

# **GREATER KANSAS CITY ALUMNAE PANHELLENIC BYLAWS**

**Adopted March 2023**

## **ARTICLE I NAME**

The name of this organization shall be the Greater Kansas City Alumnae Panhellenic, affiliated with the National Panhellenic Conference (NPC).

## **ARTICLE II OBJECT**

The object of the Greater Kansas City Alumnae Panhellenic shall be to develop and maintain sorority life and inter-fraternal relations at a high level of accomplishment and in so doing:

- To promote intersorority friendship and cooperation.
- To publicize the high ideals, purpose and accomplishments of the sorority community.
- To stimulate interest in and participation of alumnae members of NPC sororities.
- To advance interest in community service and philanthropic efforts.
- To provide qualified students with financial assistance through scholarships.

## **ARTICLE III MEMBERSHIP**

Alumnae of any National Panhellenic Conference Fraternity who belong to an Alumnae Chapter within the Greater Kansas City area may become a member group of the Greater Kansas City Alumnae Panhellenic upon payment of the prescribed dues. The Greater Kansas City area includes the following counties: Cass, Clay, Jackson, Platte and Ray in Missouri; Johnson, Leavenworth, Miami and Wyandotte in Kansas. All National Panhellenic Conference Fraternities are welcome for membership in this organization.

### **SECTION 1: Membership Classification**

- 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.
- B. 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.
- C. Associate members shall be from local, regional or inter/national non-NPC sororities that apply for associate members of the Greater Kansas City Alumnae Panhellenic. An associate member may be expelled for cause by a majority vote of the Panhellenic Council.
- D. Individual members shall be from NPC member organizations that do not have a local alumnae group within the area.

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## **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 Greater Kansas City Alumnae Panhellenic 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.

## **ARTICLE IV FINANCE**

**SECTION 1:** The fiscal year of this organization shall be June 1 through May 31.

**SECTION 2:** Each member group represented in this organization shall pay Per Capita Dues to the organization based on a recommendation from the Treasurer to the Executive Committee and approved by the Board of Delegates. A portion of dues, as recommended by the Treasurer and approved by the Board of Delegates, will be reserved for Greater Kansas City Alumnae Panhellenic scholarships.

**SECTION 3:** Annual Per Capita Dues shall be payable on or before January 15 and shall be determined by the number of paid Alumnae Memberships as of the prior fiscal year for each member group.

**SECTION 4:** Each member group shall pay the Yearly Meeting Charge for their representative(s) as determined by the Board of Delegates. The yearly meeting charge shall be payable on or before November 15. Notices should be sent out no later than a month before the due date.

**SECTION 5:** Only member groups with no outstanding financial obligations to this organization shall be permitted to vote.

**SECTION 6:** Funds which are to be distributed for the purpose of scholarships shall be maintained in an account restricted to that project.

- A. The Board of Delegates will approve a total amount for scholarships on an annual basis based on a recommendation of the Treasurer. The Scholarship Committee will grant individual awards at its discretion following a selection process and will notify candidates of their award. All candidates may not qualify for an award.
- B. Designated funds shall be the amount allocated in the previous year's general fund plus any donations received from February 1 of the previous year to January 31 of the current year. Fund balances shall be reported monthly.
- C. Transfers from the General Fund to the Scholarship Fund shall equal the awards to be made less any donations deposited directly into the Scholarship Account by May 31.

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- D. A reserve of \$5,000 shall be kept in a separate account.
- E. A reserve of \$1000 shall be kept in the fund at the Greater Kansas City Community Foundation.

**SECTION 7:** Dual signatures of the President, Vice President, Treasurer or Ex-Officio shall be required to bind the Greater Kansas City Alumnae Panhellenic on any contract.

**SECTION 8:** All checks issued on behalf of the Greater Kansas City Alumnae Panhellenic exceeding an established amount determined by the Board of Delegates, shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President, Treasurer, or Ex-Officio.

**SECTION 9:** All payments due to the Greater Kansas City Alumnae Panhellenic, other than direct donations to the Scholarship Fund, shall be received by the Treasurer, who shall record them. Payments other than direct donations to the Scholarship Fund shall be made payable to Greater Kansas City Alumnae Panhellenic.

**SECTION 10:** NPC Alumnae Panhellenic dues shall be paid yearly as invoiced by the NPC office.

**SECTION 11:** The Greater Kansas City Alumnae Panhellenic shall have the authority to determine fees and assessments as may be considered necessary.

## ARTICLE V STRUCTURE AND ORGANIZATION

**SECTION 1:** The government of the organization shall be vested in the Delegate of the Active Member Fraternities or voting membership.

- A. The governing body of the Greater Kansas City Alumnae Panhellenic shall be vested in the Delegate of the member groups with Active Member class.
- B. The Greater Kansas City Alumnae Panhellenic shall be composed of one Delegate and encouraged to have at least one Alternate Delegate from each member group. The Delegates shall be the voting members. There is one vote per member group regardless of the number of alumnae chapters in the area or the number of individual members represented. The Alternate Delegates have a 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 member group, providing her credentials have been presented to the President. The Delegates and Alternate Delegates shall be announced by each representative sorority by June 1.
- C. Delegates and Alternate Delegates shall be selected by their respective sororities to serve for a term of one year commencing June 1 each year.

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- D. When a Delegate or Alternate Delegate vacancy occurs, it shall be the responsibility of the member group to select a replacement within one month and to notify the Secretary of her name, address and telephone number.

**SECTION 2:** Only Delegates of member groups that are Active Members may hold office or serve as a Standing Committee Chair. Delegates and Alternates of member groups that are Active Member or Associate Member Fraternities may serve on Committees.

## ARTICLE VI DUTIES OF OFFICERS

### SECTION 1: Officers

- A. There shall be five Officers: President, Vice President, Secretary, Treasurer, and Ex-Officio.
- B. The President, Vice President, and Ex-Officio shall be Delegates of their NPC Fraternities and shall accede to office by Rotation Chart.
- C. The Secretary and Treasurer shall be Alternate Delegates for their NPC Fraternities and shall be elected by ballot by the current members of this organization outside of the Rotation Chart. When there is only one nominee for an office, that nominee shall be declared elected.
- D. Each member group can have only one representative at a time serving in the Officer positions.
- E. Each additional member group affiliating with this organization shall follow an established rotation after maintaining Active Member Fraternity status for the preceding three years.

**SECTION 2:** The Board of Advisors will serve as the Nominating Committee and the Ex-Officio will serve as 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 3:** The term of rotated Officers shall be for one year and shall begin on the first date of the fiscal year. The Secretary shall be elected for a 2-year term and may serve no more than 2 consecutive terms. The Treasurer shall be elected for a 3-year term and may serve no more than 2 consecutive terms.

**SECTION 4:** If the President is unable to fulfill her term, the Vice President shall fill the unexpired term and the Ex-Officio shall fill the unexpired term of the Vice President and continue as Ex-Officio. If the Vice President is unable to fulfill her term, the Ex-Officio shall fill the unexpired term and continue as Ex-Officio.

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**SECTION 5:** If the Delegate from the member group, in order of rotation, is not prepared to serve as an Officer or Committee Chair, that Fraternity shall relinquish its place and her replacement shall be appointed by the Officers with approval by the Board of Delegates. The NPC Fraternity so passed may resume its place the following year and normal rotation shall be resumed.

**SECTION 6:** Eligibility to serve as an officer shall depend on the membership classification.

- A. Members of sororities holding regular membership in the Greater Kansas City Alumnae Panhellenic are eligible to serve as officers.
- B. Members of sororities holding provisional membership in the Greater Kansas City Alumnae Panhellenic are not eligible to serve as officers.
- C. Individual members from NPC in the Greater Kansas City Alumnae Panhellenic shall not be eligible to serve as officers but may serve as committee chairmen or on a committee.

**SECTION 7:** The duties of the Officers shall be those usually delegated to such Officers and in addition:

## **President**

- The President shall be the Chair of the Board of Delegates and preside at all Regular and Special Meetings.
- She shall be the Delegate of her member group and have served as a Delegate for at least one year.
- Except where otherwise noted in these Bylaws, she shall appoint members to the Standing Committees, call Special Meetings and establish Special Committees.
- She shall serve as an at-large member of all committees except the Nominating Committee.
- She shall be responsible for the return of all reports requested by the Panhellenic Committee of the National Panhellenic Conference, which includes new Officers, to the NPC Central Office and Area Coordinator prior to all stated deadlines.
- The President shall be authorized to sign checks, contracts and/or other documents, if necessary, as one of the four authorized signatures (President, Vice President, Treasurer and Ex-Officio).

## **Vice President**

- The Vice President shall be the Delegate of the member group next in order to hold office of the President and perform the duties of the President in the event of the President's absence or inability to act.
- She shall serve as an at-large member of all committees except the Nominating Committee.
- She shall be authorized to sign checks, contracts and/or other documents, if necessary, as one of the four authorized signatures.
- The Vice President shall perform all other duties as assigned.

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## Secretary

- The Secretary shall be elected by the current membership of this organization outside of the Rotation Chart (Article VI, Section 1).
- She shall be an Alternate Delegate. She shall prepare and maintain updates to the Membership Directory, send proper notice of all meetings, maintain all information received and keep attendance at all meetings.
- The Secretary shall record the minutes of all meetings of the organization, the Board of Delegates, the Executive Committee and attend to any assigned correspondence.
- She shall also send a copy of the minutes, the Membership Directory and any proposed amendments to these Bylaws to the NPC Area Coordinator for her approval.
- She shall upload copies of minutes and updated bylaws to FS Central.
- The Secretary shall perform all other duties as assigned.

## Treasurer

- The Treasurer shall be elected by the current membership of this organization outside of the Rotation Chart (Article VI, section 1).
- She shall be the custodian of all administrative funds.
- The Treasurer is authorized to sign checks, contracts and/or other documents as one of the four authorized signatures.
- She shall provide a current Financial Report at each Regular Meeting of the Board of Delegates, pay all bills as authorized by the Board of Delegates or Executive Committee and submit financial records by September 1st for an independent review.
- The Treasurer will file the 990 annually according to IRS regulations.
- The Treasurer shall present a draft budget at the Executive Committee Meeting and a final budget for adoption by the Board of Delegates at the first regular meeting of the fiscal year.
- The treasurer shall be responsible for invoicing and collecting the membership dues and meetings fees from each sorority represented.
- The Treasurer shall be responsible for the scholarship funds of the organization and maintaining accurate records.
- The Treasurer will establish the amount available for annual scholarship disbursement and present the findings to the Board of Delegates at the February meeting for majority (50% +1) approval of the delegates present.
- The Treasurer shall perform all other duties as assigned.

## Ex-Officio

- The immediate Past President shall be considered the Ex-Officio and Chairman of the Board of Advisors and the Nominating Committee.
- The Ex-Officio shall be authorized as a signer.
- The Ex-Officio shall perform all other duties as assigned.

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## ARTICLE VII MEETINGS

**SECTION 1:** A minimum of five monthly Regular Meetings of the Board of Delegates shall be held October through April. The meetings may be rescheduled or omitted according to the decision of the Executive Committee.

**SECTION 2:** The Board of Delegates shall determine the place and time of the Regular Meetings and necessary meeting charges.

**SECTION 3:** Special Meetings may be held on call of the President and one Officer and shall be called on written request of three Delegates, providing 48 hours notice is given.

**SECTION 4:** The Annual Meeting of the organization shall be an Open Meeting held April or May. There shall be Installation of Officers for the coming year and presentation of Annual Reports. All alumnae members of NPC Fraternities are encouraged to attend the Annual Meeting.

**SECTION 5:** Two-thirds of the Delegates shall constitute a quorum for meetings of the Board of Delegates and the Annual Meeting.

**SECTION 6:** A majority (50% + 1) vote of the Greater Kansas City Alumnae Panhellenic shall be required, unless otherwise specified in these bylaws, to approve adoption of all votes.

## ARTICLE VIII EXECUTIVE COMMITTEE

**SECTION 1:** The Executive Committee of the organization shall consist of the following Officers: President, Vice President, Secretary, Treasurer, Ex-Officio and Chairs of the Standing Committees, and members of the Board of Advisors.

**SECTION 2:** A minimum of one meeting of the Executive Committee shall be held annually as designated by the President. Special Meetings of the Executive Committee may be called by the President or shall be called upon the written request of three members of the Executive Committee.

**SECTION 3:** The Executive Committee shall approve arrangements for all meetings, be responsible for the administration of all business of the Greater Kansas City Alumnae Panhellenic, receive and consider recommendations from the Standing Committees and present them to the Board of Delegates for approval and action, have general supervision of the affairs of the organization, and shall perform such other duties as defined in these Bylaws.

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**SECTION 4:** A majority (50% + 1) of the members shall constitute a quorum of the Executive Committee.

**SECTION 5:** A report of each Executive Committee meeting shall be given at the next Regular Meeting of the Board of Delegates and Executive Committee decisions shall be presented for ratification.

## ARTICLE IX STANDING COMMITTEES

**SECTION 1:** There shall be the following Standing Committees: Board of Advisors, Annual Meeting, Fraternity Education, Scholarship, Program/Meetings, and Media Management. The President may appoint such other Special Committees as may be necessary, subject to the approval of the Executive Committee. Special Committees include but are not limited to Media Management (annual), Ways and Means (annual) and Bylaws (at least every three years).

**SECTION 2:** Composition of the Standing Committees shall be determined in the following manner:

- A. The Chair and the Assistant Chair(s) shall be the Delegate and/or Alternate from an Active Member Fraternity according to the Rotation Chart or as specified by these Bylaws.
- B. Delegates and alternates from active, and/or associate member fraternities may serve on committees.

**SECTION 3:** The Chair of each Standing Committee shall call meetings as necessary.

**SECTION 4:** The Chair of each Standing Committee shall provide the following reports:

- A. Summary Report - Brief highlight of activities and accomplishments – Annual Meeting Committee – Due Early April (date set by Annual Meeting Committee based on Program deadline)
- B. Final Report - activity and accomplishments – President – Due May 1<sup>st</sup>
- C. Transition Report – Incoming Chair – Due July 1<sup>st</sup>

**SECTION 5:** Composition and duties of Standing Committees:

**A. Board of Advisors**

1. The preceding three Presidents of this organization and/or those appointed by the President to fill a vacancy shall constitute the Board of Advisors.
2. The Committee shall offer advice regarding the Greater Kansas City Alumnae Panhellenic policy and action as deemed necessary.
3. The Committee shall serve as the Nominating Committee.



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## B. Annual Meeting

1. The Chair and Assistant Chair(s) shall be determined by Rotation Chart.
2. The Committee shall be responsible for planning, developing and implementing arrangements for the Annual Meeting.
3. The Committee shall be responsible for providing updates regarding their Committee's duties and accomplishments to the Chair of the Media Management Committee.

## C. Fraternity Education

1. The Chair and Assistant Chair(s) shall be determined by Rotation Chart.
2. The Committee will be responsible for implementing arrangements for the annual Panhellenic Community Event in the spring and a President's Forum in the fall.
3. The Committee shall be responsible for providing updates regarding their Committee's duties and accomplishments to the Chair of the Media Management Committee.

## D. Scholarship

1. The Chair and Assistant Chair(s) shall be determined by Rotation Chart.
2. The Committee shall be responsible for the recommendation to the Board of Delegates, the names of the candidates for available Scholarship Funds and other related activities.
3. The Committee shall be responsible for providing updates regarding their Committee's duties and accomplishments to the Chair of the Media Management Committee.

## E. Program/Meetings

1. The Chair and Assistant Chair(s) shall be determined by Rotation Chart.
2. The Committee will be responsible for making all meeting arrangements, including the Board of Delegates Meetings.
3. The Committee shall also be responsible for arranging no more than two (2) informative programs through the year.
4. The Committee shall arrange at least one Donation Drive and at least one Volunteer Opportunity both benefiting one local 501(c)3 organization.
5. The Committee shall be responsible for providing updates regarding their Committee's duties and accomplishments to the Chair of the Media Management Committee.

## SECTION 6: Special Committees

### A. Media Management

1. The President shall appoint this Chair and Committee Members on an annual basis.
2. The Committee shall be responsible for maintaining the organization's Website and frequently updating Social Media sites.
3. They will encourage Delegates and Alternates to submit sorority news and pictures to the Media Management Committee Chair on a regular basis.

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## **B. Ways and Means**

1. The President shall appoint this Chair and Committee members on an annual basis.
2. The Committee shall be responsible for determining and organizing fundraising opportunities.

## **ARTICLE X REMOVAL OF OFFICERS**

In the event an Officer fails to perform or is unable to perform the duties assigned, she shall be asked by the Executive Committee to resign. If she does not resign, she shall be removed from office. The Ex-Officio shall fill the rest of the term of either the President or Vice President. A Special Election of the Board of Delegates shall be held to fill the position of Secretary or Treasurer. A member of the Board of Advisors shall fill the rest of the term of the Ex-Officio.

## **ARTICLE XI PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Greater Kansas City Alumnae Panhellenic 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 XII AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the Greater Kansas City Alumnae Panhellenic by a two-thirds vote provided the proposed amendment has been submitted in writing at a previous meeting of the Board of Delegates or written notice has been sent to each member of the organization at least 48 hours prior to the meeting and approval of the Area Consultant of the National Panhellenic Council has been secured.

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## ARTICLE XIII DISSOLUTION

### SECTION 1: Dissolution Process

- A. 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 and motion to dissolve the association by email or letter to all association members remaining on record, to the Alumnae Panhellenic Chairman, 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, 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 Panhellenics area coordinator and the Alumnae Panhellenics 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.