



**Alpha Kappa Alpha Sorority, Incorporated  
Gamma Epsilon Philadelphia City Chapter  
Chapter Bylaws  
2016-2017 Academic Year**

**Article I. NAME**

This organization shall be known as the Gamma Epsilon Philadelphia City Chapter located in Philadelphia, Pennsylvania 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 the Gamma Epsilon Philadelphia City Chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friends 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**

Active Undergraduate Membership

Section 1. Qualifications for membership

- a. The membership shall consist of those sorors who have met their financial obligations to the Chapter and to the Sorority, **have maintained an overall GPA of at least a C+**, and meet all the requirements specified in Article IV, Section 4 of the Bylaws of the Sorority.
- b. The Chapter shall keep a written statement of each member school's criteria for a C+. Each soror must meet the C+ requirements of her respective school.
- c. Any Soror who does not meet the requirements in paragraphs "a" and "b" (above) shall lose her privileges as stated in Article V, Sections 1-4 of the Bylaws of the Sorority.
- d. Any soror who fulfills the requirements in paragraphs "a" and "b" (above) and desires to be voluntarily inactive must submit written notification to the Basileus prior to the term in which the inactivity is to occur. A soror who is inactive forfeits all rights and privileges as stated in Article V, Sections 1-4 of the Bylaws of the Sorority.
- e. A soror who meets all of the requirements as stated above and is still active in the planning and implementation of Chapter functions shall have all the rights and privileges of the Chapter and the Sorority.

Section 2. Assessments, Fees or Dues

- a. Chapter dues shall be inclusive of national per capita taxes and local Chapter dues.
- b. Dues shall be paid in full by the last Chapter meeting in December.

Delinquent Dues and Assessments

- a. Any soror owing money to the Chapter has two (2) weeks to pay her debt or she will lose all Chapter privileges until her debt is paid in full.
- b. No soror can be transferred to any other Chapter until all financial obligations to the Chapter are met.
- c. All late fines will be collected by the Philacter immediately following the offense. If not paid immediately, fine must be paid in cash within 24 hours to the Pecunious Grammateus.
- d. Any soror or any person owing money to the Chapter who settles the debt with a personal check that bounces shall be fined the prevailing bounced check fee so charged to the Chapter and will still be expected to pay off the amount of the original debt.
- e. When participating in an event attended by the chapter, the Basileus will pay her own registration. For example, since members of the chapter are required to attend Cluster, Round Up, and Regionals, then the Basileus will pay her own registration. Only when representing the entire chapter will her registration be paid for by the chapter.
- f. For Leadership and Boule, the Basileus, or her delegate, will be reimbursed for 50% of travel expenses from chapter funds. Also, the chapter will pay for Leadership and Boule registration costs. Additionally, the chapter will cover 100% of hotel costs for regionals.
- g. Receipts for reimbursements need to be turned in to the Tamiouchos within 30 days of the purchase. Receipts older than 30 days will not be accepted. Additionally, all receipts must be labeled and attached to a reimbursement form (Voucher form). In the event that the Pecunious Grammateus is not present at chapter meeting, receipts and voucher may be given to the Grammateus PRIOR to and AFTER chapter meeting.

Delegates

- a. The Chapter will set aside funds to send one delegate to the Regional Conference and the allowed number of delegates to the Boule. The designated delegate shall be the Basileus at the time of that Regional Conference or Boule.
- b. In the event that the Basileus cannot attend the Regional Conference and/or the Boule, the delegation shall pass through the hierarchy. If no officer can attend either function, the Basileus will choose a delegate.

Section 3. Rights of Membership

- a. Dues paying chapter members are afforded all rights of membership specified by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

Section 4. Resignation & Disciplinary Action

- a. Any soror neglecting her responsibilities to the Chapter or retarding the success of the Chapter shall be subject to an appearance before the Executive Board. Upon hearing the case, the board shall discuss the case and make recommendations to the Chapter regarding any further actions.
- b. Sorors missing two (2) consecutive chapter meetings or committee meetings without prior notification or due excuse shall receive a written warning from the Basileus. In the event of a third missed meeting, a decision regarding disciplinary action shall be voted upon by a 2/3-majority vote of the Chapter.
- c. A Soror who misses more than fifty percent (50%) of all regularly scheduled chapter meetings and executive board meetings in one (1) term, with or without prior notification or due excuse, shall be subject to an appearance before the executive board.
- d. Any soror who fails to comply with the Bylaws and decorum rules of the Chapter shall be subject to an appearance before the Executive Board.
- e. Any resulting withdrawal of privileges resulting from the actions of the Chapter shall be in accordance with Article V, Section 3 of the Sorority Bylaws.

Section 5. New Membership/Membership Intake

- a. Flyers of the Rush activity must be posted two (2) weeks before the actual date of the event.
- b. Flyers should inform interested women to bring a letter of interest, proof of community involvement, a letter of reference, and official transcripts.
- c. Voting will occur the day following Rush.
- d. Rejection letters will be delivered immediately after voting.

- e. Acceptance of new members into the Chapter must be in accordance with the Manual of Standard Procedures and all other Sorority directives.

#### **Article IV. Officers**

The elected officers of the Chapter shall be in the following hierarchy.

1. Basileus
2. Anti-Basileus
3. 2<sup>nd</sup> Anti-Basileus
4. Grammateus
5. Epistoleus
6. Tamiouchos/ Anti-Tamiouchos
7. Pecunious Grammateus/ Anti-Pecunious Grammateus
8. Parliamentarian
9. Chaplain

##### Section 1. Duties of Elected Officers

- a. The Basileus shall: prepare the agenda for and conduct Chapter meetings, chair the Executive Board, prepare Executive Board reports, prepare joint Chapter meeting reports, sign all official correspondence, be the official representative of the Chapter to the community, perform the internal audit of financial records, and be the Chapter liaison to the graduate advisor and graduate committee.
- b. The Anti-Basileus shall: chair the Programming Committee, sit on all committees, help prepare the Chapter report, and take over the responsibilities of the Basileus when she is unable to do so.
- c. The 2<sup>nd</sup> Anti-Basileus shall: chair the Membership committee, organize the Rush and all membership events, supervise the membership intake process, be familiar with and execute the official membership program, complete all necessary paperwork, and meet all outlined deadlines regarding membership.
- d. The Grammateus shall: secure the meeting place for Chapter meetings unless circumstances prevent, keep the minutes of all Chapter meetings and Executive Board meetings, distribute these minutes to all chapter members, keep attendance at all Chapter meetings, and keep a copy of all committee reports.
- e. The Epistoleus shall: notify members of Chapter meetings, special meetings, and Chapter Business conducted between meetings, maintain a correspondence file, write general Chapter correspondence, compile a chapter directory, and maintain contact with chapter alumni.
- f. The Tamiouchos shall: chair the Finance Committee, prepare a yearly budget for the Chapter, keep an orderly record of income and expenditure, maintain a voucher system, give up-to-date financial reports at Chapter meetings, help prepare the Chapter report, collect Chapter and National dues, and be familiar with the Guide to Financial Procedures.

- g. The Pecunious Grammateus/ Anti-Tamiouchos shall: act as the co-chair of the Finance Committee, receive all funds, collect Chapter and National dues, and assist the Tamiouchos with the Chapter Budget. In the event the Pecunious Grammateus is unavailable to collect funds, the Grammateus shall collect them in her absence in accordance with the Guide to Chapter Financial Procedures.
- h. The Parliamentarian shall: maintain a library consisting of the Sorority bylaws, the manual of Standard Procedure, Roberts's Rules of Order and any other necessary materials which shall be sustained and updated yearly by the Chapter. She shall also make sure all elections and meetings are operating effectively within the rules outlined by Robert's Rules of Order.

Section 2. Term of Office

- a. Elected officers shall serve for one (1) year.

Section 3. Nominations and Elections

- a. Election of Officers
  1. The officers shall be elected annually at the last scheduled Chapter meeting in November by a 2/3 majority of members present unless the chapter calls a special meeting. Newly elected officers shall be installed at the close of the joint chapter meeting with the supervising graduate chapter in December.
  2. At the close of the academic year, the Basileus shall appoint officers for the next academic year based on the majority vote of the chapter at a specially held meeting. In the event of a tie between candidates, the Basileus shall appoint an officer to the position from the list of tied candidates.
  3. The election shall be conducted under the leadership of the Parliamentarian in accordance with Robert's Rules of Order.
  4. The election shall be by secret ballot.
- b. The Nominating Process
  1. The Chapter shall have a three (3) member nominating committee elected in accordance with Article V, Section 1 of the Chapter bylaws.
  2. The Nominating Committee shall decide who is about its three (3) members shall act as chairperson.
  3. The Parliamentarian shall serve as ex-officio.

4. The Basileus shall not be member of the committee nor attempt to instruct the committee.
5. The committee will accept written nominations three weeks prior to elections.
6. The committee shall verify acceptance of nominations.
7. The committee shall record any nominations from the floor at the end of Chapter meetings prior to elections.
8. The committee shall prepare the ballots and assist the tellers.

c. Vacancies

1. Any vacancy in office during the year shall be filled by an interim appointment made by the Basileus, after consultation with the Executive Board, until an election may be held.
2. In the event that the Basileus vacates the office, the Anti-Basileus shall make the interim appointment.
3. Any officer wishing to resign from her elected office must make her intent known to the Basileus in writing at least two (2) weeks in advance of the proposed date of her resignation. At this time, all Chapter books for that office must be complete and turned over to the Executive board until an election is held.
4. Elections may be held to fill a vacant elected office at the next chapter meeting after the resignation took place or at a special meeting.

Section 5. 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 concern. 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. The graduate advisor is the bonded financial officer of the chapter and shall counter sign chapter checks, contracts, and internal audit reports.

**Article V. Meetings**

Section 1. Regular Meetings

- a. Regular meetings of the Chapter shall be held on the fourth Sunday of each month, from September to April, unless otherwise ordered by the Chapter. All dues paying chapter members also serve as voting members in all chapter votes and motions.

- b. All sorors are required to attend all chapter meetings. If a soror cannot attend a meeting, she must notify the Graduate Advisor, Basileus, Grammateus, and Pecunious Grammateus at least 24 hours in advance of the meeting.
- c. All sorors are expected to attend all meetings of the committee on which they sit and all chapter events. If a soror cannot attend an event, she must notify the Graduate Advisor, Basileus, Philacter, Pecunious Grammateus, and the committee chairperson for that event or meeting.

Section 2. Executive Meetings

- a. The Executive Board shall consist of the elected and appointed officers of the Chapter and the Chapter's graduate advisor.
- b. The Board shall meet at least three (3) times a year and at least once per semester. Executive board meetings may be called by the Basileus, the Executive Board or by 2/3 of the Chapter's active membership.
- c. The duties of the Executive Board shall be: to uphold the Bylaws of the Chapter, enact any necessary disciplinary actions, oversee and ensure the smooth operation of the Chapter, deal with programming and official matters not covered by the standing and/or special committees, complete and submit nay reports for school requirements, and take care of business on regional and national levels.

Section 3. Special Meetings

Special Chapter meetings may be called by the Basileus, the Executive Board, or upon written request of 2/3 of the membership body.

Section 4. Quorum

A quorum shall be a 2/3 majority of the Chapter members in good standing.

Section 5. Decorum

- a. Robert's Rules of Order shall govern all meetings: Revise Edition.
- b. All sorors coming late to a *regularly* scheduled meeting or event without prior notification will be fined \$5 for every 15 minutes of tardiness up to \$30 per event. Sorors are expected to arrive at meetings at least 5 minutes prior to the designated commencement time of the meeting. Late excuses accepted at discretion of Basileus.
- c. Any soror arriving late to a meeting will take a seat immediately upon arrival and shall not disrupt the meeting in progress.
- d. In the case of obstinate behavior, grave breach of order of disorderly conduct, by any soror, the Basileus shall have the power to expel the member from the meeting.

**Article VI. Grievances**

- a. Any undergraduate or graduate soror affiliated with the Chapter who feels she has been treated unfairly by the Chapter, or disagrees with any decisions made or actions taken by individual sorors of the Chapter, has the right to bring a case before the Executive Board. All grievances will be dealt with in the following manner:
  1. Any soror exercising the right to appear before the executive board must first submit said grievance in writing to all members of the Executive Board. The grievance shall be read at the next Executive Board meeting.
  2. The Executive Board shall have the authority to make a recommendation to the Chapter at the next Chapter meeting.
  3. The sorors present at the Chapter meeting shall have the authority to vote upon the recommendation outlined by the Executive Board. A decision shall be made based on a 2/3-majority vote.
- b. If the grievance has not been resolved to the soror's satisfaction, she may request a hearing before the Chapter. At such time, that soror must present an oral and/or written statement of her case. The sorors present shall make a decision based upon a 2/3-majority vote.
- c. If the soror disputes the Chapter's decision, she may appeal in writing to the Regional Director, and if necessary, to the Directorate.

## **Article VII. Committees & Appointed Positions**

### Section 1. Standing Committees

- a. The Standing Committees of the Chapter Shall be:
  1. Multicultural Greek Council at Drexel University
  2. Office of Greek Life at La Salle University
  3. Office of Student Leadership and Activities at St. Joseph's University
  4. Multicultural Greek Council at The University of Pennsylvania
  5. Bylaws
  6. Civic
  7. Connections
  8. Cultural
  9. Finance
  10. Ivy Leaf
  11. Leadership
  12. Membership
  13. Nominations
  14. Reading and Scholarship
  15. Social
  16. Standards
  17. Sunshine

## 18. Technology

- b. All chairpersons shall be responsible for knowing the purpose of their committees as stated in their committee book, keeping their books updated, planning and submitting a yearly budget, planning executing, and evaluating all committee events, and attending all programming committee meetings.
- c. The Programming Committee shall consist of all committee chairpersons.

### Section 2. Special Committees

- a. The Special Committees of the Chapter shall be:
  - 1. Awards
  - 2. PoJazz
  - 3. Step

### Section 3. Committee Appointment Process

- a. The Basileus shall have the power to appoint the Ivy Leaf Reporter, the Philacter, chairpersons of standing committees and other such committees as deemed necessary for the effective execution of chapter business.
- b. Appointed officers shall be the Chairpersons of the following standing committees:
  - 1. Multicultural Greek Council at Drexel: Maximum of 2 chairpersons
  - 2. Multicultural Greek Council at Penn: Maximum of 2 chairpersons
  - 3. Bylaws: Parliamentarian
  - 4. Civic: Maximum of 3 chairpersons
  - 5. Connections: Maximum of 2 chairpersons
  - 6. Cultural: Maximum of 3 chairpersons
  - 7. Finance: Tamiouchos and Pecunious Grammateus
  - 8. Ivy Leaf: Ivy Leaf Reporter
  - 9. Leadership: Maximum of 2 chairpersons
  - 10. Membership: Membership and Assistant Membership Chairs
  - 11. Reading and Scholarship: Maximum of 3 chairpersons
  - 12. Social: Maximum of 3 chairpersons
  - 13. Standards: Maximum of 3 chairpersons
  - 14. Sunshine: Maximum of 2 chairpersons
  - 15. Technology: Maximum of 2 chairpersons
- c. The Ivy Leaf Reporter shall: serve as the Chapter Historian, prepare the Chapter newsletter, type and edit all news releases to the Ivy Leaf, and photograph and maintain documentation of all Chapter events for the Chapter Scrapbook and submissions to the Ivy Leaf

- d. The Philacter shall: greet all sorors as they arrive at Chapter functions, guard the door of all events and Chapter meetings, record the time of all late arrivals, make sure to sign in all who attend events, maintain the Philacter book, and collect fees to the Chapter.

#### **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 Procedures
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**

- a. Proposed amendments to the Chapter Bylaws must be submitted in writing to the Parliamentarian after being moved at a scheduled Chapter meeting
- b. The Chapter Bylaws shall be updated by the Parliamentarian and redistributed to all Chapter members at the beginning of each academic year.
- c. Any amendments may be voted upon at the next scheduled Chapter meeting or a special meeting provided that all active Chapter members have been notified in advance of the intention to do so.
- d. The majority of the Chapter's members must approve a proposed amendment in order to be passed.

#### **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 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 public purposes.*