

COACHELLA VALLEY ALUMNAE PANHELLENIC
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Website: CVAP4Scholars.org

COACHELLA VALLEY ALUMNAE PANHELLENIC
BYLAWS

A California Nonprofit Public Benefit Corporation

ARTICLE I. NAME

The name of the Corporation shall be the Coachella Valley Alumnae Panhellenic (hereinafter referred to as the Corporation or CVAP), an affiliate of the National Panhellenic Conference (hereinafter referred to as NPC).

ARTICLE II. OFFICE OF THE CORPORATION

The principal office for the transaction of the activities and affairs of the Corporation is in the County of Riverside, State of California. The Executive Board members may change the principal office from one location to another. The Committee Chair of these Bylaws shall note any change of location of the principal office or this section may be amended to state the new location.

ARTICLE III. PURPOSE

A. General Purposes

The Corporation is a nonprofit public benefit Corporation and is not organized for the private gain of any person. It is organized under the nonprofit public benefit corporation law for charitable purposes.

1. The Corporation is organized exclusively for educational and/or charitable purposes. CVAP is registered with the State of California as an Exempt Corporation No.1681307 and with the Internal Revenue Service as a 501c(3) charitable Corporation, EIN # 33-0454927. Contributions are tax deductible as provided by law.
2. As an affiliate of NPC, CVAP will conform to the requirements and mandates of NPC.

ARTICLE IV. MISSION STATEMENT

The mission of the Corporation shall be:

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

ARTICLE V. MEMBERSHIP

A. There shall be four classes of members:

1. 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.
2. 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.
3. Associate members shall be from local, regional or inter/national non-NPC sororities that apply for associate membership of the Coachella Valley Panhellenic Association. An associate member may be expelled for cause by a majority vote of the Panhellenic Council.
4. Individual members shall be from NPC member organizations that do not have a local alumnae group within the area.

B. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, must comply with all NPC Unanimous Agreements and be subject to these Coachella Valley 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.

1. Members of CVAP are expected to financially support the Patron Fund.

ARTICLE VI. EXECUTIVE BOARD, APPOINTED BOARD

A. Executive Board

1. The officers of this Corporation shall be President, Vice President-Programs, Vice President-Membership, Vice President-Scholarships, Secretary, Treasurer-Operations and Treasurer-Benefit. The Executive Board shall be comprised of these officers.
2. The Executive Board shall be the governing body of the Corporation.
3. The Executive Board shall fill any Executive Board vacancies.
4. The term of office for each member of the Executive Board shall be one year commencing immediately following the General meeting in May. The only exceptions are the Operating Treasurer and Benefit Treasurer whose terms of office shall continue until they have submitted their financial records for the year to the Financial Advisor. The term of office for the new Operating Treasurer and new Benefit Treasurer shall commence at that time.
5. No officer shall serve more than two (2) consecutive years in the same position without the unanimous approval of the prior Executive Board.
6. A quorum shall consist of four (4) members of the Executive Board.

B. Board

There shall be a Board composed of the Executive Board and the Appointed Committee Chairs.

ARTICLE VII. ELECTION OF OFFICERS

A. **Nominating Committee.** The Nominating Committee Chair shall be appointed by the current President at the General Meeting in January and shall be a past President. The Chair of the Nominating Committee shall appoint two (2) other members to the Committee. All committee members shall:

1. Have been members of the Corporation for at least one year,
2. Not be a member of the Executive Board, and
3. Not serve two (2) consecutive terms on the Nominating Committee.

B. It shall be the duty of the Committee to obtain the consent of the members to serve and then nominate a candidate for each office on the Executive Board. The Committee shall present its slate of officers at the next General Meeting.

- a. **Eligibility.** To be eligible for the office of Corporation President, a member must have previously served on the Executive Board or as chair of a Standing Committee.
- b. **Election.** Election of the officers shall be held at the April General Meeting. Nominations from the floor shall be accepted at the April General Meeting. The CVAP member making the nomination must first obtain the approval of the candidate and report the proposed candidate's name to the President before the April Board meeting. If there is only one nominee for each elective office, the election shall be by voice vote at the April General Meeting. If there is more than one candidate for any office, the election shall be by written ballot. No member shall hold more than one (1) elective office at the same time.
- c. **Term of Office.** The term of office shall begin after the installation in May, except for the Operating Treasurer and the Benefit Treasurer as noted in Article VI. A. 4. above. In the event a newly elected officer is absent from the installation, another member may stand in as her proxy at the ceremony.
- d. **Removal.** Any officer may be removed for cause by a vote of two-thirds of the Coachella Valley Alumnae Panhellenic Association. For the president only, the first vice-president shall fill the vacancy for the remainder of the term. For offices other than president, the president will appoint the replacement who serves.

ARTICLE VIII. RESPONSIBILITIES OF OFFICERS

A President

- Preside at all Executive Board, Board, and General Meetings and carry out the normal duties of a president.
- Be an ex-officio member of each Committee, except the Nominating Committee.
- Appoint the committee Chairs and Chairs of any special projects.
- Oversee the completion of the NPC Annual Report.

B Vice President - Programs

- Preside over meetings in the absence of the President.

- Select programs and speakers for General Meetings subject to Executive Board approval and give to the Luncheon Arrangements Chair. Subjects of the programs shall fall within the goals of NPC or have cultural or community interest.
- Be responsible for procuring a gift of appreciation for the outgoing President.

C. Vice President - Scholarships

- Together with the President appoint members of the Scholarship Committee
- Receive pools of candidates provided by the public high schools in Coachella Valley.
- Oversee the work of the committee in interviewing and selecting qualified scholarship candidates.
- See that all timelines are met throughout the scholarship vetting process.
- Ensure that each scholarship recipient and her guest are invited to the May Scholarship luncheon.
- Provide the name and university selection of each scholarship recipient to the Benefit Treasurer who will then distribute scholarship checks directly to the recipient's school of choice.
- Receive initiation information regarding previous CVAP scholarship recipients who joined one of the 26 national sororities in the National Panhellenic Conference at any time during their college or university experience
 - Offer the opportunity to apply for a CVAP Sorority Membership Award.
 - See that all timelines are met through the application process.
 - Announce the awardees at the May Scholarship Luncheon.

D. Vice President - Membership

- Secure and maintain pertinent data for the membership files.
- Post membership information on the CVAP website.
- Prepare membership information for the newsletter.
- Plan new member events.
- Manage contact and information flow with potential new members.
- Coordinate correspondence for dues reminders, following up with delinquent members.
- Collect and process dues payments for new members and for annual renewals.
- Advise Treasurer of when dues deposits are made

E. Secretary.

- Keep a record of all Board and General Meeting and forward them to the Board for their review.
- Immediately following approval of the minutes by the Board, she shall send copies of the final minutes to all the Board Members, as well as the NPC Area Advisor monthly.

F. Treasurer - Operations

- Oversee the Operating Account and the CVAP Liquid Asset Account.
- Be a member of the Finance Committee and shall chair this Committee,
- Collect money and count attendance at luncheons.
- Be responsible for processing all Operating financial transactions and reconciling those transactions with bank statements.
- Work closely with the CVAP Financial Advisor, keeping her informed of all deposits and expenditures monthly.
- Upload the Treasurer's Report into FS Central monthly.

G. Treasurer- Benefit/Scholarships

- Oversee the Benefit Account and all scholarship accounts.
- Receive all income generated by the annual Benefit and the Patron Fund.
- In consultation with the Benefit Chair(s), prepare a preliminary budget for ensuing year's Benefit and submit to the Benefit Chair(s) and Finance Committee.
- Upload each monthly Treasurer's Report into FS Central.
- Work closely with the CVAP Financial Advisor, keeping her informed of all deposits and expenditures monthly.
- Be responsible for processing all Benefit financial transactions and reconciling those transactions with bank statements.
- Apply for a Raffle Permit and subsequently file the Raffle Report with the State of California.
- Pay sales tax to the California Department of Tax and Fees Administration (cdtfa).
- Disburse scholarship funds directly to the Scholarship Committee's selected scholarship recipients' college or university of choice.

- Disburse Sorority Membership Awards to scholarship recipients who have applied for the award and have been initiated into one of the NPS sororities.
- Shall be a member of the Finance Committee.

ARTICLE IX. MEETINGS

- A. **General Meetings.** General Meetings of CVAP shall be composed of the membership as specified in the Standing Rules. The time and place are to be selected by the Luncheon Arrangements Chair with the approval of the President.
- There shall be a quorum of 20% of members in attendance.
- B. **Board Meetings.** Board meetings shall be held composed of the Elected Board and committee chairs as specified in the Standing Rules.

ARTICLE X. FINANCIAL

- A. **Annual Dues.** Annual dues shall be set by the Board and approved by the membership at a General Meeting.
- B. **Annual Dues Payment.** Annual dues shall be due and payable on or before April 1 and considered delinquent after April 15.
- C. **Fiscal Year.** The fiscal year of CVAP shall be from May 1 through April 30.
- D. **Corporation Funds and Accounts**
1. The Executive Board reserves the right to maintain donations or gifts for the purpose of scholarships.
 2. **Operating Account.** The Operating Account shall be maintained by the Treasurer.
 - a. The Operating Account shall receive income from various sources but shall not receive funds from any of the other Corporation funds or accounts.
 - b. The Operating Account shall be used to maintain the Corporation and its purposes.
 - c. Money in excess of six thousand dollars (\$6,000), less accrued dues received for the ensuing year, remaining in the Operating Account on April 30 shall be transferred to the CVAP Benefit Account.
 - d. Those authorized to sign on the Operating Account shall be:
 - i. President
 - ii. Operating Treasurer
 3. **Liquid Asset Account.** Scholarship recipients who become new members in one of the twenty-six (26) NPC member groups may apply for a Sorority Membership Award to be funded from the Liquid Asset Account.
 - a. Monies in the Liquid Asset Account shall include:
 - i. accumulated interest,
 - ii. specific donations for Sorority Membership Awards,
 - b. The Liquid Asset Account shall be maintained by the Treasurer.
 - c. Those authorized to sign on the Liquid Asset Account shall be:
 - i. President
 - ii. Operating Treasurer
 - d. No monies from the Liquid Asset Account may ever be transferred to the Operating Account.
 - e. In 2025-2026, 2026-2027 and 2027-2028, ten thousand dollars (\$10,000) will be added to the Benefit account from the Liquid Asset account to be equally awarded to the chosen recipient at each of the ten Coachella Valley public high schools. Total addition over three years of thirty thousand dollars (\$30,000).
 4. **Marianne Timmins Memorial Fund.**
 - a. Each year, \$4,000 of the money in this account is to be transferred to the Benefit Account to be used for scholarships.
 - b. The Marianne Timmins Memorial Fund shall be maintained by the Benefit Treasurer.
 - c. Those authorized to sign on this account shall be:
 - i. President
 - ii. Benefit Treasurer
 5. **Benefit Account.** The Benefit Account shall be maintained by the Benefit Treasurer.
 - a. The Benefit Account shall receive income from the Annual Scholarship Benefit, other fundraising projects, contributions to the Patron Fund, gifts and the annual transfer of funds on April 30 from the Operating Account in excess of six thousand dollars (\$6,000) less accrued dues received for the ensuing year.

- b. The Benefit Account shall be used as follows:
 - i. To cover the expenses associated with the annual Scholarship Benefit and certain expenses associated with the May Scholarship Luncheon.
 - ii. To fund scholarship awards as recommended by the Scholarship Committee and approved by a vote of the Board.
 - iii. To maintain a reserve to be used for the initial expenses of the next annual Scholarship Benefit.
- c. Those authorized to sign on this account shall be:
 - i. President
 - ii. Benefit Treasurer

6. Diamond Award Legacy Fund. The Diamond Award Legacy Fund shall be maintained by the Benefit Treasurer.

- a. Monies will accrue in this fund until the yearly interest earned is sufficient to provide a scholarship.
- b. When the principal amount reaches \$20,000, any funds exceeding the principal amount may be given as scholarships in honor of the Diamond Legacy Honorees at the recommendation of the Finance Committee to the Board for approval.
- c. No monies from this fund may ever be transferred to the Operating Account.
- d. Those authorized to sign on this account shall be:
 - i. President
 - ii. Benefit Treasurer

ARTICLE XI. PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Corporation in all cases in which they are applicable and in which they are not inconsistent with the Bylaws of the Corporation.
- B. The Executive Board of CVAP is authorized to correct article and section designations, punctuation and cross references within and/or between the Bylaws and Standing Rules. It shall make other such technical and conforming changes as may be necessary to reflect the intent of CVAP and keep CVAP in compliance with NPC.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members attending a General Meeting or by an official notification after the proposal has been presented in writing at a special mailing, a previous meeting or in the newsletter.

ARTICLE XIII. DISSOLUTION

If for any reason the Corporation is to be dissolved or otherwise terminated, written notice of a proposal to dissolve the Corporation shall be mailed to all members of record and a motion adopted providing for the dissolution of the Corporation at the end of the fiscal year. Upon dissolution, no part of the property of the Corporation or any of the proceeds shall be distributed to or inure to the benefit of any of the officers or members of the Corporation. Upon the dissolution of the Corporation, assets from the Operating Account shall be distributed by the Executive Board to the National Panhellenic Conference. Monies in the CVAP Liquid Asset Account shall be distributed to the NPC Foundation. Monies in the Marianne Timmins Memorial Fund, the Diamond Award Legacy Fund, and the Benefit Account shall be distributed for Coachella Valley Scholarships. Copies of all records of said dissolution shall be mailed to the NPC office, the NPC Chair of the Alumnae Panhellenic Committee and its respective Alumnae Panhellenic Area Coordinator

**COACHELLA VALLEY ALUMNAE PANHELLENIC
STANDING RULES**

I. MEETINGS

There shall be a minimum of eight (8) Board Meetings held on the first Thursday of each month, October through May. There shall be six (6) General Meetings of CVAP to be held on the second Thursday of each month from November through May, except during the annual Benefit month and the May meeting which shall be held on the first Saturday in May. The time and place are to be determined by the Luncheon Arrangements Chair with the President's approval.

II. QUORUM

Twenty (20) percent of the membership shall constitute a quorum.

III. MEMBERSHIP

A. Alumnae of any NPC sorority/fraternity may become members of CVAP upon payment of prescribed dues. The NPC member sororities/fraternities are:

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

IV. DUES

- A.** Annual dues shall be eighty dollars (\$80.00) and payable on or before April 1. Dues paid after April 15 will incur a ten-dollar (\$10.00) penalty.
- B.** Only dues-paying members shall be notified of meetings.
- C.** New members, joining CVAP and paying dues on or after February 1, will not owe dues for the following fiscal year.

V. RESPONSIBILITIES OF STANDING COMMITTEES

A Committees

- 1 Benefit Chair:** She shall oversee the annual Scholarship Benefit and shall appoint Committee Chairs and members to assist her. The Benefit Chair shall appoint one or more Co-Chairs as she deems necessary. The President shall be invited to all Benefit Committee meetings.
- 2 Communications:** She shall, at the President's request, contact members by telephone or e-mail regarding matters relating to CVAP membership in general. Other officers or committee chairs may also request the help of the Communications Chair when necessary.
- 3 Financial Advisor.** The Financial Advisor shall be appointed by the President from among the permanent members of the Finance Committee. She shall advise and assist the Treasurer and the Benefit Treasurer as necessary and desired. She shall review and reconcile the books with the bank statements each month. She shall prepare Annual Reports for the CPA's use in preparing our tax returns. Such reports would include a Net Worth Statement, an annotated list of CVAP's bank accounts, a list of CVAP's immediate past and newly installed Executive Boards, CVAP's bank registers, and the itemized category and sub-category financial reports for each of CVAP's accounts. She shall further provide the CPA with the name(s) of any individual(s) contributing \$5,000 or more to CVAP during the fiscal year, such information to be confidential and shared only with the CPA.
- 4 Hostess:** She shall select and contact the sorority hostesses for each monthly luncheon.

- 5 **Luncheon Arrangements:** She shall select meeting places, make reservations, and select menus and the price (including tax and gratuity) and obtain signed contracts for the monthly luncheons. She shall give a count to the hotel or club as required. She shall consult the Vice President - Program and anyone else involved with the luncheon programs as to any special requirements. She shall arrange for a flag, podium, microphone, and check-in tables. She shall give a list of the monthly luncheon locations to the 2nd Vice President in June to be posted on the CVAP website and to the Communication Chair for distribution to the membership.
- 6 **Care:** She shall send special remembrance cards and notify a member or her family of a memorial donation made to the CVAP Liquid Asset Account. She shall send other correspondence at the direction of the President.
- 7 **Newsletter Editor:** She shall prepare and send newsletters for members as directed.
- 8 **Parliamentarian.** The immediate Past President shall automatically become Parliamentarian unless she is unable to serve. In that case, the President shall designate the Parliamentarian from among other Past Presidents.
- 9 **Patron Fund:** She shall be responsible for creating a letter of invitation for donations to the Patron Fund, mailing the letters complete with return envelopes, and tracking the donations as they are received. She shall work with the Benefit Treasurer who will deposit funds in the Benefit Account to ensure correct amounts are recorded.
- 10 **Supper Club:** She shall report to the Board where and when the Supper Club is going to meet. She shall prepare a flyer for the Communications Chair.
- 11 **Publicity:** She shall contact the local media with written information and photos for meetings, special events, and the Benefit.
- 12 **Southern California Council of Alumnae Panhellenics (SCCAP) Representative:** She shall attend SCCAP meetings when possible. Reports regarding the meetings shall be given to the CVAP Board and general membership. When responsibilities for the annual SCCAP meeting rotates to CVAP, she shall coordinate planning for the meeting.

B. Special Projects

- 1 **Books for Children** – Collection of new toys from CVAP members will be donated to a non-profit associated with children.
- 2 **Toys for Children.** – collection of new toys from CVAP members will be donated to a Toys for Children nonprofit program or school for their distribution.
- 3 **Spring Party** – a social event celebrating the end of the CVAP season.
- 4 **Summer Luncheons** – make arrangement for lunch on the second Thursday of each month, June through October.

VI. COMMITTEES

- A. **Finance Committee.** The Finance Committee shall meet in March and be composed of the current and all past Presidents, current Operating Treasurer and current Benefit Treasurer. The Operating Treasurer shall be the Chair.
 1. The Finance Committee shall review proposals for both the Operating Budget and the preliminary Benefit Budget for the ensuing year, make changes or additions as needed, and present the proposed budgets to the Board for review. The Board shall make additions or changes as may be necessary and present the recommended budget to the General Meeting for approval.
 2. The Operating Budget shall be presented to the Board for review and approval in April and to the General Membership for final approval at the April General Meeting.
 3. Every Benefit should begin with ten thousand dollars (\$10,000) in reserves from the preceding Benefit and should end with ten thousand dollars (\$10,000) in reserves for the succeeding Benefit. A Preliminary Benefit Budget shall be prepared by the Benefit Treasurer in consultation with the Benefit Chair(s) and presented to the Finance Committee in March. Any unbudgeted expenditures for the Benefit arising during the period July to October shall be submitted to the President who will poll the Executive Board for approval. The preliminary Benefit budget shall be adjusted as necessary to more accurately reflect anticipated revenue and expenses. The proposed final Benefit budget shall be prepared by the Benefit Treasurer in consultation with the Benefit Chair(s). This benefit budget shall be presented by the Benefit Treasurer to the Board for review at the October Board Meeting and to the membership for approval at the November General Meeting.
 4. Make recommendations to the Board for the amount to be awarded for scholarships from the Benefit Account, the Diamond Legacy Award Fund, and the Marianne Timmins Memorial Fund.
- B. **Scholarship Committee:** The President and the Vice President-Scholarships shall jointly appoint a Scholarship Committee to interview and select scholarship candidates. Scholarships are awarded by the Scholarship Committee based on the funding amounts recommended by the Finance Committee

and approved by the Board at its April meeting. The Vice President -Scholarships and the team leads shall decide on the distribution of the scholarships funds each fiscal year.

Scholarship Award Policies and account funds from which Scholarships are awarded include:

1. **CVAP Scholarships:**

- a. Scholarships shall be awarded from the Benefit Account on behalf of Coachella Valley women graduating from local public high schools. All scholarship recipients must have been accepted by and will attend a four-year college or university with an NPC system as full-time students. Selection criteria include U.S. citizen or U.S. permanent legal resident, outstanding grade point average, school activities, community involvement, and financial need.
- b. CVAP scholarship checks shall be awarded directly to the selected scholarship recipient's school of choice. The winner shall send her university acceptance and class registration or dorm contract to the Benefit Treasurer. If the recipient has not been able to register at her school due to circumstances beyond her control or intends to gain admittance to another university in the coming year, the scholarship will be held for one academic year in the scholarship account under her name. All CVAP requirements for the scholarship will be in effect during that year.
- c. Once the scholarship amount for a given year is determined that amount will be equally divided so that all recipients receive the same amount of money.

2. **The Marianne Timmins Memorial Scholarship Fund:** Each year \$4000 of the money in this account is to be transferred to the Benefit Account to be used for scholarships.

3. **CVAP Sorority Membership Award:** Scholarship recipients who are initiated into an NPC sorority are eligible to apply for a Sorority Membership Award. Upon proof of initiation \$3000 will be awarded from the Liquid Asset account.

C. Ad Hoc Committees. These may be formed on an as-needed basis.

VII. POLICIES AND RULES REGARDING ADVERTISING.

- A. Roster.** The roster shall be used only for the personal use of members and not for any form of advertising or solicitation.
- B. Benefit.** Advertising material shall be approved by the Board.

VIII. DONATIONS AND GIFTS

- A. Donations.** Donations may be made to the CVAP Patron Fund for the purpose of scholarships in honor of a member or a special occasion
- B. Memorial Gifts.** Upon the death of a member, her spouse, or her child, a fifty-dollar (\$50) donation from the Operating Account shall be made to the CVAP Patron Fund.
- C. President's Gift.** The incoming President shall be responsible for presenting the outgoing President with an NPC gold medallion shield as a gift of appreciation at the end of her term of office.

IX. AMENDMENTS

Except for Standing Rules pertaining to membership or membership requirements, amendments to these Standing Rules may be made, or in extraordinary circumstances may be waived on a one-time basis, by a majority vote of the Executive Board. Any amendments to these Standing Rules made pursuant to this amendments section shall be promptly sent to the membership if requested.

X. ROBERTS RULES OF ORDER

The current edition of Roberts Rules of Order, Newly Revised, shall govern all matters not covered by the Bylaws or the Standing Rules of CVAP.

