

SIGMA ALPHA IOTA
New York Alumnae Chapter
2010 BYLAWS
Revised March 2010

PREAMBLE

In compliance with its chartered rights and obligations, the New York Alumnae Chapter (hereafter referred to as the NYAC) shall be subject to the rules contained in the Sigma Alpha Iota National Articles of Association and Bylaws, the Chapter Procedures Manual as published by NEO (hereafter referred to as the CPM), and the following local Chapter Bylaws.

I. MEMBERSHIP

Section I—Qualifications

The NYAC shall have as members those who have been duly initiated with their names properly recorded in a college chapter of Sigma Alpha Iota, and who have transferred to the NYAC from a college or alumnae chapter, in accordance with the regulations of the national organization (see National Bylaws Section 2.A.1. a. and b.), as well as patroness members who have been duly initiated into a local college or alumnae chapter.

A. Active members in good standing are those who have affiliated by complying with national requirements, have paid the NYAC Full Membership dues for the current year, and are not currently delinquent with SAI Alumnae Association dues.

B. Friends of NYAC are those members who have notified the chapter of a desire to continue their affiliation with the chapter but who can no longer remain on active status because they have moved outside of the greater New York City area. Friends of NYAC will receive all chapter mailings.

C. Emeritus members are those who are 50+ year members and/or 70+ years of age.

D. Inactive members are those who have notified the chapter that they wish to become inactive.

E. Patroness members are those women who have been invited and duly initiated in the chapter based on their interest and activity in local music affairs, though not necessarily actual professionals in the music field.

F. Distinguished members are those men or women who have been duly initiated into the chapter in one of the following categories: Member Laureate, National Honorary Member, Friend of the Arts, National Arts Associate.

G. Members who have not paid dues by August 31 will automatically be dropped from the Chapter membership and have inactive status with the NYAC.

Section 2—Privileges

Active members in good standing are privileged to attend all meetings of the chapter; to vote on all chapter matters; to hold any office in the chapter; to receive the yearbook and monthly newsletter; to participate on committees and serve as a committee chairman; to perform on musicales and mini-musicales; to post personal performances/events on the NYAC's listserv; and to serve as the duly-elected delegate to the Triennial Convention.

II. ORGANIZATION

Section 1—Officers

The elected officers of this chapter shall be as designated by the CPM, namely: President; Vice President-Membership; Vice President-Ritual; Corresponding Secretary; Recording Secretary; Pan Pipes Editor; Treasurer.

Section 2—Executive Board

The elected officers of this chapter shall comprise the Chapter Executive Board.

Section 3—Advisory Committee

The Chapter shall have an Advisory Committee appointed by the Executive Board consisting of one to three members: the immediate past President and two active members OR three active members not holding office in the current term.

Section 4—Standing Committees

There shall be the following standing committees: Bylaws, Finance, Chapter History/Scrapbook, Honors, Membership, Public Relations (includes Newsletter, Website, and Event PR) Nominating, Program/Ritual, Service Project, Social/Special Events, NYU Scholarship, College Chapter Liaison, and Yearbook.

III. ELECTION AND TERMS OF OFFICES

Section 1—Nominations

A. The Nominating Committee shall consist of three active members appointed by the President and approved by chapter vote no later than January 31st of each year. The members chosen to serve on this committee should be non-Executive Board members when possible. The Chairman of the Nominating Committee shall then be selected by the President from within this group's membership and subject to the approval of the Executive Board.

B. All candidates for office shall be active members in good standing. A list of eligible members shall be submitted to the Nomination Committee by its Chairman.

C. The Nominating Committee shall present its proposed slate of officers at the March meeting. At that time, additional nominations for each office shall be received from the floor. Such additional nominations, together with the report of the Nominating Committee, shall comprise the official slate of officers. Each individual office is voted on—not the slate as a whole. A candidate must receive a majority of votes (more than half of the votes cast) to obtain an office.

Section 2—Elections

- A. Election of officers shall take place by April 15th of each year.
- B. A majority of quorum is necessary for the election of officers. Quorum for alumnae chapters is defined by NEO as 50% + 1 of voting membership.
- C. The Nominating Committee shall contact members in order to receive ballots, either by conventional or electronic mail, or by telephone. When the election procedure has been completed, results of the election will be reported to the membership via newsletter.
- D. If there are more than two candidates nominated for an office and none of the candidates receives a majority of the votes cast, there will be a run-off election between the two candidates with the highest number of votes.
- E. In the case where there is only one nominee for an office, a motion for unanimous election of said candidate or candidates may be made from the floor. Even in cases where there is only one nominee, the membership is entitled to vote “approve” or “disapprove.”

Section 3—Terms of Office

- A. The elected officers shall be installed in accordance with the Ritual no later than the NYAC’s June meeting. However, if a majority of the new officers are unable to be present at the June meeting, officer installations may move up, or may be moved later to accommodate the majority of officers being sworn in.
- B. The term of office for all elected officers shall be one year.
- C. There shall be a three consecutive term limit for the office of President, unless no one is interested in running for the office. (The member may continue on the Executive Board if elected to a different office.)
- D. There shall be no term limits for offices other than President; however after a member has served three consecutive terms in the same office, the office must be opened to interested members.
- E. The elected officers shall take office immediately following the June meeting.
- F. The outgoing officers shall have thirty days to complete records and to turn over same to the newly elected officers.

Section 4—Vacancies

Should an officer be unable to complete her term of office, the President, with approval of the Executive Board, shall be empowered to appoint an interim officer until a permanent replacement can be elected according to the procedures prescribed above.

IV. APPOINTMENT AND TERM OF COMMITTEES

Section 1—Appointment

A. The Chairmen of the Bylaws, Finance, Chapter History/Scrapbook, Honors, Membership, Public Relations (includes Newsletter, Website, and Event PR) Nominating, Program/Ritual, Service Project, Social/Special Events, NYU Scholarship, College Chapter Liaison, and Yearbook committees shall be appointed by the President subject to the approval of the Executive Board.

B. The President may appoint such other committee chairmen and committee members as may be deemed necessary, subject to the approval of the Executive Board.

C. The President is an Ex Officio member of all committees except the Nominating Committee.

D. The members of the Nominating and Honors committee, while appointed by the President and/or Executive Board, must be approved by chapter vote.

Section 2—Term of Office

A. Chairman and members of all committees shall take office immediately after appointment.

B. The term of office for all committee chairmen and members shall be one year, except for the chairmen and the members of the Nominating committee. They will be appointed by January 31 and serve until after the elections are completed on April 15.

V. DUTIES AND PRIVILEGES OF OFFICERS AND CHAIRMEN

Section 1—Officers

It is the duty of all officers to carry out the duties of her specific office as prescribed in the CPM, and other duties as assigned by the chapter President.

A. President—Duties

1. To call and preside at all meetings of the chapter and monthly conference call with the Executive Board.
2. To appoint chairmen and members of all committees as prescribed in these Bylaws.
3. To appoint interim officers for uncompleted terms.
4. To communicate with National and Province Officers, and with the help of her Executive Board give proper attention to their official visits.
5. To thoroughly familiarize herself with National and Chapter regulations and requirements and carry out her duties as prescribed therein.
6. To see that other chapter officers and chairmen receive and utilize the materials and information pertaining to their respective responsibilities.
7. To keep the chapter membership informed of the duties, functions, and activities of the chapter throughout the year.
8. To make an annual report to the Province Officer at the close of her term of office.
9. To serve as the official representative of the Chapter in liaison with other chapters and outside interests.

10. To carry out such other duties as may be prescribed by the Chapter or Executive Board.

11. The President-elect shall be the official delegate of the Chapter to the National Triennial Convention.

B. First Vice President Membership—Duties

1. To serve in the absence of the President, and to be the immediate assistant to the President.
2. To carry out such other duties as may be assigned by the President.
3. To carry out the duties of the Second Vice President: (of) Ritual in her absence.
4. To contact potential members, inform them of chapter activities, invite them to chapter functions, and facilitate their affiliation with the chapter.
5. To keep the Corresponding Secretary informed of the names and addresses of prospective members for additions to the mailing lists.
6. To advise the Recording Secretary of members desiring to transfer to this chapter, so that she may send in the “Applications for Transfer.”
7. To check with the Treasurer on members who have become inactive and to contact these members urging renewal of chapter membership.
8. With the assistance of the Membership Committee, communicate information regarding chapter business when it is deemed necessary by the President or other officers.

C. Second Vice President Ritual—Duties

1. To hold the Master Copy of the Ritual and to distribute additional copies accordingly.
2. To conduct the affiliation service for new members and any other appropriate Ritual Services.
3. To greet each member in accordance with required Ritual procedure at each formal business meeting.

D. Corresponding Secretary—Duties

1. To keep the National Executive Office, the National Vice President (for) Alumnae Activities, and the Province Officer informed of all changes in the Chapter Bylaws.
2. To see that members receive notes or flowers as the occasion may warrant.
3. To send out correspondence as directed by the President or other officers.
4. To see that “thank you” notes to artists are written within seven days after a meeting or chapter-related performance. Thank you notes will not be necessary for large open musicales such as the American Musicale. Those members will be recognized in the chapter newsletter.
5. To see that a “thank you” note is written to the hostess(es) within seven days after hosting a meeting or other chapter function.

E. Recording Secretary—Duties

1. To take minutes at all meetings and keep minutes on file and up-to-date.
2. To properly record the transfer of members from other alumnae chapters.
3. In conjunction with the Vice President of Membership and Treasurer, to maintain the official card file/membership list of all affiliated and newly initiated Patroness and Distinguished members, sending all changes of address to National Headquarters.

F. Treasurer—Duties

1. To prepare a chapter budget and present it to the Executive Board in September to guide the chapter in its financial program during the coming year.
2. To collect and record the payment of all chapter dues.

3. To make a report at any meeting as requested by the President.
4. To pay all bills as approved by the President.
5. To order necessary chapter supplies from National Headquarters.

G. Pan Pipes Editor—Duties

1. To be responsible for meeting deadlines for getting news of chapter activities to the National Pan Pipes Editor.
2. To gather news of programs and accomplishments of Sigma Alpha Iota members in the New York Alumnae Chapter.

Section 2: Executive Board

A. Duties:

1. To meet at the call of the President or at the request of three members of the Board to the President for such a meeting.
2. To approve appointments by the President of the Committee Chairmen and members as provided in these Bylaws.
3. To be responsible to the Chapter for the management of all funds in the Chapter Treasury.
4. To carry out the enactments of the chapter voting body.
5. To select an alternate delegate (if the President cannot attend) to the Triennial convention in the year of convention, and present said delegate to the general chapter body for approval by vote at its April meeting of that year.
6. To function as the Finance Committee, including:
 - a) Assisting the Chapter Treasurer in the planning and handling of chapter financial matters.
 - b) Implementing the building of special funds, such as the Chapter Convention Fund, the Chapter Endowment Fund (the NYAC's savings account), the Ruth Krug Berger and Dorothy P. Hauser Memorial Scholarship Fund (the NYAC's three certificates of deposits), contributions to national projects, etc., including the planning of special fundraising projects wherever necessary
7. The Executive Board shall, between business meetings, execute all the laws and policies of the chapter and act on all matters not restricted by the National Bylaws and the bylaws of this chapter.

B. The Executive Board shall not have the power to annul or change any act of the general chapter body.

Section 3—Advisory Committee

Duties:

1. To attend the Executive Board meetings upon request of the President.
2. To act as advisors to any and all officers of the chapter.
3. To make recommendations to the Executive Board for improving chapter policies.

Section 4—College Chapter Liaison

Duties:

1. To act as a liaison between the Alumnae Chapter and all Province college chapters.
2. Initially contact all Province college chapters each September to introduce the activities of the alumnae chapter.
3. To keep the Vice President, Membership, and the Alumnae Chapter updated of all upcoming college chapter activities.

4. Attend a minimum of one meeting, special event or initiation of each Province college chapter yearly.

Section 5—Chairmen—Duties

The duties of committee chairmen will be described in the NYAC Yearbook and on the NYAC Website.

VI. MEETINGS

Section 1: The meetings of this Chapter shall be professional (musical programs or concerts), business, and social.

Section 2: The business of the Chapter shall be conducted at no fewer than three general meetings annually, and by the Executive Board between general meetings.

Section 3: There shall be no fewer than four musical meetings each year, one of which may be a benefit.

Section 4: The April meeting of this Chapter shall be considered the annual meeting for the election of officers, election of a Triennial Convention delegate (if the President cannot attend) in convention years, and any other business which is properly brought before the chapter.

Section 5: The meetings of the Chapter listed in the yearbook shall be called by the President, a reminder of which shall be emailed or mailed to the membership via chapter newsletter approximately two weeks before said meeting.

Section 6: Parliamentary Procedure at the business meetings shall be in accordance with Robert's Rules of Order, except that:

A. A majority of the members of the Executive Board shall constitute a quorum to conduct business at Executive Board meetings.

B. No rules which conflict with the National Bylaws and Local Bylaws of this fraternity shall be instituted.

Section 7: Unless otherwise specified, every enactment at duly called business meetings shall take effect immediately after its passage.

VII. FINANCES

Section 1: Obligatory fees

A. Individual Members

1. The annual dues for the NYAC Full Membership and a Friend of NYAC shall be payable by August 31 of each year. The annual dues shall be \$35 for the NYAC Full Membership and \$15 for a Friend of the NYAC.

2. Emeritus Members are NOT required to pay Alumnae Association dues to National Headquarters. In addition, while they are not required to pay the \$35 for the NYAC Full Membership dues, Emeritus Members are encouraged to donate said amount to the chapter.

B. Chapter

1. The chapter shall pay the annual service charge and any other financial requirements of the National Fraternity.

2. No less than three hundred seventy-five dollars (\$375) shall be set aside toward convention expenses of the delegate to Triennial Conventions.

Section 2: Special Funds:

Included among the special funds of this chapter shall be a Chapter Convention Fund, Chapter Endowment Fund, and the Ruth Krug Berger and Dorothy P. Hauser Memorial Scholarship Fund, as well as any other dedicated fund which may be adopted by the chapter.

A. Each year a contribution shall be made to any or all of these funds as the budget warrants, except in the case of the Chapter Convention Fund, as provided in these Bylaws.

B. Each year, \$200 (beginning with the 2008-2009 budget) shall be transferred from the NYAC's checking account to the NYAC's savings account for the Chapter Convention Fund. In a convention year, this \$600 is to be transferred back to the NYAC's checking account and disbursed to the NYAC's Triennial Convention delegate. (For the convention in 2009, this amount will be \$450 because we only set aside \$125 in 2007 and 2008 as per our old Bylaws.) If that person does not need the total amount, the remaining amount may be divided among others from the NYAC attending the conference. If there is any money left, it shall remain in the NYAC's checking account.

C. All of the money in the Chapter Endowment Fund (the NYAC's savings account) shall be kept intact. The annual interest from the NYAC's savings account may be transferred with the consent of the Executive Board and the Chapter advisors, if needed, to the NYAC's checking account.

D. None of the money in the Chapter Endowment Fund is to be used for any chapter project or activity, or towards general operating expenses, except in such case that general chapter treasury funds have fallen below the minimum amount necessary to meet essential chapter expenses and obligations for a given calendar year as stipulated in the yearly budget presented by the Chapter Treasurer to the Chapter Executive Board in September. In this situation, and upon the recommendation of the Executive Board and consent of two-third (2/3) active membership, money from the Chapter Endowment Fund may be utilized. However, there must be a plan for replenishing the funds if the removal of the funds results in there being less than \$5,000 left in the overall fund.

E. The Ruth Krug Berger and Dorothy P. Hauser \$500 Memorial Scholarship may be awarded to one NYU student each year. The NYU Scholarship Committee shall announce the scholarship and its rules by November 1 each year. The deadline for those NYU students who are interested in the scholarship shall be February 15 of each year. The winner shall be announced by April 1 each year. The committee reserves the right to not award a scholarship in any given year.

VIII. HONOR(S)

Election

Fraternity honors and awards will be conferred upon members in accordance with established fraternity guidelines as stated in the National Bylaws, CPM, and Ritual.

IX. DISCIPLINE

Section 1: This Chapter shall be subject to discipline and rules governing resignations as put forth in the Sigma Alpha Iota National Articles of Association and Bylaws.

Section 2: The Executive Board, by majority vote, may request any officer or committee chair to relinquish her office for failure to perform chapter duties or for insubordination.

XI. AMENDMENTS AND CHANGES

Proposed amendments and changes to these Bylaws should be sent to the NYAC Bylaws Committee Chairman no later than December 15. She will compile all proposed amendments and changes. The amended set of the NYAC Bylaws shall be presented at the January meeting. A vote shall be taken of the membership present at that meeting, as well as by conventional or electronic mail, or by telephone for the membership not present. A majority of the active chapter membership must approve all amendments and changes no later than February 15. The deadline for the final NYAC Bylaws to reach the National Chapter Bylaws Chairman is March 1. The NYAC Bylaws Chairman shall send them in before that date.