



## Bylaws

Each alumnae group shall be governed by the Constitution, policies and procedures of Delta Gamma Fraternity and shall adopt bylaws in accordance with model bylaws for alumnae groups.

### ARTICLE I. NAME

The name of this group shall be the \_\_\_\_\_ alumnae \_\_\_\_\_ of Delta Gamma Fraternity (hereinafter known as the "alumnae group").

### ARTICLE II. OBJECTS

The objects of this group shall be those expressed in the Constitution of Delta Gamma Fraternity, "to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character." The alumnae group will champion authentic sisterhood that challenges women to be better versions of themselves; support the Delta Gamma Foundation and engage in service to others; and foster positive and collaborative relationships with the larger Fraternity, local community, local alumnae and collegiate chapters.

### ARTICLE III. MEMBERSHIP

Membership shall be composed of alumnae members of Delta Gamma Fraternity in good standing, from any geographical location, any chapter of initiation, and any year of initiation. A member being in "good standing" for the purpose of these Bylaws shall be defined as having paid, for the current fiscal year, per capita dues as required by the Fraternity Constitution (or be a 50-year member who is no longer required to pay per capita dues) and any alumnae group dues determined in accordance with Article IV.

### ARTICLE IV. DUES

**Section 1.** Members of the alumnae group shall pay into the alumnae group treasury such local dues as are determined by the executive board.

**Section 2.** Members of the alumnae group shall pay into Delta Gamma Executive Offices such dues and fees as are required by the Fraternity Constitution and Council approved schedule.

**Section 3.** The executive board shall approve a budget annually to fund the alumnae group operations. They shall keep a bank account locally. The executive board shall approve any additional expenditures from the alumnae group reserves.

**Section 4.** The fiscal year shall be July 1 to June 30.

### ARTICLE V. EVENTS AND BUSINESS MEETINGS

**Section 1.** The alumnae group shall hold a minimum of \_\_\_\_\_ regular events during the year. There must be at least six regular events for chapters and at least three regular events for associations, which must include Founders Day.

**Section 2.** The regular events shall be held as determined by the executive board. Founders Day and/or any other large Delta Gamma functions may be considered a regular event. At least \_\_\_\_\_ (number of

days or weeks) advance notice to the membership shall be given to change the day of a regular event under special circumstances. A regular event is any alumnae group event open to the full membership of the alumnae group.

**Section 3.** Officers shall be elected no later than May 31 each year.

**Section 4.** Special business meetings may be held on call of the president, notice having been given to each member by electronic or mailed communication at least \_\_\_\_\_ (number of days or weeks) in advance of the meeting, and shall be called on written request by \_\_\_\_\_ (indicate number of) members.

**Section 5.** Quorum shall be 10% of total members in good standing for the previous fiscal year. If this number would be less than 5 members, then quorum shall be set at 5. Any vote required by these Bylaws to be taken shall only be valid if a quorum is present at the meeting at which the vote is taken and/or votes by the designated electronic voting method. Members from previous and current fiscal year in good standing are eligible to vote.

**Section 6.** A vote may occur via an electronic voting method such as memberplanet or Google Forms. All members in good standing must have at least one-week notice prior to the electronic vote deadline.

**Section 7.** If an alumnae group member who has been designated to attend Convention or any such Fraternity seminar or meeting requiring fees to be paid on her behalf fails to attend said event, it will be the responsibility of that member to reimburse the alumnae group for all expenses incurred.

#### ARTICLE VI. OFFICERS

Each chapter/association is required to have sufficient officers to cover the areas of responsibilities outlined in the Fraternity Constitution. If necessary, a chapter or association may combine two areas of responsibility. However, a chapter must have a president and at least three officers and an association can have no fewer than two officers including the president.

**Section 1** (indicate one of two paragraphs based on whether the alumnae group is a chapter or an association).

☐ The officers of this chapter shall be a president (presiding officer), vp: finance, vp: membership, vp: programming, and vp: communications. (If only three officers in addition to president are to be designated, define the areas of combined responsibilities below or indicate none, e.g., vp: communications/finance, vp: communications/ membership.)

Combined responsibility officers include:

Additional elected officers for this chapter include: (write in position names below or indicate none. An example may be vp: Foundation or Panhellenic delegate).

Additional elected officers include:

☐ The officers of this association shall be a president, vp: finance, and vp: communications. (If only one officer in addition to president are to be designated, define the areas of combined responsibilities below or indicate none, e.g., vp: communications/finance, vp: communications/membership.)

Combined responsibility officers include:

Additional elected officers for this association include: (write in position names below or indicate none).

Additional elected officers include:

**Section 2.** Each officer shall perform the duties assigned to them by the alumnae group, as stated in the Alumnae Officers Manual and/or as stated herein.

**Section 3.** In cases where there are insufficient numbers of members to fill all required offices, one member may be elected to serve in more than one office. The president may not hold more than one elected position for the alumnae group.

#### **ARTICLE VII. EXECUTIVE BOARD**

**Section 1.** The executive board shall be comprised of the elected officers of the alumnae group. Appointed officers and committee chairs may be asked to attend specific executive board meetings as guests, but they shall not be voting members of the executive board. The board shall arrange all events, have general supervision of the affairs subject to the approval of the alumnae group, and assign the duties of the various committees required to carry on the work of the alumnae group.

**Section 2.** The executive board meetings shall be \_\_\_\_\_ (indicate month/quarter/other timeframe). Additional executive board meetings may be scheduled by a vote of the board. Meetings may be held via phone or video conference at the discretion of the executive board.

**Section 3.** A majority of the executive board shall constitute a quorum at all meetings of the executive board. Any vote required by these Bylaws to be taken shall only be valid if a quorum is present (including by phone or video conference, if applicable) at the meeting at which the vote is taken.

#### **ARTICLE VIII. ELECTION, TERM AND VACANCIES**

**Section 1.** A nominating committee, consisting of a chairman and at least two other alumnae, shall be appointed by the executive board for a two-year term in odd-numbered years. Members appointed to the nominating committee must be members in good standing and are not eligible to be slated for office during their term. The nominating committee shall submit a slate with one nomination for each office and present it to the full membership at least one month prior to when the vote will occur along with an announcement of when and by what method the vote will take place. The slate may be sent electronically to the alumnae group members and/or announced at a regular meeting. Members shall be permitted to submit additional nominations of candidates for at least one week following the announcement of the slate. Slated and member nominated candidates must be members in good standing. The name of each slated or nominated candidate accompanied by the candidate's qualifications shall be distributed to alumnae group members one week prior to voting, all presented in the same format. Voting shall be by paper and/or electronic ballot. Only members in good standing may vote. The slated or nominated candidate who receives the majority of the votes cast shall be elected.

**Section 2.** The officers shall be elected for two-year terms beginning on July 1. The president shall be elected on July 1 of odd-numbered years. The officers shall be installed before their term of office begins. (List here the rotation of officers utilized by your group. It would be beneficial to have the vp: finance be elected in even-numbered years for bank account purposes)

Officers elected in odd years include:

Officers elected in even years include:

The term for elected officers shall be two years. After two consecutive terms in the same position, the volunteer must take a break from that position. A volunteer may also serve for two more terms after being out of said office for at least two terms (four years). During the four year break, the member may serve in a different volunteer position or take a break from serving. A waiver by the Regional Alumnae Specialist/ Alumnae Development Consultant and Regional Director to extend past the designated term limits is needed in extreme circumstances.

**Section 3.** All elected and appointed officers and committee chairs must be members in good standing. Elected and appointed officers who fail to pay alumnae group dues, Fraternity Per Capita dues (if applicable), and sign the Local Volunteer Service Agreement may be removed from office by the Regional Director. Elected officers who fail to attend two or more executive board meetings may be removed from office at the discretion of the Regional Director. The Regional Director has the authority to remove from her role any elected or appointed officer or committee chair not performing her duties efficiently, conscientiously, and cooperatively, according to Delta Gamma standards and policies, or any board member who fails to meet the eligibility requirements for office.

**Section 4.** Should a vacancy occur in any office, including that of the presidency, it shall be filled immediately by appointment by majority vote of the executive board. The officer filling the vacancy shall serve in the position until the next regular election of officers.

**Section 5.** Upon installation, each officer shall take the following oath to be administered by the president of the alumnae group: "I do solemnly promise to discharge to the best of my ability, with fidelity and promptness and in conformity with the Constitution, policies, and procedures of Delta Gamma Fraternity and the bylaws of the \_\_\_\_\_ alumnae \_\_\_\_\_ of Delta Gamma Fraternity, the duties of the office to which I have been elected."

#### **ARTICLE IX. APPOINTED OFFICERS AND STANDING COMMITTEES**

The executive board shall appoint any appointed officer positions and committee chairs, as required for the business of the alumnae group. The term for appointed officers and committee chairs shall be two years. All committee chairs and appointed officers must be members in good standing.

#### **ARTICLE X. CONVENTION DELEGATE (chapters only)**

Each alumnae chapter shall send as its delegate a member who has been in good standing in the chapter for at least two years, or in the case of a new chapter, since its founding. The president shall serve as Convention delegate whenever possible. An alternate delegate may be appointed by the executive board. The chapter's delegate must be in good standing with the Fraternity for both years of the biennium and may only attend two consecutive Conventions as a delegate of the alumnae chapter.

#### **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The current version of Robert's Rules of Order shall be the authority in all cases not otherwise provided for in these bylaws or the Constitution, policies and procedures of Delta Gamma Fraternity.

#### **ARTICLE XII. WITHDRAWAL OR RELINQUISHMENT OF CHARTER/CERTIFICATION**

**Section 1.** If the alumnae group fails to meet its financial obligations to the Fraternity for a two-year period, its chapter charter or association certification must be relinquished upon the request of Council.

**Section 2.** To voluntarily relinquish its chapter charter or association certification, the alumnae group must notify the Regional Alumnae Specialist/Alumnae Development Consultant prior to any vote to relinquish its charter/certification. The alumnae group shall notify its members by electronic or mailed communication, at least 30 days in advance, of the date, time, and location of a meeting at which a vote to relinquish its charter/certification will be taken or if by electronic vote. In either case, the vote to relinquish the alumnae group's charter/certification shall require a majority vote to pass. If the vote is passed, formal notification of the relinquishment of the charter/certification shall be sent immediately to the Regional Alumnae Specialist/Alumnae Development Consultant, who shall inform Council Trustee: Alumnae.

**Section 3.** When the chapter charter or association certification is withdrawn or relinquished, the charter/certification must be returned immediately to Executive Offices. All net assets, including all funds remaining in the alumnae group treasury, shall be transferred to the Delta Gamma Fraternity, an Ohio corporation.

**Section 4.** Upon merger of one alumnae group with another, all net assets from the alumnae group relinquishing its chapter charter or association certification shall be transferred to the alumnae group with which the group is merging.

### **ARTICLE XIII. AMENDMENTS & REVIEW**

**Section 1.** The bylaws shall be reviewed annually by the executive board no later than May 31 of each year. Regional Alumnae Specialist/Alumnae Development Consultant approval and alumnae group adoption shall occur by June 30. In no changes are warranted and the group is using the most recent acceptable version of bylaws contained in the Delta Gamma Library, no further action is needed.

**Section 2.** These bylaws may be amended at any regular event by a two-thirds vote of the members, provided that the members were given at least 30 days notice at the preceding regular event or through electronic and/or mailed communication, but shall not become effective until approved by the Regional Alumnae Specialist/Alumnae Development Consultant. If any change in the Fraternity Constitution, Fraternity handbooks or policies and procedures shall at any time necessitate amending these bylaws, such amendments shall take place automatically without being voted upon by the alumnae group.

**Date of alumnae group vote:** \_\_\_\_\_

*Upload final document to Anchorbase for approval.*