



TWIN CITIES ALUMNAE PANHellenic ASSOCIATION (TCAPA)

Bylaws

Last Revised: May 17, 2016

ARTICLE I: NAME

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

ARTICLE II: OBJECTIVES

The objective of TCAPA shall be:

- A. To promote interfraternity friendship and cooperation;
- B. To publicize the high ideals, purpose, and accomplishments of the fraternity system;
- C. To stimulate interest in and participation of alumnae members of NPC fraternities;
- D. To further interest in community service and philanthropic efforts;
- E. To cooperate with the college and College Panhellenic as a resource and collaborator to build fraternal community; and
- F. To maintain files on prospective new members for the reference of member groups.

ARTICLE III: MEMBERSHIP

Section 1:

Alumnae of any NPC Fraternity who live in the Twin Cities metropolitan area and surrounding areas become members of TCAPA upon payment of prescribed dues. Eligible fraternities include those who are recognized by NPC.

Section 2:

There shall be three (3) classes of fraternity members:

- A. Active fraternity 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 fraternity 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 fraternity members shall be those women's fraternal organizations, which are included in College Panhellenic or comparable governing body.

Section 3:

There shall be three (3) classes of individual members:

- A. Active individual 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 but do not have an active fraternity alumnae chapter in the area served by TCAPA.
- B. Associate individual members shall be from those fraternities that have not fully qualified for active membership in NPC but that have been admitted to associate membership but do not have an active fraternity alumnae chapter in the area served by TCAPA.
- C. Affiliate individual members shall be those women's fraternal organizations, which are included in College Panhellenic or comparable governing body but do not have an active fraternity alumnae chapter in the area served by TCAPA.

Section 4:

A fraternity member or individual member shall be deemed to be in good standing if that member has paid annual dues and who has not voluntarily withdrawn from membership and, in the case of fraternity members, has identified a delegate to represent that fraternity member on the TCAPA Council.

ARTICLE IV: FINANCE

Section 1:

Annual dues for fraternity membership, as defined in Article III: Section 2, shall be \$5.00 per individual chapter plus \$1.00 per dues paying member of that chapter. Fraternities with more than one (1) chapter membership shall pay annual dues per chapter.

Section 2:

Annual dues for individual membership, as defined in Article III: Section 3, shall be \$5.00.

Section 3:

Any special assessment shall require a unanimous vote of all present and voting Council members. Individual members shall be exempt from any required special assessment.

Section 4:

Annual dues shall be due and payable on or before the first Council Meeting of each fiscal year. Each fraternity shall be responsible for the collection of dues from its own members and shall forward such dues to the TCAPA Treasurer, payable to TCAPA. Fraternities that do not submit annual dues by the first Council Meeting of each fiscal year shall not be considered in good standing with TCAPA until outstanding dues are paid.

Section 5:

The fiscal year of TCAPA shall extend from August 1 to July 31.

Section 6:

For each fiscal year, the budget of TCAPA shall consist of the dues collected from the previous year. Allocation of funds shall be determined by the Executive Board.

ARTICLE V: STRUCTURE AND ORGANIZATION

Section 1:

The government of this organization shall be vested in the Executive Board.

Section 2:

The voting body of TCAPA shall be composed of one (1) delegate from each active member fraternity in good standing. An officer may vote if she is the only delegate of her fraternity.

Section 3:

Each active member fraternity in good standing shall be entitled to send one (1) alternate delegate to the Council Meetings. The alternate shall have the right to voice but no vote. The alternate shall serve as the delegate in the absence of the delegate at Council Meetings, except that the Vice President shall preside in the absence of the President. The delegate and alternate delegate shall be seated by each representative member fraternity upon paying annual dues.

Section 4:

Fraternities represented by more than one (1) member chapter in good standing shall each be entitled to send a delegate and one (1) alternate to Council Meetings, and shall be entitled to one (1) vote for the fraternity, not per chapter.

Section 5:

Fraternity members in good standing holding associate membership or affiliate memberships shall each be entitled to send a delegate and one (1) alternate to Council Meetings, and shall be entitled to voice but not vote.

Section 6:

Only members of fraternities with active membership and in good standing in TCAPA may hold office, serve as chairpersons, or serve on committees.

Section 7:

The immediate past President shall serve as delegate-at-large. Unless she is the delegate representing her fraternity, she shall have voice but not vote.

ARTICLE VI: ELECTION OF DELEGATES

Each active fraternity has the responsibility to provide a delegate to the TCAPA, but the TCAPA cannot stipulate which delegate represents a group. Each fraternity has the right to select its own delegate.

ARTICLE VII: ELECTION OF OFFICERS

Section 1:

There shall be four (4) elected officers: President, Vice President, Treasurer, and Secretary, who shall be elected by majority of member fraternities active in the TCAPA and in good standing at the last meeting of each fiscal year. All respective terms shall begin at the close of the officer installation during the last Council Meeting of the year.

Section 2:

A Nominations Committee appointed by the President will oversee the nomination of officers as described in Article VIII.

Section 3:

The term of office for President shall be for two (2) years, with the election of this office taking place in even years.

Section 4:

The term of office for Vice President shall be for two (2) years, with the election of this office taking place in even years.

Section 5:

The term of office for Treasurer shall be for two (2) years, with the election of this office taking place in odd years.

Section 6:

The term of office for Secretary shall be for two (2) years, with the election of this office taking place in odd years.

ARTICLE VIII: NOMINATIONS COMMITTEE

Section 1:

Coordination of all elections shall be the responsibility of the Nominations Committee.

Section 2:

At least three (3) members from at least three (3) different organizations in good standing with TCAPA shall be appointed by the President.

Section 3:

The outgoing President serves on the Nominations Committee with voice but no vote, with the exception that her vote is needed to break a tie.

Section 4:

Officers must be elected and installed by the last Council Meeting of the fiscal year, with officer training occurring as soon after the election as possible.

Section 5:

The Nominations Committee shall solicit nominations for elected positions for a period of at least two weeks from all TCAPA Council members in good standing.

Section 6:

Each candidate shall complete and submit the TCAPA Nomination Form with a candidate statement of up to 200 words to the Chair of the Nominations Committee.

Section 7:

Slate selection shall take place as follows:

1. Before elections, the Nominations Committee meets and elects a chair.
2. Completed Nominations Forms are reviewed by the Nominations Committee.
3. The Nominations Committee matches each office to the most qualified member. (The Committee is not bound by the interest forms.)
4. The Nominations Committee should try to make every effort to ensure diversity of Panhellenic groups in regards to the slate. If there is not enough interest or available candidates this provision may be waived.
5. The Nominations Committee must follow the provision that no officer may serve more than two (2) consecutive terms in the same office.
6. A representative of the Nominations Committee contacts each nominee in person or by phone for permission to place her name on the slate, reminding each of the confidentiality of the slated position.
7. The chair prepares a statement of qualification for each person slated.
8. The Nominations Committee shall submit the slate of candidates to the Executive Board at least one (1) week before the last Council Meeting of the fiscal year. The entire Nominations Committee and Executive Board shall keep the slate confidential until it is read at the election meeting.

Section 8:

The process for elections at the election meeting of the Council shall take place as follows:

1. The President must be notified at the beginning of the Council Meeting if an individual chooses to run from the floor.
2. At the election meeting, under new business, the slate is read and presented to the delegation in attendance.
3. President asks if there are any more nominations from the floor.
 - A. In the event of a nomination from the floor proceed with the following:
 1. Nominations from the floor may not proceed if one or all of the following provisions occur:
 - a. If a member has declined a request from the Nominations Committee to slate her for a particular office, she is ineligible to be nominated from the floor for that position.
 - b. No name may appear on the slate more than once. If a member is nominated for an office by the Nominations Committee, and accepts that nomination, she may not accept any nominations from the floor for a different position.
 - c. If a member receives one or more nominations from the floor, she must choose under which position where her name is to be placed.
 - d. The nominee running from the floor must have a member from the delegation who is willing to act as a representative and speak on her behalf.

- B. If there are eligible nominations from the floor proceed with the following.
 - a. Representative from Nominations Committee reads the candidates qualifications for each slated candidate.
 - b. The representative of the nominee running from the floor will then give a brief statement on her candidate's behalf.
- C. The President will then ask the contested candidates to leave the room and will facilitate a five minute discussion with the voting body in attendance. Pertaining to a pro and con format. No comparison between the candidates is allowed. Discussion is about the nominated candidates merit only. Once discussion is over, nominations are closed.
- 4. If no nominations from the floor, ballots will be omitted.
- 5. President then calls for motion to have Secretary to cast a unanimous ballot for the slate as presented.
- 6. If ballots are required proceed with the following:
 - a. The names of candidates nominated from the floor are written on the ballot by the Secretary in the correct office.
 - b. Each member in good standing, who is eligible to vote marks her choices in secret on her ballot.
 - c. The Secretary collects the secret ballots.
 - d. The Nominations Committee counts the votes and prepares a report for the President.
 - e. During the ballot count, the President proceeds with other TCAPA business.
 - f. The President reports the election results as given to her by the chair of the Nominations Committee.
 - g. If an office is not filled during the elections, the new Executive Board, when it has taken office, shall fill such vacancies through appointment.
 - h. The chair of the Nominations Committee holds the ballots in confidence for two (2) weeks and then destroys them.

ARTICLE IX: COUNCIL MEETINGS AND OPEN MEETINGS

Section 1:

TCAPA must hold a minimum of three (3) regular Council Meetings during each fiscal year.

Section 2:

One third (1/3) of the voting members shall constitute a quorum at all meetings with the exception of a dissolution meeting where a two-thirds (2/3) majority is required to constitute a quorum.

Section 3:

Special meetings may be held by call of the President and one (1) officer, or by the call of a written request from three (3) delegates, providing one (1) week notice is given.

Section 4:

The annual meeting shall be the last regular Council Meeting of a fiscal year, which shall be an open meeting for the presentation of annual reports and the installation of officers for the ensuing year.

Section 5:

There shall be at least one (1) event each year that all alumnae members of NPC fraternities may attend.

ARTICLE X: EXECUTIVE BOARD

Section 1:

The Executive Board of TCAPA shall consist of the President, Vice President, Treasurer, Secretary, and the immediate past President as delegate-at-large who shall have voice but no vote, with the exception that her vote is needed to break a tie.

Section 2:

The duties of the officers shall be delegated as follows:

- A. Except where otherwise provided in these bylaws, the President shall appoint all chairpersons and committees subject to the approval of the Executive Board, shall establish a job description for each officer, shall maintain the official files of the organization, and shall review the bylaws. Following the installation of the officers, the President shall call a meeting of the Executive Board. She shall be responsible for the return of all reports requested by the Alumnae Panhellenic Committee of NPC, including names of the new officers to the NPC Central Office and the Area Advisor by the designated deadline.
- B. The Vice President shall perform the duties of the President in the event of the President's absence or inability to act. She shall serve as ex-officio (non-voting) member of all chairpersons and committees, except the Nominations Committee, and shall report on the activities of all committees to the Executive Board. She shall have other such duties as the Council shall prescribe.
- C. The Treasurer shall pay the annual dues of TCAPA to NPC, collect dues and other payments, report to the Executive Board and the Council the financial status of TCAPA at each meeting, and prepare an annual budget for review and approval by the Council. She shall have such other duties as the Council shall prescribe.
- D. The Secretary shall arrange for proper notice of all meetings and events, record the proceedings and attendance of all Executive Board and Council Meetings, update and maintain social media accounts, oversee the newsletter, and send a copy of any proposed amendment to these bylaws to the Area Advisor for her approval. She shall have such other duties as the Council shall prescribe.

Section 3:

The Executive Board shall arrange for all meetings, be responsible for the administration of all business of the TCAPA, receive and consider recommendations from chairpersons and committees and present them to the Council for approval and action, have general supervision of the affairs of the organization and shall perform such other duties as defined in these bylaws.

Section 4:

The Executive Board shall meet a minimum of four (4) times a year. Meetings shall be held at a time and place designated by the President. Special meetings of the Executive Board may be called by the President or upon the written request of three (3) members of the Executive Board.

Section 5:

Three (3) officers shall constitute a quorum of the Executive Board.

ARTICLE XI: CHAIRPERSONS AND COMMITTEES

Section 1:

With the approval of the Executive Board, the President may appoint the following chairpersons and/or committees: Social, Philanthropy and Recruitment. The President shall appoint such other special chairs and special committees as may be necessary, subject to the approval of the Executive Board.

Section 2:

Outgoing Vice President will solicit for committee members at the last Council Meeting of the fiscal year; the newly elected President shall appoint one (1) person from that list to chair each committee.

Section 3:

The duties of the committee chairs shall be delegated as follows:

- A. All Chairs: Respond to communications from Vice President, including requests for officer reports for Executive Board and Council Meetings. Give officer reports at Council Meetings, upon request. Provide content for the newsletters upon request.
- B. Recruitment Chair: Coordinate involvement of TCAPA volunteers during formal recruitment at the University of Minnesota and at additional schools as desired or upon request. Establish relationships with local Collegiate Panhellenic Councils so they know TCAPA is here as a resource for them.
- C. Philanthropy Chair: Plan an annual fundraising event for a local organization, preferably one that is not currently supported by any of our NPC member groups.
- D. Social Chair: Plan social functions per the calendar decided upon by the Executive Board, including a Badge Day Social which occurs on the first Monday in March each year.

Section 4:

Each chairperson shall give an annual written report on her and/or her committee's proceedings to the Vice President one (1) week prior to the last Council Meeting of the fiscal year.

ARTICLE XII: REMOVAL OF OFFICERS

If an officer fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Executive Board to resign. If she does not resign, she shall be removed from office. The Executive Board will then be tasked to appoint a member to assume the vacant position.

ARTICLE XIII: DISSOLUTION

If for any reason the Alumnae Panhellenic cannot fulfill its objectives, a written notice of a proposal to dissolve the association shall be distributed 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 NPC or NPC Foundation.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

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

ARTICLE XV: AMENDMENTS AND STANDING RULES

Section 1:

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote provided notice of the proposed amendment has been given at the proceeding meeting or written notice has been sent to each delegate of the Council at least one (1) week prior to the meeting and approval of the Area Advisor of NPC has been secured.

Section 2:

Standing Rules are not part of the bylaws and may be suspended by a majority vote at any meeting; the suspension expires at the close of that meeting. Rules may be adopted, amended, or restricted by a simple majority vote without previous notice.

Section 3:

Bylaws may never be suspended and require a two-thirds vote for adoption or amendment, plus previous notice. Therefore, rules that require less rigid observance are placed in the Standing Rules. Standing Rules may include such items as the Order of Business at the meetings, special requirements for committee chairs, the committee chair to whom special information should be submitted and other provisions.