

**Alpha Kappa Alpha Sorority, Incorporated**  
**Kappa Phi Chapter**  
**Hofstra University**



**CHAPTER BYLAWS**

**2013**

# **Kappa Phi Chapter Bylaws**



**This Book Belongs To:**

**Soror**

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**Revised for 2013**

**ARTICLE I  
NAME**

This organization shall be known as Kappa Phi Chapter located in Hempstead, New York of Alpha Kappa Alpha Sorority, Incorporated.

**ARTICLE II  
PURPOSE**

The purpose of this Chapter is to foster the aims, ideals, and programs of Alpha Kappa Alpha Sorority, Incorporated; to address the needs of the local community; to study and help alleviate problems affecting our community; to improve the social stature; to cultivate and encourage high scholastic, moral, and ethical standards; to promote unity and friendship among college women; to maintain a progressive interest in college life; and to be of service to all mankind.

The members of this Chapter must graduate within six (6) years from the date of admission to the first university/college of acceptance. If the member has not graduated after six (6) years of entering the university/college, the member must transfer to a graduate chapter as an associate member. Only the Supreme Basileus can give exception to this requirement.

**ARTICLE III  
MEMBERSHIP**

**Section 1. Classification.** The membership of this chapter shall consist of undergraduate members who have met the membership requirements of Alpha Kappa Alpha Sorority, Inc. Members shall possess high ethical standards, and participate in community, state, national, and international affairs. There shall be three membership classifications: active, inactive, and non-financial.

**Section 2. Definition.** An **active member** of this Chapter is a Soror who meets all financial requirements for the current year of both the Chapter and the Boule, and maintains a cumulative grade point average of at least C+ (2.3), and is a full time student receiving no less than 12 credits in a semester. An **inactive member** of this Chapter is a Soror who has not paid all dues and assessments for less than one year, has not maintained a minimum cumulative grade point average of C+ (2.3), and/or has fallen below a full time student status. A **non-financial member** of this Chapter is a Soror who has not paid all taxes, dues, and/or other assessments for one year or more.

**Section 3. Rights and Privileges.** The following are the rights and privileges of the membership classifications referred to in Section 1 of this article:

- A. An **active member** shall have full rights and privileges of the Sorority and this Chapter including, but not limited to, making motions that are in order, taking part in debate and voting on all business of this Chapter,

while carrying out the vote of the majority, unless a greater vote is required; being a candidate for office if eligibility requirements are met; serving on committees; officially representing the Chapter as a delegate; attending conferences and Boule; participating in the programming and social affairs of the Chapter; receiving Chapter minutes and other official Chapter documents; receiving the National Constitution and Bylaws and the Manual of Standard Procedure of Alpha Kappa Alpha Sorority, Incorporated; participating in the Membership Intake Process and all authorized membership activities; and representing the Sorority to the Hofstra community by wearing the Sorority letters or other paraphernalia of the Sorority and participating in the Chapter's dress initiative.

- B. An **inactive member** shall relinquish their right to making motions that are in order, taking part in debate and voting on all business of this Chapter, while carrying out the vote of the majority, unless a greater vote is required; being a candidate for office if eligibility requirements are met; serving on committees; officially representing the Chapter as a delegate or alternate; attending conferences and Boule; participating in the programming and social affairs of the Chapter; receiving Chapter minutes and other official Chapter documents; receiving the National Constitution and Bylaws and the Manual of Standard Procedure of Alpha Kappa Alpha Sorority, Incorporated; participating in the Membership Intake Process and all authorized membership activities. She may participate in the social affairs of this Chapter.
- C. An **non-financial member** shall relinquish their right to making motions that are in order, taking part in debate and voting on all business of this Chapter, while carrying out the vote of the majority, unless a greater vote is required; being a candidate for office if eligibility requirements are met; serving on committees; officially representing the Chapter as a delegate or alternate; attending conferences and Boule; participating in the programming and social affairs of the Chapter; receiving Chapter minutes and other official Chapter documents; receiving the National Constitution and Bylaws and the Manual of Standard Procedure of Alpha Kappa Alpha Sorority, Incorporated; participating in the Membership Intake Process and all authorized membership activities.

**Section 4. Visiting Sorors.** A visiting Soror is a member of another Chapter who presents her financial card for the current year to the Philacter. She may enjoy the privileges of attendance at meetings and social affairs of the Chapter with the Chapter's invitation.

**Section 5. Candidate.** A candidate for membership of Alpha Kappa Alpha Sorority, Incorporated via this Chapter must meet the requirements established by the National Constitution and Bylaws. She shall, immediately upon the conclusion of the authorized Membership Intake Process initiation, become an active member of

this Chapter, receiving all rights, privileges and obligations of Chapter membership.

## **Section 6. Anti-Hazing Definition & Prohibition**

Alpha Kappa Alpha Sorority, Incorporated defines hazing as an act or series of acts which includes, but is not limited to physical acts such as hitting, striking, laying hands upon or threatening to do bodily harm to any individual(s) while acting in one's capacity as a member of Alpha Kappa Alpha, behavior which is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace, and a variety of prohibited practices, included but not limited to, "underground hazing," "financial hazing," "pre-pledging," "post-pledging," or "post-initiation pledging."

Hazing is strictly prohibited and will not be tolerated in any form by Alpha Kappa Alpha Sorority, Incorporated.

Each member and every chapter of the Sorority shall have knowledge and shall fully comply, in good faith, with all provisions of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated and are subject to the penalties and sanctions in Article VI of the Sorority's Bylaws.

## **Section 7. Financial Operations**

- A. The Fiscal year of the Chapter shall be from January 1<sup>st</sup> until December 31<sup>st</sup> of each year.
- B. **Budget.** The annual budget for the ensuing year shall be presented at the regularly-scheduled December meeting for consideration and shall be voted on at that meeting, unless significant changes are necessary. In that event, the Finance Committee shall make the necessary revisions and present the budget for approval in a special January meeting called for that purpose.
- C. **Chapter Dues and Per Capita.** The annual dues shall be the amount set by the Tamiouchos and the Graduate Advisor(s) and approved by the Chapter at the regular October meeting. Per capita tax and dues shall be payable at the regularly scheduled December meeting of each year. All dues shall be paid in full at the time of payment, unless otherwise approved by the Graduate Advisor upon a showing of financial hardship. The National Per Capita Tax shall not be transmitted to the Corporate Office until dues for the current year and assessment for preceding and current years have been paid to the Chapter in accordance with these Bylaws. All per capita tax and dues paid after the regular meeting in February must be accompanied by the late fee established by the

Corporate Office. Dues shall be considered paid after the check has cleared the bank.

- D. **Assessments.** Assessments shall be the amount set by the Chapter to collect funds, including but not limited to, the purchase of Chapter paraphernalia. Such assessments must be voted upon and approved by the Chapter prior to the commencing of the activity. There shall be an assessment for violations of the Chapter Dress Initiative, tardiness, and unexcused absences from Chapter meetings and/or programs. The amount should be determined at the discretion of the Graduate Advisor(s). Upon graduation or transfer from the Chapter, a Soror has thirty days to remit payment for all outstanding indebtedness. Thereafter, an additional monthly late fee of a minimum of \$5 shall be imposed on every first of the month, until the indebtedness is paid in the full amount due and payable to the Chapter.
- E. **Membership Initiation Fees.** The initiation fee shall not be more than the maximum set by the National Constitution and Bylaws including the cost of the Sorority Pin and the first per capita tax. The entire amount must be paid prior to initiation.
- F. **Transfer and Reactivation.** A **transferring undergraduate** Soror's financial obligation to the Chapter begins as of the date of transfer on a prorated basis. This is determined by when the soror is cleared by Corporate office – AKA Bylaws, Article III, Transfers, Section 43, page 39. A Soror who has been an **inactive member** for less than one year may be reinstated by paying dues for the current year and any outstanding assessments for the previous year, while maintaining a minimum cumulative grade point average of C+ (2.3), as well as full time status. In addition to the payment of all outstanding indebtedness, there shall be a reinstatement fee of a minimum of \$25 per semester of inactivity, due and payable to Chapter prior to the restoration of active status within the Chapter. A Soror who has been a **non-financial member** for one year or more may be reinstated by paying this Chapter's dues for the current year, plus the reactivation fee as specified in the Constitution and Bylaws. In addition to the payment of all outstanding indebtedness, there shall be a reinstatement fee of a minimum of \$25 per semester of the non-financial period, due and payable to Chapter prior to the restoration of active status within the Chapter. Such payments will cancel all regular past indebtedness to both the Chapter and the Boule.
- G. **Chapter Expenditures.** All approved Chapter expenditures shall be paid by the Tamiouchos upon the receipts of authorized vouchers. All vouchers must be submitted with appropriate receipts no later than 45 days from expenditure date, authorized, and signed by the either the Basileus or Tamiouchos. All vouchers must be counter-signed by the Graduate

Advisor. Delegate's fees to approved conferences shall be reimbursed after the delegate's reports have been submitted in writing to the Chapter. Upon approval of the Graduate Advisor, Chapter shall pay the registration fee for all approved conferences occurring during the academic year which the Basileus must attend, including but not limited to, Undergraduate Round-Up, Regional, Cluster III Conferences and Hofstra's Presidents Retreats. If finances permit, upon the approval of Chapter at the regularly scheduled December meeting for the budget, the ancillary expenses of the Basileus and the Graduate Advisor, such as travel and accommodations, shall be reimbursed by Chapter.

- H. The Pecunious Grammateus, Tamiouchos and Graduate Advisor must be bonded.
- I. All programs and activities for which the chapter is responsible for paying the costs and expenses shall be presented in writing to chapter along with a realistic budget. These programs and activities shall be approved by two-thirds (2/3) vote of chapter prior to implementing any part of the plan.

#### **ARTICLE IV OFFICERS**

**Section 1. Officers.** The elected officers of this Chapter shall be: Basileus, First Anti-Basileus, Grammateus, Tamiouchos, Epistoleus, Pecunious Grammateus, and Ivy Leaf Reporter. The appointed officers of this Chapter shall be the Parliamentarian, Philacter, Historian, and the Hodegos.

**Section 2. Nominations, Elections, Appointments, and Installations.** The elections, by secret ballot, of the aforementioned officers shall be held at the regularly-scheduled November meeting [Annual Meeting]. The appointments of the Parliamentarian, the Philacter, the Hodegos, and the Historian shall be made by the Basileus-elect, subject to the approval of the Chapter, and prior to the regularly-scheduled December meeting. Such elections shall be held, and such appointments shall be made, annually, and all officers shall be installed at the close of the regularly-scheduled December meeting. The terms of office shall begin January 1st. The election of the Nominating Committee shall take place at the September meeting.

**Section 3. Term of Office.** The term of office for each officer shall be one year; beginning January 1st and ending December 31st. An officer shall not remain in any given office for more than two (2) consecutive years. The term of office except for Nominating Committee member shall be one year. She shall not serve on this committee for two consecutive years. A Soror who is already an officer for the current year may be a candidate for a new office. If she is elected to the new office, or prior to assuming the duties of the new office, she shall resign from the old office.

**Section 4. Unexpired Term.** In the case of an unexpired term of the Basileus, the vacancy shall be filled by the First Anti-Basileus. In the case of an unexpired term of the First Anti-Basileus, the vacancy shall be filled by the Second Anti-Basileus. In the case of an unexpired term of the Second Anti-Basileus, the vacancy shall be filled by an election. This too will apply to all other vacant offices.

**Section 5. Duties of Officers**

A. **Basileus.** A candidate for the office of Basileus must be an active member of this Chapter, and must have attended Undergraduate Round-Up, Leadership Conference, or Regional immediately preceding her candidacy. It shall be the duty of the Basileus to cultivate, encourage, and enforce due observance of the National Constitution and Bylaws and the Chapter Bylaws; preside at all meetings of the Chapter; appoint, with approval of the Chapter, the Parliamentarian, the Philacter, the Historian and the Hodegos, as well as the committee members and the chairpersons of all committees, except those determined by office.

The Basileus shall be the official chapter representative at all Alpha Kappa Alpha Sorority functions. She is to perform the duties, which are usually executed by the chief officer, except those provided for in these Bylaws. As presiding officer, all documents for public communication must be reviewed by the Basileus before printing and distribution. Public distributions include, but are not limited to: updates to Chapter Website, program flyers, articles for the Ivy Leaf magazine and event invitations and notices. She is the chairperson of the Executive Committee and an ex-officio member of all committees except for the Nominating and Auditing Committees. She shall prepare the Annual Report with the assistance of the Graduate Advisor to be forwarded to the Alpha Kappa Alpha Corporate Office and all other parties a required. A copy of the Annual Report shall be shared with the chapter at the regular March meeting and shall become part of the chapter's permanent records.

B. **First Anti-Basileus.** It shall be the duty of the First Anti-Basileus to assist the Basileus in the performance of her duties; to preside during the absence of the Basileus; serve as the Chapter's second official representative to the Cluster III Basilei Council; secure all locations for programs and functions; and prepare a report of the Chapter's Program activities with the Graduate Advisor, which shall become a part of the Chapter's Annual Report, which is submitted to the Alpha Kappa Alpha Office. She shall be Chairperson of the Program Committee, Co-Chairperson of the Fundraising Committee, and a member of the Hospitality Committee.

C. **Second Anti-Basileus.** It shall be the duty of the Second Anti-Basileus to assist the Basileus in the performance of her duties; preside during the absence of the Basileus and the First Anti-Basileus; and serve as the Chapter's third official representative to the Cluster III Basilei Council in the absence of the Basileus and the First Anti-Basileus. She shall be Chairperson of the Membership Committee.

- D. **Grammateus.** It shall be the duty of the Grammateus to serve as recording secretary of the Chapter; be responsible for the recording of all the proceedings of each meeting; submit her books for audit to the Graduate Advisor after the December meeting, but prior to the 30<sup>th</sup> of January; and establish a quorum at all regular, executive, and special meetings. The October record of proceedings must include the official state of officers submitted by the Nominating Committee. She shall also serve on the Membership Committee to fulfill the duties specified in the National Constitution and Bylaws. She shall be a member of the Bylaws Committee.
- E. **Pecunious Grammateus.** It shall be the duty of the Pecunious Grammateus to receive and record all monies for the Chapter; give receipts for all income received and maintain duplicates of all receipts in the receipt book; submit all funds received to the Tamiouchos with a Transmittal of Funds Report indicating the source of the income; maintain the Cash Receipt Journal for the Chapter; and recording all income received by the source, as shown in the receipt book. She shall be a member of the Finance Committee.
- F. **Tamiouchos.** It shall be the duty of the Tamiouchos to serve as treasurer of the Chapter; receive all monies for the Chapter from the Pecunious Grammateus; sign, with both the Basileus and the Graduate Advisor, vouchers which are required for payment of all Chapter indebtedness; pay all authorized expenses of the Chapter upon receipt of authorized vouchers; submit to the Chapter a report in writing at every Chapter meeting of the financial workings of her office including the amounts received, the amount expended and the amounts on hand; submit her books for audit to the Graduate Advisor after the regular December meeting, but prior to January 30th; prepare and submit to the Alpha Kappa Alpha Office the required financial meeting, an annual report in writing of the financial workings of her office; and present the annual budget of estimated income and expenditures for the ensuing year to the Chapter during the regular October meeting for consideration, and at the regular December meeting for voting. Upon the completion of her term in office, she shall deliver to her successor in office all monies, books, and vouchers in her possession within thirty days after the close of the regular Chapter meeting in December, obtaining receipts for delivery of same. She shall be Chairperson of the Finance Committee and Co-Chairperson of the Fundraising Committee.
- G. **Epistoleus.** It shall be the duty of the Epistoleus to compose letters and generate Chapter correspondences as directed by the Basileus and Graduate Advisor; notify members of meetings at least two days in advance; maintain the Chapter's correspondences; read all correspondences or a recap to Chapter; check the mailbox in the Student Activities Office at least twice a week; maintain all Chapter stamps and postage and make available to Chapter when necessary; be responsible for maintaining a full supply of the Chapter's official letterhead,

envelopes, and all stationery; and serve as the editor of all Chapter publications. She shall be a member of the Hospitality and the Public Relations Committees.

- H. **Ivy Leaf Reporter.** It shall be the duty of the Ivy Leaf Reporter to send Chapter news to the Ivy Leaf Magazine, the official organ of Alpha Kappa Alpha Sorority, Incorporated, and to local publications. A final copy shall be submitted to the Basileus and the Graduate Advisor for approval. She shall be Chairperson of the Public Relations Committee and a member of the Program Committee.
- I. **Parliamentarian.** It shall be the duty of the Parliamentarian to advise the presiding officer in the interpretation of the National Constitution and Bylaws, as well as the Chapter Bylaws, using Robert's Rules of Order, Newly Revised or the abridged version of this publication; amend and distribute to each active member a copy of this Chapter's Bylaws as well as the National Constitution and Bylaws. She shall be Chairperson of the Bylaws Committee.
- J. **Philacter.** It shall be the duty of the Philacter to efficiently guard the entrance to all meetings, including the checking of credentials of visiting and inactive Sorors; present visiting and inactive Sorors to the Hodegos; announce all alarms; record and report to the Basileus and Graduate Advisor the attendance of all active and inactive members at each Chapter activity and program; and maintain an accurate record of fines and assessments for lateness, unexcused absences from Chapter meetings and/or programs, as well as inappropriate attire on Chapter Dress Initiative days. She shall be a member of the Membership Committee.
- K. **Hodegos.** It shall be the duty of the Hodegos to receive from the Philacter all visiting and inactive Sorors for presentation to Chapter; secure hostesses for Chapter meetings and to notify them of their responsibility; purchase and disseminate all the courtesies of Chapter including but not limited to, birthdays, graduations, accomplishments, and special occasions; make all acknowledgements and purchases for participants and guests in Chapter programs; purchase refreshments for Chapter meetings and programs; and facilitate all sisterly activities. She shall be the Chairperson of the Hospitality Committee and a member of the Membership Committee.
- L. **Historian.** It shall be the duty of the Historian to compile and keep current the Chapter history as well as the Chapter scrapbook; keep records and photographs of all chapter events; prepare exhibits for special occasions and work in cooperation with the Public Relations Committee and the Program Committee; take all photographs and maintain the printing account; and be responsible for the photography equipment. She shall be a member of the Public Relations Committee.

M. **Graduate Advisor.** It shall be the duty of the Graduate Advisor to serve as a liaison person between the Graduate and Undergraduate Chapters, and between the Undergraduate chapter and the Regional Director. She will support and advise the Undergraduate Chapter with operations, activities, programs, standards, and any areas of concern. The Graduate Advisor will ensure Sorors of the Undergraduate Chapter will be the decision makers and lead their Chapter's operations; attend all meetings, programs and activities of the Undergraduate Chapter; advise the Undergraduate Chapter in their interpretation and implementation of Alpha Kappa Alpha programs, the Manual of Standards and

Procedures, the Undergraduate Membership Intake Process Manual and other official handbooks; work in cooperation with college and/or university officials and the Graduate authority for the operation of the Undergraduate Chapter. All documents for public communication must be reviewed and approved by the Graduate Advisor before printing and distribution. Public distributions include, but are not limited to: updates to Chapter Website, Facebook page, program flyers, articles for the Ivy Leaf magazine and event invitations and notices.

**Section 8. General Responsibilities.** It shall be the responsibility of all officers to submit a written report annually summarizing the workings of their respective office. Such reports shall be made available for perusal by the Chapter during the regular February meetings. It shall be the duty of each officer to deliver her successor all files, supplies and other materials in her possession at the regularly-scheduled December or May meetings, or within ten days after the expiration of her term of office. Failure to do so will result in withdrawal of individual privileges, as outlined in the Constitution and Bylaws of the Sorority. Any officer found guilty of neglect or failure to discharge her duties may be removed from office by a two-thirds vote of the active membership of Chapter, or at the Graduate Advisor's discretion after written notice to that officer based upon a dereliction of office. Prior to such consideration for removal, an active member shall have presented all charges in writing to the Basileus. Subsequently, the Basileus shall grant the officer a hearing before the charges are presented to the Chapter. The officer also shall be notified in writing at least seven days prior to the hearing.

## ARTICLE V CHAPTER MEETINGS

**No meetings shall be held in the absence of the Graduate Advisor(s).**

**Section 1. Regular Meetings.** Official Chapter meetings will be held as the Graduate Advisor and Chapter deem necessary except for the months of June, July, and August when school is not in session. A majority vote shall be required on all business pertaining to this Chapter not otherwise provided for in the Bylaws

- Section 2. Special Meetings.** Special meetings may be called by the Basileus and the Graduate Advisor for the purpose of dealing with those matters that require total Chapter action but must be expedited prior to the next regular meeting.
- Section 3. Joint Meetings.** This Chapter will meet with Theta Iota Omega Chapter at least twice a year on dates mutually agreeable to all chapters.
- Section 4. Electronic Meetings.** As in the case of a board or any assembly, committees that are expressly established by the Basileus or appointed Kappa Phi Chairman for a chapter event can hold an electronic meeting provided that the following conditions are followed:
- a. The notice of an electronic meeting must include an adequate description of how to participate in it (for example, the telephone number to call for a teleconference must be provided);
  - b. There is simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area;
  - c. The Grammateus or committee secretary must take role call for determining and documenting the presence of a quorum and to document voting results (for example, who voted aye and who voted nay); A member may raise a point of order if there doubt of a quorum.
- Section 5. Notice of Meetings.** Meetings shall be held either weekly or bi-weekly, on a specified day, at the discretion of the Basileus and the Graduate Advisor. Chapter members will be notified of the date of the next Chapter meeting during the current meeting. The Epistoleus shall also notify the Chapter of the next meeting by email or any form of technical transmission that the Chapter deems appropriate, at least two days in advance.
- Section 6. Minutes.** The minutes of the Executive Committee and chapter Meetings shall be distributed electronically to all financial Chapter and Executive committee members prior to the next regularly scheduled Chapter meeting. The Grammateus shall make available a written copy of the minutes to the Basileus and the Graduate Advisor(s). A written copy of the minutes shall be made available to all other active members upon request.
- Section 7. Quorum.** A quorum at any regular or executive meeting shall be 2/3 of the membership or officers, respectively, required to be present at the opening of the meeting. A quorum at any special meeting shall be 1/2 of the membership.
- Section 8. Election Voting Process.** To be eligible to vote at any Chapter meeting, dues for the current year and assessments for the preceding and current year must be paid in full and checks must have cleared the bank prior to voting upon any Chapter business. Sorors who are **active members** at the commencement of the nominating process during the Chapter's regularly scheduled October meeting,

shall be permitted to vote in the November elections. Elections are by secret ballot and absentee ballot. Absentee voting shall be granted to active members of this Chapter for the election of officers and any amendments to the Chapter Bylaws, provided the member files for the absentee ballot in writing five days prior to the voting date. By requesting and receiving an absentee ballot, the member loses the right to a secret ballot, except in elections. Request for an absentee ballot for the election of officers shall be made to the chairperson of the Nominating Committee, who will grant same upon the advisement of the Grammateus. The member requesting said ballot loses the right to vote on any nominations granted from the floor. Request for an absentee ballot for amending the Chapter Bylaws shall be made to the chairperson of the Bylaws Committee, who will grant same upon the advisement of the Grammateus. Upon granting the request, the chairpersons of the Nominating and Bylaws Committees will issue said ballot to the member who is responsible for returning the ballot to the respective chairperson prior to voting, after having signed and sealed it according to the procedure outlined in Robert's Rules of Order, Newly Revised, or the abridged version of this publication.

## **ARTICLE VI EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be composed of the Basileus as chairperson, all other officers and chairperson of the Standing Committee. The Executive Committee shall meet monthly, except during the months of June, July and August. To conduct an Executive Committee meeting a Quorum of one-third (1/3) of the entire Executive Committee must be present at the opening of the meeting. They shall have the power to carry on chapter business, which does not require total chapter action, but must be expedited prior to the next regular chapter meeting.

The Executive committee shall meet at the discretion of the Basileus and the Graduate Advisor when deemed necessary. In addition to the Graduate Advisor and the Basileus, the First Anti-Basileus and the Grammateus must be in attendance.

## **ARTICLE VII COMMITTEES**

**Section 1. Standing Committees.** The Standing Committees shall be the Bylaws, Finance, Fundraising, Hospitality, Membership, Nominating, Program, and Public Relations. The Basileus shall serve as ex-officio member of all Standing Committees except for the Nominating Committee.

A. **Bylaws Committee** shall consist of the Parliamentarian, who will serve as the Chairperson, the Grammateus, and the Graduate Advisor. This committee shall propose needed changes in the Chapter Bylaws; carefully examine all proposed amendments from other sources;

formulate the proposed amendments for presentation to Chapter with recommendation for approval or rejection; and prepare and disseminate newly revised Bylaws by the regularly-scheduled February meeting.

- B. **Finance Committee** shall consist of the Tamiouchos who will serve as the Chairperson, the Pecunious Grammateus, and the Graduate Advisor. The Finance Committee is responsible for developing and reviewing fiscal procedures and fundraising plans, and producing the annual budget for membership approval at the regularly-scheduled December meeting. Any major changes made to the budget during the course of the fiscal year must be approved by the Chapter.
- C. **Fundraising Committee** shall consist of the First Anti-Basileus and the Tamiouchos, who will serve as Co-Chairpersons, and all active and inactive members. This committee shall recommend to Chapter and facilitate activities that can provide monies required to balance the annual budget. The committee shall also plan and coordinate the fundraising activities approved by the Chapter for the current year.
- D. **Hospitality Committee** shall consist of the Hodegos, who will serve as Chairperson, the First Anti-Basileus, and the Epistoleus. This committee shall purchase and disseminate all the courtesies of Chapter including but not limited to, birthdays, graduations, accomplishments, and special occasions; make all acknowledgments and purchases for participants and guests in Chapter programs; purchase refreshments for Chapter meetings and programs; and facilitate all sisterly activities.
- E. **Membership Committee** shall consist of the Second Anti-Basileus, who will serve as Chairperson, the Hodegos, and all active members. This committee shall take steps in considering candidates for membership into the Sorority according to the procedures established by the National Constitution and Bylaws and the Manual of Standard Procedures.
- F. **Nominating Committee** shall consist of two active members. Candidates for the Nominating Committee for the ensuing year shall be elected yearly at the regular September meeting by secret ballot. The election for the Nominating Committee shall be as follows: a minimum of two active members shall be written in on the official ballot. The two candidates with the largest number of votes will serve on this committee for one year and the candidate with the largest number of votes shall be the chairperson. Thereafter, the committee shall present the slate of nominees for the elected officers for the ensuing year at the regular October Chapter meeting. Additional

nominations from the floor shall be permitted. The committee will prepare an official ballot for the secret voting at the regular November meeting.

G. **Program Committee** shall consist of the First Anti-Basileus, who will serve as Chairperson, the Ivy Leaf Reporter, and all active and inactive members. This Committee is responsible for the planning and structure of the upcoming program year and shall present at the regularly-scheduled November Chapter meeting.

H. **Public Relations Committee** shall consist of the Ivy Leaf Reporter, who will serve as Chairperson, the Epistoleus, the Historian, and all active and inactive members. This Committee is responsible for all facets of marketing and advertising to the community, including but not limited to, the production of fliers, the general layout of the Kappa Phi Connection Newsletter, as well as all local media.

**Section 2. Special and Ad Hoc Committees.** The Special Committee shall be established by Chapter to carry out a specific task and to report to Chapter upon completion of the task. They shall continue to exist until the duties assigned them are accomplished, unless discharged by a majority vote of active members present. The Basileus shall appoint the Chairperson of each committee.

**Section 3. General Responsibilities.** It shall be the responsibility of all chairpersons to submit a written report annually summarizing the workings of their respective Committees. Such reports shall be made available for perusal by Chapter during the regular February meetings. It shall be the duty of each chairperson to deliver her successor all files, supplies and other materials in her possession at the regularly scheduled December or May meetings, or within ten days after the expiration of her term as chairperson. Failure to do so will result in withdrawal of individual privileges, as outlined in the Constitution and Bylaws of the Sorority. Any chairperson found guilty of neglect or failure to discharge her duties may be removed from the Committee by a two-thirds vote of the active membership of Chapter, or at the Graduate Advisor's discretion after written notice to that chairperson based upon a dereliction of duties. Prior to such consideration for removal, an active member shall have presented all charges in writing to the Basileus. Subsequently, the Basileus shall grant the chairperson a hearing before the charges are presented to the Chapter. The chairperson also shall be notified in writing at least seven days prior to the hearing.

## **Article VIII AMENDMENTS**

**Section 1. Procedure.** The Bylaws may be amended at the regularly scheduled December meeting of the Chapter by 2/3 vote of the "active" membership as defined in Article III, Section 2. The proposed amendments shall have been presented in writing by an active member or committee to the Bylaws Committee no later than

the regularly scheduled October meeting of the Chapter. The proposed amendments shall have been distributed at the regularly scheduled October meeting, and circulated to all active members absent from that meeting; clarified, if necessary, at the regularly scheduled November meeting during a question and answer session; and voted upon in the regularly scheduled December meeting. The newly revised Bylaws shall be available during the regularly scheduled February meeting.

**Section 2. Applicability.** The effective date of amendments to these Bylaws shall be immediately upon adoption except when otherwise stated by “provisos” which accompany the specific amendment.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Chapter in all cases to which they apply and in which they are not inconsistent with the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated, these bylaws, and any special rules of order adopted by the Chapter

## **ARTICLE X DISSOLUTION**

**Section 1.** When the number of active members in Kappa Phi is less than eight (8) for a period of three (3) consecutive years, the Regional Director shall recommend to the Director that the chapter be dissolved.

**Section 2.** 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 International Revenue code or corresponding section of any future federal tax code, or for one or more exempt purposes within in 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.