

PANHELLENIC BYLAWS AND STANDING RULES

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ARTICLE I. NAME

The name of this organization shall be Los Angeles Alumnae Panhellenic Association (LAAPA).

ARTICLE II. OBJECTIVE

Section 1. The objective of this Association shall be to promote intrafraternity friendship and cooperation; *publicize the high ideals, purpose and accomplishments of the fraternity system; stimulate interest in and participation of alumnae members of National Panhellenic Conference (NPC) fraternities; cooperate with the area colleges and universities and college Panhellenics; and to provide qualified students with financial assistance through scholarships.*

Section 2. This Association shall not engage in any activities or exercise any powers which are not in furtherance of the stated purpose in this article.

ARTICLE III. MEMBERSHIP

Section 1. This Association shall be composed of one delegate and one alternate delegate from each National Panhellenic Conference member group.

Section 2. Alumnae of any National Panhellenic Conference (NPC) fraternity not represented by an organized alumnae association in Los Angeles County may become a member upon payment of prescribed dues.

Section 3. There shall be *four* classes of members:

- a. Active members shall be from those fraternities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.
- b. Associate members shall be from those fraternities that have not fully qualified for active membership in NPC but that have been admitted to associate membership.
- c. *Affiliate members shall be those women's fraternal organizations, which are included in a College Panhellenic or comparable governing body.*
- d. *Social members shall be those women from those fraternities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC, but who are not a delegate or alternate.*

e. NPC recognized fraternities *listed in the order of established membership roll of National Panhellenic Conference constitution are as follows:*

- | | |
|----------------------|-----------------------|
| 1. Pi Beta Phi | 14. Alpha Gamma Delta |
| 2. Kappa Alpha Theta | 15. Alpha Delta Pi |
| 3. Kappa Kappa Gamma | 16. Delta Zeta |
| 4. Alpha Phi | 17. Phi Mu |
| 5. Delta Gamma | 18. Kappa Delta |
| 6. Gamma Phi Beta | 19. Sigma Sigma Sigma |
| 7. Alpha Chi Omega | 20. Alpha Sigma Tau |
| 8. Delta Delta Delta | 21. Alpha Sigma Alpha |
| 9. Alpha Xi Delta | 22. Alpha Epsilon Phi |
| 10. Chi Omega | 23. Theta Phi Alpha |
| 11. Sigma Kappa | 24. Phi Sigma Sigma |
| 12. Alpha Omicron Pi | 25. Delta Phi Epsilon |
| 13. Zeta Tau Alpha | 26. Sigma Delta Tau |

ARTICLE IV. FINANCES

Section 1. The regular dues of this Association for each Alumnae Fraternity organization shall be \$50.00 per year, payable by October 31st. Members without alumnae organization shall pay \$25.00 by October 31st.

Section 2. Regular dues for each social member shall be \$20.00 per year, payable by October 31st.

Section 3. Special assessments may be levied by a two-thirds vote of the Association.

Section 4. The fiscal year of LAAPA shall be from June 1st to May 31st. *Match NPC fiscal year*

ARTICLE V. OFFICERS

Section 1. There shall be four (4) officers: President, Vice-President, Secretary and Treasurer, who shall be delegates of their respective fraternities.

Section 2. The term of office shall be for one year, *with no more than two (2) consecutive years served at a time.*

Section 3. The delegate's alternate shall fill any vacated office for the unexpired term except in the case of President, when the Vice-President shall assume her responsibilities.

Section 4. The four (4) officers: President, Vice-President, Secretary and Treasurer shall constitute an Executive Committee which shall have full charge of the affairs of the Association between meetings. The President, at her discretion, may invite other chairs to attend meetings of the Executive Committee.

Section 5. The Nominating Committee shall be elected by the Executive Committee to prepare a slate of the following positions: President, Vice-President, Secretary and Treasurer.

Section 6. *President and Vice-President shall accede to office by rotation in the order of the established membership roll of National Panhellenic Conference.*

Section 7. *The President shall have served at least one (1) year on the Executive Committee.*

Section 8. The duties of the officers shall be those usually required of such officers, and in addition:

- a) The President shall be ex-officio a member of all committees. She shall appoint such committees as shall be deemed necessary. She shall appoint delegates to committees as needed. Following the installation of officers, she shall call a meeting of the Executive Committee. She shall be responsible for the return of all reports requested by National Panhellenic Conference, including the names of the new officers to the Area Advisor by June 1.
- b) The Vice-President shall perform the duties of the President in the event of the President's absence or inability to act.
- c) The Secretary shall record in her minutes of all meetings the names of the people present and their affiliations. She shall prepare and present a copy of the minutes to the President before the next meeting.
- d) The Treasurer shall pay each year the dues of the Association to the National Panhellenic Conference and the Southern California Council of Alumnae Panhellenics. She shall be responsible for collecting all dues, paying bills and filing the annual tax returns as required.

Section 9. The outgoing President shall be known as a delegate at large, *with voice but no vote, unless she is the delegate representing her fraternity.*

Section 10. An advisory committee comprised of three (3) past Presidents shall be available to the President for counsel.

Section 11. Removal of Officers. In the event an officer fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Executive Committee to resign. If she does not resign, she shall be removed from office. The vacancy shall be filled by Presidential appointment.

ARTICLE VI COMMITTEES

Section 1. There shall be the following standing committees: *Fundraising*, Scholarship and Nominating. Special committees may be appointed as the need arises.

- a) The *Fundraising and Scholarship* Chairs shall discharge their duties on projects adopted each year by the Executive Committee.

b) The Nominating Committee shall report at the March meeting and the election will take place at the April meeting.

Section 2. The chair of each committee shall give an annual written report to the President by the end of the fiscal year (May 31st).

ARTICLE VII. MEETINGS

Section 1. The Association shall have a minimum of five (5) meetings per year beginning in *September* and *ending* in May. The meetings shall be held at a time and place designated by the Executive Committee.

Section 2. Those member fraternities are in good standing who are represented at meetings by an authorized delegate and who pay the annual dues levied by the Association.

Section 3. Meetings of the Executive Committee shall be held on *the* call of the President or any other two members of the Executive Committee.

Section 4. Special meetings may be held on the call of the President and one officer or shall be called on the written request of three (3) delegates. Seventy-two (72) hours notice must be given.

ARTICLE VIII. VOTES

Section 1. Each NPC fraternity in good standing shall be entitled to one vote.

Section 2. The delegate shall come to each meeting with full power to cast her NPC fraternity's vote.

Section 3. A majority of voting members present shall constitute a quorum for the transaction of Association business.

Section 4. *Social members shall have voice but no vote.*

ARTICLE IX. DISSOLUTION

If, for any reason, Los Angeles Alumnae Panhellenic *Association* cannot fulfill its objectives, a written notice of a proposal to dissolve the association shall be mailed to all members of record. The motion shall provide for the dissolution by a certain date. If the motion is adopted, a second motion shall be prepared and adopted directing the disposition of all assets. The remaining assets shall be used in a charitable or educational manner, giving first priority to the National Panhellenic Conference or National Panhellenic Conference Foundation.

ARTICLE X. AMENDMENT

Section 1. These Bylaws may be amended at any open meeting by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at the previous meeting or notice has been sent to each delegate at least forty-eight (48) hours prior to the meeting and provided approval of National Panhellenic Conference has been assured.

Section 2. Standing Rules may be suspended by majority vote at a meeting. Standing Rules may be adopted, amended, or rescinded by ordinary majority vote without previous notice.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority in all cases not otherwise stated by the by-laws.

STANDING RULES

1. All alumnae members of the member fraternities are most cordially invited to attend any and all meetings of this Association.
2. Member fraternities shall send in names of delegates and alternates to the outgoing President at least two weeks prior to the date set for the *installation* meeting.
3. Directories listing all members shall be prepared for distribution.
4. Meetings shall be held on the second Wednesday of each month.