

ALPHA KAPPA ALPHA SORORITY, INC.

TAU CHAPTER

BY-LAWS

(REVISED 1/1/2018)

ARTICLE I: NAME

This organization chartered on December 16, 1922 in Bloomington, Indiana on the campus of Indiana University shall be known as Tau Chapter 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 Tau Chapter is to cultivate and encourage high scholastics 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 with in six (6) years from the date of admission to first university/college of acceptance. If the member has not graduated after six (6) years of entering the university/college, the member 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

The membership shall be composed of Alpha Kappa Alpha women initiated into or transferred from another chapter in accordance with the Constitution and Bylaws of the sorority.

An active member is a soror who meets all financial requirements for the current year of both the chapter and the Boule; maintains full-time enrollment at Indiana University (12 hours minimum), with the exception of graduating seniors, and maintains a cumulative grade point average of C+ as set forth by the university for all members of the PanHellenic Association.

Potential candidates must meet the qualifications established by Alpha Kappa Alpha Sorority, Inc in order to participate in the Membership Intake Process as set forth by the Undergraduate Membership Intake Process Manual.

Candidates for membership must have a previous semester and cumulative grade point average of C+ as set forth by the university. for all members of the PanHellenic Association. In order to be considered for candidacy into Alpha Kappa Alpha, one must have met all of the requirements as outlined in the Undergraduate Membership Process Manual.

Sorors participating in the Undergraduate Membership Intake Process must be active financially and academically. She must have all dues and assessments paid up to date. She must have met all chapter and program attendance requirements.

The Membership Intake Process may occur during the Spring and Fall semesters with the approval of the Graduate Advisor and the

Central Regional Director.

Section 2. Assessments, Fees, or Dues

The fiscal year of the Chapter shall be from January 1 to December 31.

Dues shall be established as recommended by the Finance Committee and adopted by a majority vote by the chapter members present at the last meeting in November. Dues shall be collected at the first meeting in December. All dues shall be paid to the Pecunious Grammateus.

All dues and assessments are payable to the chapter on January 1st. Any member who fails to pay the total dues by January 25th shall be fined an amount equal to ten percent of the total dues. All dues must be submitted to Alpha Kappa Alpha Corporate office by February 1st and time must be allowed for processing. A member will not be considered active until dues and assessments have been paid in full.

Any member who is student teaching or participating in any other internship will be expected to pay chapter dues and per capita tax. Upon receipt of the officer Transfer Form from the Alpha Kappa Alpha office, an undergraduate member immediately transferring into the Graduate Chapter after graduation, shall be exempt from payment of dues for the remainder of the calendar year.

Section 3. Excused Absences and Attendance

Excused absences are as follows: illness, work, class meeting and emergencies, and other limited circumstances, which must be reported by the Hodegos and approved by the Basileus in advance. Valid documentation is necessary to miss an event (examples: work or class schedule, a screenshot of a class meeting, etc.). Sorors must contact the Hodegos at least 24 hours before the event

intended to be missed in order to be excused unless it is an emergency. The Hodegos must report all attendance activities to the Basileus on a weekly basis. The Hodegos must also contact the Basileus 24 hours in advance before an event if she cannot make it with a valid excuse. If the Hodegos cannot attend an event, she must appoint another member of the executive board to take attendance by the approval of the Basileus.

Attendance will be taken at all meetings, program activities, sisterhood activities, and service events each semester. Attendance will be tracked according to the Chapter Point System (*see Section 6 Disciplinary Action*). Lack of attendance may result in ineligibility to run for office, participate in strolls/parties and participate in the Membership Intake Activities.

Section 4. Academic Sanctioning

Chapter members are expected to maintain a semester GPA of 2.8 or higher. Members who do not maintain a 2.8 GPA are subject to withdrawal of privileges, mandatory chapter study tables, and bi-weekly check-ins with the Tau Chapter Director of Academics, Those chapter members who obtain a 2.5 or below semester GPA are subject to mandatory study tables and responsibilities facilitated by the IU National Panhellenic Council along with the Tau chapter academic sanctions listed previously.

Mandatory chapter study tables will be hosted by the Director of Academics. The Director of Academics must be notified 5 days advance by email if a member cannot attend study tables. The member must also provide valid documentation to the Director of Academics in this instance. If a member does not abide by this, she may be fined \$5.

Section 5. Dress Code

There will be a dress code for Tau Chapter, Alpha Kappa Alpha Sorority, Inc. For chapter meetings, proper business attire is required. Proper business attire includes skirt or pants suits, skirts and blouses, dresses and stockings as seasonal, and slacks or pants.

For a chapter-sponsored event, proper attire shall include skirts and blouses, dresses, sweaters, and stockings as appropriate. This does not include denim jeans, pants or slacks, sweatshirts, sweatpants, or t-shirts unless specified by the Basileus. Business casual attire will be worn to other NPHC Greek events during their week of events unless specified by the Basileus.

All business casual attire must be in neutral colors with no bold patterns, stripes, polka dots, or colors of other organizations. The attire can include the colors of pink or green. The attire also cannot resemble party attire or be too form fitting.

Section 6. Disciplinary Action

Tau chapter shall abide by a point system in order to enforce disciplinary consequences regarding violations of protocol and attendance. All members will begin each new academic year (Fall to Spring) with 100 points. Points will be subtracted for violations of protocol and unexcused absences with the approval of the Basileus, Hodegos, and Protocol Officer. Points will be deducted in violation of protocol or unexcused absences or tardiness. If a member is not in protocol, that will lead to a 10-point deduction and will count as an unexcused absence. If a member is late by 10 minutes or more to a mandatory event and does not notify the Hodegos 24 hours in advance, that will lead to a 5-point deduction. If a member does not notify the Hodegos with a valid excuse 24 hours in advance and does not attend a mandatory event, then that will lead to a 10-point deduction. Once a member reaches the 70-point threshold, there will be consequences of no strolling, no

parties, no MIP activities, and clean-up and set up sanctioned by the Basileus. Once a member reaches the 60-point threshold, there will be a fine of \$1 per one point below the 60-point threshold. If a member reaches “0” points, she will be reviewed and considered for a vote of withdrawal of privileges by the chapter. A decision to invoke the penalty must receive a two-thirds vote of the active membership present at a meeting. If such action takes place, the chapter will be notified and the Graduate Advisor will notify the sponsoring chapter and Central Regional Director. Those sorors in violation of the dress code will be asked to leave and it will be considered an unexcused absence.

A soror leaving chapter sponsored events that require extensive clean-up shall be responsible to clean up during the next chapter sponsored events. Events that require extensive clean-up shall be designated in chapter meeting by the Basileus.

All chapter sorority materials must be placed in storage prior to leaving campus during breaks and the key must be given to the Graduate Advisor. All financial records must be given to the Graduate Advisor at the end of each semester. A soror leaving campus with sorority materials is in violation of the sorority documents and will be reported.

For special events (i.e. Tau Week activities), consequences for tardiness and absenteeism will be different as specified by the Executive Committee. These temporary changes will be given to sorors one week prior to the scheduled event(s).

Any member who is found guilty of violating the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc., Manual of Standard Procedures or the Bylaws of Tau Chapter shall have the penalty of withdrawal of individual privileges. A decision to invoke the penalty must receive a two-thirds vote of the active membership present at a meeting. If such action takes place, the chapter will be notified and the Graduate Advisor will notify the sponsoring chapter and Central Regional Director.

Anyone suspected of disclosing sorority business will have their case taken to the chapter and all final action rendered will be voted upon by secret ballot. The penalty will start at the time of the vote and will be no shorter than the remainder of the semester and no longer than six months. For situations reported to the Regional Director, she will determine the penalty timeline.

ARTICLE IV: OFFICERS

Section 1. Duties

Basileus

The Basileus shall be the Chief Officer and representative of the chapter. It shall be the duty of the Basileus to preside at all meetings of the chapter working from a printed agenda; appoint with a approval of the Executive Committee, the Philacter, Protocol Officer, Member at Large, Chaplain and Membership Chairman; appoints all committee chairman and works collaboratively with the Anti-Basileus in the appointment of all Program Chairman.

She shall chair the Executive Committee; sign all checks and vouchers for expenditures along with the Tamiochous. The Basileus shall also be knowledgeable in the documents of the sorority such as; the Constitution & By-laws, Manual of Standard Procedures, Robert's Rules of Order, and any other official documents of the sorority and shall enforce them. She serves as a delegate to the Central Regional Conference, Boule, Leadership Seminar, and Undergraduate Round-up/Area Retreat. She shall also delegate authority. The Basileus serves as ex-officio member of all committees except the Nominating Committee; appoint committees as necessary to facilitate the operations of the chapter;

approve all outgoing correspondence. She shall enforce the Constitution & Bylaws of the sorority and of the chapter.

Anti-Basileus

It shall be the duty of the Anti-Basileus to perform the duties of the Basileus in her absence. She shall serve as the chairperson of the Program Committee. She shall assist the Basileus with the compilation of chapter programs and activities for inclusion in the Chapter Report submitted to the Corporate Office, Regional Director and the Regional Program Committee Chairman at the end of the fiscal year. She serves as a member of the Executive Committee. She attends at least 80% of the Chapter, and Executive Committee and program activities. The Anti-Basileus shall be knowledgeable of the Chapter Bylaws, national documents & Robert's Rules of Order: It shall also be her duty to plan a Program calendar year with her committees. She shall also involve the chapter in at least one big service project a semester.

Grammateus

It shall be the duty of the Grammateus to serve as secretary of the Chapter meetings, Executive Committee and Bylaws Committee meetings. She must keep minutes of all chapter proceedings and records accurately. The minutes should be written in the third person and should not include what individual members say. The Grammateus shall assist the Basileus in preparing the agenda and preside at meeting in the absence of the Basileus and the Anti-Basileus. It shall also be her duty to serve on the Finance (Budget) Committee and chair the Standards Committee. She shall maintain an alphabetical roster of active members and bring Constitution, Bylaws and committee records to all meetings. She also obtains verification of Central Regional Conference and Boule Registrations. The Grammateus shall understand and know parliamentary procedure and maintain a folder of the following

items: minutes of the current year, correspondence from the chapter, program evaluations, committee reports and copy all forms, semester evaluation, monthly financial reports, budget submissions and yearly and monthly calendar.

Tamiouchos

It shall be the duty of the Tamiouchos to receive all monies from the Pecunious Grammateus and give receipts for the same; pay all authorized expenses of the chapter from which properly signed vouchers have been received, and make a report of receipts and disbursements at each chapter meeting. The Tamiouchos serves on the Executive Committee, chair the Finance (Budget) Committee and be bonded; if at least 21 years of age. She shall follow financial procedures as set forth in the Sorority's Constitution & Bylaws, Manual of Standard Procedures, and Fiscal Fitness booklet and maintain organized records of income and expenditures. The Tamiouchos shall reconcile bank statements monthly. She shall prepare a financial report for inclusion in the Chapter Report submitted to the Alpha Kappa Alpha Corporate Office, Supreme Tamiouchos and Central Regional Director at the end of the fiscal year. Submit the financial records for audit at the end of the year.

Pecunious Grammateus

It shall be the duty of the Pecunious Grammateus to call roll upon request; collect all dues, and other fees; give receipts and keep an itemized account of the same. She shall give all monies to the Tamiouchos and receive receipts for the same. She shall maintain a cash receipts journal and keep a list of all financial sorors. It shall also be her duty to assist the Tamiouchos in making all monthly and annual reports. She submits the financial records for an audit at the end of the fiscal year. She shall also serve on the Budget Committee and on the Executive Committee.

Epistoleus

It shall be the duty of the Epistoleus to keep a roster of chapter members; notify members of all regular and special meetings at least 3 days in advance; circulate general materials approved by the Basileus and Graduate Advisor for the chapter; notify all members of chapter matters to be voted upon, and handle any and all chapter correspondence. The Epistoleus shall see to it that the Graduate Advisor receives a copy of all correspondence before the correspondence is sent.

Parliamentarian

It shall be the duty of the Parliamentarian to assist the presiding officer in the interpretation of the Constitution and Bylaws of the Boule, Bylaws of the Chapter and Robert's rules of Order and to serve as advisor to the Basileus regarding these documents. She shall keep in her possession current copies of these documents. Mail two copies of the Chapter Bylaws to the Central Regional Director and one copy to the Regional Parliamentarian. The Parliamentarian shall serve as chair of the Bylaws Committee and is a member of the Executive Committee.

Chaplain

The Chaplain provides a spiritual and sisterly atmosphere in the chapter. She will present inspirational meditations at the chapter meetings and other occasions as requested. She also serves as a member of the Executive Committee.

Ivy Leaf Reporter

It shall be the duty of the Ivy Leaf Reporter to prepare and or edit, with the approval of the Basileus and Graduate Advisor, publicity of chapter activities and the accomplishments of individual members to the *Ivy Leaf* and Central Regional Director's

Newsletter. She serves as a member of the Executive Committee and Chairperson to the Public Relations Committee.

Historian

The Historian compiles and maintains the archives of the chapter. She shall be obligated to coordinate the annual chapter scrapbook as well as maintain and organize the chapter history closets. At each chapter meeting, she shall provide new information concerning Tau chapter history. She shall reside as the chair of the History & Property Committee and as a member of the Executive Committee.

Hodegos

It shall be the duty of the Hodegos to serve as Social Chairman for the chapter and take attendance at all chapter-sponsored events. She maintains a record of members in attendance at chapter meetings and shares this information to the Grammateus at the end of the meeting. The Hodegos must report all attendance activities to the Basileus on a weekly basis. The Hodegos must also contact the Basileus 24 hours in advance before an event if she cannot make it with a valid excuse. If the Hodegos cannot attend an event, she must appoint another member of the executive board to take attendance by the approval of the Basileus. She shall also receive and introduce visitors, take care of all courtesies and she is the official hostess of the chapter. She also serves as a member of the Executive Committee and the Membership Committee.

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 will ensure that the Sorors of the undergraduate chapter will be the decision makers and lead their chapter's operations.

Philacter

The Philacter supports the presiding officer in maintaining peace and order in chapter meetings. She guards the door to insure privacy of our meeting. She serves as a member of the Executive Committee and is a member of the Protocol Committee.

Protocol Officer

Assist the chapter in becoming more knowledgeable regarding matters of protocol. She has the ability to address situations that are a poor reflection of Tau chapter, including, but not limited to dress code, behavior, social media appearance, and more. She can request that a member leave an event or remove a social media post if that member is not abiding by protocol. A violation of protocol results in a deduction of points. She serves in an advisory capacity whenever the chapter plans receptions, fundraisers, Founder's Day or other special events. She serves as a member of the Executive Committee and the Membership Committee.

Director of Community Outreach

It shall be the duty of the Director of Community Outreach to coordinate and oversee all chapter service and community outreach efforts. She shall serve as an ex-officio member to all target program committees. She serves as an assistant to the Anti-

Basileus and will aid in the completion of End of the Year program reports and other program documentation as requested by the Anti-Basileus. This position will be instilled based on the discretion of the current Basileus.

Director of Academics

It shall be the duty of the Director of Academics to prepare, edit, and implement with the approval of the Basileus and Graduate Advisor, an academic plan for all chapter members. At the discretion of the Director of Academics, she shall host study tables, bi-weekly individual check-ins, and provide information regarding campus academic resources to ensure academic excellence among all members. She serves as a member of the Executive Committee.

Member at large

The Member at large, at the discretion of the Basileus, performs such duties as a representative to the National Pan-Hellenic Council, NAACP, and Black Student Union. She shall give a report to the chapter and notify them of upcoming events. She serves as a member of the Executive Committee.

Section 2. Term of Office

In the event that any officer cannot be present at chapter meetings or events, it is their responsibility to designate someone as a replacement. Chapter Records of all officers shall be completed for the year and transferred to the new officers within 30 days following the election.

The officers of Tau Chapter shall be elected and appointed.

The elected officers of the chapter shall be as follows: Basileus, Anti-Basileus, Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus, Parliamentarian, Chaplain, Ivy Leaf Reporter, and

Hodegos. The appointed officers are: Philacter, Protocol Officer, Member at Large, Historian and Membership Chairman.

The term of each elected office shall be one year. The term for each appointed office shall be the same as the term for the appointing Basileus. The Basileus shall appoint these officers with the approval of the Executive Committee. These officers shall be members of the Executive Committee and shall also abide by all rules and regulations of Alpha Kappa Alpha Sorority, Incorporated locally and internationally.

When an office becomes vacant in the same year, it shall be filled as follows:

- The Anti Basileus shall fill the unexpired term of Basileus.
- If both Basileus and Anti Basileus become vacant at the same time, the Nominating Committee will schedule a special election within 30 days of the vacancy.
- The Anti Grammateus shall fill the unexpired term of the Grammateus.
- The Pecunious Grammateus shall fill the unexpired term of the Tamiouchous.
- The unexpired term of all other officers shall be filled by eligible members appointed by the Basileus with the approval of the Executive Committee.

An officer is eligible to succeed herself once in any given year. No officer is eligible to hold the same office for more than two consecutive terms. Installation of officers shall be held in December, at the first meeting following the election.

Section 3. Nominations and Elections

The members of the Nominating Committee shall be elected and assume office on January 1st. Its members shall elect the chair of the Nominating Committee. A member of this committee shall be eligible for succession and may not remain on the committee more than two consecutive years.

The Nominating Committee will prepare a slate as specified by *Article VII, Nominating Committee*, of the *Tau Chapter Bylaws*. Presentation of the slate will be submitted within one week prior to the voting.

Every soror running for an office has to be reviewed financially and academically.

Election of officers will be held the last meeting in November. Officers will be installed the first meeting in December.

The Nominating Committee will appoint sorors to serve as Tellers with the approval of the Basileus. Sorors serving as tellers are not members of the Nominating Committee.

A candidate for any office must have met the financial and academic requirements of Tau Chapter 1 year preceding her candidacy; must have been in attendance at 80% of chapter meetings and events; registered and in attendance at the last Regional Conference or Boule.

All sorors voting for candidates into membership and officers will require that all back dues be paid up.

Voting for officers shall be done by secret ballot and shall be counted by the Tellers approved by the Basileus. The results are reported to the Grammateus to be placed in the chapter minutes/records

Voting on regular chapter matters shall be on a format deemed necessary by the Basileus to determine the outcome based on Robert's Rules of Order. In the event of a hand vote or a stand vote, it will be counted by the Philacter. The results should be documented by Grammateus.

There are no absentee ballots/votes allowed within Alpha Kappa Alpha Sorority, Inc.

Section 4. Delegates

The number of delegates to the Central Regional Conference and Boule shall be based on the recent edition of the Constitution and Bylaws of the sorority. The number of delegates or representatives to all other sorority conferences and/or meetings shall be determined by the chapter budget. If required, the Basileus shall appoint a member to fill a delegate or alternate position.

The following shall be automatic delegates or representatives to: Central Regional Conference, Boule, Leadership Seminars and Undergraduate Round-up/Area Retreats: Basileus, Anti-Basileus, and Grammateus. All other delegates and alternates shall be slated by the Nominating committee and elected by majority of the active membership present at the chapter meeting.

Delegates shall attend all business sessions, committee meetings and workshops. A written report must be prepared and submitted within 30 days of the conclusion of the conference and submitted to the Basileus.

ARTICLE V: MEETING

Section 1. Regular Meeting

Tau Chapter shall have a minimum of one chapter meeting per month except during the summer months. Joint chapter meetings will be held with our sponsoring chapter a minimum of 2 times a year.

Chapter members are also expected to adhere to the attendance guidelines as outlined by the Indiana University NPHC.

If a soror must leave a meeting early, the Basileus must be informed prior to the start of the meeting. If all efforts to reach the Basileus fail, only then must Hodegos be informed.

Section 2. Events

A soror arriving late to an Alpha Kappa Alpha sponsored event without informing the Hodegos at least 24 hours prior to the event, unless in an event of an emergency, will be expected to help with any additional responsibilities at the event. Tardiness to a chapter-sponsored event is defined as arriving 5 minutes after the time designated by the Basileus.

Section 3. Quorum

A quorum of the chapter shall constitute a majority of the active sorors and quorum must be present to vote on sorority issues.

All chapter members have the obligation and responsibility of actively participating in the life of the chapter and our national organization. Chapter members should uphold the Constitution and Bylaws, Manual of Standard Procedures and all other duly issued directives of the sorority.

Section 4. Meeting Notification

The Basileus will notify sorors of meeting times and locations via email.

Article VI. EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the Basileus as Chairman, all elected and appointed officers and the Membership Chairman. This committee shall be concerned with all phases of the Chapter programs and have general administrative responsibility for the affairs of the chapter.

Section 2. Powers

The Executive Committee shall approve officer appointments made by the Basileus.

Any appointed chairman of a standing committee or program committee who constantly neglects or fails to discharge duties assigned to her may be removed by the Basileus with two-thirds vote of the Executive Committee.

Any member of the Executive Committee who does not perform her duties as outlined in the Bylaws is subject to an investigation of the reported violations. A two-thirds vote of the Executive Committee is required to establish a special committee composed of three members of the Executive Committee and four active members not holding office or chairing a standing committee. This committee shall be appointed by the Basileus.

If the chapter finds that any officer is not functioning adequately, the Basileus will appoint someone to fill the unexpired term of office with the approval of the Executive Committee.

Section 3. Meetings

The Executive Committee shall meet monthly or at the discretion of the Basileus.

Section 4. Quorum

A quorum of the Executive Committee shall constitute a majority of the active committee members and quorum must be present to vote on sorority issues.

Article VII COMMITTEES

The Standing Committees of Tau chapter shall be:

- Executive, Program, Finance, Nominating, Standards, Membership, Audit, Public Relations, History and Property, Technology, Scholarship and Social

Program Committee

The Program Committee members shall consist of the Anti-Basileus as Chairmen, all Committee Chairmen of the international program initiatives and other active members. This committee shall design, develop, promote and interpret the chapter program to the community. It shall coordinate and integrate chapter programs with international programs. This committee shall plan the annual program for the sorority and submit a report to the chapter for the upcoming year in September. The Program Committee shall include all service projects and fundraising activities to be implemented.

Finance Committee

The Finance committee shall be composed of the Tamiouchos as chairman, the Pecunious Grammateus and three sorors appointed by the Basileus. This committee shall prepare the annual budget of the fiscal year beginning on January 1st and monitor the financial operations of the chapter. The proposed annual budget shall be presented at the October chapter meeting and adopted at the November chapter meeting. Each financial member shall receive a

written report of the budget adopted by the chapter.

Nominating Committee

This committee shall consist of five members elected by the sorority. The committee shall solicit candidates for Chapter offices, members of the Nominating Committee and Delegates for the Central Regional Conference, Boule, Leadership Seminar and Undergraduate Round-up/Area Retreat. The committee determines eligibility of the candidates whose names are submitted for officers by reviewing attendance sheets and assuring all financial and service obligations have been met. The committee shall contact each person nominated in order to obtain acceptance of the nomination. This committee prepares the official voting ballot and presents the slate of qualified candidates to the chapter at the October meeting before elections, at which time additional nominations from the floor shall be permitted. Members of the Nominating Committees are eligible to be nominated for an officer if all qualifications are met. Tellers are appointed with the approval of the Basileus, to count the ballots.

Standards Committee

This committee shall be selected from the Membership, Finance and Program Committees. The Grammateus shall serve as the committee chairperson. The committee shall be responsible for conducting self evaluations of the chapter's operation using the criteria established by the National Standards Committee. This Committee shall report the evaluation summary to all members. This committee shall perform all duties as outlined in the most recent edition of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc. This committee shall also assist in the preparation of any Heritage Committee visit.

Membership Committee

The Membership Committee shall consist of a chairman appointed by the Basileus, the Hodegos, Protocol Officer, Philacter and other active members. The function of this committee is to implement the chapter's program of recruitment, reclamation and retention of Alpha Kappa Alpha members. This Committee shall keep the lines of communication open between all members through regular social activities. This committee is responsible of the Membership Intake Process under the direction of the Graduate Advisor. This committee shall also maintain an up to date roster of active and inactive sorors in the city. The duties of the committee are ongoing.

Audit Committee

The Auditing Committee of three members shall be appointed by the Basileus who are not officers or committee chairmen. The duty of this committee shall be to conduct an internal audit of the Tamiouchos and Pecunious Grammateus records at the close of the fiscal year. A report will be made at the first January meeting. The Tamiouchos and/or Pecunious Grammateus shall not be members of the Auditing Committee, as stated in the *Guide to Financial Procedures*.

Public Relations Committee

The Public Relations committee shall consist of the Ivy Leaf Reporter as chairman, the Historian and other active members. Public Relations chair shall appoint a member of this committee to serve as Webmaster and Social Media Chair. In addition to this, she is the holder of the chapter email account, TauChapterAKA1922@gmail.com that is to only be used for the creation of social media accounts. After her term is completed, she must turn over all usernames and passwords for the Tau chapter website, social media, and Tau chapter email effective immediately to the Basileus. The committee has the responsibility of assisting in

publicizing chapter activities and communicating to the members how these activities will be communicated to the community. The committee may use the mass media and other techniques to report and interpret the Alpha Kappa Alpha programs to the public; it must report to the *Ivy Leaf* and the Central Regional Director's Newsletter. The image of the sorority which is received by the public is largely determined by the work of this committee.

Scholarship Committee

It shall be the duty of this committee to implement the sorority's scholarship program. The committee shall consist of four members, one of whom shall serve as the chairperson. This committee shall solicit recommendations and awards scholarships to qualified students.

Social Committee

This committee shall be composed of the Hodegos as Chairmen and other active members of the chapter. It shall be responsible for overseeing all social activities of the chapter. This committee shall work in conjunction with the Membership Committee and in collaborative efforts of programs with other organizations.

Technology Committee

The Technology Committee shall consist of a chairman appointed by the Basileus, a member of the Membership Committee and other active sorors. This committee shall maintain the website, address technology issues and administer other electronic communications.

ARTICLE VIII: SPECIAL AND AD HOC COMMITTEES

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

Internal Development Committee

It shall be the duty of this committee to implement the sorority's internal development program. The committee shall consist of two chairpersons. This committee shall be responsible for implementing professionalism and development workshops according to their discretion as well as upon the recommendation of the Basileus. This committee shall also be responsible for seeking out external and internal speakers and other necessary resources to be made available to all chapter members.

Sisterly Relations Committee

It shall be the duty of the sisterly relations committee to plan and implement activities that will foster and support the sisterhood among chapter members. The committee will be required to host two sisterly relations activities per month. In addition, they shall be responsible for informing the chapter of events, activities, and other programs that Sorors are involved in, so that we may all attend.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The governing documents will be used in said order:

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

Each member shall have knowledge of and shall comply fully, and in good faith, with the Constitution and Bylaws of Alpha Kappa

Alpha Sorority, Inc., Manual of Standard Procedures and with the Bylaws of the Chapter.

ARTICLE X: AMENDMENT OF THE BYLAWS

The chapter Bylaws may be amended at any regular or call meeting upon a simple majority vote of all active members present and voting. All active members must have received a written notice of said change and a copy of the proposed changes at least 2 weeks before the meeting at which time the changes will be voted on. Amendments of the Bylaws shall take place immediately.

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.

ARTICLE XII: STUDENT LIFE AND LEARNING

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of

the person's consent or lack of consent.

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for profit companies if acting as a representative of a student organization.

Statement of Non-Discrimination: Tau Chapter of Alpha Kappa Alpha Sorority, Inc. allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

ARTICLE XIII: CHAPTER STEP TEAM

Step Team

Winnings from step performances or competitions shall be divided equally amongst all members of the step team including the current step coach(es). Money allocated for the step team shall be used to fund the following (but not limited to): uniforms, registration, props, traveling expenses, etc.