

Alpha Chi Lambda Alumnae Association Bylaws

(Updated November 2014)

I. Purpose

- a. To maintain the bonds formed between sisters during their college years at Trinity University, specifically as members of Alpha Chi Lambda, and to continue to be a source of constant support, friendship, love, and sisterhood for all members, both actives and alumnae.

II. Membership

- a. Membership into the Alpha Chi Lambda Alumnae Association is open to those who achieved alumni status as an active member of Alpha Chi Lambda, and, in special cases, to those who were members of Alpha Chi Lambda, but initiated inactive status.
 - i. Alumni Status, as defined by the Alpha Chi Lambda constitution, is “the distinction given to those members of Alpha Chi who leave Trinity University as active members of the sorority, with no plans to return to the University for undergraduate class work. Those with Alumni Status are welcome to participate in the Alumni privileges as determined by the active membership of Alpha Chi and are automatically able to participate in the Alpha Chi Lambda Alumni Association.”
 - ii. Individuals who initiated inactive status as a member of Alpha Chi Lambda may also be admitted to the association on a case-by-case basis. The terms of their departure from Alpha Chi Lambda should be considered and the decision to allow the inactive member to participate in the alumnae association should be jointly approved by the Executive Board of the alumnae association and the Executive Board of Alpha Chi Lambda.

III. Executive Board

- a. The Alpha Chi Lambda Alumnae Association executive board includes a president, treasurer, secretary, alumnae outreach chair and active outreach chair. The alumnae association elects each position annually.
- b. President
 - i. Represents and oversees the Executive Board and the direction of the alumnae association.
 - ii. Organizes and presides over the annual alumnae meeting, which takes place during the Trinity University alumni weekend.
 1. Creates the agenda for the alumni meeting with input from other members of the executive board.

2. In conjunction with the Treasurer, provides members with a detailed financial report at the annual alumnae meeting.
 - iii. Oversees the nomination and election of new board members. If the President is seeking re-election, the responsibilities of the election fall to a member on the executive board not seeking re-election. Should a vacancy occur on the board, she will make appointments until an election can be held.
 - iv. In the event of a tie, the president holds the final executive decision.
 - v. Works with individual members of the Executive Board to achieve goals set by the alumnae association.
 - c. Treasurer
 - i. Distributes and accounts for all of the organization's funds
 - ii. Keeps a ledger and oversees the alumnae association's bank account and credit card
 - iii. Responsible for collecting and depositing annual membership dues
 - iv. Submits payment for all expenses incurred by the alumnae association and reimburses board members for pre-approved expenses.
 1. In the event that more than \$100 of the surplus needs to be used, the Treasurer will approach the executive board for a majority vote of approval.
 - v. Maintains current and accurate financial records and budget information, available to all members upon request
 - vi. Sends a check to the Alpha Chi Lambda treasurer within one month of when dues have been collected and dues allocation has been voted upon and approved by the alumnae association
 - vii. In conjunction with the President, prepares detailed financial report for presentation at the annual alumnae meeting
 - d. Secretary
 - i. Responsible for communicating pertinent information to alumnae association via mail, email, and social media.
 - ii. Records minutes from annual alumnae meeting, as well as all Executive Board meetings.
 - iii. Creates and distributes bi-annual newsletter.
 - iv. Maintains and updates alumnae website, axalumnae.com.
 - v. Assists in the creation of invitations to all events sponsored by the alumnae association.
 - vi. Maintains and updates contact information for all members.
 - vii. Compiles a report of the year's activities and maintains reports from past years for reference in both hard copy and digital form.
 - e. Alumnae Outreach

- i. Responsible for encouraging and developing relationships between alumnae
 - ii. Oversees and communicates with appointed Pledge Class Chairs
 - iii. Works with secretary to maintain and update contact information for all members
 - iv. Helps facilitate alumnae events across the country
 - v. Maintains social media groups for Alpha Chi families and regions
- f. Active Outreach Chair
 - i. Responsible for encouraging and developing relationships between the active sorority, Alpha Chi Lambda, and the alumnae association.
 - 1. Preferably a member that is less than 3 years out and local to San Antonio
 - ii. Works with active sorority Alumni Chair throughout the year to plan and assist with alumnae weekend activities
 - iii. Plans 2-3 additional events throughout year to encourage active and alumnae relationships
 - 1. May include an orientation event (such as an orientation tea party), an event welcoming graduates into the alumnae association (Senior Happy Hour), and a back-to-school event (Back-to-School BBQ)

IV. Elections

- a. Qualifications
 - i. In order to be elected to the Executive Board, one must be a member of the Alpha Chi Lambda Alumnae Association.
- b. Nominations
 - i. Nominations for the Executive Board will be accepted by the President beginning at the annual alumnae meeting. All nominations must be submitted at least one week before elections are held.
 - ii. The President will confirm a candidate's desire to run before a candidate is placed on the ballot. Once elections have begun, a candidate may remove their name from the ballot. A candidate may run for multiple offices, but not hold multiple positions.
- c. Procedures
 - i. Elections may be held at the annual alumnae meeting or through an online vote, taking place in the month of November, unless otherwise determined by the Executive Board.
 - ii. The outgoing president will oversee all election procedures and vote only in the event of a tie. If the president is seeking re-election, an Executive Board member not seeking re-election will oversee the election process.
 - iii. Elections: Annual Alumnae Meeting

1. If elections are held during the annual alumni meeting, each candidate will receive two minutes for speeches.
2. An absent candidate may ask the President to read their speech.
3. After speeches are given, the candidates will leave the room and there will be five minutes (or at least once around the circle) allotted for discussion. During the discussion, no sister shall be allowed to say anything she heard as gossip or by second hand.
4. After discussion, there will be a two-minute question and answer period for each candidate. The questioning period may be extended at the President's discretion.
5. Voting is done by secret ballot. The member receiving the simple majority of the votes will hold the position. In the event of three or more candidates, there will be a run-off election between the two members receiving the highest number of votes. Winners are announced at the meeting, once the votes have been tallied by the President (or presiding officer) and Secretary.

iv. Elections: Online

1. If elections are held online, each candidate is allowed to prepare a 150-word statement including their goals and qualifications. These statements are then to be compiled into a document by the President or board member overseeing elections for review by the alumnae association one week prior to elections.
2. The President or overseeing board member will then prepare a secret online ballot requiring the name of the voter and including the names of the candidates to be voted on.
3. Polls will remain open for one week.
4. Results will be announced within three days of the polls closing. In the event of a tie, a run-off will occur within one week.

v. The newly-elected Executive Board takes office January 1.

V. Dues

- a. Dues are collected annually at the annual alumnae meeting by the presiding Treasurer.
- b. Dues may also be collected before and after the alumnae meeting.
- c. Dues are calculated by the number of years a member has been out of Alpha Chi Lambda.
 - i. 1-5 years out = \$25
 - ii. 5+ years out = \$50
- d. The association's fiscal year coincides with the fiscal year, beginning and ending on January 1.

VI. Amendments

- a. An amendment may be made to this constitution at any time. Amendments require a written request, endorsed by at least five members and presented to the entire organization. In order for an amendment to be passed, it must be approved by a majority from the executive board and pledge class representatives.