

## **Bylaws of Kingwood Area Alumnae Panhellenic Association**

### **ARTICLE I. Name**

The name of this organization shall be the Kingwood Area Alumnae Panhellenic Association, affiliated with the National Panhellenic Conference, heretofore referred to as "KAAPA".

### **ARTICLE II. Object**

The object of KAAPA 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.
- Maintain files on potential new members for the reference of NPC member organizations.
- Cooperate with area colleges, universities and college panhellenics to study and help resolve issues of common interest.

### **ARTICLE III. Membership**

Alumnae of any NPC sorority may become members of KAAPA upon payment of prescribed dues.

#### Section 1. Membership classification

There shall be one membership levels:

- A. 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.

#### Section 2. Privileges and responsibilities of membership

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

### **ARTICLE IV. Officers and Duties**

#### Section 1. Officers

The officers of KAAPA shall be president, vice president of finance, vice president of membership and public relations, vice president of recruitment, and vice president of scholarship. These officer positions compose the KAAPA Executive Board.

#### Section 2. Eligibility

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

- A. Members of sororities holding regular membership in the KAAPA Alumnae Panhellenic Association are eligible to serve as officers.

#### Section 3. Officer selection

The offices of president, vice president of finance, vice president of membership and public relations, vice president of recruitment, and vice president of scholarship of KAAPA shall be elected by ballot. When there is only one nominee for an office, that nominee shall be declared elected.



#### Section 4. Nomination procedure

A Nominating Committee made up of a quorum of Executive Board members shall present a ballot for KAAPA membership. A majority vote shall elect. 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 5. Term

The officers shall serve a term of one year or until their successors are selected. The term of office shall begin in June or upon election.

#### Section 6. Removal

Any officer may be removed for cause by a majority vote of KAAPA members.

#### Section 7. Vacancies

Vacancies for an office can be filled by the Executive Board.

#### Section 8. Officer duties


##### A. The president shall:

- Preside at all meetings of KAAPA.
- Preside at all meetings of the Executive Board, if one exists.
- Set KAAPA meeting agenda
- Keep summary meeting notes from KAAPA meeting
- 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 except where otherwise provided in these bylaws.
- Establish a job description for each officer.
- Maintain the official files of the association.
- Review the bylaws.
- Serve as representative at Houston Alumnae Panhellenic Association (HAPA) and keeps abreast of HAPA events and information requests
- 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.
- Write thank you notes to each sorority head in charge of writing potential new member recommendation letters.

##### B. The vice president of finance shall:

- Supervise the overall finances of KAAPA.
- Prepare the KAAPA annual budget.
- Receive all payments due to the Alumnae Panhellenic Association, collect all dues and give receipts.
- Provide quarterly status reports on KAAPA finances to Executive Board.
- 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.

##### C. The vice president of membership and public relations shall:

- Organize all KAAPA events (e.g. membership, social and philanthropic events).
  - Create and submit all KAAPA press releases.
  - Maintain all online communications including [www.kingwoodpanhellenic.com](http://www.kingwoodpanhellenic.com) and social media (e.g. Facebook, Instagram and Twitter).
  - Coordinate continual alumnae outreach and communication (e.g. KAAPA e-newsletter, e-blasts, etc.).
- 

- Perform all other duties as assigned.
- D. The vice president of recruitment:
- Serve as KAAPA main contact regarding all recruitment-related questions and concerns from potential new members.
  - Organize the Sorority 101 informational session(s) for collegiate potential new members.
  - Update Sorority 101 information packet for collegiate distribution.
  - Coordinate continual collegiate outreach and communication.
  - Perform all other duties as assigned.
- E. The vice president of scholarship shall:
- Reach out to university panhellenic associations to create awareness of KAAPA scholarship availability and application process.
  - Collect all KAAPA scholarship applications.
  - Work with a third party committee for scholarship application review and selection process.
  - Coordinate and conduct scholarship award ceremony or presentation.
  - Determine the scholarship(s) fund amount and number of scholarships to be awarded with approval from the president and vice president of finance.
  - Perform all other duties as assigned.

## **ARTICLE V. Structure and Organization**

### Section 1. Authority

The governing body of KAAPA shall be vested in the Panhellenic Council.

### Section 2. Composition and privileges

The KAAPA membership shall be comprised of the regular, active, dues-paying members.

### Section 3. Regular meetings

Regular meetings of KAAPA shall be held at a time and place established at the beginning of each fiscal year which begins on June 1.

### Section 4. Annual meeting

The annual meeting of KAAPA shall be held during the month of May. 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 members.

### Section 5. Special meetings

Special meetings of KAAPA may be called by the president when necessary. Notice of each special meeting of KAAPA 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 6. Vote requirements

- A. A majority vote of KAAPA shall be required, unless otherwise specified in these bylaws, to approve adoption of all votes. *NOTE: See Article IX for specific voting requirements to amend these bylaws.*

## **ARTICLE VI. Committees**

Section 1. No current committees exist at this time. The president and/or Executive Board shall appoint members and a chairman of any potential special or standing committees when a need has been presented to the membership.

- A. Upon presidential and/or Executive Board appointment of chairman and committees KAAPA will adopt the standard language from National Panhellenic regarding committees into the existing bylaws.



## **ARTICLE VII. Finances**

### **Section 1. Fiscal year**

The fiscal year of the KAAPA Alumnae Panhellenic Association shall be from June 1 to May 31 inclusive.

### **Section 2. Contracts**

Dual signatures of the president and vice president of finance shall be required to bind KAAPA on any contract.

### **Section 3. Checks**

All checks issued on behalf of KAAPA shall bear dual signatures. The following shall be authorized to be one of the two required signatures: president or vice president of finance.

### **Section 4. Payments**

All payments due to KAAPA shall be received by the vice president of finance, who shall record them. Checks for payments shall be made payable to KAAPA or Kingwood Area Alumnae Panhellenic Association.

### **Section 5. Dues**

- A. NPC Alumnae Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. KAAPA membership annual dues shall be in the amount of \$30 per member if payment is made via cash or check. Annual dues paid online will include processing fee.

### **Section 6. Fees and assessments**

KAAPA shall have the authority to determine fees and assessments as may be considered necessary.

## **ARTICLE VIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the KAAPA 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 IX. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of KAAPA by a majority vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for alumnae group input.

## **ARTICLE X. Dissolution**

*NOTE: This article is required.*

### **Section 1. Dissolution process**

- A. When the active members of KAAPA have reached a decision to no longer maintain the association's active status with the National Panhellenic Conference, they shall send a notification and motion to dissolve the association by email, letter or fax to all association members remaining on record and to the assigned Alumnae Panhellenic's area coordinator.
  1. The notification shall include the time, date, location and/or method for how KAAPA 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, letter or fax.
  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 NPC office, the assigned Alumnae Panhellenic's area coordinator and the Alumnae Panhellenic's Committee chairman.
- B. 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.

### **STANDING RULES AND POLICIES**

*Note: Currently KAAPA does not have any existing standing rules or policies. Should the President and/or Executive Board choose to implement standing rules and policies they will be adopted from National Panhellenic guidelines and presented to the KAAPA membership for a majority vote.*

