

APPROVED

on 6-1-2011

DELTA DELTA DELTA FRATERNITY

**BYLAWS
OF
CHAMPAIGN-URBANA, ILLINOIS
ALUMNAE CHAPTER OF DELTA DELTA DELTA FRATERNITY**

ARTICLE I – NAME

The name of this organization shall be the Champaign-Urbana, Illinois Alumnae Chapter of Delta Delta Delta Fraternity. See Article XV, Section 1 B of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE II – PURPOSE

Section 1. Fraternity. The purpose of Delta Delta Delta shall be to establish a perpetual bond of friendship among its members, to develop a stronger and more womanly character, to broaden the moral and intellectual life, and to assist its members in every possible way. It shall also be the purpose of Delta Delta Delta to promote and develop mutually beneficial relationships between the Fraternity and the colleges and universities where the Fraternity has established chapters, to develop qualities of unselfish leadership among its members, and encourage them to assume, with integrity and devotion to moral and democratic principles, the highest responsibilities of college women. See Article II of THE BYLAWS OF DELTA DELTA DELTA.

Section 2. Alumnae Chapter. The purpose of the alumnae chapter shall be to encourage and foster cordial social relations among alumnae members of the Fraternity, strengthen interest in the Fraternity on the part of all members of the Fraternity in the area, assist any collegiate chapter, recommend personnel for the collegiate chapters and suggest opportunities for extension.

ARTICLE III – STRUCTURE

Section 1. Responsibilities. The alumnae chapter shall have responsibilities as provided in Article XV, Section 5 of THE BYLAWS OF DELTA DELTA DELTA.

Section 2. Meetings.

- A. Meetings include any function for which notice is given to the membership, including traditional events, philanthropic projects, social activities and business meetings.
- B. A minimum of four meetings shall be held on dates to be determined by the executive committee or program committee (when a program committee is fully slated).
- C. *Special Meetings.* Special meetings may be called by the president or by any three members, providing the paid membership has been notified.

- D. *Quorum*. A quorum of twenty percent, but not less than three members in good standing of the chapter and who have paid Fraternity and chapter dues shall be required for the transaction of business at any meeting.
- E. *Vote*. Any action taken shall require an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum is present.

Section 3. Property Rights. No member of the alumnae chapter shall have the right, title, or interest in or to any property owned by the chapter, nor in or to any income or other funds received by it. See Article III, Section 3 D (3) and (5) of THE BYLAWS OF DELTA DELTA DELTA.

Section 4. Surrender, Withdrawal or Reactivation of Charters.

- A. *Surrender*. Upon written notice to the Executive Board, an alumnae chapter may disband and shall surrender its charter to the Executive Director.
 - B. *Withdrawal*. The charter of any alumnae chapter shall be withdrawn by unanimous vote of the Executive Board upon failure of the chapter to meet its financial obligations to the Fraternity or for any other reasons deemed by the Executive Board to be sufficient.
- (1) Immediately upon the inactivation of this alumnae chapter, title to all of its assets shall forthwith automatically be vested in Delta Delta Delta, an Illinois not-for-profit corporation, which, after liquidating such assets, shall pay the chapter's debts to the extent that the proceeds of the liquidation of its assets are sufficient therefor, and retain the balance, if any, of the proceeds as part of the corporation's General Operating Funds.
- C. *Reactivation*. At the discretion of the Executive Board, inactivated chapters of the Fraternity may be reactivated. Past financial obligations to the Corporation must be met unless waived by the Executive Board.

ARTICLE IV – MEMBERSHIP

Any alumna member or unaffiliated collegiate member in good standing of the Fraternity is eligible for membership. See Article XV, Section 2 of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE V – CONVENTION

Section 1. Delegates. See Article XV, Section 6 of THE BYLAWS OF DELTA DELTA DELTA.

- A. The president shall be the official delegate to Convention, Fraternity meetings designated by the Executive Board and state or regional meetings.
- B. When the president is unable to attend Convention, the delegate shall be elected by the chapter. If an election cannot be held, the executive committee may select the delegate.

- C. When an alternate delegate is chosen, she shall be elected by the chapter. If an election cannot be held, the executive committee may select the alternate delegate.

ARTICLE VI – OFFICERS

Section 1. Classification. The officers shall be president, secretary and treasurer. (pending Nominating Committee review other officers could include vice president, reference chairman, collegiate-alumnae relations, fraternity education, social, historian and membership development.) Each officer and Convention delegate shall be members in good standing of the Fraternity and the chapter and shall have paid Fraternity and chapter dues for the year in which they are serving.

Section 2. Election.

- A. *Nominating Committee.* A nominating committee of at least three members shall be appointed by the executive committee in October to present a slate of officers at the February meeting.
- B. *Election.* A biennial election shall be held in the even-numbered years at the April/May meeting at which time additional nominations may be made from the floor. Election shall require an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum is present.

Section 3. Terms. Officers shall serve for a term of two years or until their successors are elected. All officers shall assume their duties at the April/May meeting.

Section 4. Duties.

- A. *President.* The president shall:
 - (1) preside at meetings of the membership and executive committee;
 - (2) appoint chairmen and members of committees, except the nominating committee;
 - (3) be a member of all committees, except the nominating committee;
 - (4) report all action taken or recommended by the executive committee to the membership;
 - (5) coordinate the work of the officers and committees; and
 - (6) be responsible for reports or information requested by the Executive Board and other designated Fraternity representatives.
 - (7) assist with chapter communication duties when needed
- B. *Secretary.* The secretary shall:
 - (1) keep the minutes of all meetings;
 - (2) have the bylaws reviewed annually by the executive committee;
 - (3) prepare any amendments and revisions and secure approval as set forth in Article XI of these bylaws;
 - (4) be responsible for announcements of meetings;
 - (5) handle business and social correspondence;
 - (6) be *The Trident* correspondent; and
 - (7) compile and send reports and forms as requested by the president.

- C. *Treasurer*. The treasurer shall:
- (1) bill and collect annual dues from the membership;
 - (2) receive and disburse funds and keep accurate records;
 - (3) prepare a budget at the beginning of the fiscal year; and
 - (4) pay Fraternity dues and fees in accordance with current Fraternity policies.
- D. *Vice President*. The vice president shall:
- (1) in case of the absence or incapacity of the president, assume, perform, and exercise all the powers and duties of the president;
 - (2) act as an assistant to, or representative of, the president as requested by the president;
 - (3) be the chairman of the Fraternity Education committee.
- E. *Reference Chair*. The reference chair shall:
- (1) process references for collegians from the area going through rush;
 - (2) prepare references for collegians going through rush when requested by collegiate chapters;
 - (3) forward any other pertinent information to collegiate chapters regarding potential new members rushing;
 - (4) act as a resource for area alumnae and provide assistance with reference process.
- F. *Collegiate-Alumnae Relations Chair*. The collegiate-alumnae relations chair shall:
- (1) serve as a liaison between the alumnae chapter and collegiate chapter(s);
 - (2) plan events and projects aimed at promoting collegiate/alumnae relations.
- G. *Fraternity Education Chair*. The fraternity education chair shall:
- (1) provide fraternity updates and education for newsletters and meetings.
- H. *Social Chair*. The social chair shall:
- (1) recommend a yearly schedule of social events to the executive committee;
 - (2) identify members to take leadership/coordination roles in social events.
- I. *Historian*. The historian shall:
- (1) main the chapter scrapbook with photos, yearly highlights and officer information for each year.
- J. *Membership Development Chair*. The membership development chair shall:
- (1) Contact members that are about to celebrate their Diamond, Golden or Silver Circle milestones and discuss options for commemorating these milestones;
 - (2) Provide member highlights for quarterly newsletters.
- K. Each officer shall deliver to her successor, all publications and other chapter property provided for her office within 30 days.

Section 5. Removal.

- A. *By the Chapter.* The alumnae chapter, after notice to the officer, may remove an officer by an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum is present at any business meeting.
- B. *By the Executive Board.* An officer may be removed from office by the Executive Board, in which case the officer shall be notified by the Executive Board.

Section 6. Vacancies. A vacancy in an office shall be filled by the executive committee for the unexpired term.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. How Constituted. The executive committee shall consist of the elected officers and all committee chairmen.

Section 2. Meetings. Meetings shall be designated by the president.

- A. *Quorum.* A quorum of three members in good standing of the chapter and who have paid Fraternity and chapter dues shall be required for the transaction of business.
- B. *Vote.* Any action shall require an affirmative vote of a majority of the members eligible to vote who are present and voting providing quorum is present.

Section 3. Duties. The executive committee shall:

- A. review chapter business and recommend action to be taken by the alumnae chapter;
- B. vote for the chapter, during the interim between meetings, upon any questions presented on which action must be taken before the next business meeting;
- C. review the chapter bylaws annually; and
- D. recommend potential collegiate advisory committee members, house corporation directors and Fraternity volunteers.

ARTICLE VIII – COMMITTEES

Section 1. Standing Committees.

- A. *Committees.* The chapter shall have the following standing committees: nominating and reference.
- B. *Structure.*
 - (1) *Nominating.* See Article VI, Section 2 of these bylaws.
 - (2) *Reference.* The reference committee shall consist of two or more members, including the chairman, slated by the Nominating Committee. The committee shall be responsible for supplying information regarding potential new members from the area, securing references and

responding to all requests from collegiate chapters and furnishing references through the committee in accordance with current Fraternity policies.

Section 2. Other Committees. Other committees, including but not limited to, Fraternity education, panhellenic, program, membership, publicity and philanthropy may be appointed by the executive committee.

Section 3. Selection, Terms, Removal and Vacancies. Members of committees shall be in good standing of the Fraternity and the chapter. The terms of the members shall coincide with the term of the president or the executive committee who appointed them. Any appointed member may be removed by the executive committee. Any vacancy shall be filled by the executive committee and the appointed member shall serve for the unexpired term.

ARTICLE IX – FINANCES

Section 1. Dues.

- A. Dues shall be collected annually and shall include Fraternity dues in accordance with current Fraternity policies and chapter dues as determined by the chapter.
- B. Dues shall be payable in November and shall become delinquent February 28th.
- C. Annual dues in accordance with current Fraternity policies shall be paid to the Fraternity for each member paying dues to the chapter. Annual dues are due by February 1 of each year.

Section 2. Financial Management. Financial affairs shall be subject to review by the Executive Board and other designated Fraternity representatives. All obligations shall be paid in accordance with current Fraternity policies.

- A. *Operating Fee.* An operating fee shall be paid to the Fraternity during each fiscal year.
- B. *Bonding.* All officers handling money shall be bonded and the fee shall be paid when billed by Executive Office. See Article XVIII, Section 4 B of THE BYLAWS OF DELTA DELTA DELTA.
- C. *Fundraising.* Proper financial management shall include the protection and proper use of all funds received for scholarships or other charitable or philanthropic purposes. No funds shall be solicited in the name of the chapter, the Fraternity or the Corporation without the notification of the Executive Board.
- D. *Convention Expenses.* The chapter may pay expenses for its Convention delegate(s) from chapter funds. The chapter may include in its dues to members an amount determined by the chapter to be designated for Convention expenses.
- E. *Crescent Fund Contribution.* \$3 from each local dues paying member will be sent to the Crescent Fund on behalf of the Campaign-Urbana Alumnae Chapter of Delta Delta Delta Fraternity.
- F. *EBR and New Member Scholar Awards.* Yearly sponsorship of both academic awards to University of Illinois and Eastern Illinois University chapters, pending rules of national program.

Section 3. Compensation. An alumna member shall receive no compensation for serving as an alumnae chapter officer.

Section 4. Distribution of Assets Upon Dissolution. See Article XVIII, Section 9 A of THE BYLAWS OF DELTA DELTA DELTA.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this chapter in all parliamentary procedures in respect to which they are applicable and are not inconsistent with THE BYLAWS OF DELTA DELTA DELTA.

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ARTICLE XI – CHAPTER BYLAWS

Section 1. Revision. These bylaws shall be submitted for revision every six years from the date of last approval and may be amended in the interim as necessary.

Section 2. Amendments. The affirmative vote of two thirds of the alumnae members eligible to vote who are present and voting providing quorum is present shall be necessary to amend these bylaws.

- A. Proposed amendments shall be presented to the membership at any business meeting and shall be voted upon at the next business meeting, unless it is necessary by the executive committee to follow provision B of this section.
- B. Notice of a proposed amendment shall be given in writing to the membership no less than one week prior to a meeting for presentation at which time the chapter may adopt the amendment.
- C. Amendments to these bylaws shall be in accordance with THE BYLAWS OF DELTA DELTA DELTA.

Section 3. Approval. These bylaws and any amendments shall be approved by the Executive Board or its designated Fraternity representative and shall become effective upon written approval.