

Bylaws
Houston, Texas Alumnae Association
Of Alpha Xi Delta

Article 1. **Name.** The name of this Organization shall be the Houston Alumnae Association of Alpha Xi Delta Fraternity (hereinafter referred to as the “Association”).

Article 2. **Compliance.** This Association shall be created and operated in compliance with the Constitution and Bylaws of Alpha Xi Delta Fraternity, also referred to herein as the “Fraternity.”

Article 3. **Federal Law.** This Association shall be established as a 501(c)(7) social organization as defined by the United States Internal Revenue Service.

Article 4. **Purpose.** The purpose of this Association shall be to:

- Provide networking, social, personal development, and service opportunities to Fraternity alumnae members.
- Continue Alpha Xi Delta Fraternity sisterhood after college graduation.
- Improve Greek Awareness within our community and to our public.
- Empower alumnae members to live within the vision, mission, and principles of Alpha Xi Delta Fraternity.

Article 5. **Fiscal Year.** The Fiscal Year of this Association shall be from June 1st to May 31st as defined by the Fraternity.

Article 6. **Program Year.** The Program Year of this Association shall be from June 1st to May 31st as defined by the Fraternity.

Article 7. **Membership.** A “**Member**” of this Association shall be defined as any alumna member in good standing with the Fraternity who has also paid Annual Dues as defined in Article 8 of these Bylaws for the current Fiscal Year. Members may vote at Association Meetings.

Article 8. **Annual Dues.** The Annual Dues of this Association shall be as follows:

\$35.00 (New Alumnae Membership): Annual Dues for sisters who graduated in the last three years. This includes your annual alumnae dues to the Fraternity (currently \$25).

\$60.00 (Basic Membership): Annual Dues for sisters who would like to actively participate in the Association by voting, attending Events, etc. This includes your annual alumnae dues to the Fraternity (currently \$25).

\$100.00 (Pink Rose Society): For sisters who would like to support the Association’s endeavors by providing additional support above and beyond the Basic Membership level. Members of the Pink Rose Society will be honored at

Founders' Day and recognized in our communications to the Association in our featured monthly sister bios. This includes your annual alumnae dues to the Fraternity (currently \$25).

\$150.00 (Golden Quill Society): For sisters who would like to support the Association's endeavors by providing additional support above and beyond the Basic Membership level. Members of the Golden Quill Society will be honored at Founders' Day and recognized in our communications to the Association in our featured monthly sister bios and on our website as an honored donor. This includes your annual alumnae dues to the Fraternity (currently \$25) and a \$25 donation to Autism Speaks in your name on behalf of the Association's Autism Speaks Walk team.

\$200.00 (Diamond Society): For sisters who would like to support the Association's endeavors by providing additional support above and beyond the Basic Membership level. Members of the Diamond Society will be honored at Founders' Day and recognized in our communications to the Association in our featured monthly sister bios and on our website as an honored donor. This includes your annual alumnae dues to the Fraternity (currently \$25), a \$25 donation to Autism Speaks in your name on behalf of the Association's Autism Speaks Walk team, and helps the Association provide new alumnae members with a free membership for their first year out of college.

Section 1. Annual Dues are due and payable no later than April 15th of each Fiscal Year, to be included in the Annual Report due on May 1st to the Fraternity.

Section 2. Annual Dues include \$25.00 national annual dues which this Association will pay directly to the Fraternity no later than May 1st of each Fiscal Year on behalf of each paid Member.

Section 3. Annual Dues include Panhellenic Dues of \$1 per Member which the Association will pay directly to the local alumnae Panhellenic chapter on behalf of each paid Member.

Section 4. New Alumnae (for the purpose of the Annual Dues schedule) are defined as members who have graduated from their undergraduate institutions within three years of April 15th of the current Fiscal Year.

Article 9. **Philanthropy.** The official philanthropy of this Association shall be Autism Speaks. The Association will support the Fraternity's partnership with Autism Speaks throughout the Program Year.

Article 10. **Alpha Xi Delta Foundation.** This Association shall support the Alpha Xi Delta Foundation as deemed necessary by the Association's Executive Board.

Article 11. **Alumnae Panhellenic.** This Association shall be affiliated with the Houston Alumnae Panhellenic Association (“HAPA”).

Section 1. This Association shall pay dues directly to the HAPA on behalf of each Member who has paid her Annual Dues to this Association.

Section 2. This Association shall provide a Delegate to serve on the board of the HAPA as necessary.

Article 12. **Meetings/Events.** Meetings or Events of this Association shall be held monthly during the Program Year.

Section 1. The date of these Meetings/Events shall be set and adjusted by the Executive Board of this Association as necessary.

Section 2. Additional Meetings/Events shall be scheduled during any month as determined by the Executive Board.

Section 3. The place and time of each Meeting/Event shall be determined by the Executive Board.

Section 4. Sub-Group or Interest Group events shall be held at any time throughout the year.

Article 13. **Quorum.** At least two thirds of the Members of this Association must be present at a Meeting or have provided a vote by proxy prior to the meeting to constitute a Quorum and to take a vote on any issue.

Article 14. **Executive Board.** Effective with the 2020-2021 Program Year, the officers of the Executive Board shall serve two-year terms which begin on June 1st and end on May 31st. All officers and committee chairs must pay Annual Dues by July 1st of the current Fiscal Year or within one month of the beginning of their term.

Section 1. The Duties of the Executive Board shall be to conduct business between Meetings/Events of the Association.

Section 2. Meetings of the Executive Board shall be at the call of the President with at least one week’s notice.

Section 3. The Executive Board shall include the offices of President, Vice President, Financial Vice President, Panhellenic Delegate, Membership Vice President, Programs Vice President, Philanthropy Vice President, and Secretary. Other offices of the Executive Board shall be determined by the Members of this Association as needs and resources allow for in a given Program Year.

Section 4. The duties of the President shall be to preside at all Association Events, be informed about Fraternity policies, receive information from the Fraternity and share same with members, receive supplies from the Fraternity and distribute same as appropriate, submit the Association Annual Report to the Fraternity by May 1st, be the Association's delegate to National Convention or recommend a substitute, delegate authority and develop leadership abilities in others, communicate with national volunteers and Fraternity staff, and perform all duties usually pertaining to the office. The President should maintain and keep a current edition of the *Alpha Xi Delta Constitution and Bylaws*, *Association Bylaws*, *Robert's Rules of Order* or other reference book for parliamentary procedures, Association directory, and Association files.

Section 5. The duties of the Vice President shall be to perform the duties of the President in her absence, assist the President at all times, and be informed about Fraternity policies.

Section 6. The duties of the Financial Vice President shall be to keep an accurate account of all funds, pay all bills in a timely fashion, report at Meetings or as requested all monies received and dispensed, collect Annual Dues and keep a current list of all paid Members, assist in budget preparation, send the budget to the Territory Director if requested, complete necessary bank details regarding signatures with successor, submit per capita fees with the Association's Annual Report by May 1st, send contributions to the Alpha Xi Delta Foundation for the Philanthropy Fund, Founders' Day, Loyalty Fund, and others as desired by Association, keep financial records on file for seven years, and submit Internal Revenue Service Form 990 to the IRS. The Financial Vice President should maintain and keep a current financial report showing income and expenditures to date, and Form 990 records. The Financial Vice President will also make the books available for review to any dues-paying member upon request.

Section 7. The duties of the Panhellenic Delegate shall be to attend HAPA meetings and report information to the Association, to attend the annual HAPA scholarship luncheon and the Houston Alumnae Panhellenic Foundation wine tasting event, and to represent the Association as necessary.

Section 8. The duties of the Membership Vice President shall be to develop a recruitment plan for the Association based on affiliation, location, and graduation year; provide information and references for prospective college chapter members from the area, be responsible for keeping all membership information pertaining to Members of the Association, and to coordinate with other vice presidents to plan membership Events.

Section 9. The duties of the Programs Vice President shall be to interact with the area coordinators, work with the Philanthropy Vice President, and to keep members in the Association active and engaged by coordinating Events in the Houston area.

Section 10. The duties of the Philanthropy Vice President shall be to plan and execute the Association's involvement with their local Autism Speaks Walk, Fraternity Letters of Love campaign, and any other local philanthropic events. The Philanthropy Vice

President will be the primary contact between the Association and the local Autism Speaks staff.

Section 11. The duties of the Secretary shall be to record the minutes of all Association and executive committee Meetings, write official Association correspondence, read Association correspondence, notify the Fraternity and the Territory Director when there is a change in officers during the year, send Chapter Eternal information to the Fraternity with the link to the obituary, and notify the Fraternity of a Member's change of address.

Article 15. **Elections.** The Executive Board shall be elected by majority vote of the Quorum present at the April Meeting held each Program Year.

Section 1. The election process shall be conducted by the current President.

Section 2. Nominations for the Executive Board shall be made by any member prior to the Meeting at which the election will occur.

Section 3. Prior to the Meeting at which the election shall occur, a slate of candidates for each office of the Executive Board shall be compiled and distributed to the Members of this Association.

Section 4. Nominations for the offices of the Executive Board shall be taken from the floor at the Meeting in which the election shall occur.

Section 5. At any time throughout the Program Year, a vacancy in office shall be filled by a majority vote of the Quorum present at the next scheduled Meeting/Event. The person filling a vacant office shall serve in that office until the original term ends.

Article 16. **Standing Committees.** The President shall create any standing committee deemed necessary for the work and operation of the Association. Members of the standing committees shall be appointed by the President.

Article 17. **National Convention.** The Association shall send a Delegate to each Alpha Xi Delta Fraternity National Convention (National Convention). If a representative from this Association is not able to attend National Convention as the Association's Delegate, the President will follow up with the Fraternity to obtain details of announcements, awards, and other notable information presented at this biennial event.

Article 18. **Parliamentary Procedure.** The rules contained in Robert's Rules of Order, as amended or revised, or any other acceptable authority, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the National Constitution and Bylaws.

Article 19. **Amendments.** These Bylaws may be amended at any regular Meeting of the Association by a 2/3 vote of the Members present, provided that a Quorum has been established and provided that the proposed amendment has been submitted in writing two weeks in advance

Article 18. Parliamentary Procedure. The rules contained in Robert's Rules of Order, as amended or revised, or any other acceptable authority, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the National Constitution and Bylaws.

Article 19. Amendments. These Bylaws may be amended at any regular Meeting of the Association by a 2/3 vote of the Members present, provided that a Quorum has been established and provided that the proposed amendment has been submitted in writing two weeks in advance of the Meeting and distributed to this Association's Members at that time. Members may submit their vote in writing (email is acceptable) to be cast by proxy by a Member present at the Meeting where the vote to amend the Bylaws is conducted.

These Bylaws of the Houston, Texas Alumnae Association of Alpha Xi Delta were duly accepted by 2/3 vote of the Members present which number of Members present constituted a Quorum for the purposes of voting at the Meeting held on October 8th, 2019.

AUTHORIZED SIGNATURES:

Kaitlin Bracken

President

10/8/2019

Date

Michele A. Foster

Financial Vice President

10/8/19

Date