

**Bylaws of The Alumnae Panhellenic of Tallahassee, Inc.
Last Updated May 2024**

ARTICLE I. Name

The name of this organization shall be the Alumnae Panhellenic of Tallahassee, Inc., (APT), as affiliated with the National Panhellenic Conference (NPC).

ARTICLE II. Object

The object of the Alumnae Panhellenic of Tallahassee, Inc., shall be to develop and maintain sorority life and inter-fraternal relations at a high level of accomplishment and in so doing to:

- Promote inter-sorority friendship and cooperation.
- Publicize the high ideals, purposes, 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.

ARTICLE III. Membership

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

Section 1. Membership classification

There shall be four membership levels: regular, provisional, associate, and individual.

- A. Regular members shall be from those sororities that have been duly 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 international non-NPC sororities that apply for associate membership of APT. 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. Once an alumnae chapter is established and joins APT, that alumnae group shall represent the member organization and replace the

Individual Member.

Section 2. Privileges and responsibilities of membership

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

ARTICLE IV. Structure and Organization

Section 1. Authority

APT's governing body shall be vested in the executive officers and the Council.

Section 2. Composition and privileges

APT Council shall be composed of one delegate and one alternate delegate from each regular, provisional, associate and individual member classification. The delegates shall be the voting members of the Panhellenic Association. There is one vote per NPC member organization regardless of the number of alumnae chapters in the area or the number of individual members represented in the association. The alternate delegates have 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 sorority, provided that her credentials have been presented to the association president in advance of the meeting. The delegates and alternates shall be announced by each representative sorority by no later than August 1.

Section 3. Selection of delegates and alternates

Delegates and alternates to APT shall be selected by their respective sororities to serve for a term of one year commencing July 1.

Section 4. Delegate vacancies

When delegate vacancy occurs, it shall be the responsibility of the member sorority to select a replacement within one month and to notify the APT secretary of her name and contact information.

Section 5. Regular meetings

Regular meetings of APT shall be held at a time and place established at the beginning of each fiscal year.

Section 6. Annual Meeting

APT's annual meeting shall be held during the month of May. The purpose of the annual meeting shall be to elect and install officers, present annual reports, and conduct any other business that may properly come before the membership.

Section 5. Special Meetings

Special meetings of APT may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the membership. Notice of each special meeting shall be sent to all members of APT at least 24 hours prior to convening the meeting; however, such notice may be waived if unforeseen circumstances dictate, and attendance at any such meeting shall constitute waiver of said notice.

Section 6. Means of Communication

APT may conduct business at any meeting (regular or special) using any means of communication by which all members may simultaneously hear one another and participate in the proceedings during the meeting. If meeting electronically or via conference call is not possible, APT members can vote electronically. These votes shall be limited to votes that are absolutely necessary. If electronic voting is necessitated, it must be ratified at the next in-person APT meeting and reflected in the meeting minutes.

Section 7. Quorum

One-half of the members of APT shall constitute a quorum for the transaction of business.

Section 8. Voting Requirements

- A. One vote shall be granted to each NPC member organization represented in APT, regardless of the number of alumnae associations and/or individuals of a particular NPC group participating in this Alumnae Panhellenic.
- B. Proposed motions on issues that impact a sorority as a whole must be announced with sufficient time to allow opportunity for alumnae chapter input before a vote may be taken on the issue.
- C. A majority vote of those present and voting shall be required, unless otherwise specified in these bylaws, to approve adoption of all motions.

ARTICLE V. Officers and Duties

Section 1. Officers

The officers of the Executive Board shall be President, Vice President, Communications Director, Secretary, Treasurer, and Immediate Past President.

Section 2. Eligibility

Members holding a regular or individual membership in APT are eligible to serve as officers.

Section 3. Officer Selection

All officers of APT shall be elected by ballot. When there is only one nominee for an office, that nominee shall be declared elected.

Section 4. Office-Holding Limitations

No officer may serve more than two consecutive terms in the same office. Any member elected to the presidency shall have served on the Executive Board in the year immediately preceding her term, preferably as Vice President.

Section 5. Nomination Procedure

A Nominating Committee of no more than 3 members shall be selected by the Executive Board members. The Nominating Committee shall select its 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 6. Term

The officers shall serve a term of one year or until their successors are selected. The term of office shall begin on July 1 following election.

Section 7. Removal and Vacancies

Any officer may be removed for cause by a vote of two-thirds of the APT membership. For any office other than President, where the incumbent has been removed or has vacated for any reason, the Executive Board will appoint a member for the remainder of the term. For President only, the Vice President will serve as President for the remainder of the term and the Vice President position will be filled by the Executive Board.

Section 8. Officer Duties

A. The President shall:

- Preside at all Council and Executive Board meetings.
- Serve as an ex-officio member of all committees, except for the Nominating Committee, and as the chief volunteer of the organization and chief executive in achieving the organization's mission.
- Establish a job description for each officer.
- Appoint chairpersons of committees, with the exception of the Nominating Committee, subject to the approval of the Executive Board.
- Maintain APT's official files.
- Review the bylaws.
- Engage in regular communication with the NPC area coordinator.
- Submit all reports requested by the NPC Alumnae Panhellenic Committee, including names of new officers to the NPC office and the area coordinator by the date established by NPC.

B. The Vice President shall:

- Perform the duties of the President in the event of the

President's absence or inability to act.

- Serve as an ex-officio member of all committees except the Nominating Committee.
- Perform all other duties as assigned.

C. The Communications Director shall:

- Supervise the maintenance of the website and social media platforms.
- Maintain email addresses for all participants and members.
- Coordinate with the Secretary and Committee Chairs to promote all APT events.
- Perform all other duties as assigned.

D. The Secretary shall:

- Keep an accurate roll of the members of APT; maintain a guest sign-in book for all APT events and meetings; and provide nametags for participants.
- Record minutes of all Council and Executive Board meetings, ensure minutes are available to members shortly after each meeting, and send copies of minutes to the NPC area coordinator.
- Upload copies of minutes and updated bylaws to FS Central.
- In coordination with the Communications Director, arrange for proper notice of all meetings.
- Prepare the Directory of Members (or yearbook) and send a copy to the NPC area coordinator.
- Send a copy of any proposed amendment to these bylaws to the NPC area coordinator for her approval prior to a vote.
- Perform all other duties as assigned.

E. The Treasurer shall:

- Supervise APT's finances.
- Prepare the annual budget and present it to the Executive Board.
- Receive all payments due to APT, collect all dues, and give receipts.
- Maintain current financial records, give a financial report at each membership meeting, 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.

F. The Immediate Past President shall:

- Assist the President as needed.
- Offer specialized services by choice.
- Provide historical advice to current officers on past protocol.

ARTICLE VI. Executive Board

Section 1. Composition

The Executive Board shall be the President, Vice President, Communications Director, Secretary, Treasurer, and Immediate Past President. The Immediate Past President shall have a voice but no vote.

Section 2. Duties

The Executive Board shall administer routine business, have general supervision of the affairs of APT, receive and consider recommendations, and perform such other duties as defined in these bylaws and which have been approved for action by APT vote. At the next regular meeting of APT, the Secretary shall report all action taken by the Executive Board in the interim and record the action in the minutes of that meeting.

Section 3. Organizational Meeting

Following the annual meeting, the newly elected Executive Board shall hold an organizational meeting at which time they will develop a strategy for the coming year to include, but is not limited to, those matters as set out in the Standing Rules.

Section 4. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each fiscal year.

Section 5. Special meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 6. Quorum

The presence of three members of the Executive Board shall constitute a quorum for the transaction of business.

ARTICLE VII. Committees

Section 1. Standing and Special Committees

- APT's standing committees shall be the Annual Luncheon Committee, the Scholarship Selection Committee, the Social and Event Committee, and others as needed.
- The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.
- Special committees shall be appointed as necessary.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members of all standing and special committees, as needed, and in making these appointments, recognize fair representation from all member sororities as much as possible. The President and Vice President shall be ex-

officio members of all committees except the Nominating Committee.

ARTICLE VIII. Committee Chairs and Liaisons

Section 1. Standing Committees

With the approval of the Executive Board, the President shall appoint the following standing committees and their committee chair with the responsibilities of each as described. Each committee chair shall be responsible for keeping an accurate record of her committee's work and shall submit a complete report to the Executive Board at the conclusion of its work but no later than May 1.

A. The FSU Panhellenic Liaison shall:

- Attend FSU Panhellenic meetings if allowed and report on how APT can support their mission.
- Report back on various opportunities for interaction.
- Offer assistance to FSU Panhellenic officers for the Senior Induction Ceremony for graduating seniors each spring.
- Stay in touch with the FSU Greek office staff and administration as needed.
- Advise Scholarship selection committee evaluation process as needed.
- Perform all other duties as assigned.

B. The Social Chair shall:

- Organize social events that highlight the organization and/or develop comradery and friendships between members.
- Identify meeting locations.
- Create, present, and maintain the social calendar for the organization and obtain approval from the Executive Board.
- Coordinate with the Communications Director to promote all social events.
- Perform all other duties as assigned.

C. The Scholarship Event Chair shall:

- Determine, with the Executive Board's approval, the location and date of the Annual Scholarship Event.
- Work with the Communications Director to announce the event and its registration information.
- Coordinate the Silent Auction and other fundraising activities taking place at the Scholarship Event.
- Serve as hostess for the event.

D. The Scholarship Chair shall:

- Create/update and distribute scholarship applications to FSU Panhellenic and the individual sororities.
- Work with the Communications Director to publish the scholarship application.

- Work with the President and the Treasurer to determine the number and amounts of the scholarships.
- Prepare a matrix for the selection process.
- Collect the applications and coordinate review of the scholarship applications to determine the award recipients.
- Present the scholarships at the Annual Luncheon.

E. The Parliamentarian shall:

- Ensure that all actions taken by APT are consistent with the Parliamentary Authority as set out in Article X.
- Provide aid and guidance to the Executive Board as needed.

Section 2. Special Committees

The President shall appoint other special committees and their committee chair as deemed necessary, subject to the approval of the Executive Board. Each committee chair shall keep an accurate record of the committee's work and shall submit a complete report to the Executive Board at the conclusion of its work but no later than May 1.

ARTICLE IX. Finances

Section 1. Fiscal Year

APT's fiscal year shall be from July 1 through June 30 inclusive.

Section 2. Contracts

Dual signatures of the President and Treasurer shall be required to bind APT on any contract in excess of \$500.

Section 3. Checks

- A. All checks issued on behalf of APT may bear dual signatures. The following shall be authorized to be one of the two required signatures: the President or the Treasurer.
- B. All checks in excess of \$500 require 2 signatures.
- C. Verification of any disbursement request is required for any check in excess of \$500.

Section 4. Payments

All payments due to APT, whether checks or electronic payments, shall be received by the Treasurer, who shall record and deposit them. Checks for payments shall be made payable to the Alumnae Panhellenic of Tallahassee, Inc.

Section 5. Annual Dues

- A. NPC Alumnae Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. APT annual membership dues shall be assessed per member and payable on

- or before September 1.
C. The annual dues amount is \$50.

Section 6. Fees and Assessments

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

ARTICLE X. Parliamentary Authority

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

These bylaws may be amended at any regular or special meeting of APT by a two-thirds vote of the membership, provided that the proposed amendment has been announced and submitted in writing with sufficient time to allow an opportunity for membership input.

ARTICLE XII. Dissolution

Section 1. Dissolution Process

- A. When the members of APT have reached a decision to no longer maintain APT's active status with NPC, they shall send a notification and motion to dissolve APT by email, letter, or fax to all APT members remaining on record and to the assigned Alumnae Panhellenic area coordinator and to the NPC office.
1. The notification shall include the time, date, location, and/or method for how APT 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, APT's name, the dissolution date, and a statement 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 area coordinator and the Alumnae Panhellenic Committee chairman.
- B. In the event of the dissolution, none of APT's assets shall be distributed to any APT member. After payment of all APT's debts, its assets shall be given to the National Panhellenic Conference Foundation.

END OF BYLAWS
Revised May 2024.