

# Northern Virginia Alumnae Chapter of Kappa Alpha Theta Bylaws

## Article I Name and Purpose

- Section 1.      Name  
The name of this organization shall be the Northern Virginia 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 the local college chapter(s).
  - 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 delegates 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. Vice President of Communications
  - C. Vice President of Finance
  - D. Membership Chair
  - E. Philanthropy Chair

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- 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 to nominate a candidate for each office.
  - C. The slate shall be presented no later than February 15.
  - D. Elections shall be held via email in February. Nominations from the membership shall be in order, provided the consent of the nominee has been previously obtained.
  - E. All candidates for office, whether proposed by the nomination 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 email.
  - G. Officers shall be reported to the Fraternity via the Officer List form, due March 15<sup>th</sup>.
  - H. Officers shall be installed at the close of the spring 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 (found via [www.kappaalphatheta.org](http://www.kappaalphatheta.org)), and supplemented by Standing Rules of Northern Virginia Alumnae Chapter with these additions:
- A. All officers shall keep permanent records of their activities.
  - B. The president shall be responsible for the chapter charter.
- Section 4. Tenure of Office
- Officers may be re-elected at the discretion of the chapter. The Vice President of Finance is encouraged to serve a minimum of two consecutive terms.
- 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. Should the president's office become vacant, President-Elect shall fill it. The board may use its discretion in deciding whether to fill the President-Elect position at the time or let the new president fulfill both offices' duties until the next regular election.
- 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 officer.
  - 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 officer.

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## Article IV Meetings

- Section 1. Regular Meetings
- A. Regular meetings of the chapter shall be held from September to June 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 the spring, 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 board shall establish the date of the meeting. 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 of the active membership.

## Article V Executive Board

- Section 1. Members
- The executive board shall be composed of the officers of this chapter.
- 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 which must 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 meeting 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 four members of the executive board.

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## Article VI Committees

- Section 1. Names of Committees  
The standing committees of this chapter shall include:
- A. Founders Day
  - B. Membership
  - C. Nominating
  - D. Panhellenic Delegate
  - E. Philanthropy Chair
- 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.
  - B. The chairman of each standing committee shall be appointed for a one (1) year term. Committee chairmen may not serve in the same position for more than two consecutive terms.
  - C. The president and the committee chairmen conferring together shall select committee members.
- Section 3. Duties of Committees
- A. The duties of the committee chairman are shall be as outlined in the Kappa Alpha Theta Alumnae Chapter Handbook ([www.kappaalphatheta.org](http://www.kappaalphatheta.org)) and supplemented by Standing Rules of Northern Virginia Alumnae Chapter (attached).
- 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 Vice President of Finance shall submit the Fraternity per-capita fee to the Fraternity Headquarters, invoiced April 1, due April 30.
    - b. The Vice President of Finance 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, and dues shall become payable to the treasurer at the beginning of the fiscal year. Local dues for this alumnae chapter shall be \$30 (includes \$15 per capita fee for Headquarters).
    - b. Any change to local dues shall be presented to the membership at large for a majority vote of approval.
  - C. Fiscal Year  
The fiscal year shall begin the first day of January and end the last day of December.

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## 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 officer.
- 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 officer.
- 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.