

ALPHA KAPPA ALPHA SORORITY, INC.

KAPPA RHO CHAPTER

CHAPTER BYLAWS 2018

P.O BOX 4598

AUSTIN PEAY STATE UNIVERSITY

CLARKSVILLE, TENNESSEE 37044

## **Article I - Name**

This organization shall be known as Kappa Rho Chapter of Alpha Kappa Alpha Sorority, Incorporated, located in Clarksville Tennessee on the campus of Austin Peay State University. The chapter shall be composed of Undergraduate Sorors as defined by the Constitution and Bylaws of Alpha Kappa Sorority, Incorporated.

## **Article II - Purpose**

The purpose of Kappa Rho 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 for Membership**

- a. An active soror is one who meets all financial requirements and other obligations of the Kappa Rho Chapter of Alpha Kappa Alpha Sorority, Inc. She must have a cumulative G.P.A. of 2.5 and a current G.P.A of 2.5 and full-time status.
- b. An active soror of Kappa Rho must attend 80% of the scheduled chapter or executive board meetings. An excuse is to be given to the Basileus and Philacter prior to the missed meeting.
- c. Active Membership is limited to currently enrolled Austin Peay State University full-time (12 hours) students.
- d. Alpha Kappa Alpha shall not deny membership based on age, race, sex, sexual orientation, religion, disability, or national origin
- e. The members of an undergraduate chapter must graduate within six (6) years from their 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.

### **Section 2. Assessments, Fees or Dues**

- a. All necessary dues and fees need to be paid at the end of each year to maintain active membership.

### **Section 3. Rights of Membership**

- a. The undergraduate Membership Intake Process is the official and only membership process of Alpha Kappa Alpha Sorority, Inc. An initiation for new members shall be held no more than two times a year.

Membership Intake Process shall be in compliance to the Alpha Kappa Alpha Sorority, Inc. Undergraduate Membership Intake Manual.

- b. Candidates for membership must meet the following qualifications:
  - i. The candidate must be a full-time student (twelve hours) at the school for one grading period where the campus chapter is located.
  - ii. The candidate must show great potential in the area of community service.
  - iii. The candidate must possess high moral and ethical standards.
  - iv. The candidate must possess talents and skills that will benefit Alpha Kappa Alpha Sorority, Inc.
  - v. The candidate must possess qualities of leadership.
  - vi. The candidate must be a positive role model for women.
  - vii. The candidate must be able to participate in the financial growth of Alpha Kappa Alpha Sorority, Inc.
  - viii. The candidate cannot be considered if she belongs to another sorority except in one of an honorary or professional nature which does not have an undergraduate chapter, or one which is not eligible for membership in the Pan-Hellenic Council.
  - ix. The candidate must have a clear disciplinary record.
- c. The candidate must submit a letter of interest and a transcript with the school's official seal.
- d. Names of all candidate for membership in Alpha Kappa Alpha Sorority, Inc. shall be placed on a ballot and a secret vote taken, with the exception of legacy candidates. Two-thirds of the active membership must be present at the time of voting. A favorable vote shall consist of a majority vote. Legacy applicants are required to complete a legacy application, which is to directly forward to the Regional Director.
- e. All candidates shall be approved by the Regional Director Prior to acceptance for membership. Under no circumstances shall any invitation procedure begin until written notice of approval by the Regional Director is in possession of the chapter. At this time a written letter shall be sent to the candidate stating time and place of the intake ceremony.
- f. Under no circumstances shall the chapter condone any act considered as hazing in regard to the law and the Alpha Kappa Alpha Sorority, Inc. Undergraduate Membership Intake Manual.

#### Section 4. Expulsion of Members

- a. Expulsion shall revoke the individual's membership in Alpha Kappa Alpha Sorority, Incorporated, and any chapter thereof. Membership

shall not be revoked except by two-thirds vote of the authorized delegates at a duly convened meeting of the Boule. A Soror may be expelled from the Alpha Kappa Alpha Sorority, Incorporated only by action of the Boule.

#### **Article IV - Officers**

Kappa Rho Chapter is required to have only eight elected officers according to the Constitution and Bylaws. These required officers are Basileus, Anti-Basileus, Grammateus, Epistoleus, Tamiouchos, Ivy Leaf Reporter, and two NPHC Representatives. However, based on chapter size other officers may be elected for successful chapter operations.

##### Section 1. Duties and Qualifications:

- a. In order to be considered for an officer position a Soror must meet these eligibility requirements, in addition to any other requested.
  - i. Active member of chapter
  - ii. Basileus, Anti Basileus, and Tamiouchos may not be a graduating senior in May
  - iii. Attended a recommended number of meetings (at least 80%)
  - iv. Participates in the program activities of the chapter
  - v. Attended a Boule, Regional Conference, or Cluster in the Last two years
  - vi. Possess a working Knowledge of the *Constitution and Bylaws*, *Manual of Standard Procedure* and the chapter bylaws.
  - vii. Understands the sorority and its philosophy, history, and procedures
  - viii. Good team worker, dependable, and able to initiate new ideas as well as implement those of others
  - ix. The positions of Basileus, Tamiochus, and Grammateus shall be bonded.

**\*\*The bolded texts outlines addition requirements to those listed above\*\***

##### BASILEUS

**Active member of the chapter for one year immediately prior to election, attended chapter meetings one year prior to election, participated in the program activities of the chapter on a regular basis, attended at least one of the last two Regional Conferences, if possible, held at least one other office on the Executive Committee and/or chaired at least one standing committee in the past year.**

- Attended chapter meetings regularly during the past year; Soror not in attendance while serving on regional committees or international committees 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 of the last two Regional Conference
- Presides at each chapter meeting and Executive Committee Meeting
- Acquires the meeting room
- Prepares an agenda for each meeting
- Adheres to parliamentary procedures and sorority documents
- Stands to call the meeting to order, state a motion, put a motion to vote, explain, speak, recognize members and announce vote
- Signs vouchers, if necessary to approve the disbursement of funds approved by the chapter
- Serves as the official representative of the chapter at meetings, conferences and other civic or social events
- Appoints the Parliamentarian
- Appoints committees and committee chairmen with the approval of the Executive Committee
- Serves as ex-officio member of all committees, except the Nominating Committee
- Signs legal contracts and negotiates agreements on behalf of the chapter
- Enforces policy on hazing
- Attends Membership Intake
- Enforces Soror Code of Ethics
- Adheres to the Constitution and Bylaws
- Fosters an environment of learning
- Promotes chapter in the community
- Remains accessible by phone and email to address issues, concerns of members, officers and committee chairmen between meetings
- Communicates and maintain appropriate relationship with the Regional Director, Cluster Coordinator, and Graduate Advisor, if applicable

### ANTI-BASILEUS

**Studies the chapter bylaws, official documents, and *Robert's Rules of Order Newly Revised* (11<sup>th</sup> Edition) to be familiar with parliamentary procedures and to be an able successor to the Basileus should the need arise, presides at chapter meetings in the absence of the Basileus, automatically becomes Basileus upon death, resignation, etc. of the Basileus unless bylaws provide to the contrary.**

- Attends all program committee meetings and activities
- Assumes the duties of the Basileus in case of her absence and performs other duties as assigned and as prescribed in the chapter bylaws
- Serves as a member of the Finance committee
- Outlines International Program and clearly states the goals
- Develops a program annually
- Leads activities to meet Program Targets
- Participates in chapter retreat

### GRAMMATEUS

**Knowledge of the proper format of meeting minutes as expressed in *Robert's Rules of Order Newly Revised*, (11<sup>th</sup> Edition), Ability to record rapidly, accurately and neatly (minutes are a part of the official and permanent records of the chapter and should be neatly arranged) and bound, Assertive enough to ask questions and clarify any information she may miss during the meetings to ensure that she gets an accurate record of events, Access to a personal computer preferably a laptop that can be brought to the chapter meeting, with Microsoft Office or another word- processing software.**

- Records business sessions.
- Maintains accurate records of all chapter proceedings.
- Assists the Basileus with preparing the agenda.
- Reads motions prior to voting, records motions and outcomes.
- Calls roll upon request.
- Reads the minutes for approval by the chapter, when requested by the Basileus or provides copies of the minutes to the chapter members.
- Have at each meeting the minute's books, bylaws, standing rules, chapter roster, agenda, ballots, roll call form, and other necessary supplies.
- Notifies officer, committees, and delegates of their election or appointment.
- In the absence of the Basileus and Anti-Basileus, calls the meeting to order and immediately conducts the election of a Chairman Pro Tem.

### ANTI-GRAMMATEUS

**Ability to record accurately, rapidly, and neatly.**

- Serves in absence of Grammateus.
- Assists the Grammateus in the performance of her duties.
- Keeps an accurate record of the attendance of each soror at chapter meetings.

## PECUNIOUS GRAMMATEUS

**Knowledge of basic bookkeeping skills and/or generally acceptable accounting principles, Familiar with using databases and spreadsheets, Attributes such as honesty, integrity, punctuality, and accuracy**

- Receives and records all monies for the chapter
- Gives receipts for all income received and maintains duplicates of all receipts.
- Keeps a record of all payments made by each Soror and bring the record to chapter meetings
- Maintains the Cash Receipts Journal for the chapter, recording all income received by source, as shown in the Receipt book
- Provides monthly written summary financial reports
- Serves on Finance Committee
- Submits all funds received to the Tamiouchos within 5-7 business days (with a statement indicating source of income)
- Maintains current alphabetical list of all financial members and shall call roll on request

## ANTI-PECUNIOUS GRAMMATEUS

**Knowledge of basic bookkeeping skills and/or generally acceptable accounting principles, Familiar with using databases and spreadsheets, Attributes such as honesty, integrity, punctuality, and accuracy**

- Assists the Pecunious Grammateus in the performance of her duties
- Functions in the absence of the Pecunious Grammateus

## TAMIOUCHOS

**Knowledge of basic bookkeeping skills and/or generally acceptable accounting principles, Familiar with using databases and spreadsheets, Knowledge of proper procedures for handling finances and investments, Knowledge of local and state tax filing requirements for non-profits organizations, Ability to establish an orderly method of recording income and expenditures**

- Keeps an orderly record of income and expenditures
- Receives all monies from the Pecunious Grammateus indicating source of funds
- Makes deposits of all funds received within 5-7 business days of receipt from the Pecunious Grammateus
- Provides a monthly report of income received (sources), expenditures (purpose), and account balances (date of report)

### ANTI-TAMIOUCHOS

**Knowledge of basic bookkeeping skills and/or generally acceptable accounting principles, Familiar with using databases and spreadsheets, Knowledge of proper procedures for handling finances and investments, Knowledge of local and state tax filing requirements for non-profits organizations, Ability to establish an orderly method of recording income and expenditures**

- Assists the Tamiouchos in the performance of her duties
- Functions in absence of Tamiouchos

### EPISTOLEUS

**Ability to compose letters and correspondence for the chapter using Microsoft Word, Ability to type and photocopy of have access to a typist and office equipment**

- Reads chapter correspondence to the chapter, as deemed necessary, in detail or summary
- Maintains correspondence file
- Ensures timely response to all correspondence as needed
- Notifies member of chapter meetings and events
- Generates chapter correspondence, as directed by the Basileus
- May generate chapter newsletter
- Chairs the Social, Hospitality, and Welfare Committee
- Assists the Basileus with Ivy Beyond the Wall Ceremony and arrangements

### HODEGOS

**Pleasant, congenial, cordial, and friendly, self-confident and dependable, enjoys meeting and entertaining people, extends courtesies**

- Receives and introduces visitors
- Takes care of all courtesies (i.e.; purchasing gifts, sending cards, flowers and telegrams, and recognizing marriages, births, promotions)
- Chairs the Sisterly Relations Committee
- Assists the Basileus with Ivy Beyond the Wall Ceremony and arrangements

### PHILACTER

**Punctual, firm, knows Members, knows the Password**

- Guards the doors and announces all alarms
- Checks credentials or eligibility of Sorors, as required

- Challenges and denies entrance to unauthorized persons
- Assists in maintaining order during meetings, upon request of the Basileus
- Secures an updated log of all financial Sorors from the Pecunicus Grammateus and brings to each chapter meeting to check eligibility

#### PARLIAMENTARIAN

- Advises the Presiding Officer in the interpretation of the *Constitution and Bylaws* and the chapter bylaws. Sits next to the Presiding Officer to be convenient for consultation in a low voice
- Insures that no procedural details are overlooked
- Anticipates parliamentary strategy
- May be called upon by the presiding officer to explain or interpret points of procedure and law, thus educating the membership
- Serves as the chairman of the chapter Bylaws Committee
- Develops and oversees revision to the Chapter Bylaws

#### IVY LEAF REPORTER

#### **Ability to compile, compose, type, and edit news releases, basic computer and social networking skills, ability to develop a rapport with the media**

- Submits information about the chapter and its activities in the most acceptable form and with the highest quality appearance for editorial and other media use
- Identifies activities and information concerning (or regarding) the chapter and/or members that are newsworthy
- Compiles and submits new releases to all news media
- Attends all key committee meeting to get information for publicizing major activities
- Covers all major activities of the chapter
- Conducts an annual public relations workshop to get the entire chapter involved in the public relations of the chapter
- Arranges for photographs taken at the chapter's events
- Serves as chairman of the Public relations Committee and serves on the chapter's Archives/History Committee
- Follows Guidelines for *Ivy Leaf* Reporters as outlined in the *Ivy Leaf*

#### HISTORIAN

#### **Ability to document and compile the chapter's history.**

- Keeps an accurate historical record of chapter activities

- Sends historical materials to the International Archives Committee
- Makes recommendations regarding ownership, custody and transfer archival records
- Adheres to the Records Retention Guide.
- Keeps a permanent history of the chapter.
- Provides advice concerning the collections, storage and codifying, maintenance, access and use of holdings.
- Keeps pictures of chapter activities and newspaper articles.
- Serves as Chairman of the Archives/History Committee.
- Prepares a narrative account of the chapter's activities.

#### GRADUATE ADVISOR

**Must have been a member of the graduate chapter for at least two years immediately prior to her election, shall have not been suspended for hazing, shall be at least a five-year post graduate from an undergraduate college or university program, must have attended one of the last two Boules or one of the last two Regional Conferences prior to her election, must be Certified, possess knowledge about the Pan-Hellenic Council and Pan-Hellenic Conference**

- Serves as liaison between graduate and undergraduate chapter.
- Serves as liaison between undergraduate and the regional director.
- Advises undergraduate chapter in the interpretation and implementation of the Alpha Kappa Alpha Program, the *Manual of Standard Procedure*, the *Undergraduate Membership Intake Process Manual*, the *Anti-Hazing Manual* and other official resources
- Attends all meeting and activities of the undergraduate chapter.

#### CHAPLAIN

**Punctual, Sincere, Earnest, Humble**

- Provides a spiritual and sisterly atmosphere in the chapter
- Recites or leads the meditation, invocation, and inspirational expressions for the chapter

#### CUSTODIAN/ARCHIVIST

**Dependable, responsible, resourceful.**

- Take care of any objects of value belonging to the chapter (i.e., emblems, scrapbooks, past records, etc.)
- Properly store all properties

- Devises procedures for use and check-out of properties
- Keeps and updated inventory of al chapter properties

Section 2. Terms of Office

- a. A term of office will be held on full calendar year

Section 3. Nominations and Elections

- a. Elections will be held once every academic year in October and officers installed in November for the next calendar year to be in compliance with the university calendar.
- b. All officers are elected by a majority vote
- c. Kappa Rho shall elect from a list of prospective persons the Graduate Advisor. The term for a graduate advisor is two years. So, every two years this list is sent to the undergraduate chapter from the Graduate chapter for them to vote on a new graduate advisor. See article III section 23-25 of AKA Constitution and Bylaws
- d. Any officer may choose to resign from the office she holds due to personal reasons upon submission of a written statement. In this case the Basileus will appoint a replacement for this office. If it is the Basileus who resigns, the Anti-Basileus fills the slate and then makes the appointment for Anti-Basileus until the chapter can vote for a replacement.
- e. Any officer failing to discharge her duties may be removed from office by two-thirds vote of the membership.
- f. Nominations and Elections will take place at the designated regular chapter meeting.
- g. Only active members present can vote.
- h. Graduating Seniors in May of the following year, cannot be nominated for any office.
- i. The term of office shall be one calendar year (Jan- December)

**Article V-Meetings**

Section 1. Regular (Undergraduate Members) Meeting

- a. Regular chapter meetings will be held on the third (3<sup>rd</sup>) Tuesday of the month in a designated room on the campus of Austin Peay State University.

Section 2. Executive Meeting

- a. Executive Board meetings will be held first (1<sup>st</sup>) Tuesday of the month in a designated room on the campus of Austin Peay State University.

Section 3. Special Meeting

- a. Two meetings per year (Fall and Spring) shall be held with the Graduate chapter in accordance with the International Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated.

Section 4. Quorum

- a. In order to conduct official business at the chapter meeting, a quorum must be established. A quorum consists of a majority (1/2 +1 of the active membership).

Section 5. Notification of Meetings

- a. The Epistoleus will notify all Sorors of the date, time and location of each monthly meeting.

**Article VI- Executive Committee**

Section 1. Composition

- a. The Executive Committee shall consist of all officers, committee chairmen (or representative). The Basileus shall serve as the Chairman of the Executive Committee.

Section 2. Powers

- a. The Executive Committee shall carry out the routine business of the Chapter and conduct the business of the chapter when the Chapter is not in session. The Executive Committee shall have the power to make recommendations to the Chapter and to carry out other duties as required by the chapter.

Section 3. Meetings

- a. The executive committee meets to discuss idea, events, changes to rules, etc. and put them on the agenda to recommend to the chapter in the regular meetings.

**Article VII- Committees**

A Standing Committee is one chosen to function over an extended period of time and remain in existence permanently. The Basileus appoints committees and delegates responsibilities.

Section 1. The following committees will assist of:

- a. AUDIT: Includes at least three members of the organization, excluding the current Tamiouchos and Pecunicus Grammateus
  - i. Refer to “So Now You’re Elected” for detailed description of duties
- b. BUDGET/FINANCE: Tamiouchos serves as Chairperson. Anti-Basileus, Pecunicus Grammateus and two (2) other members of the organization.
  - i. It shall be the duty of this committee to prepare and supervise the annual budget of the Chapter, promote support for any current fundraising drive and be responsible for the auditing all accounts not otherwise assigned

- c. BYLAWS: Parliamentarian serves as Chairperson, Grammateus and at least one other members of the organization.
  - i. It shall be the duty of this committee to propose needed changes in the Constitution and Bylaws, carefully examine all proposed amendments, and formulate them for distribution to the body.
- d. MEMBERSHIP: The chairman shall be appointed by the Basileus and approved by the executive board. This committee shall be responsible for the complete orientation of candidates and Basileus will appoint chairmen from elected committee.
- e. NOMINATING: All members of the Nominating Committee shall be elected.
  - i. It shall be the duty of this committee to tally the ballots when voting occurs and to report the results to the body. This committee shall submit to the chapter's file a copy of the ballots and voting results. This committee shall be elected in September.
- f. PROGRAM: Anti-Basileus serves as Chairperson, and committee will persist of all other international committee chairs.
  - i. It shall be the duty of this committee to propose activities with an estimated budget for the scholastic calendar. Each program must include a: theme, purpose, target, date, location, and expected expenses. This committee should arrange in its proposal at least two joint projects with Nu Kappa Omega, our supervising Graduate Chapter, and an event that will take place on our Founder's Day. They shall prepare and present to the Executive Committee, in its January meeting, a monthly schedule of the intended program for the year in consideration. After review and approval of the Executive committee, the Chairman of the planning committee shall present the proposed programs to the chapter for approval during the first Chapter meeting
- g. PUBLICITY: Ivy Leaf Reporter serves as Chairperson and at least two other members of the organization.
  - i. Refer to "So Now You're Elected" for detailed description of duties
- h. SISTERLY RELATIONS: Hodegos serves as Chairperson and at least two members of the organization. This committee shall serve as

- i. Refer to “So Now You’re Elected” for detailed description of duties
- i. TECHNOLOGY COMMITTEE: All members will be elected.
  - i. It shall be the duty of this committee to address technology issues throughout the organization within our Chapter and increase communication and connection throughout our sisterhood.

Section 2. Duties and Responsibilities of Committees:

- a. All committee chairpersons are responsible for the productive functioning of the
- b. All committees shall submit a written copy of reports to the Grammateus within 30 days after the completion of an activity.
- c. Other duties and responsibilities shall correspond to those of similar designation of the Boule. Refer to “So Now You’re Elected” for detailed description of duties.
- d. Committee chairpersons shall assist the Basileus with the annual report due on December 1 of each year.

**Article VIII- Special and AD Hoc Committees**

The Basileus shall create committees as needed to facilitate the purpose and objectives of the chapter.

**Article IX- Delagates to Conferences**

The Basileus shall be the official delegate to the Boule and Leadership conference. The Basileus and the Anti-Basileus delegates for the Regional Conference. If additional delegates are needed they will be elected from the body.

**Article X- Parliamentary Authority**

Section 1. The governing documents will be used in said order:

- a. National Constitution and Bylaws
- b. Manual of Standard Procedure
- c. Chapter Bylaws
- d. Robert’s Rules of Order Newly Revised

**Article XI- Amendments of the Bylaws**

Section 1. Recommendation and/or Changes

- a. To amend the Bylaws, a Soror must submit the recommendation in writing to the bylaws committee thirty day before the vote on the changes is to take place.
- b. A two-thirds vote must be obtained to carry.

- c. The Grammateus will be responsible for informing the chapter of changes and modifications to these documents the next available chapter meeting.

Section 2. Effective Date

- a. The Bylaws of the Kappa Rho Chapter of Alpha Kappa Alpha Sorority, Inc. shall take effect immediately after the approval of the Regional director.
- b. Any amendments to the bylaws shall take effect immediately following adjournment of the meeting in which it was adopted.
- c. Revisions of the Bylaws shall take place at the beginning of each even year Fall semester and will become effective January 1.

**Article XI- 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 to a state or local government, for a public purpose.

**Appendix A – University Policy**

As a recognized student organization of Austin Peay State University, the Alpha Kappa Alpha Sorority, Inc. Kappa Rho Chapter will adhere to the following university policies.

Section 1. Membership is limited to currently enrolled APSU students. (Alumni, current faculty and staff)

Section 2. APSU NON-DESCRIMINATION STATEMENT - The Alpha Kappa Alpha Sorority, Inc. Kappa Rho Chapter shall not deny membership based on age, race, sexual orientation, religion, disability, or national origin.

Section 3. OFFICERS - This organization shall have 8 officers. Officer positions must be held by currently enrolled APSU students. These positions must include but are not limited to President Also known as Basileus Vice President Also known as Anti-Basileus Secretary Also known as Grammateus, Treasurer Also known as Tamiouchos. Other positions include: Assistant Treasurer, Assistant Secretary, Hostess, and Parliamentarian.

Section 4. ADVISORS - This organization shall have 2 advisors. At least one active advisor of this organization shall be a full-time faculty or staff member at APSU.

Section 5. FINANCES - The organization's accounts will be managed primarily by the Treasurer/Tamiouchos

All monies collected MUST BE DEPOSITED into the organization's Regions account in a timely manner.

Committee: Ashley Love (chair), Asia White

Revised November 2018