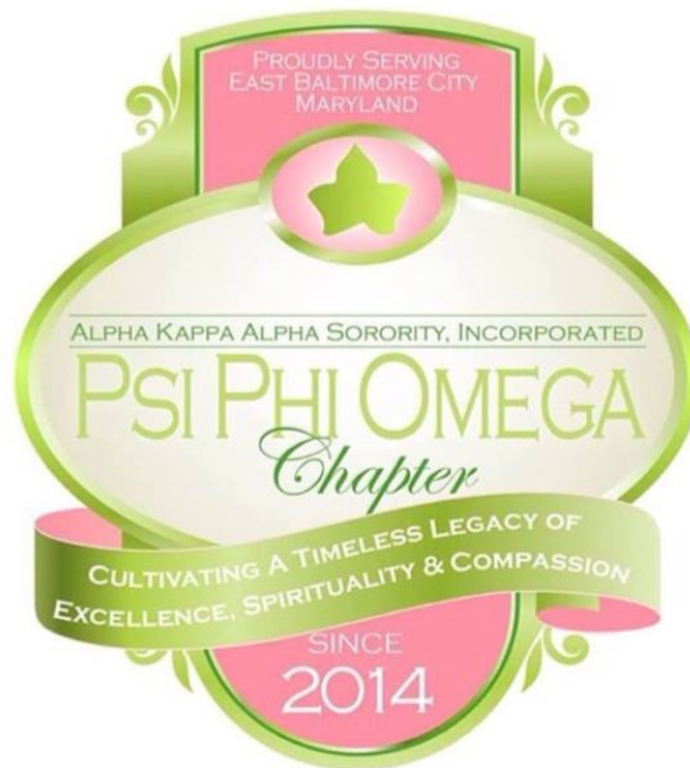


**Alpha Kappa Alpha Sorority, Incorporated<sup>®</sup>**

**Psi Phi Omega Chapter**

**BYLAWS**



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## ARTICLE I. NAME

**Section 1.** This organization shall be known as the Psi Phi Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated® (hereinafter referred to as "the Chapter").

**Section 2.** The Chapter is an alumnae membership body subordinate to the Boule of the Alpha Kappa Alpha Sorority, Incorporated® (hereinafter referred to as "Alpha Kappa Alpha") by whom it was sanctioned and named on February 16, 2014.

**Section 3.** The Chapter is governed by the *Constitution and Bylaws* of Alpha Kappa Alpha, the regulations promulgated by the Boule of Alpha Kappa Alpha and its administrative division known as the Directorate, and the Chapter Bylaws hereinafter described.

## ARTICLE II. PURPOSE

The purpose of the Chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind, as stated in the Alpha Kappa Alpha *Constitution and Bylaws*.

## ARTICLE III. MEMBERSHIP

### **Section 1. Membership Eligibility**

Membership in the Chapter shall be afforded to women who qualify for and secure Boule membership in Alpha Kappa Alpha according to the current Alpha Kappa Alpha *Constitution and Bylaws*.

### **Section 2. Membership Status**

A member in good standing (hereinafter referred to as a "Financial Member") is one who meets all financial obligations of Alpha Kappa Alpha and the Chapter by paying all regular dues and assessments as defined in the Alpha Kappa Alpha *Constitution and Bylaws* and Article III, Sections 3-5 and 7 of these Chapter Bylaws.

### ***Dues, Assessments and Financial Procedures***

#### **Section 3. Chapter Dues and Assessments**

A) Dues and assessments for each member shall be established annually by the Finance Committee and ratified by the Chapter. Chapter dues shall include Alpha Kappa Alpha "Corporate Fees": (1) the per capita tax payable to the Alpha Kappa Alpha Corporate Office, (2) the cost of one copy of the current Alpha Kappa Alpha *Constitution and Bylaws* and *Manual of Standard Procedure* (unless a member presents her own copies of these documents), chapter dues, and (3) an assessment to the Educational Advancement Foundation ("EAF"). New

members of Alpha Kappa Alpha shall pay dues in accordance with the current Alpha Kappa Alpha *Constitution and Bylaws*.

B) Chapter dues shall be based upon the Fiscal Year beginning January 1 to December 31.

C) The Chapter dues voted on by the Chapter shall be specifically for the operation of the Chapter.

D) A soror who transfers into the Chapter within one (1) year of graduating from a college or university earning her bachelor's degree shall pay reduced Chapter dues, to be established annually by the Finance Committee and ratified by the Chapter, during her first year of Chapter membership. Sorors transferring into the Chapter with four (4) or fewer months remaining in the current Fiscal Year shall be exempt from Chapter dues for the current Fiscal Year, and will pay reduced Chapter dues for the upcoming Fiscal Year. Sorors who are currently in graduate school full-time, carrying at least sixteen credits (or however their academic institution defines "full-time") will pay reduced Chapter dues, to be established annually by the Finance Committee and ratified by the Chapter. All sorors will be required to pay Alpha Kappa Alpha Corporate Fees, as defined in Article III, Section 3(A), and any Chapter assessments.

#### **Section 4. Financial Procedures**

A) Dues for the upcoming Fiscal Year are payable to the Chapter by December 31 of each calendar year.

B) Dues submitted to the Chapter after December 31 must be accompanied by the Chapter late fee of 10% of the Chapter dues, not including Alpha Kappa Alpha Corporate Fees. In addition, dues submitted after February 1 must be accompanied by the late tax established by the Alpha Kappa Alpha Corporate Office.

C) Any monies owed to the Chapter must be paid within sixty (60) calendar days of the debt having been incurred or within sixty (60) calendar days of the specified due date of such debt, whichever period is longer.

D) Failure to pay any monies owed for dues or assessments within the time period set forth in Article III, Section 4(C) will render the member financially inactive and prohibit the Chapter from accepting the member's dues for the upcoming year.

E) The Chapter shall vote on any additional assessments necessary or for special purposes or activities, such as the hosting of Cluster or Regional Conferences, or Boule. Such additional assessments shall be voted on prior to the special activity.

F) The Chapter will not refund any dues or assessments paid to the Chapter for any reason.

### **Section 5. Charm City Pearls Foundation, Incorporated**

Each Chapter member will be assessed a \$10.00 fee in addition to the Chapter dues to support the formation and perpetuity of the Charm City Pearls Foundation, Incorporated. The fee for the upcoming Fiscal Year is due by December 31 and must be paid at the same time as the Chapter dues payment. Payment must be submitted separately to Charm City Pearls Foundation, Incorporated.

### **Section 6. Membership Intake**

A) The Chapter shall decide every year whether to conduct a Graduate Membership Intake Process (hereinafter referred to as "MIP"). It shall be determined by a majority vote of the membership quorum, as defined in Article V, Section 7, of those present and voting at the March Regular Meeting. Voting will be by secret ballot and the results will be announced during the March Regular Meeting.

B) MIP shall be conducted in accordance with the procedures detailed in the Alpha Kappa Alpha *Constitution and Bylaws* and the *Graduate Membership Intake Process Manual*.

### ***Sponsorship and Co-Sponsorship***

C) A member who meets the requirements of Article III, Section 2 and who desires to serve as the Sponsor or Co-Sponsor of a prospective candidate is required to have been a Financial Member of the Chapter for at least twenty-four (24) consecutive months immediately preceding her application to be a Sponsor or Co-Sponsor.

D) Eligibility for a member to serve as a Sponsor or Co-Sponsor of a prospective candidate will be determined in accordance with the criteria detailed in the current Alpha Kappa Alpha *Constitution and Bylaws* and *Graduate Membership Intake Process Manual*.

F) A Financial Member who desires to serve as a Sponsor or Co-Sponsor of a prospective candidate and meets all of the criteria in Article III must present to the Chapter Grammateus all documents as required by the current Alpha Kappa Alpha *Constitution and Bylaws*.

G) A favorable vote for any prospective candidate shall consist of two-thirds (2/3) of the votes cast by the members voting on each candidate.

### **Section 7. Reactivation and Reinstatement**

Any member who has not been financially active in Alpha Kappa Alpha for one (1) year or more may reactivate by paying the designated reinstatement fee to the Alpha Kappa Alpha Corporate Office. Payment of the reinstatement fee will be accepted after any previous indebtedness to the member's former chapter has been satisfied, and Boule membership status has been achieved. Current dues and assessments will begin at the time of reactivation. If a member

reactivates after January 1, the amount of dues owed to the Chapter will be prorated using the 12-month Fiscal Year calculation.

### **Section 8. Transfer**

Any member desiring to transfer out of the Chapter shall present her Transfer Verification Form to the Tamiouchos. A transferring member must have paid all financial obligations to the Chapter prior to transferring.

## ***Grievances and Disciplinary Actions***

### **Section 9. Grievances**

Any Chapter member shall present grievances in writing to the Member-At-Large and/or the Basileus, who shall attempt to resolve the grievances. If the attempted resolution is deemed unsatisfactory, the grievances shall be addressed through a procedure established by the Chapter, including, but not limited to, bringing the matter(s) before the Chapter or the Regional Director.

### **Section 10. Penalties and Restoration of Privileges**

The Chapter may impose the penalty of Withdrawal of Privileges on a member for infractions of the sorority rules as prescribed by Article VI, Sections 5 and 6 of the Alpha Kappa Alpha *Constitution and Bylaws*.

### **Section 11. Hazing Definition and Prohibition**

Hazing, as defined by Article V of the Alpha Kappa Alpha *Constitution and Bylaws*, is strictly prohibited and will not be tolerated in any form by Alpha Kappa Alpha or the Chapter.

## **ARTICLE IV. OFFICERS**

**Section 1.** The Chapter Officers shall be the Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Epistoleus, Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus, Anti-Pecunious Grammateus, Philacter, Hodegos, Historian, *Ivy Leaf* Reporter, Member-At-Large, Chaplain, Parliamentarian and National Pan-Hellenic Council Representative. All Officers are members of the Executive Committee. Participation on the Executive Committee is mandatory.

### **Section 2. Requirements for Office**

- A) General Eligibility Requirements
  - 1) A candidate for office must be a Financial Member at the time of her nomination and must have met the following criteria in the twelve (12) months immediately preceding her nomination, unless otherwise indicated:
    - a) Attended at least seven (7) of the ten (10) monthly Chapter Regular Meetings;
    - b) Participated in at least 50% of the program activities officially adopted as part of the Chapter calendar;

c) Participated in at least 50% of the fundraising activities officially adopted as part of the Chapter calendar;

d) Registered and attended at least two (2) Alpha Kappa Alpha conferences (Boule, International or Regional Leadership Seminar, Regional Conference, or Cluster Meeting) in the twenty-four (24) months immediately preceding her nomination; and

e) If a candidate is currently serving in an elected position, she must be current in all chapter and executive board report submissions to the Grammateus (current year) and Standards Chair (previous year) at the time of nomination.

B) Specific Eligibility Requirements

1) A candidate for the office of **Basileus** shall meet the following criteria:

a) A Financial Member of the Chapter for twenty-four (24) months immediately preceding her nomination;

b) Attended at least two (2) of the last three (3) Regional Conferences immediately preceding her nomination; and

c) Attended at least one (1) of the last (3) Boules immediately preceding her nomination.

2) A candidate for the office of **First Anti-Basileus** shall meet the following criteria:

a) Served as a member of the Program Committee and attended at least 50% of the Program Committee meetings in the twelve (12) months immediately preceding her nomination; and

b) Previously served as an elected or appointed Chapter Officer within three (3) years immediately preceding her nomination.

3) A candidate for the office of **Second Anti-Basileus** shall meet the following criteria:

a) Served as a member of the Membership Committee and attended at least 50% of the Membership Committee meetings in the twelve (12) months immediately preceding her nomination; and

b) Shall never have been suspended for hazing.

4) A candidate for the office of **Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus** or **Anti-Pecunious Grammateus** must have served as a member of the Finance Committee and attended at least 50% of the Committee meetings in the twelve (12) months immediately preceding her nomination. A candidate must certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds. Financial Officers must participate in Financial Officers' Training within one (1) year of assuming office.

5) The **Parliamentarian** must have attended at least one (1) Alpha Kappa Alpha parliamentary procedure workshop within the four (4) years prior to being appointed to office.

### Section 3. Officer Duties

- A) **Basileus.** The Basileus is bonded and shall:
- Preside over all meetings of the Chapter and Executive Committee;
  - Exact the due observance of Alpha Kappa Alpha and Chapter governing documents, as defined by Article X of these Bylaws, adhere to parliamentary procedure, and execute all other functions customarily expected of the chief officer, unless such duties are specifically assigned by these Bylaws to another Chapter Officer;
  - Appoint the Parliamentarian, as well as Committees and Committee Chairmen (except for the Nominating and Audit Committees), with approval of the Executive Committee;
  - Serve as the official representative of the Chapter at meetings, conferences and other civic and social affairs;
  - Call Executive and Special Meetings;
  - Serve as an *ex-officio* member of all Committees, except the Nominating and Audit Committees;
  - Sign checks and vouchers, if necessary, to approve the distribution of funds appropriated by the Chapter; and
  - Monitor the preparation of and sign all year-end financial, program and standards reports, as designated.
- B) **First Anti-Basileus.** The First Anti-Basileus shall:
- Assist the Basileus in the performance of her duties and preside in her absence;
  - Represent the Basileus, on request, at meetings, conferences and other civic or social affairs; and
  - Serve as Chairman of the Program Committee and a member of the Finance Committee.
- C) **Second Anti-Basileus.** The Second Anti-Basileus shall:
- Assist the Basileus and First Anti-Basileus in the performance of their duties;
  - Preside in the absence of the Basileus and First Anti-Basileus; and
  - Serve as Chairman of the Membership Committee.
- D) **Grammateus.** The Grammateus shall:
- Record the minutes of Chapter meetings and maintain these minutes, along with all written and submitted committee reports;



- Maintain an alphabetical roster of all Financial Members, call roll upon request, and assist the Basileus in establishing the presence of a quorum, as defined in Article V, Section 7;
- Read the minutes and provide copies to the Chapter members;
- Assist the Basileus in agenda preparation; and
- Preside in the absence of the Basileus, First Anti-Basileus, and Second Anti-Basileus.

E) **Anti-Grammateus.** The Anti-Grammateus shall:

- Function in the absence of the Grammateus and assist the Grammateus in the performance of her duties;
- Maintain the Chapter and Committee membership rosters, as well as leadership credentials records;
- Keep a record of meeting attendance, via the Philacter, and attendance at conferences for members of the Chapter;
- Publish the Chapter membership directory; and
- Record the minutes of Executive Committee meetings.

F) **Pecunious Grammateus.** The Pecunious Grammateus is bonded and shall:

- Receive and record all incoming funds for the Chapter;
- Prepare and issue receipts for all funds received, retaining duplicates of all receipts in a Receipt Book;
- Transfer received funds within 5-7 business days to the Tamiouchos for deposit in a timely manner;
- Provide monthly written reports to the Executive Committee and Chapter regarding all funds received;
- Follow established guidelines as detailed in the Alpha Kappa Alpha publication *Fiscal Fitness: Guide to Chapter Financial Procedures*; and
- Serve as Co-Chairman of the Finance Committee.

G) **Anti-Pecunious Grammateus.** The Anti-Pecunious Grammateus is bonded and shall:

- Assist the Pecunious Grammateus when needed to work with the Pecunious Grammateus at meetings and events to assist with accuracy and efficiency;
- Function in the absence of the Pecunious Grammateus;
- Serve as a member of the Finance Committee; and
- Serve as Co-Chairman of the Fundraising Committee.

H) **Tamiouchos.** The Tamiouchos is bonded and shall:

- Receive from the Pecunious Grammateus all funds and deposit such funds in the same format as received into the appropriate Chapter bank account within 5-7 business days;

- Maintain proper records of all funds allocated, received, deposited, and disbursed;
  - Promptly pay all authorized expenses of the Chapter;
  - Sign checks and vouchers along with Basileus and other authorized Officers;
  - Reconcile bank statements monthly;
  - Present the annual budget of estimated income and expenditures to the Chapter for approval;
  - Present monthly written reports to the Executive Committee and the Chapter regarding the financial status of the Chapter's accounts, including funds received, expended, and the current account balances;
  - Follow established guidelines as detailed in the Alpha Kappa Alpha publication *Fiscal Fitness: Guide to Chapter Financial Procedures*.
  - Serve as Chairman of the Finance Committee.
- I) **Anti-Tamiouchos.** The Anti-Tamiouchos is bonded and shall:
- Assist the Tamiouchos as co-guardian of the Chapter's financial resources and serves in the absence of the Tamiouchos;
  - Serve as a member of the Finance Committee; and
  - Serve as the Chairman of the Fundraising Committee.
- J) **Epistoleus.** The Epistoleus shall:
- Maintain a file of all correspondence, answering such as directed by the Basileus or action of the Chapter;
  - Read correspondence to the Executive Committee and Chapter, as deemed necessary, in detail or summary;
  - Notify Chapter members in writing of Regular, Executive Committee, and Special Meetings in which proposed amendments to Bylaws and/or candidates are to be voted upon; and
  - Produce a quarterly newsletter for distribution to Financial Members.
- K) **Parliamentarian.** The Parliamentarian is appointed by the Basileus and shall:
- Advise the presiding officer in the interpretation of the Alpha Kappa Alpha *Constitution and Bylaws*, Chapter Bylaws and Standard Rules, and the most current edition of *Robert's Rules of Order*;
  - Ensures the presiding officer that no procedural details are overlooked and that all parliamentary requirements are observed; and
  - Serve as Chairman of the Bylaws Committee.
- L) **Chaplain.** The Chaplain shall:
- Provide spiritual guidance for the Chapter; and
  - Lead the meditation, invocation, benediction, or provide inspirational expressions at Chapter or public meetings and events.

- M) **Historian.** The Historian shall:
- Compile an accurate historical record of Chapter activities and events during her term in office;
  - Prepare a narrative account of activities executed by the Chapter;
  - Be the keeper of records of previous activities and events, safeguarding photographs, news articles, and Chapter paraphernalia;
  - Submit Chapter information to the International Archives Committee; and
  - Serve as Chairman of the Archives Committee.
- N) **Hodegos.** The Hodegos shall:
- Serve as the official Chapter hostess, receiving and introducing all visiting members at Chapter meetings, programs and activities; and
  - Serve as the Chairman of the Protocol Committee and a member of the Membership Committee.
- O) **Philacter.** The Philacter shall:
- Guard the entrance to the place of meeting of the Chapter, admitting Chapter members and visiting sorors only after they have provided proper identification and registered;
  - Prepare and keep a record of meeting attendance;
  - Deny entrance to unauthorized persons and announce all alarms; and
  - Assist in maintaining order during meetings, upon request of the Basileus.
- P) **Member-At-Large.** The Member-At-Large shall:
- Act as a liaison between members of the Chapter and the Executive Committee;
  - Receive and assist in the resolution of grievances per Article III, Section 9; and
  - Serve as the Co-Chairman of the Membership Committee.
- Q) ***Ivy Leaf* Reporter.** The *Ivy Leaf* Reporter shall:
- Publicize the activities of the Chapter and newsworthy accomplishments of Chapter members in the *Ivy Leaf* and other suitable media;
  - Establish a rapport with local media outlets;
  - Arrange for photographs to be taken of major Chapter events;
  - Attend all key Chapter and Committee meetings;
  - Conduct an annual public relations workshop for the Chapter; and
  - Serve as Chairman of the Public Relations Committee and a member of the Archives Committee.
- R) **National Pan-Hellenic Council Representative.** The National Pan-Hellenic Council ("NPHC") Representative shall represent the Chapter and its interests at all designated Greater Baltimore and International NPHC meetings and events.

#### **Section 4. Nomination and Election of Officers**

A) **Nominations.** All officers provided for in Article IV, Section 3 of these Bylaws, with the exception of the Parliamentarian, shall be elected by secret ballot in November. All Officers will be installed at the Regular Meeting in December. *See*, Article VII, Section 1(D).

B) **Elections.** Officers shall be elected annually at the November meeting in accordance with the following schedule:

1) **Odd Year:** Basileus, Second Anti-Basileus, Grammateus, Pecunious Grammateus, Anti-Tamiouchos, Hodegos, Historian, Chaplain, National Pan-Hellenic Council Representative.

2) **Even Year:** First Anti-Basileus, Tamiouchos, Anti-Grammateus, Anti-Pecunious Grammateus, Epistoleus, *Ivy Leaf* Reporter, Philacter, Member-At-Large.

3) In the event there is but one nominee for any office, the vote for that office may be taken by voice vote.

#### **Section 5. Terms of Office**

A) Officer terms shall be for a period of two (2) years or until their successors are elected. The term of office shall begin January 1 of the calendar year following election. A member may serve only two (2) consecutive terms in any one office. A member shall not remain in any given office more than four (4) consecutive years, except when filling an unexpired term of office or unless the number of financial Chapter members dictates otherwise.

B) A member shall not hold two (2) elected positions at the same time, unless the number of financial Chapter members dictates otherwise. If a member decides to run for an office while currently holding an office and wins election or is appointed to another office, she shall immediately resign from one (1) of the positions.

#### **Section 6. Removal from Office**

Any Officer failing to carry out her duties may be removed from office by recommendation from the Executive Committee, and approval by the majority of the members of the Chapter present at the next Regular Meeting for which due notice has been given.

#### **Section 7. Vacancies**

A) **Vacancies After an Election.** For offices that remain vacant after an election is held, the Officer currently holding the office is to remain in office until a successor is elected. If the Officer declines to remain in office, the Basileus, subject to the approval of the Executive Committee, shall reconvene the Nominations Committee for election by the membership.

**B) Vacancies After Resignation, Removal, or Creation of New Office**

1) **Office of Basileus, Grammateus, Pecunious Grammateus and Tamiouchos.** An unexpired term of the office of Basileus will be filled by the First Anti-Basileus. An unexpired term of the office of Grammateus, Pecunious Grammateus and Tamiouchos will be filled by the soror holding the respective Anti-position. However, this shall not exceed one (1) term of two (2) years.

2) **Other Offices.** A Special Election will be held to fill vacancies of other unexpired terms of more than three (3) months or for newly-created offices. The Basileus shall appoint an interim officer to fill a vacancy until a specially-elected officer can fill such office.

**Section 8. Transition of Officer Materials**

It shall be the duty of each Officer to deliver to her successor all files, supplies and other materials in her possession within thirty (30) days after the election of the new officers. She shall present written standard operating procedures to the incoming officer.

**Section 9. Officer Assistance**

The Basileus, with the approval of the Executive Committee and the Chapter, may appoint one or more members to assist any of the Officers, Committee Chairmen or Committee Co-Chairmen in the performance of her duties should these duties prove to be excessive.

**Section 10. Election of Delegates and Alternates to Conferences**

A) The Basileus is an automatic delegate to the Boule and all other conferences during her term of office. The remaining delegates shall be nominated and elected from the Financial Members who are able to fulfill all required delegate duties and receive the highest number of votes.

B) Alternates shall be selected from the remaining members nominated, beginning with the nominated member receiving the highest number of votes following the selection of delegates.

C) The election of delegates and alternates shall be held by ballot at least two (2) Regular Meetings prior to the date on which the conference where the delegate should represent the vote of the Chapter is scheduled to convene.

**ARTICLE V. MEETINGS**

**Section 1. Regular Meetings**

Regular Meetings of the Chapter shall be held in-person and monthly, January to December (excluding July and August) on the third Saturday of the month, unless otherwise ordered by

the Chapter. In the event of an emergency or special circumstance, a Regular Meeting may be held electronically upon approval by the Regional Director.

### **Section 2. Special Meetings**

Special Meetings of the Chapter shall be held as follows: (a) at the call of the Basileus upon her own initiative; or (b) at the call of the Basileus upon her receipt of a written petition signed by one-fourth (1/4) of the Chapter's Financial Members.

### **Section 3. Meeting Notifications**

Members shall be notified of the meetings by electronic mail or telephone.

### **Section 4. Electronic Meetings**

The Executive Committee, Standing Committees and Special Committees are authorized to meet by telephone conference or through other electronic communications media as long as all members may simultaneously hear each other and participate during the meetings.

### **Section 5. Late Arrival**

Any member arriving to a Regular Meeting, Executive Committee Meeting, or Special Meeting after the presiding officer has called the meeting to order shall be assessed a late fee.

### **Section 6. Quorum**

For Chapter Regular and Special Meetings, a quorum shall consist of eleven (11) of the Financial Members of the Chapter.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

### **Section 1. Composition**

The Executive Committee of the Chapter shall consist of the Basileus as Chairman, all Officers, and Chairman of all Standing Committees. The immediate Past Basileus shall serve as a member of the Executive Committee for two (2) years following the close of her tenure.

### **Section 2. Meetings**

A) The Executive Committee shall meet monthly, with the exception of July and August, unless otherwise agreed upon by a majority of the Committee. The Basileus may call Special Meetings as needed. Members shall be notified of the meetings by electronic mail or telephone.

B) A quorum of the Executive Committee is a majority of the Executive Committee members.

C) Any member of the Chapter may attend the Executive Committee meeting, but only Executive Committee members may vote.

### **Section 3. Powers**

The Executive Committee shall:

- Hear and act upon all appeals brought before it, cast votes, hear summaries of all pending Committee reports, and make recommendations to the Chapter;
- Carry out Chapter business when time does not permit the Chapter to meet; and
- Be subject to the orders of the Chapter. None of its actions shall conflict with the actions of the Chapter.

## **ARTICLE VII. COMMITTEES**

### **Section 1. Standing Committees**

The Standing Committees of the Chapter shall be the Bylaws, Finance, Program, Nominating, Standards, Membership, Connection, Archives, Awards, Technology, Audit, Protocol, Fundraising, Leadership, Newsletter and Website, Public Relations, Retreat, Scholarship, and Sisterly Relations. The Committees shall be subject to such rules and regulations as developed and approved by the Executive Committee, with ratification by the Chapter membership. Unless otherwise specified, the Committees shall meet whenever necessary.

- A) **Bylaws.** The Parliamentarian shall serve as the Chairman of the Bylaws Committee. The Bylaws Committee, consisting of at least two (2) members, shall:
- Propose needed changes to the Chapter Bylaws;
  - Carefully examine all proposed amendments from Chapter members and other approved sources, and prepare them for dissemination;
  - Review and examine all proposed changes to the Alpha Kappa Alpha *Constitution and Bylaws* and make recommendations to the Executive Committee and the Chapter, upon approval by the Executive Committee;
  - Submit proposed changes to the Alpha Kappa Alpha *Constitution and Bylaws* to the International and Regional Constitution Committees for consideration; and
  - Provide ongoing assistance in the interpretation of and compliance with Alpha Kappa Alpha and Chapter Bylaws and operating procedures, as required.
- B) **Finance.** The Tamiouchos shall serve as the Chairman of the Finance Committee. The Pecunious Grammateus shall serve as Co-Chairman. The Anti-Pecunious Grammateus, Anti-Tamiouchos and at least one (1) other member, shall be members of the Committee. The Finance Committee shall:
- Prepare and supervise the operation of the Annual Budget of the Chapter;
  - Review all requests for funds not provided for in the budget, and make recommendations to the Executive Committee and Chapter;
  - Review all proposed investment programs; and
  - Institute financial procedures for receipt of all funds submitted, as well as for collecting outstanding monies due to the Chapter.
- C) **Program.** The First Anti-Basileus shall serve as Chairman of the Program Committee. The Program Committee and at least two (2) members shall:
- Plan and execute the International Program Targets and other Chapter community service projects; and

- Develop the Annual Program Calendar of Events.

D) **Nominating.** The Nominating Committee shall consist of three (3) members elected by the Chapter membership. The Chairman of the Committee is elected by the Committee members. The Committee shall:

- Meet in October to draw up the slate for the Chapter officers to be elected in November;
- Make its report of the slate to the Chapter in October; and
- Certify the eligibility of all nominees, including nominations from the floor.

E) **Standards.** The Standards Committee, consisting of at least two (2) members, shall:

- Conduct an internal Chapter evaluation of the overall Chapter program activities and Chapter operation effectiveness according to Alpha Kappa Alpha guidelines;
- Present recommendations to the Executive Committee resulting from the internal evaluation; and
- Plan and hold the Annual Officers' Committee Workshop prior to the Chapter's January Regular Meeting.

F) **Membership.** The Second Anti-Basileus shall serve as the Chairman of the Membership Committee. The Member-At-Large shall serve as Co-Chairman. The Membership Committee, consisting of at least two (2) other members, shall:

- Develop and implement plans for the initiation, reactivation and retention of members; and
- Organize and conduct Chapter MIP activities.

G) **Connection.** The Connection Committee, consisting of at least two (2) members, shall:

- Identify and study national and international issues that impact the quality of life for Alpha Kappa Alpha members and the community; and
- Design strategies to mobilize the group for action to address these issues.

H) **Archives.** The Historian shall serve as Chairman of the Archives Committee. The Archives Committee, consisting of at least two (2) members, shall:

- Prepare and maintain the written history of the Chapter;
- Collect, organize, maintain and exhibit Chapter memorabilia;
- Carry out such duties as outlined in the Alpha Kappa Alpha *Membership Manual*; and
- Be responsible for the Archives and Anniversaries special projects.

I) **Awards.** The Awards Committee, consisting of at least two (2) members, shall:

- Identify Alpha Kappa Alpha or community awards that the Chapter may enter; and



- Gather and submit the proper documentation to the respective awards committee or organization for consideration.

J) **Technology.** The Epistoleus shall serve on the Technology Committee. The Committee shall:

- Address technological issues of the Chapter and Alpha Kappa Alpha;
- Provide strategic direction on the effective utilization of technology to increase Chapter communication;
- Establish and maintain an active Chapter website in accordance with the guidelines set by the Alpha Kappa Alpha International Technology Committee; and
- Work to ensure proper placement and readiness of telecommunication equipment as needed.

K) **Audit.** The Basileus shall appoint at least three (3) Committee members, not to include herself or any Financial Officers. The Chairman of the Audit Committee is elected by the Committee members. The Committee shall:

- Conduct an annual internal audit of the records of the Pecunious Grammateus, Tamiouchos, Anti-Pecunious Grammateus, and Anti-Tamiouchos by April 1<sup>st</sup>;
- Present the results of this internal audit in a written report at the first Chapter Regular Meeting after the audit; and
- Assess financial procedures and controls.

L) **Protocol.** The Hodegos shall serve as Chairman of the Protocol Committee. The Committee, consisting of at least two (2) members, shall:

- Develop and implement plans to provide appropriate remembrances for special occasions of Chapter members, e.g. marriages, births, promotions, retirements, illnesses, deaths;
- Create the repast schedule for monthly Chapter Regular Meetings;
- Provide guidelines for the proper appropriate amenities that should be extended to international, regional and local sorority officers, Alpha Kappa Alpha members, public figures and guests; and
- Advise the Chapter on proper Alpha Kappa Alpha protocol for sorority rituals and other Chapter or public events.

M) **Fundraising.** The Anti-Tamiouchos shall serve as the Chairman of the Fundraising Committee. The Anti-Pecunious Grammateus shall serve as the Co-Chairman. The Fundraising Committee, consisting of one (1) member of the Finance Committee and two (2) Chapter members per fundraiser, shall:

- Serve as a sub-committee of the Finance Committee;
- Develop and implement plans to raise funds for Chapter scholarships, special projects, community activities, and international programs;
- Partner with Charm City Pearls Foundation as deemed necessary; and
- Prepare grant proposals.

N) **Leadership.** The Leadership Committee, consisting of at least two (2) members, shall:

- Schedule, plan and conduct quarterly leadership workshops;
- Ensure that each candidate has the required certification to run for office; and
- Work closely with the Nominating Committee to identify potential leaders in the Chapter.

O) **Newsletter and Website.** The Newsletter and Website Committee, consisting of at least two (2) members, shall:

- Prepare and distribute at least one (1) quarterly newsletter displaying highlights of Chapter activities; and
- Manage the content of the Chapter website to ensure maximum usage.

P) **Public Relations.** The Ivy Leaf Reporter shall serve as the Chairman of the Public Relations Committee. Committee members shall include the Epistoleus, Historian and two (2) other members of the Chapter. The Committee shall communicate the ideas, policies and activities of Alpha Kappa Alpha as they affect the public image of the Chapter.

Q) **Retreat.** The Retreat Committee, consisting of at least two (2) members, shall plan and hold a Chapter Retreat at least bi-annually that includes Leadership Development Training, Chapter Goal-Setting and Sisterly Relations activities.

R) **Scholarship.** The Scholarship Committee, consisting of at least two (2) members, shall develop and execute plans for awarding annual scholarships to the community.

S) **Sisterly Relations Committee.** The Sisterly Relations Committee, consisting of at least two (2) members, shall create and execute an agenda of activities that foster sisterly rapport and relationship-building among the Chapter members, e.g., social outings, team-building activities, training and chat-and-chew events.

### **Section 2. Ad Hoc Committees**

The Basileus shall create committees of at least two (2) members as needed to facilitate the purpose and objectives of the Chapter.

## **ARTICLE VIII. AMENDMENT OF THE BYLAWS**

These Chapter Bylaws may be amended by the membership at any Regular Meeting by a two-thirds (2/3) vote, provided that the proposed change has been submitted in writing to the membership at least thirty (30) days prior to the vote. Amendments to the Chapter Bylaws shall take effect immediately following adjournment of the Regular Meeting at which they are adopted.

## **ARTICLE IX. CODE OF ETHICS**

In order to honor its Founders, the Chapter will voluntarily agree to observe all rules as outlined in the current Alpha Kappa Alpha *Manual of Standard Procedure*, including the Soror Code of Ethics.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

In matters not provided for in these Chapter Bylaws, Chapter Standing Rules, or the Alpha Kappa Alpha *Constitution and Bylaws*, the most current edition of *Robert's Rules of Order, Newly Revised* shall govern the Chapter. The governing documents will be used in this order:

- 1) Alpha Kappa Alpha *Constitution and Bylaws*;
- 2) Alpha Kappa Alpha *Manual of Standard Procedure*;
- 3) Chapter Bylaws;
- 4) Chapter Standing Rules; and
- 5) The rules contained in the most current edition of *Robert's Rules of Order, Newly Revised*.

## **ARTICLE XI. DISSOLUTION**

Upon dissolution of the Chapter, its assets shall be distributed for one (1) or more exempt purposes within the meaning of IRS 501(c)(7) or corresponding section of any future federal tax code, or for one (1) or more exempt purposes within the meaning of IRS 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

**Adopted: April 16, 2016**

**Revised: February 18, 2017**

**Revised: November 18, 2017**

**Revised: June 15, 2019**

**Revised: June 20, 2020**