

**Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020**

Article I. NAME

This organization shall be known as **Alpha Omicron Omega Chapter** of Alpha Kappa Alpha Sorority, Incorporated located in Institute, West Virginia. The chapter shall be composed of Graduate Sorors as defined by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

Article II. PURPOSE

The purpose of Alpha Omicron Omega 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, Inc.

Article III. MEMBERSHIP

Classes of Membership

Graduate Member: A graduate member is a soror who has earned a baccalaureate, graduate, or professional degree in an accredited two, three, or four –year senior college or university.

General Membership: A general member is a soror who has earned a baccalaureate, graduate, or professional degree in an accredited two, three, or four-year senior college or university. The general member is an active soror who is not a member of a local chapter. A general member can attend three Alpha Omicron Omega chapter business meetings before she is expected to join the chapter.

Associate Member: An associate member is an undergraduate soror who leaves school before receiving a degree and affiliates with a graduate chapter after a two-year period following her withdrawal. An associate member is an undergraduate member who has affiliated with Alpha Omicron Omega chapter and is in good standing with the chapter and the corporate office.

Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020

Life Member: A life member is a Soror who meets the following qualifications and who voluntarily requests an application for life membership: She shall have been a member of the Sorority at least twenty-five (25) years and shall have paid all the required fees to the corporate office. Additionally, she shall have been either continuously active during the ten (10) years preceding application for life membership or she has been active ten (10) years during the twenty-five (25) years period. A life member may affiliate with Alpha Omicron Omega chapter by meeting the financial obligations of the chapter.

Section 1. Qualifications for membership: A member in good standing is a soror who meets all financial requirements and has no penalties or sanctions imposed on her by the Chapter or Alpha Kappa Alpha Sorority, Inc. This includes all membership classes as described under General, Associate, and Life member.

Section 2. Assessments, Fees or Dues: All classes of chapter membership are required to meet the financial obligations as voted on by the chapter and the Boule. This includes per capita, chapter dues and assessment fees. On a per event basis, the membership will vote to determine whether each member will be assessed and the amount of the assessment. If the vote is passed, every active member, except Golden Sorors, will be assessed. However, Golden Sorors may voluntarily elect to participate.

Section 3. Privileges of Membership: Individual privileges may include but shall not be limited to: the right to speak and vote in chapter meetings, hold offices, participate in or attend social affairs of the organization and officially represent the chapter of Alpha Kappa Alpha Sorority, Inc., until the individual's privileges may be revoked.

Section 4. Resignations and Disciplinary Actions: Resignations and Disciplinary Actions such as a suspension of an individual member shall disqualify the individual from participation in the sorority and all sorority activities for the period of the suspension and until restored to good standing by the Regional Director, upon the approval of the Supreme Basileus. The period of suspension shall be determined by the Regional Director, upon approval of the Supreme Basileus. A soror may be expelled from the sorority by two-third votes of the authorized delegates at a duly convened meeting of the Boule.

Section 5. The Undergraduate Transition Initiative: Chapter members will actively seek and encourage the transition of undergraduate sorors into active graduate membership and will facilitate said transition through appropriate sisterly

Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020

relations and financial incentives by waiving the undergraduate's first year local dues obligation and paying their first-year per capita tax, EAF contribution and purchasing a set of governing documents.

Section 6. The Rainy-Day Fund: Chapter members will be encouraged to donate to this fund to build a reserve to help sorors who need financial assistance in meeting their financial obligations to become or remain active members. The member will make her needs known to the Basileus and the Tamiouchos. If funds are available to assist the member the decision will be made using these guidelines. Current chapter members will be given first consideration for assistance. The assistance will be used to pay the member's per capita tax or reactivation fee, their EAF contribution, and purchase a set of governing documents. The current year chapter dues will be waived. In order to receive financial assistance, the member must agree to immediately begin paying a minimum of \$20 per month to the chapter toward her next year's dues. The balance of the next year's dues must be paid by the required deadline established by the chapter. A soror will be limited to requesting this assistance once during any three-year period.

Section 7. Membership Intake Process (MIP) SPONSOR and CO-SPONSOR CRITERIA

The chapter will conduct its MIP in accordance with the most recent edition of the MIP Manual.

Article IV. Rank of Officers

Basileus
Anti-Basileus
Grammateus
Anti-Grammateus
Tamiouchos
Pecunious Grammateus
Epistoleus
Parliamentarian
Chaplain
Ivy Leaf Reporter
Historian
Hodegos

**Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020**

AKA Connection Coordinator
Philacter

Section 1. Duties

Section 2. Term of Office

**Section 3. Nominations
And Elections**

| | | |
|--|--|--|
| <p><u>Basileus</u>: It shall be the duty of the Basileus to preside at all meetings of the Chapter and the Executive Committee. She shall appoint annually the following standing committees: Auditing, Budget/Finance, Program, Membership, Connections, Standards, Archive, Bylaws, Sisterly Relations and Communications/PR/Technology. She shall appoint special committees as needed. The Basileus shall be an ex-officio member of all committees except the Nominating committee. She shall be bonded.</p> | <p>The term of office shall be two years. The term will begin on even years. If the office is vacated an officer will be elected to finish the current term.</p> | <p>The Basileus will be elected by ballot every two years.</p> |
| <p><u>Anti-Basileus</u>: It shall be the duty of the Anti- Basileus to assist the Basileus in the performance of her duties and to preside during the absence of the Basileus. She shall serve as the Chairman of the Program Committee. She shall be an ex-officio member of all committees except the Nominating Committee.</p> | <p>The term of office shall be two years. The term will begin on uneven years. If the office is vacated an officer will be elected to finish the current term.</p> | <p>The Anti- Basileus will be elected by ballot every two years.</p> |
| <p><u>Grammateus</u>: It shall be the duty of the Grammateus to serve as secretary of the Chapter and of the Executive Committee and to keep an accurate record of all financial members.</p> | <p>The term of office shall be two years. The term will begin on even years. If the office is vacated an officer will be elected to finish the current term.</p> | <p>The Grammateus will be elected by ballot every two years.</p> |

**Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020**

| | | |
|--|---|---|
| <u>Anti-Grammateus:</u> It shall be the duty of the Anti-Grammateus to assist the Grammateus in the performance of her duties and to serve as the Secretary during the absence of the Grammateus. | The term of office shall be two years. The term will begin on uneven years. | The Anti-Grammateus will be elected by ballot every two years. |
| <u>Tamiouchos:</u> It shall be the duty of the Tamiouchos to receive all monies from the Pecunious Grammateus. She shall pay all bills upon receipt of a voucher signed by the Basileus for the stated amount. The Tamiouchos shall also make all deposits and report all receipts, disbursements and balances at each regular meeting. She shall serve as the Chairman of the Budget/Finance Committee and give the annual written report for the previous year at the February meeting. The Tamiouchos shall serve as the EAF Captain. She shall be bonded. | The term of office shall be two years. The term will begin on even years. If the office is vacated an officer will be elected to finish the current term. | The Tamiouchos will be elected by ballot every two years. |
| <u>Pecunious Grammateus:</u> It shall be the duty of the Pecunious Grammateus to receive all monies, issue receipts for the same and remit all monies received to the Tamiouchos. She will maintain a current alphabetical list of financial members and call the roll upon request. She shall be bonded. | The term of office shall be two years. The term will begin on uneven years. If the office is vacated an officer will be elected to finish the current term. | The Pecunious Grammateus will be elected by ballot every two years. |
| <u>Epistoleus:</u> The Epistoleus shall summarize all correspondence received, conduct all correspondence as directed by the Basileus and provide at least one-week (7 day) notification, by e-mail or regular mail, of each regularly scheduled meeting. | The term of office shall be two years. The term will begin on even years. If the office is vacated an officer will be elected to finish the current term. | The Epistoleus will be elected by ballot every two years. |

**Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020**

| | | |
|---|---|--|
| <u>Parliamentarian:</u> The Parliamentarian shall interpret the Constitution and Bylaws and Robert's Rules of Order when requested by the Basileus or presiding officer. She shall chair the Bylaws committee. | The term of office shall be two years. The term will begin on even years. | The Parliamentarian shall be appointed by the Basileus. |
| <u>Chaplain:</u> The Chaplain shall recite or lead the meditation, invocation and inspirational expressions for the chapter. | The term of office shall be two years. The term will begin on uneven years. | The Chaplain will be elected by ballot every two years. |
| <u>Ivy Leaf Reporter:</u> The Ivy Leaf Reporter shall be responsible for sending Chapter news to the Alpha Kappa Alpha Sorority Office of Publications and to communications media whenever appropriate. She shall also serve as the chairman of the Communications/Technology/Public Relations Committee. | The term of office shall be two years. The term will begin on even years. | The Ivy Leaf Reporter will be elected by ballot every two years. |
| <u>Historian/The Keeper of Records:</u> Shall serve as Custodian of Chapter files, records and documents. She shall chair the Archives Committee. | The term of office shall be two years. The term will begin on uneven years. | The Historian/The Keeper of Records will be elected by ballot every two years. |
| <u>Hodegos:</u> It shall be the duty of the Hodegos to receive and introduce visitors, take care of all courtesies whenever appropriate, and chair the Social or Welfare committee. | The term of office shall be two years. The term will begin on uneven years. | The Hodegos will be elected by ballot every two years. |

Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020

| | | |
|--|---|---|
| <u>AKA Connection Coordinator:</u> It shall be the duty of the AKA Connection Coordinator to chair the Connection Committee. This member should have an interest in both political and social issues impacting our world. | The term of office shall be two years. The term will begin on even years. | The AKA Connection Coordinator will be appointed by the Basileus. |
| <u>Philacter:</u> The Philacter shall perform the duties of sergeant-at-arms, guard the door, announce all alarms and assist in maintaining order, upon request of the Basileus. | The term of office shall be two years. The term will begin on even years. | The Philacter will be elected by ballot every two years |

Article V. MEETING

Section 1. Regular Meeting: Regular meetings shall be held on the second Saturday of each month (September-June). The time of the meeting shall be determined by chapter consensus. The chapter may also change the time of the meeting to address specific issues, such as training sessions, workshops or other chapter functions. All financial members of the chapter can vote at the regular meeting. When deemed necessary conference calls may be called for regular, special, and call meetings when the ability to physically meet is interrupted due to weather or other unforeseen events in accordance with Alpha Kappa Alpha Bylaws, Article III, Section 11. Also, in order to allow every soror to participate in the meetings she may call into the meeting when she is physically unable to attend due to illness, residing or traveling outside of the chapter meeting location, or other unforeseen circumstances.

Section 2. Executive Meeting: Executive meetings shall be held immediately prior to the regular monthly meeting. A minimum of two officers which will include the Basileus, Anti-Basileus or Grammateus shall be in attendance. The meeting shall be held at the same location as the regular meeting for the convenience of the members. All members of the executive committee can vote at this meeting. When deemed necessary conference calls may be conducted when in person meetings are prevented due to inclement weather or when immediate resolution is needed on matters or due to unforeseen events.

**Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020**

Section 3. Special Meeting: Special meetings shall be held when and at the location determined by the Basileus.

Section 4. Quorum: A quorum is a combination of officers and members and shall consist of one third (1/3) of the members of the chapter.

Section 5. Notification of Meetings: Notification of meetings shall be by correspondence using e-mail and/or regular mail as directed by the Basileus giving at least one week (7 day) notification.

Article VI. EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall consist of the following elected officers: Basileus, Anti-Basileus, Grammateus, Epistoleus, Tamiouchos and the Immediate Past Basileus. The present Basileus shall serve as the Chairman and the Grammateus as Secretary. The Basileus has the privilege of inviting any other officer, committee chair or member, or other individuals that she deems necessary to conduct the business of the Executive Committee. The Executive Committee shall act between regular meetings of the Chapter. Its actions are subject to the approval of the Chapter membership, except in an emergency. The Executive Committee shall meet prior to the regular monthly meeting at the time and location established by the Basileus. All Elected officers are eligible to vote. The quorum shall consist of one third (1/3) of the members of the committee.

ARTICLE VII. STANDING COMMITTEES

SECTION 1: The Program Committee shall consist of the Chairman of each standing committee. The Anti-Basileus shall be the chairman of the Program Committee. The Committee shall recommend programs for the year and assist the Basileus in the execution of these programs.

SECTION 2: The Budget/Finance Committee shall develop and supervise the operation of the annual budget of the Chapter, promote support for any fundraising drive and be responsible for administering any savings program(s). It shall also be responsible for recommending projects as annual fundraising activities. These recommendations are to be presented to the Chapter for examination early in the Chapter's calendar year. This Committee is chaired by the Tamiouchos and four other members appointed by the Basileus.

Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020

SECTION 3: The Auditing Committee shall review all the prior year financial accounts of the chapter and submit a written annual audit report in May to the Chapter. This Committee shall consist of three members that are financial in the sorority and have financial knowledge. The chapter Basileus, Grammateus, Pecunious Grammateus and Tamiouchos cannot serve on the Auditing committee.

SECTION 4: The Membership Committee shall have the responsibility for receiving the names of prospective candidates for membership in the Chapter. This committee will utilize the MIP Sponsor and Co-Sponsor criteria and the most current graduate membership intake process to prepare the MIP plans presentation to the Chapter each year in accordance with the Bylaws of Alpha Kappa Alpha Sorority, Incorporated. A minimum of five members will be appointed for this committee and an experienced member will chair the committee. The Membership Committee Chairman shall never have been suspended for hazing.

SECTION 5: The Standards Committee shall be responsible for Chapter evaluations as well as the outline and distribution of responsibilities and duties of chapter officers in accordance with the standards of Alpha Kappa Alpha Sorority, Inc. This committee shall consist of a minimum of three members appointed by the Basileus.

SECTION 6: The Connection Committee shall identify and study local, national and international issues which impact upon quality of life, design strategies for communications with the membership regarding issues, and mobilize the membership for action to formulate and recommend ways to implement programs of social action. This committee shall consist of the Connection Coordinator and a minimum of two other members appointed by the Basileus. This committee will be chaired by the AKA Connection Coordinator.

SECTION 7: The Chapter shall elect the Nominating Committee at the regular September meeting. The Committee shall consist of three or five members. The Committee chairman will be appointed by the Basileus from those elected to the committee. The Committee shall present the slate of officers for the next two year term by the regular meeting in October. The officers shall be elected in November and installed in December.

SECTION 8: The Archives Committee shall be responsible for collecting, storing, codifying, maintaining, and providing access to chapter holdings, as well as, handling any transfer of the chapter holdings to others.

Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020

SECTION 9: The Bylaws Committee shall be responsible for reviewing the chapter bylaws annually, receiving recommendations from chapter members regarding proposed amendments, advising the Basileus when amendments may need to be made, preparing and presenting proposed bylaws revisions to the chapter, distributing revised bylaws to chapter members and forwarding copies of the bylaws to the Regional Director and the Corporate Office, if required. The Committee will be chaired by the Parliamentarian. The Basileus will appoint a minimum of five other members to serve on the committee.

Section 10: The Public Relations/Technology Committee shall be responsible for sending the chapter news to any appropriate communication media and the Alpha Kappa Alpha Office of Publication. The Ivy Leaf Reporter will chair this committee. The Committee shall create, maintain, manage and protect the Alpha Omicron Omega Chapter's digital online image and footprint by overseeing all electronic and technology representations of the chapter. This includes the chapter's website, email address and any future social media destinations created to represent the chapter. The Committee will work closely with the Basileus, executive committee and general membership to broadcast, promote and support AOO programs in a timely fashion. The Public Relation/Technology Chair will ensure that all electronic/digital communications align with standards established by the international headquarters as well as best practices and policies generally used by corporate entities. The Basileus will appoint members to serve on this committee as needed.

Section 12: The Sisterly Relations Committee shall be responsible for planning, developing and executing activities that will foster and support sisterly relations and the Soror Code of Ethics within the chapter. The committee will also execute the secret soror program at the request of the Basileus. This committee shall consist of a minimum of three members appointed by the Basileus.

Section 13: The Protocol Committee shall be responsible for ensuring the chapter's adherence to *The Official Guide to Alpha Kappa Alpha Protocol* at all meetings and events. The Basileus will appoint a minimum of three members to serve on this committee as needed.

ARTICLE VIII. Special and Ad hoc Committees

The Basileus shall create committees as needed to facilitate the purpose and objectives of the Chapter.

**Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Omega Chapter
Graduate Chapter Bylaws
Revised 2020**

ARTICLE IX. Parliamentary Authority

The governing documents will be used in said order:

1. National Constitution and Bylaws
2. Manual of Standard Procedure
3. Chapter Bylaws
4. The rules contained in the current edition of Robert's Rules of Order Newly Revised
5. Chapter Operations Manual

ARTICLE X. Amendment of the Bylaws

The Bylaws may be amended at a regular meeting of the Chapter, at which a quorum is present, providing the proposed amendment is presented in writing at the previous chapter meeting. A two-thirds (2/3) vote of the votes cast shall be required to amend the Bylaws.

ARTICLE XI. Dissolution

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