

BYLAWS OF FORT WAYNE CHAPTER OF PI LAMBDA THETA

ARTICLE I – NAME

The name of this association shall be Fort Wayne Chapter of Pi Lambda Theta. It shall be governed by the Bylaws and Procedures of Pi Lambda Theta.

ARTICLE II – LEGAL STANDING AND SUBORDINATION TO THE GOVERNING DOCUMENTS OF PI LAMBDA THETA

The Fort Wayne Chapter of Pi Lambda Theta shall be governed by the Bylaws and Procedures (governing documents) of Pi Lambda Theta, Inc. an Indiana corporation operating under Section 501(C)(3) of the Internal Revenue Code.

The governing documents of Pi lambda Theta, Inc. are integral parts of these bylaws, which must be consistent in every material respect with such governing documents.

ARTICLE III – MEMBERSHIP

Section 1. Definition of a Member

A member in good standing is a person who was initiated or transferred into the chapter and has paid current international and chapter dues and fees. An international life member shall pay only chapter dues and fees.

Section 2. Privileges and Responsibilities

- A. In addition to the privileges and responsibilities stated in the governing documents of Pi Lambda Theta, a chapter member is entitled to receive all chapter publications and mailings; participate in chapter activities and attend chapter meetings, and participate in chapter votes and hold chapter office.
- B. An honorary member shall be a nonvoting member, privileged to receive regular international, regional, and chapter publications; to attend international, regional, and chapter meetings; and to participate in all activities of the association except those of holding office and representing the chapter at Biennial Council.

Section 3. Eligibility and Initiation

- A. The membership committee shall certify the eligibility of all candidates for membership and initiation as required in the governing documents of Pi Lambda Theta.
- B. The executive committee shall establish procedures for initiation of candidates.

ARTICLE IV – OFFICERS

Section 1. Officers

The elected officers of this chapter shall be President, Vice President, Treasurer, Recording Secretary, and

Corresponding Secretary. Optional officers are co-presidents, co-vice presidents, assistant treasurer and

assistant recording secretary. In the event of co-presidents, one shall be identified to receive correspondence from the International office.

Section 2. Qualifications

An officer must be a chapter member in good standing at the time of election and throughout the term of office.

Section 3. Term of Office

- A. Officers shall be elected for a term of two (2) years or until their successors are elected and assume office.

No officer shall serve more than two consecutive terms in the same office except the treasurer who may serve more than two terms.

The president and corresponding secretary shall be elected in the odd-numbered years; the vice president, recording secretary, and treasurer shall be elected in the even-numbered years

- B. The term of office shall begin June 1. If installation has not been held by June 1, the incoming officers shall assume office by that date.

Section 4. Vacancy in Office

In the case of a vacancy in the office of president, the vice president shall fill the vacancy. The vacancy thus created in the office of vice president and a vacancy in any other office shall be filled by vote of the executive committee.

Section 5. Nomination

- A. A nominating committee of three (3) members shall be appointed by the executive committee at least two (2) months prior to the annual election. Elected officers may not serve on the committee, and no member of the committee may be nominated for an office.
- B. Officers who have not exhausted term limits shall be given first right of refusal prior to placing another name on the slate. This committee shall prepare a list of nominees to be presented in writing or to be included on the agenda to the membership at least seven (7) days before the election. Nominations may be made from the floor at the time of the election. No name shall be placed in nomination without written consent of the nominee.

Section 6. Election

Election of officers shall be by ballot. A majority of votes cast shall elect. When there is but one nominee for an office, that vote may be taken by voice.

The installation of officers shall take place no later than the April meeting. The names, addresses, and telephone numbers of all new officers shall be reported to the international office by the date stated in the governing documents of Pi Lambda Theta, Inc.

Section 7. Duties of Officers

A. President.

The president of the chapter shall:

- 1) be responsible for the prompt and effective conduct of chapter business;
- 2) ensure notice to all members of meetings (via Calling Committee, Corresponding Secretary, mail, or electronic communications), such notification to include the date, time, place and agenda of meeting;
- 2) be responsible for the fulfillment of all international obligations (as set forth in the governing documents of Pi Lambda Theta, Inc.) and of all chapter obligations;
- 3) call and preside at all meetings of the chapter and of the executive committee;
- 4) certify with the recording secretary the election of the delegate and alternate to Biennial Council and any international votes taken by the chapter;
- 5) be responsible for keeping these bylaws consistent with the governing documents of Pi Lambda Theta, Inc.;
- 6) serve as a member ex officio of all committees except the nominating committee;
- 7) appoint, with the approval of the executive committee, the chairs and members (with assistance and feedback from the committee chair) of all standing and special committees except those otherwise provided for in these bylaws;
- 8) appoint a parliamentarian;
- 9) perform such other duties as may be prescribed in these bylaws or as assigned by the chapter or the executive committee.

B. Vice President.

The vice president shall:

- 1) perform all the duties and be vested with all the powers of the president in the absence of the president;
- 2) perform such duties as are delegated by the president;
- 3) succeed to the presidency if that office is vacated.
- 4) serve as chair of the program committee.

C. Recording Secretary.

The recording secretary shall:

- 1) record the minutes of all meetings of the chapter and of the executive committee;
- 2) certify with the president the election of the delegate and alternate to the Biennial Council and submit such names to the executive director by April 15 in the council year;
- 3) certify with the president the chapter's ballot for international officers;
- 4) send to the International Office all required records, except those for which other officers are assigned responsibility by these bylaws;
- 5) call the roll, when requested by the president;

- 6) have available for reference at all meetings a current copy of the Pi Lambda Theta Bylaws, the regional bylaws, the chapter bylaws, and a list of officers, committee chairs and committee members;
- 7) have custody of all documents belonging to the chapter;
- 8) perform such other duties as are requested by the president.

D. Corresponding Secretary.

The corresponding secretary shall:

- 1) conduct all correspondence delegated by the president;
- 3) read correspondence as requested by the president
- 4) send the required information on officers the International Office by the deadline stated in the governing documents of Pi Lambda Theta, Inc. Notify the International Office of any changes as they occur during the year;
- 5) report to the International Office a member's change of address or a name change;
- 6) send the chapter program to the International Office by the deadline stated in the governing documents of Pi lambda Theta.

E. Treasurer.

The treasurer shall:

- 1) send to the International Office, at the designated times, all fees and financial reports as required by the governing documents of Pi Lambda Theta, Inc.;
- 2) receive all monies due the chapter and deposit them in a bank approved by the chapter's executive committee;
- 3) keep a proper set of books;
- 4) retain documentation for audit such as receipts, paid invoices, etc.;
- 5) pay by check all bills provided for in the budget, upon presentation of a proper statement or receipt;
- 6) give a financial statement at each meeting;
- 7) render a complete financial report at the final meeting of the year;
- 8) send the names, addresses, and fees of all new members to the international office within the time frame stated in the governing documents of Pi Lambda Theta
- 9) send a copy of the audited chapter financial report to the international office by the date stated in the governing documents of Pi Lambda Theta, Inc. An annual audit of the accounts of the chapter shall be conducted immediately following the annual meeting.
- 8) serve on the finance/audit committee.

F. All Officers

- 1) All officers shall perform other duties as assigned by the chapter, president, or executive committee.
- 2) After the expiration of their respective terms of office, they shall deliver to their successors or to the president all handbooks and official materials within ten days of the expiration of the term of office.

Section 8. Removal from Office

Any officer may be removed under procedures developed by the executive committee pursuant to *Robert's Rules of Order Newly Revised* whenever the best interests of the chapter or Pi Lambda Theta will be served thereby

ARTICLE V – MEETINGS

Section 1. Meetings

- A. Regular Meetings, Dates of regular meetings shall be set by the executive committee and announced at the first meeting of the year. If the date of a regular meeting is changed, that meeting shall be considered to be a special meeting.
- B. Special Meetings. Special meetings may be called by the president, the executive committee, or upon written request of the members.
- C. Annual Meeting. The annual meeting shall be held in the month of March and shall include annual reports of chapter executive committee members and such other business as may properly arise.

Section 2. Quorum

Attendance shall be taken when a meeting is called to order and a list of attending members in good standing prepared for entry into the minutes. Two thirds of the number of members on the attendance list constitutes a quorum.

Section 3. Notice

Notice, including an agenda, must be given to each member before a meeting. Notice of meetings may be delivered personally or sent by mail, overnight courier, electronic mail, telegram, or facsimile transmission to each member at the address shown in the chapter records. Meetings listed in program directory may serve as notice for meetings.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. Composition

The chapter's executive committee is composed of elected officers, standing committee chairs, adviser, and parliamentarian, the latter one without vote.

Section 2. Duties

- A. transact necessary business between chapter meetings and such other business as may be referred to it by the chapter;
- B. present a report at each chapter meeting;
- C. approve the plans of work of the standing committees;

- D. appoint an auditor, who will serve as chair of finance/audit committee to audit the treasurer's accounts;
- E. review the budget prepared by the chapter's finance/audit committee for presentation to the membership for final adoption;
- F. certify the eligibility of all candidates for membership and initiation as required in the governing documents of Pi Lambda Theta;
- G. establish procedures for initiation of candidates.

Section 3. Meetings

- A. Regular meetings of the executive committee shall be held on the call of the president.
- B. Special meetings of the executive committee shall be held on call of the president or upon written request of a majority of the executive committee.
- C. Notice, including an agenda, must be given to each committee member at least one week before a meeting. Notice of meetings may be delivered personally or sent by mail, overnight courier, electronic mail, telegram, or facsimile transmission to each committee member at the address shown in the chapter records.
- D. Any or all committee members may participate in an executive committee meeting by any means of communication by which all members participating can simultaneously hear each other during the meeting. A committee member participating in a meeting by electronic means is deemed to be present in person at the meeting.

Section 4. Quorum

A majority of the officer members of the executive committee shall constitute a quorum.

ARTICLE VII – COMMITTEES

Section 1. Types of Committees

There shall be two (2) types of committees: standing and special.

- A. A standing committee shall be a committee with a continuing existence and function. The executive committee shall create or eliminate standing committees as the need arises, and amend bylaws, accordingly.

Chairs and members of standing committees serve for a term of one year corresponding to the term of the president and may be reappointed at the discretion of the president.

- B. A special committee is a committee created to serve a special need and shall cease to exist when it has completed its task and made its final report. The president, executive committee, or chapter may create special committees except those otherwise provided for in these bylaws.

Section 2. Standing Committees

The standing committees shall include Finance/Audit, Membership, Program, Calling/Hospitality, Dinner Reservations, Newsletter, History, Service Project, Nominating, and Ways and Means.

Section 3. Special Committees

A special committee is one created to serve a one-time need. It ceases to exist when it has completed its task and made its final report. The executive committee may create special committees except as otherwise provided for in these bylaws.

Section 4. Appointment of Committees

With the approval of the executive committee, the president shall appoint the chairs and members (with assistance and feedback from the committee chair) of all committees, except those otherwise provided for in these bylaws.

Section 5. Terms of Standing Committees

Chairs and members of standing committees shall serve for a term of one (1) year in office and may be reappointed at the discretion of the president.

Section 6. Committee Responsibilities

Plans of work shall be approved by the executive committee. No committee shall act individually to bind the executive committee or the chapter. All committees shall report on their work as requested by the president.

Section 7. Removal from Office

Frequent or continual unexcused absence from executive committee meetings or failure to report on committee activities shall constitute grounds for removal of a chair from office by the executive committee.

ARTICLE VIII – FINANCES

Section 1. Dues

Each member shall pay annual international dues and/or chapter dues to the international office, when billed. The amounts of chapter dues and fees must be approved by the chapter membership. Approval requires two-thirds in the affirmative.

Section 2. Budget

An annual budget shall be prepared by the finance committee, presented to the executive committee for review, and then presented by the finance/audit committee to the membership for adoption.

Non-budgeted expenditures and expenditures that exceed the amount budgeted for that expenditure must be approved by the executive committee.

Section 3. Disbursements

A. Budgeted Disbursements.

The treasurer shall automatically pay all bills approved by the executive committee.

B. Nonbudgeted Disbursements.

Each invoice for a non-budgeted or excess expenditure as defined in these bylaws must be approved by the executive committee.

Section 4. Audit

An audited chapter financial report shall be submitted by the treasurer to the international office by July 1. The treasurer's accounts shall be examined by a finance/audit committee chair and other members (not the treasurer) who, satisfied that the treasurer's annual report is correct, shall sign a statement to that effect at the end of the report.

Section 5. Fiscal Year

The fiscal year shall be from June 1 through May 31.

ARTICLE IX – DELEGATE TO BIENNIAL COUNCIL AND REGION II CONFERENCE

Delegates and Alternates attending the Biennial Council and Region Conference shall be selected as follows:

- 1) president
- 2) vice president
- 3) any officer who has attended at least two chapter meetings and is appointed by the executive committee
- 4) any member appointed by the executive committee

The names of delegates and alternates shall be reported to the international office or region, respectively, by the date stated in the governing documents of Pi Lambda Theta. A delegate will be seated only if both the chapter and the delegate are in good standing with the international organization (and, for regional conferences and business meetings, with the region as well).

The delegate shall have the responsibility to:

- A. become familiar with and ascertain the wishes of the chapter concerning the items to be considered at the Biennial Council and the Region II Conference;
- B. attend all meetings of the Biennial Council and the Region II Conference or mandate that the alternate attend;
- C. vote on the basis of the evidence presented during discussion at the Biennial Council and the Region II Conference but with consideration given to the wishes of the chapter;
- D. submit a report at the first chapter meeting following Biennial Council and the Region II Conference.

Section 3. Responsibilities of Alternate

The alternate shall:

- A. attend the meetings of the Biennial Council and the Region II Conference, should the delegate be unable to do so, and thus then be the accredited delegate for the chapter;
- B. fulfill all the responsibilities of the delegate, in the event of the above.

ARTICLE X – PARLIAMENTARY AUTHORITY

The business of this chapter shall be conducted according to the latest edition of *Robert's Rules of Order* in all instances in which it is not inconsistent with these bylaws or with the Pi Lambda Theta, Inc. Bylaws.

ARTICLE XI – AMENDMENT

Section 1. Proposal.

Amendments to these bylaws may be proposed by:

- A. the executive committee, or
- B. a special committee authorized by the chapter or the executive committee, or

Section 2. Adoption

These bylaws may be amended at a chapter meeting. Proposed amendments must be included in the agenda and notice of the meeting. Adoption of an amendment requires two-thirds in the affirmative.

Section 3. Approval by Pi Lambda Theta

Amendments become effective when approved by Pi Lambda Theta., Inc

Section 4. Mandatory Amendments

Any amendment to the Pi Lambda Theta, Inc. Bylaws or Procedures which necessitates a change in these bylaws shall be made automatically without the necessity of a vote.

ARTICLE XIII – DISSOLUTION

In the event that Fort Wayne Chapter ceases to function as a chapter of Pi Lambda Theta, the chapter shall submit to the international office for safe keeping: the charter, all funds belonging to or administered by the chapter, the property belonging to the chapter, and all chapter records. All property shall be returned upon evidence of chapter activity or retained in the event of charter revocations.

ATTACHMENTS

Attachment 1. Bylaws of Pi Lambda Theta, Inc.

Attachment 2. Procedures of Pi Lambda Theta, Inc.