

STANDING RULES
Of the Cherry Blossom Alumnae Colony
of Gamma Sigma Sigma National Service Sorority
Washington D.C. and surrounding metro area

I. Membership

A. Types of Membership.

- a. Regular Membership is for those members that are alumni of a collegiate chapter of Gamma Sigma Sigma.
- b. Auxiliary Membership is open to individuals who are not alumni of a collegiate chapter/colony of Gamma Sigma Sigma. Individuals who were a part of a collegiate chapter/colony that quit, left in bad standing, or were expelled from that chapter will not be considered for Auxiliary Membership. Auxiliary members must order membership packets when joining.
- c. Honorary Membership may be granted to an individual upon a three-fourths vote of the active members of the colony.
- d. The colony will accept official members January, April, July, and October.

B. Active Status.

To be considered an active member, each member must:

- a. Participate in at least 2 meetings a year (*see Meetings*).
- b. Pay all Colony and national dues/fees each year (*see Finances*).
- c. Perform 20 hours of service a year (*see Service*).
- d. Participate in 2 "group" service projects a year (*see Service*).

C. Inactive Status.

- a. A member seeking inactive status shall, in written form, submit the request to the Secretary along with their national dues for the year and the length of time that inactive status is requested for. If a member's inactive status will be overlapping years, national dues for both years will be due at the time of the request for inactive status.
- b. Inactive members cannot make motions, vote, hold office, or be a delegate of the colony to the National Convention.
- c. Inactive members have the privilege of attending all Colony events and meetings and receive all notices and announcements.
- d. A member may be granted inactive status by a majority vote of the colony.

II. Meetings

A. Number of Meetings.

- a. There shall be 6 regular colony meetings each year to be held on the 3rd Saturday of the month (every other month) unless otherwise stated.
- b. Each active member must participate in a minimum of 2 regular meetings.

B. Special Meetings.

- a. Special meetings can be called but will require at least 5 days of written notice except in an emergency. E-mail is an acceptable for of "written" notice.
 - i. To call a Special Meeting, a member needs to send written notice to the President with:
 1. Specific reason for the meeting.
 2. Date, Time & Location of meeting. The meeting must be centralized so that all members may be able to participate; the meeting can be held online if necessary.
 3. A quorum must be present at this meeting.

C. Absences.

- a. If a member cannot participate in a regular meeting, notification must be given to the Secretary no later than 5 days before the date of the meeting that the member will miss.
- b. Any item(s) the member would like included in the Agenda for discussion at the regular meeting(s) will need to be submitted to the President no later than 5 days before the date of the regular meeting.

III. Finances

A. All money paid to the colony is non-refundable.

B. Extension of Payment Date & Non-payments.

- a. A member may request up to a 1-month extension for payment of dues to the colony treasurer. The request shall be in writing and must be received and approved by the colony treasurer at least 5 days before the date the money is due.
- b. If the member does not pay amount owed by date agreed upon by member and Treasurer, the Treasurer shall advise the active colony members that a special vote will be taken for expulsion of the member. The special vote will take place within 7 days of the missed deadline.

C. Dues

a. National Dues

- i. National Dues are \$20 each year.
 1. Current members must pay national dues on or before August 1st.
 2. New members pay national dues when they join.

b. Colony Dues

- i. Colony dues are \$30 a year.
 1. Colony Dues are broken down to be paid twice a year.
 - a. Current members, a payment of \$15 due on or before March 1st and another payment of \$15 due on or before August 1st.
 - b. New members must pay colony dues upon joining.

c. Breakdown of Colony Dues:

- i. There shall be 2 sub-accounts under the colony's checking account.
 1. General Fund
 - a. This account is set up to cover any miscellaneous expenses the colony occurs. Any withdrawals from this account need to be approved by the executive committee.
 - b. This account will receive \$20 from each member's colony dues annually
 2. Memorial Fund
 - a. This account is to provide payment of 1 district collegiate member's national dues with the remainder donated to the Amy Eileen Castonguay Memorial Fund. This memorial fund will be given to the Neonatal Intensive Care Unit at Children's Memorial Hospital.
 - b. This account will receive \$10 from each member's colony dues annually.

IV. Service

A. Service Requirement

- a. Each member is required to perform 10 hours of service during January 1 – June 31. At least one hour of service must be in an IMPACT area.

- b. Each member is required to perform 10 hours of service during July 1 – December 31. At least one hour of service must be in an IMPACT area.
- c. Each member must contribute to each 'group' service project during January 1 – June 31 and again during July 1 – December 31.
 - i. A 'group' service project is defined as having all active members contributing to any part of the service project. Financial donations are considered valid contributions to the 'group' service project.

B. Service Hours Policy

- a. All hours performed by a member shall be reported to the Vice President of Service.
- b. The Service Reporting Form shall be submitted to the Vice President of Service by July 15th for hours completed from January 1st to July 31st; and by January 15th for hours performed from July 1st to December 31st.
- c. Of the required hours, no more than half can be earned through financial or gift donations.
- d. Gift donations monetary or otherwise count for 1 service hour (each half year) regardless of their value.

V. Nominations, Elections, and Terms of Offices

A. Nominating Committee

- a. A committee of 5 active members shall be elected by the colony each September.
- b. The responsibility of this committee is to nominate a candidate for each office.
- c. The committee shall meet before November and present a slate to the colony at the November regular meeting.

B. Elections

- a. Elections shall be held at the January regular meeting.
- b. Additional nominations from the floor can be made at the election meeting. If a member wishes to run from the floor, the member must advise the committee, in writing, at least 15 days before the date of elections their intent to run as well as their speech.
- c. The Nominating Committee shall be responsible for sending out a written notice to all active members stating who was slated and who is running from the floor at least 10 days before the date of elections. This will give an opportunity for members who cannot be present at the meeting to still vote for officers.
- d. Election of officers shall be by ballot, except when there is a single nominee, then the vote may be conducted by voice, unless a member requests ballot voting.

C. Terms of Office

- a. Length of Term
 - i. Officers shall serve for a term of one year and their term of office shall begin immediately following the adjournment of the election meeting. The Installation Ceremony shall be held before the adjournment of the election meeting.
 - ii. There is no limit as to how many terms a member may continually, or otherwise, serve in same position. However, there will be an election each year for each office.
- b. An active member may run for more than one position at a time, and provided a majority vote is obtained in each election, may hold more than one position at the same time.
- c. Removal from Office
 - i. Officers may be removed from office for misconduct or nonperformance of duties. Charges must be submitted in writing to the Colony.
 - ii. A committee elected by the Colony shall investigate charges and report to the membership with recommendations. The committee will be made up of 3

members and will be elected within 5 business days of the charges being brought forward. The committee will have 10 business days, from the date the committee is formed, to investigate the charges and report to the membership with recommendations. If removal from office is recommended, two-thirds vote of the active membership shall remove an officer from office.

VI. Duties of the Officers

The Elected officers and the Parliamentarian shall constitute the Executive Committee.

A. Vacancies

- a. The Vice President of Service shall fill a vacancy in the office of President.
- b. A vacancy in any other office shall be filled by a vote of the membership.

B. President

- a. Appoints the Parliamentarian and committees, as needed.
- b. Serves as presiding officer at all regular and special meetings.
- c. Coordinates the functions of all officers and committees.
- d. Works with other officers for Colony publicity.
- e. Ensures that the Colony is operated in conformity with the national and Colony bylaws.
- f. Serves as primary contact to the National Board of Directors.
- g. Is responsible for maintaining and updating, as needed, the Yahoo Group.
- h. Prepares an Agenda for each meeting that is sent to all members at least 3 days before each meeting.

C. Vice President

- a. Coordinates service program.
- b. Is responsible for the completion and transmittal of service reports to the National Board of Directors.
- c. Performs presidential functions in the absence of the President.
- d. Insures that at least two service projects each year are Project I.M.P.A.C.T.
- e. Coordinates the 'Group' Service Projects.
- f. Focuses on year-round recruitment for prospective colony members and coordinates over initiation ceremonies.
- g. Serves as the Liaison for Auxiliary Members.
- h. Prepares materials for distribution to prospective/new auxiliary members describing the history of the national organization, and information regarding what our colony is about and requirements for membership.
- i. Keeps webmaster informed of all dates of significance planned under the scope of this officers duties.
- j. Submits materials to the webmaster to be included on the Colony calendar to recognize upcoming events for prospective colony members.

D. Secretary

- a. Maintains an accurate record of all the proceedings at each meeting and posts a copy of the minutes on the Yahoo Group within 10 days of the date of the meeting.
- b. Records attendance at each meeting.
- c. Is responsible for the publication and up-keep of a Colony contact list to be posted on the Yahoo Group.
- d. Is responsible for e-mailing a copy of the minutes to the National Membership Director and the National Secretary within 10 days of the date of the meeting.
- e. Shall notify all members of time and place of meetings.
- f. Handles correspondence for the colony.

- g. Shall maintain communications with collegiate chapters/colonies in the district and collegiate chapters/colonies in the surrounding Washington, D.C. area.
- h. Shall advertise our scholarship to collegiate chapters/colonies in our district and send appropriate application forms.

E. Treasurer

- a. Collects all dues/fees for the colony and keeps an accurate record thereof.
- b. Forwards dues and travel pool to the National Treasurer for active and inactive members by October 15th of each year to meet the national November 1st deadline.
- c. Pays all colony expenses upon proper authorization of the President.
- d. Establishes and monitors the budget to be presented at the January and June meetings.
- e. Shall have records available to any member of the colony.
- f. Is responsible for all colony sub-accounts.
- g. Gives the balance of all accounts at each meeting.
- h. Responsible for all incoming monies and keeping track of payments of all types.
- i. Makes sure that the financial institution of the colony is providing services necessary for the colony at a reasonable cost, if any. Makes recommendations to the colony if bank needs to be changed after researching alternate banks.
- j. Completes the National Treasurer's Report to be submitted by the national January 31st deadline. The report shall include all financial activity for the colony for the preceding year, January 1-December 31st.
- k. Collects all scholarship applications and presents a report to the active colony for voting on recipient of the scholarship.

F. Collegiate Liaison

- a. Communicates with collegiate chapters and colonies.

G. Parliamentarian

- a. Is appointed by the President.
- b. Assures that correct Parliamentary procedure is followed at all regular meetings.
- c. Is responsible for making sure revisions to bylaws and standing rules are done and that updated versions are sent to each member within two weeks of the date of the change.
- d. Is responsible for submitting colony bylaws and standing rules to the National Parliamentarian for approval no later than January 31 of each year

VI. Ratification and Amendment

- A. These standing rules may be amended at any regular meeting by a majority vote.
- B. Amendments to the standing rules must not be in conflict with the Colony or National bylaws.
- C. Any amendment to these standing rules shall be effective at the time the amendment is approved.

As adopted on March 19, 2005 by Cherry Blossom Alumnae Colony

Signature _____ Date _____

Colony President