I. AUTHORITY

Capital Reserve Committee or otherwise known as CRC was formed under Article XII, Section 2, Subsection A – 3 of the Alpha Delta Iota Chapter Bylaws for the purpose of, “developing, reviewing and promoting the Capital Reserve Fund,” and to promote alumni donations to the Fund.

II. MEMBERSHIP

Section 1 – Committee Membership

The Capital Reserve Committee’s membership is described in accordance to Article XII, Section 2, Subsection A – 3C of the Alpha Delta Iota Chapter Bylaws as the following:

The CRC shall consist of the President, Treasurer, two Active Brotherhood Representatives and two Alumni Representatives, Advisory Chair, and the Immediate Past CRC Chair… The Active Brotherhood Representatives shall be elected by the Brotherhood at the annual election of officers in the Spring, and their term of office shall last for one year. One of the two Alumni Representatives shall be appointed by the President, with subsequent approval of the Brotherhood, by the second General Meeting of the Fall Semester. Each Alumni Representative serves a two-year term of office; one term of office begins in even-numbered years, the other term of office begins in odd-numbered years. If one or more of the appointees is not approved by the General Brotherhood, nominations shall immediately be taken for the representative slot(s) not approved, and an election shall be held, in accordance with Article V, Sections 2 and 3… Vacancies in either of the Active Brotherhood Representatives shall be filled by Presidential appointment with subsequent approval of the Brotherhood. Holding a seat on the CRC shall not prevent a brother from holding an Executive Board position.

Section 2 – Removal from Office

The members of the Capital Reserve Committee, as described in accordance to Article XII, Section 2, Subsection A – 3C of the Alpha Delta Iota Chapter Bylaws as the following:

All of these appointees are subject to Article V, Section 5 (Removal from Office) of these Bylaws.

Section 3 - Vacancies

A. The Active Brotherhood Representatives on the Capital Reserve Committee shall be replaced, as described in accordance to Article XII, Section 2, Subsection A – 3C of the Alpha Delta Iota Chapter Bylaws as the following:

Vacancies in either of the Active Brotherhood Representatives shall be filled by Presidential appointment with subsequent approval of the Brotherhood.

B. If a vacancy occurs among the Alumni Representatives, the Chapter President shall appoint a new alumni representative, which is subject to Brotherhood approval as set forth in Article XII, Section 2, Subsection A – 3C.

C. If a vacancy occurs among members who hold the office of President, Treasurer and/or Advisory Chair due to their inability to actively execute their duties, they shall designate a another Brother of Alpha Delta Iota to represent their office. Those officers shall give-up their seat for the remainder of that academic semester in which they cannot actively participate, such designation is subject to approval of the CRC and shall have rights and privileges as a member for that semester.
D. If a vacancy occurs among members who hold the office of President, Treasurer and/or Advisory Chair due to impeachment or for any other reason as prescribed by Article V, Section 5 of the Alpha Delta Iota Chapter Bylaws. They shall be removed from the committee and such vacancy shall be filled by their successor.

III. OFFICERS

Section 1 – Election & Eligibility

A. The CRC shall elect its Chair in accordance to Article XII, Section 2, Subsection A – 3C of the Alpha Phi Omega Chapter Bylaws, which is described as the following:

The CRC Chair shall be elected at the first CRC meeting of each academic year. Any voting member of the CRC shall be eligible to chair the committee.

B. The CRC shall elect its other officers during the same time that it elects its Chair and any voting member of the CRC shall be eligible to be an officer of the committee.

C. All officers who are not of the membership status of alumni or advisory shall be active and in good standing with Alpha Delta Iota and shall maintain this status as long as they are officers of the CRC.

Section 2 – Officers

The CRC shall have the following officers: Chairman, Vice-Chairman, Treasurer and Secretary.

Section 3 – Duties of the Officers

A. Chairman – Shall conduct the meeting; set the meeting agenda, budget and strategic planning with the advice and consent of the whole committee; create needed subcommittees upon the approval of the whole committee and appoint committee members and its chairmen to those subcommittees.

B. Vice-Chairman – Shall conduct the duties of the Chairman when the Chairman is absent, incapacitated or resigns. The Vice-Chairman shall assist the Chairman in conducting his or her official duties.

C. Secretary – Shall maintain the actual minutes of all meetings of the Capital Reserve Committee.

Section 4 – Removal from Office

A. An officer shall immediately be removed from office if he or she:

1. If the President, Treasurer or Advisory Chair is removed from office following impeachment procedures or for any other reason as prescribed by Article 5, Section 5.

2. An active brotherhood representative becomes an alumni or an associate member.

B. An officer shall be removed from office via impeachment if they fail to complete his or her duties as prescribed in these standing rules.

C. A motion for impeachment of an officer of the CRC as a result of the stated reasons, may be made at a regular scheduled meeting at which quorum prevails. The motion will stand until the next scheduled meeting, which must occur within three weeks of the motion. A three-fourths majority vote is necessary for the removal of an officer. The Chairman shall preside over the impeachment procedures unless the Chairman is impeached himself. If this occurs, the Immediate Past Chair shall preside over the impeachment hearing, if the Immediate Past Chair is not available, then the
Advisory Chair shall assume such duties. The Chair of the impeachment hearings shall not have a vote.

Section 5 - Vacancies

If a vacancy occurs for whatever reason, the CRC shall hold an election at the next scheduled meeting.

IV. VOTING

A. The Capital Reserve Committee’s meeting announcement is described in accordance to Article XII, Section 2, Subsection A – 3D of the Alpha Delta Iota Chapter Bylaws as the following:

The President, Treasurer, Active Brotherhood Representatives, and Alumni Representatives shall cast one vote each, the Advisory Chair and Immediate Past CRC Chair shall have voice but no vote, and the CRC Chair shall chair the committee and cast a vote only in the event of a tie.

B. There shall be no proxy voting permitted during any CRC meetings.

V. MEETING ANNOUNCEMENTS

The Capital Reserve Committee’s meeting announcement is described in accordance to Article XII, Section 2, Subsection A – 3D of the Alpha Delta Iota Chapter Bylaws as the following:

The CRC shall meet a minimum of once per semester, and additionally as needed. All meetings are open to all members of the chapter, and shall be announced to the Brotherhood at least two (2) weeks prior to the meeting date. All meetings shall occur on the campus of Virginia Commonwealth University between the hours of 8:00 a.m. and 10:00 p.m., unless otherwise approved by the Brotherhood.

VI. FINANCES

Section 1 - Budget

A. The Chairman shall submit an itemized balanced budget to the committee no later than November 15 of each calendar year for amendments and approval.

B. The budget of the Capital Reserve Committee shall be in accordance to Article of XII, Section 2, Subsection A – 3F of the Alpha Delta Iota Chapter Bylaws, which is described as the following:

The CRC shall prepare a budget for the purpose of developing and promoting the Sustaining Alumni Membership Program and the Capital Reserve Fund. This budget shall come from the Capital Reserve Fund and shall not be greater than ten (10%) percent of the funds raised from the previous year. The committee may request additional funds if necessary from the General Operating Fund, for approval as part of the chapter’s normal budget process.

Section 2 – Check Authority

The authority to sign CRC checks shall be accordance to Article XII, Section 2, Subsection A – 3A of the Alpha Delta Iota Chapter Bylaws, which is described as the following:

Expenditures from this fund shall only be authorized by a majority vote of the chapter’s Capital Reserve Committee (CRC). Two (2) signatures shall be required on every check issued from this account. Signatories must be the Treasurer and the Advisory Chair (or an Advisor so designated by the Advisory Chair).
Section 3 - Auditing

The Advisory Chair shall audit all financial records annually and a confirmation of the audit shall be sent to the National Office upon the request of the National Executive Director.

Section 4 - Donations

A. Donations to the Capital Reserve Fund may be accepted from any individual or corporation that the CRC sees fit. All donations to the CRC shall be deposited into the Capital Reserve Fund. Donations shall not be accepted if specific conditions are attached without the approval of the whole committee.

B. Upon request, donors shall be recognized for their endowments by tax exemption letters issued by the Treasurer. All donations are final and the CRC shall notify all donors of this provision prior to the CRC acceptance of such donation.

VII. CONTRACT

The Capital Reserve Committee shall not enter into a contract without the consent and advice of the whole committee and of the Brotherhood. The Chapter President shall be the only legal authority of the whole committee to sign a contract unless he or she has expressively and in writing designated someone else from the CRC to do so.

VIII. PROPERTY

Capital Reserve Committee property is subject to Article XII, Section 5, of the Alpha Delta Iota Chapter Bylaws.

IX. ROBERT’S RULES OF ORDER

All meetings shall be governed by the most recent version of Robert’s Rule of Order.

X. AMENDMENTS

A. Approval – These standing rules shall be ratified and considered in effect upon the approval of a two-third (2/3) vote of those attending a general meeting of this Committee where quorum prevails.

B. Amending – The proposed amendment to the standing rules must be announced to all members of the CRC one-week before a scheduled general meeting. All changes to the standing rules shall be either approved or rejected by the Executive Board in accordance to Article XII, Section 2, Subsection A – 3G of the Alpha Delta Iota Chapter Bylaws.