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.
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 sanctioned 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, participates in or attends 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 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
a. A Sponsor and/or Co-Sponsor must have attended at least two of the following conferences/meetings over the past two years prior to the start of the MIP: Boule, Leadership Meetings/Retreats/Trainings, Great Lakes Regional Conference, Undergraduate Roundup, Leadership Conference, WV Cluster Conference or others that may be determined by the Regional Director.

b. A Sponsor and/or Co-Sponsor must have attended at least three of the following activities over the past two years immediately preceding the MIP: Committee Work, Founders’ Day Programs, Program Attendance, Connection and Social Justice Events/Legislative Days (i.e. AKA day at the Capitol) and Fundraisers.

c. A Sponsor and/or Co-Sponsor must have attended (physically or teleconferenced when the ability to physically meet is interrupted due to weather or other unforeseen events) 50% of the chapter meetings held during the past two years prior to the start of the MIP. Consideration will be given to the member if she was ill and/or incapacitated during that time period. An active member who has been elected or appointed to a regional or international office, chairmanship, or committee whose absence is because she is/was conducting business on behalf of the organization, shall be exempt from the chapter meeting attendance requirement for each year she has been/was elected or appointed.
### Article IV. Rank of Officers

Basileus  
Anti-Basileus  
Grammateus  
Anti-Grammateus  
Tamiouchos  
Pecunious Grammateus  
Epistoleus  
Parliamentarian  
Chaplain  
Ivy Leaf Reporter  
Historian  
Hodegos  
AKA Connection Coordinator  
Philacter

<table>
<thead>
<tr>
<th>Section 1. Duties</th>
<th>Section 2. Term of Office</th>
<th>Section 3. Nominations and Elections</th>
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<tr>
<td><strong>Basileus:</strong> 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-</td>
<td>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.</td>
<td>The Basileus will be elected by ballot every two years.</td>
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### Anti-Basileus:
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.

- 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 Anti-Basileus will be elected by ballot every two years.

### Grammateus:
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.

- 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 Grammateus will be elected by ballot every two years.

### Anti-Grammateus:
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 even years. The Anti-Grammateus will be elected by ballot every two years.

### Tamiouchos:
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 and Pecunious Grammateus 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.

- 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 Tamiouchos will be elected by ballot every two years.
for the previous year at the February meeting. The Tamiouchos shall serve as the EAF Captain.

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<thead>
<tr>
<th><strong>Pecunious Grammateus</strong></th>
<th>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.</th>
<th>The Pecunious Grammateus will be elected by ballot every two years.</th>
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<tr>
<td>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 and sign vouchers for disbursal of funds. She will maintain a current alphabetical list of financial members and call the roll upon request.</td>
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<th><strong>Epistoleus</strong></th>
<th>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.</th>
<th>The Epistleus will be elected by ballot every two years.</th>
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<td>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.</td>
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<tr>
<th><strong>Parliamentarian</strong></th>
<th>The term of office shall be two years. The term will begin on even years.</th>
<th>The Parliamentarian shall be appointed by the Basileus.</th>
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<td>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.</td>
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<tr>
<th><strong>Chaplain</strong></th>
<th>The term of office shall be two years. The term will begin on uneven years.</th>
<th>The Chaplain will be elected by ballot every two years.</th>
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<td>The Chaplain shall recite or lead the meditation, invocation and inspirational expressions for the chapter.</td>
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<tr>
<td>Role</td>
<td>Duties</td>
<td>Term of Office</td>
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<td><strong>Ivy Leaf Reporter</strong></td>
<td>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.</td>
<td>The term of office shall be two years. The term will begin on even years.</td>
</tr>
<tr>
<td><strong>Historian/The Keeper of Records</strong></td>
<td>Shall serve as Custodian of Chapter files, records and documents. She shall chair the Archives Committee.</td>
<td>The term of office shall be two years. The term will begin on uneven years.</td>
</tr>
<tr>
<td><strong>Hodegos</strong></td>
<td>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.</td>
<td>The term of office shall be two years. The term will begin on uneven years.</td>
</tr>
<tr>
<td><strong>AKA Connection Coordinator</strong></td>
<td>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.</td>
<td>The term of office shall be two years. The term will begin on even years.</td>
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<tr>
<td><strong>Philacter</strong></td>
<td>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.</td>
<td>The term of office shall be two years. The term will begin on even years.</td>
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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. 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 periodically at the discretion of the Basileus, immediately prior to the regular monthly meeting unless the Basileus determines that there is business that needs to be considered and researched to be ready to present the information to the body at the regular 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.

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 Executive officers are eligible to vote. The quorum shall consist of one third (1/3) of the members of the committee.

ARTICLE VII. 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.

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.

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 who has volunteered to serve.

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.

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.

ARTICLE IX. Parliamentary Authority

The governing documents will be used in said order:
1. National Constitution and Bylaws
3. Chapter Bylaws
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.