

Alpha Kappa Alpha Sorority, Incorporated®

Nu Epsilon Chapter

Bylaws

2015

Christopher Newport University

Newport News, Virginia 23606

Approved by MAR Director Signature _____
Joyce Henderson

Date

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Alpha Kappa Alpha Sorority, Incorporated®
Nu Epsilon Chapter
Bylaws

ARTICLE I - NAME

This organization shall be known as 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

An undergraduate member is a soror who is pursuing a course of study leading to a baccalaureate (bachelor's) degree at CNU. An active member of Nu Epsilon Chapter is a soror who maintains full-time undergraduate student status, meets all financial requirements and has no penalties or sanctions imposed by her school, chapter, or **Alpha Kappa Alpha Sorority, Incorporated®**.

Section 1. Qualifications:

- a) An active member of Nu Epsilon Chapter is a soror who meets all financial requirements for the current year, of both her chapter and the Boule. Every active member is a member of the Boule.
- b) The academic requirement for undergraduate members is a semester and cumulative grade point average (GPA) of a C+ and a minimum of 12 credit hours. Full-time status for undergraduate members as defined is 12 hours per semester.
- c) The members of an undergraduate 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.
- d) The membership of this chapter shall consist of all active sorors pursuing a course of study leading to a degree at CNU and having been initiated as set forth in the *Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®* and the Membership Intake Process (MIP).
- e) The MIP shall be conducted according to the process adopted by the Directorate except on college campuses where university or Pan-Hellenic Conference regulations dictate other procedures.
- f) Any undergraduate transfer soror who has a C+ semester and cumulative GPA, is a full time student, and has been validated by the Corporate Office shall be accepted for membership into Nu Epsilon Chapter and have all rights and privileges thereof.

Section 2. Assessments, Fees or Dues:

All 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.

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:

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.

Any soror who engages in hazing activities shall be subject to disciplinary action from the Regional Director. Sorors who fail to submit fall or spring grades when required shall be declared inactive until grades are received by the Graduate Advisor and forward to the Regional Director.

ARTICLE IV - OFFICERS

The elected officers of Nu Epsilon Chapter shall be: Basileus, Anti-Basileus, 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 the 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 office. 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.

To be a candidate for office, a soror must have been financial for one year immediately preceding her candidacy, and attended at least 75% (or six) of the regular chapter meetings during the year.¹

¹ In the event there is no interested soror who meets eligibility requirements, a member who was active the previous semester and who attended at least 75% of regular chapter meetings during the previous semester may be a candidate for office.

Section 1. Requirements:

a) Basileus (President)

- Active member of the chapter one year immediately prior to election
- Attended chapter meetings regularly for the past year (sorors not in attendance while serving regionally or internationally will not be penalized for failure to attend chapter meetings)
- Participated in the program activities of the chapter on a regular basis
- Attended at least one Regional Conference and at least one Undergraduate Round-Up over the past year

Other Requirements:

- Possess leadership skills and foster collaboration
- Organize and manage time well
- Knowledge of the fundamentals of parliamentary procedures with special attention on how to handle motions
- Become familiar with and adheres to the *Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedures and Robert's Rules of Order, Newly Revised*

Duties and Responsibilities:

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

Eligibility Requirements for holding all other Chapter Offices:

- Active member of the chapter
- Attend a minimum of 75% (or six) of the chapter's regular meetings during the year
- Participate in program activities of the chapter
- Attended a Regional Conference, Undergraduate Round-Up or Cluster, or area meeting in the last two years. Attendance at Boule is a plus
- Familiar with *Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedures*, and the Chapter Bylaws
- Knowledge of the sorority and its philosophy, history, and procedures
- Good team worker, dependable, and able to initiate new ideas as well as implement those of others

b) Anti-Basileus (Vice President)

To be a candidate for Anti-Basileus, a soror must have attended a minimum of 75% (or six) of the chapter's regular meetings during the year, participated in the program activities of the chapter on a regular basis, and possess all of the required qualifications of the chapter Basileus.

Duties and Responsibilities:

- Assume duties of the Basileus in her absence and perform other duties as assigned and as prescribed in the Chapter Bylaws
- Represent Basileus, on request, at meetings, conferences and other civic or social affairs
- Direct program activities of the chapter and is Chairman of the Program Committee
- Notify committee chairmen of responsibilities relating to International Programs
- Study Chapter Bylaws, international documents, and *Robert's Rules of Order, Newly Revised*, in order to be familiar with parliamentary procedures and to be an able successor to the Basileus should the need arise
- Automatically become Basileus upon resignation, removal, etc. of the Basileus
- Adhere to parliamentary procedures and sorority documents
- Represent the chapter at meetings, conferences, and other civic or social affairs when requested
- Member of the Budget and Finance Committee

c) Grammateus (Recording Secretary)

To be a candidate for the office of Grammateus, a soror must be able to record accurately, rapidly, and neatly; arrange records and provide typed copies of chapter minutes and/or other records. *She shall provide the Basileus a copy of the minutes two weeks before the regularly scheduled chapter meeting. Note all correspondence must be approved by the Graduate Advisor prior to distribution.*

Requirements (in addition to those listed on page 5)

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

Duties and Responsibilities:

- Maintain accurate records of all chapter proceedings
- Maintain an alphabetical roster of all active members
- Call roll upon request
- Read minutes or provides copies to the chapter members
- Stand when reading minutes, reporting committee recommendations, and when counting votes
- Record business accomplished at each meeting (audio taping is helpful; however, all in attendance should be made aware that proceeding are being taped)
- Maintain minutes and all written committee reports that are submitted
- At the end of the year, both minutes and the reports should be bound by a printing company
- Assist the Basileus in agenda preparation
- Assist the Basileus in establishing the presence of a quorum
- Preside in the absence of the Basileus and Anti-Basileus
- Read all appeals from rulings of the Chairman whether overruled or sustained

- Furnish delegates with proper credentials
- Seal and preserves ballots and tallies with reports until there is no liability of a recount being ordered, unless bylaws state differently
- Perform other duties as requested by the Basileus

d) Pecunious Grammateus (Financial Secretary)

To be a candidate for the office of Pecunious Grammateus, a soror must demonstrate knowledge of basic bookkeeping or accounting skills and demonstrate attributes of honesty, integrity, punctuality, and accuracy. She must have the ability to establish an orderly method of recording income and expenditures.

Requirements (in addition to those listed on page 5):

- Knowledge of basic bookkeeping skills and/or generally accepted accounting principles
- Attributes such as honesty, integrity, punctuality, and accuracy

Duties and Responsibilities:

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

e) Tamiouchos (Treasurer)

To be a candidate for the office of Tamiouchos, a soror must demonstrate knowledge of basic bookkeeping or accounting skills and demonstrate attributes of honesty, integrity, punctuality, and accuracy. She must have the ability to establish an orderly method of recording income and expenditures.

Requirements (in addition to those listed on page 5):

- Knowledge of basic bookkeeping skills and/or generally accepted accounting principles
- Knowledge of proper procedures for handling finances and investments
- Ability to establish an orderly method of recording income and expenditures

Duties and Responsibilities:

- Follow established guidelines as detailed in *Fiscal Fitness: Guide to Chapter Financial Procedures* latest edition
- Serve as guardian of chapter's funds
- Receive all monies from the Pecunious Grammateus, indicating source of funds
- Keep an orderly record of income and expenditures
- Deposit funds received within five-seven business days of receipt from the Pecunious Grammateus

- Issue checks upon receipt of properly executed vouchers
- Sign checks along with the Basileus and the Graduate Advisor (or other authorized officer)
- Reconcile bank statements monthly
- Provide a monthly report of income received (source), expenditures (purpose), and account balance (date of report)
- Keep a separate record and list associated with special funds and/or bank accounts (i.e., fund-raising projects, on campus account)
- Prepare annual report to include monies received, expended, and the current state of chapter finances
- Prepare annual budget
- Maintain the checkbook (records should be kept current with deposits, dollar amount of checks, and new balance after each transaction, etc.)
- Make disbursements by check rather than cash or credit to sorors for monies she has spent
- Secure chapter approval for spending non-budgeted monies for items from the contingency fund
- Chairman of the Budget and Finance Committee

f) Epistoleus (Corresponding Secretary)

To be a candidate for the office of Epistoleus, a soror must be able to compose letters, have access to a computer and demonstrate computer/technology literacy and accurate keyboarding skills.

Requirements (in addition to those listed on page 5)

- Ability to compose letters, type and duplicate, or have access to a typist and office equipment
- Organized

Duties and Responsibilities:

- Maintain chapter calendar and notifies members of meetings
- Generate chapter correspondence as directed by the Basileus
- Maintain the chapter's correspondence files
- Read chapter correspondence to the chapter, as deemed necessary, in details or summary
- Check the chapter's post office box weekly

g) Hodegos (Official Hostess)

Requirements (in addition to those listed on page 5)

- Pleasant, congenial, cordial, and friendly
- Self-confident and dependable
- Enjoy meeting and entertaining people

Duties and Responsibilities:

- Receive and introduce visitors
- In charge/takes care of all courtesies (i.e., purchasing gifts; sending cards, flowers, and recognize academic accomplishments, birthdays, and graduations, etc. of members)
- Chairman of the Courtesy Committee
- Assist Basileus as requested

h) Parliamentarian (Advisor of Formal Rules)

To serve as Parliamentarian, a soror must 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*.

Requirements (in addition to those listed on page 5)

- Competent and knowledgeable in parliamentary procedures

Duties and Responsibilities:

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

Limitations:

- The Parliamentarian cannot make a ruling
 - She must advise the presiding officer who will make the rulings
- The Parliamentarian cannot offer unsolicited advice unless a serious error is being made
 - Then the Parliamentarian unobtrusively calls the mistake to the attention of the presiding officer

i) Ivy Leaf Reporter

To be a candidate for the office of Ivy Leaf Reporter, a soror must demonstrate computer/technology literacy, demonstrate skills needed to edit news releases, and develop rapport with the media

Requirements (in addition to those listed on page 5):

- Ability to compile, type and edit news releases
- Ability to develop rapport with the media

Duties and Responsibilities:

- Provide information about the chapter and its activities in the most acceptable form and with the highest quality appearance for editorial and other media use
- Recognize activities and information about the chapter and/or members that are newsworthy
- Comply and submit news releases to all media
- Attend all key committee meetings to gather information for publicizing activities
- Cover all major activities of the chapter
- Conduct an annual public relations workshop to get the entire chapter involved in the public relations of the chapter
- Arrange for photographs to be taken of the chapter's major events
- Chairman of the Public Relations Committee and serves on the chapter's Archives/History Committee

- Follow guidelines for Ivy Leaf Reporters as outlined in the *Ivy Leaf* magazine

j) Chaplain

Requirements (in addition to those listed on page 5):

- Punctual
- Sincere
- Earnest
- Humble

Duty and Responsibilities:

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

k) Graduate Advisor

The Graduate Advisor and/or Assistant Graduate Advisor shall serve as a link between the graduate chapter and undergraduate chapter. It shall be the duty of the Graduate Advisor and/or Assistant Graduate Advisor to support and advise the undergraduate chapter with operations, activities, and any area(s) of concerns. The Graduate Advisor and or Assistant Graduate Advisor will ensure that the sorors of the undergraduate chapter make decisions and lead their chapter's operations. Undergraduate members are not bonded; however, the position of Graduate Advisor is bonded through the sponsoring graduate chapter. It shall be the duty of the Graduate Advisor (with assistance from the Graduate Advisory Council) to supervise all meetings and functions, membership intake activities and public programs of Nu Epsilon Chapter.

ARTICLE V - MEETINGS

Section 1. Regular meetings of the chapter shall be held at 10:00 a.m. on the first Saturday of each month that the university is in session, except during university holidays. 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. The Executive Committee will meet the third Wednesday of each month, except during summer and winter recess. Ad-Hoc or Special meetings may be called by the Basileus or a majority vote of the Executive Committee as necessary. All regular meetings shall open with meditation and close with the International Hymn and/or Pledge.

Section 2. 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. Only business of joint interest (such as programs of civic and social importance) may be discussed and voted on at these meetings. These meetings shall be presided over alternately by the Basileus of each chapter.

Section 3. A quorum for conducting business of Nu Epsilon Chapter shall consist of one-half plus one of the active membership.

Section 4. Members will be notified of meetings by the Basileus or her designee (see duties of the Epistoleus).

Section 5. Electronic Meetings

- a. Conference calls and/or video conference meetings are allowed with prior coordination and approval from the Executive Committee
- b. The agenda must be provided in advance
- c. A quorum must be established and maintained until the end of the meeting
- d. Non-members must inform the Basileus of the desire to attend in advance

Section 6. Delegate Attendance:

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

ARTICLE VI - EXECUTIVE COMMITTEE

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

Section 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.

Section 3. The Executive Committee shall meet the third Wednesday of each month, except during summer and winter recess. Special and Ad Hoc Committee members shall attend when required.

Section 4. An established quorum for executive committee is one-half plus one of its members.

Section 5. 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 – COMMITTEES

Section 1. 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) **Archives Committee.** This 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.
- b) **Budget/Finance Committee.** This 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.
- c) **Bylaws Committee.** This 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. This committee is chaired by the Parliamentarian.
- d) **Connection Committee.** This 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.
- e) **Courtesy Committee.** This 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.
- f) **Executive 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.
- g) **Membership Committee.** This 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.

- h) Nominating Committee.** This 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.
- i) Program Committee.** This 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.
- j) Protocol and Rituals.** This 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.
- k) Standards Committee.** This 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.
- l) Special and 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.

ARTICLE VIII - 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 appointed by the Basileus. 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 2. A slate of officer candidates shall be submitted to the chapter and voted upon at the November meeting.

Section 3. Installation of officers shall be held at the December meeting.

Section 4. Each officer shall be elected for a period of one year. She shall not serve more than two consecutive terms in the same office.

Section 5. 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 IX - FINANCES

Section 1. 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.

Section 2. All 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.

Section 3. The fiscal year for Nu Epsilon Chapter shall be from January 1 to December 31.

Section 4. Sorors who fail to comply with the financial commitment by December 31 shall be declared inactive.

Section 5. Checks returned for insufficient funds shall be settled by the soror with a cashier's check, money order or cash. The soror will also be responsible for the return check fee from the credit union.

Section 6. The Graduate Advisor must countersign all Nu Epsilon Chapter checks and vouchers.

Section 7. 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 shall 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 *CNU On-Campus 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 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).
- 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 X - CHAPTER RECORDS

During vacation months, all records and post office box keys of Nu Epsilon Chapter shall be turned in 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, money bag, chapter reports, all chapter books and documents.

ARTICLE XI - 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.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the business operation of Nu Epsilon Chapter of Alpha Kappa Alpha Sorority, Incorporated®. As stated in section six above, if there any inconsistencies, the *Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®* shall supersede and prevail.

The governing documents will be used in said order:

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

ARTICLE XIII - 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.