

# Standing Rules of the Northern Virginia Alumnae Chapter

To serve as an officer, an alumna must be a dues-paying member of the alumnae chapter and a member in good standing of the Fraternity. The qualifications, manner of election, and term of office are outlined in the chapter bylaws. Additional duties of individual officers are as below:

## EXECUTIVE BOARD

### President

The president shall serve as the chief executive officer of the chapter, ultimately accountable for the plans, events and programs of the chapter.

#### *Duties:*

- Presides over chapter meetings in accordance with *Roberts Rules of Order* (minimum of 3 meetings per year, including a Founders Day celebration).
- Installs new officers in accordance with *The Kappa Alpha Theta Ritual Book*.
- Holds officer transition workshop.
- Sees that each officer attends promptly to the duties of her office.
- Appoints and oversees committee chairmen as outlined in chapter bylaws.
- Communicates regularly with the executive board and the alumnae district officer.
- Keeps the alumnae district officer informed about chapter activities.
- Welcomes new members and encourages them to attend upcoming meetings/programs.
- Sends contact information to other alumnae chapters when members relocate.
- Keeps the chapter informed about Fraternity affairs communicated via the Kappa Alpha Theta website, *The Bulletin*, *The Kappa Alpha Theta Magazine* and correspondence from alumnae district officer or alumnae district president.
- Attends Grand Convention in even years.
- Serves as the liaison to the James Madison University collegiate chapter by communicating with the alumnae relations chairman.

#### *Reports/Records:*

- Maintains and files the chapter bylaws with the Fraternity vice-president alumnae and the alumnae district president.
- Completes and submits the annual report, due March 15.
- Completes and submits Grand Convention self-nomination award forms when due.
- Files past annual reports with archivist.
- Sees that other officers submit reports as required.
- Sees that the treasurer remits per-capita fees to the Fraternity and appropriated money to the Foundation (unrestricted gift and Friendship Fund).

#### *Maintains the president notebook with:*

- Local officers, district officers, local college chapter contacts, Fraternity officers,
- Goals and objectives for the year,
- Executive board and general meeting agendas and minutes,
- Budget and treasurer's reports,
- Chapter bylaws, dated,
- District newsletters,
- Fraternity education topics,
- Officer and chairman annual reports for two years,
- Membership mailings, such as invitations, newsletters, dues notices, directory/yearbook,
- Spring issue of *The Kappa Alpha Theta Magazine* for recruitment personnel listing.

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## **President-Elect**

The president-elect shall be responsible for aiding the president with the plans, programs, and events of the chapter.

### *Duties:*

- Shadows the president to learn about her duties.
- Assists other officers as needed.

### *Reports/Records:*

- Works with the president to complete the annual report, due March 15.

## **Secretary**

The secretary shall keep an active record of all the business transacted by the chapter in Executive Board and membership meetings and take minutes as needed.

### *Duties:*

- Sends copies of the minutes to the executive board members and the alumnae district officer in a timely manner.
- Handles chapter correspondence.
- May be asked to attend Grand Convention in even years if president is unable to attend.
- Responsible for submissions to *The Kappa Alpha Theta Magazine*.
- Notifies members of meetings.
- Serves as press relations chairman for the local publications.
- Keeps members informed of the chapter activities through a newsletter.
- Chairs the communications committee.
- Adds non-technical savvy members to the email list as needed.

### *Reports/Records:*

- Notifies Fraternity headquarters and alumnae district officer when there is a change in officers during the year, including names, address, maiden name, and college chapter.

### *Maintains the Vice President Communications notebook with:*

- Copies of chapter correspondence for two years,
- Officer contact list,
- Alumnae chapter bylaws,
- Copies of any copy submitted for publication,
- Copies of articles featuring alumnae chapter in action,
- Contacts for local newspapers and preferred method of submitting copy,
- Copies of newsletter,
- Minutes from executive board and membership meetings for two years,
- Statistical reports from executive board and membership meetings.

# Standing Rules of the Northern Virginia Alumnae Chapter

## Treasurer

The treasurer is the guardian of the budget and the custodian of the chapter funds. It is vital that she always be current in the balancing of the books for the alumnae chapter. Reports must be filed on time to Fraternity headquarters, the IRS, and state tax agencies.

### *Duties:*

- Keeps an accurate account of all funds, with separate operating and philanthropic fund records.
- Pays all bills of the approved budget and as directed by the business meeting proceedings of the group.
- Reconciles monthly bank statements with checkbooks/savings books.
- Compares actual accounting to budget.
- Reports at each meeting on all monies received and dispensed.
- Collects dues and per-capita fees from membership.
- Deposits dues and fees as appropriate.
- Keeps account of all receipts and disbursements.
- Handles all monies related to any fund-raising projects.
- Verifies all income with appropriate officers.
- If using bulk mail, completes form and remits payment to maintain bulk mailing permit with post office.
- Chairs the finance committee and prepare and present an annual budget.
- Completes necessary bank details regarding signatures with successor.
- Keeps financial records on file for seven years.

### *Reports/Records:*

- Remits per-capita fees to the Fraternity, invoiced April 1, due April 30.
- Remits unrestricted and Friendship Fund monies to the Foundation and complete and submit the Alumnae Chapter Annual Contribution Summary Form, due April 30.

### *Maintain the treasurer notebook with:*

- Alumnae chapter bylaws,
- Alumnae chapter budget,
- Monthly bank statements,
- Annual Financial Report,
- Executive board meeting finance reports,
- Copies of deposits, bills, receipts and reimbursement forms,
- If using bulk mailing, bulk mailing permit and copy of completed form.

# Standing Rules of the Northern Virginia Alumnae Chapter

## COMMITTEE CHAIRPERSONS

### Programming Chair

The programming chair shall be responsible for coordinating monthly chapter special events and overseeing the coordinators of the chapter's interest groups.

*Duties:*

- Coordinates chapter social events.
- Solicits input from other officers for chapter event ideas.
- Coordinates with the philanthropy chair to ensure that there is at least one chapter event per month (September through May).
- Provides estimated costs of events to the treasurer for approval.
- Oversees and communicates regularly with the Programming Committee.
- Welcomes new members and encourages them to attend upcoming meetings/programs.
- Communicates with hostesses to determine homes/locations for chapter events.
- Coordinates food and beverages for chapter events, as needed.
- Works with the president to coordinate events with the alumnae relations chairman for Eta Rho (James Madison University), including the Senior Service ritual.
- Coordinates with the secretary to ensure that thank you notes are sent to hostesses and others who supported chapter events promptly following the event.
- Works with the Website Coordinator and secretary to publicize chapter events through the chapter website and email list.

*Maintains the programming chair notebook with:*

- List of DPMs who have volunteered to host events,
- Information about past events, and
- Information gathered for future events.

### Membership Chair

The membership chair is responsible for the chapter membership drive and the membership directory.

*Duties:*

- Compiles a membership directory/yearbook of all dues paying members.
- Maintains the membership files of the chapter.
- Coordinates the chapter membership drive.
- Works with the Vice President Communications to send a membership letter and dues form to every alumnae member of the Fraternity in the alumnae chapter area.
- Sends reminder notices to past members who have neglected to send in their membership.
- Welcomes new members and promotes new member participation in the chapter activities.
- Sends notes of congratulations or condolence to chapter members.

*Reports/Records:*

- Sends a copy of the directory/yearbook to the alumnae district officer, Fraternity vice-president alumnae, and Fraternity headquarters.
- Files past minutes and membership directories/yearbooks with archivist.

*Maintains the Membership notebook with:*

- Alumnae chapter bylaws,
- Copies of chapter directory/yearbook for two years.

# Standing Rules of the Northern Virginia Alumnae Chapter

## Philanthropy Chair

The philanthropy chair is responsible for the chapter service and philanthropy projects in the community.

### *Duties:*

- Supports Kappa Alpha Theta's philanthropy, Court Appointed Special Advocates (CASA).
- Plans and executes chapter service projects.
- Serves as the liaison to local CASA chapters.
- Works with the website coordinator and secretary to publicize philanthropy events through the chapter website and email list.

### *Maintains the Philanthropy notebook with:*

- Alumnae chapter bylaws,
- CASA contact information,
- Details of any philanthropy/service activity.

## Panhellenic Delegate and Alternate Panhellenic Delegate

The panhellenic delegate and alternate panhellenic delegate serve as representatives of the chapter to the alumnae Panhellenic and other sorority alumnae chapters.

### *Duties:*

- Attends Northern Virginia Alumnae Panhellenic Association (NVAPA) meetings on behalf of the alumnae chapter.
- Participates in alumnae Panhellenic functions.
- Informs the alumnae chapter of alumnae Panhellenic news and functions.
- Ensures NVAPA dues are paid promptly by working with the Vice President Finance.

### *Maintains the Panhellenic notebook with:*

- Alumnae chapter bylaws,
- Alumnae Panhellenic handbook,
- Details of alumnae Panhellenic meetings and functions,
- Alumnae Panhellenic newsletters.

## Founders Day Chair (in odd to even year terms (e.g., 2011-2012))

The founders day chair is responsible for coordinating the Founders Day event in even years.

### *Duties:*

- Makes all plans for the observance of Founders Day.
- Honors 50- and 75-year Thetas, as reported by the Fraternity in November.
- Collects for the Friendship Fund.

### *Reports/Records:*

- Works with the Membership Chair to obtain a list of Thetas celebrating anniversaries.

### *Maintains the Founders Day notebook with:*

- Alumnae chapter bylaws,
- CASA contact information,
- Details of any philanthropy/service activity.

## COMMITTEE MEMBERS

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Committee members can be appointed at any time during the year by the chapter president. The chapter will be solicited for interest as committee chairpersons at the same time interested is solicited for slated officer positions.

## Communications Committee

The Communications Committee reports to the secretary.

## **Website Coordinator**

The website coordinator is responsible for the chapter website. She also works with the secretary Facebook page, Twitter, and email list.

### *Duties:*

- Manages the online presence for the Northern Virginia Alumnae Chapter.
- Updates the chapter website at least twice per month with activities and current news.
- Works with the secretary and president to post updates to Facebook and Twitter. (This can also be done through automated software.)
- Reviews website with other chapter officers in the fall of each year to ensure content is relevant and to brainstorm new content ideas.
- Provides the secretary with any updates to documentation for chapter technologies.
- Works with the secretary to publish the newsletter online.
- Works with the membership chair to publish the membership form online.
- *Maintains documentation for chapter technologies including: Website How to Guide,*
- Facebook How to Guide,
- Twitter How to Guide,
- Login information for Domain Registrar (GoDaddy through January 2016).

## Programming Committee

The programming committee reports to the programming chair.

## **Interest Group Coordinator (includes Book Club, Brunch Group, and Night Kites)**

An interest group chair coordinates events for a specific interest group, such as brunch club, book club, and night kites and serves on the programming committee.

### *Duties:*

- Plans monthly interest group events.
- Works with the website coordinator and secretary to publicize interest group events through the chapter website and email list.
- Maintains a listing of interest group members.
- Attends programming committee meetings, as needed.