**ALUMNAE PANHELLENIC MODEL BYLAWS**

**Bylaws of [name] Alumnae Panhellenic Association**

**ARTICLE I. Name**

The name of this organization shall be the [name] Alumnae Panhellenic Association, affiliated with the National Panhellenic Conference (NPC).

**ARTICLE II. Object**

The object of the [name] Alumnae Panhellenic Association shall be to develop and maintain sorority life and interfraternal relations at a high level of accomplishment and in so doing to:

* Promote intersorority friendship and cooperation.
* Publicize the high ideals, purpose and accomplishments of the sorority community.
* Stimulate interest and participation of alumnae members in NPC sororities.
* Advance interest in community service and philanthropic efforts.
* Provide qualified students with financial assistance through scholarships or loans.

*NOTE: All of these objectives do not need to be included. Add those of significance to the group.*

**ARTICLE III. Membership**

***Note: This article is required.***

Alumnae of any NPC sorority may become members of the [name] Alumnae Panhellenic upon payment of prescribed dues.

Section 1. Membership classification

There shall be four membership levels: regular, provisional, associate, and individual.

1. Regular members shall be from those sororities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.
2. Provisional members shall be from those sororities that have not fully qualified for active membership in NPC, but which have been admitted to associate membership.
3. Associate members shall be from local, regional or inter/national non-NPC sororities that apply for associate membership of the [name] Panhellenic Association. An associate member may be expelled for cause by a majority vote of the Panhellenic Council.
4. Individual members shall be from NPC member organizations that do not have a local alumnae group within the area.

*NOTE: Once an alumnae chapter is established and joins the Alumnae Panhellenic, alumnae chapter representation of that NPC member organization replaces the individual membership.*

Section 2. Privileges and responsibilities of membership

1. Duty of compliance. All members, without regard to membership class, must comply with all NPC Unanimous Agreements and be subject to these [name] Alumnae Panhellenic Association bylaws and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Alumnae Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

*NOTE: List other privileges and responsibilities here.*

**ARTICLE IV. Officers and Duties**

Section 1. Officers

The officers of the [name] Panhellenic Association shall be president, vice president, secretary and treasurer.

*NOTE: List specific additional officers here.*

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the membership classification:

1. Members of sororities holding regular membership in the [name] Alumnae Panhellenic Association are eligible to serve as officers.
2. Members of sororities holding provisional membership in the [name] Alumnae Panhellenic Association are not eligible to serve as officers.
3. [Choose one of the following clauses:

[Members from sororities holding associate membership in the [name] Alumnae Panhellenic Association shall be eligible to serve as officers if the offices are held by rotation.

[Members from sororities holding associate membership in the [name] Alumnae Panhellenic Association shall be eligible to serve as officers except for that of president.

[Members from sororities holding associate membership in the [name] Alumnae Panhellenic Association shall not be eligible to serve as officers.]

1. Individual members from NPC sororities in the [name] Alumnae Panhellenic Association shall not be eligible to serve as officers but may serve as committee chairs or on a committee.

*NOTE: This is for Alumnae Panhellenics composed of alumnae chapter membership with individual members that use a rotation selection of officers rather than election. For an Alumnae Panhellenic composed of all individual members, there is no limitation on members being able to hold office.*

Section 3. Officer selection

*NOTE: NPC strongly recommends the rotation of officers to avoid domination by any one sorority in the association. Rotation may be established by the order in which each sorority signed the petition for affiliation with the Alumnae Panhellenic, by alphabetical order or by NPC rotation order, which can be found in the Manual of Information.*

[Choose one of the following clauses:

[The offices of president, vice president, secretary and treasurer [list specific additional officers, if applicable] of the [name] Alumnae Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation in the [name] Alumnae Panhellenic Association. If a member from the sorority in order of rotation is not prepared to serve as a designated officer, the Alumnae Panhellenic Association will determine how the office shall be filled.

[The offices of [list specific officers] of the [name] Alumnae Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation to the [name] Alumnae Panhellenic Association. If a member from the sorority in order of rotation is not prepared to serve as a designated officer, the [name] Alumnae Panhellenic Association shall determine how the office shall be filled. The offices of [list specific officers] of the [name] Alumnae Panhellenic Association shall be elected by ballot. When there is only one nominee for an office, that nominee shall be declared elected.

[The offices of president, vice president, secretary and treasurer [list specific additional officers, if applicable] of the [name] Alumnae Panhellenic Association shall be elected by ballot. When there is only one nominee for an office, that nominee shall be declared elected.]

*NOTE: Each sorority has a responsibility to provide leadership, but an Alumnae Panhellenic cannot stipulate which delegate represents an organization. Each sorority has the right to select its own delegate. However, if the delegate from the sorority in order of rotation is not prepared to serve as president, that sorority shall relinquish its place to the next sorority in order of rotation. The sorority so passed may resume its place the following year, and normal rotation shall be resumed.*

Section 4. Office-holding limitations

No two officers may serve more than two consecutive terms in the same office.

Section 5. Nomination procedure

*NOTE: This needs to be included only if officers or committee chairs are elected. If not, delete this section and renumber accordingly.*

A Nominating Committee of [number] members shall be elected by ballot by the [name] Alumnae Panhellenic Association or by the Executive Board members. A majority vote shall elect. Nominating Committee members shall elect their own chair. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position; specify a time to present the Nominating Committee report; declare a time for the elections; and provide for a provision that nominations be received from the floor.

Section 6. Term

The officers shall serve a term of one year or until their successors are selected. The term of office shall begin [insert when term begins, such as upon election or at the close of the installation meeting] in [month]. Every sorority shall be prepared to hold office in turn, and it shall be expected that the delegate who has progressed to the presidency or vice presidency shall have had at least one year of experience or more in the council or association.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the [name] Alumnae Panhellenic Association. For offices other than president, the alternate delegate serves in the office the remainder of the term. For president only, the next member organization in rotation of offices shall fill the vacancy.

Section 8. Vacancies

Vacancies for an office can be filled by the Executive Board or by the delegate’s alternate for the unexpired term except in the case of the president.

Section 9. Officer duties

1. The president shall:
   * Preside at all meetings of the [name] Alumnae Panhellenic Association.
   * Preside over all meetings of the Executive Board, if one exists.
   * Serve as an ex-officio member of all Alumnae Panhellenic Association committees, except for the Nominating Committee, if one exists.
   * Appoint all committees subject to the approval of the Executive Board, if one exists, except where otherwise provided in these bylaws. *NOTE: If the Executive Board does not exist, then replace with “approval of the voting body.”*
   * Establish a job description for each officer.
   * Maintain the official files of the association.
   * Review the bylaws.
   * Engage in regular communication with assigned NPC area coordinator.
   * Submit all reports requested by the NPC Alumnae Panhellenics Committee, including names of new officers, to the NPC office and the area coordinator by the date established by NPC.
2. The vice president shall:
   * Perform the duties of the president in the event of the president’s absence or inability to act.
   * Serve as an ex-officio member of all committees except the Nominating Committee, if one exists.
   * Perform all other duties as assigned.
3. The secretary shall:
   * Keep an accurate roll of the members of the [name] Alumnae Panhellenic Association.
   * Record minutes of all association and Executive Board meetings, if an Executive Board exists.
   * Arrange for proper notice of all meetings.
   * Prepare the directory for the succeeding administration and send a copy to the NPC area coordinator.
   * Send a copy of any proposed amendment to these bylaws to the NPC area coordinator for her review and comment prior to a vote.
   * Send copies of minutes to the NPC area coordinator.
   * Upload copies of minutes and updated bylaws to FS Central.
   * Perform all other duties as assigned.
4. The treasurer shall:
   * Supervise the finances of the [name] Alumnae Panhellenic Association.
   * Prepare the annual budget.
   * Receive all payments due to the Alumnae Panhellenic Association, collect all dues and give receipts.
   * Maintain current financial records and give a financial report at each regular meeting of the association and an annual report at the close of her term of office.
   * Submit dues as invoiced by the NPC office to NPC no later than the date established by NPC.
   * Perform all other duties as assigned.

*NOTE: Where it is advisable or necessary to provide for additional officers, outline their duties in this section.*

**ARTICLE V. Structure and Organization**

Section 1. Authority

The governing body of the [name] Alumnae Panhellenic Association shall be vested in the Panhellenic Council.

Section 2. Composition and privileges

The [name] Alumnae Panhellenic Association must be composed of one delegate and one alternate delegate from each regular, provisional, associate and individual member classification. The delegates shall be the voting members of the Panhellenic Association. There is one vote per NPC member organization regardless of the number of alumnae chapters in the area or the number of individual members represented in the association. The alternate delegates have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both the delegate and alternate delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the association president. The delegates and alternates shall be announced by each representative sorority in [month].

Section 3. Selection of delegates and alternates

Delegates and alternates to the [name] Alumnae Panhellenic Association shall be selected by their respective sororities to serve for a term of one year commencing [insert when the term begins, such as upon selection by the alumnae chapter or at the beginning of this association’s fiscal year].

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the member sorority to select a replacement within [number] weeks and to notify the [name] Alumnae Panhellenic Association secretary of her name, address and telephone number.

Section 5. Regular meetings

Regular meetings of the [name] Alumnae Panhellenic Association shall be held at a time and place established at the beginning of each fiscal year.

Section 6. Annual meeting

The annual meeting of the [name] Alumnae Panhellenic Association shall be held during the month of [name]. The purpose of the annual meeting shall be to elect officers, present annual reports, install officers for the ensuing year and conduct any other business that may properly come before the delegates. *NOTE: If all offices are held by rotation, delete the statement for the election of officers from this paragraph.*

Section 7. Special meetings

Special meetings of the [name] Alumnae Panhellenic Association may be called by the president when necessary and shall be called by the president upon the written request of no less than one-fourth of the member sororities of the association. Notice of each special meeting of the [name] Alumnae Panhellenic Association shall be sent to each member of the association at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8: Means of Communication

The Alumnae Panhellenic Association may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates may simultaneously hear one another and participate in the proceedings during the meeting.

*NOTE: If meeting electronically or via conference call is not possible, the Alumnae Panhellenic Association delegates can vote electronically. These votes should be limited to votes that are absolutely necessary. If these votes take place, they must be ratified at the next in-person Alumnae Panhellenic Association meeting and reflected in the meeting minutes.*

Section 9. Quorum

Two-thirds of the delegates from the member sororities of the [name] Alumnae Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote requirements

1. Proposed motions on issues that impact a sorority as a whole must be announced at a previous meeting to allow opportunity for alumnae chapter input before a vote may be taken on the issue.
2. A majority vote of the [name] Alumnae Panhellenic Association shall be required, unless otherwise specified in these bylaws, to approve adoption of all votes. *NOTE: See Article X for specific voting requirements to amend these bylaws.*

**ARTICLE VI. Executive Board**

*NOTE: This article is optional; include it if the Alumnae Panhellenic has a separate Executive Board made up of officers who meet in the interim of regular Alumnae Panhellenic Association meetings. In the absence of a separate Executive Board, remove this article and renumber the remaining articles.*

Section 1. Composition

The composition of the Executive Board shall be the [list officers]. The immediate past president shall serve as delegate-at-large, and has a voice but no vote.

Section 2. Duties

The Executive Board shall administer routine business, have general supervision of the affairs of the organization, receive and consider recommendations from the standing committees and perform such other duties as defined in these bylaws and has been approved for action by association vote. At the next regular meeting of the [name] Alumnae Panhellenic Association through the secretary, the Executive Board shall report all action it has taken in the interim and record the action in the minutes of that meeting.

Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each fiscal year.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by the president upon the written request of two members of the Executive Board.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

**ARTICLE VII. Committees**

Section 1. Standing and special committees

1. The standing committees of the [name] Alumnae Panhellenic Association shall be [list standing committees here.] *NOTE: Standing committees will vary based on need of the association; the number of committees required depends on the size of the Alumnae Panhellenic. Some standing committees helpful to Alumnae Panhellenics are bylaws, membership, programming, scholarship, publicity, and philanthropy/community service.*
2. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

The [president or Executive Board or [name] Alumnae Panhellenic Association] shall appoint members and chair of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member sororities as much as possible. The president and vice president shall be ex-officio members of all committees except the Nominating Committee.

Section 3. Duties

The chair of each standing committee shall give an annual written report to the president prior to the annual meeting.

Section 4. Leadership

Only delegates of sororities with regular or individual membership in the [name] Alumnae Panhellenic Association may serve as chairs of standing or special committees. Delegates and alternates of sororities holding regular, associate, provisional or individual membership may serve on committees.

**ARTICLE VIII. Finances**

Section 1. Fiscal year

The fiscal year of the [name] Alumnae Panhellenic Association shall be from [month, day] to [month, day] inclusive.

Section 2. Contracts

Dual signatures of the [name the officers, such as the president and the treasurer or the treasurer or some other protective arrangement] shall be required to bind the [name] Alumnae Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the [name] Alumnae Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: [name the officers, such as the president and the treasurer or some other protective arrangement]. Protective arrangements may include that payment requests be verified prior to the writing of checks or payments.

Section 4. Payments

All payments due to the [name] Alumnae Panhellenic Association shall be received by the treasurer, who shall record them. Checks or electronic payments shall be made payable to the [name] Alumnae Panhellenic Association.

Section 5. Dues

*NOTE: Specify whether dues will be charged per person or per sorority. The projected budget will determine the dues. Depending on the type of organization, dues may be assessed by alumnae chapter, by individual membership or by a combination (per organization plus per capita). Set a maximum so that large chapters will not be penalized. Also, keep in mind that an individual alumna representing a sorority without an organized alumnae group must not be assessed so much that the membership is a financial burden.*

1. NPC Alumnae Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. [Name] Alumnae Panhellenic Association membership annual dues shall be an assessment [per member or per sorority or using a combination of charges per member and per sorority].
   * The amount of such dues for the next fiscal year shall be determined by the [name] Alumnae Panhellenic Association no later than [insert the month that is at least four months prior to the start of your fiscal year] of that year.
   * [Name] Alumnae Panhellenic Association dues shall be payable on or before [month, day].
   * Each sorority shall be responsible for the collection of dues from its own members and shall forward such dues to the treasurer of the [name] Alumnae Panhellenic Association, together with a list of paid members, signed by the president of each sorority. *Note: Include this only if you have sorority organization membership.*
   * Dues of an individual member shall be less than those for alumnae chapter representation. *Note: Include this only if you have both regular and individual membership classification.*

Section 6. Fees and assessments

The [name] Alumnae Panhellenic Association shall have the authority to determine fees and assessments as may be considered necessary.

**ARTICLE IX. Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the [name] Alumnae Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the association may adopt.

**ARTICLE X. Amendment of Bylaws**

These bylaws may be amended at any regular or special meetings of the [name] Alumnae Panhellenic Association by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for alumnae chapter input.

**ARTICLE XI. Dissolution**

*NOTE:* *This article is required.*

Section 1. Dissolution process

1. When the delegates of an Alumnae Panhellenic Association have reached a decision to no longer maintain the association’s active status with the National Panhellenic Conference, they shall send a notification, including the motion to dissolve the association, by email or letter to all association members remaining on record, to the Alumnae Panhellenic Chair, to the assigned Alumnae Panhellenics area coordinator and to the NPC office.
   1. The notification shall include the time, date, location and/or method for how the Alumnae Panhellenic Association members will vote on dissolution. The recommended notification time should be at least two weeks prior to the date of the vote. If a meeting is not held, members may vote by email or letter.
   2. The motion of dissolution shall include but not be limited to the name of the association, the dissolution date and that all remaining assets shall be distributed to the National Panhellenic Conference Foundation.
   3. Copies of all records of the dissolution shall be sent to the National Panhellenic Conference office, the assigned Alumnae Panhellenics area coordinator and the Alumnae Panhellenics Committee chair.
2. In the event of the dissolution, none of the assets of the association shall be distributed to any members of the association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference Foundation.