

Alpha Kappa Alpha Sorority, Incorporated, Nu Eta Chapter

CONSTITUTION and BYLAWS

Article 1. NAME

This organization shall be known as Nu Eta Chapter of Alpha Kappa Alpha Sorority, Incorporated located at Rider University in Lawrenceville, NJ. The chapter shall be composed of undergraduate sorors as defined by the corporate constitution and bylaws.

Article 2. PURPOSE

The purpose of Nu Eta 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 the Alpha Kappa Alpha Sorority, Incorporated.

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 3. MEMBERSHIP

Active Undergraduate Membership

Section 1. Qualifications for membership

- A. Membership into the Nu Eta Chapter shall consist of women of high scholastic and ethical standing that are pursuing a degree at a four year accredited college or university and who have a definite contribution to make to Alpha Kappa Alpha Sorority, Inc.
- B. A woman who has been initiated under the provisions of the By-Laws of Alpha Kappa Alpha Sorority, Inc. The undergraduate member must maintain a scholastic average of 2.5. Any members of an undergraduate chapter failing to maintain an average of 2.5 shall be subject to withdrawal of individual privileges until such time as the requirements are met.
- C. Candidate for the chapter must comply with the requirements set forth in the Constitution and By-Laws of Alpha Kappa Alpha Sorority, Inc. and in accordance with the Manual of Standard Procedures (current edition).
- D. Meetings for the purpose of voting upon candidate may not exceed two every year.

- E. Voting shall be conducted in accordance with the directives in the National Constitution and By-Laws, the current Manual of Standard Procedures and the Alpha Kappa Alpha Membership Guide.

Section 2. Assessments, Fees, or Dues

- A. All dues shall be paid in full by the January meeting. For any monies received which cannot reach nationals by January 15th, the current late fee shall be affixed.
- B. The Chapter dues shall be the amount recommended by the Treasurer and Graduate Advisor and approved by the chapter.
- C. Dues for Sorors who activate into the Chapter shall be prorated from the month of affiliation, plus national assessment.

Section 3. Rights of Membership

- A. Candidates for the Chapter must comply with the requirements set forth in the Constitution and By-Laws of Alpha Kappa Alpha Sorority, Inc. and in accordance with the Manual of Standard Procedures (current edition).
- B. Meetings for the purpose of voting may not exceed one every year.
- C. Voting shall be conducted in accordance with the directives in the National Constitution and By-Laws, the current Manual of Standard Procedures and the Alpha Kappa Alpha Membership Guide.
- D. A Soror should be present at meetings, successfully participate in 75% of all functions, and maintain the responsibilities of the office she holds.
 - a. Chapter meeting absences must not exceed two. Absences must be informed and have to be given written approval from Chapter Basileus.
 - i. The first unexcused absence will require a \$10 fine to be paid to the Pecunious Grammateus within 7 days to be added to the programming account.
 - ii. The second unexcused absence without notification has \$15 fine and a hearing of the executive board members that could result in removal of campus activities privileges.
 - b. Committee meeting absences must not exceed two. Absences must be informed and have to be given written approval from Committee Chair.
 - i. The first unexcused absence will require a \$10 fine to be paid to the Pecunious Grammateus within 7 days to be added to the programming account.
 - ii. The second unexcused absence without notification has \$15 fine and a hearing of the executive board members that could result in removal of campus activities privileges.

Section 4. Resignations and Disciplinary Action

- A. Any Soror who does not meet the requirements of Section 3: D. may have her chapter privileges withdrawn unless the Soror:
- a. Submits a written letter to the Chapter requesting to remain active with less responsibility for specific duration of time, at which time the Chapter Basileus must accept or refuse the letter.
 1. If permission is denied, the Soror is expected to be actively present at the meeting or face the possibility of stated fines and penalties.
 2. If permission is granted, the Soror must:
 - Must come to an agreement with the Executive Board and Chapter Basileus.
 - The agreement must be upheld or penalties will be given.
 3. If a Soror cannot uphold the regulation mentioned above, she will be suspended from Chapter activities (including new membership process) for the duration of time stated in her letter.
- B. General Penalties: Any officer, member or Chapter found guilty of violating any of the By-Laws and deemed unfit for office or membership on the basis of any misdemeanor is subject to withdrawal of membership and Chapter privileges, suspension, or recommendation to the Boule for expulsion.
- C. Individual Penalties: Withdrawal of individual privileges shall include the loss of the right to vote in Chapter meetings, hold office in the Chapter, participate in or attends the social affairs of the Chapter, or in any way officially represent the Chapter or the National Organization until such time as the privileges are restored.
- D. Chapter Penalties: Withdrawal of Chapter privileges includes forfeiture of the right to initiate members, to be represented at Regional Conferences and Boule, or in any way represent Alpha Kappa Alpha Sorority, Inc.
- E. Suspension: Suspension shall include loss of privileges to participate in the sorority's programs and activities, local and national, until suspension is lifted. The emblem of the sorority is not to be worn during the period of suspension and the financial card must be surrendered until restoration of privileges. The members suspended must be notified in writing of the action taken by the Chapter and the condition of restoration. Copies of the notice shall be sent to the National Office and the Regional Director.
- F. Penalties for Withdrawals of Privileges: This Chapter shall discipline its members in accordance with the current Constitution and By-Laws.

Article 4. OFFICERS

Section 1. Duties

- c. Basileus: It shall be the duty of the Basileus to:

- i. Preside at all the meetings of the Chapter and enforce due observance of the Constitution and By-Laws of the Sorority and of the Chapter.
 - ii. Adhere to Robert's Rules of Order (latest revised edition) during all official meetings.
 - iii. Appoint committee chairpersons with approval of majority vote by the Executive Committee.
 - iv. Call a special meeting upon written request submitted to Basileus from Graduate Advisor or majority of members.
 - v. Officially represent the Chapter at civic and social functions or when the Chapter is called upon by other organizations for representation.
 - vi. Prepare agenda for meetings.
 - vii. Represent the Chapter as an official delegate to the Boule, Regional Conference, Cluster Meetings, Undergraduate Round-ups or any other current conference.
 - viii. Submit reports requested by the Regional Director and by the National Office and observe deadline dates.
 - ix. Prepare Annual Chapter Report along with the Anti Basileus, Grammateus, Tamiouchos, and Program Chairperson.
 - x. Fill all vacated elected offices with the approval of the Executive committee.
 - xi. Approve the circulation of all correspondence
 - xii. Authenticate by her signature, when necessary, all acts, orders, and proceedings of the Chapter.
 - xiii. With the Tamiouchos, sign checks, leases and contracts approved by the body.
 - xiv. Keep in close touch with chapter activities, and carry out the administrative duties of the organization.
 - xv. To be voted as chapter Basileus one must be a chapter member for at least one semester. Must have missed no more than one unexcused chapter meeting. Must have actively served on one committee for at least one semester prior to running.
- d. Anti-Basileus: It shall be the duty of the Anti-Basileus to:
- i. Become familiar with the duties of the Basileus.
 - ii. Act in place of the Basileus in her absence.
 - iii. Assist the Basileus in the performance of her duties.
 - iv. Complete the tenure off of the Basileus in the case the Basileus is unable to serve out her term.
 - v. Chair the Program Committee.
 - vi. Assist the Basileus in the preparation of "The Chapter Report Book".
 - vii. Perform such additional duties that are delegated to her by the Basileus.
- e. Grammateus: It shall be the duty of the Grammateus to:
- i. Serve as Recording Secretary and record proceedings accurately.

- ii. Be responsible for editing, neatly organizing minutes and correspondence, as they become part of the official permanent records.
 - iii. Keep minutes of all meetings-regular, special, and Executive Committee.
 - iv. Make minutes available to Basileus, Anti-Basileus and Executive Committee.
 - v. Bring copy of Constitution and By-Laws and committees records to business meetings.
 - vi. Read minutes in an organized fashion.
 - vii. Stay abreast of past minutes, in order to clarify conflicting points.
 - viii. Assist Basileus in preparation of the agenda and the “Chapter Report Book”.
 - ix. Prepare a roll of members and to call it when necessary; as well as taking attendance at the meeting.
 - x. To assume the responsibilities of the Epistoleus in her absence and to assist her whenever necessary.
- f. Pecunious Grammateus: It shall be the duty of the Pecunious Grammateus to:
- i. Receive all funds regardless of source
 - ii. Issue receipts
 - iii. Turn funds over to the Tamiochus
 - iv. Maintain a copy of the Transmittal of Funds Report
 - v. Prepare financial report of all cash receipts and returned checks
 - vi. Maintains a Cash Receipts Journal
 - vii. Total of the Cash Receipts Journal must equal the bank deposits
- g. Tamiochus: It shall be the duty of the Tamiochus to:
- i. Work cooperatively with the Grammateus.
 - ii. Have knowledge of the proper procedure for handling finances.
 - iii. Be able to establish an order of recording income and expenditures.
 - iv. Keep an accurate account of all monies received and make an itemized duplicate report to the chapter members every month.
 - v. Keep an accurate account of receipts and expenditures.
 - vi. Make the annual financial Chapter report for local Chapter as well as National.
 - vii. Issue checks and pay all authorized expenses upon receipt of an official voucher.
 - viii. Reconcile bank statements each month with the Grammateus.
 - ix. Secure four signatures on any financial statement when depositing monies in a bank or writing checks- that of the Basileus, Tamiochus, Pecunious Grammateus, and Graduate Advisor
 - x. Maintain a cash disbursement journal.
 - xi. Chair the Budget Committee.
 - xii. Pay the bills of the Chapter upon receipt and certification.
- h. Epistoleus: It shall be the duty of the Epistoleus to:

- i. Notify all active members of regular and special meetings and activities of the Chapter, at least one week in advance.
 - ii. Notify inactive members of special meeting and activities of the Chapter.
 - iii. Notify all executive Committee members of regular and special Executive Committee meetings, as per request of the Basileus.
 - iv. Keep a roster of officers and names and addresses of both active and inactive members of the chapter.
 - v. Prepare Chapter Correspondence and information under direction of the Basileus and mail after Graduate Advisor has reviewed.
 - vi. Be responsible for mailing of Chapter notifications, which include reminders to pay dues from October to January.
 - vii. Keep copies of pertinent correspondence of file (copies to Basileus and Grammateus).
 - viii. Read all relative correspondence at meetings.
 - ix. Assume the responsibility of the Grammateus in case of her absence and to assist her whenever necessary.
- i. Ivy Leaf Reporter: It shall be the duty of the Ivy Leaf Reporter to:
- i. Prepare all chapter advertisements for printing in various newspapers, booklets, etc.
 - ii. To write and send items concerning the Chapter activities, special events and member achievements to the Ivy Leaf, and for publicizing the same.
 - iii. Serve as Chairwoman of the Public Relations Committee.
 - iv. Compile, type, and edit news releases.
 - v. Develop rapport with the media.
 - vi. Attend and make arrangements for publicity of special events.
 - vii. Write news items for the chapter.
 - viii. Work in conjunction with Historian.
- j. Hodegos: It shall be the duty of the Hodegos to:
- i. Receive and introduce all guests.
 - ii. Serve as hostess for the Chapter
 - iii. Extend courtesies
- k. Philactor: It shall be the duty of the Philactor to:
- i. Assist the Basileus, at her request, keeps order during meetings and has the power to compel members to reconvene when their presence is necessary to make a quorum.
- l. Chaplain: It shall be the duty of the Chaplain to:
- i. Provides a spiritual and sisterly atmosphere in the chapter
 - ii. Organizes meditation for meetings
 - iii. Recites or leads the meditation, invocation, and inspirational expressions for the chapter

- iv. Provides inspirational meditations at chapter meetings and other occasions as requested
- m. Parliamentarian: It shall be the duty of the Parliamentarian to:
 - i. Be familiar with Roberts Rules of Order, newly revised.
 - ii. Have Robert's Rules of Order, newly revised, National and Chapter Constitutions in hand at every meeting.
 - iii. Assist the Basileus in the interpretation of Constitution and By-Laws.
 - iv. Be competent and experienced in parliamentary procedures.
 - v. Be familiar with Alpha Kappa Alpha's Constitution By-Laws, Manual of Standard Procedures, as well as Nu Eta's By-Laws.
 - vi. Call the attention to the Chair to any error in proceedings that may affect the substantive rights of any member or may otherwise do harm.

Section 2. Term of Office

- A. There should be an election of officers each year in December except for the Standards Chair who is appointed by the Basileus. Officers shall be installed at the close of the December meeting.
- B. Recognition of position vacancies shall be presented to the Chapter by the Basileus at which time nominations and voting will take place to fulfill the positions.
- C. Any officer failing to carry out her assigned duties shall receive a verbal warning for the Basileus and Graduate Advisor on the first offense, a written warning on the second offense, and will be asked to resign from her position on the third offense, at which time nominations and voting for replacement will take place.
- D. It shall be the duty of each officer to deliver to her successor or to the chapter basileus all files, supplies, and other materials in her possession within (14) days after the installation of new officers.

Section 3. Nominations and Elections

- A. There should be an election of officers each year in December except for the Standards Chair who is appointed by the Basileus. Officers shall be 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 chapters operations.

Article 5. MEETINGS

Section 1. Regular Meeting

This Chapter shall hold its regular meetings once every two weeks at the dates and times set by the organization, from August to May.

Section 2. Special Meeting

Special meetings shall be held when emergency arises and it shall be convened at the discretion of the Basileus. Notification of special meetings shall be received at least 3 days prior to the date of the meeting and shall state the nature of business to be conducted.

Section 3. Emergency Meeting

Emergency meetings shall be convened at the discretion of the Basileus and when deemed necessary.

Section 4. Quorum

A quorum for the Chapter shall consist of (50) percent of the active members plus one.

Section 5. Tardy

When one was late to a chapter or executive meeting, \$2 would have to be paid to the chapter.

Section 5. How Sorors will be notified of meetings

Members will be notified of meetings via email.

Section 6. Attendance at Meetings

If a Soror is absent from two consecutive meetings, the Soror's participation in the upcoming event is subject to secret ballot vote with justification stating if the Soror should or should not participate in the upcoming event.

- a. See attendance rules stated in section 3, subsection D.

Article 6. SPECIAL AND AD HOC COMMITTEES

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

Article 7. PARLIAMENTARY AUTHORITY

The governing documents will be used in said order:

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

Article 8. AMENDMENT OF THE BYLAWS

Section 1.

Given the following rules have been met; these By-Laws may be amended at any regular Business meeting.

Section 2.

The proposed amendment or alteration, with rationale, must have been submitted in writing at a regular business meeting. It should be discussed on at the meeting and voted on after discussion. Majority vote wins.

Article 9. 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 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.