



FRATERNITY COMMUNICATIONS ASSOCIATION

Handbook of Governance, Policies & Procedures

revised March 2024

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Additional Information

For the most up-to-date information on all programs and activities of the Fraternity Communications Association (FCA), please see our website or social media presence.

fraternitycommunications.com
[@fca1923](https://twitter.com/fca1923)



About

The Fraternity Communications Association (FCA), formerly the College Fraternity Editors Association (CFEA), is a professional association composed of fraternities and sororities, affiliates and associate partners. The organization is unique within the fraternity movement in that the organization, not the individual, holds membership. FCA is a registered 501(c)6 non-profit organization incorporated in the State of Indiana.

Vision & Mission Statements

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

Members

Membership in this Association is open to all general and professional fraternities and sororities, 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 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 Partners

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

Emeritus Members

Emeritus membership may be extended by the Board of Directors to any individual who was once a member of the Association 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 the Appendix.

Board of Directors

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

General Responsibilities

1. Designate the fiscal year for the Association.
2. May extend Associate Partnership 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.
4. Govern this Association by conducting regularly scheduled meetings of the Board of Directors between the Annual Conferences.
5. Appoint committee chairmen and help find members to serve on each committee and direct the committees in the performance of the year's work.
6. Approve other offices and committees as needed for a period of one year.
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 (such as 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 after it is approved by the Board and answer questions about the budget.
10. Submit reports of activities, concerns and recommendations at each meeting or 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. Present awards at the Annual Conference.
14. Make recommendations for Ford Award recipients and select the Ford Award recipient.

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 and Past President serve as ex-officio members of the committee.

General Responsibilities

1. Meet 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.
5. All actions by the Executive Committee shall be reviewed by the Board of Directors.

Board of Directors

PRESIDENT

General Board responsibilities outlined above.

Responsibilities

1. Preside over all meetings of the Association, including 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 early in the fiscal year from committee chairmen regarding anticipated income and expenditures relative to the committee's planned work for the year.
5. Work closely with the Director of Finance to 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 90 days after installation.
6. Make arrangements for face-to-face meetings of the Board as appropriate at the Midyear Conference and Annual Conference.
7. Hold a Board Retreat, typically between the Annual and Midyear Conferences.
8. Prepare meeting agendas for Board of Directors meetings and Business Meetings at Annual Conference.

9. Direct all officers in the performance of their responsibilities and assignments.
10. Appoint a parliamentarian for the Annual Conference business meetings, if necessary.

VICE PRESIDENT—OPERATIONS

General Board responsibilities outlined above.

Responsibilities

1. Perform the duties of the President at 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 Marketing 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 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. Secure a bond on the individual serving as Director of Finance.
7. Review and revise, as appropriate, job descriptions for officers and committees.
8. Finalize minutes within one week of meetings and share in Board of Directors digital files. Upon request and approval of the President, distribute to others as needed.
9. Arrange for the production and delivery of FCA stationery, note cards and envelopes.
10. Conduct FCA correspondence as needed.



Board of Directors

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 Events and Director of Recognition.
4. Oversee the supervision of committee chairmen under the above-noted Directors in the performance of their responsibilities and activities, including compiling reports, planned activities, schedule and budget income/expenditures, and any other assigned duties.
5. Request and compile year-end committee reports for transition to incoming chairmen of all committees.
6. Organize a committee development and recruitment opportunity at the Annual Conference.

DIRECTOR OF EDUCATION

General Board responsibilities outlined above.

Responsibilities

1. Oversee the work of the Events Committee Chair, and work with the Events Committee Chair to ensure programming and educational needs of membership are met.
2. Oversee the programming for the Midyear and Annual Conferences and virtual education such as Brown Bag Lunches.

DIRECTOR OF EVENTS

General Board responsibilities outlined above.

Responsibilities

1. Oversee the work of the Events Committee Chair and the conference planning, and work with the Education Committee Chair to ensure event needs of membership and speakers are met.
2. Work with the hotel contact for both the Annual Conference and Midyear Conference site as well as future years' sites.

Board of Directors

DIRECTOR OF FINANCE

General Board responsibilities outlined above.

Responsibilities

1. Responsible for the Association's funds, subject to supervision by 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 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 in collaboration with the Director of Networking.
10. Forward membership information received with dues to the Director of Networking for updating in the FCA database.
11. Help maintain the FCA database by verifying and updating information with the Director of Networking, based on dues payments and related information received from member organizations.
12. Serve on the Audit Committee.

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 eNews, social media and other appropriate communication methods.
3. Responsible for tracking analytics and engagement for all marketing materials.
4. Oversee the work of the Marketing Committee.

DIRECTOR OF NETWORKING

General Board responsibilities outlined above.

Responsibilities

1. Oversee the work of the Associate Partners Committee Chair.
2. Assist Associate Partner Chair with contacting APs to encourage participation in FCA programming and events at the Annual Conference and Midyear Conference.
3. Coordinate with the Director of Education to promote networking opportunities among and between members/Associate Partners/sponsors.
4. Update the FCA member database as changes occur.
5. Contact any organizations not renewing membership after one or two notices; report non-renewal reasons to the Board of Directors.
6. Oversee the work of the Membership Committee Chair.

Board of Directors

DIRECTOR OF RECOGNITION

General Board responsibilities outlined above.

Responsibilities

7. Oversee the work of the Awards Committee Chair to prepare awards presentation for and present winners at the Annual Conference Recognition Banquet.
8. Oversee the nomination and selection process of the distinguished Varner and Ford Awards presented at the FCA Annual Conference.
9. Coordinate the nomination and voting process for the Board nominated awards (Outstanding Committee Chair, Outstanding Constituent and Outstanding Committee Member).
10. Serve as Board contact for award website vendor regarding award submission forms and any RFPs following the Annual Conference.
11. Maintain inventory of Past President medallions and reorder when necessary.

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 additional 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. 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 chair of the Audit Committee.
6. Serve as a liaison and communicate with other Past Presidents.

Committee Descriptions

Every member is encouraged to serve on a FCA committee. For a list of the current committee chairs, please visit the website.

Best Practices for all Committees

1. Meet at least once per month and communicate via email and/or phone regularly.
 2. Conduct committee work within specific budgetary allocations.
 3. Provide a transition report for successive committees/chairs and meet with leaders to ensure work continues smoothly.
 4. Include Directors and Vice President in correspondence about committee work as appropriate.
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ASSOCIATE PARTNERS

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

Responsibilities

1. Seek to renew Associate Partnerships and sponsorships.
2. Recruit new Associate Partners/sponsors.
3. Solicit feedback from Associate Partners/sponsors on how to get the most out of their involvement.
4. Look for ways to continually involve Associate Partners/sponsors in FCA.
5. Follow up with Associate Partners after the conferences, such as with thank-you emails or other appropriate communications
6. Manage the Associate Partner portion of the database.
7. Serve as the liaison between Associate Partners and FCA.
8. Communicate with the Annual Conference Committee Chair and Midyear Conference Committee Chair on sponsorship details (copy and size of program advertisement, event sponsorship details, arrange for booth/table space for on-site sponsors, etc.).

ARCHIVES

Leads all processes and needs related to preserving the 100-plus-year history of the association with the support of the Vice President of Operations.

Responsibilities

1. Create and review opportunities for archiving pieces of key Association history in an appropriate digital or analog manner.
2. Serve as point of contact for external support providers, such as the University of Illinois at Urbana-Champaign Archives and HistoryIT.
3. Collect and mail or secure items.

AUDIT

Conducts an annual examination of the statements of accounts and other financial records prepared by the Director of Finance with the accountant. The Past President chairs the committee. 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.

Committee Descriptions

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 in the next cycle. Present any suggested revisions to the Board at the Midyear Conference meeting for approval.
2. Prepare voting for Critics Choice Awards.
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.

Varner/Ford-specific Responsibilities

1. Oversee the nomination process of the distinguished Varner and Ford Awards leading to the Board of Directors vote naming the honorees.
2. Ask the FCA President to notify the recipient, explaining procedure and costs involved with the presentation at the Annual Conference. Varner Award recipients are provided accommodations by FCA; their organization should assist with travel.
3. Work with the Events Committee Chair and Director of Events to make sure the recipient is welcomed.

4. 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.
5. Prepare or enlist a member of the recipient's organization to write an article about the winner for the recipient's fraternity and alma mater.

EVENTS

Plans, promotes and conducts the Annual and Midyear Conferences, perhaps the most visible and direct benefits to most FCA members.

Responsibilities

1. Arrange and supervise the FCA conferences for the purposes of education, conducting business and networking experiences.
2. Plan the program schedule, meals and other events for the conferences.
3. Work with the Education Committee to arrange the speakers and program content.
4. Visit the Annual Conference site along with the Director of Events, if possible.
5. Work with the Networking, Marketing and Awards Committees to prepare for various aspects of the conference.
6. Prepare and work with the Marketing Committee to distribute conference information, with registration materials and conference schedule, to members.
7. Ensure Associate Partners have a valuable, robust experience and opportunities to network with regular members. Potentially secure additional event sponsorships and/or new Associate Partnerships through promotion of the conferences.

Committee Descriptions

EDUCATION

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

Responsibilities

1. Report to the Director of Education and work with the Director of Events and Events Committee to plan educational programming for conferences.
2. Secure all the speakers and manage contracts. Work with Director of Events to ensure accommodations and/or travel for speakers is planned. Work with Director of Finance to secure speaker payments as needed.
3. Secure biographical information and headshots for speakers on the deadline provided by the Events Committee for the program book.
4. Ensure all speaker session needs, such as audio-visuals, slides, handouts, etc., are prepared for conferences in conjunction with the speaker.
5. Thank the speaker in an appropriate manner after the event, such as a card or phone call.

Brown Bag Responsibilities

1. Arrange and supervise the monthly Brown Bag meetings and/or roundtable discussions.
2. Create and update a list of past and future potential topics for Brown Bags and roundtables.
3. Reserve webinar or meeting technology for sessions.
4. Work with the Marketing Committee to promote registration.

MARKETING

Coordinates digital communications to all member organizations, Associate Partners potential members and Emeritus Members. Control and plan the news and information on the FCA social media sites.

Marketing Responsibilities

1. Maintain the FCA website and post relevant updates such as conference notifications and contact information.
2. Collect content and distribute eNews, 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 in the development and execution of the annual Marketing and Communication Plan.

Social Media Responsibilities

1. Post news and information to the FCA social media sites.
2. Monitor the postings on the site and make sure questions are answered in a timely manner.
3. Coordinate with the Director of Marketing and Marketing Committee in the development and execution of the annual Marketing and Communication Plan.

Committee Descriptions

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 Networking 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.

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. Review and solicit applications from those willing to serve in elective office and for presenting the recommendations to the membership at the Business Meeting at the Annual 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 eNews, along with an expression of interest form.
3. Present the slate of Directors to the membership at the first Annual Conference business meeting for approval by the membership.
4. Present the slate with selected officer roles to the membership at the second Annual Conference business meeting.

Distinguished Service

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. This recipient should be one who inspires others by communicating the meaning of fraternity or fraternal cooperation.

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.

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.

Membership Benefits

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.

COMMUNICATIONS CRITIQUES

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

FEA CONFERENCE TRACK

During years in which FEA solicits a partnership with FCA, the Board of Directors 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.

MEMBERSHIP SURVEY

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 sessions. From time to time, other questions regarding comparison and evaluation of the demographics and information about member publications may be included. Ideally, this survey will be executed annually.

MIDYEAR CONFERENCE

Between Annual Conferences, this one-day mini-conference 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 people to offering their experience and expertise in advising and assisting other members.

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 communications 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. For awards not chosen by the FCA membership (i.e. Critics Choice awards categories), communication professionals who are not current member organization staff shall judge the entries.

WEBSITE

FCA maintains the Association's website at www.fraternitycommunications.com. The site contains resources, logo downloads, links and Resource Guide information for FCA members.

Association Operations

AMENDMENTS

1. This “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.
2. 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.
3. 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

1. Members canceling their paid Annual Conference or Midyear Conference registration before 14 days prior to the start of the conference shall be entitled to a full refund minus a \$50 processing fee.
2. Members canceling their paid Annual Conference or Midyear Conference registration within 14 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.
3. Cancellation policies may be adjusted for individual conferences at the discretion of the Board of Directors and publicized to the membership.

BRAND

1. To ensure a consistent, clean brand and to uphold the integrity of the Association, we expect our volunteers and constituents to adhere to the brand guidelines adopted by the Board of Directors. The images, colors and fonts representing the Association have been chosen based on our organization’s rich history and heritage, while keeping a modern, professional approach. Deviations from any of these elements violate our trademark.
2. See FCA Brand Guide for full details.

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. One year of operating funds will be maintained in the reserve fund. Annual withdrawals from reserve funds shall not exceed 10 percent of the account balance.
5. A separate income and expense line item 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.

Association Operations

CONSTITUTION

1. The Constitution of the Fraternity Communications Association delineates the governance of the Association.
2. The full document is available publicly at FCA's website, fraternitycommunications.com, and can be provided upon request to interested parties.

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.
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.

CENTENNIAL FUND/ FOUNDATION FOR FRATERNAL EXCELLENCE

1. Established in 2022, the Association's Centennial Fund is managed by the Foundation for Fraternal Excellence (FFE). President and Director of Finance should stay in contact with FFE leadership about processing and distribution of funds in future years. Board of Directors will continue to grow its donor development and stewardship plan after the 2023 Centennial Celebration.

Association Operations

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 November 2015.

NOMINATIONS

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

PARLIAMENTARIAN

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

RECOGNITION PINS

1. Membership pins will be awarded to those FCA member organization representatives attending their first Annual Conference.

VARNER AWARD

1. 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.
2. The recipient's organization is requested to fund his or her transportation.
3. 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

1. 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.



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	2011	Judy Thorne, Kappa Delta
1986	Betty Mullins Jones, Alpha Phi	2012	Linda Welch Ablard, Alpha Delta Pi
1987	Barbara J. Tootle, Pi Beta Phi	2013	Mari Ann Callais, Theta Phi Alpha
1988	Tozier Brown, Lambda Chi Alpha	2014	Jay Langhammer, Delta Tau Delta
1989	Fred F. Yoder, Sigma Chi	2015	David Westol, Theta Chi
1990	William D. Krahling, Alpha Tau Omega	2016	Wynn Smiley, Sigma Tau Gamma and Alpha Tau Omega
1991	Marilyn S. Ford, Pi Beta Phi	2017	Mark Timmes, Pi Kappa Phi
1992	George W. Spasyk, Lambda Chi Alpha	2018	William A. Martin, III, The Fraternity of Phi Gamma Delta
1993	James E. Greer, Jr., Zeta Beta Tau	2019	Carole J. Jones, Alpha Omicron Pi
1994	Durward Owen, Pi Kappa Psi	2020	Robert A. Biggs, Phi Delta Theta
1995	Kris Brandt Riske, Gamma Phi Beta	2021	James Russell, Delta Tau Delta
1996	Edward M. King, Sigma Chi	2022	Dale Slivinske, Theta Chi
1997	William D. Jenkins, Phi Kappa Tau	2023	Jesse S. Lyons, Kappa Alpha Order
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		

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
- 2017 Jackie Isaacson, Phi Mu
- 2018 Jesse S. Lyons, Kappa Alpha Order
- 2019 Amanda Milford, Tri Delta
- 2020 Todd Shelton, North American Interfraternity Conference
- 2021 Alex Baker, Tau Kappa Epsilon
- 2022 Drew Logsdon, Sigma Nu
- 2023 Sarah Shepherd, Beta Theta Pi

Additional Award Rosters

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
2017	Alpha Epsilon Pi – The Lion Magazine
2018	Kappa Delta – The Angelos of Kappa Delta
2019	Kappa Kappa Gamma – The Key
2020	Beta Theta Pi – The Beta Theta Pi Magazine
2021	Delta Gamma – ANCHORA
2022	Kappa Alpha Order – The Kappa Alpha Journal
2023	Alpha Omicron Pi – To Dragma

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
2017	Sigma Kappa
2018	Alpha Omicron Pi
2019	Tri Delta
2020	Alpha Xi Delta
2021	Association of Fraternity/Sorority Advisors
2022	Beta Theta Pi
2023	Alpha Gamma Delta

Past Association Presidents

The following people have served as President of the Association:

1924-26	William C. Levere, Sigma Alpha Epsilon	1956-57	Robert J. Simonds, Alpha Tau Omega
1926-28	Chester W. Cleveland, Sigma Chi	1957-58	Hayward S. Biggers, Phi Delta Theta
1928-29	Cecil J. Wilkinson, Phi Gamma Delta	1958-59	George S. Toll Sr., Alpha Epsilon Pi
1930-32	Leland F. Leland, Tau Kappa Epsilon	1959-60	James F. Hudson, Phi Gamma Delta
1932-33	Francis W. Shepardson, Beta Theta Pi	1960-61	Jack L. Anson, Phi Kappa Tau
1933-34	C. F. Williams, Phi Kappa Psi	1961-62	Robert E. Jepson, Acacia
1934-35	Charles Edward Thomas, Sigma Nu	1962-63	Ralph F. Burns, Alpha Sigma Phi
1935-36	K. D. Pulcipher, Pi Kappa Alpha	1963-64	Harold Jacobsen, Sigma Pi
1936-37	Linn C. Lightner, Lambda Chi Alpha	1964-65	Frank L. Chinery, Phi Kappa Theta
1937-38	George Starr Lasher, Theta Chi	1965-66	Carl J. Gladfelter, Chi Phi
1938-39	Lauren Forman, Sigma Alpha Epsilon	1966-67	Durward W. Owen, Pi Kappa Phi
1939-40	F. James Barnes II, Sigma Phi Epsilon	1967-68	Harry L. Bird, Alpha Tau Omega
1940-41	C. W. May, Kappa Alpha Order	1968-69	Tom Cunning, Alpha Chi Rho
1941	Oswald W. Hering, Delta Kappa Epsilon	1969-70	Haldon C. Dick, Phi Kappa Psi
1941-42	Leland F. Leland, Tau Kappa Epsilon	1970-71	Fred Yoder, Sigma Chi
1942-43	Robert J. Pilgrim, Phi Kappa Sigma	1971-72	Jack W. Jareo, Phi Kappa Tau
1943-44	Hugh J. Ryan, Delta Sigma Phi	1972-73	James M. Brasher III, Lambda Chi Alpha
1944-45	Lee B. Dover, Zeta Beta Tau	1973-74	Stephen Christensen, Kappa Sigma
1945-46	John Robson, Sigma Phi Epsilon	1974-75	Ernest J. White, Delta Theta Phi
1946-47	Earl F. Schoening, Phi Sigma Kappa	1975-76	R. John Kaegi, Pi Kappa Alpha
1947-48	Frank C. Ferguson, Kappa Sigma	1976-77	Dale A. Slivinske, Theta Chi
1948-49	Don Gable, Sigma Alpha Epsilon	1977-78	L. D. Dickensheets, Tau Kappa Epsilon
1949-50	Luther Z. Rosser, Chi Phi	1978-79	James F. Miller, Alpha Chi Sigma
1950-51	Harold P. Davison, Theta Xi	1979-80	Robert L. Off, FarmHouse
1951-52	Don C. Wolfe, Kappa Delta Rho	1980-81	Robert E. Bernier, Sigma Tau Gamma
1952-53	Francis Walker, Delta Sigma Phi	1981-82	Evin C. Varner, Alpha Sigma Phi
1953-54	Robert D. Lynn, Pi Kappa Alpha	1982-83	Michael A. Moxley, Tau Kappa Epsilon
1954-55	James Hammerstein, Sigma Alpha Mu	1983-84	Robert E. Lyon, Kappa Alpha Order
1955-56	Richard J. Young, Phi Kappa Tau	1984-85	V. Randall McLeary, Lambda Chi Alpha
		1985-86	Charles H. Lippy, Alpha Chi Rho
		1986-87	Eleanor B. Hyatt, Chi Omega

Past Association Presidents

(Continued) The following people have served as President of the Association:

1987-88	William D. Krahling, Alpha Tau Omega	2021-22	Wendy Barker, Alpha Gamma Delta
1988-89	Anthony Palmieri III, Kappa Psi	2022-23	Andrea Benek, Zeta Beta Tau
1989-90	William C. Schilling, Alpha Gamma Rho	2023-24	Hillary Brewer, North American Interfraternity Conference
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		
2015-17	Jesse Lyons, Kappa Alpha Order		
2017-18	Todd Shelton, North American Interfraternity Conference		
2018	Constance Gibbs, Pi Beta Phi		
2018-20	Alex Baker, Tau Kappa Epsilon		
2020-21	Drew Logsdon, Sigma Nu		

Emeritus Members

In addition to Past Association 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

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 Marketing (name, organization) _____

Director of Networking (name, organization) _____

Director of Education (name, organization) _____

Director of Events (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.

(Continued)

Installation of Officers

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.

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.]