

**ALPHA KAPPA ALPHA SORORITY, INCORPORATED
LAMBDA MU CHAPTER BYLAWS**



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Article I. NAME

This organization shall be known as Lambda Mu Chapter, located in Oxford, Ohio on the campus of Miami University of Alpha Kappa Alpha Sorority, Incorporated. 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 Lambda Mu 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, Inc.

Article III. MEMBERSHIP

The chapter shall be composed of undergraduate sorors as defined by the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*. An active soror is one who has met all financial and academic requirements. A soror of an undergraduate chapter must graduate within six (6) years from their date of admission to the first college/university of acceptance. If the soror has not graduated after six (6) years entering the college/university of acceptance, the soror must transfer to a graduate chapter as an associate member. Only the Supreme Basileus or Regional Director can give exception to this requirement.

Section 1. Qualifications for membership

Membership shall consist of sorors who meet the requirements as stated in the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*, *Manual of Standard Procedure*, *Undergraduate Membership Intake Process Handbook*, *Anti-Hazing Handbook* and other official handbooks.

- A. To meet academic requirements a soror must maintain a C+ average for the semester and cumulatively to avoid being placed on Withdrawal of Privileges.

Section 2. Assessments, Fees or Dues

- A. Alpha Kappa Alpha Sorority, Incorporated operates on a calendar year basis. Membership cards valid from January 1 through December 31.
- B. All dues and assessments are due and payable January 1, of each year and subject to a late of 10 percent (10%) of the entire amount if postmarked after February 1.

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- C. Each soror shall pay regular dues and assessments as agreed upon in the annual budgets.

Section 3. Rights of Membership

Each qualified chapter member is entitled to full participation in chapter proceedings, that is, the right to attend meetings, to make motions, to speak in debate and to vote. No soror can be individually deprived of these basic rights of membership or of any basic rights concomitant to them, except through disciplinary proceedings, as defined in the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*, *Manual of Standard Procedure* and other official documents.

Section 4. Resignations and Disciplinary Action

- A. A soror in good standing with dues, assessments and fees paid cannot be compelled to continue membership so that additional obligations are incurred. Soror resignation should be accepted immediately, and if it is not, she incurs no obligation after her resignation has been submitted in writing, provided she does not take advantage of an/or benefit from the privileges of membership
- B. A soror not in good standing with dues, assessments and fees paid cannot resign her membership until she has settled all dues, assessments and fees to the sorority and chapter. The chapter is under no obligation to accept her resignation, and thus additional obligations may become due. If her dues are not paid within a reasonable time, instead of accepting her resignation, the soror may be considered for disciplinary action as defined in the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*, *Manual of Standard Procedure* and other official documents. A resignation sent into escape obligations need not be accepted; the obligations may be preferred and the disciplinary action may proceed the same as of the resignation.
- C. All disciplinary actions are subject to the rules and regulations of the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*, *Manual of Standard Procedure* and other official documents regarding Penalties and Restoration of Privileges.

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Article IV. OFFICERS

- A. Lambda Mu Chapter shall have the following officers: Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Pecunious Grammateus, Tamiouchos, Epistoleus, Hodegos, Philacter, Parliamentarian, Ivy Leaf Reporter, Historian, Chaplin, Membership Intake Chairman, Assistant Membership Intake Chairman and University Representatives.
- B. The Basileus, First Anti-Basileus, Grammateus, Tamiouchos, and Pecunious Grammateus shall not hold more than one office at any time, unless chapter size dictates otherwise.
- C. All officers must have a semester and cumulative average of a C+ average and be enrolled in at least twelve credit hours of courses.

Section 1. Duties of Officers

- A. It shall be the duty of the **Basileus** to preside at each chapter meeting, prepare an agenda for each meeting, prepare the structure and direction needed for meetings, adhere to current parliamentary procedures and sorority documents, call meetings to order, state a motion, put a motion to vote, explain, speak, recognize members and announce a vote, appoint committees and committee chairmen with approval by quorum, represent the chapter at meeting, conferences and other civic or social affairs, appoint Hodegos, Philacter, Parliamentarian, Historian and University Representatives, serve as ex-officio member of all committees, except the Nominating Committee, sign vouchers to approve the disbursement of funds and monitor the preparation of and sign all year end, financial, program and standards reports as designated .
- B. It shall be the duty of the **First Anti-Basileus** to assume the duties of the Basileus and/or Second Anti-Basileus in the event of her absence, represent the Basileus and/or Second Anti-Basileus, on request, at meetings, conferences and other civic or social affairs, serve as the ex-officio on all committees, except the Social and Nominating Committees, direct and implement the Academic Committee and Week Committee, study the chapter bylaws, national documents and the current edition of Robert Rules of Order, Newly Revised, in order to be familiar with parliamentary procedures and to be an able successor to the Basileus should need arise, serve out the Basileus' term of office in the event the Basileus is unable to complete her term and serve as an official chapter delegate, along with the Basileus at conferences.

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- C. It shall be the duty of the **Second Anti-Basileus** to assume the duties of the Basileus and/or First Anti-Basileus in the event of her absence, represent the Basileus and/or First Anti-Basileus, on request, at meetings, conferences and other civic or social affairs, serve as the ex-officio on all committees, except the Nominating Committee, direct and implement service and philanthropic programs, study the chapter bylaws, national documents and the current edition of Robert Rules of Order, Newly Revised, in order to be familiar with parliamentary procedures, serve out the Basileus' or First Basileus term of office in the event the Basileus or First Anti-Basileus is unable to complete her term and serve as an official chapter delegate, along with the Basileus, in the absence of the First Anti-Basileus.
- D. It shall be the duty of the **Grammateus** to maintain accurate records of all chapter proceedings, maintain an alphabetical roster of all active members, call roll upon request, read the minutes or provide copies to chapter members, record business accomplished at each meeting, maintain the minutes and all written committee reports submitted; at the end of the year, both the minutes and reports should be bound for storage in the chapter files and/or archives. The Grammateus is to assist the Basileus in agenda preparation and establishing the presence of a quorum, preside in the absence of the Basileus, First Anti-Basileus and Second Anti-Basileus, read all appeals from rulings of the chairman whether overruled or sustained, furnish delegates with proper credentials, seal and preserve ballots and tallies with reports until there is no liability of a recount being ordered, unless the bylaws state differently and perform other duties requested by the Basileus. The Grammateus is to serve on the Bylaws Committee, Budget and Finance Committee and serve out the Basileus' term of office in the event Basileus, First Anti-Basileus and Second Anti-Basileus are unable to the Basileus' term.
- E. It shall be the duty of the **Pecunious Grammateus** to follow established guidelines as detailed in the Alpha Kappa Alpha Sorority, Incorporated *Fiscal Fitness: Guide to Chapter Financial Procedures*, receive and record all monies for the chapter, send out dues notices, 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 the source of income, maintain a chapter Cash Receipts Journal recording all income received, by source, as shown in the receipt book maintain current alphabetical list of all financial members and call roll on request, maintain current record of funds submitted to the Tamiouchos, keep a record of all payments made by each soror and bring said record to chapter meetings, sign vouchers along with the Basileus and/or other designated officer. The Pecunious Grammateus serves on the Budget and Finance Committee.

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- F. It shall be the duty of the **Tamiouchos** to follow established guidelines as detailed in the Alpha Kappa Alpha Sorority, Incorporated *Fiscal Fitness: Guide to Chapter Financial Procedures*, serve as guardian of chapter's funds, receive all monies from the Pecunious Grammateus, indicating the source of funds, keep an orderly record of income and expenditures, maintain the chapter's Cash Disbursement Journal, make deposits of all funds received within 5 to 7 business days of receipt from the Pecunious Grammateus, issues checks upon receipt of properly executed vouchers, sign checks, along with the Basileus or other authorized officer, reconcile bank statements monthly, provider a monthly report of income received, expenditures and account balances, prepare annual report to include monies received, expended and the current state of chapter finances, prepare the annual budget, maintain a checkbook, make all disbursements by check rather than cash or credit to sorors for money she spent, secure chapter approval for spending non-budgeted monies for an item from the contingency fund. The Tamiouchos is chairman of the Budget and Finance Committee.
- G. It shall be the duty of the **Epistoleus** to maintain the chapter calendar and notify members of meetings and activities, generate chapter correspondence as directed by the Basileus, maintain the chapter correspondence files, receive and read chapter correspondence to the chapter, as deemed necessary, in detail or summary, keep roster of the officers and members of the chapter, keep the names and addresses of all graduate and inactive sorors in the city, not affiliated with Lambda Mu Chapter. The Epistoleus is to preside in the absence of the Grammateus, maintain permanent chapter records and fills in the absence of the Historian and take/keep pictures on file for use in chapter books in digital file.
- H. It shall be the duty of the **Membership Intake Chairman** to conduct the activities of the official Rush and Membership Intake Process in accordance with the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws, Manual of Standard Procedure, Undergraduate Membership Intake Process Handbook, Anti-Hazing Handbook* and other official handbooks, instruct candidates in the philosophy, policies and procedures of Alpha Kappa Alpha Sorority, Incorporated, serve as a liaison between the chapter and the candidates, evaluate the Membership Intake Process at its conclusion, attend all initiation activities, complete and send information to the Regional Director and International Office, monitor membership status and trends, conduct activities which recruit, reclaim and retain sorors, conduct a chapter orientation workshop and be knowledgeable of the Anti-Hazing policy as defined in the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws, Manual of Standard Procedure*,

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Undergraduate Membership Intake Process Handbook, Anti-Hazing Handbook and other official handbooks.

- I. It shall be the duty of the **Assistant Membership Intake Chairman** to assist the Membership Intake Chairman in executing the duties of her office , provide assistance with the candidates , attend all initiation activities, represent the Membership Intake Chairman in her absence and be knowledgeable of the Anti-Hazing Policy as defined in the current Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws, Manual of Standard Procedure, Undergraduate Membership Intake Process Handbook, Anti-Hazing Handbook* and other official handbooks.
- J. It shall be the duty of the **Hodegos** to maintain in total the appearance and functionality of the chapter suite, keep a record of, receive and introduce visitors, new sorors in the city, transferred, reinstated sorors and alumni, take care of all courtesies, i.e. purchasing gifts, sending cards, flowers and telegrams, recognizing marriages, births, promotions and/or retirements, assists the Basileus with the Ivy Beyond the Wall ceremony and arrangements. The Hodegos serves as Chairman of the Social, Hospitality and Welfare Committee. The Hodegos shall be appointed by the Basileus and confirmed by the chapter.
- K. It shall be the duty of the **Philacter** to guard the doors and announce all alarms, check credentials or eligibility of sorors, as required, utilizing the password for entrance, deny entrance to unauthorized persons, answer the telephone during meetings and activities and take all messages and assist in maintaining order during meetings and activities upon request of the Basileus. The Philacter shall be appointed by the Basileus and confirmed by the chapter.
- L. It shall be the duty of the **Ivy Leaf Reporter** to 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 is newsworthy, compile and submit news releases to all news media, attend all committee meetings to gather information for publicizing activities, cover all chapter activities, conduct annual public relations workshop to involve chapter members in the public relations process, arrange for photographs to be made of major chapter events, maintain a public relations file, submit news to the Regional and International offices in a timely manner.
- M. It shall be the duty of the **Parliamentarian** to advise the Basileus in the interpretation of the Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws, Manual of

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Standard Procedure and chapter bylaws, sit next to the Basileus so as to be convenient for consultation in a low voice, insure no procedural detail is overlooked, anticipates parliamentary strategy, sees to it all parliamentary requirements are observed, applies Robert Rules of Order, Newly Revised for areas not covered, may be called upon by the preceding officer who will make the ruling. The Parliamentarian cannot make a ruling, she must advise the presiding officer who will make the ruling. The Parliamentarian cannot offer unsolicited advice unless a serious error is being made. Then the Parliamentarian serves as chairman of the Bylaws Committee. The Parliamentarian shall be appointed by the Basileus and confirmed by the chapter.

- N. It shall be the duty of the **Historian** to keep an accurate record of chapter activities, prepare a narrative account of the chapter's activities, keep permanent history of the chapter, keep pictures of chapter activities and newspaper articles, submits chapter information to the International Archives Committee, work cooperatively with the First Anti-Basileus, Second Anti-Basileus, Ivy Leaf Reporter and other committees as deemed necessary, make an annual inventory of chapter records and property, organize and maintain chapter files, study the Alpha Kappa Alpha Sorority, Incorporated *Timeless History Guide*, *Writing Timeless History: A Model of Chapter and Regional Editions*, *AKA Style Manual: A Quick Reference* for Sorority Publications and other official handbooks. The Historian shall be appointed by the Basileus and confirmed by the chapter.
- O. It shall be the duty of the **Chaplain** to provide spiritual guidance for the chapter, organize meditations for meetings, recite/lead the meditation, invocation and inspirational expressions for the chapter meditation, invocation and benediction for public meetings and programs. The Chaplain shall be appointed by the Basileus and confirmed by the chapter.
- P. It shall be the duty of the **University Representatives** to attend and be the chapter's representation to the meetings of the assigned university organizations and give regular reports to update the chapter. The University Representative shall be appointed by the Basileus and confirmed by the chapter.

Section 2. Term of Office

The term of office for all officers is one calendar year.

Section 3. Nominations and Elections

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A. Nominations

Graduating sorors and the Graduate Advisor shall serve on the Nominating Committee.

B. Election of Officers

1. Election of officers shall be held annually at the November meeting. Officers elected in November shall be installed at the December meeting.
2. All officers shall be elected by secret ballot. In the event there is only one soror being considered for an office, then the election shall be by unanimous consent.
3. To be a candidate for Chapter Tamiouchos or Pecunious Grammateus, a candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds.

C. Filling Vacancies

The Basileus, with the Graduate Advisor, shall appoint a soror to fill a vacancy in any office which there is an unexpired term, except the Basileus who shall be succeeded by the First Anti-Basileus.

Section 4. Graduate Advisor

The Graduate Advisor shall serve as a link between the graduate and undergraduate chapter. It shall be the duty of the Graduate Advisor to support and advise the Lambda Mu Chapter with their operations, activities, and any area(s) of concerns. The Graduate Advisor will ensure that the sorors of the Lambda Mu chapter will be the decision makers and lead Lambda Mu Chapter operations, activities and any other area of concern.

Qualifications of a Graduate Advisor

- A. The Graduate Advisor must each meet the requirements as stated in the current Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws, Manual of Standard Procedure, Graduate Advisor Certification Manual, Undergraduate Membership Intake Process Handbook and other official handbooks. The chapter must confirm any soror considered to serve as Graduate Advisor to the Lambda Mu Chapter.
- B. Members of the Graduate Advisor Council of the sponsoring graduate chapter must each meet the requirements as stated in the current Alpha Kappa Alpha Sorority, Incorporated

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Constitution and Bylaws, Manual of Standard Procedure, Graduate Advisor Certification Manual, Undergraduate Membership Intake Process Handbook and other official handbooks.

- C. Members of the Graduate Advisor Council of the sponsoring graduate chapter must request permission to participate and/or attend undergraduate meetings, activities and other areas of concern. Upon express permission of the Graduate Advisor, the sorors of Lambda Mu Chapter may consider the participation and/or attendance of members from the Graduate Advisory Council of the sponsoring graduate chapter at and/or in undergraduate meetings, activities and other areas of concern.
- D. Members of the Graduate Advisory Council of the sponsoring graduate chapter have no voice regarding the level of participation and/or attendance at and/or in undergraduate meetings, activities and other areas of concern.

Article V. MEETING

Section 1. Regular Meeting

Lambda Mu shall hold its regular meetings every other Sunday of each month with certain exceptions, meetings shall not be held on holidays and meetings shall not be held in conflict with Alpha Kappa Alpha Sorority, Incorporated conferences. In the event of an emergency or special circumstance, a chapter meeting may be held electronically upon approval by the Regional Director

Section 2. Executive Meeting

Lambda Mu shall hold its executive meetings shall meet monthly with certain exceptions, meetings shall not be held on holidays and meetings shall not be held in conflict with Alpha Kappa Alpha Sorority, Incorporated conferences, at an established date and time.

Section 3. Special Meeting

Special meetings of the Executive Committee and/or the membership may be called for a specific purpose by the Basileus or by a quorum or more of active members by providing seven (7) days written notice to the membership.

Section 4. Quorum

A quorum shall consist of two-thirds of the total number of active sorors present and voting.

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Section 5. Notification of Meetings

Active sorors will receive prior notice of executive and/or regular meetings on a monthly basis and notice of meeting changes.

Article VI. EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of all elected officers, standing committee chairmen/co-chairmen and appointed officers.

Section 2. Powers

The Executive Committee shall hear reports from all standing and ad-hoc committees as well as make and vote on recommendations for presentation to the body.

Section 3. Meetings

The Executive Committee shall meet monthly with certain exceptions, meetings shall not be held on holidays and meetings shall not be held in conflict with Alpha Kappa Alpha Sorority, Incorporated conferences, at an established date and time.

Section 4. Quorum

A quorum shall consist of two-thirds of the total number of active Executive Committee members present and voting.

Article VII. COMMITTEES

Section 1. Courtesies and Suite Committee

- A. The Courtesies and Suite Committee shall consist of the Hodegos, the Historian, Standards Chairman and those sorors appointed by the Basileus.
- B. It shall be the duty of the Courtesies and Suite committee to extend courtesies in cases of illness, death or recognition of outstanding sorors and visitors, or other persons worthy of commendation. The committee is also responsible for maintaining the chapter suite appearance and files.

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Section 2. **Budget and Finance Committee**

- A. The Budget and Finance Committee shall consist of the Tamiouchos, the Basileus, the Pecunious Grammateus, the First Anti-Basileus, and those sorors appointed by the Basileus. The Tamiouchos shall be the chairman. Sorors shall be governed by the Fiscal Fitness Guide to Chapter Financial Procedures and the Lambda Mu Financial Policies and Procedures.
- B. It shall be the duty of the Budget and Finance Committee to prepare the annual budget and present it to the Executive Committee and chapter for review in October. The budget shall be presented to the chapter for adoption at the regular meeting in November of each year.

Section 3. **Program Committee**

- A. The Program Committee shall have the responsibility of planning and overseeing implementation of program events and projects as well as a chapter program calendar, all in accordance with the International Program Guidelines.
- B. It shall be the duty of the AKA Week Committee and (1) the First Anti-Basileus, to coordinate chapter activities and projects for the university assigned weeks, (2) the Second Anti-Basileus to coordinate chapter philanthropic and service projects.

Section 4. **Nominating Committee**

- A. The Nominating Committee shall review sorors and determine their eligibility for candidacy for office in regular elections, special elections and appointments. The Committee will certify and notify all candidates of their eligibility.
- B. The Nominating Committee shall prepare ballots when required and adhere to all deadlines.

Section 5. **Archives Committee**

- A. The Archives Committee shall collect historic information, documents, and maintain permanent historical records.

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- B. Historical information shall be available for the annual report to the corporate office, chapter awards and chapter exhibits.

Section 6. Social Action/Connections Committee

- A. The Social Action/Connection Committee shall identify and study national trends and issues. The committee shall mobilize the chapter for action to formulate and recommend position statements for the chapter per International Guidelines.

Section 7. Bylaws Committee

- A. The Bylaws Committee shall review the bylaws, prepare and present proposed revisions and or amendments.
- B. The committee shall be responsible for compiling and maintaining a guide for general chapter operations.

Section 8. Standards Committee

- A. The Standards Committee shall administer chapter standards assessments and survey chapter programs and operations.
- B. The committee shall present recommendations to the Chapter and Executive Committee for operational and program improvements. The committee shall prepare reports of the Chapter's objectives and status for submission to the Corporate Office.

Section 9. Technology Committee

- A. The Technology Committee shall address technology issues for the Chapter and provide strategic direction on the on the effective utilization of technology. The committee will monitor and update the website monthly.

Section 10. Communications/Public Relations Committee

- A. The Communications/Public Relations Committee shall have as its goal the enhancement of the sorority's image in the community via the use of various media. The committee will work with various committees in achieving its goals.

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Article VIII. SPECIAL AND AD HOC COMMITTEES

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

Article IX. HAZING

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

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

- B. The penalty for hazing by an individual member or chapter shall be suspension or expulsion or revocation of chapter charter. A fine may also be imposed on an individual or chapter for hazing. (Please see Anti Hazing Policy)

Article X. PARLIAMENTARY AUTHORITY

Governing documents will be used in said order:

- A. Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*
- B. Alpha Kappa Alpha Sorority, Incorporated *Manual of Standard Procedure*
- C. Lambda Mu Chapter Bylaws
- D. Robert Rules of Order Newly Revised

Article XI. AMENDMENT OF THE BYLAWS

- A. Any alterations, amendments and/or revisions of these bylaws must be (1) announced, in writing, to all financial members no less than thirty (30) days prior to the meeting at which the vote is to be taken and (2) discussed by the chapter according to the Rights of

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Membership, Article 3, Section 3 of these bylaws and the rules of debate as described in *Robert's Rules of Order, Newly Revised*.

- B. All active members shall review the Lambda Mu Chapter Bylaws during the first semester of each school year. Recommendations for alterations, amendments and/or revisions shall be made to the chapter for ratification.
- C. The Lambda Mu Chapter Bylaws may be amended by a two-thirds vote of the active sorors present and voting.

Article XII. 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.

AMENDED: November 17, 2018

ADOPTED: November 17, 2018

REFERENCES

- Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*
- Alpha Kappa Alpha Sorority, Incorporated *Manual of Standard Procedure*
- *Graduate Advisors' Certification and Procedure Manual*
- *Undergraduate Membership Intake Handbook*
- *So Now You're Elected: A Guide to Effective Leadership and Chapter Operations*
- *Fiscal Fitness Guide to Chapter Financial Procedures*
- *Say "No" to Hazing, Anti-Hazing Handbook*
- Lambda Mu Chapter Bylaws
- *Robert's Rules of Order, Newly Revised*