

**BYLAWS OF
THE JACKSONVILLE ALUMNAE PANEHELLENIC ASSOCIATION**
Last Revised March 11, 2018

ARTICLE I. NAME

The name of this organization shall be the Jacksonville Alumnae Panhellenic Association (JAPA), affiliated with the National Panhellenic Conference.

ARTICLE II. OBJECT

The object of the Jacksonville Alumnae Panhellenic Association (JAPA) shall be to develop and maintain sorority life and interfraternal relations at a high level of accomplishment and in so doing to:

- ♦ Promote intersorority friendship and cooperation.
- ♦ Publicize the high ideals, purpose and accomplishments of the sorority community.
- ♦ Stimulate interest and participation of alumnae members in NPC sororities.
- ♦ Advance interest in community service and philanthropic efforts.
- ♦ Provide qualified students with financial assistance through scholarships or loans.

ARTICLE III. MEMBERSHIP

Alumnae of any NPC sorority may become members of the Jacksonville Alumnae Panhellenic upon payment of prescribed dues.

Section 1. Membership classification

There shall be four membership levels: Regular, Provisional, Associate and Individual.

- (a) Regular members shall be from those sororities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.
- (b) Provisional members shall be from those sororities that have not fully qualified for active membership in NPC but which have been admitted to associate membership.
- (c) Associate members shall be from local, regional or international non-NPC sororities that apply for associate membership of the Jacksonville Alumnae Panhellenic Association. An associate member may be expelled for cause by a majority vote of the general membership.
- (d) Individual members shall be from NPC member organizations that do not have a local alumnae group in the area.

Section 2. Privileges and responsibilities of membership

- (a) Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Jacksonville Alumnae Panhellenic Association bylaws and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Alumnae Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Officers

- (a) Elected Officers and Duties

The Elected officers of the Jacksonville Alumnae Panhellenic Association shall be president, vice-president (president-elect), treasurer, corresponding secretary and recording secretary.

The duties of the officers shall be those usually delegated to such officers, and in addition:

1. President – The President shall have general supervision of the work of the association, shall preside at all meetings, and shall maintain the official files of the organization. Following election of officers, the incoming president shall call a meeting of the Past Presidents Advisory Committee and elected officers and shall consider appointments for chairmen and committees. She shall be an ex-officio member of all committees except the nominating committee. She shall be responsible for the return of all reports requested by the Alumnae Panhellenic Committee of the NPC (including names of new officers) to the NPC APH Area Coordinator by the date established by the NPC. She shall also maintain regular communication with the NPC APH Area Coordinator.
2. Vice President (President-Elect) - The Vice President shall preside at the Board and General meetings in the absence of the president, as well as act in her behalf in the event of disability. She shall be an ex-officio member of all committees except the nominating committee. By the January Board meeting, she shall have met with a site representative and arranged the meeting location, dates, and times for JAPA's forthcoming year for the purpose of holding its General meetings. She shall contract and give a check as deposit to secure the site no later than the June Board meeting. By August 1, she shall have secured locations for all nine (9) Board meetings. She shall also arrange for hostesses for General and Board meetings.

3. Recording Secretary – The Recording Secretary shall keep the minutes of the General and Board meetings.
4. Corresponding Secretary – The Corresponding Secretary shall send out such notices as are necessary during the year and attend to the correspondence of the association. She will be responsible for sending special notes to members as deemed necessary on behalf of the elected officers, Executive Board and the general membership. She shall send minutes of the APH to the NPC APH Area Coordinator when they are distributed to the APH Member Profile.
5. Treasurer – The Treasurer shall receive all money due the association and record and report all receipts and expenditures at each meeting, shall pay annual dues to NPC no later than the due date established by NPC, shall be an ex-officio member of the Scholarship committee, and shall be bonded by a fiduciary bond, the cost of which shall be paid from the general fund. She shall be responsible for informing committee chairs of the money she has received, and shall pass on any papers and/or information necessary to other committee chairs. She shall file the 990-N e-postcard or 990-N forms as required by the IRS on or before the regulatory deadline. She shall prepare a monthly treasurer's report for the Board and General Membership meetings. Decisions regarding changes and/or actions in JAPA's Mutual Funds Account will require a vote of the Executive Board.

(b) Appointed Officers and Duties

The appointed officers of this organization shall be chaplain, historian, parliamentarian and such others as shall be deemed desirable to carry on the work of the association. These officers shall be appointed by the president with the approval of the elected officers and have the following duties:

1. Historian – The Historian shall collect and preserve in book form all press notices, invitations, communications, favors and anything that will enhance the history of the organization.
2. Chaplain – The Chaplain shall prepare a brief inspirational message for each meeting. She will also provide a message for any other special occasion for which she may be asked.
3. Parliamentarian – The Parliamentarian shall advise the president and other officers, committees and members on parliamentary procedure.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the membership classification:

- (a) Members of sororities holding regular membership in the Jacksonville Alumnae Panhellenic Association are eligible to serve as officers.
- (b) Members of sororities holding provisional membership in the Jacksonville Alumnae Panhellenic Association shall not be eligible to serve as officers.
- (c) Members from sororities holding associate membership in the Jacksonville Alumnae Panhellenic Association shall not be eligible to serve as officers.
- (d) Individual members from NPC sororities in the Jacksonville Alumnae Panhellenic Association shall be eligible to serve as officers.

Section 3. Officer selection

The offices of president, vice president (president-elect), treasurer, corresponding secretary and recording secretary of the Jacksonville Alumnae Panhellenic Association shall be elected by ballot. When there is only one nominee for an office, that nominee shall be declared elected.

- (a) A member must have served at least one year on the Executive Board of the association to be eligible for election as an officer of the association.
- (b) No sorority shall have more than one member serving as an elected officer at the same time.
- (c) Each elected and appointed officer must sign a Letter of Commitment agreeing to comply with her duties and responsibilities as stated in the Bylaws and Policies and as mandated by the JAPA Board prior to the June Board Meeting or assuming office. These letters will be maintained by the President.

Section 4. Office-holding limitations

No elected officers may serve more than two consecutive terms in the same office.

Section 5. Nomination procedure

A nominating committee shall consist of five members representing five different sororities. Three nominated and elected by and from the Executive Board at the January Board meeting, and two nominated and elected by and from the general membership at the February General meeting. No one shall serve on the nominating committee two consecutive years. The immediate Past President shall serve as chairman. The chairman shall be a non-voting member and will not represent her sorority on the committee. An alternate shall also be elected from the Executive Board to serve in the event any member of the committee is unable to serve. This person shall represent a different sorority than the other five member.

Section 6. Elections

If there shall be more than one nominee for any office, voting shall be by ballot and a majority of votes cast shall be necessary for election. Elections shall be held annually at the April General meeting.

Section 7. Term

All elected officers shall take office upon installation. The term of office shall be for one year.

Section 8. Removal

- (a) The elected officers shall have the power to remove an elected or appointed officer or chairman in the event the individual fails to comply with the terms of her Letter of Commitment.
- (b) The motion to remove an elected officer (including the president); appointed officer or chairman must be approved by a majority vote of the elected officers. Per NPC practice, in the case of a tie vote, the motion is lost; there is no tie-breaking vote. A new motion must be put forward in order for deliberations to continue and a majority vote reached.

Section 9. Vacancies

If a vacancy occurs in an elected or appointed office or chairmanship, the president shall appoint an individual to fill the unexpired term with the approval of the elected officers.

ARTICLE V. STRUCTURE AND ORGANIZATION

Section 1. The organization is comprised of the following components: General Membership, the Elected Officers and the Executive Board.

Section 2. The general membership shall be composed of all regular, provisional, associate, and individual members.

Section 3. Authority

- (a) The governance of this organization shall be vested in the elected officers.
- (b) The governing body of the Jacksonville Alumnae Panhellenic Association shall be vested in the general membership.

Section 4. General meetings

General meetings of the Jacksonville Alumnae Panhellenic Association shall be held at a time and place established at the beginning of each fiscal year.

Section 5. Annual meeting

The annual meeting of the Jacksonville Alumnae Panhellenic Association shall be held during the month of May. The purpose of the annual meeting shall be to install officers for the ensuing year and conduct any other business that may properly come before the general membership.

Section 6. Special meetings

Special meetings of the Jacksonville Alumnae Panhellenic Association may be called by the president when necessary and shall be called by her upon the written request of no less than one-fourth of the member sororities of the association. Notice of each special meeting of the Jacksonville Alumnae Panhellenic Association shall be sent to each member of the association at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Quorum

Twenty-five members shall constitute a quorum for all general meetings of the Jacksonville Alumnae Panhellenic Association for the transaction of business.

Section 8. Voting

- (a) Regular, provisional, associate and individual members shall have the right to vote on all matters brought before the general membership.
- (b) Proposed motions on issues that impact a sorority as a whole (with the exception of bylaws changes) must be announced at a previous meeting to allow opportunity for alumnae input before a vote may be taken on the issue.
- (c) A majority vote (50% plus 1) of the general membership in attendance at the general meeting shall be required, unless otherwise specified in these bylaws, to approve adoption of all votes.
- (d) No electronic voting or voting by email will be permitted on matters before the general membership.

ARTICLE VI. EXECUTIVE BOARD AND ELECTED OFFICERS

Section 1. Executive Board

- (a) **Membership and Duties.** The Executive Board shall be composed of the officers and chairmen of the standing and special committees, and the immediate past president. It shall carry on the business of the association in conformity with the policies of the association. It shall have the general power to administer the affairs of the association. The Executive Board shall provide for such audit and control of the association's funds as are necessary to assure their safekeeping and complete accounting. Meetings shall be held monthly except in May, July, and December or when meetings are deemed unnecessary by the President.
- (b) **Quorum.** A quorum for a meeting of the Executive Board shall be twenty-five percent of its membership.
- (c) **All persons on the Executive Board and/or elected officers shall pay their dues by the September Board meeting.**

Section 2. Elected Officers

- (a) **Membership and Duties.** The elected officers shall meet to set strategic goals for the Alumnae Panhellenic. They shall have the power to act for the Executive Board between Board meetings, and shall perform other duties, as the Executive Board from time to time may deem expedient. The meeting of the elected officers shall be called by the president.
- (b) **Quorum.** A quorum for a meeting of the elected officers shall be three members.

ARTICLE VII. COMMITTEES

Section 1. Standing and Special Committees. There shall be the following standing or special committees as deemed necessary by the elected officers:

The standing committees of the Jacksonville Alumnae Panhellenic Association shall be: Membership, Finance, Public Relations, Scholarship, Panhellenic Relations, Directory, Fall Party, Fundraising, Programs, NPC Biennial Award, Past Presidents Advisory, Philanthropy and Founders Committee. There shall be additional standing or special committees if deemed advisable by the elected officers.

- (a) **The Membership Chairman shall take the initiative for increasing membership with the approval of the, Executive Board, and she shall see that all pertinent information is shared with the appropriate chairmen.**

- (b) The Finance Committee shall consist of the following seven members: the immediate past treasurer, who will serve as chairman, the treasurer, the fundraising chairman (if appointed), the membership chairman, the scholarship chairman, and two members appointed by the president, one who will be from the past presidents advisory committee. In such year no fundraising chairman is needed, three members will be appointed by the president. This committee shall determine the funds necessary for the work of the association and shall present a proposed budget at the May General meeting for membership approval and recommend ways and means of raising such funds. The finance committee shall conduct a yearly audit of the treasurer's books, bank statements, etc. Each document is to be reviewed by at least two members of the committee. The finance chairman shall present the result of the audit at the August Board meeting and again at the October General meeting.
- (c) The Public Relations committee shall see that all General meetings are published and ample publicity given to special affairs of the association.
- (d) The Scholarship Committee shall consist of five members: one chairman and four members; each from a different sorority and each appointed for a two-year term. The scholarship chairman should be a returning member of the scholarship committee. If a returning member of the scholarship committee is unable to serve as the scholarship chairman, a former scholarship committee member can be named as the chairman by the president. A member may not be appointed to more than two consecutive terms. The president shall appoint committee members as needed and shall name the chairman of the committee each year. The treasurer shall serve as an ex-officio member of the committee.
- (e) The Panhellenic Relations committee shall keep the association informed on the achievements and projects of NPC and the College Panhellenic Associations.
- (f) The Past Presidents Advisory committee shall be chaired by the immediate past president and shall consist of a minimum of five members. Members of the committee shall be those past presidents who have indicated their interest in serving. All past presidents will be eligible to serve on the past presidents advisory committee. This committee shall review and propose any necessary changes of bylaws and standing policies and shall send a copy of any proposed amendments to these bylaws to the area advisor for her approval, serve as the official greeters at each General meeting, and have the power to declare a vacancy in office in the event an elected officer is referred to this committee by a majority vote of the elected officers, for failure to properly satisfy her obligations to JAPA. Finally, the immediate Past President shall

serve as chairman and appoint a committee of three former Hellenic Jewel Award recipients to elect the recipient of the Hellenic Jewel Award. Nominations for this award will be submitted to the past president by the general membership on or before the April General meeting. The recipient of this award is a member who most exemplifies the true meaning of Greek sisterhood and has been of outstanding service to JAPA.

- (g) The Fall Party committee shall consist of a chairman and such members as needed. The committee shall plan and initiate a fall reception that will serve as JAPA's annual membership drive.
- (h) The Fundraising committee shall consist of chairman and such members as needed. The committee shall plan and decide, with approval from the Executive Board, appropriate fundraisers to generate funds to replenish the Scholarship fund, or for any other purposes as the Executive Board shall deem necessary.
- (i) The Programs committee shall consist of a chairman and such members as needed. The committee shall plan and coordinate the Panhellenic monthly programs.
- (j) The NPC Biennial Award committee is a two-year commitment and shall consist of a chairman and such members as needed. The committee shall track the community service hours, honors and awards of all JAPA members, member groups, and JAPA itself. The committee shall prepare and submit an award package for consideration to NPC, prior to the published deadline.
- (k) The Directory committee shall consist of a chairman and such members as needed and will prepare an annual membership directory.
- (l) The Philanthropy committee shall consist of a chairman and such members as needed. The committee shall plan and coordinate events to support JAPA's external philanthropy.
- (m) (m) The Founders committee shall consist of a chairman and such members as needed. The committee shall plan and coordinate the Founders ceremony at the October General Meeting.

Section 2. Appointment of committee membership. The president shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member sororities as much as possible. The president and vice president shall be ex-officio members of all committees except the nominating

Section 3. Each chairman must sign a Letter of Commitment agreeing to comply with her duties and responsibilities as stated in the Bylaws and Policies and as mandated by the JAPA Board prior to the June Board Meeting or assuming office. These letters will be maintained by the President.

Section 4. Duties

The chairman of each standing or special committee shall give an annual written report in duplicate to the president at the conclusion of her function.

Section 5. Leadership

Members of sororities holding regular, provisional, associate and individual membership in the Jacksonville Alumnae Panhellenic Association may serve as chairmen or members of standing and special committees.

ARTICLE VIII. FINANCE

Section. 1. Fiscal year

The fiscal year of the Jacksonville Alumnae Panhellenic Association shall be from July 1 through June 30 inclusive.

Section 2. Contracts

Dual signatures of the president and the treasurer shall be required to bind the Jacksonville Alumnae Panhellenic Association on any contract.

Section 3. Checks

The Association's bank signature card must be updated each year to reflect the current president, vice president and treasurer. Any one of these individuals shall be authorized to sign all checks issued on behalf of the Jacksonville Alumnae Panhellenic Association.

Section 4. Payments

All payments due to the Jacksonville Alumnae Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Jacksonville Alumnae Panhellenic Association.

Section 5. Dues, Fees and Assessments

- (a) NPC Alumnae Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- (b) All regular, provisional, associate and individual members of the Jacksonville Alumnae Panhellenic Association shall pay annual membership dues.
- (c) Each NPC sorority alumnae group shall pay an annual assessment.
- (d) The amount of dues and assessments charged for the next fiscal year shall be determined by the Jacksonville Alumnae Panhellenic Association no later than the May General Meeting of each year. The proposed amounts will be based on the recommendations of the elected officers.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Jacksonville Alumnae Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the association may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any General or Special meeting of the Jacksonville Alumnae Panhellenic Association where a quorum is present, by a two-thirds vote of those in attendance, provided that the proposed amendment has been announced at the previous General meeting, or has been submitted to the membership in writing, at least one week in advance of the upcoming General meeting, allowing an opportunity for alumnae group input.

Section 2. Standing Rules are not a part of the bylaws and may be suspended by a majority vote at any meeting. The suspension expires at the close of that meeting. Standing Rules may be adopted, amended, or rescinded by a majority vote without previous notice. Standing Rules may include such items as the Order of Business at the meetings, special requirements for committee chairmen, the committee chairman to whom special information should be submitted and other provisions.

ARTICLE XI. DISSOLUTION

Section 1. Dissolution process

- (a) When the active members of an Alumnae Panhellenic Association have reached a decision to no longer maintain the association's active status with the National Panhellenic Conference, they shall send a notification and motion to dissolve the association by email, letter or fax to all association members remaining on record and to the assigned Alumnae Panhellenics area coordinator.

1. The notification shall include the time, date, location and/or method for how the Alumnae Panhellenic Association members will vote on dissolution. The recommended notification time should be at least two weeks prior to the date of the vote. If a meeting is not held, members may vote by email, letter or fax.
 2. The motion of dissolution shall include but not be limited to the name of the association, the dissolution date and that all remaining assets shall be distributed to the National Panhellenic Conference Foundation.
 3. Copies of all records of the dissolution shall be sent to the NPC office, the assigned Alumnae Panhellenics area coordinator and the Alumnae Panhellenics Committee chairman.
- (b) In the event of the dissolution, none of the assets of the association shall be distributed to any members of the association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference Foundation.

JACKSONVILLE ALUMNAE PANHELLENIC ASSOCIATION STANDING RULES

Elected Officers

President

1. The president's miscellaneous expenses may be met from the general fund; but not any gifts she should choose to give her officers.
2. A tally shall be kept by sorority, of people attending the General meetings, in order to have an accurate count for the Attendance Award. Collegiate guests should be introduced but not included in the tally for award purposes.

Vice-President

3. Each sorority alumnae group, excluding individual members, shall pay a \$25.00 sorority assessment, due and payable by the September General meeting.
4. Sororities who have paid their fall assessment will be listed for acknowledgment in the October newsletter.
5. General meetings are held at the Haskell Building (or an alternative meeting location) on the second Tuesday from October through May, from 7:00 – 9:00 p.m., unless the Executive Board deems it necessary to change.

Recording Secretary

6. The minutes from the prior month's General meeting are to be sent as an attachment with the monthly electronic newsletters. Limited copies will be available for review at the General Meeting. The minutes from the Board meetings are to be sent electronically seven (7) days before the Board meeting to each Board member.

Corresponding Secretary

7. She will review the content of JAPA's newsletter and oversee its distribution.
8. The corresponding secretary shall send the NPC Area Coordinator a copy of all invitations, newsletters, mail outs, and minutes from each monthly general membership meeting, as well as the annual directory.

Treasurer

9. The annual dues for all members shall be \$35.00.
10. The treasurer will provide a list of all scholarship donors to the newsletter chairman for publication in both the October and March newsletters.
11. The treasurer will be responsible for maintaining custody of JAPA's Square. She shall use the Square to accept and process all JAPA related payments, including membership dues, Sorority assessments, scholarship donations, and JAPA related events such as the Spring Social and Spring Luncheon. Other authorized users of the Square include the membership chair, for the purpose of accepting and processing membership dues, scholarship donations and directory advertising.

Executive Board Members

12. Past presidents are welcome to attend Executive Board meetings, but will not be considered members of the Executive Board unless they are a current officer, or chairman of a standing or special committee.
13. Postage and printing costs for JAPA's monthly newsletters shall come from the corresponding secretary's budget. All other mailings (e.g. membership letter, event invitations, etc.), shall have funds appropriated for postage and these amounts shall be included separately within the respective committee's line item budgets, based upon the prior year's expenditures. Any officer or committee chairman seeking initial or additional funds for postage must first inform the treasurer, who will seek approval from the elected officers and then notify the member of the decision.
14. The membership list is for the personal use of members only and is not to be used or given out for any commercial purpose or solicitation.
15. All Board and committee members seeking reimbursement for expenses related to JAPA shall submit a reimbursement form to the treasurer within 30 days of the expenditure.

Committees

16. A Committee Chairman or Co-Chairman of a Standing or Special Committee may not hold more than 2 chairman positions per year. When a committee is designated as having a Co-Chairman, the philosophy of having a long standing JAPA member serve with a newer JAPA member is preferable.

Past Presidents Advisory Committee

17. Any past president must install the incoming elected officers.
18. A piece of silver shall be budgeted for and purchased for the purpose of engraving the name of the recipient of the Hellenic Jewel Award. It is to be a rotating piece of silver to be used at JAPA functions.

Nominating Committee

19. No member of the nominating committee shall approach a member of Panhellenic concerning an office until the committee has met.
18. Any member desirous of being considered for an elected office shall not serve on the nominating committee.
19. The nominating committee shall meet after the February Board meeting and prior to the March General meeting and prepare a slate of nominees to be presented at the March General meeting. The slate of nominees shall be presented to the membership, a month prior to the election, or in writing to each member at least one week before the election. Nominations may also be made from the floor, provided the consent of the nominee has been previously obtained.

Program Chairman

20. No monies shall be spent for the procurement of meeting locations or speakers without the majority vote of the Executive Board.

Directory

21. The Directory will go to print the third Tuesday in October. Notice of this action will be given in the September newsletter.

Membership

22. Alumnae of any National Panhellenic Conference sorority, who live in or near Jacksonville, but not limited to that area, may become regular members of the Jacksonville Alumnae Panhellenic Association upon payment of the prescribed dues. The National Panhellenic Conference Member sororities are:

Alpha Chi Omega	Chi Omega	Kappa Kappa Gamma
Alpha Delta Pi	Delta Delta Delta	Phi Mu
Alpha Epsilon Phi	Delta Gamma	Pi Sigma Sigma
Alpha Gamma Delta	Delta Phi Epsilon	Pi Beta Phi
Alpha Omicron Pi	Delta Zeta	Sigma Delta Tau
Alpha Phi	Gamma Phi Beta	Sigma Kappa
Alpha Sigma Alpha	Kappa Alpha Theta	Sigma Sigma Sigma
Alpha Sigma Tau	Kappa Delta	Theta Phi Alpha
Alpha Xi Delta		Zeta Tau Alpha

23. Membership dues must be paid by the October General meeting in order for the member's information to be included for publication in the directory.
24. Panhellenic Pearl Membership status is automatically granted to those who have been active (dues paying) JAPA members for at least twenty years and continue to pay their dues on an annual basis.
25. Honorary (dues exempt) membership will be extended to those members on an individual basis determined by the elected officers.
26. The following officers: President, Treasurer, Membership chairman, Technology chairman and Telephone chairman will meet at the Old/New Board meeting in June to review the membership letter, determine a date for the membership form to be updated on the JAPA website, and determine a date for the Telephone committee to begin making reminder calls to members who have not submitted dues.
27. A membership award will be given at the Spring Luncheon to the sorority with the most active members. Members must have joined on or before the April General meeting to be considered for the membership award. Any member joining after the April General meeting will be counted in the following year's membership rolls.

Finance

27. The Finance chairman shall present the results of the audit at the August Board meeting and again at the October General meeting.
28. The Finance committee shall be charged with determining the amount of monies available for the awarding of JAPA scholarships. The amount of the award will consist of the following:

- (a) Donations from members collected during the current year. The current year is defined as the eleven month period beginning with the prior Spring Luncheon date in May through March 31 of the following calendar year. Donations received after March 31 will be held in the Scholarship Fund and deemed to be received for the following year's award.
- (b) Monies from Fundraising activities collected during the prior year (October through May-concluding with the Spring Luncheon).
- (c) Monies carried over from the prior year's Fund that were not awarded for scholarships.

In addition, the Finance committee, at its discretion, and with the approval from the elected officers, may also disburse earnings from the portfolio to supplement the above amount, not to exceed 3% of the total value of the portfolio at the time that the determination is being made, or a maximum of \$2,000. If the value of the portfolio should fall below \$35,000, however, no supplemental disbursement of earnings will be made. Any monies not awarded for scholarships during the current year shall remain in the Scholarship Fund to be carried over and added to the scholarship donations for the following year. The Finance committee shall meet and determine the scholarship award amount within one week of the March 31 scholarship donation deadline.

- 29. Dues shall be used for the general association fund and such special funds as the Finance Committee shall recommend and the membership shall vote to establish. All current Association expenses shall be met from the general fund.
- 30. Any dues or special assessment that will result in one sorority paying more than another shall require a unanimous vote of all present and voting.

Scholarship Committee

- 31. Scholarship applications will be due to the chairman by March 31.
- 32. The Scholarship committee will attempt to meet and review the submitted applications in time to announce the results at the April General meeting, but, in all cases, no later than the April Board meeting.
- 33. Selection of recipients shall be based on scholastic record, community service, extracurricular activities, moral character, and financial need. Each applicant must be endorsed by a current member of JAPA. Applicants for the Jacksonville Alumnae Panhellenic Association Founders Scholarship must be a graduating high school senior girl from Duval, Clay, St Johns, Baker, or Nassau counties.
- 34. Applicants for the Jacksonville Alumnae Panhellenic Association Mary Louise Herr Scholarship must be a student enrolled at Jacksonville University or University of North Florida and be a member in good standing of a National Panhellenic Conference sorority chartered at either of these institutions. The applicant must have completed 75 hours and be a full-time student.

Silver Collection

35. A Silver Collection shall be taken at the December General meeting. It shall be added to the amount budgeted by the association and it shall be awarded to one family or individual chosen by the members attending the December General meeting. Nominations for this collection should be submitted to the President at or before the November Board meeting for review. The President will present the nominations to the Executive Board, who will determine which nominations are brought before the membership at the December General meeting. No more than two nominations shall be brought before the general membership in December. If no individual or family is brought before the November Board meeting, the elected officers will be charged with contacting an organization servicing families to seek a worthy recipient.

Technology

36. Throughout the year, it is the technology chair's responsibility to update the current website along with managing the social media accounts. The President and Corresponding Secretary will also have access to the social media account as administrators.

JACKSONVILLE ALUMNAE PANHELLENIC ASSOCIATION POLICIES

1. Panhellenic shall recognize the presidents and representatives of local NPC sorority alumnae groups at the Jacksonville Alumnae Panhellenic Association's Fall Party. The Fall Party Chair shall be responsible for inviting the presidents and representatives.
2. Memorials in the form of flowers or donations may be sent from the association for deceased past presidents.
3. Any flowers, etc. (other than a card) sent to any ill/hospitalized member shall be financed through member donations and not as an expense of the general fund.
4. JAPA shall pay the luncheon costs of each scholarship recipient, and her guest, at the annual Spring Luncheon.
5. Each president shall receive the scrapbook of the year she was president during the installation of officer's luncheon at the end of her term.
6. The September meeting shall be designated as a membership party.
7. JAPA functions shall be limited to adults only, with the exception of the Spring Luncheon, where scholarships recipients may be invited as guests, or at special family functions organized by JAPA.

8. A host institution requesting a deposit in advance for a JAPA function shall be required to provide a contract indicating services to be rendered.
9. Additions to the directory must be printed in the newsletter as they are received by the membership chairman.
10. Any proposed expenditure that is not included in the budget, or exceeds the current line item amount previously approved, must have prior approval of the elected officers.
11. Jacksonville University and University of North Florida Greek Advisors are invited to the Fall Party and general membership meetings as guests. Information and assistance will be provided as needed through JAPA's Jacksonville University and University of North Florida liaisons.
12. An electronic copy of Bylaws, Standing Rules and Policies and official JAPA forms shall be maintained by the president and past president. These individuals are responsible for updating said copies each year. Hard copies must also be placed in their notebooks. They are responsible for sending the updated copy of the governing documents to the NPC APH Area Coordinator as soon as the updated documents are approved and finalized.
13. Upon the election of officers, they will meet with the past presidents advisory committee prior to the June Old/New Board meeting.
14. No elected officer or member of the Executive Board shall purge any JAPA records without approval of the past presidents advisory committee. Documents should be given to archivist who will seek approval for destruction of said documents.