

# **Alpha Kappa Alpha Sorority, Inc.**

Eta Tau Chapter Bylaws

Revised November 15, 2011

## **ARTICLE I. NAME**

This organization shall be known as Eta Tau Chapter located in Ames, Iowa and Des Moines, Iowa of Alpha Kappa Alpha Sorority, Incorporated on the campuses of Drake University and Iowa State University respectively. The chapter shall be composed of Undergraduate Sorors as defined by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

## **ARTICLE II. PURPOSE**

The purpose of Eta Tau 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, Inc.

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 Soror has not graduated after six (6) years of entering the university/college, the soror must transfer to a graduate chapter as an associate member. Only the Supreme Basileus can give exception to this requirement.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Qualifications**

- a. An active member of Eta Tau will be an undergraduate woman initiated or transferred into the chapter in accordance with article I of the National Bylaws of Alpha Kappa Alpha Sorority, Inc.
- b. Must maintain a cumulative grade point average of a C+ or above, and be a current full-time student.

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

- A. **Annual Dues** - Per Capita and Chapter Dues are due and payable by January 1 annually.
- B. **Assessments** - All chapter assessments must be voted on annually at the time that the chapter budget is approved. Notice must be given at a prior chapter meeting and two-thirds (2/3) of members are required for acceptance. All assessments are due and payable in full within 30 days after the event.

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

- A. **Full-time Student Soror** – Any Soror who is a full-time student (11 or 12 semester hours) when per capita is due. Dues will be as follows: Per Capita and local chapter dues.

## **Section 4. Resignations and Disciplinary Action**

The chapter will adhere to the process as outlined in The Constitution and The Bylaws Article V Membership Status Classification, and Article VI Penalties and Restoration of Privileges.

## **ARTICLE IV. OFFICERS**

### **Section 1. Duties**

#### **Elected Officers:**

##### **A. Basileus shall:**

- Preside at all meetings of the Executive Committee and the meetings of Eta Tau Chapter
- Appoint the officers designated by these bylaws as “appointed officers”.
- Appoint subject to the approval of the Executive Committee, the standing committee chairpersons except where contrary to these bylaws: special committees and their chairpersons necessary to the work of Eta Tau Chapter.
- Be an ex-officio member of all standing and special committees. Except the nominating committee
- Assist in preparing the annual report to be submitted to the Corporate Office.
- Be a delegate/representative to all conferences and meetings when appropriate during her term of office.

##### **B. Anti-Basileus shall:**

- Preside at all meetings of the Executive Committee and the meetings of Eta Tau Chapter in the absence of the Basileus.
- Serve as an active aide to the Basileus and in the absence or inability of the Basileus to perform the duties of the Basileus.
- Serve as chairperson of the Program Committee
- Be a member of the Executive Committee
- Automatically assume the office of Basileus if the Basileus cannot fulfill her duties for any reason. An election will be held at the next chapter meeting to fill the office of Anti-Basileus.

##### **C. Grammateus shall:**

- Be a member of the Executive Committee
- Assist in preparing and submitting annual report to the Corporate Office
- Record and maintain accurate minutes of all chapter and executive committee meetings.
- Call roll on request and maintain attendance records.

##### **D. Anti-Grammateus shall:**

- Function in absence of Grammateus
- Be a member of the Executive Committee

**E. Tamiouchous** shall:

- Be member of the Executive Committee
- Be a custodian of the funds.
- Make timely deposits of all funds received
- Itemized and record all receipts and disbursements in the treasurer's book for each month and present report at all regular meetings.
- Issue membership cards
- Use a bookkeeping system that at all times will show the balance of funds.
- Serve as chairperson of the finance committee.
- Prepare annual chapter budget with Finance Committee
- Assist in preparing the chapter report for the Corporate Office.

**F. Pecunious Grammateus** shall:

- Be a member of the Executive Committee
- Receive and record all funds for the chapter.
- Submit funds to the Tamiouchous
- Prepare and disburse receipts for all income received.
- Maintain record of all receipts issued
- Serve on Finance Committee.

**G. Epistoleus** shall:

- Be a member of the Executive committee
- Write all general correspondence as directed by the Basileus.
- Maintain correspondence file.
- Notify all members of meetings by mail, email or telephone, if necessary.

**H. Ivy Leaf Reporter** shall:

- Be a member of the Executive Committee.
- Compile and disseminate information to the community and international journal, Ivy Leaf
- Conduct an annual Public Relations Workshop.
- Chair the Publicity/Public Relations Committee.

**I. Hodegos** shall:

- Be a member of the Executive Committee.
- Be responsible for coordinating social activities and extending courtesies.
- Keep a record of all visitors, new sorors in the city, transferred, and reinstated sorors.
- Receive and introduce new sorors to the chapter.
- Send items of recognition to sorors for honors, appointments, promotions, etc.

**J. Graduate Advisor** shall:

- Shall be a member of the graduate chapter, Iota Zeta Omega
- Meet Alpha Kappa Alpha Constitutional requirements
- Attend all undergraduate meetings and activities.

## **Appointed Offices:**

The Basileus shall appoint for the offices of Parliamentarian, Chaplain, Historian, Membership Chairperson, National Pan-Hellenic Council representative, student government representative and all other positions deemed necessary by the chapter and or universities subject to the chapter's approval.

### **A. Parliamentarian shall:**

- Be a member of the Executive Committee
- Advises the chair in the interpretation of Alpha Kappa Alpha Constitution and Bylaws
- Insure that no procedural details are overlooked
- Sees that all parliamentary procedures are followed
- Serves as chair of the chapter Bylaws committee

### **B. Chaplain shall:**

- Provide spiritual guidance for the chapter
- Organizes meditation for meetings
- Provides meditation/benediction for public meetings and programs

### **C. Historian shall:**

- Keeps accurate historical records of the chapter
- Keeps pictures of chapter activities and newspaper articles
- Sends information to the National Archives Committee
- Prepares a narrative account of the chapters activities
- Keeps a permanent history of the chapter

## **Section 2. Terms of Office**

One term is defined as one calendar year. Officers shall be elected and/or appointed annually.

## **Section 3. Nominations and Elections**

Nominated soror must have met all requirements as set in So Now You're Elected and all financial requirements set by the chapter upon being nominated.

- A. To be eligible for all other offices, a Soror must have been an active member of the chapter for one (1) semester immediately prior to election.
- B. Officers shall be elected in November and installed at the close of the December meeting.

#### **Section 4. Graduate Advisor and/or Assistant Graduate Advisor**

The Graduate Advisor and/or Assistant Graduate Advisor shall serve as a link between the graduate 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 will be the decision makers and lead their chapter's operations.

### **ARTICLE V. MEETING**

#### **Section 1. Regular Meetings**

- A. Regular Chapter Meetings shall be scheduled meetings held during the academic term except when holidays, examination periods or other events make meeting impractical. Meeting day and time will be determined in the beginning of each semester by a  $\frac{3}{4}$  vote of the membership. A minimum of ten (10) meetings per year must be held.
- B. Meetings shall be held in the Black Cultural Centers (BCC) of both the Drake University campus and the Iowa State University campus, with an alternating schedule between both locations, if applicable.

#### **Section 2. Executive Meeting**

- A. Executive Committee Meetings shall be held every month. . Meeting day and time will be determined in the beginning of each semester by a  $\frac{3}{4}$  vote of the membership. A minimum of eleven (11) meetings per year must be held.
- C. Meetings may be held electronically, unless otherwise voted upon at the previous regularly scheduled meeting. Meetings shall be held the week prior to chapter meeting with the day and time to be determined by a  $\frac{3}{4}$  vote of the membership. A minimum of eleven (11) meetings per year must be held.
- B.

#### **Section 3. Special Meeting**

- A. Additional meetings may be scheduled, during the regularly scheduled chapter meeting, with the approval of two-thirds ( $\frac{2}{3}$ ) vote of present members
- B. The location will be determined at the regularly scheduled meeting in which the additional meeting was called for

#### **Section 4. Quorum**

Quorum shall be established as two-thirds ( $\frac{2}{3}$ ) members present with at least one representative from both Drake University and Iowa State University, if applicable

#### **Section 5. Notification**

Notice of meetings is provided annually with the chapter calendar and through subsequent e mails or phone calls.

## ARTICLE VI. EXECUTIVE COMMITTEE

### Section 1. Composition

The Executive Committee shall be composed of all elected and appointed chapter officers, and committee chairs.

### Section 2. Powers

The Executive Committee cannot take any action that has not been approved by the body. If an emergency arises, the Basileus and at least half (50%) of the Executive committee members may take action on behalf of the chapter. Such action is still subject to notification to the entire chapter at the next regular meeting.

### Section 4. Quorum

Quorum shall be established as two-thirds (2/3) members present with at least one representative from both Drake University and Iowa State University, if applicable

## ARTICLE VII. COMMITTEES

### Section 1. Standing Committees

The chairperson of each committee, with the exception of Nominating, Programs and Finance, shall be appointed by the Basileus for one fiscal year, subject to ratification of the Executive Committee.

- A. Standing Committees shall consists of:
  - Program
  - Membership
  - Standards
  - Finance
  - Nominating
  - Bylaws
  - Connection
  - Publicity/Public Relation
  - Founders Day
  
- B. Duties of Standing Committees shall consist of:
  - Performing regular designated functions.
  - Studying and acting on recommendations of the chapter.
  - Committee reports shall be submitted in writing to the Grammateus.
  
- C. Nominating Committee shall consist of:
  - Not less than 3 sorors elected by the membership annually.

- D. Program Committee shall:
- The Program Committee shall be composed of the Anti-Basileus as the chairperson
  - Coordinate the chapter programs in keeping with the international program
  - Present a schedule of activities (chapter calendar) to the general membership
  - Be responsible for coordinating an end of the year program evaluation.
- E. Finance Committee
- The Tamiouchous shall be chairperson of the Finance Committee.
  - The Finance Committee shall consist of three members: Tamiouchous, Pecunious Grammateus and one other appointed member.
  - The Finance Committee shall prepare a proposed budget for presentation at the October meeting for the upcoming year.
  - The chapter budget shall be voted on at the November meeting.

## **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. PARLIAMENTARY AUTHORITY**

The governing documents will be used in said order:

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

## **ARTICLE X. AMENDMENT OF THE BYLAWS**

The Bylaws may be amended at any regular meeting by two-thirds (2/3) vote of the members present and voting, provided notice has been given at the previous regular meeting or when notice has been given in the call for the regular meeting.

## **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, or to a state or local government, for a public purpose.