

**CONSTITUTION AND BY-LAWS**  
**of**  
**ALCYONE PROVINCE**  
**of**  
**DELTA THETA CHI SORORITY**

*(updated November 2008)*

**PREAMBLE**

Convinced that while maintaining our Chapter identity, we can extend our friendship and activities to include members of the Province to build a sisterhood within the Province as strong as that within each chapter, to handle all affairs concerning a member chapter, or chapters, which could better be handled by an organized group than by a single chapter, we form ourselves into ALCYONE PROVINCE of Delta Theta Chi Sorority, and pledge ourselves to uphold the ideals, principles, and standards upon which this sorority is founded.

**ARTICLE I**

**Name**

This Province shall be known as Alcyone Province of Delta Theta Chi Sorority.

**ARTICLE II**

**Purpose**

The purpose of this organization shall be to cultivate social, cultural, and intellectual intercourse among Alcyone Province chapters of Delta Theta Chi Sorority; to promote among its members the growth of womanly character; to create in them a spirit of true loyalty to Delta Theta Chi by endeavoring to develop the spirit of unity and fellowship among its chapters; and to create more friendly and sympathetic relations in and between states and chapters.

**ARTICLE III**

**Membership**

Membership in the Province shall consist of those members who are in good standing in Delta Theta Chi Sorority in the states of Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington.

## **ARTICLE IV**

### **Officers**

#### **Section 1.**

The elected officers of this Province shall consist of a President, Vice President, Educational Director, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant-at-Arms.

#### **Section 2.**

These officers shall be elected at the meeting on the first day of the two-day Convention held in October of each year. They shall assume their offices after formal installation on the second day of said two-day Convention. A majority vote (51%) of the voting delegates shall be required to elect.

#### **Section 3.**

Any past president of any chapter in the Province, who is in good standing, who does not hold the office of President, Vice President, or Educational Director in her chapter, and who has served on the Province Executive Board for two full terms, in different positions, shall be eligible for election to the office of President.

#### **Section 4.**

The candidates for the offices of Vice President, Educational Director, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant-at-Arms of this Province may be selected from the complete roster of membership of any member chapter of this Province, provided only that said member be a member in good standing in Chapter, Province, and with the National organization.

#### **Section 5.**

Any incumbent of any Province office shall be eligible for re-election to the same office, or to any other Province office, provided, however, that in no event is any officer to hold the same office for more than two consecutive years.

#### **Section 6.**

The Executive Board of the Province shall consist of the elected officers, the Chaplain (who is the Junior Past President), and the Parliamentarian (who is appointed by the President). A majority of the Board shall constitute a quorum. As a member of the Executive Board, the Chaplain has voting privileges at Province Board Meetings. In the event the Chaplain is unable to serve, an alternate shall be appointed by the President. In the event an office, other than that of President, should become vacant during a term, the Executive Board has the authority to appoint someone to fill out the remainder of the term.

# **ARTICLE V**

## **Meetings**

### **Section 1.**

Regular meetings shall be held in April and October of each year. The meeting in April shall be known as the “Spring Open Board Meeting.” The meeting in October shall be known as the “Convention” and shall be a two-day meeting.

### **Section 2.**

The Spring Open Board Meeting shall be the responsibility of the Province Executive Board. In odd-numbered years, the meeting shall be held on Saturday and in even-numbered years, the meeting shall be held on Sunday.

### **Section 3.**

Each chapter of this Province shall hostess the Convention in its successive turn as its name comes up in Greek alphabet order. The date and place for this convention shall be selected by the Hostess Chapter. Written notice of Convention meetings of the Province shall be made by the Hostess Chapter. If a Chapter cannot host Convention its designated year, it should contact the Province President who will seek an alternate hostess chapter. The Hostess Chapter will announce the next year’s Convention date and destination to the membership at the end of each Convention.

### **Section 4.**

Special meetings shall be held at a local site approved by the Executive Board. Calls for Special meetings shall state the purpose of the meeting, but the meeting need not be limited to the transaction of the business called for in the notice. Notice of the day, hour, and place of Special meetings shall be given by the party or parties making the call by written notice actually delivered to each chapter, or mailed to each chapter President at the last known address, at least two (2) weeks prior to the date of the meeting.

### **Section 5.**

All meetings shall be governed by Robert’s Rules of Order, Revised, and shall begin with the Pledge of Allegiance.

## **ARTICLE VI**

### **Dues**

#### **Section 1.**

Active dues of no less than twenty dollars (\$20.00) per member are due and payable to the Chapter Treasurer on or before January 1 of each year and must be remitted to the Alcyone Province Treasurer not later than February 15 of the same year. Dues remitted to the Province Treasurer after February 15 are delinquent and shall be twenty-one dollars (\$21.00).

Responsibility for the collection of such dues shall rest with each chapter, and the amount due from each chapter shall be determined by the number of active members on the respective chapter rosters.

#### **Section 2.**

Any new member who signs a contract shall be billed pro-rata of the full year's dues at an amount of not less than two dollars (\$2.00) per month or twenty dollars (\$20.00) per year, whichever is the lesser sum.

#### **Section 3.**

Life Members are exempt from all dues, fees, and assessment and are not eligible to vote or to hold office. Eligibility requirements for Life Memberships are set forth in the National Constitution and By-Laws.

## **ARTICLE VII**

### **Amendments**

This Constitution may be amended at any regular or Special meeting by a two-thirds (67%) vote, provided that the proposed amendment has been submitted in writing to the Executive Board of Alcyone Province and to each President of the Province chapters at least thirty (30) days prior to said meeting. If the same is passed, the amendment will thereafter become a part of this Constitution and will be binding. Any amendment so adopted shall be mailed by the Parliamentarian to the President of each chapter in Alcyone Province within thirty (30) days after the same has been adopted in sufficient quantity for distribution to each member of the chapter and thereupon will become effective.

It shall be the responsibility of the Province Parliamentarian to supply sufficient copies of the Constitution and By-Laws to each chapter in Alcyone Province for distribution to each member of the chapter. It shall be the responsibility of the Chapter President to see that each member of her chapter receives a copy. It shall be the responsibility of the Province Parliamentarian to furnish copies to any future members coming into the Sorority.



# **BY-LAWS**

## **ARTICLE I Duties of Officers**

### **Section 1.**

**PRESIDENT.** It shall be the duty of the President to preside at all meetings of the Province and Executive Board; to appoint Standing and Special Committees, the Parliamentarian, Historian, and Auditor; and to call Special Meetings of the Executive Board. She shall have general supervision over all plans for extending, unifying, and rendering efficient the work of this Province. She shall work with the National Executive Council in forming new chapters, and work with the officers of each chapter to carry out the purposes of this organization.

### **Section 2.**

**VICE PRESIDENT.** The Vice President shall assist the President in her work and, in the absence of the President, shall discharge her duties; and, in case of resignation or death of the President, shall become President for the unexpired term. She shall work with the officers in forming new chapters, and shall work with each chapter to carry out the purpose of this organization. She shall act in the capacity of Membership Chair and Courtesy Chair in order to promote a feeling of good fellowship among all members.

### **Section 3.**

**EDUCATIONAL DIRECTOR.** The Educational Director shall attend all Province sessions and direct and supervise all projects pertaining to the Educational programs of the Province. She shall assist all local Chapter Educational Directors when requested by them, and shall offer suggestions to Chapter Educational Directors which will assist them in fulfilling the duties of their office, and aid them in their respective educational programs. She shall at all times, to the best of her ability, promote the progress of the Province and each of its member chapters and create a feeling of fellowship, hospitality, and sisterhood among all Province members.

### **Section 4.**

**RECORDING SECRETARY.** The Recording Secretary shall attend all Province sessions. She shall record all votes and minutes of its proceedings in a book, or books, kept for that purpose. She shall present to the Province all messages received in its interest and behalf, and shall guard carefully all confidential messages that may come into her keeping.

### **Section 5.**

**CORRESPONDING SECRETARY.** The Corresponding Secretary shall send out proper notice of all called meetings, shall conduct the correspondence of the Province, and shall present for consideration all communications received on behalf of Alcyone Province.

**Section 6.**

TREASURER. The Treasurer shall be custodian of all funds of the Province. She shall send forms to the Chapter Treasurers each year for the submittal of Province dues. She shall keep an itemized account of all receipts and expenditures and file vouchers of their payment. She shall pay out Province funds only by order of the Province. She shall make a Treasurer's report at each Province meeting.

**Section 7.**

SERGEANT-AT-ARMS. The Sergeant-at-Arms shall offer the handclasp, exact the challenge, and may request the showing of membership cards as members enter the meeting. She shall assist the President in maintaining order, and collect any fines that may be assessed by Alcyone Province.

**Section 8.**

CHAPLAIN. The Junior Past President automatically becomes the Chaplain of the Province and shall open and close the meetings. She serves as a member of the Executive Board. If the Chaplain is unable to serve, an alternate shall be appointed by the President.

**Section 9.**

PARLIAMENTARIAN. The Parliamentarian shall be appointed by the President. She shall act as advisor to the President and the Province upon points of Parliamentary Law, handing to the Chair, or reading if requested, any data as to By-Laws or rules relating to the business pending. She shall sit adjacent to the Chair so as to be convenient for consultation and in the event of any irregularity in the proceedings, call the Chair's attention to the matter. She is responsible for updating, printing, maintaining and sending copies of the Province Constitution and By-laws to all members.

## **ARTICLE II**

### **Standing Committees**

**Section 1.**

The following Standing Committees, consisting of three or more members each, shall be appointed by the President:

AUDITING COMMITTEE shall properly audit the Treasurer's books, and report the findings at the next regular meeting following Convention. The Province fiscal year is from November 1 to October 31.

CONSTITUTION AND BY-LAWS COMMITTEE shall be chaired by the Parliamentarian. The duties of the committee shall be to review and recommend for or against adoption of proposed amendments to the Constitution and By-Laws received from the chapters or from the Province Executive Board.

COURTESY COMMITTEE shall be headed by the Vice President and assisted by the Corresponding Secretary. The duties shall be to promote a feeling of good fellowship among all members and to see that proper courtesies are extended to distinguished members and visitors.

HISTORICAL COMMITTEE shall be chaired by the Historian who is appointed by the President. The Historian shall present the Province History Book to the President at Convention.

MEMBERSHIP COMMITTEE shall consist of the Alcyone Province Trustee, Province President and shall be chaired by the Province Vice President. Members of this committee shall provide assistance in organizing new chapters, help arrange rushing events, and shall give aid to existing chapters in distress or in need of help. Committee members are to be reimbursed for their expenses in connection with these activities subject to Board approval. Automobile mileage is to be reimbursed at the prevailing rate. A special fund was established in 1981 for the purpose of promoting membership, and a budgeted amount each year of \$50 is to be added to the fund from the Province treasury. The fund also accepts donations.

PUBLICITY COMMITTEE shall be responsible for newspaper publicity.

SCHOLARSHIP COMMITTEE shall consist of three members. Each year one member shall be replaced by a new member appointed by the President, thus rotating the committee members. Preferably the senior member shall chair the committee. The Scholarship Committee shall adhere to the rules of the Alcyone Province Scholarship Directive.

**Section 2.**

These committees shall be subject to change by the President with the consent of the Executive Board.

## **SPECIAL COMMITTEES**

**Section 1.**

PROVINCE OUTSTANDING SORORITY SISTER COMMITTEE shall consist of the last five recipients of this award; the latest recipient shall serve as Chair of the committee. In the event any of these recipients are not available, they shall be replaced by drawing from previous recipients in the reverse order in which they received the award. The Province Outstanding Sorority Sister Award shall be presented at the Convention. The committee shall adhere to the established rules for this award, Procedure No. 2.

NOMINATING COMMITTEE shall consist of all Chapter Presidents. The Chair of this committee shall be appointed by the Province President. A majority of the committee members shall constitute a quorum. A slate of candidates for election to office for the following term shall be presented on the first day of the two-day Convention held in October of each year. The committee shall adhere to the rules of the Nominating Committee Directive, Procedure No. 6.

TELLER'S COMMITTEE shall be appointed by the President when voting is by ballot. The Teller's report is prepared from a vote tally sheet and is to contain the number of votes received by each candidate. The President reads the report and declares who are elected. The tally sheet and the ballots are placed in a sealed envelope, signed by the tellers, and turned over to the Recording Secretary to retain until it is certain the assembly will not order a recount.

**Section 2.**

The President shall be empowered to appoint such special committees as she deems needful at any time.

## **ARTICLE III Voting and Quorum**

**Section 1.**

Each Chapter shall be entitled to two voting delegates who shall be represented either in person or by proxy. No other member shall be entitled to vote on any matter pending before the Province. Pledges are allowed to serve as delegates only in the event there are no initiated members in the chapter (as in the case of a newly chartered chapter).

**Section 2.**

Voting shall be done by ballot for the election of officers, and at any other time when called for by a motion from the floor. A majority (over one-half) vote of the delegate body elects. If one candidate does not receive a majority vote, a run-off election shall be held immediately between the two candidates receiving the highest number of votes. In the event of a single candidate slate, election need not be by secret ballot; and the delegates may instruct the Recording Secretary to cast an elective ballot for the slate of candidates. Only the voting delegates shall vote and two-thirds (67%) of the voting delegates of the Province shall constitute a quorum for the transaction of business.

## **ARTICLE IV Order of Business**

The order of Business shall be:

1. Call to Order
2. Roll Call
3. Reading of Minutes
4. Communications
5. Reports of Officers and Committees
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

## **ARTICLE V**

### **Amendments**

These By-Laws may be amended or repealed at any regular or Special meeting of the Province by a two-thirds (67%) vote provided the proposed amendment has been submitted in writing to the Executive Board of Alcyone Province and to each President of the chapters of Alcyone Province at least thirty (30) days prior to said meeting. If the same is passed, the amendment will thereafter become a part of these By-Laws and will be binding. Any amendment so adopted shall be mailed by the Parliamentarian to the President of each chapter of Alcyone Province within thirty (30) days after the same has been adopted and thereupon will become effective. It is the responsibility of the chapter President to see that each member of her chapter receives a copy.



# ALCYONE PROVINCE STANDING MOTIONS

All prior motions now included in the Constitution and By-Laws or superseded are omitted herein.

1. California State Council Constitution and By-Laws were changed over to Alcyone Province. All funds and obligations of California State Council were transferred to Alcyone Province. All rules and authorizations for California State Council became effective for Alcyone Province. (Adopted 10/1956)
2. A Province President's National Convention expense fund shall be set up by the Province Treasurer and, until further action, \$300 per year shall be set aside and accumulated to cover actual expenses for round trip air coach fare, registration fee, and hotel room not to exceed three nights. If the Province President cannot attend National Convention, then another Board member may attend in the following order: Vice President, Educational Director, Recording Secretary, Corresponding Secretary, Treasurer, and Sergeant-at-Arms. (Adopted 10/1957; amended 10/2013)
3. The Province President's Province Convention expenses that are to be paid by Alcyone Province are hotel room for two nights and her registration fee. (Adopted 10/1957)
4. Province Board Meetings shall be held at a central location for the majority of Board Members. Mileage for Elected Officers, Chaplain and Parliamentarian to attend required Province Board Meetings during the year shall be reimbursed at the Government Accounting Office rate for all miles in excess of 100 miles driven round trip for each meeting. This reimbursement shall be limited to two Board Meetings per year. There will be no reimbursement for the Spring Open Board and Convention meetings. Out-of-State Board members shall be reimbursed the current value (not to exceed \$150) of a round-trip economy/coach airline ticket. If two or more officers are riding in one car, only one officer may claim mileage. (Adopted 10/1973; amended 10/1980, 4/1983, 4/1996, 10/2002, 4/2008)
5. Province Officers Manuals are to be prepared and future officers are requested to maintain them. (Adopted 4/1973)
6. The Person sponsoring a new chapter is exempt from paying Province dues in the year the chapter is chartered. (Adopted 4/1982)
7. Alcyone Province to pay all expenses incurred for Initiation ceremonies conducted during Convention. (Adopted 10/1959)
8. In lieu of corsages, Alcyone Province will present Delta Theta Chi lavalieres or charms to initiates at the Initiation Ceremony. Chapters or Big Sisters are to see that their new members do receive flowers at Initiation. (Adopted 4/1983; amended 4/1983, 10/2003)
9. Determination of attendees invited to the Reception for Initiates at Convention will be at the option of the Hostess Chapter since it is one of the Convention expenses. (Adopted 4/1980)
10. Adopted revised authorized expenditures for Province Courtesy Committee. Province to pay registration fees for all NEC members, but discontinued payment of their hotel rooms for Province Conventions. (Adopted 10/1979; amended 4/1983, 10/2003)

11. The Convention Hostess Chapter may participate in achievement skit, yearbook and history book competitions if it so wishes. (Adopted 10/1979)
12. Province rosters are to be issued in October so that new Chapter officers and names of new pledges could be incorporated. One (1) printed copy or one (1) Microsoft Word file by email is to be distributed to each chapter officer, Province Board member, and Province Committee Chair. (Adopted 10/1974; amended 4/1977, 12/1981, 4/1996, 4/2001, 4/2007)
13. In the event of a death of a member of Alcyone Province, the Province President should be notified as soon as possible and it will be her responsibility to promptly notify each Alcyone Province chapter and the Alcyone National Trustee (within 24 hours, if possible) either by making the telephone calls herself or designating a responsible member to do so. The Trustee will be responsible for notifying the National Officers. (Adopted 4/1977)
14. Alcyone Province is to pay for the Province Scholarship winners' meals at Spring Open Board beginning in 2007. (Adopted 4/2007)
15. Alcyone Province Board will decide annually which prayer to use in any of the Initiation Ceremonies for which it is responsible. (Adopted 10/2010)
16. Suspend Procedure 3, "Alcyone Province Achievement Award;" Procedure 4, "History Book Award;" and Procedure 5, "Yearbook Award" for one (1) year: 11/1/2013 to 10/31/2014. (Adopted 10/2013)