

# **Bylaws Alpha Kappa Alpha Sorority, Inc.**

## **Epsilon Alpha Chapter**

### Article I. Membership.

Membership requirements shall be according to the constitution and bylaws of Alpha Kappa Alpha Sorority, Inc. The cumulative grade point average shall be a C+. Members must also be a fulltime student (12 hours) to remain active.

### Article II. Meetings.

Section 1. The chapter shall meet every first and third Saturday of the month at 1:30 p.m.

Section 2. Special meetings shall be called by the Basileus in accordance with Roberts Rules of Order for specific purpose(s).

Section 3. A quorum shall constitute majority +1 of the active members to handle financial matters and/or two thirds of the officers. One-third of the active membership of the chapter shall be necessary to determine other business. At least four chapter officers must be present to carry on business of the chapter.

Section 4. The withdrawal of individual privileges shall be as stated in the constitution and bylaws of Alpha Kappa Alpha Sorority Inc. These are defined in Article V Section 3a of the national bylaws.

Article V Section 3a states: Withdrawal of individual privileges will include, but shall not necessarily be limited to, forfeiture of the right to vote hi chapter meetings, hold office, participate in or attend social affairs of the chapter or officially represent the chapter of Alpha Kappa Alpha Sorority Incorporated until such time as the privileges are restored.

Section 5. Epsilon Alpha Chapter shall begin meeting the third Saturday in August and the last meeting will be the first Saturday in May of each academic year. Summer meetings will be convened as needed.

### Article III. Officers.

Section 1. The officers of the chapter shall be Basileus, 1<sup>st</sup> Anti-Basileus, 2<sup>nd</sup> Anti-Basileus, Tamiouchous, Grammateus, Pecunious Grammateus, Anti-Greammateus, Parliamentarian/ Philacter, Membership Chair, Epistolous, Hodegos, Ivy Leaf Reporter.

The officers of the chapter shall be Basileus, 1<sup>st</sup> Anti-Basileus, 2<sup>nd</sup> Anti-Basileus, Tamiouchous, Grammateus, Pecunious Grammateus, Anti-Grammateus, Parliamentarian/Philacter, Membership Chair, Epistolous, Hodegos, Ivy Leaf Reporter.

Section 2. These officers shall be elected at the first meeting in November and installed at the first meeting in December. Persons nominated for offices must have met all local and national financial obligations to Alpha Kappa Alpha Sorority, Inc.

Section 3. The major offices of Basileus, 1<sup>st</sup> Anti-Basileus, Tamiouchos, Membership Chair, Grammateus must be active in the chapter at the beginning of each semester in order to hold offices. No member can be elected to more than two major offices in a three year period, unless the situation arises and it is deemed necessary.

#### Article IV. Duties and Powers of Officers.

Section 1. The Basileus shall preside at all meetings of the chapter. She shall appoint committees when necessary to carry on the functions of the chapter. She shall appoint, with approval of the chapter, representatives to organizations other than the Panhellenic organizations. She shall be ex-officio of all committees except the Nominating Committee. She shall keep chapter files in her possession and in order at all times.

Section 2. The 1<sup>st</sup> Anti-Basileus shall assist the Basileus in the performance of her duties and preside during the absence of the Basileus. She shall serve as chairperson of the Program Committee and serve on the Finance Committee and Standards Committee.

Section 3. The 2<sup>nd</sup> Anti-Basileus shall serve as chairperson of social activities and fundraising. She shall preside during the absence of the Basileus and the 1<sup>st</sup> Anti-Basileus. She shall serve as a member of the Finance Committee and Standards Committee.

Section 4. The Grammateus shall record the minutes of all chapter meetings. She shall call roll at each meeting. She serves as a member of the Finance Committee, She shall maintain current membership roster and maintain minutes in a permanent bound volume, in case of her absence, she will give books to the Anti-Grammateus.

Section 5. The Anti-Grammateus shall assist the Grammateus in the performance of her duties.

Section 6. The Tamiouchos shall receive all money from the Pecunious Grammateus and make all bank deposits for the organization. When given proper receipts and/ or vouchers, she will track all authorized expenses of the organization and give written financial report at each meeting. She shall serve as chairperson of the Finance Committee and be a member of the Standard Committee. She shall pay all bills and other payments upon receipt of vouchers from the Basileus, and make an annual report at the January meeting. A copy of the monthly and annual report shall be given to the Basileus, Grammateus, and one copy filed for audit

Section 7. The Pecunious Grammateus shall receive and record all monies for the chapter and pass the same on to the Tamiouchos. She shall issue receipts. She shall keep a

record of each Soror's individual financial status.

Section 8. The Epistoleus shall issue all correspondence for the chapter, notify all members of chapter meetings and events, pick up all correspondence from the mail box and read all correspondence at each meeting.

Section 9. The Ivy Leaf Reporter shall compile and report activities of Epsilon Alpha to the news media and the Ivy Leaf accordance with publication requirements so designated. She shall also maintain the chapter scrapbook.

Section 10. Philacter/Parliamentarian shall guard the doors from undesirable intrusions of strangers, disturbances, restore peace and order and collect fines. The Parliamentarian/Philacter shall assist the presiding officer in the interpretation of the Constitution and Bylaws of Alpha Kappa Alpha Sorority Inc. She shall have at each meeting a copy of the current constitution and bylaws, Roberts Rules of Order, chapter bylaws, and Manual of Standard Procedures. She shall serve as chairperson of Constitution and Bylaws Committee.

Section 11. The Hodegos shall receive and introduce all visiting sorors. The Hodegos shall serve as chairperson of the Courtesy Committee to ensure the guidelines are developed and administered to recognize personal achievements, illnesses, deaths, etc. of members.

Section 12. Membership Chair shall ensure that the plans and duties of the chapter with regards to the membership are carried out. She shall give a report at every regular meeting. She must be present during the whole Membership Intake Process.

Section 13. Each officer is to deliver to her successor all files, supplies and other materials in her possession within five days after the last meeting of the calendar year.

#### Article V. Dues and Finances.

Section 1. Dues shall be established by the Finance committee and voted in accordance with the budget.

Section 2. All dues are payable in advance for the year to come due by January 1 of each year.

Section 3. Each member who is late for a meeting will pay \$1.00 before admittance.

#### Article VI. Amendments

These bylaws may be amended by a quorum vote at a regular meeting. The proposed amendments shall have been given to members no later than one week preceding the meeting at which the vote will take place. The amendment must be voted at the next regularly scheduled meeting.

#### Article VII. Standing Committees

Section 1. The Executive Committee shall be composed of the Elective officers

of the chapter and the Parliamentarian. The Executive Committee shall have the power to carry on the business of the Sorority when the chapter is not in session-

Section 2. The Program Committee shall plan and report in October, the program for the Chapter for the coming year. It shall be the duty of the Program Committee to prepare a yearly calendar of activities.

Section 3. The Social Activities Committee shall prepare a yearly calendar of activities.

Section 4. The Finance Committee shall draw up and supervise the chapter budget. The Finance Committee shall report to the Chapter in November of the year preceding implementation of the proposed budget. The Tamiouchos and Pecunious Grammateus shall serve on this committee.

Section 5. The Bylaws Committee shall revise and amend the Bylaws of the Chapter subject to the chapter approval. The Bylaws Committee must meet at least biannually or after each Boule in which constitutional changes were made.

Section 6. The Nomination Committee. The Nomination Committee shall be elected at the November meeting. The chairman of the Nomination Committee shall be appointed by the Basileus from those elected. The Nomination Committee for the current year shall present at the November meeting nominations for officers for the coming year. Elections shall take place in the November meeting.

Section 7. The Membership Committee shall monitor the membership status and trends. They shall also recommend strategies for recruitment, retention, and reactivation of members in accordance with National guidelines.

Section 8. The Courtesy Committee renders assistance to the Hodegos in fulfilling the responsibilities of her office in accordance with the established Guidelines of the Courtesy Committee Operation.

Section 9. The Standards Committee shall implement the biannual evaluation of the Chapter.

Hazing Policy Amended to Bylaws by Chapter Advisor September 14, 2017 for OrgSync Profile

## Policy

All existing and prospective members have the right to be treated with dignity and respect. These rights are enforced by punishing violations of the Sorority's policies and procedures. A cornerstone of the Sorority's Risk Management policy is the prohibition of hazing.

Hazing has been prohibited in Alpha Kappa Alpha Sorority since the organization was founded in 1908. In 1999, Alpha Kappa Alpha Sorority reaffirmed its total opposition to hazing with the publication of a

tougher anti-hazing policy and the implementation of new procedures to identify, investigate and punish incidents.

Hazing of any form will not be tolerated.

### **Definition of Hazing**

Hazing is defined as an act or series of acts that include, but are not limited to:

- Physical acts, such as hitting, striking, laying hands upon or threatening to do bodily harm to any individual(s), while acting in one's capacity as a member of Alpha Kappa Alpha Sorority.
- Behavior which is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace.
- A variety of prohibited practices, including but not limited to, "underground hazing," "financial hazing," "pre-pledging," "post-pledging" or "post-initiation pledging."

### **Hazing Policy Violations**

Any individual or chapter violation of Alpha Kappa Alpha Sorority's Risk Management policy will result in suspension, expulsion or revocation of the chapter's charter. A fine may also be imposed.

In addition, hazing activities may result in official discipline by a college/university or the imposition of civil and criminal penalties for individuals and/or chapters.