

SIGMA ALPHA IOTA

BYLAWS of the MADISON ALUMNAE CHAPTER

- Adopted:** November 1956
- Amended:** April 1959, April 1963, January 1967, January 1968, January 1972
- Revised:** January 1976, May 1982, April 1984, February 1986, February 1991, May 1998, March 2011

ARTICLE I – NAME

The name of this chapter shall be the Madison Alumnae Chapter of Sigma Alpha Iota, located in Madison, Wisconsin.

ARTICLE II – GENERAL PROVISIONS

- Section 1. General Policies and Procedures. Any Fraternity procedures or obligations, either chapter or individual, which are not specifically defined in these bylaws, shall be handled in accordance with established procedures as prescribed in appropriate Fraternity publications.
- Section 2. Acronyms. The following acronyms shall be used as appropriate throughout these bylaws:
CPM – Chapter Procedures Manual
NH – National Headquarters

ARTICLE III – MEMBERSHIP

- Section 1. Categories of Membership.
- A. Alumnae Members
 1. Alumnae are members who were initiated by a collegiate chapter and have graduated or have terminated their collegiate studies.
 2. Alumnae who are in good standing according to the records maintained by NH are eligible for membership.
 3. Eligible alumnae who desire to become members of the Chapter shall be affiliated according to the procedures in the CPM.
 - B. Affiliated Patroness Members – Patronesses with Training
 1. Affiliated patroness members are those who have completed the Fraternity’s special membership training and have formally affiliated with the Alumnae Chapter.
 2. They may be elected to office and may vote on local and national issues.

- C. Patroness Members
 - 1. Patroness members are those who have not completed the Fraternity's special membership training.
 - 2. They may be initiated but not formally affiliate with the Alumnae Chapter. They may only vote on local issues and cannot be elected to office.

Section 2. Financial Obligations of Membership.

- A. All active members must pay annual local dues by the June Chapter meeting in order to be in good financial standing.
 - 1. Active members have full privileges and responsibilities in the Chapter as outlined in the CPM.
 - 2. Active members shall receive the annual yearbook, Chapter newsletters, and may attend any Chapter activity.
- B. Active members are required to pay national dues by joining the SAI National Alumnae Association.
- C. Local chapter dues for members affiliated after January 1 shall be one-half of the full year dues.
- D. An active member who has not paid her annual dues by July 31 shall be placed on the inactive chapter roll by the Chapter Treasurer.
- E. Members who have not met their financial obligations in full by the end of the year will be considered a member not-in-good-standing and will be reported to the National Headquarters as delinquent.

Section 3. Voting Privileges of Membership.

- A. Only chapter members in good standing are privileged to vote on chapter business.
- B. A member in good standing has fulfilled all financial requirements and has been faithful to the duties of membership.

ARTICLE IV – OFFICERS

Section 1. Elected Officers. The elected officers of the Chapter shall be: President, Vice President – Program, Vice President – Membership, Vice President – Ritual, Recording Secretary, Corresponding Secretary, Treasurer, Editor, and Historian.

Section 2. Duties of Officers. Duties of officers are listed in the CPM. Additional local duties of officers are as follows:

- A. The Vice – President Program shall serve as the Program Committee chair.
- B. The Vice – President Membership shall serve as the contact for unaffiliated area alumnae and chair the Membership committee.
- C. The Vice – President Ritual shall supervise all ritual, have charge of all properties used for the ritual, and make chapter songbooks available for meetings.
- D. The Corresponding Secretary shall serve as the Sunshine Committee chair, send appropriate information to the Editor for the newsletter, confirm that

- officer reports have been sent in, and order supplies for the chapter.
- E. The Treasurer shall be chair of the Ways and Means committee and the Scholarships committee.
 - F. The Editor shall oversee the newsletter publication and chair the Newsletter committee.
 - G. The Historian shall maintain the Chapter's historical records and memorabilia.

Section 3. Term Length of Offices. The term of elected office shall be 2 years. The offices of Vice Presidents and Corresponding Secretary shall be elected in uneven years; the offices of President, Recording Secretary, Treasurer, Editor, and Historian shall be elected in even years. If a member assumes office through appointment to fill a vacancy, the time of service as an appointed officer shall not accrue to the above tenure limitations.

Section 3. Vacancies in Office. Vacancies in office will be filled in accordance with the procedures outlined in the CPM.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1. Qualifications for Election. To be elected to office, a member must:

- A. Be in good standing as defined in Article III, Section 3B.
- B. Be willing to serve in that office.

Section 2. Nominating Committee. A nominating committee of 3 active members shall be elected by the chapter in accordance with the CPM.

Section 3. Nominations. Nominations will be conducted in accordance with the procedures outlined in the CPM.

Section 4. Elections. Elections will be conducted in accordance with the procedures outlined in the CPM. Elections shall take place at the April meeting, and the officers shall be installed at the May meeting.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Membership. The executive board shall be composed of the currently elected or appointed officers, and the immediate Past President ex officio. Chairs of standing committees may be included if desired.

Section 2. Responsibilities. Duties of the executive board are as outlined in the CPM.

Section 3. Meetings. Executive board meetings shall be called regularly by the President, and shall precede all formal chapter meetings.

Section 4. Quorum. Five (5) members of the executive board shall constitute a quorum.

ARTICLE VII – MEETINGS

Section 1. Chapter Meetings.

- A. The chapter shall meet monthly except July and December, with the program year running from September through August, unless otherwise designated by the executive board.
 - 1. Two (2) meetings each year shall be designated as formal business meetings with ritual.
 - 2. At least 3 meetings each year shall have musical programs.
- B. Quorum. One-fourth of the members in good standing shall constitute a quorum for a business meeting.

Section 2. Special Meetings. There may be special events in conjunction with Rho Chapter or all chapters in the Epsilon A Province. These may celebrate significant national fraternity events, Province Day, etc.

ARTICLE VIII – COMMITTEES

Section 1. Standing Committees. Standing committees are ongoing committees which have continuing responsibilities throughout the year.

- A. Standing committees shall be: Advisors to Rho, Bylaws, Fraternity Education, Honors, Membership, Newsletter, Nominating, Patroness, Program, Scholarships, Service Projects, Sunshine, Ways and Means, and Yearbook.
- B. Committee chairs shall be appointed by the President (unless otherwise noted in Article VIII Section 1D below) with the approval of the executive board and consent of the member. If no Chair is identified, a convener shall be appointed by the President.
- C. All committee members shall be appointed from the active membership of the Chapter by July 31, in time to be listed in the yearbook for the coming year.
- D. Duties of each committee are as listed in the CPM. Additional local duties of each committee are as follows:
 - 1. The Advisors to Rho committee shall
 - a. Be comprised of three members appointed by the President plus one SAI or non-SAI faculty member.
 - b. Facilitate support of Rho chapter events and fund-raising efforts, as circumstances and funds permit.

2. The Bylaws committee shall
 - a. Check the bylaws yearly.
 - b. Present recommendations in writing to the executive board.
 - c. Present revised or amended bylaws to the chapter at least one month previous to being voted on by the chapter.
3. The Fraternity Education committee shall
 - a. Make short presentations at meetings.
 - b. Submit short articles to the chapter newsletter.
4. The Honors committee shall
 - a. Determine the 25 and 50 year members for recognition.
 - b. Complete its work in time to present honors at the annual spring formal meeting.
5. The Membership committee shall
 - a. Contact eligible members and invite them to chapter meetings or other SAI functions.
 - b. Keep in contact with interested but inactive members, graduating seniors, and unaffiliated alumnae in the community.
 - c. Have the Vice President - Membership as its chair.
6. The Newsletter committee shall
 - a. Gather information, produce, and distribute the chapter newsletter.
 - b. Have the Corresponding Secretary as one of its members.
 - c. Have the Editor as its chair.
7. The Nominating committee shall follow procedures as outlined in the CPM and Article V above.
8. The Patroness committee shall
 - a. Submit the names of potential patronesses to Rho Chapter for consideration and approval, and assist with contacts.
 - b. Coordinate activities involving patronesses and alumnae.
9. The Program committee shall
 - a. Have as its chair the Vice President – Program.
 - b. Make arrangements for musicales and presentations at chapter meetings.
 - c. Produce and distribute printed programs as needed.
10. The Scholarships committee shall
 - a. Distribute to and accept applications from college, alumnae, and patroness members.
 - b. Determine the amount and number of scholarship awards.
 - c. Review applications, choose recipients, and recommend them to the executive board for approval.
 - d. Share applications with the patronesses for their consideration.
 - e. Have the Treasurer as its chair.

11. The Service Projects committee shall
 - a. Be in charge of musical projects to benefit the music department of local colleges, the community, national projects, or other worthy music projects.
 - b. Take recommendations to the executive board for approval, then present them to the chapter.
12. The Sunshine committee shall
 - a. Be a committee of one person and have as its chair the Corresponding Secretary.
 - b. Send cards to members in case of illness, birth of a child, death in the family, marriage, a visiting SAI artist.
 - c. Include the names of deceased members in the records of the SAI memorial fund.
13. The Ways and Means committee shall
 - a. Suggest fund raising projects and encourage contributions.
 - b. Have the executive board as its members.
 - c. Have the Treasurer as its chair.
14. The Yearbook committee shall
 - a. Produce and distribute the chapter yearbook directory.
 - b. Determine the times, locations, and hostesses for chapter meetings.
 - c. Have the Vice President – Program as its chair.

E. All committee members shall be appointed in time to be listed in the yearbook for the coming year.

F. All committee appointments are for a term of one year unless otherwise stated.

Section 2. Special Committees. Special committees may be appointed by the President and Executive Board. These may include Tempo/PanPipes Correspondent, Pianists, Vocal Soloists at chapter functions, and other positions as deemed necessary.

Section 3. Ex-Officio Committee Membership. The President shall serve as ex-officio member on all committees except for the Nominating Committee.

ARTICLE IX – HONORS AND AWARDS

Section 1. Honors Committee. The chapter will form an Honors Committee of 3 members in accordance with the CPM. Duties of the Honors Committee shall be outlined as in the CPM and in Article VIII Section 1D.

Section 2. National Honors and Awards. The chapter may present National Honors and Awards in accordance with the National Bylaws and the CPM.

ARTICLE X – CHAPTER PROJECTS

- Section 1. Scholarships.
- A. The purpose of the award(s) shall be to encourage excellence in musicianship, academic studies, and active membership in the Rho college chapter of Sigma Alpha Iota.
 - B. The Scholarships committee shall determine application requirements, to be approved by the executive board.
 - C. The Ways and Means committee shall determine annually the total amount of money available to be awarded.
 - D. The Scholarships committee shall determine the number of scholarships to be awarded and the recipients.
- Section 2. Civic Philanthropic Projects.
- A. The chapter shall donate to local music/arts groups as recommended by the Treasurer and determined by chapter vote.
 - B. Chapter members shall volunteer their musical services throughout the community.
- Section 3. National Fraternity Projects. The executive board may recommend participation in and/or support of National Fraternity projects to the chapter. The executive board shall encourage members to present ideas for further projects.
- Section 4. Community Service Projects. The chapter shall participate in such community service projects as may be proposed by chapter members and approved by the chapter.

ARTICLE XI – FINANCIAL POLICIES

- Section 1. Budget. The Treasurer shall prepare an annual budget, to be presented at the first meeting of the program year and approved by the chapter as outlined in the CPM.
- Section 2. Dues. Annual membership dues, payable in June, shall be in an amount as recommended by the Executive Board and approved by the chapter.
- Section 3. Special Assessments. Special assessments may be voted in by the chapter upon recommendation of the Executive Board.
- Section 4. SAI Philanthropies. There shall be an annual contribution to Sigma Alpha Iota Philanthropies, Inc. to be approved by the chapter.
- Section 5. National Convention. There shall be a National Convention Delegate Fund.
- Section 6. Province Day. There shall be a Province Day Fund.

- Section 7. Annual Review. There shall be an annual chapter financial review as outlined in the CPM.
- Section 8. Gifts. Chapter members and non-members may make gifts to the chapter, to be used for the benefit and support of the chapter.
1. These gifts will be invested at the recommendation of the Ways and Means Committee.
 2. The chapter reserves the right to refuse a gift having restrictions which cannot easily be managed by an all-volunteer organization.
- Section 9. Dissolution. Upon final dissolution of the chapter, all remaining funds will be given to Sigma Alpha Iota Philanthropies, Inc.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.

ARTICLE XIII – AMENDMENT AND DISTRIBUTION OF BYLAWS

- Section 1. Amendment. Amendments to these bylaws may be proposed in writing at any regular meeting and voted upon at the next regular meeting. A two-thirds vote is required.
- Section 2. Distribution.
1. Each member shall receive a revised copy of the newly-approved bylaws.
 2. New affiliates shall be given a copy of the bylaws for their information.
 3. A current copy of chapter bylaws shall be available to all members to download via the chapter's website.