



FRATERNITY  
COMMUNICATIONS  
ASSOCIATION

# Handbook of Governance, Policies & Procedures

*revised April 2017*

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## Vision & Mission Statement

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### *Our Vision*

To be an indispensable asset to the fraternal movement, to challenge members to imagine a better way of communicating, and to provide an enriching membership experience.

### *Our Mission*

To enhance fraternity communications through the exchange of ideas, experiences and information.

## Membership Categories

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### Members

Membership in this Association is open to all general and professional fraternities and sororities, and honor societies operating chapters on college and university campuses in the United States and Canada, and to interfraternity organizations. Only those fraternities and sororities that have paid the annual dues of the Association shall be considered members. Each regular member organization in good standing shall have one vote.

Each organization's membership may have as many individual representatives as it likes. Each organization is allowed one vote during meetings.

Regular members pay annual dues, which are typically due at the beginning of the calendar year.

### Associate Members

Officially created in 2010, this category of membership recognizes the most loyal supporters of the Association that represent sponsor companies. Associate membership is renewed annually and provides the member company with additional access to Association benefits, such as the website, member contact information and educational opportunities. These benefits are in addition to the regular sponsorship of the Annual Conference and Midyear Conference.

### Emeritus Members

Emeritus membership may be extended to any individual who was once a member of the Association by the Board of Directors based upon past outstanding service to the Association, including but not limited to, service as an elected member of the Board of Directors. Association Presidents are granted emeritus membership status at the end of their term as President. Past Presidents shall have one vote separate from their member organizations' vote for the remainder of their natural life. Emeritus members are provided all other rights and privileges of regular membership. Annual dues are waived.

A roster of Emeritus Members is listed in Appendix F.

## Board of Directors

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Consists of President, Vice President of Programming, Vice President of Operations, Director of Finance, Director of Marketing, Director of Information, Director of Education, Director of Recognition, Director of Networking and Past President.

### General Responsibilities

1. Designate the fiscal year for the Association.
2. May extend Associate Membership upon payment of annual dues, as established by the Board of Directors, to any person, commercial suppliers, vendors and others whose resources enhance fraternalism.
3. May extend Emeritus Membership to any individual based upon past outstanding service to the Association, including but not limited to, service as an elected member of the Board of Directors.
4. Govern this Association by conducting meetings of the Board of Directors between the Annual Conferences.
5. Approve other offices and committees as may be appointed for a period of one year by the President.
6. Appoint committee chairmen and help find members to serve on each committee and direct the committees in the performance of the year's work.
7. Approve the registration fee charged for individuals attending the Annual Conference, Midyear Conference or other special meetings of the Association.
8. Attend all meetings of the Board of Directors (three face-to-face meetings—Board Retreat, Midyear Board meeting and Annual Conference Board meeting and monthly conference

calls) the Annual Conference and the Midyear Conference unless prevented from doing so for health or other unavoidable circumstances.

9. Distribute annual budget to responsible committee chairs in August and answer questions about the budget.
10. Submit reports of activities, concerns and recommendations at each meeting and conference call.
11. Provide the President and Vice President to whom the Director reports with copies of all correspondence concerning duties at the time of sending.
12. Provide a transition report for successor at the Board meeting immediately following the Annual Conference.
13. Make recommendations for Ford Award recipients and serve as a voting member for the Ford Award.

### EXECUTIVE COMMITTEE

In addition to the full Board of Directors, the Executive Committee shall consist of the President, Vice President Operations and Vice President of Programming. The Director of Finance serves as an ex-officio member of the committee.

### General Responsibilities

1. Meet twice monthly to discuss matters pertaining to the Association.
2. Review and approve all contracts.
3. Appoint individuals to fill vacancies on the Board of Directors.
4. Recruit committee chairmen and present a full slate to the Board of Directors for approval by April 15.
5. All actions by the Executive Committee shall be reviewed by the Board of Directors.

## Board of Directors

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### PRESIDENT

General Board responsibilities outlined above.

#### **Responsibilities**

1. Preside at all meetings of the Association, the Executive Committee and the Board of Directors.
2. Provide leadership to maintain FCA as a worthwhile organization for its membership and as a member of the interfraternal community.
3. Serve as a spokesperson for FCA, including designation of appropriate representation of the FCA at such official functions as the annual meetings of the North-American Interfraternity Conference, Association of Fraternity/Sorority Advisors, Fraternity Executives Association, National Pan-Hellenic Council, National Panhellenic Conference, Professional Fraternity Association, and others as deemed necessary and appropriate.
4. Solicit information to be received early in the fiscal year from committee chairmen as to anticipated income and expenditures relative to the committee's planned work for the year.
5. Prepare and distribute an Association operational budget, based on the Association's fiscal year that falls within their term, to the Board of Directors no more than 30 days after installation.
6. Make arrangements for three face-to-face meetings of the Board—Board Retreat (held between the Annual Conference and the Midyear Conference), Midyear Conference and Annual Conference.
7. Write a President's Message for each issue of "Briefings" and the Annual Conference program.
8. Suggest topics/articles/authors to the editor of "Briefings" and review all

material to be included in each issue in advance of publication.

9. Prepare meeting agendas for Board of Director meetings and Business Meetings at Annual Conference.
10. Direct all officers in the performance of their responsibilities and assigned activities.
11. Serve as an ex-officio member of the Varner Award Committee, contacting the recipient and his/her fraternity to inform them of the honor.
12. Appoint a parliamentarian for the Annual Meeting, if necessary.
13. Present awards at the Annual Conference.

### VICE PRESIDENT—OPERATIONS

General Board responsibilities outlined above.

#### **Responsibilities**

1. Perform the duties of the President at all meetings at which the latter is absent.
2. Serve as a member of the Executive Committee.
3. Supervise the performance and duties of the Director of Finance, the Director of Information and the Director of Networking.
4. Oversee the supervision of committee chairmen under the above noted Directors in the performance of their responsibilities and assigned activities, including compiling reports, planned activities, schedule and budget income/expenditures, and any other assigned duties.
5. Secure a bond on the individual serving as Treasurer.
6. Review and revise, as appropriate, job descriptions for officers and committees.

## Board of Directors

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### VICE PRESIDENT— PROGRAMMING

General Board responsibilities outlined above.

#### **Responsibilities**

1. Perform the duties of the President at meetings when the President and Vice President of Operations are absent.
2. Serve as a member of the Executive Committee.
3. Supervise the performance and duties of the Director of Education, Director of Recognition and Director of Marketing.
4. Oversee the supervision of committee chairmen under the above noted Directors in the performance of their responsibilities and assigned activities, including compiling reports, planned activities, schedule and budget income/expenditures, and any other assigned duties.
5. Oversee the compilation of a publication work plan of the marketing committee, including the collection of material, editing deadlines and mailing dates for various materials.
6. Request and compile year-end committee reports for transition to incoming chairmen of all committees.
7. Recruit committee chairmen and present a full slate to the Board of Directors for approval by April 15.
8. Organize the Committee Workshop at the Annual Conference.
9. Chair the Audit Committee.

### DIRECTOR OF INFORMATION

General Board responsibilities outlined above.

#### **Responsibilities**

1. Distribute minutes to all members of the Board of Directors within one week of meetings (and to others upon request and approval of the President).
2. Arrange for the production and delivery of FCA stationery, note cards and envelopes.
3. Conduct FCA correspondence, including mail ballots of the Board of Directors.
4. Serve on the Audit Committee.
5. Update the FCA member database as changes occur. Provide current mailing lists to any member or Associate Member who requests them.
6. Oversee the work of the Membership Committee Chair.
7. Provide a list of new members to the Membership Committee.
8. Provide the President and Vice Presidents with copies of all correspondence related to the duties of this position at the time of sending.
9. Make Board of Director binders for new Board members.

### DIRECTOR OF FINANCE

General Board responsibilities outlined above.

#### **Responsibilities**

1. Responsible for the Association's funds, subject to the supervision of the Board of Directors.
2. Receive all income and request payment of all bills of the Association through its accounting firm, performing such responsibilities within one week of receipt.
3. Work with the Association accountant to ensure the checking account is balanced monthly.
4. Serve as the main contact for the

## Board of Directors

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- Insurance Policy and renew the policy annually.
5. With the Association accountant, hold official copies of the 501(c)6 application and incorporation of the Association.
  6. Annually review FCA's tax status.
  7. Present reports of the various FCA funds and the overall financial condition at all Board of Directors meetings and the Annual Conference.
  8. Invest funds in the amount and manner approved by the Board of Directors.
  9. Send membership renewal invoices in January.
  10. Contact, by phone, any organizations not renewing membership after one or two notices; report non-renewal reasons to the Board of Directors.
  11. Forward membership information received with dues to the Director of Information for updating in the FCA database.
  12. Help maintain the FCA database by verifying and updating information with the Director of Information, based on dues payments and related information received from member organizations.

### DIRECTOR OF MARKETING

General Board responsibilities outlined above.

#### **Responsibilities**

1. Responsible for the development and execution of the annual marketing and communication plan.
2. Inform members of FCA programs and progress through "Briefings," e-News, social media and other appropriate communication methods.
3. Responsible for tracking analytics and engagement for all marketing materials.
4. Oversee the work of the Digital Communications Chair, Print Communications Chair and Social

Media Chair.

### DIRECTOR OF EDUCATION

General Board responsibilities outlined above.

#### **Responsibilities**

1. Work with the Program Chair, Annual Conference Chair, Midyear Conference Chair and Brown Bag Chair to ensure programming needs of membership are met.
2. Oversee the programming for and implementation of the Midyear and Annual Conferences and Brown Bag Lunches.

### DIRECTOR OF RECOGNITION

General Board responsibilities outlined above.

#### **Responsibilities**

1. Maintain inventory of Past President medallions and reorder when necessary.
2. Work with the Awards Chair to prepare awards presentation for and present winners at the Annual Conference Recognition Banquet.
3. Work with the Varner/Ford Award Chair.
4. Coordinate the nomination and voting process for the Board nominated awards (Outstanding Committee Chair, Outstanding Constituent and Outstanding Committee Member).
5. Serve as Board contact for award website vendor regarding award submission forms and any RFPs following the Annual Conference.

### DIRECTOR OF NETWORKING

General Board responsibilities outlined above.

## Board of Directors

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### **Responsibilities**

1. Oversee the Associate Members Committee.
2. Contact Associate Members for Directory information and encourage them to participate in FCA programs, including attendance at the Annual Conference and Midyear Conference.
3. Coordinate with the Director of Education to promote networking opportunities among and between members/Associate Members/sponsors.

### PAST PRESIDENT

General Board responsibilities outlined above.

### **Responsibilities**

1. Serve as Chair of the Nominations Committee. Four months prior to the Annual Conference select four individuals to serve on that committee.
2. Review the Constitution and the Handbook annually with the Vice President of Operations, Vice President of Programming and the President/Parliamentarian. If there are changes to the Constitution to be brought before the membership prepare that information for sending to the members 30 days prior to the time of voting.
3. Serve as an Interfraternity liaison.
4. Be available to the President and the Board of Directors for counsel regarding Association programs and policies based on experience gained through tenure and position of leadership.
5. Serve as a member of the Audit Committee.
6. Serve as a liaison and communicate with other Past Presidents.

## Committee Descriptions

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Every member is encouraged to serve on a FCA committee. If you are interested in a particular committee, feel free to contact the chairperson or any FCA Board member. For a list of the current committee chairs, please visit the website.

### ANNUAL CONFERENCE

Plans, promotes and conducts the Annual Conference, perhaps the most visible and direct benefit to most FCA members.

#### **Responsibilities**

1. Arrange and supervise the FCA Annual Conference for the purpose of conducting business and for an educational and networking experience.
2. Plan the program schedule, meals and other events for the conference.
3. Work with the Program Chair to arrange the speakers and program content.
4. Visit the Annual Conference site along with the Director of Education, if possible.
5. Work with the Associate Member Chair, Membership Chair and Recognition Chair to prepare for various aspects of the conference.
6. Prepare and work with the Digital Communications Chair, Print Communications Chair and Social Media Chair to distribute Annual Conference information, with registration materials and conference schedule, to members.
7. Conduct committee work within specific budgetary allocations.
8. Include the Director of Education and Vice President-Programming in all correspondence about committee work.
9. Communicate with committee at least once a month.

10. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### ASSOCIATE MEMBERS

Recruits new Associate Members and helps Associate Members get the most out of their membership. Also transitions loyal sponsors to Associate Member status and provides additional benefits.

#### **Responsibilities**

1. Seek to renew Associate Memberships and sponsorships.
2. Recruit new Associate Members/sponsors.
3. Solicit feedback from Associate Members/sponsors on how to get the most out of their involvement.
4. Look for ways to continually involve Associate Members/sponsors in FCA.
5. Follow up with Associate Members after the conferences with thank-you notes.
6. Review the sponsorship level structure and discuss any changes with the Board of Directors.
7. Manage the Associate Member portion of the database.
8. Serve as the liaison between Associate Members and FCA.
9. Communicate with the Annual Conference Chair and Midyear Conference Chair on sponsorship details (copy and size of program advertisement, event sponsorship details, arrange for booth/table space for on-site sponsors, etc.).
10. Include the Vice President of Operations and the Director of Networking in all correspondence about committee work.
11. Conduct committee work within specific budgetary allocations.

## Committee Descriptions

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12. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### AUDIT

Conducts an annual examination of the statements of accounts and other financial records prepared by the Director of Finance with the accountant. The Vice President-Programming chairs the committee; the Director of Information and the immediate Past President are committee members. Two non-officers shall be selected to serve on this committee.

#### **Responsibilities**

1. Conduct the audit following the close of the fiscal year.
2. Present the audit report to the Board of Directors.

### AWARDS

The Annual Awards Competition fosters healthy competition among members and encourages the exchange of ideas to advance the fraternal movement. The Association strives to recognize excellence in both publications and other forms of communication.

#### **Responsibilities**

1. Following the Annual Conference, review awards criteria for possible revisions. Present any suggested revisions to the Board at the midyear meeting for approval.
2. Prepare display for Critics Choice Awards to be voted on by members present at the Annual Conference.
3. Secure judges giving consideration to avoiding the retention of any whose fraternal affiliation might be considered

to be a conflict of interest.

4. Receive entries and check to see that all rules and criteria are properly followed.
5. Order awards to be presented at the Annual Conference.
6. Prepare the script and electronic presentation and assist in presenting awards at the Annual Conference Recognition Banquet.
7. Conduct committee work within specific budgetary allocations.
8. Include the Director of Recognition and Vice President-Programming in all correspondence about committee work.
9. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### BROWN BAG CHAIR

Brown Bag events are held monthly in Indianapolis at the office of an FCA member organization.

#### **Responsibilities**

1. Arrange and supervise the monthly Brown Bag meetings.
2. Post speaker notes on the website.
3. Conduct committee work within specific budgetary allocations.
4. Include the Vice President-Programming and the Director of Education in all correspondence about committee work.
5. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

## Committee Descriptions

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### DIGITAL COMMUNICATIONS

#### CHAIR

Coordinates digital communications to all member organizations, Associate Members and Emeritus Members.

#### **Responsibilities**

1. Maintain the FCA website and post relevant updates such as conference notifications and contact information.
2. Collect content and distribute e-News, FCA's monthly digital newsletter.
3. Work with the Director of Marketing on all digital marketing pieces that are distributed to FCA members.
4. Assist the Board and committee chairs in all ways possible, including FCA publications, other communications and programs, to inform members of FCA services and to stimulate interest and involvement in FCA.
5. Coordinate with the Director of Marketing, Social Media Chair and Print Communications Chair in the development and execution of the annual Marketing and Communication Plan.
6. Include the Director of Marketing and Vice President-Programming in all correspondence about committee work.
7. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### INVESTMENTS/GRANTS

The investment and grant committee should be comprised of a diverse collection of FCA members to review, enhance and increase the visibility and proper use of FCA's portfolio.

#### **Responsibilities**

1. This committee is responsible for looking at FCA's current investment portfolio and interacting with the Director of Finance, Vice President-Operations and the portfolio manager to ensure the monies allocated for investment are being maximized for a positive rate of return.
2. Review quarterly statements to see loss/gain and propose ideas on how to better invest based on portfolio manager's advice.
3. Propose ideas on how to use these funds for grants to enhance professional development within the organization while continuing to grow the fund.
4. Identify ways to allocate additional funding to put towards the investment portfolio and/or secure grants from other businesses towards professional development enhancements at the Midyear and Annual Conferences.
5. Participate in a quarterly conference call, and/or a face-to-face meeting prior to the Annual Conference.
6. Conduct committee work within specific budgetary allocations.
7. Include the Vice President of Operations and the Director of Finance in all correspondence about committee work.
8. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### MIDYEAR CONFERENCE

Plans, promotes and implements the Midyear Conference.

## Committee Descriptions

### **Responsibilities**

1. Plan the schedule and meals for the meeting.
2. Work with the Program Chair to organize the speakers.
3. Work with the Associate Member Chair to organize the Associate Member exhibit area.
4. Work with Digital Communications Chair, Print Communications Chair and Social Media Chair to distribute Midyear Conference information, with registration materials and conference schedule, to members.
5. Conduct committee work within specific budgetary allocations.
6. Include the Director of Education and Vice President-Programming in all correspondence about committee work.
7. Communicate with committee at least once a month.
8. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### MEMBERSHIP

Helps new members to FCA gain a working knowledge of the responsibilities/opportunities associated with Greek-letter communications.

### **Responsibilities**

1. Work with the Director of Information to maintain a list of the members of the Fraternity Executives Association, National Interfraternity Conference, National Pan-Hellenic Council, National Panhellenic Conference, and Professional Fraternity Association for use in soliciting new members.
2. Send FCA information to all FEA, NIC, NPHC, NPC and PFA members who

are not FCA members. Follow up with them to solicit their membership in FCA.

3. Manage the list in the database of those organizations and individuals solicited for FCA membership and the outcomes of those solicitations.
4. Educate new members about the benefits of FCA membership and participation, such as awards, leadership positions, networking and the website.
5. Maintain contact with new members to help them feel welcome, informed and prepared to get the most of their membership.
6. Include the Director of Information and Vice President-Operations in all correspondence about committee work.
7. Conduct committee work within specific budgetary allocations.
8. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### NOMINATIONS

Determines the interest and ability of members regarding leadership positions within FCA, presents a slate of candidates for the consideration of voting members in electing the Board of Directors. The Past President serves as the chair of the committee.

### **Responsibilities**

1. The Nominations Committee is responsible for reviewing and soliciting from among the Association's membership those willing to serve in elective office and for presenting the recommendations to the membership at the Business Meeting at the Annual

## Committee Descriptions

- Conference. For specific information about nominations and elections see the Constitution.
2. Prepare an article about the upcoming elections, positions to be filled, and opportunities for elective office for “Briefings” along with an expression of interest form to be posted on the website.
  3. Present the slate of elected officers to the membership at the second Annual Conference business meeting.
  4. Conduct committee work within specific budgetary allocations.
  5. Include the President and Vice Presidents in all correspondence about committee work.
  6. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### PRINT COMMUNICATIONS CHAIR

Coordinates print communication to all member organizations, Associate Members and Emeritus Members.

#### **Responsibilities**

1. Collect content for and distribute “Briefings,” the Association’s quarterly printed newsletter.
2. Work with the Director of Marketing to produce and distribute additional printed marketing content to the Association.
3. Assist the board and committee chairs in all ways possible, including FCA publications, other communications and programs, to inform the membership of FCA services and to stimulate interest and involvement in FCA.

4. Coordinate with the Director of Marketing, Social Media Chair and Digital Communications Chair in the development and execution of the annual Marketing and Communications Plan.
5. Include the Director of Marketing and Vice President-Programming in all correspondence about committee work.
6. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### PROGRAM CHAIR

The Program Chair is responsible for planning all educational programming and securing speakers for the Midyear Conference and the Annual Conference.

#### **Responsibilities**

1. Work with the Director of Education, Midyear Conference Chair and Annual Conference Chair to plan educational programming for these conferences.
2. Secure all the speakers and maintain a file of speaker contracts.
3. Conduct committee work within specific budgetary allocations.
4. Include the Director of Education, Vice President-Programming, and appropriate conference chair in all correspondence about committee work.
5. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

## Committee Descriptions

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### SOCIAL MEDIA CHAIR

Controls and plans the news and information on the FCA social media sites.

#### **Responsibilities**

- Post news and information to the FCA social media sites.
- Monitor the postings on the site and make sure questions are answered in a timely manner.
- Coordinate with the Director of Marketing, Digital Communications Chair and Print Communications Chair in the development and execution of the annual Marketing and Communication Plan.
- Include the Director of Marketing and Vice President-Programming in all correspondence about committee work.
- Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### VARNER AND FORD AWARDS OF DISTINCTION

Oversees the nomination and selection process of the Varner and Ford Awards presented at the FCA Annual Conference. The Evin C. Varner, Jr. Fraternal Communications Award of Distinction recognizes an outstanding fraternal communicator. This recipient should be one who inspires others by communicating the meaning of fraternity or fraternal cooperation. The Marilyn Simpson Ford Distinguished Service Award recognizes FCA members who distinguish themselves through outstanding service to the organization.

### **Varner Award**

The Evin C. Varner Fraternal Communications Award of Distinction was established in 1985 to honor Evin C. Varner, Alpha Sigma Phi, whose exceptional and generous devotion to, and work for, his fraternity, FCA and the entire Greek-letter system was extraordinary, creative and productive.

A Varner Award nominee must be a member of a FCA member organization, but need not be a member of the nominating organization. The Varner Award recipient should demonstrate, over a period of years and with notable efforts and results, a record of effectively communicating the meaning and opportunities of fraternal life, through his or her own organization and/or interfraternal associations, of working with and helping others in Greek-letter work, and of interfraternal cooperation, resulting in a high level of peer respect. Service in positions of leadership and communications, while not a requirement, are strong indicators of award eligibility. The FCA President presents the award to the Varner Award recipient at the Annual Conference Recognition Banquet.

#### **Responsibilities**

1. Prepare, market, distribute and judge award applications.
2. Work with the Director of Recognition and Awards Chair to acquire a plaque for the recipient.
3. Prepare or enlist a member of the recipient's organization to write an article about the winner for the Annual Conference issue of "Briefings," the recipient's fraternity and alma mater.
4. Ask the FCA President to notify the

## Committee Descriptions

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- recipient, explaining procedure and costs involved with the presentation at the Annual Conference.
5. Work with the Annual Conference Chair and Director of Education to make sure the recipient is welcomed.
  6. A member of the award selection committee may not nominate a recipient or must resign from the committee upon doing so.
  7. Conduct committee work within specific budgetary allocations.
  8. If, in the judgment of the committee, the Varner Award should not be presented in any particular year, the Board of Directors will designate an Evin Varner Lecturer for that year's Annual Conference.
  9. Include the President and Vice President-Programming in all correspondence about committee work.
  10. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.
- the winner by a vote of the Board.
3. Prepare remarks and present the award at the Annual Conference Recognition Banquet (no announcement is made prior to the Annual Conference).
  4. Conduct committee work within specific budgetary allocations.
  5. Prepare an article about the award winner for "Briefings" and The Arrow of Pi Beta Phi.
  6. Provide a transition report for successor in the committee report submitted for the Annual Conference business meeting.

### **Ford Award**

The Marilyn Simpson Ford Distinguished Service Award recognizes a FCA member for voluntary contributions to the Association, especially through committee service. The award was established in 1989 by Pi Beta Phi Fraternity in honor of former editor Marilyn Simpson Ford and is presented annually.

### **Responsibilities**

1. Request recipient recommendations from the Board of Directors.
2. Submit information about nominees to the Board of Directors and determine

## Services

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### ANNUAL CONFERENCE

One of the most beneficial aspects of membership in FCA is participation in the Annual Conference, held each spring. In addition to conducting the Association's business, members are able to hear experts discuss many aspects of communications and publications, including editing and design, budgeting, printing and publication philosophy. The opportunity for fellowship and exchange of views and ideas with colleagues adds immeasurably to the worth of attendance and membership in FCA.

### ANNUAL SURVEY

Each year members are asked to complete an educational survey to obtain data for preparation of the programming and education portions of the Midyear Conference, Annual Conference and other education plans, such as Brown Bag lunches. From time to time, other questions regarding comparison and evaluation of the demographics and information about member publications may be included.

### FEA CONFERENCE TRACK

During years in which FEA solicits a partnership with FCA, the FCA President prepares programming for the annual FEA Conference that speaks to current trends in the area of communications. The speakers consist of FCA members expert in a topic or outside speakers.

### LOGO

High-resolution versions of the FCA logo are available at [www.fraternitycommunications.com](http://www.fraternitycommunications.com). Many members display the FCA logo on the contents page of their publication as an indication of their commitment to and support of the Association.

### MAGAZINE CRITIQUE SERVICE

Members have an opportunity, usually during the Annual Conference, to obtain a confidential, no-charge critique of their publication by a communication expert.

### MIDYEAR CONFERENCE

Between Annual Conferences, this one-day mini-conference held in Indianapolis, offers information and updates on pertinent topics.

### NETWORKING

No matter what the question or problem, members of FCA can help find the answer. One of the trademarks of the Association is the commitment of its members to offering their experience and expertise in advising and assisting other members. The answer to a tricky problem is as close as a phone call, email or social media post.

### NEW MEMBERS

All new members to FCA are invited to a New Member Breakfast at the Annual Conference or Midyear Conference. This session offers an introduction to fraternity publishing for the novice and an opportunity to ask and answer questions about FCA and the benefits of membership.

### RECOGNITION PROGRAM

During the Annual Conference, outstanding achievements by Association members are recognized through FCA's prestigious awards program. Excellence is honored in several categories, including design, writing, social media, video and other specialty areas unique to fraternal publications. Members have the opportunity to enter one item in each category. Communication professionals judge the entries.

## Services

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### WEBSITE

FCA maintains the Association's website at [www.fraternitycommunications.com](http://www.fraternitycommunications.com). The site contains resources, links and Resource Guide information for FCA members.

## Policies

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### AMENDMENTS

“The Handbook of Governance, Policies and Procedures” may be amended by a mail vote or at any called meeting of the Board of Directors by a favorable vote of six Board members. If any member shall propose amending this Handbook, the proposed change shall be reviewed by the Board and approved or rejected at its next meeting or by a mail vote. Any such amendments or rejected proposals shall be presented to the membership at the next Annual Meeting. At that meeting, any rejected proposal for amendment may be approved by a simple majority of those present.

### ANNUAL CONFERENCE

Members canceling their paid Annual Conference or Midyear Conference registration before the published registration deadline shall be entitled to a full refund of the registration fee minus the processing fee. Members canceling their paid Annual Conference or Midyear Conference registration before seven days prior to the start of the conference shall be entitled to a full refund minus a \$50 processing fee. Members canceling their paid Annual Conference or Midyear Conference registration within seven days or less prior to the start of the conference shall not be entitled to a refund, unless extenuating circumstances prompt the Board of Directors to approve such a refund.

### SCHOLARSHIPS AND GRANTS

1. The sponsor of a proposed FCA scholarship or grant must be a regular or Associate Member of FCA.
2. The proposed scholarship or grant must have merit to the Association,

Association members or the interfraternal community. Final acceptance of merit will rest with the FCA Board of Directors.

3. All criteria for the proposed scholarship or grant will be made in cooperation with the FCA Board, the appropriate committee(s) and the sponsor. Final approval of criteria will rest with the FCA Board.
4. Final acceptance and approval of the scholarship or grant must occur no later than the Midyear Meeting of the FCA Board of Directors to allow for proper notification of the membership of the availability of the award, scholarship or grant.
5. Sponsors of, nominees for, or nominators for a scholarship or grant may not vote, judge or take part in selecting the recipient of that award, scholarship or grant.

### BUDGETS/ASSOCIATION FUNDS

1. The FCA Board and officers shall make every effort to maintain a balanced budget and not spend reserves for annual expenses.
2. The Annual Conference shall be self-sustaining with annual expenses balanced by annual membership fees.
3. The annual expenses of Association business, committees and services should be balanced by annual membership fees.
4. A reserve fund shall be maintained for emergencies and added to when possible. Reserves may be used for items that might benefit the membership over a period of years. One year of operating funds will be maintained in the reserve fund. Annual withdrawals from reserve funds shall

## Policies

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- not exceed 10 percent of the account balance.
5. A separate income and expense line item (and separate reserve fund, if and when fiscally possible) shall be maintained for non-conference education projects. It should support and draw income from special projects undertaken by the Association that may run over a period of years. The projects, which must be approved by the FCA Board, should be primarily, but not exclusively, for interfraternal audiences outside the Association.
  6. The Association shall maintain a line of credit with its financial institution for the purpose of covering major expenses during the collection of dues and registration fees. The line of credit shall also help the Association build credit.
  7. Cardholder(s) shall surrender the assigned card at the conclusion of their term of elected office.

### ELECTIONS

1. In the event there are nominations from the floor, each nominee will be given up to five minutes for presentation, personally or by others, of his or her qualifications. At the conclusion of the presentations, a secret ballot shall be held with each regular member organization having one vote.
2. The Nominations Committee members shall serve as tellers of ballots for secret elections. If one of those committee members is nominated from the floor, the President shall appoint another member to replace said nominee as a teller.

### DEBIT CARD PROCEDURES

1. The Fraternity Communications Association (FCA) shall maintain debit cards from the financial institution of the Association.
2. One debit card shall be issued to the FCA President, and one debit card shall be issued to the current FCA Director of Finance.
3. Authorized use of the debit card shall be restricted to the FCA President and/or FCA Director of Finance.
4. Use of the debit card shall be restricted to Association related business expenses. Any personal or other use is strictly prohibited.
5. To avoid usage fees, the “credit” option shall be selected when making purchases.
6. Receipts for debit-card purchases shall be submitted to the Director of Finance within ten (10) days of the purchase date.

### FISCAL YEAR

The FCA fiscal year runs from July 1 to June 30.

### MAILING LISTS

1. The FCA Director of Information maintains the mailing list.

### MEMBERSHIP

1. Individuals do not hold membership in FCA; rather organizations are members of FCA. Because these organizations name their representatives, individuals must route their request through their member organizations.
2. The rights and privileges of membership are those of the organization with the representative acting on behalf of his or her group.
3. Annual membership dues will be \$300.00 per member organization, effective Nov. 2015.

## Policies

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### NOMINATIONS

The FCA President shall not be present for, or involved in, Nominations Committee candidate interviews.

### PARLIAMENTARIAN

The President appoints a Parliamentarian for the Annual Conference business sessions, if deemed necessary.

### SERVICE AND RECOGNITION

#### PINS

Blue recognition pins will be awarded to those FCA member organization representatives attending their first Annual Conference, silver pins to those serving as a Committee Chair, and gold pins to those on the Board of Directors.

### VARNER AWARD

The Varner Award recipient will have his or her Annual Conference registration, room and meals paid for by FCA, although the Board of Directors may specify a two-day maximum for room and meals for budgetary reasons. The recipient's organization is requested to fund his or her transportation.

Varner Award nominees are limited to those candidates who are living or who have been deceased for less than five years from the date of nomination.

### VOTING

The FCA President shall exercise a vote only to make or break a tie vote of the Board of Directors. However, this provision shall not prevent the President from voting in annual or special meetings as the representative of his or her member organization.

## Fraternity Communications Association Constitution

### ARTICLE I. IDENTITY

#### **Section 1.**

Name: The name of this Association shall be the Fraternity Communications Association.

#### **Section 2.**

Mission: The Association serves to enhance fraternity communications through the exchange of ideas, experiences and information.

#### **Section 3:**

Governance: The Association shall be governed by this Constitution, by the Handbook of Governance, Policies and Procedures, and by the procedures set forth in Robert's Rules of Order.

### ARTICLE II. MEMBERSHIP

#### **Section 1.**

Membership Eligibility: Regular membership in this Association is open to all general and professional fraternities and sororities, and honor societies operating chapters on college and university campuses in the United States and Canada, and to interfraternity organizations. Only those fraternities and sororities that have paid the annual dues of the Association shall be considered members. Each regular member organization in good standing shall have one vote.

#### **Section 2.**

Emeritus Membership Eligibility: Emeritus membership may be extended to any individual who was once a member of the Association by the Board of Directors based upon past outstanding service to the Association, including but not limited to, service as an elected member of the

Board of Directors. Association Presidents are granted emeritus membership status at the end of their term as President. Past Presidents shall have one vote separate from their member organization's vote for the remainder of their natural life. Emeritus members are provided all other rights and privileges of regular membership. Annual dues are waived.

### ARTICLE III. GOVERNMENT

#### **Section 1.**

Governance: This Association shall be governed by the meetings thereof by those members in attendance and ad interim by the Board of Directors.

#### **Section 2.**

Fiscal Year: The fiscal year for the Association shall be designated by the Board of Directors.

### ARTICLE IV. BOARD OF DIRECTORS

#### **Section 1.**

Executive Committee: The officers of this Association shall consist of a President, Vice President of Operations, and Vice President of Programming all constituting the Executive Committee. The Director of Finance serves as an ex-officio member of the committee. Actions by the Executive Committee shall be reviewed by the Board of Directors.

#### **Section 2.**

Board of Directors: The President, Vice President of Operations, Vice President of Programming, Director of Finance, Director of Information, Director of Marketing, Director of Education, Director of Networking and Director of Recognition

shall be elected by the Association at its annual meeting, for a period of two years. In addition to the officers and the six elected Directors, the immediate Past President of the Association shall be a member of the Board of Directors. Should the immediate Past President not wish to continue or be unable to serve on the Board of Directors, the Board will ask another Past President to serve in this role. If no Past President is available to serve, the position will be left vacant and the President will ask a Past President to serve as chair of the Nominations Committee.

**Section 3.**

Eligibility: Any individual from a regular member organization is eligible to serve as a voting member on the Board of Directors. Individuals eligible for office are those recognized by their respective member organization.

**Section 4.**

Vacancies: Vacancies in the elective officers or directors shall be appointed for the remainder of the term by the Executive Committee with approval from the Board of Directors. An individual(s) selected to fill a board vacancy will serve the remainder of the current term. They must reapply for a new term should they want to remain on the Board of Directors.

**Section 5.**

Removal: Any officer or director may be removed for cause by a vote of at least seven members of the Board of Directors or by at least two-thirds vote of the regular membership by mail, email or any other form of electronic communication deemed appropriate by the Board of Directors.

**Section 6.**

Term of Service: Each member of the Board is elected to serve one two-year term; at the end of their respective term they must reapply to serve on the Board of Directors. There are no term limits. To ensure board continuity, not all seats are up for election each year. If an individual had been appointed to fill a vacancy by the Board of Directors, then that individual must reapply to serve a new term on the Board of Directors.

**Section 6.**

President: The President shall preside at all meetings of the Association, of the Executive Committee and of the Board of Directors. The President shall have the authority to appoint, with the approval of the Board of Directors, such other offices and committees as deemed necessary for a period of one year. The President works directly with the Past President.

**Section 7.**

Vice President of Operations: The Vice President of Operations shall perform the duties of the President at all meetings at which the latter is absent. The Vice President of Operations works directly with the Director of Finance, Director of Information and Director of Networking.

**Section 8.**

Vice President of Programming: The Vice President of Programming shall perform the duties of the President at all meetings at which the President or Vice President of Operations are absent. The Vice President of Programming works directly with the Director of Education, Director of Marketing and Director of Recognition.

## Fraternity Communications Association Constitution

### **Section 9.**

Director of Finance: The Director of Finance shall be in charge of the Association's funds, subject to the supervision of the Board of Directors. Additionally, this Director directly oversees the Investment and Grants Chair.

### **Section 10.**

Director of Information: The Director of Information shall keep accurate minutes of the meetings of the Association and of the Board of Directors. Additionally, this Director directly oversees the Membership Committee Chair.

### **Section 11.**

Director of Marketing: The Director of Marketing shall oversee all internal and external communication. Additionally, this Director directly oversees the Digital Communications Chair, Print Communications Chair and Social Media Chair.

### **Section 12.**

Director of Education: The Director of Education shall oversee all educational initiatives of the Association. Additionally, this Director directly oversees the Annual Conference Chair, the Mid-Year Conference Chair, the Brown Bag Series Chair and the Programming Chair.

### **Section 13.**

Director of Networking: The Director of Networking shall oversee the recruitment of and work with the Associate Members of the Association. Additionally, this Director directly oversees the Associate Member Chair.

### **Section 14.**

Director of Recognition: The Director of Recognition shall oversee all recognition initiatives of the Association. Additionally, this Director directly oversees the Awards Committee Chair and the Varner/Ford Committee Chair.

### **Section 15.**

Past President: The Past President directly oversees the Nominations Committee.

### **Section 16.**

Committee Chairs: Committee Chairs will serve a one-year term. They will be nominated by their respective Director to the Board of Directors by April 1 and will be approved by the Board of Directors before May 1 each year to ensure proper transition can occur at the Annual Meeting.

### **Section 17.**

Officers shall perform such other duties applicable to their offices as prescribed by the parliamentary authority adopted by the Association.

## ARTICLE V. ELECTIONS

### **Section 1.**

Nominations Committee: Four months prior to an annual meeting, the Past President, with the approval of the Board of Directors, shall appoint a Nominations Committee of five individuals. The Past President shall serve as chair of the committee. The Nominations Committee shall be responsible for reviewing and soliciting from among the Association's membership those willing to serve in elective office and for presenting its recommendations to the membership at the annual meeting.

## Fraternity Communications Association Constitution

### **Section 2.**

Nominations Process: The Nominations Committee must identify a candidate pool no later than two months prior to the annual meeting. The Nominations Committee will then conduct phone interviews with the candidates and must have a proposed slate of individuals to serve on the Board of Directors no later than one month prior to the annual meeting.

### **Section 3.**

Slating of Individuals: The Nominations Committee shall notify those individuals who have been slated to serve on the Board of Directors no less than 30 days prior to the annual meeting. The Nominations Committee shall present its recommended slate to the membership at the Annual Meeting. Nominations may be made from the floor, providing that the nominator submit to the Director of Information a signed acknowledgement from the person to be nominated that said person is willing to serve on the Board of Directors. Should nominations from the floor be made, election shall be by secret ballot. Election of non-contested Board openings may be made by acclamation.

### **Section 4.**

Slating of Officers: At the Annual Meeting the slated individuals and those serving their second year on the Board of Directors shall meet after the first business meeting to discuss the slating of officers. The meeting will be conducted by the Nominations Committee Chair. One individual from the Nominations Committee, selected by the chair, will also be in attendance to certify the vote. Positions will be discussed and voted upon

in the order listed in this Constitution. Once the President has been slated the chair will continue on to the next position on the Board of Directors. Individuals may be nominated or may nominate themselves for a specific position. Once all of the officers have been determined the Nominations Chair will then take the slate of officers to the next business meeting for approval by the membership.

### **Section 5.**

Approval by the Membership: Voting members in attendance at the Annual Meeting shall approve the proposed slate of officers during a business meeting. The membership can either vote to approve or not approve; the slate must be approved as a whole. If the membership does not approve the slate of officers, the Board of Directors will reconvene to determine a new slate.

## ARTICLE VI. MEETINGS

### **Section 1.**

#### Annual Meeting:

The Association shall hold an annual meeting to conduct Association business, elect officers and provide educational training to its members. Quorum shall be defined as 75 percent of voting delegates registered for the meeting (one per organization holding regular membership).

### **Section 2.**

#### Midyear Conference Meeting:

If determined by the Board of Directors, the Association may hold a business meeting at the Midyear Conference provided there is proper notice as defined by the Constitution.

## Fraternity Communications Association Constitution

### **Section 3.**

Board of Directors Regular Meetings: The Board of Directors shall hold monthly conference calls and no less than two (2) face-to-face meetings during the fiscal year. A conference call is not required in months when face-to-face meetings are scheduled.

### **Section 4.**

Board of Directors Special Meetings: Should a need arise for additional face-to-face meetings or conference calls, the Executive Committee and the Board of Directors shall meet at such times and places as the President may determine, or by agreement of a majority of the Committee.

### **Section 5.**

Board of Directors Petition Special Meetings: Special meetings of the Board of Directors may also be called from time to time on the petition of five (5) or more members of the Board of Directors, to be received by the Director of Information not less than thirty (30) days before the date set for such meeting in the petition. Such petitions shall also state the business to be transacted at the called meeting.

### **Section 6.**

Board of Directors Meeting Quorum: For regular or special meetings of the Board of Directors, seven must be in attendance; for mail, email or any other form of electronic communication deemed appropriate by the Board of Directors, votes of the Board, seven Directors shall vote.

## ARTICLE VII. DUES AND ASSESSMENTS

### **Section 1.**

Annual Dues: Annual dues may be fixed by the membership at a general meeting, to be assessed against member organizations. Such dues shall be devoted only to payment of actual expenses of the Association.

### **Section 2.**

Conference Registration Fees: The Board of Directors shall determine the registration fee to be levied for individuals attending the annual conference, midyear conference, or special meetings of the Association.

## ARTICLE VIII. AMENDMENTS

### **Section 1.**

Notice and Procedure: This constitution may be amended by a favorable vote of at least two-thirds of the member organizations attending the annual meeting, or of at least two-thirds of the member organizations in a mail vote, email vote or any other form of electronic communication deemed appropriate by the Board of Directors. Proposed amendments shall be received in writing by the President and the Director of Information at least sixty (60) days prior to the time of the voting. The President and Director of Information shall be responsible for distributing proposed amendments to the membership at least thirty (30) days prior to the time of voting. Other amendments may be introduced at the annual meeting if at least two thirds of the member organizations present vote to consider them. No amendment shall be considered unless it meets either of the previous criteria.

**Section 2.**

Association Handbook: The Association Handbook of Governance, Policies and Procedures may be amended at any called meeting of the Board of Directors or, if necessary, by a mail, email or any other form of electronic communication deemed appropriate by the Board of Directors, vote of the Directors, by a favorable vote of six Board members. Any proposal for amendment of a provision of the Handbook submitted by a regular member shall be acted upon by the Board at its next meeting, unless an earlier vote by mail, email or any other form of electronic communication deemed appropriate by the Board of Directors is deemed necessary by a majority of the Board. Any such proposals may also be submitted by a member organization at the annual meeting, even if such proposal was rejected by the Board previously. Majority approval of the regular members shall be required for adoption of any such proposal at the annual meeting.

*Revised/Adopted by the Association on May 16, 2014.*

Evin C. Varner, Jr. Fraternal Communications Award of Distinction

The award honors Evin C. Varner, Jr., Alpha Sigma Phi and CFEA President 1981-82, for his extraordinary dedication and devotion to the fraternal movement. He served Alpha Sigma Phi as Editor of *The Tomahawk*, 1974-1985; Director of Publications, 1974-85; creator, author and editor of the Alpha Sigma Phi Manual, *To Better the Man*, 1976; creator, author and editor of more than 100 Fraternity manuals, guides, flyers, logos, newsletters and assorted publications; and Editor of Alpha Sigma Phi's Ritual and Secret Works revision, 1983. The award is given annually to the fraternity, sorority, professional or honor society member who has worked over a period of years for the betterment of that system, especially in the area of communications.

**Varner Award recipients:**

- 1985 Evin C. Varner, Alpha Sigma Phi
- 1986 Betty Mullins Jones, Alpha Phi
- 1987 Barbara J. Tootle, Pi Beta Phi
- 1988 Tozier Brown, Lambda Chi Alpha
- 1989 Fred F. Yoder, Sigma Chi
- 1990 William D. Krahling, Alpha Tau Omega
- 1991 Marilyn S. Ford, Pi Beta Phi
- 1992 George W. Spasyk, Lambda Chi Alpha
- 1993 James E. Greer, Jr., Zeta Beta Tau
- 1994 Durward Owen, Pi Kappa Psi
- 1995 Kris Brandt Riske, Gamma Phi Beta
- 1996 Edward M. King, Sigma Chi
- 1997 William D. Jenkins, Phi Kappa Tau
- 1998 Jean Scott, Pi Beta Phi
- 1999 Kirk Hassel, Chi Omega
- 2000 George Toll, Alpha Epsilon Pi
- 2001 William Schilling, Delta Sigma Pi
- 2002 Thomas Goodale, Sigma Alpha Epsilon
- 2003 Philip Josephson, Alpha Gamma Rho
- 2004 Marian Williams, Kappa Kappa Gamma
- 2005 Sidney Dunn, Alpha Epsilon Pi
- 2006 Bob Off, FarmHouse
- 2007 Beth Saul, Alpha Epsilon Phi
- 2008 Betty A. Quick, Gamma Phi Beta
- 2009 Kenneth D. Tracey, Sigma Alpha Epsilon
- 2010 Michael Moxley, Tau Kappa Epsilon
- 2011 Judy Thorne, Kappa Delta
- 2012 Linda Welch Ablard, Alpha Delta Pi
- 2013 Mari Ann Callais, Theta Phi Alpha
- 2014 Jay Langhammer, Delta Tau Delta
- 2015 David Westol, Theta Chi
- 2016 Wynn Smiley, Sigma Tau Gamma and Alpha Tau Omega

## Marilyn Simpson Ford Distinguished Service Award

This award honors Marilyn Simpson Ford, Pi Beta Phi, and longtime Editor of the Pi Beta Phi Arrow. The award was established in 1989 by Pi Beta Phi and is presented each year at the Annual Conference to an individual who represents a fraternity or sorority member organization and who has distinguished him/herself through outstanding service to the Association.

### **Ford Award recipients:**

- 1989 Marilyn S. Ford, Pi Beta Phi
- 1990 Sally Cutler, Alpha Chi Omega
- 1991 Lisa Elliott, Zeta Tau Alpha
- 1992 Matt Basta, Pi Kappa Phi  
Liz Bell, Alpha Xi Delta
- 1993 Fred F. Yoder, Sigma Chi
- 1994 Anthony Palmieri III, Ph.D., Kappa Psi
- 1995 Walter F. Jenkins, Lambda Chi Alpha
- 1996 Erv Johnson, Beta Theta Pi
- 1997 Abraham Cross, Delta Upsilon
- 1998 Mary Lauck-Barr, Alpha Gamma Delta
- 1999 W. Len Rayburn, Kappa Sigma
- 2000 Jim Griffith, Farmhouse
- 2001 Jason A. Pearce, Lambda Chi Alpha
- 2002 Jess C. LaNore, Alpha Kappa Psi
- 2003 Howard E. Obenchain, Phi Delta Theta
- 2004 Jean Gileno, Psi Upsilon
- 2005 Shanda Gray, Delta Sigma Pi
- 2006 Christine Barnicki, Chi Omega
- 2007 Allison Rickels, FarmHouse
- 2008 Tom Olver, Beta Theta Pi
- 2009 Johnny Porter, Kappa Psi
- 2010 Matthew DeWolf, Alpha Tau Omega
- 2011 Brandon Weghorst, Sigma Alpha Epsilon
- 2012 Steve Latour, Alpha Sigma Phi
- 2013 Mariellen Sasseen, Alpha Omicron Pi
- 2014 Jennifer M. Siler, Alpha Delta Pi
- 2015 Robert Umstadter, Beta Theta Pi
- 2016 Ashley Martin, Pi Beta Phi

## Additional Award Rosters

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### Fred F. Yoder Award for Overall Publication Excellence

This award is given for general excellence of the total publication as demonstrated in all issues of a magazine, newsletter or tabloid published in a year.

#### **Yoder Award recipients:**

- 2005 Pi Kappa Phi – Star & Lamp
- 2006 Sigma Chi – The Magazine of Sigma Chi
- 2007 Sigma Alpha Epsilon – The Record of Sigma Alpha Epsilon
- 2008 Alpha Omicron Pi – To Dragma
- 2009 Chi Omega – The Eleusis
- 2010 Sigma Chi – The Magazine of Sigma Chi
- 2011 Sigma Alpha Epsilon – The Record of Sigma Alpha Epsilon
- 2012 AFLV – Connections
- 2013 Sigma Nu – The Delta of Sigma Nu
- 2014 Sigma Chi – The Magazine of Sigma Chi
- 2015 Kappa Kappa Gamma – The Key
- 2016 Beta Theta Pi – The Beta Theta Pi Magazine

### William C. Levere Award for Total Communications

This award honors the best communications program by an organization directed to members and/or an outside audience for a single purpose, such as a membership campaign, convention or other effort.

#### **Total Communications Award recipients:**

- 2005 Pi Kappa Phi
- 2006 Sigma Phi Epsilon
- 2008 Sigma Alpha Epsilon
- 2009 Beta Theta Pi
- 2010 Pi Beta Phi
- 2011 Alpha Tau Omega
- 2012 Delta Delta Delta
- 2013 Alpha Sigma Phi
- 2014 Sigma Alpha Epsilon
- 2015 Gamma Phi Beta
- 2016 Pi Kappa Phi

## Past FCA Presidents

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The following people have served as President of FCA:

- 1924-26 William C. Levere, Sigma Alpha Epsilon
- 1926-28 Chester W. Cleveland, Sigma Chi
- 1928-29 Cecil J. Wilkinson, Phi Gamma Delta
- 1930-32 Leland F. Leland, Tau Kappa Epsilon
- 1932-33 Francis W. Shepardson, Beta Theta Pi
- 1933-34 C. F. Williams, Phi Kappa Psi
- 1934-35 Charles Edward Thomas, Sigma Nu
- 1935-36 K. D. Pulcipher, Pi Kappa Alpha
- 1936-37 Linn C. Lightner, Lambda Chi Alpha
- 1937-38 George Starr Lasher, Theta Chi
- 1938-39 Lauren Forman, Sigma Alpha Epsilon
- 1939-40 F. James Barnes II, Sigma Phi Epsilon
- 1940-41 C. W. May, Kappa Alpha Order
- 1941 Oswald W. Hering, Delta Kappa Epsilon
- 1941-42 Leland F. Leland, Tau Kappa Epsilon
- 1942-43 Robert J. Pilgrim, Phi Kappa Sigma
- 1943-44 Hugh J. Ryan, Delta Sigma Phi
- 1944-45 Lee B. Dover, Zeta Beta Tau
- 1945-46 John Robson, Sigma Phi Epsilon
- 1946-47 Earl F. Schoening, Phi Sigma Kappa
- 1947-48 Frank C. Ferguson, Kappa Sigma
- 1948-49 Don Gable, Sigma Alpha Epsilon
- 1949-50 Luther Z. Rosser, Chi Phi
- 1950-51 Harold P. Davison, Theta Xi
- 1951-52 Don C. Wolfe, Kappa Delta Rho
- 1952-53 Francis Walker, Delta Sigma Phi
- 1953-54 Robert D. Lynn, Pi Kappa Alpha
- 1954-55 James Hammerstein, Sigma Alpha Mu
- 1955-56 Richard J. Young, Phi Kappa Tau
- 1956-57 Robert J. Simonds, Alpha Tau Omega
- 1957-58 Hayward S. Biggers, Phi Delta Theta
- 1958-59 George S. Toll Sr., Alpha Epsilon Pi
- 1959-60 James F. Hudson, Phi Gamma Delta
- 1960-61 Jack L. Anson, Phi Kappa Tau
- 1961-62 Robert E. Jepson, Acacia
- 1962-63 Ralph F. Burns, Alpha Sigma Phi
- 1963-64 Harold Jacobsen, Sigma Pi
- 1964-65 Frank L. Chinery, Phi Kappa Theta
- 1965-66 Carl J. Gladfelter, Chi Phi
- 1966-67 Durward W. Owen, Pi Kappa Phi
- 1967-68 Harry L. Bird, Alpha Tau Omega

## Past FCA Presidents

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- 1968-69 Tom Cunning, Alpha Chi Rho  
 1969-70 Haldon C. Dick, Phi Kappa Psi  
 1970-71 Fred Yoder, Sigma Chi  
 1971-72 Jack W. Jareo, Phi Kappa Tau  
 1972-73 James M. Brasher III, Lambda Chi Alpha  
 1973-74 Stephen Christensen, Kappa Sigma  
 1974-75 Ernest J. White, Delta Theta Phi  
 1975-76 R. John Kaegi, Pi Kappa Alpha  
 1976-77 Dale A. Slivinske, Theta Chi  
 1977-78 L. D. Dickensheets, Tau Kappa Epsilon  
 1978-79 James F. Miller, Alpha Chi Sigma  
 1979-80 Robert L. Off, FarmHouse  
 1980-81 Robert E. Bernier, Sigma Tau Gamma  
 1981-82 Evin C. Varner, Alpha Sigma Phi  
 1982-83 Michael A. Moxley, Tau Kappa Epsilon  
 1983-84 Robert E. Lyon, Kappa Alpha Order  
 1984-85 V. Randall McLeary, Lambda Chi Alpha  
 1985-86 Charles H. Lippy, Alpha Chi Rho  
 1986-87 Eleanor B. Hyatt, Chi Omega  
 1987-88 William D. Krahling, Alpha Tau Omega  
 1988-89 Anthony Palmieri III, Kappa Psi  
 1989-90 William C. Schilling, Alpha Gamma Rho  
 1990-91 Kris Brandt Riske, Gamma Phi Beta  
 1991-92 Louis B. Quinto, Pi Kappa Alpha  
 1992-93 Nancy I. Z. Reese, Alpha Sigma Alpha  
 1993-94 Lisa L. Elliot, Zeta Tau Alpha  
 1994-95 John R. Birchfield, Zeta Psi  
 1995-96 Jennifer Moeller, Pi Beta Phi  
 1996-97 Judy Hare Thorne, Kappa Delta  
 1997-98 Mary Lauck-Barr, Alpha Gamma Delta  
 1998-99 Erv Johnson, Beta Theta Pi  
 1999-00 Johnny Porter, Kappa Psi  
 2000-01 Len Rayburn, Kappa Sigma  
 2001-02 Jim Griffith, Farmhouse  
 2002-03 Jess C. LaNore, Alpha Kappa Psi  
 2003-04 Howard E. Obenchain, Phi Delta Theta  
 2004-05 Jean Gileno, Psi Upsilon  
 2005-06 Shanda Gray, Delta Sigma Pi  
 2006-07 Christine Barnicki, Chi Omega  
 2007-09 Tom Olver, Beta Theta Pi  
 2009-10 Brandon Weghorst, Sigma Alpha Epsilon  
 2010-12 Steve Latour, Alpha Sigma Phi  
 2012-13 Jennifer Siler, Alpha Delta Pi  
 2013-15 Ashley Martin, Zeta Tau Alpha and Delta Sigma Phi  
 2015- Jesse Lyons, Kappa Alpha Order

## Emeritus Members

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In addition to Association Past Presidents, the Fraternity Communications Association recognizes the following individuals as emeritus members:

Marilyn S. Ford, Pi Beta Phi  
Erv Johnson, Beta Theta Pi  
Gwen McKeeman, Delta Zeta  
Jason Pearce, Lambda Chi Alpha  
Len Rayburn, Kappa Sigma  
Ernes Vargo II, Lambda Chi Alpha  
Matthew DeWolf, Alpha Tau Omega

## Resolution on Risk Management

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*Passed June 24, 1990, Revised July 8, 1991*

WHEREAS, legal liability poses the greatest threat to the financial well-being and perhaps the existence of Greek organizations today, and

WHEREAS, some fraternity chapters, through ignorance or disregard of legal liability, operate in such a way as to jeopardize their own well-being, that of their national organization, the campus Greek system and the North American Greek movement, and

WHEREAS, some chapters incur unacceptable legal liability through alcohol abuse, illegal drug use, hazing activities, sexual abuse, and failure to meet acceptable fire, health, and safety standards, and

WHEREAS, of all the means of incurring unacceptable legal liability, the abuse of alcohol has often been rated the most prevalent and primary contributor to other risks, and

THEREFORE BE IT RESOLVED that the Fraternity Communications Association member organizations fully support all of the educational programming and risk management standards instituted within all Greek organization chapters, and

BE IT FURTHER RESOLVED that education on risk management, for undergraduates and alumni, should be a highly priority in Greek communication programs, and

BE IT FURTHER RESOLVED that care should be taken in editing all Greek communications so as to assure that content is in accord with the spirit of risk management standards and of those standards of the publishing organization.

## Resolution on Clear Writing

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*Passed June 24, 1990*

WHEREAS, the use of gross euphemism and circumlocutory language to deceive, mislead or obfuscate — known informally as “doublespeak” — has become increasingly evident in business, government, the military, education and associations, and

WHEREAS, Greek organizations are dedicated to the highest standards of honesty in all forms of behavior,

NOW, THEREFORE BE IT RESOLVED that the Fraternity Communications Association condemns the use of intentionally deceptive, misleading or obfuscatory language by any person or organization, Greek or non-Greek, and

BE IT FURTHER RESOLVED that only clear, honest language is acceptable in any form of Greek communication.

## Resolution on Little Sister/Big Brother Groups

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*Passed July 8, 1991*

WHEREAS, the North American Greek Movement offers excellent opportunities for both men and women to share a fraternal experience, and

WHEREAS, women's auxiliary groups organized by men's Greek organizations (commonly called "little sister" groups) and men's auxiliary groups organized by women's Greek organizations (commonly called "big brother" or "little brother" groups) too often interfere with proper chapter operations, blur the distinction between men's and women's organizations and result in the fostering of inappropriate attitudes towards sexual roles, and

WHEREAS, the Fraternity Communications Association's member organizations, individually and collectively, have adopted policies opposed to little sister/big brother groups,

NOW, THEREFORE LET BE RESOLVED that the Fraternity Communications Association supports its members organizations' opposition to little sister/big brother groups, and

BE IT FURTHER RESOLVED that care should be taken in Greek communications to assure that no legitimacy is given to such auxiliary groups except in a historical context.

## Resolution on Soy Ink

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*Passed July 8, 1991*

WHEREAS, North American history is rooted in the industry of agriculture, and

WHEREAS, the food and fiber industry is basic to human existence, and

WHEREAS, the protection and preservation of the environment is vital to continued existence, and

WHEREAS, soybean-oil-based printing ink is a tested and proven product which provides a new market for an agricultural farm product and replaces petroleum-based inks with an environmentally friendlier alternative, and

WHEREAS, soy ink has been shown to emit less toxic vapors into the atmosphere and to improve the paper recycling process;

NOW, THEREFORE BE IT RESOLVED that the Fraternity Communications Association supports the use of soy ink in all of its member publications, and

BE IT FURTHER RESOLVED that the Fraternity Communications Association and its members will urge their commercial printers to use soybean-oil-based inks for all other publications and printing;

AND BE IT FURTHER RESOLVED that all member fraternities using soy ink are encouraged to display the SoySeal trademark of the American Soybean Association to indicate its use of soy ink, and to demonstrate that the fraternity supports environmental awareness and products made in North America.

## Resolution on Human Dignity

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*Passed July 11, 1992*

WHEREAS, the concept of the community of humanity is basic to the viewpoint of the North American Greek movement, and

WHEREAS, the Fraternity Communications Association member organizations are all devoted to fostering friendship and understanding among individuals with common ideals and interests, and

WHEREAS, said member organizations are also devoted to the personal growth and betterment of their individual members, and

WHEREAS, all forms of bigotry, chauvinism and self-proclaimed superiority are antithetical to Greek ideals in that they deny the community of humanity and prevent personal growth, and

WHEREAS, the single-sex status of some member organizations is based upon the value of single-sex bonding and support groups and not upon any perceived superiority of one gender over the other, and

WHEREAS, any act, attitude or communication by a member or members of any Greek organization meant to demean other human beings on irrational grounds is instead demeaning to other Greek ideals, and

WHEREAS, some institutions of higher education have established or are attempting to establish rules that abolish single-sex fraternal or social organizations,

NOW THEREFORE, BE IT RESOLVED that the Fraternity Communications Association firmly opposes all physical, verbal, psychological or sexual abuse of other human beings on such irrational basis as ethnic background, race, religion, membership status, national origin, sex, sexual orientation or state of health, and

BE IT FURTHER RESOLVED that the Fraternity Communications Association firmly opposes oppression, repression or other steps by institutions of higher education that interfere or do away with single-sex fraternal or social organizations, and

BE IT FURTHER RESOLVED that said opposition should be both apparent in and promoted through Greek communications.

## Resolution on Annual Conferences

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*Passed July 8, 2000*

WHEREAS, the Fraternity Communications Association has met in conjunction with the Fraternity Executives Association for its Annual Conference for a number of years with FCA exerting little influence over location or budgetary caps for the conference;

WHEREAS, the Fraternity Communications Association lost more than \$10,000 on the 1999 Annual Conference at Saddlebrook Resort and expects similar losses from the 2000 Annual Conference in Palm Springs, CA;

WHEREAS, these 1999 cost overruns occurred despite a FCA registration fee that was nearly double that of FEA's conference registration fee;

WHEREAS, with FCA having little influence over conference sites, the cost of airfares into locations such as Palm Springs can be nearly three times that of more central locations;

WHEREAS, cost comparisons between the property and location FCA is considering for the 2001 annual conference will save FCA members more than \$400 per attendee compared to the 2000 Annual Conference in Palm Springs;

WHEREAS, recent resort locations have added significantly to the expense of travel for speakers to the FCA conference;

WHEREAS, back-to-back FCA and FEA conferences require two-hat-wearing executives and staff members to be out of the office for six to seven days if they are attending both conferences;

WHEREAS, expensive, remote resort locations such as Palm Springs have prevented a handful of potential sponsors from sponsoring and attending the Annual Conference;

WHEREAS, the conference needs of FCA are substantially different than those of FEA and, consequently, the amount of needed meeting room space is much less with FCA;

WHEREAS, hotels frequently fail to distinguish that the FCA and FEA conferences are two distinct conferences, due to similar names, and often mishandle the needs of FCA attendees or the requests of the conference planning committee;

BE IT RESOLVED that FCA hold a stand-alone Annual Conference (separate from the FEA annual conference) from May 3 - 6, 2001, at the Crown Plaza Hotel in Cincinnati, OH;

## Resolution on Annual Conferences

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BE IT FURTHER RESOLVED that in the future, FCA hold its Annual Conferences in locations that are publishing hubs and/or affordably accessible central metropolitan locations;

BE IT FURTHER RESOLVED that in the future, the FCA Board not plan the FCA Annual Conference any closer than two weeks from the date of the FEA annual conference — and the FCA Annual Conference take place between May and July;

AND BE IT FURTHER RESOLVED that in the future, the FCA Vice President and Executive Board shall announce the location and dates of the following year's Annual Conference during that year's Annual Conference. The recommendation to be made by the Vice President with the Executive Board's approval.

## Installation of Officers

**INSTALLING OFFICER:** What began in 1923 as a way to promote the Greek movement continues today. In the spirit of interfraternalism, we gather to install these members who stand before you, to be the Fraternity Communications Association new Board of Directors beginning today for a period of one year ending in May \_\_\_\_\_ (year).

Coming together for this installation, reminds us of the way the Fraternity Communications Association represents the bond of interfraternalism and of the special character of its members who are collectively determined to promote and fulfill the ideals of fraternalism through education, networking, and recognition.

Remember to conduct yourselves and this Association always in a way that upholds the dignity and traditions of the oldest fraternal association and to fulfill the confidence of those who have elected you to these positions.

My fellow members, may I present the \_\_\_\_\_ - \_\_\_\_\_ (term) Board of Directors:

The Association President (name, organization) \_\_\_\_\_  
 Vice President of Operations (name, organization) \_\_\_\_\_  
 Vice President of Programming (name, organization) \_\_\_\_\_  
 Director of Finance (name, organization) \_\_\_\_\_  
 Director of Information (name, organization) \_\_\_\_\_  
 Director of Education (name, organization) \_\_\_\_\_  
 Director of Networking (name, organization) \_\_\_\_\_  
 Director of Marketing (name, organization) \_\_\_\_\_  
 Director of Recognition (name, organization) \_\_\_\_\_  
 Past President (name, organization) \_\_\_\_\_

Board members, please raise your right hand and repeat the following:

I (state your name) / promise to uphold the Constitution and Handbook of the Fraternity Communications Association / and to faithfully perform my duties.

In my position on this Board of Directors / I will work to enhance fraternity communications / through the exchange of ideas, experiences, and information.

I will promote the good name of this Association / challenge members to imagine a better way of communicating / and provide an enriching membership experience.

I make this commitment before my peers / and in the name of Greek affiliation.

**INSTALLING OFFICER:** By the authority granted to me in the Association's Constitution as Past President of this Association, I pronounce you duly installed officers with all the rights and privileges of your respective offices.

Congratulations.

## Installation of Officers

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INSTALLING OFFICER: Would the immediate past president please step forward and pass the gavel to the newly elected president; signaling the official transition of the Association's leadership.

[GAVEL PASSES.]

[PAST PRESIDENT STEPS BACK.]

[APPLAUSE.]

My fellow members, it is my privilege to invite the (year) Association president to the podium to deliver his/her first presidential address. Will the new board members be seated at the head table.

[NEW PRESIDENT MAKES A SHORT SPEECH.]