



Standing Rules of Northern Virginia Alumnae Panhellenic Association 2019

Section 1. Membership Expectations

- A. Both voting and non-voting delegates are expected to actively participate as officers, committee chairmen, or members of committees.
- B. Each NPC group shall have the right to one vote. If there are multiple chapters representing one NPC group, the groups shall select their voting delegate internally and make it known to the NVAPA president and vice president of communication prior to the commencement of the year.

Section 2. Finances

- A. The dues per National Panhellenic Conference member alumnae chapter shall be \$50.00 per year.
- B. Individual member dues shall be \$25.00 per year.
- C. Dues shall be submitted no later than the November meeting.
- D. A late fee of 50% of the dues amount will be charged for dues received after the November meeting.
- E. Any returned check fee will be passed to the writer of the check.

Section 3. Meetings

- A. Meetings will be held on the first Wednesday of the month from September through May.
- B. A January meeting may or may not be held. Factors that will determine this are the date of the scholarship fundraiser and New Year's Day.
- C. Members will be notified of the meeting time and location no later than two weeks prior to the scheduled meeting.

Section 4. Officer Responsibilities

- A. The president shall:
 - 1. Submit the NPC Alumnae Panhellenic annual report to NPC no later than May 15 of each year.
 - 2. Submit any biennial award nomination forms to NPC no later than June 1 of odd-numbered years.
 - 3. Call and conduct an officer transition meeting and hold the first meeting of the executive board on the first Wednesday in June.
 - 4. Call, schedule and coordinate a minimum of two additional executive board meetings during the year.
 - 5. Install incoming officers at the annual meeting held in May.
 - 6. Assign member groups to the standing committees following the procedures in Article IX no later than July 15.
 - 7. Prepare a meeting agenda and distribute it to the delegates no less than 48 hours prior to the meeting.

8. Contact the president of any NPC member group not meeting expectations of attendance and/or office or fiduciary responsibilities when the group has not paid dues by the due date and/or has not attended three meetings of the Association.
 9. Coordinate planning and execution of the annual Leadership forum with the VP of Programming.
 10. Maintain consistent communication with the NPC Alumnae Panhellenic area coordinator and respond to emails promptly.
 11. Communicate regularly with the members of the executive board.
 12. Update the NPC Alumnae Panhellenic account with the new officers' names and contact information no later than the transition meeting. This will be done by the outgoing president.
 13. Email the NPC Alumnae Panhellenic area coordinator with the new officer list.
- B. The vice president of programming shall:
1. Plan educational and social programs for the organization. If a programming committee is appointed, the vice president of programming will coordinate the efforts of programming with the committee.
 2. Arrange monthly membership meeting locations, and at each meeting, verbally announce the location of the next meeting. No more than three days after each meeting, email the vice president of communication to confirm the location of the next meeting for inclusion in the newsletter and/or electronic notice of the meeting.
 3. Assign groups to serve as hostesses for each meeting keeping in mind that women who open their home for a meeting are not expected to provide refreshments at any meeting other than potlucks meals.
 4. Coordinate planning and execution of the annual leadership forum with the president.
 5. Schedule the annual NVAPA leadership forum no later than October.
 6. Facilitate the annual NVAPA leadership forum and provide the attendees with a copy of the NVAPA governing documents and a copy of the rotation chart.
 7. Coordinate meeting notifications with the vice president of communication.
 8. Using the roster obtained from the vice president of communications, create, maintain, and update as necessary the nametag for each delegate and non-voting delegate.
 9. Store the nametags and take them to each meeting.
 10. Be prepared to assume the role of president the follow year or at any time in the event the president must vacate her position.
 11. Serve as president in her absence.
- C. The vice president of records shall:
1. Distribute minutes to membership no more than one week after a membership meeting as well as executive board meetings.
 2. Send minutes to the NPC Alumnae Panhellenic area coordinator and upload the minutes to the NVAPA database account on the NPC website within one week of the meeting.
 3. Assist the president with the preparation of the NPC Alumnae Panhellenic annual report.
 4. Coordinate recordkeeping with the historian to make certain that all events and meetings are reflected accurately.
 5. Take attendance at each meeting of delegates and at each executive board meeting. If a pattern of absences is noted, she shall notify the president after two consecutive absences.
 6. Serve as president in the event both the president and vice president of programming are absent from a meeting.

D. The vice president of finance shall:

1. Along with the outgoing vice president of finance and the incoming president, go to a branch of BB&T bank in person. Provide the bank with signature cards and any document that might be requested indicating the incoming officers. This shall be done no later than June 30.
2. Prepare an annual budget and present to membership no later than the March meeting with a vote to be held at the April meeting.
3. Maintain and keep all financial records for no fewer than seven fiscal years.
4. Annually submit to the finance review committee all of the year's accounting records for an end of year review. This submission should take place in June.
5. Inform the membership of the financial review report outcome at the September meeting.
6. Any surplus remaining in the NVAPA operating account at the end of the year may remain in the account or may be transferred to the scholarship account upon the recommendation of and approval by the executive board.
7. Pass all financial records to the incoming vice president of finance once the financial review committee has completed its work.
8. Alumnae chapters and individual members will be invoiced annually no later than August 15. Invoices will be sent to the alumnae president, alumnae treasurer, or to the individual member based on contact information submitted by June 1.
9. Collect dues each year no later than the November meeting.
10. Submit invoiced dues of \$50.00 to the National Panhellenic Conference no later than October 1. If a check is to be mailed, factor in mailing time in order to meet the October 1 deadline. It is recommended that the check be mailed as soon as the invoice is received from NPC in August.
11. Obtain signature of president on all checks in excess of \$250. In addition, verification of disbursement request of in an amount equal to or exceeding \$250.00 shall be required.
12. Ensure that the request for reimbursement form and copies of receipts accompany any request for reimbursement. Requests for reimbursement must be received no later than 30 days after the conclusion of the event. In no case shall reimbursement requests be made later than May 31.
13. Write checks or use electronic means for all verified requests for reimbursement received during her term of office.
14. Coordinate with the chairman of each special event or fundraising event to collect the money and disburse payments.
15. Maintain the association's on-line BB&T account and password.
16. Maintain the association's PayPal account.
17. Periodically transfer funds from the PayPal account into the NVAPA operating checking account.
18. Deposit all checks received no later than 14 days after receipt.
 - a. Deposit all funds received for dues or other income (except scholarship) into the operating account no later than 14 days after receipt.
 - b. Deposit all funds for scholarships into the scholarship account no later than 14 days after receipt.
19. Annually submit the IRS 990-N e-postcard no later than October 15 in accordance with IRS rules. Submit as soon as possible after the close of the fiscal year on June 30. In any case, filing should not be any later than the October 15 date.
20. Maintain a copy of the successful filing. Send a copy of confirmation to the NVAPA president and to the National Panhellenic Conference Alumnae Panhellenic area coordinator.

21. Coordinate with the chairman of the scholarship committee the distribution of the scholarship funds to the recipient's college or university no later than August 1.
 22. Prior to the May play selection event, provide a play deposit check to the fundraising committee chairman or her designee, made out to the Little Theater of Alexandria. The check must have the required dual signatures.
 23. Pay the balance of the monies due to the Little Theater of Alexandria by the due date. The check must have the required dual signatures.
- E. The vice president of communication shall:
1. Maintain, update and distribute the membership roster.
 2. Distribute delegate information forms to the delegates and presidents no later than May 15. Set June 1 as the due date for receipt of updated information forms.
 3. Coordinate postings on the NVAPA website with the webmaster.
 4. Distribute communications to the membership as requested.
 5. Prepare the monthly newsletter for distribution no later than the 4th Wednesday of each month, August through May. Coordinate monthly newsletter preparation with the editor, if one is appointed.
 6. All newsletter items must be received from membership and executive board members no later than the 15th of each month.
 7. Send meeting notifications to the membership no later than 2 weeks prior to the meeting. Coordinate the information needed with the vice president of programming.
 8. Coordinate and monitor all postings on the social media accounts making sure that all content current and correct. This may be done with the assistance of an appointed social media volunteer, if needed.

Section 5. Special appointments

The Executive Board may appoint:

- A. An editor to assist the vice president of communication with the production of a newsletter. She may be a delegate, non-voting delegate, or any member of any NPC member group.
- B. A webmaster to assist the vice president of communication with the maintenance of the NVAPA website. She may be a delegate, non-voting delegate, or any member of an NPC member group.
- C. A social media volunteer(s) to assist the vice president of communication with maintenance of social media accounts and making sure the content is up to date and current.
- D. Any additional volunteers to support the work of the association.

Section 6. Standing committees

A. Scholarship committee shall:

1. Meet no later than membership meeting in September to plan the scholarship program for the year.
2. Develop a communication plan for dissemination of scholarship information and application.
3. Contact all Fraternity/Sorority Advisors for Virginia universities and colleges where NPC member groups are located and provide the scholarship information and application no later than October 1 with a deadline of November 30.
4. Forward the forms and narrative to the webmaster for posting on the NVAPA website.
5. Provide updated scholarship information to the president for inclusion in the APH annual report. Scholarship information is then posted by the NPC office for the ensuing year on its website.
6. Determine scholarship recipients no later than the first week of March.

7. Notify and invite scholarship recipients to the spring Panhellenic Excellence recognition event no later than the first week of March. RSVPs should be sent to the scholarship committee chairman within three weeks of the invitation.
 8. Notify each applicant, by email, of the final decision on her application.
 9. Provide the vice president of finance with the name of the scholarship recipient, student information, and college or university mailing address for the distribution of funds.
 10. In the event a recipient does not attend the institution of higher learning during the semester for which the scholarship funds are allocated, the funds shall be returned to the NVAPA scholarship account.
- B. Community service committee shall:
1. Coordinate with Ellie's Hats all donations, community service opportunities, and promote the opportunities within the community.
 2. Coordinate all community service and philanthropic activities of NVAPA. Work with chairmen of special community service committees to facilitate promotion of the activity.
 3. Collect service hours from the NVAPA member groups no later than the last week of April and submit the total to the president for inclusion in the NPC alumnae Panhellenic annual report.
 4. Promote all community service and philanthropic activities of member groups of NVAPA.
- C. Fundraising committee shall:
1. Coordinate all fundraising activities for the NVAPA scholarship program.
 2. Coordinate all fundraising activities that may be undertaken for philanthropic activities or support of a college Panhellenic.
 3. Attend the play lottery in May at the Little theater of Alexandria.
 4. Obtain a check for the play deposit from the vice president of finances prior to the play lottery in May.
 5. Coordinate the announcement of the play name and date with the vice president of communication for distribution to the alumnae member groups.
 6. Plan, coordinate, and host the play reception.
 7. Obtain the tickets from the Little Theater of Alexandria and distribute to the NVAPA membership by the first meeting of the year.
 8. NPC member organizations represented by an individual member will be responsible for at least one (1) ticket and she may request additional tickets.
- D. Governing documents committee shall:
1. Review the bylaws and standing rules no later than October.
 2. Propose amendments to the governing documents as appropriate.
 3. Send proposed bylaws amendments to the NPC Alumnae Panhellenic area coordinate for review and comment prior to any vote.
 4. Seek comment from members on proposed amendments.
 5. Distribute copies of bylaws to the membership in unmarked form.
 6. Present proposed bylaws amendments to the membership no later than the February meeting to allow for comment and discussion.
 7. Present proposed changes to the standing rules that affect the member groups two weeks prior to a vote.
 8. Schedule governing documents approval vote to take place no later than the April meeting.
 9. Maintain and update, as required, the officer and committee rotation chart following the guidelines in Article X, if the rotation needs to be updated following the addition or withdrawal of an NPC group from NVAPA.

Section 7. Special committees

A. Programming committee shall:

1. Work with the vice president of programming to plan programs for the monthly meetings
2. Coordinate with the vice president of programming any special events NVAPA may undertake.

B. P.A.L.S. (Panhellenic Alumnae Ladies in Service) committee shall:

1. Send cards of congratulations, condolences, best wishes to undergraduate chapters, college Panhellenics, alumnae Panhellenics or any individual or group as requested.
2. Report monthly to the members on activities of note.

C. Women of Inspiration committee shall:

1. Consist of women selected by the committee chairman. Members need not be current delegates or non-voting delegates.
2. Meet early in the year to determine if changes to the nomination forms and letter are needed.
3. 3. Send all nomination forms and documents, including a letter, to the member chapter presidents no later than January.
4. Request the webmaster post the documents on the NVAPA website.
5. Purchase the awards to late than February 28.
6. Determine the outstanding Women of Inspiration recipients (Emerging Leader and Leading with Experience) from the nominees submitted.
7. Nominees must be active, dues-paying members of their alumnae chapter that is a member of NVAPA.
8. Emerging Leader nominees have been out of school for 1-15 years.
9. Leading with Experience nominees have been out of school for 16+ years.
10. Communicate the location, time and date of any recognition event to the alumnae chapter president with the expectation that the information will be sent to the nominees by the alumnae chapter president or delegate.
11. Prepare a program for the recognition event.
12. Submit all receipts and reimbursement request forms to the vice president of finance no later than the recognition event.
13. Coordinate donation to the NPC Foundation in honor of all nominees with the vice president of finance.
14. Send announcement of nominees, Emerging Leader and Leading with Experience to webmaster for posting on the NVAPA website.

D. Circle of Sisterhood committee shall:

1. Plan and organize an annual fundraiser to benefit the Circle of Sisterhood Foundation.
2. Provide information and education to the NVAPA membership regarding the foundation's mission and goals.
3. Committee members are not assigned. Committee membership consists of those interested volunteers.

E. Special events committee shall:

1. Plan and execute any special events planned (i.e., fundraising or programming) and coordinate with the appropriate committee chairman or executive board member. Committee membership is composed of volunteers.
2. Plan and execute any programming activity with the vice president of programming. Committee membership is composed of volunteers.
3. Coordinate with the vice president of communication to provide detailed information of the event to the alumnae chapter presidents, delegates, and non-voting delegates.

F. Presidents Circle

1. Membership of this committee will consist of former NVAPA presidents.
2. Presidents who have served within the previous five years will be members.
3. The Presidents Circle will serve in an advisory capacity when counsel might be sought by the executive board.

Section 8. Electing a president

When the vice president of programming is no longer a delegate and unable to accede to the office of president, a president shall be elected according to the following procedures:

- A. The vice president of communication shall email the voting delegates, notifying them of the situation and calling for volunteers from those who have served previously as president, vice president of programming, vice president of records, vice president of finance, or vice president of communication.
- B. Volunteers who wish to serve as president shall submit their name to the Alumnae Panhellenic area coordinator.
- C. The Alumnae Panhellenic area coordinator shall forward the names of the eligible volunteers to the NVAPA president.
- D. The vice president of programming shall conduct a secret ballot election among the voting delegates, either electronically or in person, in accordance with the NVAPA bylaws.

Section 9. Filling an officer vacancy other than president

Should a vacancy of an officer position held by an individual member occur, the remaining executive board members will seek eligible members of NVAPA interested in serving the unexpired term.

- A. Anyone interested will submit a written statement to the president indicating her interest.
- B. It is the responsibility of the remaining officers to provide the necessary information to the applicant as to the responsibilities and expectations of the office being filled.
- C. The executive board will then select the person best qualified to fill the vacancy.

Section 10. Assigning delegates to committees

The president shall follow these guidelines when assigning delegates to membership on the standing committees. It should be noted that it is the NPC member group that is assigned rather than an individual being assigned to a committee.

- A. The chairman of a committee is assigned according to the current rotation. The delegate of the group is the chairman of the committee and the non-voting delegate is a member of that same committee.
- B. The delegate of a group holding an executive board position is not assigned to a committee. The non-voting delegate of that group will be assigned to a committee.
- C. The delegate and the non-voting delegate for a group rotating into committee chairmanship in the subsequent year will be members of the committee. The delegate will serve as the incoming chairman.
- D. In the event that a member group will be chairing a committee in a subsequent year and that group is an executive board member in the current year, the president shall assign the non-voting delegate to that committee.
- E. All committee assignments are approved by the executive board.

Section 11. Updating the officer and committee rotation

When an NPC member group joins or withdraws from NVAPA, the governing documents committee chairman updates the NVAPA officer and committee rotation according to these guidelines:

- A. New groups to NVAPA shall be incorporated into the rotation after a minimum of one year of active participation.
- B. Inactive groups shall be removed from rotation after one year of inactivity and/or non-payment of dues and after the president has exercised attempts to inform the group of the removal from NVAPA.
- C. The president and vice president of programming rotations do not change until the rotation begins anew (i.e. the presidency is assigned to the alphabetically-first group).
 - 1. New group(s) may be incorporated into president and vice president of programming assignment after the assignments begin anew.
 - 2. When a group leaves NVAPA, the assignment of president rotates to the next group in the rotation. If the assignment was to be within the current or subsequent year, then follow the guidelines found in Article VII.
- D. The group assigned to vice president of programming shall rotate to president.
- E. The group assigned to president shall not hold an office or chairmanship immediately following the role of president.
- F. New group(s) shall be assigned a committee chairmanship as the group's first rotation.
 - 1. The chairmanship shall be assigned the second year after the incorporation into the rotation such that the group shall be the incoming chairman during the first year of incorporation into the rotation.
 - 2. It is up to the new group to determine their readiness to provide a delegate who will be able to meet all requirements of the position.

Section 12. Leadership forum

- A. A leadership forum for alumnae chapter leadership should be held annually at the same time as the delegate meeting.
- B. The president and vice president of programming will coordinate the planning and execution of the forum.
- C. Topics will be developed by the president and vice president of programming.
- D. Promotion of the forum will be presented to all delegates, non-voting delegates, and alumnae chapter presidents at the beginning of the NVAPA year so that leadership may add the date to their calendar.

Section 13. Awards and Recognition

- A. Presidents' Award – The purpose is to recognize a voting or non-voting delegate who has exhibited outstanding dedication to the association through successful performance of a special project.
- B. Leadership Award – The purpose of this award is to recognize a voting or non-voting delegate who has exhibited outstanding leadership within the alumnae Panhellenic.
- C. Community Service Award – The purpose of this award is to recognize one or more alumnae chapters that exhibit dedication to service in the community by their alumnae chapter members.

Section 14. Meeting norms

- A. All cell phones shall be turned to vibrate during the meeting and programming.
- B. All members shall observe proper etiquette while discussing business.