

BYLAWS
Of
Huntsville Alumnae Chapter
Of
Delta Zeta Sorority
(Revised April, 2022)

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

PURPOSE

The purpose 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 between April 1 and March 31 of each chapter year. The amount of the dues shall be set annually by Chapter vote upon the recommendation of the Finance Committee.

Section 3. The Chapter's fiscal year, set by National Headquarters, is currently fixed to begin July 1st each year and continue until June 30th of each succeeding year.

Section 4. The Chapter Year shall begin April 1st each year and continue until March 31st of each succeeding year.

Section 5. An "active member" is defined as a member who has paid dues for the current Chapter Year. Each active member shall be encouraged, but not required, to serve on at least one of the Chapter's standing committees.

ARTICLE IV

MEETINGS, QUORUM AND VOTING

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

Section 2. Special meetings may be called by the President or upon the written or electronic request of any five (5) active members of the Chapter, and only that business shall be transacted for which the special meeting was called.

Section 3. One-fifth of the active membership shall constitute a quorum for the transaction of business at any regular or special meeting, including the election of officers.

Section 4. Each active member shall have one (1) vote on each matter submitted to the Chapter membership for a vote, including the election of officers. There shall be no proxy voting.

ARTICLE V

OFFICERS

Section 1. The officers of the Chapter shall be: President, First Vice-President - Programs, Assistant 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, Communications Chairman, and Panhellenic Delegate. Only active members shall be eligible to be nominated, elected and hold office.

Section 2. The Nominating Committee shall be chosen at the January meeting of the Chapter. The 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.

Section 3. The election of officers shall take place in March of all odd-numbered years. Nominations from the floor may be made by any active member at the time of election. Election of officers shall be by ballot when there is more than one candidate for an office. In the event there is but one candidate for an office, the Secretary may be instructed by vote of the members to cast an elective ballot for the nominee. The newly elected officers will be installed in April following their election.

Section 4. The term of all officers shall be for two (2) years or until their successors are elected.

Section 5. 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 establish all 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 to 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. The President shall send a list of the names and contact information of all officers to National Headquarters following their election.

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 Second Vice-President --Membership to notify all members of the Chapter

about upcoming meetings, locations, and co-hostesses.

Assistant First Vice-President—Programs: It shall be the duty of the Assistant First Vice-President to assist the First Vice-President in all aspects of her duties.

Second Vice-President--Membership: It shall be the duty of the Second Vice-President to recruit members to the Chapter; to assemble and maintain the Chapter's membership roster; 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. The Second Vice-President shall cultivate and encourage the interest of all members and see that all members are properly informed of Chapter functions.

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 her duties.

Third Vice-President--Ways and Means: It shall be the duty of the Third Vice-President--Ways and Means to chair any major fundraising event voted on by the Chapter membership in any year. She shall make the arrangements as to time and place of such fundraising events, conduct all correspondences, appoint all sub-committee chairmen, and conduct such committee meetings as necessary to assure project success. The Third Vice-President shall serve as chairman of the Ways and Means Committee. The past Third Vice-President—Ways and Means, she shall serve as advisor to the Ways and Means Committee.

Assistant Third Vice-Presidents--Ways and Means: Two (2) Assistant Vice-Presidents shall serve each term to provide sufficient leadership for fundraising events. It shall be the duty of each Assistant Third Vice- Presidents to assist the Third Vice-President in all aspects of all major fundraising event undertaken by the Chapter in any year. The Assistant Third Vice-Presidents shall learn the procedures and practices involved in the event, should either of them take over its chairmanship in subsequent years. One Assistant Third Vice-President shall serve on the Ways and Means Committee and the other 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 keep record of member attendance at all meetings.

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 balances on hand at regular meetings of the Chapter and at the end of the Chapter year; 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 fundraising projects and to disperse such funds upon order of the Chapter; to submit a financial statement of the receipts, expenditures and balance on hand of each fundraising project 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 fundraising project; 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 serve on the Finance Committee and the Ways and

Means Committee.

Communications Chairman: It shall be the duty of the Communications Chairman to write all letters and any 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 manage and monitor all social media communications, including Chapter website content.

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 6. In the event of a vacancy in an elective office, the vacancy shall be filled by Executive Board appointment with the approval of the Chapter membership. The President will fill a vacancy on an appointive committee with the approval of the Executive Board.

Section 7. Each outgoing officer shall work with the new-elected officer to her office in order to assure that such newly-elected officer is oriented to her position and the responsibilities of such office.

ARTICLE VI

EXECUTIVE BOARD

The Executive Board shall be composed of the Chapter's President, First Vice-President, Second Vice-President, Third Vice-President, Treasurer, Secretary, and the immediate Past President as an ex-officio member. It shall meet at least two times during the Chapter 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 Executive Board shall approve the work of committee chairmen, and perform such other duties as may be voted by the Chapter.

ARTICLE VII

COMMITTEES

Section 1. The standing committees of the Chapter shall be the Nominating Committee, Philanthropy Committee, Ways and Means Committee, Finance Committee, and Awards Committee.

Section 2. The President shall appoint the chairman of the Philanthropy Committee, the Sunshine Chairman, the Collegiate Relations Chairman and the chairman of any special committees. The President, upon approval of the Executive Board, shall also appoint all members of the special committees, except as provided herein.

Section 3. The duties and composition of the standing committees are as follows:

The Nominating Committee shall be responsible for nominating the candidates for elective office and presenting its report of those nominees to the Chapter at the February 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. The Nominating Committee shall consist of three (3) members, one

appointed by the President, one elected by the Chapter membership, and one Past President elected by the Chapter membership. That elected Past President shall serve as chairman of the Nominating Committee. No person may serve on the Nominating Committee for two (2) consecutive terms in a row.

The Philanthropy Committee shall be responsible for identifying worthy charities and philanthropic causes and activities, including those related to the deaf and hard-of-hearing, and recommending to the Chapter for approval by Chapter vote those to be supported by donations of funds and/or services. The Philanthropy Committee shall also recommend for approval by the vote of the Chapter the amount of funds to be donated to each charity and/or philanthropic cause. The Philanthropy Committee shall consist of a chairman appointed by the President, the Third Vice-President—Ways and Means, one of the Assistant Third Vice Presidents—Ways and Means, the Treasurer, and one or more other members of the Chapter. The Philanthropy Committee shall be elected at the January meeting.

The Ways and Means Committee shall be responsible for raising funds for any philanthropy project or Chapter operations project approved by the Chapter. The Ways and Means Committee shall consist of the Third Vice-President—Ways and Means, one of the Assistant Third Vice Presidents—Ways and Means, the Assistant Treasurer, and one or more other members of the Chapter. The Third Vice-President—Ways and Means shall serve as chairman of the Ways and Means Committee.

The Finance Committee shall be responsible for preparing an annual budget of the Chapter operating funds for approval by the Chapter, for disbursing funds raised from the membership in accordance with that approved budget, and disbursing funds raised by the Ways and Means Committee to the approved philanthropic and Chapter projects. The Finance Committee shall consist of the Treasurer, Assistant Treasurer, and one or more other members of the Chapter. The Treasurer shall serve as chairman of the Finance Committee.

The Awards Committee shall be responsible for determining the recipients of the alumnae awards given by the Chapter 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 of the Awards Committee, and will order the necessary awards in time for presentation at the Founders' Day observance.

Section 4. Such additional special committees may be established from time to time, for such purposes and with such duties, as determined by the vote of the Chapter upon recommendation of the Executive Board.

Section 5. All committees shall meet upon the call of the committee chairman or the President. Each committee will present a monthly report to the Chapter of its activities, recommendations, and accomplishments.

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.

When not otherwise provided for herein, the Chapter shall follow the National Constitution of 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 by email may vote on the proposed amendments at the next announced meeting after discussion at a meeting at which a quorum is present.

HUNTSVILLE ALUMNAE CHAPTER **STANDING RULES**

1. Chapter meetings shall be held as designated by the First Vice-President—Programs unless otherwise designated by the Executive Board. With approval of the Executive Board, meetings may be held online should circumstances require.
2. There shall be a hostess and co-hostess for each meeting.
3. The Finance Committee shall present an annual budget to the Executive Board for approval in July of each Chapter Year. The budget shall be presented to the Chapter membership for approval at the August regular meeting. The Executive Board has the authority to spend any funds which have been previously approved in the budget by Chapter vote. The Executive Board can also authorize the expenditure of any additional expenses that are not part of the approved budget which do not exceed \$100.00. Such additional expenditures shall be reported to the Chapter at the first regular meeting after they are made and do not require a Chapter vote.
4. Five Hundred dollars (\$500.00) shall be budgeted annually for the Convention Delegate's expenses to National Convention. The President shall be the Convention Delegate. If the President is unable to attend, an alternate delegate shall be recommended by the Executive Board and approved by the vote of the Chapter. In the event the Chapter should have a member on the National Nominating Committee who is required to be present at National Convention, the total \$1,000.00 of budgeted 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.
5. The national philanthropies of Delta Zeta Sorority will be supported by an annual donation upon the recommendation of the Philanthropy Committee.
6. The alumnae awards to be given annually by the Chapter at the annual Founders' Day observance and the selection 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 an appropriate piece of Delta Zeta jewelry.

Service Award – This award is given to the alumna who has shown longstanding service to the 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 Chapter and has been initiated into Delta Zeta for less than ten years. This award will be an appropriate piece of Delta Zeta jewelry.

The collegiate awards given annually at the annual Founders' Day observance to Lambda Kappa Chapter members and the selection criteria are as follows:

Betty Greene Byrne Merit Award – This award is selected by Betty Byrne and 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 \$500.00 funded by the Chapter.

Christy Thomas Badge Award – This award was established by the Chapter to honor the memory of Christy O’Bryant Thomas. It is awarded to a new collegiate member, selected by her New Member Class, who embodies the Delta Zeta Creed to “give graciously of what is mine.” The Chapter will fund the cost of a basic Delta Zeta Badge for the recipient.

7. Dues shall be paid annually between April 1 and March 31 of each Chapter Year. The two levels of membership are:

Level 1 - \$25.00 for alumnae who enter the Chapter immediately after leaving college, as well as Golden Rose, Order of the Pearl, and Order of the Diamond members

Level 2 - \$50.00 for all other members

8. A gift shall be presented to the outgoing President at the April meeting. The cost of each of the jewelry gifts given at Founders’ Day and the President’s gift shall not to exceed seventy-five dollars (\$75.00). It shall be the duty of the Awards Committee to obtain the gifts for presentation at the proper time. The President and Treasurer will obtain gifts for active Chapter recipients of the Order of the Golden Rose, Pearl, or Diamond by purchasing the appropriate pin from National Headquarters. These will be presented at the Founders’ Day observance.

9. The local philanthropy projects of the Chapter shall be voted upon each year by the membership of the Chapter. Ways and Means projects may be undertaken by the Chapter as approved by the membership of the Chapter.

10. Cards shall be sent by the Sunshine Chairman to a member or her immediate family on the occasion of a birth, marriage, hospital stay or other significant occasion. In the event of the death of a member or a member’s spouse, a donation shall be made to the Delta Zeta Foundation. Cards will be sent to members upon the death of any other close family member not listed above.