


□ PREAMBLE



# Alpha Kappa Alpha Sorority, Inc.

## Epsilon Lambda Chapter University of Houston Chapter Bylaws



We, as college women, being aware of the increasing complexity of women's problems, especially those of Negro women, and realizing the necessity of forming an organization for the purpose of studying and solving such problems, do therefore organize this Sorority in order to cultivate and encourage high scholastic and ethical standards, improve the social stature of the race, promote unity and friendship among college women, and keep alive within graduates an interest in college life and progressive movement emanating therefrom.

## **ALPHA KAPPA ALPHA NATIONAL SONG**

**J. Marjorie Jackson**

Through the years as we struggle with main and with might  
To capture a vision fair  
There is one thing that spurs us to victory's height  
With a fellowship sincere and rare.

Chorus

O, Alpha Kappa Alpha, dear Alpha Kappa Alpha  
Hearts that are loyal  
And hearts that are true  
By merit and culture  
We strive and we do  
Things that are worthwhile  
And with a smile

We help each other  
For we know there's no other  
Like our sisterhood  
Alpha Kappa Alpha.

So together anew  
We will pledge our faith  
And united we'll forge a way  
Greater laurels to win  
Greater tasks to begin  
To thy honor and glory today.

(Repeat Chorus)

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**Epsilon Lambda Chapter  
ALPHA KAPPA ALPHA SORORITY, INC.**

**ARTICLE I- NAME**

The name of this organization shall be the Epsilon Lambda Chapter of Alpha Kappa Alpha Sorority, Inc. This undergraduate chapter, chartered September 26, 1969, at the University of Houston Central Campus, is located in the South Central Region.

## **ARTICLE II- PURPOSE**

The purpose of the Epsilon Lambda 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, Incorporated.

## **ARTICLE III-DUTIES AND POWERS OF CHAPTER**

**Section 1.** Epsilon Lambda shall have the power to select its own members, subject to the rules and regulations of Alpha Kappa Alpha Sorority, Incorporated.

**Section 2.** Epsilon Lambda shall have the power to hear and to adjust matters of differences between its members, withdraw individual member's privileges, and restore members to good standing. Where no settlement of differences is reached within the chapter, an appeal may be made to the Regional Director, and if necessary, to the Directorate. For reference (Manual of Standard Procedure, page 38, Withdrawal of Privileges and Suspension Individual or Chapter) and Alpha Kappa Sorority, Inc. Bylaws, Article VI, Sections 5 and 6 and Alpha Kappa Alpha Sorority, Inc. Bylaws, Article VI, Section 16 and Manual of Standard Procedure, page 46, Restoration to Good Standing).

**Section 3.** The Graduate Advisor(s) to an undergraduate chapter shall be liaison person(s) between the graduate and undergraduate chapter and between the undergraduate chapter and the Regional Director. She (they) shall establish a working relationship with the appropriate university or college officials. She (they) shall be advisor(s) to the undergraduate chapter in

the interpretation and implementation of the Alpha Kappa Alpha National Program targets, the *Constitution and Bylaws*, the *Manual of Standard Procedure*, the *Undergraduate Membership Intake Process Manual*, the *Alpha Kappa Alpha Sorority, Incorporated Anti-Hazing Handbook*, and other official handbooks.

**Section 4.** The responsibility for supervision of the undergraduate chapter shall be with the graduate chapter (Alpha Kappa Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated), which provides the graduate advisor(s) to the undergraduate chapter.

#### **ARTICLE IV- OFFICERS**

**Section 1.** Epsilon Lambda Chapter shall have the following officers: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos Pecunious Grammateus, Anti- Pecunious Grammateus, Epistoleus, Parliamentarian, Chaplain, Ivy Leaf Reporter, Historian, Hodegos, and Philacter.

**Section 2.** The major officers of Epsilon Lambda Chapter shall be the Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos, Epistoleus, Parliamentarian, Pecunious Grammateus, Anti- Pecunious Grammateus, Hodegos, Ivy Leaf Reporter.

**Section 3.** The Executive Committee shall consist of all major officers as identified in Article IV Section (2) and the Standards Chairman, Membership Chairman, Protocol Chairman, and Fundraising Chairman.

**Section 4.** The office of Basileus, Anti-Basileus, Tamiouchos Anti-Tamiouchos, Pecunious Grammateus, Anti- Pecunious

Grammateus, and Fundraising Chairman must be bonded by Epsilon Lambda Chapter.

### **Duties and Powers of Officers**

#### **Section 5. The Basileus:**

The duties of the Basileus, who shall be bonded, shall be to preside at meetings of the chapter and the Executive Committee; coordinate the activities of the chapter; appoint officers listed in ARTICLE IV, Section 24-25; establish ad hoc committee as necessary for smooth operation of the chapter, unless otherwise provided for in these Bylaws and subject to the approval of the Executive Committee; appoint the chairmen and members of the standing committees; develop the agenda for chapter, executive and call meetings; be the ex-officio member of all committees except the Nominating, Standards, and Auditing Committees; serve as the official representative at all public functions; sign all official correspondence including contracts; approve all vouchers, if necessary, to approve the disbursement of funds; enforce the observance of the Bylaw of the Epsilon Lambda Chapter and the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated; plan an orientation for all new officers, new committee chairmen, and new members every semester; distribute transfer checklist for outgoing and incoming officers; make sure all officers, committee chairs, and members adhere to the duties and responsibilities outlined in the Alpha Kappa Alpha Constitution and Bylaws and the Epsilon Lambda Chapter bylaws; must obtain Basileus Certification at the first Boule or Regional Conference that is offered following the election; attend all required workshops/orientations for this office; and study Chapter Bylaws, national documents and Robert's Rules of Order, Newly Revised, in order to be familiar with parliamentary procedure.

#### **Section 6. The Anti-Basileus:**

The duties of the Anti-Basileus, who shall be bonded, shall be to

assume the duties of the Basileus in case of her absence and perform other duties as assigned and as prescribed in the Chapter Bylaws, including acting as an authorized check signer; direct program activities of the chapter and serve as Chairman of the Program Committee; represent the Basileus, on request, at meetings, conferences, and other civic or social affairs; assume responsibility for assembling, storing, and getting chapter properties to designated places as needed for rituals or ceremonies such as Membership Intake Process, Ivy Beyond the Wall, Founder's Day, Charter Day and other special chapter activities; Automatically becomes Basileus should the need arise, and a new Anti-Basileus shall be elected at the next regular meeting; conduct at least two program planning meetings one in August (beginning of the semester) and October (middle of the semester) and others throughout the semester as needed; Attend all workshops/orientations related to this position.

### **Section 7. The Grammateus:**

The duties of the Grammateus shall be to record the proceedings as well as the minutes of all regular and call meetings; compile such proceedings in an official bound record book at the end of the fiscal year; call roll; maintain a speakers list during discussions as acknowledged by the Parliamentarian; notify officers, committees, and delegates of their election or appointment if they were absent from the meeting at which action was taken; furnish committees with materials referred to them; assist the presiding officer in preparing an agenda or outline of business; list in proper order those items that are to be brought up at the meeting; call the meeting to order in the absence of the Basileus and Anti-Basileus; preside over the election of a temporary officer in the absence of the Basileus and Anti-Basileus; assist the Basileus and the Anti-Basileus in establishing quorum; serve as a member of the Constitution and

Bylaws committee; furnish delegates with proper credentials; maintain the following records: Transfer, Academic, Graduation; maintain an alphabetical roster of active members; develop a committee sheet roster and keep all sign-up and sign-in sheets; seal and preserve all ballots and tallies with reports until there is no liability of a recount being ordered, unless bylaws state differently; perform other duties requested by the Basileus; compile committees' minutes in an official record book at the end of the fiscal year; attend orientation/workshops related to this position.

### **Section 8. The Anti-Grammateus:**

The duties of the Anti-Grammateus shall be to function in the absence of the Grammateus; assist the Grammateus; keep an accurate record of each member's attendance at chapter meetings; maintain and update the public chapter calendar; record, type, and report minutes and recommendations of the Executive Committee; keep records and minutes of the Constitution and Bylaws committee meetings; attend orientation/workshops related to this office; provide timely reports at each chapter meeting of members in good standing to participate in upcoming related activities including social activities. This list should 1) reflect accurate representation as provided by the attendance sheets and 2) be approved prior to the chapter meeting by the Basileus and Graduate Advisor.

### **Section 9. The Tamiouchos:**

The duties of the Tamiouchos shall be to guard the chapter's funds; follow proper financial procedure; receive all monies from the Pecunious Grammateus; keep an orderly record of income and expenditures via cash or electronic transaction (Paypal); all funds received must be deposited within 7 business days upon receipt; issue checks upon receipt of properly executed vouchers; sign checks along with the Basileus; report

to the chapter on a monthly basis income received, expenditures, and balance; keep separate records and list of special funds to include fundraising projects; prepare annual reports to include monies received and expended, and the current state of chapter finances; prepare annual budget; maintain the Cash Disbursement Journal; maintain the checkbook; make all disbursements by check rather than by cash or by a credit to a soror for monies she has spent; secure chapter approval for spending non-budgeted monies for an item from the contingency fund; and serve as Chairman of the Finance Committee (from So Now You're Elected p. 6; Financial Fundamentals 8-11); submit a written financial report at each regular meeting. A written annual report of the previous fiscal year shall be given at the January meeting to be a candidate for this position the candidate must certify that she has not been sanctioned legally or internally by another Organization for misappropriation of funds (Prospective Financial Officer Candidate Disclosure Form); must be bonded by Epsilon Lambda chapter; and attend workshops and orientations related to this office.

**Section 10. The Anti-Tamiouchos:**

The duties of the Anti-Tamiouchos shall be to reconcile bank statements monthly and assist the Tamiouchos as needed. To be a candidate for this position the candidate must certify that she has not been sanctioned legally or internally by another Organization for misappropriation of funds (Prospective Financial Officer Candidate Disclosure Form

**Section 11. The Pecunious Grammateus:**

The duties of the Pecunious Grammateus shall be to receive and record all funds for the chapter (Including electronic payments from PayPal); give receipt for all income received, recording the same in the Duplicate Receipt Book; submit all funds received to the Tamiouchos within 5-7 business days (with a statements

indicating the source of all funds); maintain the Cash Receipt Journal recording all income received, by source, as shown in the Duplicate Receipt Book; maintain current alphabetical list of financial members; keep records of all the payments made by each member (Including electronic payments from PayPal); Provide monthly report of funds received and source of funds; and bring record to chapter meetings; to be a candidate for this position the candidate must certify that she has not been sanctioned legally or internally by another Organization for misappropriation of funds (Prospective Financial Officer Candidate Disclosure Form); serve on the Finance Committee; attend workshops/orientation that are related to office; must be bonded by Epsilon Lambda Chapter.

**Section 12. The Epistoleus:**

The duties of the Epistoleus shall be to notify members of meetings (at least 1-2 weeks prior) and events; generate correspondence as directed by the Basileus; maintain a correspondence file and read all correspondence to the chapter (from So Now You're Elected p. 7-8); gather information from Basileus and Graduate Advisor for monthly newsletter; document monthly newsletter; assist in scheduling activities; set up a monthly calendar of events; check the campus mail box; type and distribute a roster of all active members with all addresses, phone numbers, email addresses, and birthdays at the beginning of each semester and after Membership Intake Processes; type and distribute correspondence for chapter meetings; attend all workshops/orientation pertaining to this office.

**Section 13. The Parliamentarian:**

The duties of the Parliamentarian shall be to assist the presiding officer in the interpretation of the Bylaws of Epsilon Lambda and Alpha Kappa Alpha Sorority, Inc.; give advice to the

Basileus; call any error in proceedings that may affect the substantive rights of any member; ensure that no procedural details are overlooked; interpret policies and procedures of the chapter, the Constitution and Bylaws, and the Manual of Standard Procedure; anticipate parliamentary strategy; apply Robert's Rules of Order for any area not covered; may be called upon by the presiding officer to explain or interpret points of law, thus educating the membership; shall serve as chairman of the Constitution and Bylaws Committee; make certain every active member has received at least one copy of all Alpha Kappa Alpha Sorority, Inc. documents, as they are revised; attend workshops/orientation that are related to office.

**Section 14. The Chaplain:**

The duties of the Chaplain shall be to provide spiritual guidance for the chapter; organize meditations for meetings; recite or lead the meditation, invocation, and inspirational expressions for the chapter; provide meditations/invocation/benediction for public meetings or programs  
; attend workshops that are related to the office.

**Section 15. The Ivy Leaf Reporter:**

The duties of the Ivy Leaf Reporter shall be 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 which information about the chapter has "news value" and promote the activities of the chapter on behalf of those programs or projects that the chapter is presently engaged in or plans to implement through previously established media and community contact; send news to all news media ( Ivy Leaf, campus and local newspapers, radio, and television stations); attend all key committee meetings; identify opportunities for and oversee preparation of chapter awards (ie: scrapbook, exhibit); cover all major chapter

activities; arrange to have photographs made of major activities; maintain chapter scrapbook for current year; serve as chairman of the Public Relations Committee; follow guidelines for Ivy Leaf reporters as outlined in the Ivy Leaf Magazine; attend workshops/orientation that are related to office.

### **Section 16. The Historian:**

The duties of the Historian shall be to document and complete the chapter's history. She shall keep an accurate historical record of chapter activities; send historical materials to the International Archives Committee; make recommendations regarding ownership, custody, and transfer archival records; adhere to the Records Retention guide; prepare a narrative account of the chapter's activities; keep a permanent history of the chapter; provide advice concerning the collection, storage codifying, maintenance, access and use of holdings; keep pictures of chapter activities and newspaper articles; work cooperatively with the Program Chairman, Ivy Leaf Reporter, and other committees as necessary; serve as chairman of the Archives Committee (from *So Now You're Elected* p. 35-36); attend workshops/orientations that are related to office.

### **Section 17. The Hodegos**

The duties of the Hodegos shall be to receive and introduce visitors; take care of all courtesies (i.e. purchasing gifts, sending cards, flowers, telegrams); assist Basileus with Ivy Beyond the Wall ceremony and arrangements (from *So Now You're Elected* p. 8); attend workshops/orientation that are related to office.

### **Section 18. The Graduate Advisor:**

The duties of the Graduate Advisor shall be to advise the undergraduate chapter in their interpretation and implementation of the *Undergraduate Membership Intake Process Manual*, the Alpha Kappa Alpha program, the *Manual of Standard*

*Procedure*, and other official handbooks; supervise all chapter functions, membership intake activities, public programs, and undergraduate chapter meetings and functions; coordinate the mentor's program; serve as the liaison between the undergraduate chapter, sponsoring graduate chapter, and the regional director; keep the lines of communication open between the undergraduate chapter and the sponsoring graduate chapter; read, study, and approve all reports and correspondence going out from the undergraduate chapter; make sure the undergraduate chapter conforms to the approved membership intake budget and activities as developed by the membership committee; submit reports and materials to the Regional Director and/or the Corporate Office on time; encourage chapter members to attend meetings and conferences; attend meetings, conferences and workshops related to the supervision of the undergraduate chapter; and make sure all officers, committees chairs, and members adhere to the duties and responsibilities outlined in Alpha Kappa Alpha Sorority, Inc. Constitution and Epsilon Lambda Bylaws. The Graduate Advisor must be bonded by Epsilon Lambda chapter and must complete the Prospective Financial Officer Candidate Disclosure Form.

### **Section 19. The Philacter**

The duties of the Philacter shall be to guard the doors/entrances to meetings and announce all alarms; check credentials or eligibility of members arriving late; deny entrance to unauthorized persons; assist in maintaining order at business meetings of Epsilon Lambda Chapter (from So Now You're elected p. 8); attend workshops/orientations that are related to office.

### **Section 20. The Standards Chairman:**

The duties of the Standards Chairman shall be to evaluate all chapter programs and maintain chapter operations. All

evaluations should follow Alpha Kappa Alpha Sorority, Incorporated guidelines.

**Section 21. The Membership Chairman:**

The duties of the Membership Chairman shall be to carry out the activities of the Membership Intake Process in accordance with the Constitution and Bylaws and Manual of Standard Procedures of Alpha Kappa Alpha Sorority, Inc.; attend Rush and Undergraduate Membership Intake Process Activities; serve as liaison between the chapter and the candidates and shall keep the lines of communication open; ensure that the official Alpha Kappa Alpha Membership Intake Process is carried out; serve as a key member of the Rush committee; study and make sure forms which are requested in the Manual of Standard Procedures are understood; supervise the candidates during the Membership Intake Process; participate along with the Basileus and the members of the chapter in at least one practice session of the Rituals to be used during the Membership Intake Process; prepare a brief evaluation of the Membership Intake Process immediately following the sessions; serve as chairman of the Membership committee; attend workshops/orientations that are related to office.

- A. The Membership Intake Process Chairman shall never have been suspended for hazing.

**Section 22. The Protocol Chairman:**

The duties of the Protocol Chairman shall be to ensure that all proper protocol is followed during chapter meetings, chapter functions, and public events; shall serve as chairman of the Protocol committee; and attend all workshops/orientations that are related to office.

**Section 23: The Fundraising Chairman**

This committee shall be responsible for the planning and

implementation of fund raising activities and programs for the chapter. The chairman of this committee shall be appointed by the Basileus and must be bonded by the Epsilon Lambda chapter.

**Section 24. The Education Advancement Foundation Chairman:**

This committee chairman shall be responsible for the planning and implementation of the Epsilon Lambda chapter endowment scholarship. The chairman of this committee shall be appointed by the Basileus and will ensure that scholarship stipulations are followed and a fair selection of scholars are awarded. The chair will also oversee the distribution of chapter endowment scholarships and will serve as the chairman of the Scholarship Committee.

**Election of Officers**

**Section 25.** Officer nominations shall be carried out by the nominating committee. Nominations for officers shall be no later than the second business meeting in November. Those planning to run for office are ineligible for membership on the nominating committee. Please see the Committee Information booklet for specific information regarding the Nominating Committee.

**Section 26.** The Parliamentarian and committee chairmen shall be appointed by the Basileus with approval of the Executive Committee. All other officers shall be elected by plurality vote at a regular meeting of the chapter.

**Section 27.** Eligible members nominated for a major office must have attended one of the past Regional Conferences or Boules and at least one Cluster or Undergraduate Roundup within the last year. Eligible members must have participated

and attended 85% of the community service projects, have not missed more than 2 chapter meetings or committee meetings in the past calendar year, and have a cumulative GPA of 2.75. Proviso: unless the chapter has no members or none that qualify under these stated terms, then in this case, the criterion requirement for attendance decreases in intervals of 10% (i.e. 75%, 65%, etc.) for attendance. If none are now eligible, members with the closest cumulative GPA to the currently proposed requirements may be considered at this time.

**Section 28.** A member, in order to be a candidate for Basileus, Anti-Basileus, or Tamiouchos must have been financial in Epsilon Lambda for at least one year preceding her candidacy. In addition, the prospective candidate for these positions must have attended 85% of chapter meetings and 85% of community service events hosted by the chapter in the twelve (12) month period prior to an election and have a cumulative GPA of 2.75. Proviso: unless the chapter has no members or none that qualify under these stated terms, then in this case, the criterion requirement for attendance decreases in intervals of 10% (i.e. 75%, 65%, etc.) in terms of attendance. If none are now eligible, members with the closest cumulative GPA to the currently proposed requirements may be considered at this time.

**Section 29.** If no one meets this criterion then the percentage requirement decreases in intervals of 10% (i.e. 75%, 65%, etc.). Proviso: Unless the chapter has no members

**Section 30.** A member may not hold more than one major office unless there are not enough active sorors to fill all offices.

**Section 31.** The election of all officers is on an annual basis in November, except for vacant offices. Vacant offices are to be filled by the Basileus and all vacancies filled in the middle of the

term, shall last the remainder of that term. In the case that the Basileus' position becomes vacant in the middle of the term, the Anti-Basileus is the direct successor and will become the Basileus for the remainder of that term. Thus this newly appointed Basileus is bestowed appointing responsibilities for any additional vacancies. In the case that both the Basileus and the Anti-Basileus' positions become vacant in the middle of the term, the current Basileus will appoint a new successor for the position of Basileus. The successor will then appoint the remaining vacancies, including Anti-Basileus.

### **Removal of Officers**

**Section 32.** Executive Committee members, elected officers, and appointed officers/chairmen may be removed from office by the following procedures:

- A. A minimum of five (5) Executive Committee members must recommend the removal of an officer and a minimum of  $\frac{3}{4}$  of the entire present day active members must vote in favor of the removal of Executive Committee members may be removed due to excessive absences (excessive being 2 or more chapter meetings and 3 or more for chapter executive committee meetings), except for extenuating circumstances. If the officers are not fulfilling their duties and responsibilities, they can be removed by the above procedure.

### **Leaving Office**

**Section 33.** It shall be the duty of each outgoing officer and Chairman to deliver to her successor all files (file folders, expandable file or file box), USB, transfer checklist from the Basileus, and other items that are property of Epsilon Lambda received for that office within two weeks after the election or appointment. If this information is not delivered to the new

officer or chairman within the two-week period, the officer or Chairman leaving office will be considered an inactive soror.

**Section 34.** It will be the duty of the chapter to host an executive leadership retreat prior to the start of each semester. This intensive retreat will be used as a way to transition outgoing and incoming executive committee members and committee chairman on their roles and responsibilities. In addition, it is the duty of any outgoing officer to transition their incoming officers and relay any information/pass on any documents or materials (prior to graduation or transition of office) that will be vital in order for the Soror to uphold her responsibilities as the incoming officer.

### **Resignation of Office**

**Section 35.** A formal letter of resignation must be typewritten and submitted in duplicate form to the Basileus and to the chapter.

## **ARTICLE V- EXECUTIVE COMMITTEE**

### **Section 1.** Composition of Executive Committee

The members of the Executive Committee shall be the officers of the chapter as outlined in Article IV Section 2 of these bylaws and the chairmen of standing committees as outlined in Article VI Section 1 of these bylaws.

### **Section 2.** Powers of Executive Committee

A. The Executive Committee is empowered to make emergency decisions; present recommendations to the chapter for body approval; perform other duties as specified by the Bylaws; and the Executive Committee shall serve as the administrative division of Epsilon Lambda.

### **Section 3.** Meetings of the Executive Committee

The Executive Committee shall meet once before chapter meetings. A quorum shall be 5 (five) Executive Committee members.

**Section 4.** This committee shall concern itself with all phases of the chapter's operation. The Basileus can call a special meeting upon the request of five members of the Executive Committee.

Five members shall constitute a quorum. This committee shall assist the Basileus in carrying out the affairs of the chapter. It shall be empowered to act officially between regular chapter meetings. Any action taken by the Executive Committee between regular chapter meetings must be submitted to the body for ratification. The committee makes recommendations to the body. The committee may not modify or change any action previously taken by the chapter.

## **ARTICLE VI-COMMITTEES**

### **Section 1. Standing Committees**

A standing committee is one chosen to function over an extended period of time and remains in existence permanently.

Because these committees "stand" and do not go out of existence, the whole group is assured that certain tasks will be carried out regularly. All standing committees are required to meet once a month and the reports from committee meetings shall be given to the Basileus. All committee chairs are allowed to designate their own meeting times but they must be approved by the Basileus. The standing committees are as follows: Constitution and Bylaws Committee, Finance Committee, Program Planning Committee, Nominating Committee, Standards Committee, Membership Committee, Connection Committee, Archives Committee, Technology Committee, Protocol Committee, Auditing Committee, Founder's Day Committee, Fundraising Committee, Joint Chapter Committee, Public Relations Committee, Service Committee, Sisterly

Relations Committee, and Educational Advancement Foundation Committee. For all of the descriptions of all committees please reference Article I Section 15 of Alpha Kappa Alpha Constitution and Bylaws and our Committee Booklet.

### **Section 2. Special (Adhoc) Committees**

A Special or Ad hoc committee performs specific tasks, and automatically ceases to exist when its final report is discarded.

It shall be the decision of the Basileus, with the approval by the Executive Committee, if it is necessary to have a special committee to resolve problems/strengthen the chapter. The Basileus shall dissolve the special committee with the approval of the Executive Committee, upon serving its purpose.

### **Section 3. Committee Chairman**

All chairman positions shall be appointed by the Basileus with approval from the Executive Committee. The Committee Chairman is responsible for the productive functioning of the committee, and acceptance of a chairman position is considered a commitment to effective service.

The **Committee Chairman** shall: Preside over committee meetings and perform the duties that are usually executed by the chief officer; keep a roster of names, addresses, and telephone numbers of committee members; determine the task of the committee; secure a statement of the duties, powers, and financial limitations of the committee; secure any special instructions to the committee from the total membership, executive committee or Basileus; gather available information that will be helpful to the committee; ascertain the nature of the report desired and the date requested; appoint a secretary to take minutes which are to be used as reference for the committee;

appoint subcommittees, which are responsible to the committee, as needed; contact committee members at least one week prior to the meeting; plan for the meeting and establish a good rapport; develop the agenda for committee meeting according to “So Now You’re Elected”; notify the Basileus and Anti-Basileus of the time and date of the meeting so that they can plan to attend; present committee report to Executive Committee at their Executive Committee meeting prior to schedule business meeting. \*Proviso\*-- a written budget that shall include all expenses incurred from allocated budget of program and future expenditures shall be presented to the Executive Committee at this time; receive a majority vote from the committee for recommendations; provide a copy of committee minutes. These must be given to the Basileus and Grammateus; have type written reports with sufficient copies for all members if presenting at business meetings; notify the Public Relations chair for advertisement of programs through flyers, banners, etc., after recommendations are voted on by the chapter; govern themselves to any programs voted on by the chapter i.e. if the chapter voted on something it is the responsibility of the committee to carry out what applies to them i.e. Public Relations committee would make the banners for events with at least a week’s notice; attend the orientation workshop for new officers, new committee chairs, and new members.

### **Leaving Chairmanship**

#### **Section 4.** Leaving Chairmanship

- A. Must be written and submitted in duplicate form
- B. Must be presented at a formal business meeting to the body

## **ARTICLE VII- MEETINGS**

### **Section 1.** Chapter meetings

- A. The chapter meetings shall be held bimonthly on the first and third Sunday of the month.

B. Dress: Business Attire at all formal chapter meetings on the first and third Sundays of the month. Dress pants and flat shoes are allowed; no open-toed shoes or jeans. (Unless otherwise specified). Dress for formal chapter events is a black dress, pantyhose, heels, and pearls. Dress for informal chapter events is to be specified by the attire chairman. Sorors who wish to wear AKA paraphernalia that in any way represents the Epsilon Lambda chapter while present at social affairs both on campus and off must have said attire approved by the current Graduate Advisor.

C. There will be no eating during meetings (unless otherwise specified)

D. A graduate advisor (or designated Graduate Advisory Council member) must be present at all chapter meetings and events

E. A \$2 fine will be assessed for all sorors, not in Business Attire, or who arrive late to meetings. Late would be defined as arrival following the official call to order by the Basileus or Anti-Basileus.

F. All chapter meetings must be held as face-to-face, in-person meetings unless advised otherwise by Alpha Kappa Alpha Sorority, Incorporated International President.. In the event of an emergency or special circumstance, a chapter meeting may be held electronically upon approval by the Basileus. Sorors who are not present in person shall have the right to participate electronically, subject to any limitations established in rules adopted by the Chapter to govern such participation. Valid excuses must be submitted to the chapter correspondence 24 hours in advance of the scheduled chapter meeting to receive a virtual link. In the case that there is a pandemic or outbreak that requires documentation or test results for in-person participation, the failure to obtain this documentation will not be considered a valid excuse to miss chapter meetings or attend virtually.

## **Section 2. Rules of Order**

- A. An adoption of the meeting rules must precede any business conducted by the chapter. Accordingly, this should follow the meditation. An adoption of the meeting rules must be brought to the floor by the Parliamentarian.
- B. Informational Reports shall not exceed 3 (three) minutes
- C. Reports that require discussion will have set time limit of 20 (twenty) minutes per report with no longer than 5 (five) minutes per recommendation
- D. Discussions will flow in the order of the speaker's list

## **Section 3. Powers of business meetings**

- A. The Basileus shall have the power to expel members from the chapter meetings due to disruptive conduct
- B. The chapter meetings have the power to hear and make decisions on all questions that are referred to it and in general to do and perform every lawful act and other things necessary to run the chapter efficiently

## **Section 4. Quorum**

- A. The quorum for holding official business meetings shall be one fourth of the active membership
- B. The quorum for holding official voting on matters of chapter importance shall be one fourth of the active membership

## **Section 5. Voting**

- A. Only sorors who have active membership status as defined in Article VIII Section 2 of these Bylaws are eligible to vote
- B. Only sorors who attend Undergraduate Round-Up and the Membership Intake Process workshops for the present year will be eligible to vote in chapter meetings and on candidates at the time for membership intake. Sorors must also attend at least 85% of all community service activities, chapter meetings, and programming events in the semester prior to Membership Intake Process or the past academic

- year (if this applies) to be considered for voting eligibility in regards to voting on candidates.
- C. A plurality vote shall be required on all business matters, including the election of officers. Only the vote of sorors present at the meeting shall be counted.
  - D. Voting for candidates for office shall be by a single anonymous ballot.

### **Section 6. Attendance**

- A. Any soror who arrives after the conclusion of the executive committee reports (which would sumate to half of the chapter's business) to a chapter meeting will be recorded as absent for all evaluative purposes.
- B. Any soror who is more than 15 minutes late (from the predesignated start time) to a committee meeting of any kind will be recorded as absent for all evaluative purposes.
- C. Any soror who is more than 30 minutes late (from the predesignated start time) to a programming event of any kind will be recorded as absent for all evaluative purposes.

### **Section 7. Community Service**

There shall be at least 2 service events per month, either hosted by the chapter or participated in as a chapter.

### **Section 8. Sisterly Relations**

In addition to service events, there shall be at least 3 designated Sisterly Relations activities planned and hosted by the chapter per semester.

## **ARTICLE VIII- MEMBERSHIP**

### **Section 1. Undergraduate Member**

An undergraduate member is a soror who is pursuing a course of study leading to a baccalaureate (bachelor's degree) in an accredited two, three, or four-year senior college or university,

who has been initiated under Article VIII (New Members) of the Bylaws.

## **Section 2. Active Member**

An active member is a soror who meets all financial, scholastic, and other obligations for the current year of both the Epsilon Lambda Chapter and the Boule. Every active member is a member of the Boule. An active member in order to participate in membership intake must attend at least 5 out of 10 monthly chapter meetings in the past two years, and participate in at least two (2) of the following: Leadership

Meetings/Retreats/Training, Cluster Conference, Regional Conference/Trainings/Summits, Undergraduate Roundup, International Conference (Boule or Leadership), or others that may be determined by the Regional Director.

## **Section 3. Rules for Current Undergraduate Members**

A. No soror or chapter shall engage actively or passively with individuals who have expressed an interest in the Alpha Kappa Alpha Sorority, Incorporated prior to membership intake ceremonies. The official and only membership intake program of the Alpha Kappa Alpha Sorority, Incorporated shall be developed by the Directorate.

Membership in the Alpha Kappa Alpha Sorority, Incorporated is transferable from one chapter to another.

B. Applications for membership in the Alpha Kappa Alpha Sorority, Incorporated must be made in writing to the undergraduate chapter. Chapters may hold meetings three times per year at which votes on candidates for membership in the Alpha Kappa Alpha Sorority, Incorporated shall be taken, except where college or university regulations prohibit. A member must receive a written notice that stipulates that applications for membership will be considered. Only Sorors who

- participate in at least two (2) of the following within the last calendar year (January 1 to December 31)  
Leadership Meetings/Retreats/Training, Cluster, Conference, Regional Conference/Training/Summits, Undergraduate Roundup, International Conference (Boule or Leadership), or others that may be determined by the Regional Director, and MIP orientation workshop for members for the present year will be eligible to participate in the Membership Intake Process. Sorors must also attend at least 5 out of 10 of the monthly chapter meetings in the past two years to be considered for voting eligibility in regards to voting on candidates.
- C. To maintain all privileges bestowed to an individual as a member of the Epsilon Lambda Chapter of Alpha Kappa Alpha Sorority, Inc. at the University of Houston you must maintain a cumulative GPA of 2.75 throughout your entire undergraduate career as a financial, active member of the sorority.
  - D. Members of Epsilon Lambda are required to attend two study sessions held by the chapter per semester. Unless they are under the regulations of Academic Notice, then those members must abide by the criteria stated in Article VIII, Section 4. A.
  - E. All sorors need to submit a semesterly database by the first day of classes per that semester (as outlined by the published university academic calendar). This database will include class schedules, current organizations, positions, jobs, anticipated graduation date and/or internships. This should be updated regularly and access to this information will be limited to the Graduate Advisor, Basileus, Anti-Basileus, Anti-Grammateus, and Grammetus.
  - F. Sorors are required to attend at least 75% of community service events, programming events, other business

obligations (including chapter meetings) of the chapter, have a current cumulative GPA of 2.75 or higher in order to participate or represent Epsilon Lambda and Alpha Kappa Alpha in all social events hosted by the chapter or participated in as a chapter/individual while in session. This includes but is not limited to strutting, strolling, and stepping at parties or yard/step shows, Greek collaborations, other D9 Weeks, greek picnics, on and off-campus greek events, or any celebratory events in the name of Alpha Kappa Alpha.

- G. Active Sorors may participate in strutting/stepping/strolling only if they have met all the following: 1) Participated in 85% of community service projects and chapter meetings 2) Maintain a 2.75 GPA 3) Has been verbally and directly approved to participate by the current Strut Master and Graduate Advisor. This includes but is not limited to strutting, strolling, and stepping at parties or yard/step shows, Greek collaborations, other D9 Weeks, greek picnics, on and off-campus greek events, or any celebratory events in the name of Alpha Kappa Alpha.

#### **Section 4. New Member-Undergraduate**

- A. An undergraduate, to be considered a candidate for membership in the Alpha Kappa Alpha Sorority, Incorporated, must:
1. Be a woman of high ethical and moral standards
  2. Provide at least two written references from persons who can attest to these qualities
  3. Be a current full-time (12 credit hours) student at the University of Houston Central campus
  4. Have completed one grading period with full-time status (12 credit hours) at the University of Houston Central campus the semester prior to interest in membership
  5. Have a cumulative grade point average of 2.33 (C+) or

- better
6. Provide written evidence of detailed community/campus involvement from a director or advisor of the activity or program
- B. The Grammateus will prepare one ballot with names of all prospective candidates, except Legacy Candidates, who are not voted on, and secret voting will take place at the same meeting at which candidates' names and recommendations are presented. A favorable vote shall consist of a plurality vote of eligible chapter members if chapter is less than 40. If membership is greater than 40, then two-thirds of the members voting is needed for a favorable vote on that candidate.
  - C. Candidacy for membership in Epsilon Lambda Chapter may be withdrawn for valid reasons at any time prior to initiation upon a two-third vote of the members present at a meeting for which written notice has been sent to each chapter member at least seven (7) days prior to the meeting. The withdrawal of candidacy shall be subject to the approval of the Regional Director.
  - D. New members must attend new member workshops/orientation and campus activities organization orientation.

## **Section 5. TRANSFERS**

As stated in Article IV, Sections 40-41 of Alpha Kappa Alpha Sorority Constitution and Bylaws

## **ARTICLE IX- HAZING POLICY**

### **Section 1. Definition of Hazing**

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, intimidation or disgrace, and a variety of prohibited practices, including but not limited to, “underground hazing”, “financial 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.

### **ARTICLE X- SOROR CODE OF ETHICS**

In order to honor its Founders, maintain a standard that allows its members to serve as role models for young women and girls in the global community, preserve Alpha Kappa Alpha Sorority membership as a desirable and honorable affiliation and to protect Alpha Kappa Alpha Sorority, Incorporated from harassment, ridicule, scandal or legal liability. Please reference pages 75-78 in the Manual of Standard Procedure

### **ARTICLE XI- PENALTIES AND RESTORATION OF PRIVILEGES**

**Section 1.** Each individual member and every chapter shall have knowledge of and shall fully comply, in good faith, with all provisions of the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated. Penalties or sanctions shall be imposed when an individual member or chapter violates her/their obligations under the *Constitution and Bylaws*.

**Section 2.** The Regional Director shall have the authority to determine whether an individual member or chapter violation has occurred and to impose an appropriate penalty, subject to the approval of the Supreme Basileus. This authority does not include individual expulsion or the lifting (revocation) of the chapter charter.

**Section 3.** Officers (elected and approved) and others

- A. Any officer who is found guilty of violating the Bylaws of Epsilon Lambda Chapter, Alpha Kappa Alpha's Constitution and Bylaws and/or failing to discharge her duties may be removed from office by a two-third vote of the membership present.
- B. Any chairperson of a committee who is found guilty of constantly neglecting or failing to discharge duties assigned to her may be removed as chairperson of the committee by the Basileus with approval of five members of the Executive Committee.

**Section 4.** Epsilon Lambda Chapter may impose the penalty of withdrawal of individual privileges on a member for infractions of the sorority rules not covered in Sections 1, 2, and 3 above. A decision to invoke the penalty must be voted by two-thirds vote of the membership at a meeting for which written notice has been given. The Graduate Advisor must be present. The member must be notified in writing of the action taken by Epsilon Lambda Chapter and conditions of restoration. A copy of the notice shall be sent to the Regional Director and the Alpha Kappa Alpha Headquarters.

**Section 5.** Members subject to withdrawal of individual privileges shall be restored to good standing (1) when the cause of penalty is removed; (2) when the time specified in the By-Laws has expired; (3) when the financial obligations have been met; or (4) by a two-thirds vote of Epsilon Lambda Chapter when the penalty was invoked by the chapter as stated in Article V, Section 11 of Alpha Kappa Alpha Sorority, Inc. Constitution and Bylaws.

**INDIVIDUAL MEMBER AND CHAPTER  
VIOLATIONS/PENALTIES**

**Section 6.** Each individual member and every chapter shall have knowledge of and shall fully comply, in good faith, with all provisions of the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated. Penalties or sanctions shall be imposed when an individual member or chapter violates her/their obligations under the *Constitution and Bylaws*.

**Section 7.** The Regional Director shall have the authority to determine whether an individual member or chapter violation has occurred and to impose an appropriate penalty, subject to the approval of the Supreme Basileus. This authority does not include individual expulsion or the lifting (revocation) of the chapter charter.

**Section 8.** The penalties for violation of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated, by an individual member or chapter may include: a) withdrawal of individual privileges, b) suspension, c) expulsion, d) revocation of chapter charter, and e) fines.

- A. Withdrawal of Individual or Chapter Privileges shall be imposed for a period not to exceed twelve (12) months.
- B. Suspension of an individual member or chapter shall be imposed for a period not less than twelve (12) months or more than five years.
- C. Expulsion of an individual member shall be imposed as a permanent revocation of membership.
- D. Revocation of the chapter charter shall dissolve the chapter.
- E. Fines may be imposed in accordance with the table of fines set in the *Manual of Standard Procedures*, upon the approval of the Supreme Basileus.

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.

The penalty for an individual member or chapter who subjects themselves to hazing shall be suspension or expulsion or revocation of chapter charter. A fine may also be imposed on an individual or chapter who subjects themselves to hazing.

### **WITHDRAWAL OF INDIVIDUAL PRIVILEGES**

**Section 9.** Withdrawal of individual privileges may include but shall not be limited to:

Forfeiting the right to vote in chapter meetings, hold office, participate in or attend social affairs of the chapter (ie: strutting/strolling and step or yard shows/competitions) or officially represent the chapter of Alpha Kappa Alpha Sorority, Incorporated until such time as the privileges are restored.

Withdrawal of individual privileges shall be in force until the Regional Director determines that the cause(s) for the penalty no longer exist, or until the designated period of the penalty has expired, except in the following instances:

- A. A member of Epsilon Lambda whose cumulative grade point average drops below 2.75 shall be subject to this penalty until the 2.75 grade point average has been attained. Members to whom this may apply will effectively be placed on academic notice, which requires all subjected members to attend 4 mandatory study sessions (include but are not limited to those hosted by Epsilon Lambda and the University of Houston) per semester until a cumulative 2.75 GPA is acquired;
- B. An undergraduate member whose cumulative and semester grade point average drops below C+ (2.33) shall be subject to this penalty until the C+ average has been attained;
- C. An undergraduate member who does NOT provide official semester grades to the Graduate Advisor for submission to

the Regional Director.

- D. A member found responsible for circulating any unauthorized communication as detailed in the Soror Code of Ethics or violation of any other section in the Soror Code of Ethics, in the name of Alpha Kappa Alpha Sorority, Incorporated shall be subject to this penalty for a minimum of 30 days by the Graduate Advisor, Basileus, and Anti-Basileus, unless the Regional Director permits other stipulations.

**Section 10.** A chapter may impose the penalty of withdrawal of individual privileges on a member for infractions of the sorority rules not covered in Section 4 above. A decision to invoke the penalty must be voted by a two-thirds vote of the membership at a meeting for which written notice has been given. In the case of an undergraduate chapter, the Graduate Advisor must be present. The member must be notified in writing of the action taken by the chapter and the conditions of restoration. A copy of the notice shall be sent to the Regional Director and the Alpha Kappa Alpha Corporate Office.

### **WITHDRAWAL OF CHAPTER PRIVILEGES**

**Section 11.** Withdrawal of chapter privileges may also be applicable for violations enumerated in Section 4(a) and (b) of this Article, except that an undergraduate chapter that loses scholastic standing because of failure to meet the required average of C+ (2.33) shall be subject to withdrawal of chapter privileges until the end of the grading period when the scholastic requirement is met.

Withdrawal of chapter privileges may also be imposed for:

- A. The failure of a chapter to enforce the withdrawal of individual privileges for violations included in Sections 4 and 5 of this Article; and

- B. The failure of a chapter to submit the annual chapter report, as required

## **SUSPENSION OF AN INDIVIDUAL MEMBER OR CHAPTER**

**Section 12.** Suspension of an individual member or chapter shall disqualify the individual member or chapter from participating in the sorority and all sorority activities for the period of the suspension and until restored to good standing by the Regional Director, upon the approval of the Supreme Basileus.

- A. Suspension of an Individual Member. Suspension of an individual member shall disqualify the individual from participation in the sorority and all sorority activities for the period of the suspension. The period of the suspension shall be determined by the Regional Director, upon the approval of the Supreme Basileus.
- B. Suspension of a Chapter. Serious, intentional, aggravated or continuing violations by a chapter may warrant imposition of the penalty of suspension by the Regional Director. After investigation, the Regional Director may restore the status of the chapter or uphold the suspension of the chapter. The suspension and the duration of the same shall be determined by the Regional Director, subject to approval by the Supreme Basileus. A chapter that has been suspended three (3) times within a period of six (6) years shall be dissolved by the Boule.

## **EXPULSION OF AN INDIVIDUAL**

**Section 13.** Expulsion shall revoke the individual's membership in Alpha Kappa Alpha Sorority, Incorporated, and any chapter thereof. Membership shall not be revoked except by a two-thirds vote of the authorized delegates at a duly convened meeting of the Boule.

## **REVOCATION OF CHAPTER CHARTER**

**Section 14.** Exclusive authority for the revocation of a chapter charter, also known as lifting of the chapter charter or dissolution of the chapter, is vested in the Boule. Recommendations for revocation of the chapter charter shall be forwarded to the Boule through the Directorate.

## **ARTICLE XII- FINANCES**

**Section 1.** The calendar year of Epsilon Lambda Chapter of Alpha Kappa Alpha Sorority, Inc. shall be from January 1 to December 31.

**Section 2.** Epsilon Lambda Chapter shall pay the required chapter tax to the Boule annually.

**Section 3.** Each member of Epsilon Lambda Chapter shall pay the required per capita tax at the Boule yearly.

**Section 4.** Each member affiliated with Epsilon Lambda Chapter shall pay to the chapter all regular dues and assessments constituting the chapter's annual budget. The per capita tax and any other assessments, which shall be included in the budget, shall not be transmitted to the Alpha Kappa Alpha Office until financial obligations to the chapter have been met in accordance with the Bylaws.

**Section 5.** Epsilon Lambda shall send to the Alpha Kappa Alpha Sorority Office a report of its income and disbursements for the calendar year ending December 31 and a copy of the budget adopted by the chapter for the new fiscal year annually. The report and budget shall be submitted on forms provided by the Alpha Kappa Alpha Sorority Office.

**Section 6.** An initiation fee outlined by Alpha Kappa Alpha

Constitution and Bylaws shall be paid to Epsilon Lambda Chapter with a cashier's check or money order by the candidates approved for initiation. Of this amount, a specified fee shall be sent to the Alpha Kappa Alpha Sorority Office at the time materials for initiation are requested. The maximum cost of initiation per member shall be as stated in the Alpha Kappa Alpha Constitution and Bylaws. This amount shall include the first per capita tax.

**Section 7.** Any fee assessed by Epsilon Lambda Chapter from a financial institution due to insufficient funds of a soror shall be paid by said soror.

**Section 8.** Epsilon Lambda Chapter shall include in its yearly budget an amount sufficient to cover the registration fees for the Basileus and the official delegates to the Boule and Regional Conference.

**Section 9.** Payment may only be made by check, money order, cashier's check, or via Paypal (if applicable).

**Section 10.** If Epsilon Lambda sponsors a special event requiring the sale of tickets, each active soror will be assessed the number of tickets voted on by the active body. If the soror fails to sell the assessed number of tickets, she will be required to pay the cash value of the required tickets.

**Section 11.** If any special event requires items to be purchased by sorors and the soror does not attend the event, the soror must pay the cash value of the price of the item voted on by the chapter, unless the chapter votes otherwise.

**Section 12.** Chapter dues are due by January 1st of the fiscal year. Deadline for paying chapter dues will be no later than the

second business meeting of the fiscal year or semester if transferring or reactivating Soror (or other designated time). No exceptions!

**Section 13.** Any active soror of Epsilon Lambda Chapter failing to pay an outstanding financial obligation by assigned deadlines shall immediately receive a financial debt letter from the Pecunious Grammateus stating said debt. The soror will have one official business meeting to pay debt in full. If debt is not paid in full by this date, said soror will be declared inactive and governed by: Article XI Section 4 of these bylaws.

**Section 14.** Any officer who does not meet her financial obligations to Epsilon Lambda will be governed by Section 14 of this same article and will be considered inactive and her office will become vacant.

**Section 15.** Any soror arriving to an official business meeting after it has been called to order shall be required to pay a \$2 late fee. If this is not paid on that day, said soror will be governed by Section 14 of this same article.

**Section 16.** Prior to the function, the committee chairperson must submit a committee expenditure report that itemizes all planned expenses within the amount designated in the annual chapter budget for the function. If the planned expenses exceed that which is awarded in the budget, the committee must hold a fundraiser to cover the extra expenses. If that is not possible, then the committee must re-figure their planned expenses so that it does not exceed the amount that is designated in the budget.

After the Committee Chairperson signs the form, it shall be submitted and, if approved, signed by the Tamiouchos and initialed by the Basileus. The committee may then begin to incur expenses for the function. They may receive funds only

by means stipulated in the policies for reimbursement and checks written directly to institutions. Checks written for cash amounts are not allowed.

**Section 17.** For further details regarding finances see Financial Fundamentals-Guide to Chapter Financial Procedures and Article VII of the Constitution and Bylaws.

### **PAYPAL ACCOUNT - SETUP AND MAINTENANCE**

**Section 18.** The PayPal account should be set up in the name of the chapter with the chapter Treasurer the “Owner”.

- A. The Treasurer and Financial Secretary should have access to the account.
- B. The Treasurer’s email account will be listed on the PayPal account and she will set up and monitor the account.
- C. The Treasurer will have access to the security questions and answers and shall change the password every 90 days.
- D. It is a requirement that all new officers having access to the account must read the “User Agreement” and Privacy Policy” when they are provided access to the PayPal account.
- E. The Treasurer will have access to the following:
  - a. Withdraw Funds (transfer funds from PayPal account to the chapter account)
  - b. View Balances
  - c. View Profile
  - d. Discuss Account with Customer Service
  - e. Handle Authorizations & Settlements
- F. The Financial Secretary will have access to View balances.
- G. The Internal Audit Committee will receive copies of the monthly paypal account from the Treasurer as requested.

### **PAYPAL ACCOUNT - GENERAL**

**Section 19.** The Treasurer and the Financial Secretary should have access to the account.

**Section 20.** The Chapter's bank account should be linked to the paypal account.

**Section 21.** The Assistant Treasurer should be added as a secondary user within the paypal account to allow access to reports to ensure checks and balances exist, but no ability to transact or withdraw funds. This may ensure there is someone that can check monthly, etc on the activity coming through Paypal to ensure funds are going into the chapter's account only.

**Section 22.** The Treasurer is responsible for setting up all activities in the paypal account adjusting for fees associated with each activity or event.

**Section 23.** Any fees associated with activities and a fee is incurred and not automatically covered, will be billed to the soror.

### **PAYPAL - RECEIPT OF FUNDS**

**Section 24.** Ensure all sorors are sending funds to the indicated email.

**Section 25.** Ensure the purpose of all receipts are noted as such in paypal by the soror making the payment. This will ensure all incoming receipts are identified.

**Section 26.** Instruct all sorors using paypal to make payments, send a copy of the email verification upon receipt from paypal to the Financial Secretary for reconciliation purposes.

**Section 27.** The Financial secretary should access Paypal to properly reconcile all receipts.

**Section 28.** Sorors are responsible for all fees associated with utilizing the Paypal account.

**Section 29.** The Financial Secretary should prepare a paypal receipt report that coincides with the financial reporting period.

**Section 30.** For compliance with Alpha Kappa Alpha's financial procedures, no bills will be paid via paypal.

## **PAYPAL – DEPOSIT OF FUNDS IN CHAPTER’S BANK ACCOUNT**

**Section 31.** To ensure funds are readily available in the chapter’s bank account, paypal funds should be transferred by the Treasurer into the account linked to the paypal account on a monthly basis. The monthly timeline should be at least 5 days prior to the bank statement ending date (i.e. if the bank statements coincide with month end such as 1/31/2017, the funds should be transferred at least by 1/26/2017. This will ensure that all paypal funds received are included in the bank reconciliation.

**Section 32.** The Treasurer should ensure her report properly includes the paypal receipts and matches to the financial secretary’s accounting of receipts.

## **PAYPAL - FISCAL OFFICER TRANSITION**

**Section 32.** The transition procedures for the handover of the paypal account duties to the new applicable fiscal officers are as follows:

- A. All funds should be flushed and balanced to 0 prior to transition.
- B. All security related profile data, specifically the password, should be changed and not maintained to ensure previous officers are no longer allowed access.

## **DEBIT CARD PROCEDURES**

**Section 33.** Epsilon Lambda Chapter shall secure Debit Cards for emergency usage and for transactions as reflected below.

**Section 34.** Only, the Graduate Advisor, President and Treasurer should have a card. Once new officers are elected, the current officers must not utilize their card after November of that year.

**Section 35.** The newly elected officers should be added to the account on January 1 st of the upcoming year of service.

**Section 36.** The Treasurer is responsible for monitoring the usage of the Debit Card making sure the usage is for chapter expenses, only.

**Section 37.** Emergency situations are defined as follows:

- A. Securing Registration for Regional Conference, Boule, Leadership Seminar and Joint Chapter for delegates and/or chapter representatives.
- B. Securing Registration for Regional Conference, Boule, Leadership Seminar and Joint Chapter meetings as approved by the body. Sorors must agree to reimburse the chapter by a reasonable date if approved to pay upfront for non-delegates.
- C. Activities requiring securing deposits or immediate payments for representatives or delegates (including the president) for hotel deposits and charges such as airfare, whereas these items are approved in the budget.
- D. Items previously approved in the budget and transactions are to be covered immediately; otherwise, all reimbursement requests are to be presented to the Treasurer for payment as outlined in Alpha Kappa Alpha's Guide to Financial Procedures.
- E. Hotel Security deposits and any other large dollar amount transactions requiring CC transactions during the MIP process.
- F. All payments made to Alpha Kappa Alpha's Corporate Office and the Regional account. When manual payments are submitted, the chapter will incur a 15% surcharge.

**Section 38.** Non-budgeted items will not be paid with the Debit Card.

**Section 39.** Original receipts must be presented with a completed voucher for supporting documentation on all of the above-mentioned transactions.

### **ARTICLE XIII- CONFERENCES AND BOULES**

**Section 1.** The Basileus shall serve as a delegate to all conferences.

**Section 2.** The Anti-Basileus shall serve as a delegate in the absence of the Basileus at all conferences.

**Section 3.** Additional delegates shall be voted on by the body. In order to be eligible, members must have participated in 85% of the community service projects and chapter meetings in the past year (calendar year). If no one meets this criterion then the percentage requirement decreases in intervals of 10% (i.e. 75%, 65%, etc.).

**Section 4.** Registration fees for all delegates, and hotel expenses for the Basileus only, will be covered by the chapter.

### **ARTICLE XIV- AMENDING THE BY-LAWS**

These Bylaws may be amended at a regular meeting by a two-thirds vote of the votes cast, provided that the proposed amendment was submitted in writing at the previous regular business meeting.

### **ARTICLE XV- EFFECTIVE DATE**

Amendments to the Bylaws take effect immediately following the adjournment of the meeting at which they were adopted.

### **ARTICLE XVI- IMPLIED POWERS**

For any circumstances not covered by the Epsilon Lambda Chapter Bylaws, the Committee Information Booklet, the Constitution and Bylaws committee has the implied power to determine and interpret the laws of these Bylaws in accordance

with Alpha Kappa Alpha Sorority, Inc. National Constitution.

### **ARTICLE XVII- PARLIAMENTARY AUTHORITY**

Epsilon Lambda Chapter shall be governed by Robert's Rules of Order, Newly Revised in all matters not provided for in these Bylaws or the Constitution and By-Laws of Alpha Kappa Alpha Sorority, Inc. or the University of Houston Pan-Hellenic Council.

#### **Anti-Hazing Clause:**

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the University of Houston Student Handbook.

#### **Non-Discrimination Clause:**

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-

Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Amended in 2022 by Sorors Olivia Pittman, Amari Outlaw, Candace McCray, Amiah Williams, Kaii Veal, and Shunary Vaughn.

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