

# **Bylaws**

## ***Beta Sigma Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated Oklahoma City, Oklahoma***

### **ARTICLE I**

#### **NAME**

This organization, a Chapter of Alpha Kappa Alpha Sorority, Inc., shall be known as Beta Sigma Omega Chapter.

### **ARTICLE II**

#### **PURPOSE**

The purpose of Beta Sigma Omega Chapter (hereafter referred to as *Chapter*) is to cultivate and encourage high ethical and moral standards, to promote unity and friendship among college-educated women, to study and help alleviate problems concerning girls and women in order to improve their social stature, and to be of service to all mankind.

### **ARTICLE III**

#### **MEMBERSHIP**

##### **Section 1 Membership**

Membership in the Chapter shall be classified as Graduate, Associate, and Life. Definitions of the classifications of membership are found in the *Alpha Kappa Alpha Constitution and Bylaws* and the *Manual of Standard Procedure*.

##### **Section 2 Financial Member**

A financial member of the Chapter is a Soror who meets all financial requirements for the current year of both the Chapter and the Boulé.

### **ARTICLE IV**

#### **DUES AND ASSESSMENTS**

##### **Section 1 Dues Compilation**

Dues and assessments are based on a budget prepared by the Budget and Finance Committee and approved by the Chapter. The amount must include the cost of one copy of the current Alpha Kappa Alpha Sorority, Inc., *Constitution and Bylaws*, one copy of the *Manual of*

*Standard Procedure* (unless a member present her own current copies of these documents),

one year's membership to the AKA Educational Advancement Foundation, and an assessed amount to the BSO Ivy Foundation. Members shall be notified by courier mail or electronically, at least seven days prior to the meeting at which the vote will be taken to adopt the annual budget.

## **Section 2 Payment of Per Capita Tax, Dues and Financial Obligations**

Per capita tax and all Chapter dues and assessments are due and payable by January 1st and must be received by the Pecunious Grammateus no later than January 15th.

## **Section 3 Dues and Payments**

Active Sorors may arrange installment payments of dues. All payments must be completed by the January 15th of the year the Soror would be active. A Soror's per capita tax will not be sent to the Corporate Office until the Soror has met her full financial obligations.

- A. A member of a Graduate Chapter who has not been financial for one or more years may reactivate by paying a designated fee. The fee may be paid through the Chapter. Payments of the reinstatement fee will be accepted after previous indebtedness to the former Chapter and the Boulé have been paid. Reactivating Sorors shall pay dues and assessments in full.
- B. Chapter dues for transfer Sorors shall begin on a prorated basis during the month they transfer into the Chapter, provided they paid per capita for the year.
- C. Chapter dues will be waived for Golden Sorors who were financial in the Chapter as of 2010. New Golden Sorors shall have one-half of their dues waived beginning in their anniversary year. All Golden Sorors shall pay assessments. All Life Members shall pay Chapter dues and assessments.
- D. Chapter dues will be waived for all recent graduating Sorors transferring into the Chapter during the remainder of the year immediately following their graduation and for the next Sorority year. Recent graduating Sorors will be responsible for all per capita assessments.
- E. Chapter dues and assessments will be waived for all Sorors who have been diagnosed as "terminal" or "incapacitated" for the Sorority year by their respective physicians.
- F. Sorors who receive tickets for events or make reservations to attend an event, must return the ticket(s) or cancel the reservation(s) at least one week prior to the event or its predesignated deadline or be assessed the face value of the ticket(s)/reservation(s).
- G. Sorors shall be required to purchase, sell, or pay the face value of one ticket for the Chapter's primary fund raising event as set by the Chapter. Sorors who transfer, reactivate, or complete the membership intake process after the fund-raising event shall be exempt for the current year.

## **ARTICLE V**

### **NEW MEMBERS**

#### **Section 1**

The Membership Intake Process (MIP) may be conducted annually.

#### **Section 2**

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

#### **Section 3**

Any Beta Sigma Omega Soror desiring to Sponsor or Co-Sponsor (Letter Writer) a candidate must meet the following criteria:

I. Attends at least two of the following conferences/meetings over the past two (2) years\*:

- Leadership Meetings/Retreats/Trainings
- Cluster Conference
- Regional Conference/Trainings/Summits
- Undergraduate Roundup
- International Conference (Boule or Leadership)
- Others that may be determined by the Regional Director

II. Attends monthly chapter meetings: five (5) out of ten (10) meetings per year in the past two years\*

*NOTE: For the purpose of sponsoring or co-sponsoring a candidate for membership, 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.*

III. Participates in Sorority/Chapter Activities by attending at least three (3) activities of the following activities over the past two (2) years\*:

- Committee Work
- Founders' Day Programs
- Program Attendance
- Connection and Social Justice Events/Legislative Days (i.e. AKA Day at the Capitol)
- Fundraisers

## **ARTICLE VI**

### **OFFICERS**

#### **Section 1 Officers of the Chapter**

The elected officers of the Chapter shall be Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos, Epistoleus, Pecunious Grammateus, Anti-Pecunious Grammateus, Graduate Advisor(s), Hodegos, Philacter, Ivy Leaf Reporter, Historian, and Archivist.

A Parliamentarian shall be appointed by the Basileus, approved by the Chapter, and shall serve a concurrent term with that Basileus.

#### **Section 2 Executive Board**

The elected officers, Parliamentarian, and committee chairmen shall comprise the Chapter Executive Board. The Immediate Former Basileus shall serve as an ex-officio member of the Executive Board. This body shall act on behalf of the Chapter when expediency does not allow convening of the full Chapter and provide general supervision of Chapter operations between business meetings.

The Executive Board shall make recommendations to the Chapter and shall perform any other duties as specified in the Bylaws. The Board shall be subject to the order of the Chapter, and none of its actions shall conflict with the actions of the Chapter.

The Executive Board shall meet on the Monday preceding the Saturday of scheduled Chapter meetings.

A quorum of the Executive Board shall be one-third of its members.

#### **Section 3 Vacancies**

A vacancy occurs whenever an officer is unable to fulfill the term of office. If a Basileus is unable to complete her term, the First Anti-Basileus assumes the position of Basileus. She will complete the term of the vacating Basileus, then serve her own complete term as Basileus. A vacancy occurring in all other offices shall be filled by nominations and elections at the next regular meeting. When two

or more persons are nominated, the vote shall be by secret ballot. If a vacancy occurs in the Graduate Advisor position, the Basileus shall appoint an interim Graduate Advisor until the next regular meeting.

#### **Section 4 Eligibility of Office**

No member shall hold more than one elective office of the Chapter at one time.

Candidates for office must be certified by the Nominating Committee prior to election.

#### **Section 5 Duties of Officers**

Officers shall perform the duties prescribed in this section and other duties as prescribed in

these Bylaws and in the *Manual of Standard Procedure*.

A. The Basileus shall:

- preside at all meetings of the Chapter and of the Executive Board;
- with the approval of the chapter, appoint the following offices and positions:
  1. Parliamentarian
  2. chairmen of standing and ad hoc committees, except the Nominating Committee
  3. members of the Graduate Advisor Committee
  4. additional representatives to the Pan-Hellenic Council, and
  5. any vacancies (except as otherwise provided for in the Bylaws);
- have signature authority for checkbooks, contracts, and agreements;
- maintain Graduate Advisor Certification;
- be an ex-officio member of all committees, except Nominating and Audit Committees;
- perform the duties usually executed by the chief officer;
- serve as the official representative of the Chapter; and
- send all official Chapter correspondence.

B. The First Anti-Basileus shall:

- become the next Basileus;
- assist the Basileus in the performance of her duties;
- preside in the absence of the Basileus;
- serve as chairman of the Program Committee and as ex-officio member of all committees, except Nominating and Audit Committees;
- have authority for checkbooks;
- maintain Graduate Advisor Certification;
- obtain Basileus certification; and
- obtain financial certification.

C. The Second Anti-Basileus shall:

- assist the Basileus in the performance of her duties; and
- serve as chairman of the Audit Committee, Chapter EAF Representative; ex-officio member of all committees, and serve as principal representative to the OKC Pan-Hellenic Council.

D. The Grammateus shall:

- keep complete accurate records of the proceedings and transactions of Chapter meetings, and Executive Board Meetings;
- maintain Chapter minutes in a book-bound ledger;
- maintain Chapter minutes and submit a glue-bound copy at the end of each year; and
- serve as a member of the Bylaws Committee.

E. The Anti-Grammateus shall:

- assist the Grammateus in the performance of her duties;
- prepare ballots for all elections;
- when acting in the absence of the Grammateus, be responsible for preparing the minutes she takes for approval and distribution to respective bodies; and
- be responsible for documenting and maintaining attendance at all official meetings (Beta Sigma Omega Standards Workshop, Chapter, Cluster, Regional Conference, Boulé, and Leadership).

F. The Tamiouchos shall:

- receive all monies of the organization from the Pecunious Grammateus;
- properly receipt for same and pay all expenses of the organization for which properly signed voucher requisitions have been submitted;
- make written and give monthly reports of the financial transactions to the Chapter;
- reconcile monthly bank statements;
- deposit all funds received from the Pecunious Grammateus in the appropriate account in a timely manner;
- make an annual written report of all financial transactions;
- serve as chairman of the Budget and Finance Committee;
- have checkbook signature authority in accordance with the current financial guide;
- issue vouchers;
- if not prior to election, obtain financial certification within one year after election;
- certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds; and
- perform all duties in accordance with the current Corporate Office and Chapter financial procedures.

G. The Anti-Tamiouchos shall:

- assist the Tamiouchos in the performance of her duties;
- perform all duties of the Tamiouchos, in her absence;
- not have checkbook signature authority;
- issue vouchers;
- serve on the Budget and Finance Committee;
- certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds; and
- perform all duties in accordance with the current Corporate Office and Chapter financial procedures.

H. The Pecunious Grammateus shall:

- receive all monies and submit them to the Tamiouchos;
- keep accurate records and give proper receipts;
  
- serve on the Budget and Finance Committee;
- if not prior to election, obtain financial certification within one year after election;
- certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds; and
- perform all duties in accordance with the current Corporate Office and Chapter financial procedures.

I. The Anti-Pecunious Grammateus shall:

- assist the Pecunious Grammateus in the performance of her duties
- serve on the Budget and Finance Committee;
- certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds; and
- perform all duties of the Pecunious Grammateus, in her absence, in accordance with the current Corporate Office and Chapter procedures; and

J. The Epistoleus shall:

- share received communications with the Chapter and
- maintain a record of all correspondence.

K. The Ivy Leaf Reporter shall:

- disseminate all news of the Sorority to appropriate media on local, state, and national levels and

- serve as chairman of the Public Relations Committee.

L. The Graduate Advisor(s) shall:

- obtain Graduate Advisor Certification prior to election to office;
- serve as liaison between the Graduate and Undergraduate Chapter(s) and between the Undergraduate Chapter(s) and the Regional Director;
- shall establish a working relationship with the appropriate university or college officials;
- shall advise the Undergraduate Chapter in the interpretation of the Alpha Kappa Alpha Program, the *Constitution and Bylaws*, the *Manual of Standard Procedure*, the *Undergraduate Membership Intake Process Manual*, the *Anti-Hazing Handbook*, and other official documents;
- attend all meetings and activities of the Undergraduate Chapter, and if unable to attend a function, must ensure a member of the Graduate Advisor Committee is in attendance;
- perform the duties as prescribed for this office in accordance with guidelines from the Corporate Office of Alpha Kappa Alpha Sorority, Inc.;
- be a designated representative the Graduate Chapter; and
- serve as chairman of the Undergraduate Advisor Committee.

M. The Hodegos shall:

- receive and introduce all Chapter guests;
- serve as chairman of the Sisterhood Committee; and
- assist the Philacter in the performance of other duties.

N. The Philacter shall:

- efficiently guard the doors and entrances of any function of the Chapter;
- announce all interruptions; and
- ascertain when a quorum is present and that all present are entitled to be present and/or vote.

O. The Parliamentarian shall:

- assist the presiding officer in the interpretation of the Alpha Kappa Alpha Constitution and Bylaws and the Chapter Bylaws;
- be knowledgeable of the current Roberts Rules of Order;
- serve as chairman of the Bylaws Committee; and
- have the same rights as other members.



P. The Historian shall:

- maintain an ongoing file of pictures, clippings, and printed programs of the activities of the Chapter;
- research, document and maintain an accurate historical record of Chapter activities;
- prepare an annual report to the Chapter;
- annually prepare a scrapbook of such events to be available for Founders' Day and Regional Conference; and
- serve as chairman of the History Committee.

Q. The Archivist shall:

- be the custodian of all objects of value belonging to the Chapter;
- properly store and keep an updated inventory of all Chapter properties;
- devise procedures for use and check-out of these items; and
- follow the Records and Retention Guide.

## **ARTICLE VII**

### **NOMINATIONS AND ELECTIONS**

#### **Section 1 Nominations**

- A. The Nominating Committee shall consist of seven members elected by the membership at the November meeting at the same time other officers are elected. For continuity, four members shall be elected in odd-numbered years for a term of two years. Three members shall be elected in even-numbered years for a term of two years.
- B. No Soror can succeed herself on the Nominating Committee.
- C. Names of candidates for Chapter officers and the Nominating Committee shall be presented at the October meeting. Voting on officers and the Nominating Committee shall be by secret ballot at the November meeting. Nominations from the floor shall be permitted at the October and November meetings.
- D. Ballots shall be prepared and numbered by the Anti-Grammateus and must be sufficient in number to allow for a second vote in case of a tie or irregularity.
- E. Only those Sorors in good financial standing with the Chapter shall be eligible to vote.
- F. In the event of several candidates for Nominating Committee, a plurality vote determines the new members of the committee.
- G. The Nominating Committee shall select its chairman.

## **Section 2 Terms of Office**

- A. The Basileus shall serve a term of two years. She may not succeed herself. The
- B. First Anti-Basileus shall be elected for a term of two years. She shall become the next Basileus.
- C. A term for all other offices shall be two years. Each officer, except Basileus and First Anti-Basileus, may succeed herself for one term.

## **Section 3 Elections**

Officers of the Chapter shall be elected by simple majority vote or, if appropriate, unanimous consent. Officers shall be elected in November and installed at the close of the December meeting. The Second Anti-Basileus, Grammateus, Pecunious Grammateus, Anti-Pecunious Grammateus and Historian will be elected in even-numbered years; all other officers shall be elected in odd-numbered years. The new officers shall begin their terms at the beginning of the Sorority year and serve a term of two years or until their successors are elected. The election of the Graduate Advisor(s) shall be held as stated in the *Manual of Standard Procedure*.

## **Section 4 Announcement of Election Outcomes**

The chair of the Nominating Committee shall submit a written report of the outcome of the election(s), including the number of votes cast for each nominee. The Basileus shall announce the outcome of the election to the Chapter, but she shall not announce the number of votes cast for each nominee, unless requested by a Chapter member.

# **ARTICLE VIII**

## **MEETINGS**

### **Section 1 Schedule**

The Sorority year is January 1 to December 31. Meetings shall be held on the third Saturday of each month, exclusive of July and August. In the event of conflict in dates (regional conference, cluster meetings, etc.) the members may, by simple majority vote, change the meeting date.

### **Section 2 Quorum**

The quorum for Chapter meetings shall consist of one-third of the active membership of the Chapter.

**ARTICLE IX**  
**COMMITTEES**

**Section 1 Standing Committees**

Standing Committees of the Chapter are: AKA Connection, Archives, Audit, Basilei Council, Bylaws, Budget and Finance, Decoration, Founders' Day, Graduate Advisor, Membership, Nominating, Program (including subcommittees), Protocol, Public Relations, Rituals, Sisterhood, Technology, and Winter Ball.

A. AKA Connection Committee shall:

1. identify and study local, state, and national issues which impact upon the quality of life;
2. design strategies for communications with the membership regarding issues; and
3. mobilize the membership for action to formulate and recommend position statements to the Basileus and/or Executive Board.

B. Archives Committee shall:

1. plan and design a scrapbook of the Chapter's activities for the year;
2. serve as the custodian of the Chapter's print and non-print materials; and
3. develop policies for retention and destroying of materials.

C. Audit Committee shall:

1. conduct an internal audit of the financial records of the Chapter on an annual basis or secure the services of an external auditor at the end of the Tamiouchos term to do so; and
2. upon completion of the audit, meet with the Pecunious Grammateus and Tamiouchos to discuss the findings prior to making a formal report to the Chapter.

D. Basilei Council shall:

1. be composed of former Graduate Basilei, who shall mentor, advise, and support the current Basileus

E. Bylaws Committee shall:

1. submit proposed amendments and the committee's recommendation to the Chapter; and
2. study the Bylaws of the Chapter for efficiency, accuracy, and sustainability.

F. Budget and Finance Committee shall:

1. plan and present for approval, a budget for the upcoming year
2. make recommendations on the amount of annual dues and assessments; and
3. present the budget in October to be voted upon in November.

G. Decoration Committee shall:

1. assist committees with decorations for their activities and programs, upon request.

H. Founders' Day Committee shall:

1. plan the Chapter's annual Founders' Day observation, which will occur during the months of January, February, or March on a date which does not conflict with Regional Conferences.

I. Graduate Advisor Committee shall:

1. only consist of members appointed by the Basileus;
2. require members to be certified by the Alpha Kappa Alpha Sorority, Inc. Graduate Advisor Certification Program; and
3. provide a support system through which Graduate Advisors may discuss and resolve problems and request assistance.
4. An elected Graduate Advisor shall serve as chairman of the Graduate Advisor Committee.

J. Membership Committee shall:

1. monitor membership status and trends and recommend strategies for recruitment, retention and reclamation of members; and
2. implement the Membership Intake Process for the Chapter in accordance with the rules and policies of Alpha Kappa Alpha Sorority, Inc.
3. To be appointed as Chairman of the Membership Committee or her designee for the Membership Intake Process, a Soror shall never have been suspended for hazing.

K. Nominating Committee shall:

1. receive the name of any Soror to be considered for office or position; and
2. present a slate of candidates consisting of those Sorors eligible and consenting at the time of voting on officers and/or delegates.

L. Program Committee shall:

1. ensure the implementation of the International Program Initiatives through standing, subcommittees, and special committees of the Chapter; and
2. enhance public and civic awareness as well as personal growth of the Sorors through periodic presentations at regular Chapter meetings;
3. Program subcommittees may change with each Corporate Administration.

M. Protocol Committee shall:

1. use the Official Guide to Alpha Kappa Alpha Protocol as the basis for establishing protocol; and
2. work with the officers and various committees of the Chapter to ensure that all *chapter meetings, sorority functions, other public events*, and courtesies are conducted according to Alpha Kappa Alpha, Inc. protocol.

N. Public Relations Committee shall:

1. be responsible for publicity, the development and distribution of the monthly newsletter, and promotion of the Chapter's activities in order to build sound and productive community relations.

O. Rituals Committee shall:

1. prepare for and assist, as needed, with the conduction of all Ivy Beyond the Wall, membership, and other rituals established by Alpha Kappa Alpha Sorority, Inc.

P. Sisterhood Committee shall:

1. serve as the caring arm of the Chapter and acknowledge accomplishments of members and their families;
2. respond to the emergency needs of members as outlined in approved rules guidelines;
3. contact Sorors in emergency situations as deemed appropriate by the Basileus; and
4. be responsible for all meditations at Chapter meetings.

Q. Standards Committee shall:

1. conduct workshops for the Chapter;
2. conduct an annual internal evaluation of Chapter operations in accordance with Corporate Standards Committee guidelines; and
3. assist the new administration with the transition meeting.

R. Technology Committee shall:

1. address technology issues throughout the Chapter;
2. provide strategic direction to the Executive Board and the Chapter on the effective utilization of technology to increase communication and connection to our Sorors;
3. serve as a resource for technological education to members;
4. prepare a yearbook for the new administration, and distribute to the membership; and
5. be responsible for contacting Sorors via electronic communication, as deemed appropriate by the Basileus.

S. Winter Ball Committee shall:

1. ascertain the wishes of the membership and, if approved, plan a self-supporting entertainment during the holiday season.

## **Section 2 Special Committees**

Special committees shall be any committee necessary to fulfill program initiatives of the current Supreme Basileus or Chapter Basileus.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

In all matters not provided for in the Alpha Kappa Alpha Sorority. *Constitution and Bylaws, Manual of Standard Procedure*, and the Chapter Bylaws, the Chapter shall be governed by *Roberts' Rules of Order, Newly Revised*.

## **ARTICLE XI**

### **AMENDMENTS**

Proposed changes in the Bylaws shall be submitted in writing, with rationale for the changes, to the Bylaws Committee. The committee shall consider all recommendations and present its report on said changes at the meeting prior to the meeting where the changes will be put to vote.

Members shall be notified by mail or electronically at least seven days prior to the meeting at which the amendments will be voted.

Amendments to the Bylaws require a two-thirds vote of the membership present at the time of the vote. Upon passage, the amendments to the Bylaws are effective immediately.

## **ARTICLE XII**

### **DISSOLUTION**

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