

San Antonio Alumnae Chapter of Kappa Alpha Theta Bylaws 2003

Article I Name and Purpose

- Section 1. Name
The name of this organization shall be the San Antonio Alumnae Chapter of Kappa Alpha Theta.
- Section 2. Purpose
The purpose of this chapter shall be to:
- A. Encourage and foster cordial relations among the alumnae members of the fraternity.
 - B. Strengthen interest and promote active participation in the Fraternity on the part of all members.
 - C. Support the charitable and educational objectives of the Fraternity.
 - D. Render assistance to college chapters.
 - E. Suggest favorable fields of extension.
 - F. Aid in the establishment of new college chapters.
 - G. Encourage alumnae members to recommend prospective members.

Article II Membership

- Section 1. Eligibility
Any alumna member of the Fraternity in good standing is eligible for membership in this alumnae chapter.
- Section 2. Active Membership
Members who pay dues are active members of this chapter.
- Section 3. Privileges of Active Members
Only persons holding active membership in this chapter may vote, hold office, serve on committees, act as a delegate to conventions or represent this chapter in any way.

Article III Officers

- Section 1. Officers
The officers of this chapter shall be:
- A. President
 - B. President Elect/First Vice President - Program
 - C. Second Vice President - Membership
 - D. Treasurer
 - E. Corresponding Secretary
 - F. Recording Secretary
 - G. Panhellenic Delegate
 - H. Archivist
 - I. Chaplain
- Section 2. Elections and Installation
- A. The officers shall be elected annually.
 - B. The president, with the approval of the executive board, shall appoint a nominating committee of five (5) members to nominate a candidate for each office. The

immediate past president shall serve as the nominating committee chairman. All members shall be active members in good standing of this chapter.

- C. The slate shall be presented at the December meeting.
- D. Elections shall be held at the January (Founders' Day) meeting. Nominations from the floor shall be in order, provided the consent of the nominee has been previously obtained.
- E. All candidates for office, whether proposed by the nominating committee or from the floor, shall be active members in good standing of this chapter.
- F. Voting shall be by ballot except when there is only one nominee for an office; the vote may then be taken by voice.
- G. Officers shall be reported to the Fraternity via the Officer List form, due March 1.
- H. Officers shall be installed at the close of the March meeting and assume their duties immediately.

Section 3. Duties of the Officers

The duties of these officers shall be as outlined in the Kappa Alpha Theta Alumnae Chapter Handbook with these additions:

- A. All officers shall keep permanent records of their activities.
- B. The president shall be responsible for the chapter charter.
- C. The duties of the president elect/vice president - program shall be to plan all of the meetings and events of the year, with the exception of the fundraising event. She shall also serve and assist the president with her duties.
- D. The duties of the vice president – membership shall be to keep all membership records of the chapter and to work with the directory chairman.
- E. The duties of the chaplain shall be to say a prayer at any of the meetings or events of the year when requested by the president.
- F. Officers may be re-elected at the discretion of the chapter.

Section 5. Vacancies in Office

If any office becomes vacant during the year, the president, with the approval of the executive board, shall appoint a person to fill it. If the president's office becomes vacant, the president elect shall fill this office.

Section 6. Grand Convention Delegate

- A. The president is the Convention delegate of the alumnae chapter. If the president is unable to fulfill this duty, another executive board member may be the delegate. If none of the executive board is able to attend the Grand Convention, a member in good standing from the chapter may be the delegate, with the approval of the alumnae district president.
- B. Expenses
The expenses of Grand Convention, including registration, roundtrip travel to the Convention city, and hotel accommodations, are provided for through the per-capita fee collected from the chapter. The alumnae chapter shall reimburse routine expenses of the delegate's trip to convention, including costs for ground transportation between the airport and the Convention site, which are not paid by the Fraternity.
- C. Report
 - a. The delegate shall prepare and present a full oral report of Convention at the first regular meeting following Grand Convention.
 - b. The delegate shall send a complete written report, within one month, to the executive director and to the alumnae district president.

- Section 1. Regular Meetings
A. Regular meetings of the chapter shall be held from September to May inclusive, the dates to be decided upon by the executive board.
B. A minimum of three meetings (including a Founders Day celebration) must be held.
- Section 2. Annual Meeting
The annual meeting of the chapter shall be held in March, at which time the new officers installed and such other business as may come before the chapter is presented.
- Section 3. Founders Day
Founders Day shall be especially observed. The date of the meeting shall be in January, if possible. Whenever feasible, the entire ritual shall be used and a collection for the Friendship Fund shall be taken at the meeting.
- Section 4. Quorum for Meetings
The quorum necessary for conducting the business of the chapter shall be ten percent (10%) of the active membership.

Article V Executive Board

- Section 1. Members
The executive board shall be composed of the officers of this chapter and the following committee chairmen:
A. Fundraising Chairmen
B. Recruitment Reference Board Chairman
- Section 2. Duties
A. The executive board shall prepare an agenda to expedite the business of the regular meeting.
B. The executive board shall make recommendations to the general membership regarding decisions to be made.
C. Each officer shall maintain a notebook containing the work of her office, which shall be given to the officer for the following year.
- Section 3. Meetings of the Executive Board
A. The executive board shall meet from September to June when called by the president.
B. The meetings of the executive board shall be open for any member to attend who may have business to present.
- Section 4. Quorum
The quorum necessary for the conducting of the business of the executive board shall be a simple majority of the executive board.

Article VI Committees

- Section 1. Names of Committees
The standing committees of this chapter may include:
A. Auntie Kate's
B. Bulb Sales
C. Directory

- D. Fundraising
- E. Historian
- F. Nominating
- G. Panhellenic Board Officer (and Alternate)
- H. Publicity
- I. Recruitment Reference Board Chairman
- J. Social
- K. Webmaster

Section 2. Appointment of Chairmen and Committees

- A. The president, with the approval of the executive board, shall appoint the chairmen of the standing committees, except the recruitment reference board chairman.
- B. The chairman of each standing committee shall be appointed for a one year term.
- C. The president and the committee chairmen conferring together shall select committee members.
- D. The alumnae district president shall appoint the recruitment reference board chairman.

Section 3. Duties of Committees

The duties of each committee shall be to complete the tasks as outlined:

- A. The duties of some of the committee chairman are stated in the *Alumnae Chapter Handbook*.
- B. Recruitment Reference Board
 - a. The duties of the recruitment reference board committee are stated in the *Recruitment Reference Board Manual*.
- C. The duties of the auntie kate's committee are to purchase and send gifts to newly initiated members of the chapter.
- D. The duty of the bulb sales committee is to oversee the order and distribution of the bulbs in conjunction with the fundraiser.
- E. The duty of the directory committee is to assemble, print and distribute the directories.
- F. The duty of the historian is to keep the scrapbook for the calendar year.
- G. The duty of the panhellenic board officer is to serve on the San Antonio Panhellenic Board during those years when the alumnae chapter is required to provide an officer to the Panhellenic Board. The duty of the panhellenic alternate is to assist the panhellenic delegate with her duties.
- H. The duty of the publicity committee is to provide publicity for meeting and events during the year as requested by the president.
- I. The duty of the social committee is to assist the president elect with the planning of meeting and events.

Section 4. Committee Reports

- A. Each committee chairman shall submit a written or oral report as requested by the executive board.
- B. Each committee chairman shall maintain a notebook containing the work of the committee, which shall be given to the committee for the following year.

Article VII
Finance

Section 1. Dues and Fees

- A. Fraternity per-capita fee
 - a. The treasurer shall submit the Fraternity per-capita fee to the Fraternity Headquarters, invoiced April 1, due April 30.

- b. The treasurer shall submit the Foundation unrestricted gift and the Friendship Fund donation to the Foundation by April 30.
- B. Local Dues
 - a. The executive board shall set the local dues at the beginning of the fiscal year, and dues shall become payable to the treasurer as set by the membership chairman. Local dues for this alumnae chapter shall be:
 - \$35 - Regular dues
 - \$50 - Theta Angel
 - \$100 - Twin Star
 - \$15 - Theta for 50+ years
- C. Fiscal Year

The fiscal year shall begin the first day of March and end the last day of February.
- D. Proceeds from Fund-Raiser
 - a. The proceeds of the fund-raiser will be divided in the following manner:
 - 80% Child Advocates of San Antonio
 - 10% Kappa Alpha Theta Foundation
 - 10% Projects of the San Antonio Alumnae Chapter of Kappa Alpha Theta (discretionary funds)
 - b. The treasurer shall submit a check payable to Child Advocates of San Antonio and the Kappa Alpha Theta Foundation within thirty (30) days of the close of the books of the fund-raiser.
 - c. The ten percent (10%) of the proceeds reserved for the projects of the San Antonio Alumnae Chapter of Kappa Alpha Theta will be determined by a majority vote of the executive board.

Article VIII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the chapter in all cases in which they are applicable and in which they are not inconsistent with these bylaws of Kappa Alpha Theta.

Article IX Amendments

- Section 1. These bylaws may be amended by a two-thirds vote of the active members present and voting, provided a notice of proposed amendments presented at the previous meeting and that such proposed amendment has been submitted to and approved by the alumnae district president.
- Section 2. The chapter may amend these bylaws at any time; however, they must be reviewed every four (4) years by the chapter and the alumnae district president.
- Section 3. Completed and revised copies of the bylaws shall be sent to the alumnae district president and the Fraternity vice-president alumnae.

Article X Dissolution

This chapter shall use its funds only to accomplish the objectives as set forth in these bylaws and no funds shall be refunded or otherwise distributed to the members when or if the chapter is dissolved. The dues-paying members of the chapter shall, by a majority vote, determine the manner in which any remaining funds of the chapter shall be disbursed following payment of all outstanding debts. All dues-paying members must receive notice of the dissolution meeting.