

Alpha Kappa Alpha Sorority, Incorporated ®
Nu Chi Chapter

BYLAWS

Article I – Chapter Name

This chapter shall be known as the Nu Chi Chapter of Alpha Kappa Alpha Sorority, Incorporated ®. This chapter is an integral part of the International Organization and is subject to the *Constitution and Bylaws* thereof. This chapter shall be composed of undergraduate sorors at the College of William Mary campus as defined by the *Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated ®*.

Article II - Purpose

The purpose of Nu Chi 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 *Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated ®*.

The members of an undergraduate Chapter must graduate within six years from their date of admission to the first university/college of acceptance. If the Soror has not graduated after six years of entering the university/college, the Soror must transfer to a graduate chapter as an associate member. Only the Supreme Basileus can give exception to this requirement.

Article III - Membership

Section I – Qualifications for Membership in the Nu Chi Chapter

- A. An active member of Alpha Kappa Alpha Sorority, Incorporated® is a Soror who meets all financial requirements for the current year, of both her chapter and the Boule. Every active member is a member of the Boule.
- B. An undergraduate member is a Soror who is pursuing a course of study leading to a baccalaureate (bachelor's) degree in an accredited two, three, or four-year senior college or university who has been initiated under Article IV (New Members) of the Bylaws.
- C. Transfer Sorors: Undergraduate Sorors who have transferred from other chapters, who have a C+ cumulative average and have been cleared for membership in Nu Chi Chapter through the International Office shall be accepted for membership in Nu Chi Chapter and shall enjoy all rights and privileges thereof.
- D. Anyone who has attained membership in any Greek lettered organization, except those of academic achievement may not seek membership within the Nu Chi Chapter of Alpha Kappa Alpha Sorority, Incorporated ®.

Section II - Financial Assessment Fees and Dues

- A. All International dues and assessments become due on December 1st of each year.
 - i. Payments made after February 1st are subject to a 10% late fee.
- B. All chapter dues and assessments become due December 1st of each year.
 - i. Payments made after December 1st are subject to a 10% late fee.

Section III — Rights of Members

- A. Hold an office or chair committees
- B. Entertain a motion
- C. Vote on chapter affairs of any nature unless a Soror has missed four meetings.
- D. Actively participate in and support the approved Membership Intake Process.
- E. Sell tickets to Sorority affairs.
- F. Participate in social affairs of the Sorority
- G. Mentor assigned Soror
- H. Represent and or participate within National Pan Hellenic Council
- I. Represent the Chapter Basileus/spokesperson

Section IV - Resignation and Disciplinary Action

- A. Sorors who have failed to comply with the membership commitments shall be declared inactive.
- B. Sorors who have failed to comply with the financial commitments by February 1st shall be declared inactive.
- C. Sorors who have failed to submit her grades by January 1st, June 1st, and September 1st shall be declared inactive.
- D. Sorors who engage in hazing activities shall be subject to appropriate disciplinary action as deemed by the Regional Director

Article IV - Chapter Officers

The officers of the Nu Chi Chapter shall be the following: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus, Parliamentarian, Ivy Leaf Reporter, Chaplain, Philacter and others as deemed necessary. All officers, except the Parliamentarian, must be nominated by the Nominating Committee and voted upon by secret ballot. The Tamiouchos, Pecunious Grammateus, and Graduate Advisor in handling \$500 or more, must be bonded.

Section I –Duties

- A. **Basileus**
The Basileus shall preside over all meetings of the chapter and the Executive Committee, adhere to general parliamentary procedures, and enforce due observance of the *Constitution and Bylaws*. She shall perform the duties, which are usually executed by the chief officer. The program of the chapter shall be prepared under her direction. She shall be an ex-officio member of all committees, except the Nominating Committee.
- B. **Anti-Basileus**
The Anti-Basileus shall assist the Basileus in the performance of her duties and preside over meetings and other events in the absence of the Basileus. She shall serve as the chairman of the Program Committee and as a member of the Budget Committee.
- C. **Grammateus**
The Grammateus serves as the secretary of the chapter and is responsible for recording the minutes for business meetings and Executive Committee meetings. She shall keep a record of minutes from each meeting for the chapter's files. She shall be a member of the Bylaws and Budget Committee.

- D. **Anti-Grammateus**
The Anti-Grammateus shall take attendance at each meeting, keep a current roster of chapter members, and take on the duties of the Grammateus during her absence.
- E. **Tamiouchos**
The Tamiouchos shall pay all authorized expenses of the chapter and make a monthly typed financial report. She shall serve as chairman of the Budget Committee and present the annual budget of estimated income and expenditures for chapter approval. The Tamiouchos shall serve on the Program Committee. The position of Tamiouchos shall be bonded.
- F. **Pecunious Grammateus**
The Pecunious Grammateus shall receive all incoming funds and turn over same to the Tamiouchos. She shall issue receipts to members for any expenses or dues, serve as a member of the Budget Committee, and fulfill the duties of the Tamiouchos in her absence.
- G. **Epistoleus**
The Epistoleus shall serve as corresponding secretary for the chapter. She shall maintain copies of all correspondences in the chapter file and give notice to all financial members of meetings, elections, and *Constitution and Bylaws* changes. She shall be responsible for the post office box key, regularly checking the mailbox, and informing the Basileus of all important mailings.
- H. **Parliamentarian**
The Parliamentarian shall assist the presiding officer in the interpretation of International and chapter documents. She shall be competent and effective in the use of parliamentary procedures and shall serve as chairman of the Bylaws Committee.
- I. **Ivy Leaf Reporter**
The Ivy Leaf Reporter shall serve as the reporter under the direction of the chapter. She shall report pictures and articles to the publisher of the Ivy Leaf and shall maintain all photos and clippings of the chapter.
- J. **Chaplain**
The Chaplain shall organize meditations for meetings, recite or lead meditations, invocations, and inspirational expressions for the chapter meetings, public meetings and programs.
- K. **Philacter**
The Philacter shall guard the doors and announce all alarms, check credentials or eligibility of sorors as required, deny entrance to unauthorized persons, and assist in maintaining order during meetings upon request of the Basileus.

Section II – Terms of Office

- A. All officers are to be elected by a majority vote from all active members
- B. Each term of office shall be two semesters within the calendar year.
- C. No officer shall hold an office for more than two consecutive terms (total of two years).
- D. The terms of office shall begin January 1st of each year.
- E. In case of an un-expired term of any officer, an election shall be held immediately to fill the vacancy.

Section III – Nomination and Elections

- A. Nominating Committee
 - i. The Committee shall submit the names of Sorors that are interested in holding an office.
 - ii. The number of Sorors serving on the Committee shall consist of at least three or an odd number of members of the total body, depending on membership. The election of Nominating Committee members will be voted on by the membership.
- B. Election and Installation of Officers
 - i. The Nominating Committee's recommended slate of officers will be submitted in October. The election of officers shall take place in November. Installation of officers shall take place in December.
- C. Qualifications of Officers
 - i. All officers must be active Sorors who meet all the qualifications listed under the definition of "active membership"
 - ii. A person who holds a position of Basileus or Tamiouchos must have attended one of the following if chapter membership permits:
 - a. AKA leadership workshop
 - b. Cluster retreat
 - c. Regional Conference or Boule
 - d. Basilei Institute
 - iii. The Basileus shall not be a new initiate unless membership demands otherwise.
 - iv. A transfer Soror cannot be Basileus or Anti-Basileus within one year of her transfer.
 - v. A graduating senior should not run for the office of Basileus, Anti-Basileus, or Tamiouchos unless membership requires otherwise. The positions require two semesters, and seniors will not be available.
- D. Eligibility for Office and Voting
 - i. Sorors who are not financial with this chapter at the time of election for officers are not eligible to hold office or to vote.
 - ii. No Soror shall hold more than one major office unless the membership demands it.
 - iii. It shall be the responsibility of each officer to deliver to her successor all files, supplies and other materials within 14 days of election of the officers.
- E. Vacated Offices
 - i. In the event that an office is vacated, an election shall be held immediately to fill that office.
 - ii. An officer who fails to fulfill her responsibilities shall be removed from office upon a majority vote of the active members.
- F. Any request to be released of duties must be presented to the Basileus or Grammateus in writing prior to the time of the regular meeting.

Section IV - Graduate Advisor and Graduate Advisor Council

The Graduate Advisor and Graduate Advisor Council shall serve as a link between the graduate and undergraduate chapters. It shall be the duty of the Graduate Advisor and Graduate Advisor Council to support and advise the Undergraduate Chapter with operations, activities, and any area(s) of concerns. The Graduate Advisor and Graduate Advisor Council will ensure that the Sorors of the undergraduate chapter will be the decision makers and lead their chapter's operations.

Article V - Meetings

Section I – Regular Meeting

The time of the regular meetings shall be the third Sunday of each month at a designated location on the campus of the College of William and Mary.

Section II – Executive Meeting

The executive committee shall meet the first Sunday of each month at a designated location on the campus of the College of William and Mary.

Section III – Special Meeting

Non-scheduled meetings shall be called at the direction of the Basileus or upon the request of a quorum of the membership. The chapter must be notified in writing of all special meetings at least 24 hours in advance.

Section IV – Quorum

A quorum shall consist of a majority of the membership, the Basileus or Anti-Basileus, and the Graduate Advisor.

Section V – Notification of Meetings

Sorors shall be notified via email of all meetings by the Epistoleus.

Article VI - Attendance Stipulations

Section I-Missing Meetings

- A. Soror must inform the Grammateus or Basileus by Friday at 5:00 p.m. before the Sunday chapter/executive committee meeting of absence or tardiness at meeting, if not a \$10.00 fine will be imposed. Excused absences are stated in Section II.
- B. Soror can have one absence and one tardy with no fine. Fines must be paid by the end of the month.
- C. If a soror misses a committee meeting and does not find another time to meet with the committee chair then she will be fined, same price as missing chapter meetings. Committee chairman must be informed 24 hours in advance of non-attendance to avoid a fine.
- D. When an event is announced, soror must inform program committee chairman of availability to participate. If soror is unable to attend should help facilitate the program by helping to make flyers, purchase the supplies, etc).

Section II- Requirements for Excused Absences

- A. Valid excuses are academic commitments, family related situations, sports teams, club meetings/events and extenuating circumstances.
- B. If soror is working on the day of meeting, she must produce proof to that effect.

Section III-Payment of Fines

- A. Fines must be paid by the end of the month
- B. All fines imposed during a calendar year must be paid, along with chapter dues in order for a soror to be financially active for the upcoming year.

- C. If soror is a graduating senior and fines are not paid, the chapter will not sign off on Transfer Verification Form until all financial obligations have been met

Article VII – Executive Committee

Section I – Composition

The elected officers of the chapter and the chairmen of the Standing Committees shall constitute the Executive Committee.

Section II – Powers

The Executive Committee is responsible for conducting the day-to-day business of the chapter and handle official matters in the best interest of the chapter. They shall deliberate on those matters that are referred to it and report those matters to the chapter.

Section III – Meetings

The Executive Committee shall meet the first Sunday of each month.

Section IV – Quorum

- A. The majority of the Executive Committee members shall constitute a quorum
- B. If a quorum is not present, the meeting may be held, but will not be considered an official business meeting. Voting requires a quorum of members present.

Article VIII – Standing Committees

Section I - Standing Committees Duties and Composition

The Standing Committees of this chapter shall be: Program, Membership, Budget/Finance, Nominating, Bylaws, Connection, Standards, Archives and Technology. Other committees may be appointed at the discretion of the chapter. It shall be the duty of the chairmen of all committees to submit written reports for each activity presented to the chapter for the official records of the Grammateus. It shall be the duty of the chairmen of all committees, to submit a proposed budget to the Budget Committee by the November meeting.

A. Program Committee

This committee shall include the Anti-Basileus, as chairmen, and the Tamiouchos. The committee shall plan the chapter's program according to the goals of the International Program of Alpha Kappa Alpha Sorority, Incorporated ®. The program shall be submitted at the November meeting for consideration by the chapter.

B. Membership Committee

This committee shall be headed by the Membership Chairman and members shall be selected by the committee as a whole. It shall supervise all membership activities and monitor the membership status of members of the chapter. The Membership Committee shall carry out their duties in accordance with the *International Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated ® and the chapter Bylaws*.

C. Budget/Finance Committee

This committee shall include the Tamiouchos as chairman, the Anti-Basileus, and the Grammateus. It shall prepare and supervise the financial operation of the chapter budget. The Budget Committee shall present the proposed budget at the October meeting. The final report for the fiscal year shall be presented to the chapter at the November meeting for approval.

D. Nominating Committee

This committee shall consist of the chairman and members elected by the membership of the chapter. The Nominating Committee shall convene during the October meeting and prepare the official slate of officers. This slate shall be presented to the membership no later than the November meeting. The Nominating Committee will be responsible for informing the candidates of the duties and responsibilities of the office to which they have been selected.

E. Bylaws Committee

This committee shall consist of the Parliamentarian as chairman, the Grammateus, and other appropriate members. This committee shall propose needed changes in the Bylaws and carefully examine all proposed amendments to the chapter. The Bylaws committee shall keep the chapter Bylaws up to date in accordance with the *Alpha Kappa Alpha International Constitution and Bylaws*.

F. Connection Committee

This committee shall consist of members selected by the chapter. It is the duty of this committee to provide information to the chapter on issues of international, state and local importance.

G. Standards Committee

This committee shall consist of members selected by the chapter. It is the duty of this committee to annually review the operations of the chapter, chapter officers, and chapter programs and to submit a written report to the Regional Chairman of the International Standards Committee.

H. Archives Committee

This committee shall consist of members selected by the chapter. It is the duty of this committee to collect and organize chapter records, photographs and memorabilia for storage.

I. Technology Committee

This committee shall consist of members selected by the chapter. It is the duty of this committee to be knowledgeable of latest trends in technology and share ideas that may contribute to efficiency of chapter operations.

Section II – Manner of Selection

The chairman of all committees, except the Program, Nominating, Membership, and Budget committees, shall be nominated and voted upon by her respective committee.

Article IX – Special and Ad Hoc Committees

Section I – Ad Hoc Committees

All Ad Hoc Committees may be formed at the discretion of the Basileus. The chairman of the committee shall be nominated and voted upon by the committee as a whole.

Article X – Parliamentary Authority

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters not covered in the *Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated* ®. The governing documents will be used in said order:

- A. *International Constitution and Bylaws*
- B. *Manual of Standard Procedure*

- C. Chapter Bylaws
- D. The rules contained in the current edition of *Robert's Rules of Order Newly Revised*.

Article XI - Ratification and Amendments to Bylaws

Section I - Bylaws may be amended by having the issue fully discussed at a meeting and voted on at the next meeting with a two-thirds vote of the financial members present.

Section II - The Bylaws may be suspended by a two-thirds vote of the members present. This suspension can only be effective for said issues and not contravene any article of the *International Constitution*.

Section III - The amendments to the Bylaws take effect upon approval of the Regional Director.

Article XII - Dissolution

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

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