

CHATTANOOGA TENNESSEE CHI OMEGA FRATERNITY ALUMNAE  
ASSOCIATION  
Chapter Bylaws 2026

ARTICLE I: NAME

The name of this organization shall be the Chattanooga, Tennessee Chi Omega Alumnae Association, hereinafter referred to as the Alumnae Association. This organization is designated as a 501(c)(7) organization.

ARTICLE II: OBJECTIVE

The objective of the Alumnae Association is to promote the policies and purposes of the Chi Omega Fraternity at the alumna level by encouraging sisterly friendship and contributing to the life of the local active chapter.

ARTICLE III: MEMBERSHIP

- A. Membership shall be open to Chi Omega alumna who left their active chapters in good standing (according to the Executive Headquarters).
- B. Basic membership dues shall be \$35.00 to be paid to the Treasurer of the Alumnae Association.
  - a. Dues are paid annually and may coincide with payment for the Spring Eleusinia.

ARTICLE IV: BOARD OF DIRECTORS

A. Officers

The officers composing the Board of Directors of the Alumnae Association shall be a President/Co-President or Vice President, Secretary, Treasurer, and Alumnae Relations. Other officers/directors may be elected or appointed by the Board of Directors.

B. Duties of Officers

- 1. The duties of the President/Co-President shall be:
  - a.) To serve as official head and spokesman of the Alumnae Association and shall preside at all meetings of the Alumnae Association.
  - b.) To appoint all Directors, inform them of their duties, and help coordinate the work of all offices.
  - c.) To serve as an ex-officio member of all committees.
  - d.) To preside over ritual transition of active collegiate members to alumnae status.

CHATTANOOGA TENNESSEE CHI OMEGA FRATERNITY ALUMNAE  
ASSOCIATION

Chapter Bylaws 2026

- e.) To maintain a permanent record of the Alumnae Association (may include meeting agendas, correspondence, by-laws) which is passed on to her successor.
  - f.) To promote membership and a spirit of sisterhood. This may include coordinating the official alumnae newsletter, social media accounts and website, welcoming new members, and setting up programs which encourage them to become involved, etc.
  - g.) To ascertain ways in which the Alumnae Association may be of service to the local active chapter.
2. The duties of the Vice-President shall be:
- a.) To preside in the absence of the President.
  - b.) To pass on all records to her successor.
3. The duties of the Secretary shall be:
- a.) To write the minutes that record the business conducted at all meetings including a list of all alumnae members in attendance.
  - b.) To maintain this record in a permanent notebook.
  - c.) To attain reports from Nationals regarding local alumni for correspondence as needed.
  - d.) To send information to the National Headquarters for the Eleusis as appropriate
  - e.) To write notes of appreciation, congratulations, and condolence at the direction of the President and the Alumnae Association.
  - f.) To pass on all records to her successor.
4. The duties of the Treasurer shall be:
- a.) To collect and disburse the funds of the Alumnae Association at the direction of the President and or Co President-
  - b.) To keep true and accurate accounts of all receipts and disbursements (i.e., Eleusinia) in an account tracking spreadsheet/file which shall be the property of the Alumnae Association.
  - c.) To submit the annual tax returns as required by law in order to maintain tax-exempt status.
  - d.) To maintain a current list of dues-paying members and include in newsletter when requested.
  - e.) To report the financial transactions in writing to the membership at regular meetings or upon request.
  - f.) To reimburse officers and chairman in a timely manner.
  - g.) To provide the Alumnae Association membership with a detailed summary of financial operations at the end of each fiscal year, established as July 1-June 30.

CHATTANOOGA TENNESSEE CHI OMEGA FRATERNITY ALUMNAE  
ASSOCIATION

Chapter Bylaws 2026

- h.) Present a budget of operational expenses annually to the Board of Directors for approval.
- i.) To maintain payment platforms (Venmo, PayPal, MailChimp. Etc.)
- j.) To maintain a separate account for the Leigh Smith Campbell Scholarship.
- k.) To pass on all records to her successor.

5. The duties of Alumnae Relations shall be:

- a.) To serve as liaison to the local active chapter.
- b.) To appoint the Directors of the Eleusinian Banquet and delegate responsibilities as appropriate. These may include Invitations, Programs, Speakers, Event Logistics, Décor, Awards, Script or other readings.
- c.) To coordinate other activities with the local active chapter which may include the new member activities, and involvement of the Alumna.
- d.) To pass on all records to her successor.

C. Eligibility to Hold Office

Any Chi Omega Alumna who is a qualified member of the Alumnae Association is eligible to hold office.

D. Election of Officers

1. Officer elections shall take place biannually, in even years, in March prior to the Spring Eleusinia.
2. Prospective candidates shall submit a statement of interest to the officers no later than the end of February.
3. A vote of the membership will be taken by secret ballot, at which time the candidate with the most votes shall be elected to office and shall be installed and take office at the Spring Eleusinia.
4. An officer may succeed herself serving no more than 5 years.

E. VACANCIES

If the President dies, resigns, is removed from office, or becomes disqualified for the position before expiration of the term for which she was elected, the Co-President or Vice President (if exists) shall succeed to the office vacated for the unexpired portion of the term. Vacancies created by the death, resignation, removal or disqualification of other officers shall be filled by appointment of the President in consultation with the other elected officers for the unexpired portion of the term.

CHATTANOOGA TENNESSEE CHI OMEGA FRATERNITY ALUMNAE  
ASSOCIATION

Chapter Bylaws 2026

ARTICLE V: MEETINGS:

A. Board of Director Meetings

Meetings of the Board of Directors shall be held twice a year at an appointed time. Meetings may be in person or by Zoom. All Chi Omegas in good standing are invited to attend the Board of Directors meetings.

B. Quorum

A majority of the members of the Board of Directors in office at the time of the meeting shall constitute a quorum for the transaction of business.

C. Other Meetings

Other meetings shall take place as scheduled by the Board of Directors.

D. Members shall be notified of notable decisions such as officer elections, changes in bylaws, or significant financial decisions via email, social media and/or in a meeting.

ARTICLE VI: DIRECTORS

A. The President shall appoint any directors necessary to the functioning of the Alumnae Association-

1. Awards Chair

- a. Works in conjunction with the Chair(s) of the Eleusinian Banquet
- b. Nominations are to be submitted to the Awards Chair.
- c. The Awards Chair is responsible for the gathering and engraving of the awards.
- d. Awards are passed down each year from one recipient to the next. The past recipient will present the award at the Eleusinian Banquet.
- e. Awards to be presented:
  - i. Kate Hinds Steel Award: Shall be chosen by majority ballot vote of the alumnae chapter. The criteria for selection: Kate Hinds was Delta Alpha's first model initiate. Her efforts in assisting Delta Alpha become a nationally recognized chapter of Chi Omega were tireless. She is an example of a Chi Omega who never lost her enthusiasm and love for the sisterhood. This award is presented annually to an alumna of Chi Omega who has worked tirelessly for both the alumnae chapter and her community. The Award is kept for one year by the annual recipient.
  - ii. Anita Patton Loyalty Award: Shall be chosen by majority ballot vote of the alumnae chapter. The criterion for selection: (1)

CHATTANOOGA TENNESSEE CHI OMEGA FRATERNITY ALUMNAE  
ASSOCIATION

Chapter Bylaws 2026

an alumna who gives continued service, enthusiasm, and interest exemplifying Anita Patton's life and (2) gives continuous participation in events and meetings of Chi Omega. It is never awarded to the same person twice and should be awarded on a regular annual basis.

iii. Leigh Smith Campbell Scholarship: Shall be chosen by the Campbell Family through an application process and is funded by donations. This scholarship assists an active sister with her dues and is awarded to a woman who exemplifies Leigh's legacy of selfless service, generosity, and making every sister feel seen and included.

ARTICLE VII: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered in these bylaws.

ARTICLE VIII: AMENDMENTS

- A. The bylaws may be amended at any meeting of the Alumnae Association by a two-thirds vote of the membership, provided there is a quorum and the notice was given at a previous meeting or sent by mail or email three weeks in advance.
- B. The President, Treasurer, and Secretary shall maintain a current copy of the By-Laws. Paid members may request a copy of the bylaws.

ARTICLE IX: DISSOLUTION

In the event of the dissolution of Chattanooga Tennessee Chi Omega Fraternity Alumnae Association, after payment of all legitimate debts, the assets of the Alumnae Association shall be transferred to Chi Omega Fraternity at 3395 Players Club Parkway, Memphis, Tennessee, 38125.

Adopted 2026

