

BYLAWS
Of
Huntsville Alumnae Chapter
Of
Delta Zeta Sorority
(Revised March 2009)

ARTICLE I

NAME

The name of this alumnae chapter of Delta Zeta Sorority, located in Huntsville, Alabama, shall be the Huntsville Alumnae Chapter of Delta Zeta Sorority.

ARTICLE II

OBJECT

The object of this alumnae chapter shall be to unite members of Delta Zeta Sorority located in or near Huntsville, Alabama, in order to foster the spirit and ideals of Delta Zeta Sorority and promote the interests of Delta Zeta Sorority in general.

ARTICLE III

MEMBERSHIP AND DUES

Section 1. All Delta Zetas who are listed in good standing at National Headquarters are eligible to be a member.

Section 2. The dues shall be payable annually by the April meeting. The amount of the dues shall be set annually by chapter vote upon the recommendation of the Finance Committee.

Section 3. The fiscal year of the chapter shall begin July 1st each year and continue until June 30th of each succeeding year.

ARTICLE IV

MEETINGS

Section 1. The Huntsville Alumnae Chapter shall have at least nine (9) regular meetings during the year.

Section 2. One-fifth of the membership shall constitute a quorum for the transaction of business at any regular or special meeting, including the election of officers.

Section 3. Special meetings may be called by the President or upon written request of any five

(5) members of the chapter and only that business shall be transacted for which the meeting was called.

Section 4. The annual meeting shall take place in March at which time officers for the new year shall be elected and the annual reports of all outgoing officers and chairmen shall be received. The newly elected officers will be installed in April.

ARTICLE V

OFFICERS

Section 1. The officers of the Huntsville Alumnae Chapter shall be: President, First Vice-President - Programs, Second Vice-President - Membership, Assistant Second Vice-President – Membership, Third Vice-President - Ways and Means, Two (2) Assistant Vice Presidents - Ways and Means, Secretary, Treasurer, Assistant Treasurer, Chapter Editor, and Panhellenic Delegate. A list of all officers shall be sent to National Headquarters before March 15th of each year.

Section 2. The duties of the officers of the chapter shall be as follows:

President: It shall be the duty of the President to preside at all meetings; to appoint all standing and special committees subject to the approval of the Executive Board; to be ex-officio member of all committees except the Nominating Committee; to take necessary action to protect the interests of the chapter in any emergency which may arise between meetings; and perform such other duties as usually pertain to the office of President. She shall delegate responsibilities but be willing and able to fill a breach rather than allow the chapter to suffer. She shall see that the chapter is doing its part in meeting its social and civic responsibilities.

First Vice-President - Programs: It shall be the duty of the First Vice-President to act as an aide to the President; to assume the duties of the President in the event of the President's absence or inability to serve; to act as parliamentarian if no other members are available; and to perform such other duties as may be required. The First Vice-President shall serve as Program Chairman, i.e., setting up the programs for the year and securing meeting places each month. She will work with the Vice-President of Membership to notify all members of the chapter about upcoming meetings, locations, and co-hostesses.

Second Vice-President - Membership: It shall be the duty of the Second Vice-President to act as chairman of the membership and telephone committees; to assemble and publish the chapter's yearly directory; to assume the duties of the President in the event of the President's and First Vice-President's absence or their inability or unwillingness to serve in either of their elected offices. In this capacity, she and/or members of the committee shall cultivate and encourage the interest of all members, see that all members are properly informed of chapter functions, and have custody of the membership cards. When a member leaves the city, she shall advise the President of the chapter in that city where the member has moved, National Headquarters, and the State Membership Chairman.

Assistant Second Vice-President - Membership: It shall be the duty of the Assistant Second Vice-President to assist the Second Vice President in all aspects of membership recruitment and retention.

Third Vice-President - Ways and Means: It shall be the duty of the Third Vice-President - Ways and Means to chair the major fundraising event voted on by the chapter each year. She shall make the arrangements as to time and place, conduct all correspondences, appoint all sub-committee chairmen, and conduct such meetings as necessary to assure project success. She shall serve on the Philanthropy

Committee and when her successor is chosen, she shall see that the new Ways and Means Vice-President is oriented to her position. As past Ways and Means Vice-President, she shall serve as Advisor to the Ways and Means Committee.

Assistant Vice-Presidents - Ways and Means: It is recommended that two Assistant Vice-Presidents serve each year to provide sufficient leadership for fundraising events. It shall be the duties of the Assistant Vice- Presidents-Ways and Means to assist the Third Vice-President – Ways and Means in all aspects of the major fundraising event undertaken by the chapter each year. The individuals shall learn the procedures and practices involved in the event, should either of them take over its chairmanship in subsequent years. They shall serve on the Philanthropy Committee.

Secretary: It shall be the duty of the Secretary to keep the minutes of all meetings and distribute them to chapter members. She shall carry on the regular correspondence of the chapter and notify National Headquarters, the Area Alumnae Director, and the National Vice-President of Alumnae Affairs by March 15th of the names and addresses of the newly elected officers. She shall send a copy of the yearbook or annual program to the National Vice-President of Alumnae Affairs and to the Area Alumnae Director. She shall keep a roll of all chapter members and their attendance, be custodian of the chapter property and perform other duties as usually pertain to this office.

Treasurer: It shall be the duty of the Treasurer to collect and have custody of all dues and funds of the chapter and disperse such funds upon order of the chapter; to submit a financial statement of all receipts, expenditures, and balance on hand at regular meetings of the chapter; to submit to the chapter at the end of the fiscal year, a financial statement; to perform such other duties as usually pertain to this office; and to turn over to her successor all funds on hand, with a detailed statement of same, together with all books, records, and equipment pertaining to this office. She shall serve as Chairman of the Finance Committee.

Assistant Treasurer: It shall be the duty of the Assistant Treasurer to collect and have primary custody of the funds of the Marketplace and to disperse such funds upon order of the chapter, the Third Vice President or the Treasurer; to submit a financial statement of the receipts, expenditures and balance on hand of the Marketplace when requested by the chapter, the President, Treasurer or Third Vice President; to submit a final statement to the chapter within 60 days after the end of each annual Marketplace; and at the end of her term to turn over to the Treasurer or her successor in office all funds on hand, with a detailed statement of same, together with all books, records and equipment pertaining to this office. She shall be a member of the Finance Committee, the Ways and Means Committee, and the Philanthropy Committee.

Chapter Editor: It shall be the duty of the Chapter Editor to write all letters and articles requested by the Editor of the Lamp, with such other contributions as may, in her judgment, further the interest of the chapter. She shall also be responsible for producing, duplicating, and mailing the Chapter Newsletter. The Newsletter is recommended for distribution to all dues paying members on at least a quarterly basis. She shall also maintain the Chapter Scrap Book.

Panhellenic Delegate: It shall be the duty of the Panhellenic Delegate to attend all regular meetings of the Huntsville-Madison County Panhellenic Association; to see that Delta Zeta Sorority is represented at all business sessions and social affairs and to make full monthly reports to the chapter. She shall choose an Alternate Delegate to aid her in every way possible. Should the Panhellenic Delegate be unable to serve, the Alternate Delegate will, with the approval of the Executive Board, assume the office.

Section 3. The Nominating Committee shall consist of three (3) members, one to be appointed by the President, one elected by the general membership, and a past president, elected by the general

membership, who shall serve as chairman of the committee. The Nominating Committee shall be chosen at the January meeting. A report of the Nominating Committee shall be presented at the February meeting, and the election of the officers shall be held at the March meeting. The Nominating Committee shall meet at least once in person and not solely by telephone or e-mail. Candidates for office will be contacted either in person or by telephone to ascertain if they are willing to serve. Nominations from the floor may be made at the time of election, and all candidates shall be members in good standing.

Section 4. Election of officers shall be by ballot when there is more than one candidate for an office. The term of each office shall be for one (1) year or until successors are elected. In the event there is but one candidate for an office, the recording secretary may be instructed by vote of the members to cast an elective ballot for the nominee.

Section 5. In the event of a vacancy in an elective office, the vacancy shall be filled by the Executive Board appointment with the approval of the general membership. The President will fill a vacancy in an appointive office with the approval of the Executive Board.

ARTICLE VI

EXECUTIVE BOARD

The Executive Board shall be composed of the chapter's officers and the immediate Past President as an ex-officio member. It shall meet at least two times during the year upon the call of the President. The duties of the Executive Board shall be to transact any urgent business between regular meetings and to present recommendations for chapter action at regular meetings. The regular monthly meeting date of the chapter shall be recommended by the Executive Board and approved by the chapter. The Executive Board shall approve the work of committee chairmen, and perform such other duties as may be voted by the chapter.

ARTICLE VII

COMMITTEES

Subject to the approval of the newly elected officers, the President shall appoint a chairman of the following standing committees and such other committees as deemed necessary, with the exception of the Nominating Committee, Finance Committee, and Ways and Means Committee. These committees are Philanthropy, Collegiate Relations, Awards, Chapter Publicity, and Foundation Giving.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws or those of the Delta Zeta Sorority.

ARTICLE IX

AMENDMENTS

These bylaws may be amended at any meeting by a two-thirds vote of those present and voting provided the proposed amendment(s) have been sent to the membership at least two weeks in advance of the scheduled meeting by email notification. The membership may vote on the proposed amendments at the next announced meeting after discussion pending approval by the Area Alumnae Director.

HUNTSVILLE ALUMNAE CHAPTER STANDING RULES

1. Chapter meetings shall be held on the second or third Monday night of each designated month at 7:00pm unless otherwise designated by the Executive Board.
2. There shall be a hostess and co-hostess for each meeting.
3. The telephone committee shall consist of one person for not more than ten members.
4. a The Treasurer, shall present a budget to the Executive Board for approval before the first general meeting of the new year. At that time, the budget shall be presented to the general membership for approval. The Executive Board has the approval to commit any funds as previously approved in the budget with chapter vote. The executive board can vote on expenses that are not part of the approved budget and do not exceed \$100.00. Such expenditures shall be reported at the first general meeting after they are made and do not require a chapter vote.
 - b. One thousand dollars (\$1000.00), or more as deemed necessary by the treasurer, shall be allotted annually for the Convention Delegate's expenses. Additional funds will be given based on availability. The President shall be the Convention Delegate. If she is unable to attend, an alternate delegate shall be recommended by the Executive Board and approved by the general membership. In the event the chapter should have a member on the National Nominating Committee who is required to be present at convention, chapter funds shall be disbursed in the following manner: first the expenses for the convention delegate will be met; secondly any available remaining funds will be applied to the expenses for the nominating delegate.
 - c. The Philanthropy Committee shall be composed of the following: the Philanthropy Chairman; the Ways and Means Vice-President; the two Assistant Vice-Presidents-Ways and Means; the Treasurer; Assistant Treasurer, a member appointed by the President; and a member elected by the chapter at large. The Philanthropy Committee shall be elected at the January meeting.
 - d. The National Philanthropies of Delta Zeta Sorority will be supported by an annual donation upon the recommendation of the Philanthropy Committee.
 - e. The Awards Committee will be responsible for determining the recipients of the Huntsville Alumnae Chapter Awards given at the annual Founders' Day observance. The Awards Committee will consist of the members of the chapter who were the winners of the Ideal Alumna Award, Service Award, and the Outstanding Young Alumna Award the previous year. The winner of the Ideal Alumna Award will serve as chairperson and will order the necessary awards in time for presentation at the Founders' Day observance. The awards and the criteria are as follows:

Ideal Alumna Award– This award is given to the alumna who has shown true service to Delta Zeta through her devotion to the alumnae chapter the previous year. This award will be a gold crested disc.

Service Award – This award is given to the alumna who has shown longstanding service to the Huntsville Alumnae Chapter and is beyond her tenth year as an initiated member.

This award will be a piece of jewelry of equal value as the Ideal Alumna Award.

Outstanding Young Alumna Award – This award is given to the alumna who has shown longstanding service to the Huntsville Alumnae Chapter and has been initiated into Delta Zeta for less than ten years. This award will be a silver crested disc.

The Awards Committee will also serve to determine the recipients of the awards given to Lambda Kappa Chapter members by the Huntsville Alumnae Chapter. These awards and criteria are as follows:

Betty Greene Byrne Merit Award – This award is given to one collegiate for her service to Delta Zeta and her commitment to academic excellence. This award will be a scholarship in the amount of \$500.

Lois Walker Coates Award – This award is given to a Lambda Kappa Chapter member who has demonstrated outstanding service and love for Delta Zeta Sorority. The award will be a merit scholarship provided by the Coates family.

Doris Sisk Service Award - This award is a merit scholarship provided by Doris Sisk given to a collegiate who has given outstanding service to Delta Zeta and her community.

- f. The Region Weekend Registration Fee for the President or her alternate will be paid by the chapter.
 - g. Dues shall be paid annually and due by the April meeting.
There will be two levels of membership.
Level 1 - \$25.00 for alumnae who enter the chapter immediately after leaving college in addition to Golden Rose and Order of the Pearl members
Level 2 - general membership - \$50.00
 - h. A member's level of membership will be recognized in the yearbook.
 - i. A gift shall be presented at the Founders' Day observance to the following: Ideal Alumna Award, Outstanding Young Alumna Award and Service Award recipients. A gift shall be presented to the retiring President at the April meeting. The cost of each of the gifts is not to exceed fifty dollars (\$50.00). It shall be the duty of the Awards Committee to obtain the gifts for presentation at the proper time.
The President will obtain gifts for active chapter recipients of the Order of the Golden Rose by purchasing the appropriate National pin. These will be presented at Founders' Day.
 - j. The local philanthropy programs of the chapter shall be voted upon each year and supported by one large benefit chaired by the Ways and Means Vice-President and her two assistants. Other Ways and Means projects may be undertaken by the chapter from time to time. Chairmen for these events will be appointed by the President and approved by the Ways and Means Vice-President.
5. a. Cards shall be sent to a member or her immediate family on the occasion of a birth, marriage, hospital stay or other applicable occasion. In the event of the death of a member or a member's

immediate family member (husband, child, grandchild, or parent), a donation shall be made to the Delta Zeta Endowment Fund at Huntsville Hospital Foundation. Cards will be sent to members upon the death of any other close family member not listed above.

b. The Secretary shall use her own discretion in the event the above mentioned occurs outside the immediate family.