

BYLAWS OF THE DENVER ALUMNAE CHAPTER

Adopted: Jan. 1966

Revised: Feb. 2004, March 2011, March 2012, April 2019, March 2023

Amended: Jan. 1968, April 1977, April 1980, Nov. 1986, Nov. 1992, March 1997, April 1998, Feb. 2000, Nov. 2000, Oct. 2001, Nov. 2002, Oct. 2004, Jan. 2005, Jan. 2006, Jan. 2007, March 2008, March 2009, Feb. 2013, Feb. 2018, April 2021, April 2025, October 2025, January 2026

ARTICLE I - NAME

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

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 the appropriate Fraternity publications.

Section 2. Abbreviations. The following abbreviations shall be used as appropriate throughout these bylaws:

- CPM - Chapter Procedures Manual
- LCPM - Local Chapter Procedure Manual
- SAI - Sigma Alpha Iota

ARTICLE III – MEMBERSHIP

Section 1. Categories of Membership.

- A. Alumnae Members: Members initiated by a collegiate chapter who have graduated or have terminated their collegiate studies.
- B. Patronesses with Training: Affiliated Patroness Members
 - 1. Patroness members 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 (non-affiliated)
 - 1. Patroness members who have not completed the Fraternity's special membership training.
 - 2. They may not formally affiliate with the Alumnae Chapter, may not be elected to office, and may only vote on local issues.
- D. Local membership categories

1. Associate Members: may or may not live in the Denver metro area, but choose to remain associated with the chapter and pay a reduced dues rate.
 - a. Receive all chapter mailings
 - b. Attend events when able
 - c. Cannot vote / not included in chapter quorum

Section 2. Financial Obligations of Membership.

- A. All affiliated members must pay annual local dues in a timely manner to be in good financial standing.
- B. All affiliated members are required to pay national dues by joining and being current with the SAI National Alumnae Association.
- C. A member who has not met their financial obligations in full by the end of the Fraternity year will be considered a member not in good standing and will be reported to National Headquarters as delinquent.

Section 3. Voting Privileges of Membership.

- A. Only affiliated chapter members in good standing are privileged to vote on chapter business.
- B. To be in good standing, a member must:
 1. Pay all dues in full by the set due date.
 2. Be current with dues to the SAI National Alumnae Association.
 3. Attend chapter meetings and events.

ARTICLE IV – OFFICERS

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

Section 2. Duties of Officers. Duties of officers are listed in the CPM.

Section 3. Term Length of Offices. The one-year term of office begins with the installation of officers in April-May and ends when the new officers are installed in April-May of the next year.

- A. President; Vice President, Programs; Vice President, Membership; Vice President, Ritual; Secretary; and Sergeant-at-Arms may serve for up to three consecutive one-year terms. After a third consecutive term, there must be one year in between before holding that office again.
- B. Treasurer and Editor may serve for up to five consecutive one-year terms. After a fifth consecutive term, there must be one year in between before holding that office again.

Section 4. Vacancies. Vacancies in elected offices 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 be in good standing as defined in Article III, Section 3B.

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

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

Section 4. Elections.

- A. Elections will be conducted in accordance with the procedures outlined in the CPM.
- B. Election of officers requires a simple majority of the chapter membership who are active and in good standing according to Article III, Section 3B.
- C. Voting by US mail or Email is permitted for election of officers. No response will be considered a yes vote.
 - 1. Ballots will be completed and sent via US mail, email or returned to the designated teller by the deadline.
 - 2. Any markings that identify the sender are to be removed as soon as the voter's name has been checked against the list of eligible voters.
 - 3. All ballots will remain folded and/or unopened until the designated teller counts them.
- D. Members who have not voted via mail or email will be able to cast a ballot at the designated meeting.
- E. The designated teller will count all ballots after the completion of voting at the designated meeting and announce the election results.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Membership. The executive board shall be composed of elected chapter officers listed in ARTICLE IV above.

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

Section 3. Meetings. The executive board will meet before each Formal Business Meeting in accordance with the CPM. Additional meetings may be held as necessary.

Section 4. Quorum. A quorum will be designated as a simple majority of the chapter's executive board membership.

ARTICLE VII – MEETINGS

Section 1. Chapter Meetings.

- A. The chapter shall meet at least eight (8) times between September and June. Two meetings each year shall be designated as formal business meetings with ritual.

- B. Quorum shall be designated as 6 members in good standing as defined in Article III, Section 3B.

Section 2. Special Meetings. Special meetings are meetings of the entire chapter held for emergency purposes or for business that could not be planned for in advance but must be transacted before the next scheduled meeting.

- A. A special meeting may be called by the President.
- B. A special meeting may be called for emergency purposes.
- C. Dues-paying members are notified by telephone and/or email stating the circumstances.

ARTICLE VIII – COMMITTEES

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

- A. Standing committees of the chapter shall include: Fundraising, JoAnne Kyhl Memorial Performance Competition, Membership and Social, Service, and Technology & Archives.
- B. The chapter president shall appoint committee chairmen.
- C. Committees are formed at the president's discretion.
- D. Committees are composed of the chair and any volunteer members.
- E. Duties of the chapter's committees are as listed in the CPM or in the chapter's LCPM.
- F. Committee chairs serve one-year terms from the time of appointment and are re-appointed at the discretion of the president.

Section 2. Special Committees. Special committees may be created by the chapter as needed to function until completion of a specified assignment. These committees include, but are not limited to, Bylaws, Nominating, and Honors Committees.

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

ARTICLE IX – HONORS AND AWARDS

Section 1. Honors Committee. The chapter will appoint an Honors Committee of three members in January in accordance with the CPM. Duties of the Honors Committee shall be as outlined in the CPM.

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

- A. Voting by US mail or Email is permitted for voting for all honors and awards. No response will be considered a yes vote.
 - 1. Ballots will be completed and sent via US mail, email or returned to the designated teller by the deadline.
 - 2. Any markings that identify the sender are to be removed as soon as the voter's name has been checked against the list of eligible voters.

3. All ballots will remain folded and/or unopened until the designated teller counts them.
- B. Members who have not voted via mail or email will be able to cast their ballot at the designated meeting.

Section 3. Local Honors and Awards. The chapter may present local awards with the approval of the Province Officer as long as they do not resemble national awards in name and form.

ARTICLE X – 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 XI – AMENDMENTS OF BYLAWS

Changes to these Bylaws may be proposed in writing at any regular meeting and voted upon at the next regular meeting. Changes must be approved by a two-thirds affirmative vote of the chapter members in good standing who are in attendance where a quorum is present.