

Alpha Kappa Alpha Sorority, Incorporated®
Lambda Lambda Chapter
Bylaws

ARTICLE I. NAME:

This organization shall be known as Lambda Lambda Chapter of Alpha Kappa Alpha Sorority, Incorporated, located in Greenwood, SC. The chapter shall be composed of undergraduate sorors as defined by the Corporate Constitution and Bylaws.

ARTICLE II. PURPOSE:

The purpose of Lambda Lambda is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and 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 after 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:

Membership in a chapter of Alpha Kappa Alpha Sorority, Incorporated shall be open to all young ladies who are desirous of membership provided they meet the criteria, rules and regulations as set forth by the Alpha Kappa Alpha Sorority, Incorporated.

Section I. Qualifications:

- a. Matriculation as a full time student where the campus chapter is located.
- b. She must have maintained a cumulative Grade Point Ratio (GPR) of not less than C+ (2.5) as set forth in the rules and regulations of the Pan-Hellenic Council of Lander University.
- c. Completion of at least one successful grading period as a full-time student at Lander University.
- d. They must provide at least two (2) written references from persons who can attest to those qualities.

Section 2. Assessment, Fees or Dues:

Each member shall pay Per Capita in the amount of ****\$110.00** and Chapter Tax in the amount of \$100.00. These are annual fees set by the Directorate and due December 31. (These fees can change at Boule.) ****REVISED 12/7/2017**

Section 3. Rights of Membership:

Section 4. Resignation and Disciplinary Action:

- a. Should any officer be removed, resigns or shows reasons why she should leave office, the Basileus shall appoint a successor to fill the office until election in November.
- b. Should the Basileus leave office, the Anti Basileus shall fill that position until special elections can be called for the purpose of electing the Basileus.

ARTICLE IV. OFFICERS:

Basileus, Anti-Basileus, Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus, Philacter, Hodegos, Ivy Leaf Reporter and Parliamentarian.

Section 1. Duties:

Basileus:

It shall be the duty of the Basileus to preside at all chapter meetings. She shall perform the duties which are usually executed by the chief officer. She shall appoint the Parliamentarian. She shall serve as ex-officio member of all committees except nominating. She shall chair the executive committee.

Anti-Basileus:

Presides in absence of Basileus, chair of the Program Committee. Participates on Executive Committee, Budget and Finance Committee

Grammateus:

Maintains accurate records of all chapter meetings. Maintains alphabetical roster of active members assists Basileus in agenda preparation, presides in the absence of the Basileus and anti-basileus. Reads the minutes or provides copies to the chapter members. Records business accomplished at each meeting.

Epistoleus:

Maintains chapter calendar and notifies members of meetings, generates correspondence as directed by the Basileus, maintains correspondence files and reads correspondence the chapter.

Tamiouchos:

Keeps record of income and expenditures, makes timely deposits of funds, issues checks upon receipt of vouchers, reconciles monthly bank statements, prepares and presents monthly reports to chapter, prepares annual report, serves as chairman of budget and finance committee, signs vouchers, signs checks along with Basileus and prepares annual budget.

Pecunious Grammateus:

Receives and records all funds for the chapter, submits all funds received to the Tamiouchos, maintains records of funds available, serves of budget committee, gives receipts for all income received, keeps records of all payments made by each soror and brings the record to chapter meetings.

Hodegos:

Receives and introduces visitors, takes care of all courtesies such as purchasing gifts, sending cards, flowers, etc, assists Basileus with Ivy Beyond the Wall Ceremony and arrangements, and chairs the Social, Hospitality and Welfare Committees.

Philacter:

Guards the door and announces the alarms, checks credentials or eligibility or eligibility of sorors arriving late, denies entrance to unauthorized persons, assists in maintaining order upon request of the Basileus.

Parliamentarian:

Calls any error in proceedings that may affect the rights of any member or may otherwise do harm to the attention of the chair, serves as chairman of the bylaws committee, interprets policies and procedures of the chapter, sits next to the chairman so as to be convenient for consultation in a low voice, if need be.

Ivy Leaf Reporter:

Compiles, types and edits news release, sends news release to news media, covers all major activities, arranges for photographs to be made of major activities, sets up monthly calendar of events, and follows guidelines for Ivy Leaf Reporter as outlined in the Ivy Leaf Magazine.

Section 2. Term of Office

- a. Officers shall serve for one year. Can serve two years if re-elected.

Section 3. Nomination and Elections:

- a. Nominations are handled by nomination committee the committee circulates the list of officers to the filled by all full-time financial members.
- b. Elections are handled by ballots, no absentee ballots. Sorors are notified seven (7) days prior to voting, giving the date, time and place.

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 under graduate 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) or concerns. The Graduate Advisor and/or Assistant Advisor will ensure that the sorors of the undergraduate chapter will be the decision makers and lead the chapter's operations.

ARTICLE V. MEETING:

Section 1: Regular Meeting

Regular meetings will be held twice per month at a time and place as established at the beginning of the school year.

Section 2: Executive Meeting

Executive meetings will be held same as above (regular meeting) to be established at the beginning of the school year.

Section 3: Special Meeting

All special meetings must be authorized by the Graduate Advisor.

Section 4: Quorum

The majority of the members must be present to transact business or cast a vote. A quorum is determined based on the number of active members in the chapter (2/3).

Section 5: Explain how the sorors will be notified of meetings

Sorors will be notified of meetings by the Epistoleus (via email)

ARTICLE VI. EXECUTIVE COMMITTEE:**Section 1. Composition**

The executive committee is composed of officers of the chapter and chairpersons of committees.

Section 2. Powers

The executive committee will discuss issues involving the chapter and make their decision during the executive meeting, bring their decisions back to the body for the chapter to accept or reject.

Section 3. Quorum

Majority must be present in order to make decisions.

ARTICLE VII. COMMITTEES**Standing Committee:**

A standing committee is chosen to function over an extended period of time and remain in existence permanently. The committee is consisted of the Membership, Technology, Connection, Bylaws, Program, Budget, Finance, Executive, Standards and Nominating.

ARTICLE VIII. SPECIAL AND AD HOC COMMITTEES

The Basileus shall create committees as needed to facilitate the purpose and objectives of the Chapter. An Ad Hoc Committee performs specific tasks and cases when its final report is discarded. A Special Committee should not be appointed to perform a task that is covered under an existing "Standing" Committee.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The governing documents will be used in said order: The Constitution and Bylaws, Manual of Standard Procedure, Chapter Bylaws and rules contained in the current edition of Roberts Rules of Order, Newly Revised.

ARTICLE X. AMENDMENT OF THE BYLAWS

Bylaws may be amended at a regular meeting with a two-third vote/simple majority.

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© (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© (3) of the Internal Revenue Code, or corresponding section of any future federal code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**LAMBDA LAMBDA CHAPTER BYLAWS
AMENDMENTS****ARTICLE IV. Officers: Section II**

Term of Officer: 1. Officer shall serve for one (1) year. Can serve two years if re-elected.

1a. Any officer can be removed from her duty by/office if not performing properly and not in attendance at scheduled meetings.

ARTICLE V.

If members are not in attendance for three (3) consecutive meetings and holding an office, she shall be removed of her duty and replaced by an appointed member by the Basileus until election of officers (November). If the Basileus is absent from her duty for 2 consecutive months she shall be replaced of her duty by the Graduate Advisor. If reason for absenteeism is due to illness, an accident or an act of God, the Graduate Advisor will make necessary adjustments.

Revised March 2011