Alpha Chi Rho Educational Foundation, Inc.

Trustee Handbook

Adopted by the Board of Trustees
March 14, 2026

Actions Speak Loudly

Alpha Chi Rho Educational Foundation, Inc.
R.B. Stewart National Headquarters
109 Oxford Way
Neptune, NJ 07753-4339

The Foundation

The **Alpha Chi Rho Educational Foundation, Inc**. (the Foundation) is a non-profit, charitable, literary, and educational association. Its activities include, but are not limited to, providing scholarships, loans, and aid assistance to college and university students, promotion of literary and other educational pursuits, and providing recognition of scholastic achievement by such students. The Foundation is a mechanism to raise funds and to expend them in a manner that benefits the education goals of the Fraternity and operates in accordance with sound business practices.

The Foundation is a non-profit corporation organized under the provisions of Title 15 of the New Jersey Statutes Annotated *et seq* (Non-Profit corporations). The certificate of incorporation was restated on September 23, 1995. It is on file with the State of New Jersey and is incorporated by reference. The Foundation is recognized as tax-exempt under §501(c)(3) of the Internal Revenue Code, which enables donors to claim deductions for income tax purposes for donations to the Foundation.

The Foundation is composed of members, who are Brothers of the National Fraternity of Alpha Chi Rho and who have paid to the Foundation annual dues of $75. It is administered, however, by its Board of Trustees.

Mission of the Foundation

The Alpha Chi Rho Educational Foundation cultivates academic excellence and leadership development through financial assistance and program support for the educational pursuits and initiatives of the Brothers, Chapters, the National Council of the Fraternity of Alpha Chi Rho, and other students. The Foundation fosters lifetime commitment to personal enrichment and community service by members of Alpha Chi Rho as Men of Word and Deed.

Mission of the Fraternity of Alpha Chi Rho

Alpha Chi Rho cultivates a lifelong brotherhood where men challenge and inspire each other, through Character, Honor, and Integrity, to improve themselves, their Fraternity, and society.

Landmarks of the Fraternity

- Membership from among those who are prepared to realize in word and deed, the Brotherhood of all men.
- The insistence on a high and clean moral standard.
- The paramount duty of Brotherly love among members.
- Judgment not by externals, but by intrinsic worth; no one is denied membership in Alpha Chi Rho because of race, creed, nationality, or sexual orientation.

Board of Trustees

Number and Qualifications.

The number of Trustees may be no less than six and no more than 21. Trustees must be at least 18 years of age and either: a member of The Fraternity of Alpha Chi Rho and the Foundation, or a member of one of the Lifetime Giving Societies with at least $10,000 in total lifetime donations and the Foundation. To be elected as a Trustee, it is not necessary to be a resident of New Jersey, or a citizen of the United States. The majority of elected Trustees must be members of Alpha Chi Rho.

Election and Terms of Trustees.

The Foundation elects new Trustees at a meeting prior to the Annual Meeting of the corporation upon the nomination of the Board's Governance Committee, other Trustees, or any member in good standing of the corporation. Nominations from the floor are accepted. Trustees are elected in classes, for three-year terms, which are renewable. There is no limit on the number of consecutive terms a Trustee may serve. The terms are arranged to have one-third of the Board members elected each year at the Annual Meeting. Between Annual Meetings, the Board may fill vacancies that occur.

In addition to the elected Trustees, the President, the National Secretary, and the National Scholarship Officer of the National Fraternity of Alpha Chi Rho are voting members of the Board, *ex officio*.

Officers of the Corporation

Officers.

The officers of the corporation are the Chairman of the Board, the President, the Vice President, the Secretary, and the Treasurer. At the Annual Meeting, the Trustees elect these officers for one-year terms.

The Chairman presides at all meetings of the members of the Foundation and of the Trustees. In the Chairman's absence, the duty to preside devolves on an officer present selected in the order listed above.

Duties of the Board of Trustees

As a corporation, the Foundation is limited to those powers conferred on it by statute. By-Laws, adopted pursuant to the enabling statute, define the powers and duties of the Trustees. The By-Laws were restated on March 2, 1996, and most recently amended on December 14, 2024.

Meetings.

The Foundation is required to have, at least, an Annual Meeting of its members for transaction of business and election of Trustees. A meeting of the Board of Trustees normally is convened immediately following the Annual Meeting. In addition, the Board holds two other meetings, for a total of three each year. The Board decides the dates of the meetings. Usually, they are held in late winter or early spring, late spring or early summer, and the fall. The Board chooses the locations and advises the membership of the dates and places. Material related to the meetings is distributed to the Trustees in advance.

At Board meetings, one-third of the entire membership of the Board constitutes a quorum.

Responsibilities of the Board of Trustees.

The Trustees are responsible for the proper oversight of the Foundation; day-to-day operation is the responsibility of the Chief Operating Officer. The Trustees are charged with the Foundation's overall financial integrity. They are not liable individually for the acts of the corporation. The Trustees' areas of responsibility include, but are not limited to, the following:

- Financial oversight – the periodic review of Foundation operations.
- Preparation and approval of the annual budget of the Foundation.
- Evaluation of the performances of the Chief Operating Officer and of the Director of Development, including the annual review of salary.
- Provision of the resources to carry out the programs of the Foundation.
- Trustees should lead by example as we solicit the funds necessary to fulfill our mission.
- Elected Trustees are expected to make a meaningful, annual gift to the Foundation consistent with their personal capacity for giving.

Qualifications.

Trustees must be at least eighteen years of age and either: a member of The Fraternity of Alpha Chi Rho and the Foundation, or a member of one of the Lifetime Giving Societies with at least $10,000 in total lifetime donations and the Foundation.

A spouse of a deceased Brother who has made joint donations shall be deemed to have met the requirement on their own if their joint donations meet the requirement of at least $10,000 in total lifetime donations.

Board Committees.

The Trustees may form and revise committees; the President appoints their members with the Board's advice and consent. Committees may be standing or *ad hoc*. The Trustees define the scope of each committee's efforts. Committees may include Brothers who are not Trustees. At the Trustees' discretion, committee appointments may be designated as voting or non-voting members. Each committee has a designated chair appointed by the President. Normally, a Trustee serves as the committee chair.

The standing committees are:

Executive Committee. The Executive Committee:

- acts for the Foundation between Board meetings,
- approves in advance the agendas of upcoming Board meetings,
- disseminates fiscal and other information to the Trustees,
- monitors implementation of the Foundation's strategic plan, and reports to the Board on that implementation,
- supervises progress towards the goals in the area of Fraternity Initiatives and coordinates the work of the Foundation with the Fraternity,
- with the Fraternity, arranges for joint Board-National Council meetings, committees or task forces, and other means of assisting the Foundation to support the Fraternity.

The Executive Committee consists of the Chairman, President, Vice President, the Secretary, the Treasurer, and the Chief Operating Officer.

Finance Committee. The Finance Committee:

- Develop the annual budget proposal for consideration by the Board.
- Reviews implementation of the budget, financial statements, and investments.
- Works with the Foundation's auditors and receives and reviews the annual audit of the Foundation's finances.

Development and Outreach Committee. The Development and Outreach Committee:

- Works with staff to develop appeal plans, provides "assignments" to Trustees regarding the Annual Fund, other appeals, and Planned Giving Initiatives.
- Identifies opportunities for donor outreach, including regional events and Chapter-specific opportunities.
- Supervises the education of Trustees in the areas of fund-raising and gift-giving.
- Supervises progress towards achieving Foundation fundraising goals.
- Plans and supervises the Foundation's multi-media communication and public relations programs.
- Plans the Foundation's development events and supervises their execution.
- Identifies outstanding graduate Brothers to be honored for their accomplishments.

Governance Committee. The Governance Committee:

- Assists the Board in self-assessment of its operation,
- Oversees the education of new Trustees on their duties and responsibilities as members of the Board,
- Serves as the Foundation's nominating committee and identifies potential Board and Committee members and
- Supervises progress towards the Foundation's goals in the areas of its responsibilities.

Programs and Services Committee. The Programs and Services Committee:

- Selects the scholarship winners and oversees loans,
- Supervises the educational area grant programs and chapter-specific scholarship programs, and
- Supervises progress towards achievement of the goals in the area of its responsibilities.

The Trustees may create additional committees for *ad hoc* purposes or as standing committees.

Remuneration of Trustees

There is no remuneration for service on the Board of Trustees. However, a Trustee is not precluded from being paid for other services rendered or from receiving reimbursement for out-of-pocket expenses approved by the Board in advance.

Key Employees of the Foundation

Chief Operating Officer.

The Chief Operating Officer (COO) is an employee of the Foundation and reports to the Board of Trustees. The job description is prepared and approved by the Trustees and reviewed and modified periodically as needed.

The COO is responsible for day-to-day operations, including hiring and oversight of the staff. The COO also is responsible for the development of programs in conjunction with the Executive Committee or the appropriate working committee. In addition, the COO:

- Keeps Trustees informed of existing or potential problem areas.

- Maintains relations with the Fraternity, the Interfraternity Conference, Graduate Chapters, Alumni, and the Student Loan Manager.

- Supports work of committees and maintains an understanding of the limits of §503(c)(3) restrictions. The Foundation was chartered to provide educational benefits and IRS guidelines must be observed.

A job description is prepared and maintained by the President and approved by the Board, as are the annual Goals and Objectives for the position. The annual evaluation of the COO is carried out in a manner determined by the President.

Director of Development.

The Director of Development is an employee of the Foundation reporting to the Board of Trustees. The Director is charged with the prime responsibility of organizing and supervising the ongoing development needs of the corporation. A job description is prepared and maintained by the President and approved by the Board, as are the annual Goals and Objectives for the position. The annual evaluation of the Director is carried out in a manner determined by the President.

Grant Requests

Grant requests from the Fraternity will be submitted by the National Treasurer to both the Foundation's Finance Committee and to the Programs and Services Committee by September 1st. The requests will include information about the educational purpose of the program in order to expedite the approval process.

The Programs and Services Committee will review and approve the grant request based on its alignment with our educational mission. The Budget Subcommittee of the Finance Committee will review the size of the request and advise the Programs and Services Committee as to whether the grant request can be funded in full or in part.

The Chair of the Programs and Services Committee will respond to the Fraternity Treasurer with the decision regarding the grant funding, regardless of the decision, by no later than October 1st.

At the AXPEF December meeting, the grants approved by the Programs and Services Committee will be included in the budget that is voted on.

Adopted: October 26, 2002

Updated: April 9, 2006: February 9, 2013: June 5, 2018:May 2, 2021
February 12, 2022: March 24, 2022: September 17, 2023
December 14, 2024: March 14, 2026