

## THETA PHI SORORITY OF CORTLAND, INC.

**BY LAWS****ARTICLE I. GENERAL MEMBERSHIP QUORUM**

At least ten (10) members shall necessarily be present in order to constitute a quorum.

**ARTICLE II. DUTIES OF OFFICERS**

- A. It shall be the duty of the President to preside at all meetings of the corporation. She, with the Treasurer, shall have general executive charge and oversight of the business of the corporation, subject to the approval of the Board of Directors. The President shall call all meetings of the membership and Board of Directors as deemed necessary and advisable. The President shall perform all other duties normally associated with the office, as may also be determined by the Board of Directors. She shall provide, as out-going President, an accounting of the activities of her office during her tenure as President, as well as descriptions of pending issues, proposals, and planned future activities.
- B. It shall be the duty of the Vice President to act in stead of the President due to the President's inability to serve. She shall assist the President in the performance of her duties. She shall be the chairperson of the Nominating Committee and shall secure members of any committee as deemed necessary by the Board of Directors. She shall serve as communications liaison to SUNY Cortland and SUNY Cortland publications. She shall provide, as out-going Vice President, an accounting of the activities of her office during her tenure as Vice President.
- C. It shall be the duty of the Treasurer to receive all monies due the corporation, and to keep an account thereof, and with the President, shall have executive charge of the business of the corporation, subject to the approval of the Board of Directors. She shall pay out money of the corporation only as directed by the Board of Directors and shall conduct any correspondences on behalf of the corporation as related to the financial affairs of the corporation. She shall secure the services of an independent auditor to review the finances of the corporation as deemed necessary by the Board of Directors. She will make a report at the annual meeting of the corporation of the financial affairs of the corporation and results of any audit activity. She shall maintain archives of all financial correspondences of the corporation.
- D. It shall be the duty of the Recording Secretary to keep the minutes of all meetings of the corporation and of the Board of Directors, and to make a yearly report of the affairs of the corporation at the annual meeting. She shall serve as custodian for all records, books, papers, and documents belonging to the corporation. She shall bring to each meeting a copy of the Constitution, By-laws, standing rules, and voting membership roll. She shall also perform other duties normally associated with the office as deemed necessary by the Board of Directors.
- E. It shall be the duty of the Corresponding Secretary to conduct the official correspondence of the corporation, including such matters as initiating a periodic, all-inclusive mailing in the form of a postcard to elicit responses of interest relative to establishing a voting membership, said periods to be determined at discretion of the Board of Directors, a newsletter mailing list for TPSI, notifying members of meetings, officers of their election, offices up for reelection, and transactions between the corporation and other parties. She shall maintain a current and accurate mailing list of all corporate members as

well as newsletters and personal and corporate correspondences of the corporation, and submit the above to the Recording Secretary for archiving.

ARTICLE III. FISCAL YEAR

The fiscal year shall be October 1 through September 30.

ARTICLE IV. SPECIAL MEETINGS

Special meetings of the members of the corporation shall be called by the President upon the written request of not less than five (5) members, and special meetings of the Board of Directors may be called at any time by the President, or at the recommendation of not less than three (3) members of the Board of Directors.

ARTICLE V. AMENDING BY-LAWS

These By-Laws may be altered or amended at any regular corporate meeting by a majority vote including absentee ballots received prior to the meeting provided that such alteration or amendment shall have been proposed in writing, via mail or electronic media, at a previous meeting of the Board of Directors and submitted in writing, via mail or electronic media, to the membership for review and vote by written and/or electronic media ballot.

ARTICLE VI.

The Board of Directors shall have the power to employ necessary help at such salaries and wages as in their judgment may be necessary.

ARTICLE VII.

The corporation shall maintain all important papers such as a constitution, by-laws, mortgages and deeds, insurance, and formal communications. Copies shall be maintained by the Treasurer, Recording Secretary, and Corresponding Secretary in accordance with the Duties of Officers as previously outlined in Article II.

Treasurer:	<b>ALL</b> financial correspondences	
Recording Secretary:	Constitution	Address lists
	By Laws	Newsletters
	Mortgages and deeds	<b>ALL</b> minutes
	Insurance	