



Southlake Area Alumnae Club Of Pi Beta Phi Alumnae Club Constitution

Ratified: November 3, 2020

Article I-Name

The name of this club shall be the Southlake Area Alumnae Club of Pi Beta Phi, hereinafter referred to as SAAC.

Article II-Object

The object of SAAC shall be to further the friendship of members of Pi Beta Phi; to strengthen the local collegiate chapters and international organization; and to aid in furthering the literacy vision of Pi Beta Phi, and other philanthropic entities.

Article III-Membership

The membership will consist of initiated members of Pi Beta Phi who are out of college and who pay local and international alumnae dues to this treasury.

Article IV-Officers

The officers of SAAC shall be a President, Vice President of Communications, Vice President of Finance, Vice President of Membership, Vice President of Programming, Vice President Philanthropy, Vice President of Collegiate Relations, Vice President of Panhellenic Relations, Alumnae Club Recruitment Information Chair, and any other officers as desired by the alumnae club. These officers shall constitute the Executive Committee. Their duties shall be the usual duties devolving upon such offices; they also must comply with the requirements outlined by the Fraternity.

Section 1.

To be eligible for any office a member must have been an active member of SAAC for one year, and must be current with their dues. Officers and Committee Chairs shall serve a term of two years, and may serve consecutive terms.

Section 2.

The Vice President of Finance shall not serve for more than two consecutive terms or four consecutive years.

Section 3.

All officers shall be installed with the Alumnae Club Officer Ceremony at a meeting following elections and prior to the close of the SAAC year.

Article V-Meetings

Section 1:

SAAC shall hold regularly scheduled meetings. Meetings shall include information on Pi Beta Phi Philanthropies/Fraternity heritage and a Founders' Day observance. Other programs may include collegiate chapter interests and general Fraternity affairs, and may be outlined as the SAAC Programming Committee may decree.

Section 2:

At the discretion of the President, regular meetings may be held in person or via a web based platform.

Article VI-Quorum

At a meeting of the club, 50% of the membership shall constitute a quorum. At a meeting of the Executive Committee, five members shall constitute a quorum.

Article VII-Amendments

Amendments to this Constitution may be made at any regular meeting by a two-thirds vote of the members present and voting, the proposed amendment having been submitted in writing at the previous meeting or made available to members on the SAAC website (Members Only Section) at least two weeks prior to the meeting where a ratification vote will be taken. Without such a notice, the Constitution may only be amended by unanimous vote.

**Southlake Area Alumnae Club
Of Pi Beta Phi
Alumnae Club Bylaws**

Ratified: (List date of SAAC vote)

Article I-Officers

Section 1.

- A. The President shall perform the duties usual to such an office. She shall appoint all committees not otherwise provided for and shall be ex-officio member of all club committees except the Alumnae Leadership and Nominating Committee. She shall be notified of time and place of all committee meetings. She shall send annually, to the Alumnae Engagement Director a report covering the more specific points of SAAC work. She shall keep a file of all important correspondence and publications and shall be the custodian of the alumnae club charter. She may cross designate the duties of club officers and committee chairs if it serves in the best interest of SAAC.
- B. The Vice President of Communications shall keep an accurate record of the business meetings and shall report at the call of the President. She shall act as custodian of all important records and publications belonging to the club. She or a member of the Communications Committee should send any specific items of interest concerning SAAC and/or its members to the Editor of *The Arrow*® (due dates listed in *The Arrow*).
- C. The Vice President of Finance shall collect and take charge of all money due SAAC and shall distribute it upon order of SAAC. She shall send all contributions for Fraternity philanthropies and projects as directed. She shall send to Headquarters, as collected, money for international dues of all members. She shall report the state of the treasury upon call of the President. She shall submit an annual report which shall be reviewed by an internal audit.
- D. The Vice President of Membership shall keep a current membership list and be responsible for SAAC membership growth.
- E. The Vice President of Programming shall develop the SAAC yearly meeting and activity calendar, creating programs and themes for each meeting.
- F. The Vice President of Philanthropy shall coordinate all philanthropic efforts of SAAC, both International and local.
- G. The Vice President of Collegiate Relations will coordinate with area collegiate chapters to facilitate alumnae support as needed, as well as coordinate alumnae/collegian engagement through sisterhood events.

- H. The Vice President of Panhellenic Relations will serve as the SAAC Panhellenic Representative to the local National Panhellenic Conference committee, and will bring the club such information that would properly interest SAAC members.
- I. The Alumnae Club Recruitment Information Chair will coordinate SAAC efforts in providing Recruitment Information Forms on behalf of local women interested in membership in Pi Beta Phi. Further, she will inform SAAC members of relevant recruitment dates and results.

Article II-Committees

Section 1.

- A. The Executive Committee shall decide all questions requiring immediate attention in the interim of meetings and shall have power to call special meetings and postpone regular ones. It may recommend plans for club activity to the business meetings of the club.
- B. The Vice President of Communications may appoint members to serve on a Communications Committee. The Communications Committee will assist with the SAAC Social Media, Web Page, and Directory, as well as submit articles and photographs regarding SAAC and its members for inclusion in The Arrow. Communications Committee members will include, but not be limited to, the Webmaster and Directory Coordinator.
- C. The Vice President of Programming may appoint members to serve on a Programming Committee. The Programming Committee, shall assist the Vice President of Programming as needed in preparation of the program for the year. The Program Committee shall also support the Vice President of Programming at actual events with set up and clean up as requested. Program Committee members shall include, but not be limited to, the Lunch Bunch Coordinator, Just Winging It Coordinator, and Wine Master.
- D. The Vice President of Philanthropy may appoint members to serve on the Philanthropy Committee. The Philanthropy Committee shall plan events focused around the Fraternity's philanthropy, Read > Lead > Achieve®. In addition, the Philanthropy Committee will assist the Vice President of Philanthropy with coordinating the support of local entities as selected by SAAC.
- E. The Vice President of Membership may appoint members to serve on the Membership Committee. The Membership Committee will work with the Vice President of Membership to develop and implement SAAC membership recruitment and retention strategies. Membership Committee members will include, but not be limited to, the Angel Ambassadors.
- F. The Budget Committee shall consist of the President, Vice President of Finance, Vice President of Programming, and Vice President of Philanthropy.
- G. The President shall appoint two SAAC members to serve on the Audit Committee. The Audit Committee shall review the books of the Vice President of Finance at the close of each fiscal year.

Article III-Board

The members of the Executive Committee and any other SAAC members deemed necessary by the President shall constitute a board. This board shall meet at least once a year to consider plans, policies and the best interests of the club, and report deliberations to the club. The board shall meet at the call of the President. Six members shall constitute a quorum. The Constitution and Bylaws of the club shall be read at the first meeting of the board.

Article IV-Dues

Section 1.

The annual dues of the club shall be \$70 of which \$35 are the international annual alumna dues to be sent to Headquarters as collected and \$35 are the local dues to be kept in the club treasury.

Section 2.

Dues shall be payable by November 15, and only paid members shall be entitled to vote upon club business, at the annual election, or shall be eligible for office.

Section 3.

At the sole discretion of the Executive Committee, a discount of \$10 off local dues may be offered to members who pay their dues prior to September 1.

Section 4.

At the sole discretion of the Executive Committee, local dues may be waived for new graduates, i.e. first year alumnae.

Article V-Elections

The bi-annual election shall be held no later than March 31, during even numbered years. A slate of candidates will be presented by the Alumnae Club Leadership and Nominating Committee. The Alumnae Club Leadership and Nominating Committee shall consist of no less than three and no more than five SAAC members, and shall have been appointed by the President by the December meeting prior to an election year, or earlier if possible.

Article VI-Meetings

Section 1.

The regular meeting of this club shall occur on the first Tuesday day of the month, beginning with September and ending with May.

Section 2.

Additional meetings may be scheduled as deemed necessary by the Executive Committee.

Section 3.

The minutes of the meetings shall be archived on the SAAC website (Members Only Section), and on the SAAC document storage platform.

Section 4.

No guest except initiated members of Pi Beta Phi may be admitted to any meetings at which any Fraternity business is to be discussed.

Section 5.

Non-member guests must be approved by the President prior to attendance.

Section 6.

All questions of Parliamentary Law not provided for in this Constitution and Bylaws, or by the Constitution of Pi Beta Phi, shall be decided according to "Robert's Rules of Order, Newly Revised."

Article VII-Convention

The President shall be the de facto delegate to Convention and the voting delegate. If she is unable to attend, the Executive Committee shall recommend an alternate delegate for SAAC member's consideration by the March meeting.

Article VIII-Privacy

The Southlake Area Alumnae Club of Pi Beta Phi's website, email account, and membership list are for the sole use of the SAAC, and may not be used for promotion or any activity unrelated to SAAC, used by any member for personal gain, or made available for commercial or solicitation purposes.

Article IX-Amendments

These Bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, the proposed amendment having been submitted in writing at the previous meeting, or made available to members on the SAAC website (Members Only Section) at least two weeks prior to the meeting where a ratification vote will be taken. Without such a notice, the Bylaws may only be amended by unanimous vote.