

COACHELLA VALLEY ALUMNAE PANHELLENIC
P. O. Box 11508
Palm Desert, CA 92255-1508
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 Elected Executive Board of Directors 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 AND LIMITATIONS

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. For further information refer to Articles of Incorporation dated February 14, 1991.
2. As an affiliate of NPC, CVAP will conform to the requirements and mandates of NPC.

B. Limitations

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 by a certain date. 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 Elected 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.

ARTICLE IV. MISSION STATEMENT

The mission of the Corporation shall be:

- A. To bring together in friendship and mutual interest all women who are initiates of National Panhellenic Conference fraternities.
- B. To interpret the fraternity system to prospective college students through scholarship awards, educational and informational affairs, philanthropic projects, and community participation.

ARTICLE V. MEMBERSHIP

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

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|------------------------------|------------------------------|
| 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 |

B. There shall be three classes of members:

1. Active members shall be from those sororities/fraternities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.
2. Associate members shall be from those sororities/fraternities that have not fully qualified for active membership in NPC but have been admitted to associate membership.
3. Affiliate members shall be those women’s fraternal corporations that are included in a College Panhellenic or comparable governing body.

ARTICLE VI. ELECTED EXECUTIVE BOARD, GENERAL BOARD

A. Elected Executive Board

1. The officers of this Corporation shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and Benefit Treasurer. The Elected Executive Board shall be comprised of these officers.
2. The Elected Executive Board shall be the governing body of the Corporation.
3. The Elected Executive Board shall fill any Elected Executive Board vacancies.
4. The term of office for each member of the Elected Executive Board shall be one year commencing immediately following the General Meeting in May. The only exceptions are the 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 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 Elected Executive Board.
6. A quorum shall consist of four (4) members of the Elected Executive Board.

B. General Board

There shall be a General Board composed of the Elected Executive Board and the Standing 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 Elected Executive Board, and

3. Not serve two (2) consecutive terms on the Nominating Committee.

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 Elected Executive Board. The Committee shall present its slate of officers at the February General Meeting.

- a. **Eligibility.** To be eligible for the office of Corporation President, a member must have previously served on the Elected Executive Board.
- 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 General 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 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.

ARTICLE VIII. RESPONSIBILITIES OF OFFICERS/DIRECTORS

- A. President.** The President shall preside at all Elected Executive Board, General Board, and General Meetings and carry out the normal duties of a president. She shall be an ex-officio member of each Committee, except the Nominating Committee. She shall appoint the Standing Committee Chairs and Chairs of any special projects.
- B. First Vice President.** The First Vice President shall preside over meetings in the absence of the President. She shall select programs and speakers for General Meetings subject to Elected Executive Board approval. Subjects of the programs shall fall within the goals of NPC or have cultural or community interest. She shall be responsible for procuring a gift of appreciation for the outgoing President.
- C. Second Vice President.** The Second Vice President secures pertinent data for the membership files and collects dues. She oversees the preparation of the membership roster, prepares membership information for the newsletter, and oversees the preparation of address labels for the newsletter and meeting notices.
- D. Recording Secretary.** The Recording Secretary shall keep a record of all Elected Executive Board, General Board, and General Meetings, and shall forward them to the General Board for their review. Immediately following approval of the minutes by the General Board, she shall send copies of the final minutes to all the Board Members, as well as the NPC Area Advisor.
- E. Corresponding Secretary.** The Corresponding Secretary 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 order and maintain stationery supplies. She shall send other correspondence at the direction of the President.
- F. Treasurer.** The Treasurer shall oversee the Operating Account, the Marianne Timmins Memorial Fund, and the CVAP Liquid Asset Account. She shall be a member of the Finance Committee and shall chair this Committee. In addition to the usual duties of a Treasurer, she shall collect money and count attendance at luncheons and collect monies due from members making luncheon reservations but not attending. The Treasurer shall work closely with the CVAP Financial Advisor, keeping her informed of all the details of deposits and expenditures as they occur. Following the end of the fiscal year, she shall provide relevant financial information to the Financial Advisor for submission to the Corporation's CPA for tax preparation.
- G. Assistant Treasurer.** She shall assist the Treasurer in collecting and counting money and attendance at General Meetings, as well as notifying members that monies for non-attended luncheons must be remitted. She shall assist the Treasurer in making deposits to the Operating Account when necessary. She shall be a member of the Finance Committee.
- H. Benefit Treasurer.** She shall oversee the Benefit Account and the Diamond Legacy Award Fund. She shall receive all income generated by the annual Benefit and, in consultation with the Benefit Chair(s), prepare a preliminary budget for the ensuing year's Benefit by June 30 and submit it to the Benefit Chair(s) and Finance Committee in July. The Benefit Treasurer shall submit to the President any Benefit-

related expenditures arising during the period July to October that were not included in the preliminary budget. The President shall poll the Elected Executive Board for approval. The Benefit Treasurer shall submit a final budget to the Benefit Chair(s) and to the Finance Committee in September for recommendation to the General Board in October and to the General Membership at the October General Meeting. The Benefit Treasurer shall work closely with the CVAP Financial Advisor, keeping her informed of all the details of deposits and expenditures as they occur. Following the end of the fiscal year, the Benefit Treasurer shall provide relevant financial information to the Financial Advisor for submission to the CPA for tax preparation. She shall apply for the Raffle Permit and subsequently file the Raffle Report with the State of California. She shall apply for the Sales Tax Permit from the State Board of Equalization and subsequently submit the requisite report and payment. She shall be responsible for processing credit card transactions and reconciling those transactions with bank statements. She shall be responsible for disbursing scholarship funds directly to the Scholarship Committee's selected scholarship recipients' college or university of choice. She shall be a member of the Finance Committee.

ARTICLE IX. MEETINGS

- A. **General Meetings.** General Meetings of the Coachella Valley Alumnae Panhellenic shall be composed of the membership and held at least seven (7) times per year. The time and place are to be selected by the Luncheon Arrangements Chair.
- B. **General Board Meetings.** General Board meetings shall be held at least eight (8) times per year.
- C. Special General Meetings may be called by the President or by written request of ten percent of the membership.
- D. There shall be a quorum of 20% of members in attendance.

ARTICLE X. FINANCIAL

- A. **Annual Dues.** Annual dues shall be set by the General 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 30.
- C. **Fiscal Year.** The fiscal year of the Coachella Valley Alumnae Panhellenic shall be from May 1 through April 30.
- D. **Corporation Funds and Accounts**
 - 1. **Operating Account.** The Operating Account shall be maintained by the Treasurer.
 - a. The Operating Account shall receive income from various sources but shall never 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 remaining in the Operating Account on April 30 shall be transferred to the CVAP Liquid Asset Account.
 - d. Those authorized to sign on the Operating Account shall be:
 - i. President
 - ii. Treasurer
 - iii. Assistant Treasurer
 - 2. **CVAP Liquid Asset Account.** The purpose of the CVAP Liquid Asset Account is to provide money to help young women defray the costs of sorority membership. CVAP 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 CVAP Liquid Asset Account.
 - a. Monies in the Liquid Asset Account shall include:
 - i. accumulated interest,
 - ii. specific donations for Sorority Membership Awards,
 - iii. and, the annual transfer of funds on April 30 from the Operating Account in excess of six thousand dollars) \$6,000 less all dues payments received for the ensuing year.
 - b. The CVAP Liquid Asset Account shall be maintained by the Treasurer.
 - c. Those authorized to sign on the CVAP Liquid Asset Account shall be:
 - i. The President
 - ii. The Treasurer
 - iii. The Benefit Treasurer

d. No monies from the CVAP Liquid Asset Account may ever be transferred to the Operating Account.

3. Marianne Timmins Memorial Fund. In 2006, a CVAP member, Marianne Timmins, bequeathed to CVAP fifty thousand dollars (\$50,000) for a scholarship fund.

- a. Each year, 5% of the money in this account is to be used to award an additional scholarship beyond those that would otherwise be awarded.
- b. This scholarship shall be known as the Marianne Timmins Memorial Scholarship.
- c. The Marianne Timmins Memorial Fund shall be maintained by the Treasurer.
- d. Those authorized to sign on this account shall be:
 - i. The President
 - ii. The Treasurer
 - iii. The Benefit Treasurer
- e. No monies from this Fund may ever be transferred to the Operating Account.

4. 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, and gifts.
- 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 at which incoming scholars are honored.
 - ii. To fund scholarship awards as recommended by the Scholarship Committee and approved by a vote of the General Board.
 - iii. To maintain a reserved to be used for the initial expenses of the next annual Scholarship Benefit.
- c. Those authorized to sign on this account shall be:
 - i. The President
 - ii. The Treasurer
 - iii. The Benefit Treasurer

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

- a. This fund is comprised of monies donated specifically in honor of or in memory of a Diamond Award Honoree. 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 General 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. The President
 - ii. The Treasurer
 - iii. The Benefit Treasurer

ARTICLE XI. 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 XII. 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 Elected Executive Board of CVAP is authorized to correct article and section designations, punctuation and cross references within the Bylaws and Standing Rules and 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 requirements, mandates and Bylaws.

Note: If there are any questions regarding these Bylaws, the Corporation papers may be referenced. They are available from the President upon request.`

**COACHELLA VALLEY ALUMNAE PANHELLENIC
STANDING RULES**

I. MEETINGS

There shall be at least six (6) General Meetings of the Coachella Valley Alumnae Panhellenic to be held on the second Thursday of each month, (excluding the benefit month from November through May. The May meeting 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. DUES

- A. Annual dues shall be seventy-five (\$75.00) and payable on or before April 30. Dues paid after April 30 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.

IV. RESPONSIBILITIES OF STANDING COMMITTEE CHAIRS

- A. **Benefit Chair:** She shall be in charge of the annual Scholarship Benefit and shall appoint Committee Chairs and members to assist her. The Benefit Chair shall appoint one or more Co-Chairs if she deems necessary. The President shall be invited to all Benefit Committee meetings.
- B. **Communications Chair.** 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.
- C. **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 listing the names of CVAP's intended scholarship recipients, an annotated list of CVAP's bank accounts, a list of CVAP's immediate past and newly installed Elected 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. She shall prepare a digital copy of all CVAP financial records for the fiscal year to give to the CPA.
- D. **Historian.** She shall keep scrapbooks and gather pictures and clippings pertinent to Panhellenic members and activities from newspapers and magazines. The scrapbook shall remain the property of CVAP. The Historian shall compile a summary of the year's activities for the written history of the Corporation. After one-year, historical records shall be appropriately labeled and stored in the CVAP storage unit for safekeeping.
- E. **Hostess.** She shall select and contact the sorority hostesses for each monthly luncheon and provide hostess ribbons.
- F. **Luncheon Arrangements Chair.** 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 Program Chair 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 printed in the membership roster.
- G. **Luncheon Notices Chair.** She shall be responsible for the notification of monthly luncheon locations to the membership.
- H. **New Member Chair.** She shall organize a New Member Luncheon and organize activities for the procurement of new members. As a new member joins CVAP, she shall be responsible for matching her with a "Big Sister" when the new members so desires.
- I. **Newsletter Editor.** She shall prepare and mail or email newsletters for members as directed.
- J. **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.

- K. Patron Program Chair.** She shall be responsible for creating a letter of invitation for donations to the Patron Program, 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 to the Benefit Account to assure correct amounts are recorded. Notification will be made to the Financial Advisor with details of all deposits.
- L. PHD Liaison.** She shall report to the General Board what the Panhellenic Honey Doers (PHD's) are doing, where and when their lunches are going to be held, where and when their Supper Club is going to meet, and how they have organized their committees for the Benefit.
- M. Publicity Chair.** She shall contact the local media with written information and photos for meetings, special events, and the Benefit.
- N. Scholarship Chair.** The Scholarship Chair and the President shall jointly appoint members of the Scholarship Committee. The Chair shall oversee the work of the Committee in interviewing and selecting qualified scholarship candidates from the candidate pools provided by each public high school in the Coachella Valley. The Chair shall ensure that all timelines are met throughout the scholarship vetting process, including deadlines for prospective scholarship recipients to submit paperwork to her. Further, the Chair shall ensure that scholarship recipients and their guests are invited to the May Scholarship luncheon. The Scholarship Chair shall provide the names and university selection of each scholarship awardee to the Benefit Treasurer who will then distribute scholarship checks directly to the recipient's school of choice.
- O. Sorority Membership Award Chair.** The Sorority Membership Award Chair shall be appointed by the President and may appoint a Committee if she wishes to assist with the Committee duties. The Chair shall oversee the Committee in identifying previous CVAP Scholarship recipients who have joined one of the 26 National Sororities in NPC within the last calendar year and to offer them the opportunity to apply for a CVAP Sorority Membership Award. The Chair shall announce the award winners at the May Scholarship Luncheon.
- P. Special Projects Chairs.** The President shall appoint chairs for special projects on an as-needed basis. Special Projects include but are not limited to:
 - 1. Annual Report to National Panhellenic Conference –** President must complete NPC Annual Report by the NPC deadline (usually June 1).
 - 2. Books for Children –** collection of books from CVAP members to be distributed to a local elementary school selected by the chair.
 - 3. Toys for Tots –** collection of new toys from CVAP members to be distributed in December to local children in need.
 - 4. Spring Party –** a social event celebrating the end of the CVAP season.
 - 5. Summer Luncheons –** held at local restaurants to allow members to stay in touch.
 - 6. National Panhellenic Conference Award –** bi-annual award to most outstanding Panhellenic Corporation for which CVAP typically applies. Chair is appointed by the President and must complete the award application process by the NPC deadline (usually June 30).
- Q. Website Management Chair** shall be responsible for creating, placing, managing, updating, correcting and ensuring the accuracy of all information, photos, logos, etc., contained on the CVAP Website. The Website Management Chair also shall be responsible for negotiating fees to install and maintain the CVAP Website.

V. COMMITTEES

- A. Finance Committee.** The Finance Committee shall be composed of the current and all past Presidents, the current Treasurer, current Benefit Treasurer, and current Assistant Treasurer. The Treasurer shall be the Chair.
 - 1.** The Finance Committee shall review proposals from both the Operating Treasurer and the Benefit Treasurer for budgets for the ensuing year, make changes or additions as needed, and present the proposed budgets to the General Board for review. The General 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 General Board for review and approval in April and to the General Membership for final approval in approval at the April General Meeting.
 - 3.** Every Benefit should begin with twenty-one thousand dollars (\$21,000) in reserves from the preceding Benefit and should end with twenty-one thousand dollars (\$21,000) 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 the spring. Any unbudgeted expenditures for the Benefit arising during the period July to October shall be submitted to the President who will poll the Elected Executive Board for approval. The preliminary Benefit budget shall be adjusted as necessary to more accurately reflect anticipated revenue and expenses and a

proposed final Benefit budget shall be prepared by the Benefit Treasurer in consultation with the Benefit Chair(s) and approved by the Finance Committee. The final proposed Benefit budget shall be presented by the Benefit Treasurer to the General Board for review at the October General Board Meeting and to the membership for approval at the November General Meeting.

4. Make recommendations to the General Board for the amount of money 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 Scholarship Chair 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 General Board at its April meeting. 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 desert area young women who are graduates of local public high schools or those who have attended College of the Desert for two (2) years, and who have been accepted by and will attend a four-year college or university with a 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 at the appropriate time. 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 (illness, finances, injury) and 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 awardees receive the same amount of money.

2. The Marianne Timmins Memorial Scholarship Fund: Each year, five percent (5%) of the money in this account is to be used to award an additional scholarship beyond those otherwise being awarded.

3. CVAP Sorority Membership Award: Shall be awarded from monies in the Liquid Asset Fund to one or more Coachella Valley collegians who have been initiated into a NPC member group, who have applied for scholarship aid from the CVAP Liquid Asset Account, and who have met the scholarship criteria of strong financial need, academic merit, school activities, and community involvement.

4. Sorority Membership Award: The Chair shall identify previous CVAP Scholarship recipients who joined a National Sorority in NPC at any time during the last calendar year (January through December) and to offer them the opportunity to apply for a CVAP Sorority Membership Award.

In early January, the Chair shall send a letter and an application form, explaining the Sorority Membership Award program to each qualified prospect and shall state that March 15 is the deadline by which the Chair must receive their applications. The Finance Committee shall advise the Sorority Membership Award Chair of the amount of funds available for this purpose. To qualify, applicants must:

- a. have been a previous CVAP Scholarship recipient,
- b. must be attending a four-year college or university as a full-time student,
- c. maintain a grade-point average of 2.75 or better,
- d. have demonstrated sorority, school and community involvement, and,
- e. have a continued financial need.

The Sorority Membership Award Chair shall announce the award winners at the May Scholarship Luncheon, create an award certificate for each winner, obtain a check from the Treasurer for the award amount from the CVAP Liquid Asset Account and give the certificates and checks to the President for presentation to the recipients at one of CVAP summer luncheons.

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

VI. 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 General Board.

VII. DONATIONS AND GIFTS

- A. Donations.** Donations may be made to the CVAP Benefit Account 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 Benefit Account.
- 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.

VIII. AMENDMENTS

Amendments to these Standing Rules may be made by a majority vote of members present at any General Meeting.

IX. 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.