

Alpha Kappa Alpha Sorority, Incorporated®

Nu Epsilon Chapter

Draft

2022

Bylaws

Christopher Newport University
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News, Virginia 23606

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***Alpha Kappa Alpha Sorority,
Incorporated®
Nu Epsilon Chapter
Bylaws***

ARTICLE I-NAME

This organization shall be known as the Nu Epsilon Chapter of Alpha Kappa Alpha Sorority, Incorporated®, located at Christopher Newport University (CNU), Newport News, Virginia. The chapter shall be composed of undergraduate sorors as defined by the *Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®*.

ARTICLE II - PURPOSE

The purpose of Nu Epsilon Chapter is to cultivate and encourage high scholastic and ethical standards; to promote unity and friendship among college women; to study and help alleviate problems concerning girls and women in order to improve their social stature; to maintain a progressive interest in college life; and to be of service to all mankind as stated in the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated®.

ARTICLE III - MEMBERSHIP

Section 1: Qualifications

A. Active Undergraduate Membership

1. An undergraduate member is a soror who is pursuing a course of study leading to a baccalaureate (bachelor's) degree in an accredited two-, three-, or four-year senior college or university and who has been initiated as set forth in the *Constitution and Bylaws*, Article IV; *the Manual of Standard Procedure*, and the Membership Experience Manual. Every active member is a member of the Boule.
2. An active member of Nu Epsilon Chapter is a soror at CNU who maintains full-time undergraduate student status (i.e., enrolled in 12 or more credit hours in a regular semester), maintains a cumulative and semester grade point average (GPA) of C+ as specified by CNU, meets all financial requirements for the current year of the chapter and the Boule, and has no penalties or sanctions imposed by CNU, chapter, or Alpha Kappa Alpha Sorority, Incorporated®.
3. Any undergraduate transfer soror who has a C+ semester and cumulative GPA, is a full-time student at CNU, and has been validated by the Corporate Office shall be accepted for membership into Nu Epsilon Chapter and have all rights and privileges thereof.
4. The members of Nu Epsilon chapter must graduate within six years from their date of admission to the first university/college of acceptance. If a soror has not graduated after six years of entering the university/college, she must transfer to a graduate chapter as an associate member. Only the Supreme Basileus can give exception to this requirement.

B. New Members

1. An undergraduate, to be considered a candidate for membership in Alpha Kappa Alpha Sorority, Incorporated®, must be a woman of high ethical and moral standards matriculating as a full-time student at CNU and must have creditably completed one grading period in the school. She must provide at least two written references from person who can attest to these qualities.
2. Undergraduate candidates must have attained a cumulative average of C+ and a semester average of C+ in the semester immediately prior to submitting an application for membership.
3. Undergraduate candidates must provide written evidence of detailed community/campus involvement from a director or advisor of the activity or program.

C. Legacy Status

1. An undergraduate who is the daughter, granddaughter, adopted daughter, stepdaughter, or legal ward of an active or deceased soror is considered a Legacy Candidate. This undergraduate may apply for membership under this provision.
2. The living family member soror must have been active for at least two years immediately preceding the membership application for the undergraduate Legacy Candidate.
3. Any undergraduate who applies for membership under the legacy provision must meet all of the qualifications required for undergraduate membership. She will not be subject to a vote by the chapter.

Section 2. Assessments, Fees or Dues

- A. Chapter dues shall be determined by the accepted budget report of the Budget Committee. Chapter dues shall be prorated according to the date that the soror affiliates with the chapter.
- B. Each member of the chapter shall pay all regular dues and assessments constituting the chapter's annual budget, which must include the cost of one copy of the current Alpha Kappa Alpha Sorority, Incorporated® *Constitution and Bylaws* and *Manual of Standard Procedure* unless a member presents her own (current) copies of the documents.
- C. The dues of Nu Epsilon Chapter shall include an annual per capita tax, chapter dues, Educational Advancement Foundation (EAF) contribution, the Member Accident Protection Program (MAPP), and other assessments voted by the membership for each financial soror.
- D. Chapter dues and assessments are due and payable prior to leaving campus for winter recess each year and are subject to a late fee of ten percent of the entire amount if paid after December 31.
- E. The annual per capita tax, which shall be included in the chapter budget, shall not be transmitted to the Alpha Kappa Alpha Sorority, Incorporated® Corporate Office until financial obligations to the chapter have been met per Chapter Bylaws.
- F. All outstanding balances must be satisfied before chapter dues are credited for the

upcoming fiscal year. [Note: The Fiscal year shall encompass days from January 1 through December 31.]

- G. Members may not participate in any chapter activities unless they have met all financial and service obligations for the previous semester.
- H. Sorors who fail to comply with the financial commitment by December 31 shall be declared inactive.
- I. All Boule dues and assessments are due and payable to the Alpha Kappa Alpha Sorority, Incorporated® Corporate Office by January 1 of each year.
- J. A member who writes a nonsufficient funds (NSF) check will be assessed a penalty that is equal to the NSF fee charged by the financial institution. This penalty must be paid to the chapter within 14 business days. A \$1.00 charge will be added each day thereafter.
- K. Sorors receiving funds from the chapter treasury for programs, and delegates to conferences and other activities shall present a written report and supporting receipts to the Tamiochos at the next regular meeting. Reports shall be made available to the body when requested.

Section 3. Rights of Members

All members are equal, and their rights are equal. Those rights are to attend meetings, to make motions, to speak in debate, to nominate, to vote, and to hold office in accordance with qualifications as stated in the Chapter Bylaws.

Section 4. Resignations and Disciplinary Actions

If an officer resigns or fails to perform her duties as specified in the chapter bylaws for three consecutive meetings without just cause as validated by the Executive Committee, she may be recommended for removal; by two-thirds vote. The Executive Committee shall appoint a successor to complete the term of an elected officer, (with the exception of the Basileus) or member of the nominating committee who does not serve the full term to which she was elected.

Each member and every chapter shall have knowledge of and shall fully comply, in good faith, with all provisions of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®. Penalties or sanctions shall be imposed when an individual or member violates her/their obligations under the *Constitution and Bylaws*.

Sorors who fail to submit fall or spring grades when required shall be declared inactive until grades are received by the Graduate Advisor and forwarded to the Regional Director.

ARTICLE IV-OFFICERS

The elected officers of Nu Epsilon Chapter shall be: Basileus, Anti-Basileus, Grammateus, Percunious Grammateus, Epistoleus, Tamiochos and Ivy Leaf Reporter. The chapter may elect any other officers deemed necessary. Duties of the chapter officers shall correspond to those of similar designation in the Boule. All elected officers are voting members of the Executive Committee. The Chaplain, Hodegos, Membership Chairman, Parliamentarian, and Philacter are appointed positions.

It shall be the responsibility of each officer to transition any and all documents, materials, and instruments that were obtained by virtue of her position as a chapter officer to the incoming officer immediately following the installation of officers. It is the responsibility of outgoing officer to prepare and complete all end of year reports. All officers will sign the Soror Code of Ethics immediately following the installation of officers. A signed copy of the Soror Code of Ethics will be maintained on file and certified by the chapter Basileus when annotating the Annual Chapter Records Certification Form which is to be maintained in the chapter files.

Section 1. Basileus

A. Requirements:

1. Possess leadership skills and foster collaboration
2. Organize and manage time well
3. Have knowledge of the fundamentals of parliamentary procedure with special attention on how to handle motions
4. Become familiar with, adhere to, and enforce the *Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedures and Robert's Rules of Order, Newly Revised*.

B. Duties and Responsibilities:

1. Preside at each meeting
2. Prepare an agenda for each meeting
3. Provide structure and direction needed for meetings
4. Adhere to parliamentary procedure and sorority documents
5. Stand to call the meeting to order, state a motion, put a motion to vote, explain, speak, recognize members, and announce the outcome of a vote.
6. Appoint committees and committee chairmen with approval of the Executive Committee
7. Represent the chapter at meetings, conferences, and other civic or social affairs
8. Appoint the Chaplain, Hodegos, Membership Chairman, Parliamentarian, and Philacter
9. Serve as ex-officio member of all committees, except the Nominating Committee
10. Sign vouchers and all chapter checks, along with the Tamiouchos and Graduate Advisor, for the disbursement of funds.
11. Monitor the preparation of and signs all year-end financial, program, and standard reports as designated
12. Shall be Bonded.

Section 2: Anti-Basileus (Vice President)

A. The Anti-Basileus should possess all of the required qualifications of the chapter Basileus.

B. Duties and Responsibilities:

1. Assume duties of the Basileus in her absence and perform other duties as assigned and as prescribed in the Chapter Bylaws.

2. Represent the Basileus, on request, at meetings, conferences and other civic or social affairs
3. Direct program activities of the chapter and serve as Chairman of the Program Committee
4. Notify committee chairmen of responsibilities relating to International Programs
5. Study Chapter Bylaws, international documents, and *Robert's Rules of Order, Newly Revised*, in order to be familiar with parliamentary procedure and to be an able successor to the Basileus should the need arise
6. Automatically become Basileus upon resignation, removal, etc. of the Basileus
7. Adhere to parliamentary procedure and sorority documents
8. Represent the chapter at meetings, conferences, and other civic or social affairs when requested
9. Serve as a member of the Budget and Finance Committee

Section 3: Grammateus (Recording Secretary)

A. Requirements:

1. Record accurately (proceedings should be written exactly as they occurred)
2. Record rapidly (speed in recording is conducive to accurate text)
3. Record neatly (minutes are part of the official and permanent records of the chapter and should be neatly arranged)

B. Duties and Responsibilities:

1. Maintain accurate records of all chapter proceedings
2. Provide the Basileus a copy of the minutes two weeks before the regularly scheduled chapter meeting
3. Maintain an alphabetical roster of all active members
4. Call roll upon request
5. Read minutes or provide copies to the chapter members
6. Stand when reading minutes, reporting committee recommendations, and when counting votes
7. Record business accomplished at each meeting (audio taping is helpful; however, all in attendance should be made aware that proceeding is being taped)
8. Maintain minutes and all written committee reports that are submitted
9. At the end of the year, ensure that the minutes and the reports should be bound by a printing company
10. Assist the Basileus in agenda preparation
11. Assist the Basileus in establishing the presence of a quorum
12. Preside in the absence of the Basileus and Anti-Basileus
13. Read all appeals from rulings of the Chairman whether overruled or sustained
14. Furnish delegates with proper credentials
15. Seal and preserves ballots and tallies with reports until there is no liability of a recount being ordered, unless bylaws state differently
16. Perform other duties as requested by the Basileus

17. Ensure that all correspondence is approved by the Graduate Advisor prior to distribution

Section 4: Pecunious Grammateus (Financial Secretary)

A. Requirements:

1. Knowledge of basic bookkeeping skills and/or generally accepted accounting principles
2. Possess attributes such as honesty, integrity, punctuality, and accuracy
3. The ability to establish an orderly method of recording income and expenditures
4. To be a candidate for Chapter Pecunious Grammateus, a candidate must certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriations of funds.
5. Shall be bonded.

B. Duties and Responsibilities:

1. Follow established guidelines detailed in *Fiscal Fitness: Guide to Chapter Financial Procedures*
2. Receive and records all monies for the chapter
3. Give receipts for all income received and maintain duplicates of all receipts in a receipt book
4. Submit all funds received to the Tamiouchos in a timely manner (with a statement indicating source of income)
5. Maintain the chapter's Cash Receipts Journal
6. Maintain current alphabetical list of all financial members and call roll on request
7. Maintain current record of funds submitted to the Tamiouchos
8. Keep record of all payments made by each soror and brings the record to chapter meetings
9. Serve as a member of the Budget and Finance Committee

Section 5: Tamiouchos (Treasurer)

A. Requirements:

1. Demonstrate attributes of honesty, integrity, punctuality, and accuracy
2. Have knowledge of basic bookkeeping skills and/or generally accepted accounting principles
3. Have knowledge of proper procedures for handling finances and investments
4. Have the ability to establish an orderly method of recording income and expenditures
5. To be a candidate for Chapter Tamiouchos, a candidate must certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds.
6. Shall be bonded.

B. Duties and Responsibilities

1. Follow established guidelines as detailed in *Fiscal Fitness: Guide to Chapter Financial Procedures* latest edition
2. Serve as guardian of chapter's funds
3. Receive all monies from the Pecunious Grammateus, indicating source of funds
4. Keep an orderly record of income and expenditures
5. Deposit funds received within five-seven business days of receipt from the Pecunious Grammateus
6. Issue checks upon receipt of properly executed vouchers
7. Sign checks along with the Basileus and the Graduate Advisor (or other authorized officer)
8. Reconcile bank statements monthly
9. Provide a monthly report of income received (source), expenditures (purpose), and account balance (date of report)
10. Keep a separate record and list associated with special funds and/or bank accounts (i.e., fund-raising projects, on campus account)
11. Prepare annual report to include monies received, expended, and the current state of chapter finances
12. Prepare annual budget
13. Maintain the checkbook (records should be kept current with deposits, dollar amount of checks, and new balance after each transaction, etc.)
14. Make disbursements by check rather than cash or credit to sorors for monies she has spent
15. Secure chapter approval for spending non-budgeted monies for items from the contingency fund
16. Serve as Chairman of the Budget and Finance Committee

Section 6: Epistoleus (Corresponding Secretary)

A. Requirements:

1. Have the ability to compose letters and other types of correspondence
2. Have access to a computer and demonstrate computer/technology literacy and accurate keyboarding skills

B. Duties and Responsibilities:

1. Maintain the chapter newsletter and calendar
2. Notify members of meetings
3. Generate and read correspondence, as directed by the Basileus
4. Maintain the chapter's correspondence files
5. Check the chapter's post office box weekly

Section 7: Hodegos (Official Hostess)

A. Requirements:

1. Have a pleasant, congenial, cordial, and friendly demeanor

2. Be self-confident and dependable

B. Duties and Responsibilities:

1. Receive and introduce visitors
2. Take care of all courtesies (i.e., purchasing gifts; sending cards and flowers; and recognize academic accomplishments, birthdays, and graduations, etc. of members)
3. Serves as Chairman of the Courtesy Committee
4. Assists Basileus as requested

Section 8: Parliamentarian (Advisor of Formal Rules)

A. Requirements:

1. Be knowledgeable in parliamentary procedure and familiar with the latest editions of the *Constitution and Bylaws*, the *Manual of Standard Procedures*, Chapter Bylaws and the latest edition of *Robert's Rules of Order, Newly Revised*.
2. Be competent and experienced in parliamentary procedure
3. Refrain from making rulings, but advise the presiding officer, who will make rulings
4. Refrain from offering unsolicited advice unless a serious error is being made. In this case, the Parliamentarian would unobtrusively call the mistake to the attention to the presiding officer.

B. Duties and Responsibilities:

1. Advise the chair/presiding officer in the interpretation of the *Alpha Kappa Alpha Constitution and Bylaws* and Chapter Bylaws
2. Sit next to the Basileus to be convenient for consultation in a low voice
3. Ensure that no procedural details are overlooked
4. Anticipate parliamentary strategy
5. Oversee and monitor to ensure all parliamentary requirements are observed
6. Apply *Robert's Rules of Order, Newly Revised Edition* for any area not covered
7. Chairman of the chapter Bylaws Committee
8. May be called upon by the presiding officer to explain or interpret points of parliamentary procedures, thus educating the membership

Section 9: Ivy Leaf Reporter

A. Requirements:

1. Demonstrate computer/technology literacy
2. Demonstrate skills needed to type and edit news releases
3. Develop rapport with the media

B. Duties and Responsibilities:

1. Provide information about the chapter and its activities in an acceptable form with the highest quality appearance for editorial and other media use
2. Recognize activities and information about the chapter and/or members that are newsworthy

1. 3. Comply and submit news releases to all media
4. Attend all key committee meetings to gather information for publicizing activities
5. Cover all major activities of the chapter
6. Conduct an annual public relations workshop to get the entire chapter involved in the public relations of the chapter
7. Arrange for photographs to be taken of the chapter's major events
8. Serve as Chairman of the Public Relations Committee and serves on the chapter's Archives/History Committee
9. Follows guidelines for Ivy Leaf Reporters as outlined in the *Ivy Leaf* magazine

Section 10: Chaplain

B. Requirements

1. Punctual
2. Sincere
3. Earnest
4. Humble

B. Duty and Responsibilities:

1. Provide spiritual guidance for the chapter
2. Recite or lead the meditation, invocation, and inspirational expressions for the chapter
3. Provide meditation/invocation/benediction for public meetings and programs

Section 11: Graduate Advisor/Assistant Graduate Advisor

A. Requirements:

1. Shall have been a member of the Graduate Chapter for at least two years
2. Must not have been suspended for hazing
3. Must be at least a five-year post-graduate from an undergraduate college/university
4. Must have attended one of the last two Boules or one of the last two Regional Conferences prior to her election
5. Must be certified by the Directorate-approved Alpha Kappa Alpha Sorority, Incorporated® Graduate Advisor Certification Program
6. Must be bonded

C. Duties and Responsibilities:

1. Serve as a link between the graduate chapter and undergraduate chapter and the undergraduate chapter and the Regional Director
2. Establish a working relationship with the appropriate university or college officials, including the faculty advisor
3. Support and advise the undergraduate chapter with operations, activities, and any area(s) of concerns.
4. Ensure that the sorors of the undergraduate chapter make decisions and lead their chapter's operations

5. With assistance from the Graduate Advisory Committee, attend/supervise all meetings and functions, Membership Experience activities and public programs of Nu Epsilon Chapter.

ARTICLE V - MEETINGS

Section 1: Regular Meetings

1. Shall be held at 10:00 a.m. on the second Saturday of each month that the university is in session, except during university holidays.
2. Composition of regular meetings consists of the entire chapter membership. All meetings will be held on the campus of CNU, with the exception of the joint chapter meetings with Lambda Omega Chapter.
3. A quorum (i.e., one-half plus one of the total active membership) must be present to conduct business.
4. All regular meetings shall open with meditation and close with the International Hymn and Pledge.
5. All officers and committee chairmen must email their reports to the chapter three days prior to the chapter meeting.
 - a. If required officer reports are not received at the specified time, she still has to give her report; however, she cannot participate in the next chapter program/event.
 - b. If committee reports are not received at the specified time, the program/event will be cancelled if it is scheduled to occur before the next Executive Committee or chapter meeting. The program/event can be rescheduled at a later time.

Section 2: Executive Committee Meetings

1. The Executive Committee will meet the first Sunday of each month, except during summer and winter recess.
2. Sorors will be reminded of meetings via a monthly emailed announcement.
3. A quorum for executive committee (one-half plus one of total Executive Committee membership) must be present to conduct business
4. All officers and committee chairmen must present their reports at the Executive Committee meeting prior to being placed on the chapter's regular meeting agenda.

Section 3: Joint Meetings

1. There shall be at least two joint meetings yearly of the Nu Epsilon Chapter and Lambda Omega Chapter, the sponsoring graduate chapter. The main purpose of these meetings shall be social in order to increase fellowship and better understanding of the culture and operations of the organization.
2. Only business of joint interest (such as programs of civic and social importance) may be discussed and voted on at these meetings.
3. Joint meetings shall be presided over alternately by the Basileus of each chapter.

Section 4: Electronic Meetings

1. Chapter meetings are to be held in a manner that allows sorors to be in a room together for face to face discussion of chapter business. In the event of an emergency of special circumstance, the chapter meeting may be held electronically upon approval by the Regional Director.
2. The Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electric communication media as long as all the members may simultaneously hear each other and participate during meetings.
3. Conference calls and/or video conference meetings are allowed with prior coordination and approval from the Executive Committee
4. The agenda must be provided in advance
5. A quorum must be established and maintained until the end of the meeting.

Section 5: Ad-Hoc or Special Meetings

Ad-Hoc or Special meetings may be called by the Basileus or a majority vote of the Executive Committee as necessary. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least three days before the meeting.

Section 6: Guests

Non-members must inform the Basileus of the desire to attend in advance.

Section 7. Delegate Attendance:

1. Chapter delegates shall represent Nu Epsilon Chapter at the Mid-Atlantic Regional Conference (MARC) and Boule.
2. The Basileus shall be one of the delegates for both MARC and Boule, and she will also be the chapter representative at Leadership Seminar (unless she is a graduating senior). The chapter will vote on the remaining delegate(s).
3. Delegate Reports – Delegate(s) shall present a written report to the chapter immediately following the Regional Conference, and at the first chapter meeting after Boule, and Leadership Seminar.
4. The expectation is all undergraduate members will attend the Leadership Summit and all other mandatory meetings and conferences required by the Regional Director or Graduate Advisor.
5. The expenses of the delegates shall be borne by the chapter as follows:
 - a. Basileus: Expenses shall include registration, transportation and hotel accommodations at Regional Conference, Boule and Leadership Seminar.
 - b. Delegate(s): Registration fee only (at Regional Conference and Boule).
 - c. Full funding is dependent on the chapter's operational bank balance.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: Membership

1. Executive Committee membership consists of all elected officers, Basileus, Anti- Basileus, Epistoleus, Grammateus, Ivy Leaf Reporter, Tamiouchos, Pecunious Grammateus and the chairmen of standing committees. The Graduate Advisor or her representative (member of the Graduate Advisory Committee) must be present.

Section 2. Meetings

1. The Executive Committee shall meet the First Sunday of each month, except during summer and winter recess. Special and Ad Hoc Committee members shall attend when required.
2. The Executive Committee shall meet to discuss the committee recommendations, programs and calendar for the year. Then will present the findings to the chapter for a vote.
3. An established quorum for executive committee is one-half plus one of its members.
4. The Graduate Advisor must be in attendance for all meetings and has the authority to act when the chapter is not meeting during summer and winter break.

ARTICLE VII-STANDING COMMITTEES

The Chairmen of all committees shall be appointed by the Basileus with the approval of the Executive Committee. Chairmen shall be appointed for a period of one year but not more than two consecutive terms. The Nominating Committee shall be elected by the membership. All committee reports shall be reviewed and approved by the Executive Committee before recommendations are brought to the chapter for adoption. No activities shall be executed without the knowledge and approval of the Graduate Advisor.

A soror arriving late or missing a committee meeting or scheduled event should notify the Chapter Basileus and Graduate Advisor within 24 hours of the meeting or event unless there is an emergency. A soror is considered late when arriving after the committee chairman convenes the meeting or the scheduled event setup time.

Section 1: Archives Committee. The committee shall work with the custodian to manage and store the chapter's print and non-print materials; develop policies for the collection and the use of materials; keep a permanent history of the chapter; keep pictures of chapter activities and newspaper articles; and identify a timeline for publishing a written history in booklet form for membership.

Section 2: Budget/Finance Committee. The committee shall develop the yearly budget with appropriate officers and committee chairmen, review the budget periodically, and may make recommendations for fundraising. The Pecunious Grammateus and Membership Chairman shall be members of this committee. This committee is chaired by the Tamiouchos.

Section 3: Bylaws Committee. The committee shall review and make recommendations for amendments and/or revisions to the chapter bylaws; and shall assure that the chapter bylaws are not in conflict with the International Bylaws. The Parliamentarian chairs this committee.

Section 4: Connection and Social Action Committee. The committee shall interpret Alpha Kappa Alpha's international understanding of world communities; support and address issues regarding national and international needs that impact the quality of life; promote chapter involvement in the political process; inform the chapter and community of issues that impact the lives; and participate in the annual Alpha Kappa Alpha Legislative Day at the State Capitol.

Section 5: Courtesy Committee. The committee shall be responsible for extending courtesies, sending flowers, cards and gifts. This committee shall also communicate by the most expedient method (e.g., text messaging, email, social media) important messages and announcements. This committee is chaired by the Hodegos.

Section 6: Executive Committee. The committee is composed of all elected officers and committee chairmen. Special and Ad Hoc committee chairmen shall attend when required. Other sorors with concerns may attend the Executive Committee meeting for the sole purpose of expressing their concerns; however, the Basileus must be notified.

Section 7: Membership Committee. The committee shall implement the MIP; work closely with Courtesy; maintain count of members present at chapter meetings; promote membership effectiveness; and extend welcome to new and visiting sorors. The Membership Chairman shall never have been suspended for hazing.

Section 8: Nominating Committee. The committee shall prepare a slate of officers to be submitted to the chapter and prepare a slate of delegates to be submitted to the chapter for the Regional Conference and Boule.

Section 9: Program Committee. The committee shall interpret the work of the International Program Committee by focusing on the platforms of the International Program Theme. It is composed of all committee chairmen. This committee is chaired by the Anti-Basileus.

Section 10: Protocol and Rituals Committee. The committee is responsible for implementing formal ceremonial activities. This committee is also responsible for maintaining appropriate protocol at all sorority events, especially those events that involve the Regional Director and International Officers.

Section 11: Sisterly Relations Committee. The committee shall be responsible for strengthening the bonds of sisterhood and continuing the commitment to sisterhood among the members planning activities that reinforce the core values of Alpha Kappa Alpha Sorority, Incorporated® and foster opportunities for sorors to become acquainted.

Section 12: Standards Committee. The committee shall interpret the rules and regulations that govern the sorority; establish criteria for the chapter evaluation of Nu Epsilon; and prepare and

submit annual reports to regional and corporate offices. The Basileus shall appoint the chairman and members.

Section 13: Risk Management Committee. The committee shall be authorized to develop and execute a plan to effectively identify, assess, mitigate and reduce risk to Alpha Kappa Alpha Sorority, Incorporated® at the chapter level.

ARTICLE VIII - Special/Ad Hoc Committees.

These committees shall be established by the Basileus as needed to conduct chapter business. The Basileus shall appoint the chairman and members of such committees. This committee ceases to exist when its final report is submitted.

ARTICLE IX- NOMINATION AND ELECTIONS OF OFFICERS

Section 1: The chapter nominating committee shall consist of a minimum of three sorors. The members shall be recommended by the Executive Committee and elected by the general membership. The chairman shall be chosen by the elected members of the nominating committee.

Section 2: The Nominating Committee shall be elected for a period of one year, but no more than two consecutive terms. The committee shall review the qualifications and duties of each officer and determine the eligibility of each potential nominee to serve in offices open for election.

Section 3: A slate of officer candidates shall be submitted to the chapter and voted upon at the November meeting.

Section 4: Installation of officers shall be held at the December meeting.

Section 5: Each officer shall be elected by a majority vote by ballot for a period of one year or until a successor is elected. She shall not serve more than two consecutive terms in the same office.

Section 6. Election by Acclamation. In the event that only one (1) nomination is received for any officer position, the nominee shall be elected by acclamation.

Section 7: The Nominating Committee shall submit a slate of delegate candidates to be voted upon for attendance at the Regional Conference and Boule. The Basileus shall be one of the delegates, unless she is a graduating senior.

ARTICLE X - FINANCES

Section 1: The Graduate Advisor must countersign all Nu Epsilon Chapter checks and vouchers.

Section 2: Chapter Financial Records

- A. The financial records of the chapter shall be audited annually, and a written report made to the chapter.

- B. The audit committee may be members from the sponsoring graduate chapter finance team of Lambda Omega Chapter.
- C. Monthly financial reports shall be presented to the chapter which summarizes all receipts and disbursements. This report shall then be filed for audit and a statement included in the records of the Grammateus.
- D. Financial procedures and records of Nu Epsilon Chapter shall follow the guidelines as defined in the *Alpha Kappa Alpha Sorority, Incorporated® Guide to Chapter Financial Operations* (latest edition).
- E. Only financial officers shall receive/disburse monies for the chapter. No one soror shall receive and disburse funds. The Pecunious Grammateus receives funds and the Tamiouchos disburse monies.
- F. Nu Epsilon Chapter shall maintain two banking accounts:
 - 1. The *Chapter Operating Account* is income from local dues and assessment from chapter members. This account is maintained at an off campus bank/credit union. Funds used from this account are for chapter operations.
 - 2. The *Fundraising Account* is funds raised through the community from chapter fundraising events. The following items shall be included in the budget: income from fundraising events, donations for charitable organizations within the community, scholarships, and expenses for fundraising. Funds used from this account are for chapter programs.
- G. Three signatures must appear on all checks – the Tamiouchos, Basileus, (or Anti-Basileus in the absence of the Basileus) and the Graduate Advisor (or Assistant Graduate Advisor in the absence of the Graduate Advisor).
- H. Nu Epsilon shall use the voucher system to authorize expenditures and maintain an accurate record of the reason for the expenditures.
- I. The committee chairman submits a voucher requesting reimbursement; the product(s) purchase receipt is attached to the voucher request.
- J. The voucher request must be validated and requires the signatures of the Tamiouchos and countersigned by the Basileus (or Anti-Basileus in the absence of the Basileus) and the Graduate Advisor (or Assistant Graduate Advisor in the absence of the Graduate Advisor).
- K. All expenditures shall be made by check and invoices or supporting documents must be attached to the voucher to substantiate payment.
- L. All checks require the signatures of the Tamiouchos and countersigned by the Basileus (or Anti-Basileus in the absence of the Basileus) and the Graduate Advisor (or Assistant Graduate Advisor in the absence of the Graduate Advisor).
- M. It shall be the duty of the Tamiouchos to pay all debts approved by the membership as provided for in the adopted chapter budget.

ARTICLE XI-CHAPTER RECORDS

During vacation months, all records and post office box keys of Nu Epsilon Chapter shall be given to the Graduate Advisor to be stored with Lambda Omega Chapter archives. Records may include, but

are not limited to financial records, checkbook, receipt book, moneybag, chapter reports, and all chapter books and documents.

ARTICLE XII-AMENDMENT OF THE BYLAWS

Section 1: The Bylaws may be amended by a two-thirds vote of the active membership of Nu Epsilon Chapter.

Section 2: The proposed amendment may be recommended by a member, committee, and/or the Bylaws Committee of the Nu Epsilon Chapter.

Section 3: The proposed amendment must be presented in writing to the Bylaws Committee.

Section 4: It shall be the duty of the Bylaws Committee to circulate the proposed amendments in writing to each chapter member during a chapter meeting. Then the proposal shall be presented for a vote at the next meeting of the Nu Epsilon Chapter.

Section 5: The Bylaws may be amended at the next chapter meeting after the procedures in section four of this article have been executed.

Section 6: If there are any inconsistencies between the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated®, and the Nu Epsilon Chapter Bylaws, the governing documents of Alpha Kappa Alpha Sorority, Incorporated®, shall supersede and prevail over any contrary provisions contained in the Nu Epsilon Chapter Bylaws.

Section 7: Two copies of the chapter Bylaws must be filed with the Regional Director for review and approval within 30 days of any change. Amendments adopted by the chapter shall become effective immediately upon approval by the Regional Director.

Section 8: Any amendment to these bylaws necessitated by amendments to the Alpha Kappa Alpha Bylaws or standing rules shall be effected by the chapter's Bylaws Committee and reported to the membership at the next chapter meeting following the adoption of such amendments at the Boule.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

1. Alpha Kappa Alpha Sorority, Incorporated® *Constitution and Bylaws*
2. Alpha Kappa Alpha Sorority, Incorporated *Manual of Standard Procedure*
3. Nu Epsilon Chapter Bylaws
4. The rules contained in the current edition of *Robert's Rules of Order*, Revised 12th Edition

ARTICLE XIV - DISSOLUTION

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Sec 501(c)(7) of the Internal Revenue code, or corresponding section of any future 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.