community for possible new projects to get started.

d. Present definite plans of school, community, and scouting projects to the Brotherhood, and arrange for projects to get started.
e. Work with the Communication Committee to provide coverage by newspaper, radio, and television.
f. Present project suggestions to the Executive Committee.
g. Make a full report to the succeeding committee, to include past project reports.
h. Preform other related duties as directed by the Chapter.

SECTION 3 - FELLOWSHIP COMMITTEE.
The Fellowship Vice-President shall be the Chairman of the Fellowship Committee. The members shall consist of the Founder’s Day Chairman, Banquet Chairman, Greek Relations Chairman, and anyone else whom the Fellowship Vice-President may appoint. The duties of this committee shall be:
   a. Promote the spirit of close friendship throughout the brotherhood.
   b. Start and keep a spirit of friendship toward all pledges.
   c. Plan and carry out social events for the purpose of fellowships, raising money, such things as outings, dances, shows, parties, and other events.
   d. Make a full report to the succeeding committee.
   e. Preform other related duties as directed by the Chapter.

SECTION 4 - FINANCE COMMITTEE.
The Treasurer shall be the Chairman of the Finance Committee. The members shall consist of the Oozeball Chairman, Humans Versus Zombies Chairman, Bananas Chairman, Banquet Chairman, and anyone else whom the Treasurer may appoint. The duties of this committee shall be:
   a. Shall review and monitor expenditures and income for consistency with Sigma Xi approved budget, collection of fees, expenditure of funds, and prepare status reports for the Executive Committee, and Sigma Xi for presentation at each of the Meetings.
   b. Assist Treasurer in preparing written annual report each year with consultation from the Endowments and Trusts Board of Trustees, concerning revenue and projected expenditures to end of calendar year to present for review by the Brotherhood.
   c. Recommend to the Executive Committee an appropriate time frame for audit of all funds collected through assets of members and expenditures made on behalf of Sigma Xi.
   d. Prepare draft recommendations for the next year’s Sigma Xi annual budget in consultation with standing Committee Chairman, and proposes corresponding community assessments for consideration by the Executive Committee.
   e. Assist Treasurer as primary Brotherhood contact with fiduciary to resolve questions concerning management of assets collected from Sigma Xi members, and expenditure of funds.
   f. Make a full report to the succeeding committee.
   g. Preform other related duties as directed by the Chapter.

SECTION 5 - COMMUNICATION COMMITTEE.
The Communication Director shall be the Chairman of the Communication Committee. The members shall consist of the Programs and Publicity Chairman, Secretary, Alumni Secretary, Historian, and Risk Manager and anyone else whom the Communication Director may appoint. The duties of this committee shall be:
a. Coordinate the publicity campaigns of the Chapter and publication of articles concerning the Chapter.
b. Keep an accurate record of publicity sources, prices, etc., which could be useful to succeeding committees.
c. Teach the Pledges and Brotherhood about the use of publicity equipment.
d. Make a full report to the succeeding committee to include a final inventory of publicity supplies and equipment, publicity program evaluation of the term and a complete list of all projects handled by this committee during the term.
e. Perform other related duties as directed by the Chapter.

SECTION 6- ENDOWMENTS AND TRUSTS BOARD OF TRUSTEES.
The Advisory Chairman shall be the Chairman of the Endowments and Trusts Board of Trustees. The members shall consist of the President, Treasurer, and two graduated Alumni brothers. The duties of this committee shall be:

a. Track the investments of the Chapter in the chosen funds and inform the chapter of the status twice each year.
b. Have a meeting twice each year to discuss funds and make recommendations to the Chapter. These meetings can be held by phone, fax, mail, e-mail, or in person so as not to exclude any Alumni Brothers from serving.
c. Extract interest or income from the investments for the Chapter’s use with the recommendations from the President or Treasurer.
d. Perform any other duties as directed by the Chapter.

SECTION 7- RESPONSIBILITIES.
It shall be the responsibility of the Chapter Committee to carry out the duties and functions to complete projects and tasks to better effectively manage the chapter commitments, relations, and responsibilities.

ARTICLE XV ADVISORY COMMITTEE MEMBERS, RESPONSIBILITIES

SECTION 1-MEMBERS.
The Advisory Chairman shall be the Chairman of the Advisory Committee. The Advisory Committee Members shall be: Advisory Chairman, Faculty Advisors, General Advisors, Immediate Past President, Risk Manager, and the Chapter President.

SECTION 2-MEETINGS.
The Advisory Committee shall meet at least twice per semester to discuss and plan the Chapter programs and administration.

SECTION 3- RESPONSIBILITIES.
The Advisory Committee shall give leadership to the programs of the Chapter at the beginning of the school year, and at the time of installation of new officers.

ARTICLE XVI DUES, FEES, AND ASSESSMENTS

SECTION 1-PLEDGE DUES.
Each undergraduate male pledged shall pay the pledge fee as determined by the Finance Committee with the approval of the Executive Committee for budget purposes. This fee shall be paid in full before initiation into the brotherhood and shall not exceed the actual cost to the brotherhood of supplies and commitments made for the pledge.
SECTION 2—CHAPTER DUES.
The Chapter dues for active brothers in the Chapter shall be paid in each semester in which the brother wishes to be active, beginning the semester after he is initiated. The Chapter dues shall be determined by an affirmative vote of two-thirds (2/3) majority of the active brotherhood.

SECTION 3—ASSESSMENTS.
Assessments may be levied on the brotherhood by affirmative vote of two-thirds (2/3) of the active brotherhood.

SECTION 4—DUES DEADLINE.
A statement of dues, fees, and assessments shall be issues to the brothers in question three (3) weeks prior to the payment deadline and the statements shall be issues monthly for accounts in arrears.

SECTION 5—FEE ASSESSMENTS.
Any accounts in arrears by brothers of more than fifteen days shall be assessed a five dollar ($5.00) fee. For each additional fifteen (15) day period, up to a maximum of thirty (30) days, an additional five dollar ($5.00) fee will be assessed. The Finance Committee with the approval of the Executive Committee shall determine any exceptions.

SECTION 6—INACTIVE BROTHERS.
Any inactive brother, who wishes to become an active brother again, shall pay the dues of the current semester in which he wishes to become active.

SECTION 7—FISCAL YEAR.
The fiscal year shall be September 1 through August 31.

SECTION 8—BUDGET.
The budget shall be developed by the Finance Committee in consultation with the Executive Committee, and advisors. The budget shall be approved by a two thirds (2/3) majority of the active brotherhood.

SECTION 9—AUDIT.
An audit of the financial statements shall be conducted annually by a Chapter Advisor, or by a University of Maine Treasurer or a person approved by that office upon request.
   a. Financial records will be made available to the requested party within fourteen (14) days.

ARTICLE XVII RATIFICATION
SECTION 1—ACKNOWLEDGEMENT.
These bylaws shall become effective if the fraternity, University of Maine Student Affairs approve them.

ARTICLE XVIII AMENDMENT PROCESS
SECTION 1—CLAUSE.
These bylaws may be amended at any regular meeting of the Chapter provided the amendment(s) have received the consideration of the Executive Committee, and have been submitted in writing to the active brothers of the Chapter no less than fourteen (14) days before the voting meeting.

SECTION 2—VOTING.
In order for the Amendment to pass, after the fourteen (14) day notification period has ended, a meeting of the active brothers must pass an affirmative vote of two-thirds (2/3) majority to accept any amendment(s).
ARTICLE XIX PARLIAMENTARY AUTHORITY

SECTION 1- PARLIAMENTARY PROCEDURE.
Roberts Rules of Order: Newly Revised shall govern the business of Alpha Delta, Sigma Xi Chapter, University of Maine, in all cases in which they are applicable and in which they are consistent with these bylaws.

SECTION 2- PARLIAMENTARIAN.
A qualified parliamentarian shall be available, when needed, to assist with conducting the business of the organization.

ARTICLE XX AMENDMENTS
The Amendments listed below shall supersede any and all previously mentioned topics outlined in The Official Bylaws of Alpha Delta National Fraternity Sigma Xi Chapter.

SECTION 1 – NAME.
To Replace Article I: Name and Location, Section 1- Name.
The name of this organization shall be Alpha Delta National Fraternity, Sigma Xi Chapter. The name shall be used only by the organization, National Fraternity, affiliated Chapters, and the University of Maine.

SECTION 2 – MOTTO.
To Replace Article II: Purpose, Motto, Cardinal Principles, Section 2- Motto.
The motto of this organization shall be, “In Brotherhood We Stand, In Service We Rise.

SECTION 3- ACTIVE ELIGIBILITY.
To Replace Article III: Membership, Section 6, Brotherhood Eligibility.
To be considered an active member of the Alpha Delta National Fraternity Sigma Xi Chapter, members must:
A. Be an active brother shall be an undergraduate male attending the University of Maine
B. Fulfilled all personal academic obligations to the Chapter
C. Fulfilled all personal financial obligations to the Chapter
D. Participate in the Chapter’s service programs each semester for a minimum of fifteen (15) service hours to be approved by the Service Vice-President.
E. Participate in the Chapter’s social programs as approved by the Chapter.

SECTION 4: REMOVAL.
To Replace Article V: Officers: Section 4, Removal.
A. Officers may be removed from office for misconduct and/or non-performance of duties. Charges must be submitted in writing to the members of the Executive Committee.
B. All charges shall be investigated by the Executive Committee and following the investigation, the Active Brotherhood, by a two-thirds (2/3) vote, shall remove an officer from office.
C. An officer may appeal the action of the Executive Committee at the next Executive Committee Meeting or Regular Meeting of the Brotherhood.

SECTION 5: IMMEDIATE PAST PRESIDENT.
To Replace Article VI Duties of Officers Section 12, Immediate Past President.
The Immediate Past President shall serve as a non-voting member of the Executive Committee if he is inactive, he shall be a voting member of the
Executive Committee if he is active. He shall assist the President with transitioning into the role of President, and work in coordination with the Executive Committee to progress the future of the Chapter. He shall serve as a non-voting member of the Advisory Committee.

**SECTION 6: ATTENDANCE.**

To Replace *Article VII: Meetings, Section 6. Attendance.*

Attendance will be required at all Regular Meetings, Service Events, and Social Events as outlined by the Alpha Delta National Fraternity Sigma Xi Chapter Executive Committee.

A. An active member is allowed to have a number of excused and unexcused absences to be determined by the Chapter each semester. The Executive Board will determine if the absences are excused or unexcused.

B. Excuses for absences must be submitted by e-mail to the Secretary and President by the third day following the absence, so that it can be given to the Executive Board, at which time the Executive Board must vote on it. Late excuses will not be accepted and will be recorded as an unexcused absence.

C. Members may request an excused absence by notifying the Secretary and President in writing via email at least 24 hours in advance of the absence. Possible reasons for excused absences include:

- i. School related (tests, class, and other functions that pertain to members’ major/career, or banquets)
- ii. Work
- iii. Illness
- iv. Emergency situations or other mandatory events approved by the Executive Board.

D. Any absence in which the Secretary and President is not notified shall be considered unexcused.

E. The Executive Board may waive a member absence due to extenuating circumstances (i.e. death in the family, long-term illness, car trouble, inclement weather, etc.) upon written request. The written request must be submitted within one meeting following the absence.

F. Arriving late, leaving early, or a combination of the two shall equal an absence of that kind and fall under this policy:

- i. Executive members arriving more than five (5) minutes after the start of the meeting shall be considered late.
- ii. Members who arrive more than ten (10) minutes after the start of the membership meeting, ceremonies, and service
projects will be considered late.

iii. Any member desiring to leave early must obtain prior consent in writing.

G. Upon a member receiving their unexcused absence, the member will be placed on probation for the remainder of the semester. The member will not be allowed to have any more unexcused absences.

ARTICLE XXI RESOLUTIONS
The Resolutions listed below shall serve in addition to the abovementioned Articles.

SECTION 1 - CHAPTER GPA REQUIREMENT
If the chapter falls below a 2.5 GPA collectively all brothers must do 3 hours recorded study time per week.

SECTION 2 - BROTHERS GPA REQUIREMENT
If an individual falls below a 2.0 semester or cumulative GPA, they will be asked to attend a meeting with the Membership Vice-President and the president of the chapter to reflect on circumstances that may affect their academic performance and how it relates to the chapter, and to tailor a personalized plan to improve their current and future academic standing if necessary.

SECTION 3 - PROBATION REMEDIES.
Shall a Member fail to fulfill their Active Membership obligations the following remedies are deemed permissible to return to Active Membership status, and stripped of Probation status.

A. Register through the University of Maine’s Office of Student Records as an undergraduate male.

B. Fulfilled the Brother’s GPA Requirement as outlined in Article XXI – Resolutions: Sections 2 – Brothers GPA Requirement.

C. Fulfilled all personal financial obligations to the Chapter, and be current on dues.

D. For failure to complete minimum Service hour’s requirements, the brother on probation must submit in writing to the Service Vice-President a plan of action to fulfill the minimum hours required.