

**STANDING RULES
MELBOURNE ALUMNAE PANHELLENIC, INC.**

Adopted _____, 2020

I. SELECTION OF DELEGATES AND ALTERNATES

Section 1. Sororities with only one member.

If a sorority is represented in MAP by only one individual member, that member shall be the delegate of the sorority.

Section 2. Sororities with two or more members.

If a sorority is represented in MAP by two or more individual members, the members of the sorority shall select which among them shall be the delegate of the sorority, and which shall be the alternate delegate.

Section 3. Term.

Delegates and alternates to MAP shall serve for a term of one year commencing September 1. After May 31 and before September 1, each delegate shall communicate with the members of her sorority who participate in MAP and they shall select a delegate and alternate delegate who shall serve for the following year. The outgoing delegate shall advise the recording secretary and corresponding secretary who shall serve as incoming delegate and alternate delegate no later than September 1.

II. SCHOLARSHIPS

Section 1. Scholarships Awards:

Scholarships may be awarded each year to one or more applicants who:

- Are female
- Graduated from a Brevard County high school (public or private)
- Attend a Florida college/university (public or private)
- Have at least a 3.0 grade point average on a 4.0 scale
- Are active members in good standing of an NPC affiliated sorority and
- Have not previously received a scholarship award from MAP

Section 2. Scholarship Amounts:

The amount available for scholarship awards shall be determined annually at the beginning of each year, as provided in the budget. The number of scholarship awards, and the amount of each, shall be determined by the scholarship committee after reviewing all applications submitted by the deadline set by the committee.

III. FINANCES

Section 1. Banking Accounts:

MAP shall maintain a checking account, money market account and may have a savings account.

Checks shall require two signatures: treasurer and one other officer, except that checks in an amount less than \$100 may have only one signature.

Executive board approval is required for payment of expenditures that are not accompanied by a receipt, and for payment of expenditures that exceed the amount budgeted for the expenditure.

The banking accounts are vehicles for both the operating fund and the project fund, as described below. All transactions pertaining to each such fund shall be kept separate in MAP accounting procedures.

From time to time monies may need to be spent after the expiration of the prior year's budget on May 31, and before adoption of the current year's budget in September. In such a case, the executive board may authorize the treasurer to make such disbursements as the board deems necessary or advisable. Any such disbursement shall be reflected in the current year's budget when it is finalized.

Section 2. Operating Fund:

Operating fund monies shall come only from dues and assessments.

Operating fund monies shall be budgeted and expended only for:

- Administrative expenses of MAP
- Committee expenses
- A sympathy card upon the death of a member's husband or child
- A donation to the MAP memorial scholarship account upon the death of a member, in her name.

Operating fund monies not used in a given year shall remain in escrow for the operating fund to be allocated as needed. Where funds are budgeted for expenses that do not occur each year, these funds shall remain allocated to the budgeted area.

Section 3. Project Fund:

Project fund monies shall come from fund-raising projects, bank and investment interest and donations. The project fund is made up of three accounts, each as described below.

Project fund monies shall be budgeted and expended only for scholarships and scholarship committee administrative expenses. Project fund monies must be earned and deposited prior to being budgeted for expenditure (i.e. the monies earned by the spring of one year may not be awarded until the following spring.) Scholarship committee administrative expenses include, but are not limited to, the cost to entertain as guests at a banquet:

- Scholarship recipients
- Memorial scholarship recipients
- Maximum of two guests per recipient.

A. Scholarship Account:

The scholarship account is an account within the project fund. This account is funded with monies from fund-raising projects, bank and investment interest and donations. The scholarship account shall be administered by the scholarship committee. The account is established to promote advanced education and sorority affiliation through scholarships to qualified, deserving women. Scholarship monies shall be given directly to each recipient via check in May, in person when possible, upon verification of continued enrollment for the subsequent term.

B. Memorial Scholarship Account:

The memorial scholarship account is an account within the project fund. This account is funded with monies donated in memory of family or friends. These funds shall be held until a minimum of \$500 is attained, at which time a memorial scholarship may be awarded by the scholarship committee.

C. Invested Funds Account:

The invested funds account is an account within the project fund. This account is established to allow accrual of funds of no less than \$40,000. The account shall accrue from interest earned on monies in the money market account and monies in excess of current budgeted needs of the scholarship committee.

Amounts in excess of the \$40,000 minimum may be used to keep scholarship monies at an acceptable level. The scholarship committee must make a request to the executive board for monies from this account. If the executive board approves, the executive board will make a recommendation to the delegates for a vote.

Invested funds may be withdrawn only for deposit into the checking account for payment of scholarships and scholarship committee expenses.

IV. PAYMENT OF DUES

Section 1. Delinquent Members.

Any member who is delinquent in dues will be considered as having elected to withdraw from MAP. She shall be removed from the membership roster and her name shall not appear in the yearbook.

Section 2. New Members and Reinstatements.

New members, or those who elect to be reinstated at any time prior to February 1 may join or rejoin MAP upon payment of full annual dues. After January 31, dues are assessed at one-half.

Section 3. Prospective Members.

Prospective members may attend two regular meetings as guests without paying dues.

V. ELECTRONIC MEETINGS AND VOTING

Section 1. Login information.

The corresponding secretary shall send by e-mail to every member of the executive board, in the case of a board meeting, or to every member of MAP, in the case of a membership meeting, at least three days before each meeting, the time of the meeting, the URL and codes necessary to connect to the internet meeting service, and, as an alternative and backup to the audio connection included within the internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The corresponding secretary shall also include a copy of, or a link to, these rules.

Section 2. Login time.

The moderator of the meeting shall schedule internet meeting service availability to begin at least 15 minutes before the start of each meeting.

Section 3. Quorum calls.

The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list

of participating delegates.

Section 4. Technical requirements and malfunctions.

Each attendee is responsible for her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, an attendee's individual connection prevented participation in the meeting.

Section 5. Forced muting.

The presiding officer may cause or direct the muting of an attendee's connection if it is causing undue interference with the meeting.

Section 6. Interrupting a member.

An attendee who wishes to interrupt a speaker shall use the designated feature for so indicating, and shall thereafter wait to be recognized by the presiding officer before interrupting the speaker by voice.

Section 7. Voting.

Votes shall be taken by electronic roll call or by audible roll call. The presiding officer's announcement of the voting result shall include the number of delegates voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

Section 8. Video display.

If the number of participants is too large for all to be displayed simultaneously, a video of the presiding officer shall be displayed throughout the meeting, and the video of the member currently recognized to speak or report also shall be displayed.