

Bylaws of
Beta Kappa Beta
Dallas, Texas
Chapter of Alpha Chi Omega
Effective: August 1, 2019- July 31, 2020

ARTICLE I. NAME

Section 1. The organization shall be known as Beta Kappa Beta, Dallas, Texas Alumnae Chapter of Alpha Chi Omega.

ARTICLE II. FISCAL

Section 1. The fiscal year of Alpha Chi Omega shall be August 1 to July 31.

ARTICLE III. OBJECTIVES

Section 1. The objectives of the Beta Kappa Beta Chapter shall be:

- (a) To stimulate interest in the fraternity at large on the part of members of Alpha Chi Omega in this area
- (b) To support Texas collegiate chapters
- (c) To increase recognition and respect for Alpha Chi Omega in the community
- (d) To support the Alpha Chi Omega Foundation
- (e) To observe Founder's Day, Hera Day, and MacDowell Month
- (f) To participate actively in the alumnae Panhellenic
- (g) To promote the fine arts among its members and the community
- (h) To support victims of domestic violence shelters and programs
- (i) To welcome new members who relocate to the community

ARTICLE IV. MEMBERSHIP

Section 1. The Beta Kappa Beta Dallas Area Alumnae Chapter of Alpha Chi Omega shall be open to all Alpha Chi Omega alumnae in good standing, and especially those residing in the Dallas and greater Dallas areas. The annual membership drive, as per Headquarters, is from August 1 - January 31 each fiscal year. Any member who joins and pays dues on or after May 1 of any fiscal year, shall be automatically deferred as a paid and active member of the next fiscal year.

ARTICLE V. DUES AND FEES

Section 1. Members of this Chapter shall pay dues annually, which lasts from August 1, 2019 through July 31, 2020. Membership dues are \$75.00 and include:

- (a) National dues of \$12.00 per member paid to Headquarters
- (b) Local dues of \$63.00 per member that includes the following operating expenses:
 - a. Annual dues per member to Dallas Alumnae Panhellenic Association and Scholarship Fund
 - b. Support for local Dallas collegiate chapter, Iota Sigma at Southern Methodist University

- c. Support for another Texas-based collegiate “Chapter at Large”, which rotates each fiscal year
- d. Recruitment efforts for Dallas Metroplex Potential New Members Recommendation writing
- e. Monthly Social / Networking event expenses
- f. Annual Founder’s Day event expenses
- g. Annual MacDowell Month and/or Hera Day event expenses
- h. Annual Hall of Commitment event expenses
- i. Alumnae Chapter operating expenses

ARTICLE VI. OFFICERS

- Section 1. The required officers to keep the chapter in good standing include:
- (a) Alumnae Chapter President
 - (b) Alumnae Chapter Vice President of Finance

The other officers that may be elected as determined necessary to meet the chapter’s needs and may be combined include:

- (a) Alumnae Chapter Vice President of Connections & Secretary
- (b) Dallas Area Alumnae Recruitment Information Chair (ARIC)
- (c) Dallas Area Alumnae Panhellenic Delegate
- (d) Plano-Richardson Alumnae Recruitment Information Chair (ARIC)
- (e) Plano-Richardson Area Alumnae Panhellenic Delegate
- (f) Alumnae Chapter Vice President of Collegiate Relations
- (g) Alumnae Chapter Vice President of Membership
- (h) Alumnae Chapter Vice President of Communications
- (i) Alumnae Chapter Vice President of Programs & Fundraising
- (j) Alumnae Chapter Vice President of Philanthropy
- (k) Alumnae Chapter Vice President of Fraternity Relations & Ritual
- (l) Alumnae Alpha Chi Couture Chair

- Section 2. Only dues paying members in good standing shall be eligible to hold an office. There is no requirement for how many years an alumna has been a member of the chapter before she can run for office.

ARTICLE VII. ELECTIONS

- Section 1. A Nominating Committee for general chapter officers shall be composed of at least three members in good standing, one of whom shall be appointed by the President to act as chairman. The committee should be nominated and voted on by the organization every four years.

- Section 2. The election of officers shall take place during the spring semester of each year. Installation of officers should occur shortly after election. Only those members who have paid their dues for the preceding fiscal year shall be qualified to vote and/or hold office.

- Section 3. Half of all the general officers, including the President, shall be elected in the odd years to serve a two-year term. The remaining half of the officers shall be elected for a two-year term in the even years.

- (b) Odd year term elections:
 - a. President
 - b. VP of Programs
 - c. VP of Membership
 - d. Alpha Chi Couture Chair
 - e. VP of Connections & Recording Secretary
 - f. VP of Collegiate Relations
 - g. VP of Philanthropy
- (c) Even year term elections
 - a. VP of Fraternity Relations & Ritual
 - b. VP of Finance
 - c. VP of Communications
 - d. Dallas Area Panhellenic Delegate
 - e. Dallas Area Recruitment Information Chair (ARIC)
 - i. Appointed through Dallas Alumnae Recruitment Team
 - f. Plano-Richardson Area Panhellenic Delegate
 - g. Plano-Richardson Area Recruitment Information Chair (ARIC)
 - i. Appointed through Dallas Alumnae Recruitment Team

Section 4. The names of the officers should be reported annually to Headquarters.

Section 5. The President shall serve as the delegate to the National Convention. Should she be unable to attend, her alternate shall be elected at a regular meeting of the chapter no later than April 1.

Section 6. No one alumna can hold the same Executive office for more than two consecutive terms (4 years). An officer may rotate into a position that becomes vacant in the middle of a term due to the alumnae who was elected by the chapter not being able to fulfill her duties by a 2/3rds vote of the membership. This time would not go against the two term limit and will be recognized as an addition. An alumna may serve on the executive board for as long as she is elected by the chapter, but must rotate positions every 2 terms/4 years. This term limit does not apply to group leaders or appointed positions.

ARTICLE VIII. MEETINGS

Section 1. There shall be a minimum of two general business meetings of the board one in the fall and one in the spring.

ARTICLE IX. DUTIES OF OFFICERS

Section 1. **Chapter President shall:**

- (a) It shall be the duty of the president to call and preside at all meetings of Beta Kappa Beta Chapter, at meetings of the Executive Committee and the Executive Board, and to perform all duties incumbent upon a presiding officer.
- (b) Appoint all committee chairmen for the period of her term
- (c) Keep the chapter informed about National Alpha Chi Omega news and programs

- (d) Be responsible for all reports required of the chapter being submitted by the dates specified to headquarters
- (e) Have no vote except in the case of a tie
- (f) Be an ex-officio member of all committees with the exception of the nominating committee
- (g) Receive all mailings from Headquarters and report information to the chapter
- (h) Annually provide a copy of the chapter's bylaws to headquarters
- (i) Serve as the chapter's delegate at the National Convention (or notify the chapter so that an alternate may be elected).
- (j) Create and submit the national awards packet to Headquarters along with the help of other executive officers
- (k) Chair executive board meetings and supervise all officers' progress.
- (l) Perform the duties of any officer that resigns until a new officer is elected or assist those who are not doing their tasks.

Section 2. **Vice President, Fraternity Relations & Ritual shall:**

- (a) Be first in line to perform the duties of the President in her absence or inability to serve
- (b) Plan and implement an ongoing program for fraternity education and appreciation within the chapter
- (c) Work with VP of Collegiate Relations to plan and oversee a program promoting positive interaction between collegians and alumnae
- (d) Responsible for Hall of Commitment
- (e) Work with VP of Programs to plan Founder's Day, MacDowell Month, and Hera Day events
- (f) Oversee the preservation of the chapter archives
- (g) Promote appreciation for and provide instruction on the proper use of the Ritual of Alpha Chi Omega
- (h) Oversee the application process for the Adele Drew scholarship and educate the Iota Sigma and Chapter at large on the award and process

Section 3. **Vice President, Programs shall:**

- (a) Be second in line to perform the duties of the President in her absence or inability to serve
- (b) Chair a committee to plan the programs for the year
- (c) Oversee Scarlet Committee, Olive Committee and other special interest group programs
- (d) Responsible for planning one members-only event per quarter.
- (e) Responsible for planning the Round-Up Recruitment event in August and Holiday party in December
- (f) Schedule monthly open happy hours
- (g) Maintain and help promote the chapter calendar
- (h) Organize at least one chapter fundraiser per year

Section 4. **Vice President, Finance shall:**

- (a) Be responsible for creating and maintaining Beta Kappa Beta's annual budget
- (b) Must communicate and work with chapter officers on their annual budget at the beginning of each term
- (c) Collect annual membership dues and enter all paid members into LyreLinks by October 31st each year. Chapter will be invoiced for the number of active

members entered into LyreLinks on November 15th of each year. Forward Chapter Administrative per capita fees to Headquarters no later than December 15th of each year.

- (d) Forward Alumnae National Convention fees to Headquarters no later than April 1st of each even-only year to align with National Convention held every other year
- (e) Be responsible for sending the Alpha Chi Omega Form A105 (Annual Financial Report) for the previous fiscal year to Headquarters through LyreLinks by October 31st of each year
- (f) Reconcile Beta Kappa Beta Operations checking account on a monthly basis
- (g) Maintain the chapter's operations checking account and co-sign all checks with the President unless the President authorizes the Treasurer to sign without her
- (h) Maintain the chapter's Adele Drew Scholarship savings account by collecting donations and distributing scholarship funds to two recipients each fiscal year
- (i) Maintain the chapter's PayPal and Venmo accounts and transfer balance to the Beta Kappa Beta Operations checking account on a monthly basis
- (j) Collect dues annually as set forth by the chapter and forward dues to the Dallas Area Alumnae Panhellenic Association by the specified date
- (k) File Form 990-N with the IRS annually by December 15th, upload a copy to Alpha Chi Omega National Headquarters through LyreLinks and comply with all IRS filing requirements by maintaining all information pertaining to the alumnae chapter EIN number
- (l) Retain all records for seven years and submit the records for audit as may be required
- (m) Maintain records to substantiate any relevant state tax-exempt status
- (n) Provide the chapter with regular updates on financial status of chapter at all business meetings

Section 5. Vice President, Membership & Recruitment shall:

- (a) Be responsible for recruiting new members and returning members
- (b) Be responsible for keeping the organization's membership roster up to date
- (c) Update membership roster in Lyre Links
- (d) Serve as chair of the Beta Kappa Beta Membership Team. Hold team meetings as needed. Membership Team includes, but is not limited to:
 - a. Chair - VP of Membership
 - b. Chair - Membership Elect
 - i. Membership Elect shall be appointed by VP of Membership.
- (e) Be responsible for keeping Beta Kappa Beta chapter members contact information current and up to date
- (f) Help plan the annual Round Up recruitment event
- (g) Be responsible for welcoming new members via in person, email or mail.

Section 6. Alpha Chi Couture Chair shall:

- (a) Serve as liaison between Alpha Chi Couture – benefiting Genesis Women's Shelter, One Love Foundation, and the Alpha Chi Omega Foundation – and BKB
- (b) Provide goals for Couture on an annual basis
- (c) Be responsible for coordinating the fundraising projects for Couture
- (d) Appoint all chairmen for Couture

- Section 7. **Vice President, Communications & Public Relations shall:**
- (a) Be responsible for website content and updates
 - (b) Organize and distribute chapter monthly newsletter by the second Monday of every month
 - (c) Serve as administrator for Beta Kappa Beta Facebook and Instagram
 - (d) Organize Lyre submissions of Beta Kappa Beta events
 - (e) Seek out press opportunities and administer press releases in regards to Beta Kappa Beta events
 - (f) Assist in creating the chapter's national awards packet
- Section 8. **Vice President, Connections & Recording Secretary shall:**
- (a) Keep a record of all meetings of the organization
 - (b) Send copies of the minutes to the President and Vice President of Finance
 - (c) Assist the VP of Membership in keeping Beta Kappa Beta chapter member information current and up to date
 - (d) Organize and oversee the ongoing Carnation Connection Dash
 - (e) Send communications to sisters on behalf of the chapter
 - (f) Assist VP of Philanthropy in working with Genesis and organizing the chapter fundraisers
- Section 9. **Vice President, Collegiate Relations shall:**
- (a) Serve as liaison between Beta Kappa Beta and the Iota Sigma chapter, concentrating on communication and support
 - (b) Communicate monthly with Iota Sigma chapter to discuss upcoming opportunities and report to the Beta Kappa Beta board
 - (c) Request from Iota Sigma the Chapter Calendar and relay relevant events to alumnae chapter VP of Communications
 - (d) Meet in person, quarterly, with the Iota Sigma collegiate representative
 - (e) Coordinate with the Iota Sigma VP of Recruitment to organize volunteers for January recruitment in December or earlier
 - (f) Keep close relations with local collegiate chapters
- Section 10. **Dallas Area Panhellenic Delegate shall:**
- (a) Attend monthly meeting of the Dallas Panhellenic group (approximately 7 per year).
 - (b) Attend the monthly Beta Kappa Beta board meetings to update the executive board on the events of Dallas Panhellenic in order for the board to provide support.
- Section 11. **Dallas Area Alumnae Recruitment Information Chair (ARIC) shall:**
- (a) Appointed by the Dallas Area Alumnae Recruitment Team with approval from the Beta Kappa Beta Executive board
 - (b) Attend all scheduled DART meetings and DAP open meetings
 - (c) Recruitment Resource for recommendation writing and general recruitment questions for all schools in Dallas Proper
 - (d) Track and report Recruitment results for Dallas PNMs
 - (e) Serve as liaison to the AXO Dallas Mother's Club
- Section 12. **Plano-Richardson Area Panhellenic Delegate shall:**

- (a) Attend monthly meeting of the Plano-Richardson Panhellenic group (approximately 7 per year).
- (b) Attend the monthly Beta Kappa Beta board meetings to update the executive board on the events of Plano/Richards Panhellenic in order for the board to provide support.

Section 13. **Plano-Richardson Area Alumnae Recruitment Information Chair (ARIC) shall:**

- (a) Appointed by the Dallas Area Alumnae Recruitment Team with approval from the Beta Kappa Beta Executive board
- (b) Attend all scheduled DART and PRAP meetings
- (c) Recruitment Resource for recommendation writing and general recruitment questions for all schools in Plano and Richardson
- (d) Oversee a team of High School Chairs and area Recommendation Writers
- (e) Facilitate recommendation writing or direct PNMs to alumnae in their area
- (f) Organize all recs for Plano/Richardson
 - a. Mail rec packets to collegiate recruitment chairman
- (g) Track and report Recruitment results for Plano/Richardson PNMs

Section 14. **Vice President, Philanthropy shall:**

- (a) Research, schedule and plan all chapter philanthropy events not having to do with Alpha Chi Couture
- (b) Be the contact for Beta Kappa Beta and the Genesis Women's Shelter

ARTICLE X. NATIONAL CONVENTION

Section 1. The delegate to the National Convention shall be the President. Her alternate shall be a current member of the Executive Committee and shall be determined according to officer rank.

Section 2. Convention attendance shall be contingent upon sufficient financial funding

ARTICLE XI. EXECUTIVE COMMITTEE

Section 1. An Executive Committee composed of the President, Vice Presidents, Secretaries and other officers as deemed necessary shall be set up to expedite chapter business

Section 2. The members of this committee shall be obligated to attend the meetings of the Executive Committee.

Section 3. The Executive Committee shall consider carefully all matters pertaining to the chapter and take action on the same. This committee shall have the power to act in-between meetings of the Executive Board, to make recommendations to the Executive Board, and to carry special responsibilities assigned to it. Authority remains with the Executive Board. Any interim action must be ratified by the Executive Board at its next meeting. The President chairs this committee.

Section 4. The Executive Committee shall approve the budget and all expenditures of the chapter.

- Section 5. The Executive Committee shall meet a minimum of two times a year; additional meetings are to be called by the President
- Section 6. A quorum shall consist of two-thirds of the members of the Executive Committee
- Section 7. Vacancies on the Executive Committee shall be filled by the Executive Board for the unexpired term, with the exception of the President

ARTICLE XII. EXECUTIVE BOARD

- Section 1. Upon recommendation by the Executive Committee, The Executive Board shall approve the budget and all expenditures of the chapter
- Section 2. The Executive Board shall consider carefully all matters pertaining to the chapter and take action on same
- Section 3. The Executive Board shall meet a minimum of two times a year, with additional meetings to be called by the President
- Section 4. A quorum shall consist of two-thirds of the members of the Executive Board
- Section 5. Vacancies on the Executive Committee shall be filled by the Executive Board for the unexpired term, with the exception of the President
- Section 6. The Executive Board shall vote yearly on a Texas Chapter-at-Large to support for that year's term.

ARTICLE XIII. STANDING COMMITTEES

- Section 1. The Standing Committees shall be:
- (a) Adele Drew Scholarship
 - (b) Young Alumnae – Scarlet Committee
 - (c) Older Alumnae – Olive Committee
 - (d) Any other committees as may be created by the Executive Board, from time to time
- Section 2. The Adele Drew Scholarship committee consists of the VP of Fraternity Relations, the President and the VP of Finance. Each member must be a paying chapter member in good standing.
- Section 3. The Scarlet and Olive committee shall consist of the VP of Programs, chairman of the Scarlet Committee appointed by the VP of Programs and the chairman of the Olive Committee appointed by the VP of Programs, and up to five members. Each member of the committee must be a paying chapter member in good standing.

ARTICLE XIV. AMENDMENTS

Section 1. These bylaws may be amended or revised by a two-thirds vote of the Executive Board at a business meeting. Advance notice of any proposed amendments or revisions shall be given to the Executive Committee.

ARTICLE XV. PROCEDURES

Section 1. All questions of order not provided for in these bylaws or in the prescribed forms of the Constitution or Policies and Procedures Manual of Alpha Chi Omega shall be decided according to Robert's Rules of Order Newly Revised.

ARTICLE XVI. ADELE DREW SCHOLARSHIP

Section 1. Beta Kappa Beta created the Adele Drew Scholarship as a way to recognize Adele Fieve Drew, an initiate of the Alpha Lambda chapter and the National President of Alpha Chi Omega from August 1970 until August 1976.

Section 2. Beta Kappa Beta shall grant two (2) annual scholarships of \$250 in the Fall Semester of each year. One scholarship will be given to the Iota Sigma Chapter at Southern Methodist University and the other will be given to the Beta Kappa Beta Chapter-at-Large that was selected for that term.

Section 3. The scholarship recipient may use the money however she decides.

Section 4. Scholarship applicants must complete the Adele Drew Scholarship application. It is a one-page application in which the applicant is asked to illustrate what it means to be an Alpha Chi Omega sister.

Section 5. Scholarship applicants are selected by the Adele Drew Committee, made up of the VP of Fraternity Relations – chair of this Committee, President, and VP of Finance. Each member must read the application and vote using the following voting scoring criteria: Academic Achievement, Chapter Involvement, Community/Campus Involvement, Financial Need and Future Promise.

- Apply a score from 1 to 10 for each of the five categories—1 being “Excellent” and 10 being “Poor”. Use round numbers only (no decimal points or fractions, please).
- Please use the *entire point spread*—not just the top and bottom.
- VP Fraternity Relations will combine all scores

Scoring—Use 1 To 10 in Each Cateria

1. Academic Achievement.

4.0+	1
3.9 - 3.99	2
3.8 - 3.89	3
3.6 - 3.79	4
3.4 - 3.59	5
3.2 - 3.39	6
3.0 - 3.19	7
2.5 - 2.99	8

- 2.1 - 2.49 9
- 2.0 - 0 10
- 2. Chapter Involvement
- 3. Community/Campus Involvement
- 4. Financial Need
- 5. Future Promise

ARTICLE XVII. PROGRAMS

- Section1: The Beta Kappa Beta Chapter shall make every effort to plan and host the following programs each year:
- (a) At least four members-only events throughout the year.
 - (b) January – volunteer opportunities with Iota Sigma Recruitment
 - (c) February – MacDowell Month activity associated with the arts and Alpha Chi Couture
 - (d) March - Hera Day volunteer and/or donation event
 - (e) April/May – Hall of Commitment for the graduating seniors of Alpha Chi Omega
 - (f) August/September – Alumnae Round Up event to kick off the annual membership drive
 - (g) October – Founder’s Day event in conjunction with the Iota Sigma chapter
 - (h) December – Holiday event for dues paying members