

Alpha Kappa Alpha Sorority, Incorporated®
Pi Omicron Omega Chapter

BYLAWS

Article I. NAME

The name of this chapter shall be Pi Omicron Omega, as chartered on December 7, 1986, in Burlington, North Carolina, located in the Mid-Atlantic Region. The chapter shall be composed of Graduate Sorors as defined by Alpha Kappa Alpha Sorority, Incorporated® Constitution and Bylaws.

Article II PURPOSE

The objective of this chapter shall be 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; to implement, on a local level, programs of the international body; and to be of service to all mankind as stated in the *Constitution and Bylaws* of the Alpha Kappa Alpha Sorority, Incorporated®.

Article III MEMBERSHIP

Section 1. Membership in Pi Omicron Omega Chapter shall be classified as Graduate, Associate, and Life.

- a. An active member of Pi Omicron Omega Chapter shall be a soror who meets or exceeds all of her chapter financial obligations (dues; fundraising; and locally-, regionally-, or nationally-imposed assessments).
- b. To be eligible to sponsor or co-sponsor a candidate for prospective membership, a Soror must be an active member of Pi Omicron Omega Chapter for at least four (4) consecutive years (48 months) at the time she submits the “Guide to Sponsorship Form” in the Alpha Kappa Alpha Graduate Membership Experience (ME) Manual. In addition, the Soror must comply with all requirements as stated in the most recent edition of the Alpha Kappa Alpha Graduate Membership Experience (ME) Manual and the most current guidance from the Directorate of Alpha Kappa Alpha Sorority, Incorporated®.
- c. Intake of new members shall follow the regulations and procedures as detailed in the most recent editions of the Alpha Kappa Alpha Sorority, Incorporated®: Constitution and Bylaws, Article IV; the Manual of Standard Procedure; the Graduate Membership Experience (ME) Manual and the most current guidance from the Alpha Kappa Alpha Sorority, Incorporated® Directorate.

Section 2. Finances, Dues, and Assessments

- a. The dues of Pi Omicron Omega Chapter shall be determined by the annually adopted budget and shall be inclusive of all corporate and chapter dues and assessments. The proposed budget shall be submitted to the chapter at the November meeting for adoption. Once adopted, the corporate and chapter dues and assessments will be due the following month in December, on or before the date established by these Bylaws.
- b. Assessments shall be payable by the dates set in accordance with chapter approved due date(s) or date(s) mandated by the Mid-Atlantic Region or Alpha Kappa Alpha Sorority, Incorporated®.
- c. Chapter dues and assessments are due in full by the December Pi Omicron Omega Chapter meeting. Dues and assessments shall be paid to the Pecunious Grammateus.
- d. Per capita tax and other national dues will not be submitted for any soror whose chapter dues, assessments, and late fees have not been paid by the specified deadline.
- e. All dues and assessments received by the Pecunious Grammateus after December 15th are considered delinquent and are subject to a local late fee of ten percent (10%) of the total dues amount. A member whose per capita tax is delinquent to the Alpha Kappa Alpha Corporate Office shall also incur the associated late fee as specified in the Alpha Kappa Alpha Sorority, Incorporated® Manual of Standard Procedure.
- f. Golden Sorors: Chapter dues shall be waived for all Golden Sorors. This privilege shall be afforded to Golden Sorors subject to the following requirements:
 1. Receipt of official Golden Soror confirmation from the Alpha Kappa Alpha Corporate Office (Official confirmation shall be the certificate awarded by the Alpha Kappa Alpha Corporate Office to each Soror who obtains Golden Soror Status).
 2. Completion of a minimum of two (2) consecutive years (24 consecutive months) of active financial membership (as defined in Article III, Section 1, Sub-section a) in the Pi Omicron Omega Chapter immediately preceding official confirmation.
 3. Officially certified Golden Sorors transferring into Pi Omicron Omega shall be extended this privilege upon the completion of two (2) consecutive years (24 consecutive months) of active financial membership (as defined in Section 1, Sub-section a) in Pi Omicron Omega Chapter.

4. The waiver of chapter dues shall begin the year following official confirmation of Golden Soror status and completion of other requirements as specified.
5. Golden Sorors will continue to be responsible for their national per capita taxes, EAF dues, and any national, regional, and chapter assessments that may be levied. These dues and assessments are due as prescribed by these Bylaws and/or as directed by the Alpha Kappa Alpha Mid-Atlantic Regional or Alpha Kappa Alpha Corporate Offices.
6. A copy of the Golden Soror certificate shall become part of the chapter's official records, which are maintained by the chapter Grammateus, and a copy shall also be maintained by the *Ivy Leaf* Reporter.
- g. Newly Graduated Sorors: Chapter dues and assessments shall be waived for all newly graduated sorors during the year immediately following their graduation with their baccalaureate degree.
- h. Life Members: Alpha Kappa Alpha Life Members are required to pay all chapter dues and national, regional, and chapter assessments as stipulated by these bylaws if they choose to remain financially active with the chapter.
- i. Reactivating Sorors: A Soror who is reactivating with the chapter will pay all chapter dues and community service assessments if she reactivates during the months of January through June and one-half (1/2) of chapter dues and community service assessments if she reactivates during the months of July through December, in addition to all regional and national dues and assessments, as applicable.
- j. All financial accounts shall be audited annually by the Sorors appointed to the Auditing Committee for the fiscal year in review.

Section 3 – Rights of Membership

- a. Active members of the Pi Omicron Omega Chapter shall be entitled to these privileges:
 1. Voting on all chapter matters of business
 2. Participating in all chapter events
- b. A soror whose chapter dues, assessments, and per capita tax are not paid will be considered inactive.
- c. Full payment of all financial obligations (chapter dues and financial assessments) must be made no later than ninety (90) days after the established due date. Members not complying with this time frame will not be in good financial standing with the chapter and will be deemed inactive and ineligible to participate in any chapter meeting or chapter activity until such time as their past due financial obligations have been met. Any payment(s) submitted will be applied to the oldest debt outstanding first.

- d. A member whose dues or assessments are delinquent is not in good financial standing with the chapter. A member who is not in good financial standing with the chapter shall be denied the right to vote in all chapter matters, attend chapter meetings, and participate in all other chapter activities until such time as she is in good financial standing.
- e. A member whose dues and assessments remain unpaid after one year will be required to comply with the rules for reactivation as specified in the current Alpha Kappa Alpha Sorority, Incorporated® Manual of Standard Procedure.

Article IV OFFICERS

Section 1. Identification. The officers of Pi Omicron Omega Chapter shall be Basileus, Basileus-Elect, Anti-Basileus, Grammateus, Anti-Grammateus, Pecunious Grammateus, Tamiouchos, Epistoleus, *Ivy Leaf* Reporter, Historian, Philacter, Hodegos, Graduate Advisor, Parliamentarian, and Membership Chairman.

Section 2. Election. The officers of the Pi Omicron Omega Chapter, with the exception of Basileus and the Parliamentarian, shall be elected by a plurality vote of the active membership, using secret ballots. In the case of a tied result, a second ballot including only the names of the relevant candidates shall resolve the votes between nominees. At the expiration of the Basileus' two-year term, the Basileus-Elect shall ascend to the office of Basileus. The Basileus shall appoint the Parliamentarian. The Officers shall be elected at the November meeting and installed at the December meeting or the next business session following election.

Section 3. Eligibility

- a. To be a candidate for any chapter office or to be appointed as a chairman to any chapter standing committee, a member must have maintained good financial standing with the chapter during the year (12 consecutive months) immediately preceding her candidacy or appointment.

To be appointed as chairman to any standing committee, a member must also have actively participated in all aspects of the committee's functioning within the year (12 consecutive months) immediately preceding her appointment.

Before a member is nominated as a candidate for any chapter office or appointed as chairman of any chapter standing committee, she must provide the Nominating Committee and Basileus, as applicable, written documentation to confirm she has met all eligibility requirements for her candidacy or appointment.

- b. To be a candidate for Basileus a soror must be a member of the Pi Omicron Omega Chapter for three consecutive years (36 consecutive months) immediately preceding the term of office for which she is a candidate. She shall have served as another officer for at least one term and attended either a Boulé or a Regional Conference in the previous three years (36 consecutive months) preceding her

nomination. Additionally, she must have maintained good financial standing; have attended at least 60% (6 out of 10) of the chapter business meetings each year for the two (2) years (24 consecutive months) immediately preceding her nomination; and have served on and actively participated in the work of at least one Standing Committee each year for the two (2) years (24 consecutive months) immediately preceding her nomination.

The elected Basileus shall be a Certified Chapter Basileus and a Certified Graduate Advisor. She may earn the certifications before her nomination to the office or after her election to the office.

- 1) If the member is certified before her nomination, she must have completed the courses during the same calendar year as her nomination.
- 2) If a Basileus is certified after her election, she shall complete the courses during her first year in office.
- 3) The Pi Omicron Omega Chapter will reimburse the elected Basileus for the cost of the Basileus and Graduate Advisor Certification Courses when completed according to the above requirements before her election. After her election, the Pi Omicron Omega Chapter will bear the financial responsibility for the cost of registration for both certification courses.

The Basileus shall maintain both certifications during her term of office.

Failure to adhere to the eligibility requirements for Basileus shall result in removal from office for noncompliance with chapter Bylaws and a requirement to reimburse the chapter for the cost of certification courses.

- c. To be a candidate for Basileus-Elect, a soror must possess all of the qualifications required of the Basileus at the time of her nomination to office. Upon her election, she shall successfully complete all applicable training related to chapter operations (including, but not limited to Parliamentary Procedures, Standards, Fiscal Fitness/Chapter Finances, Membership, ME, Protocol, Rituals) at the Alpha Kappa Alpha Sorority, Incorporated® Leadership Seminar in the first calendar year of her term of office, and the Basileus Certification Course and Graduate Advisors Certification Course in the calendar year before she takes the office of Basileus. She shall maintain the certification during her terms of office as Basileus-Elect and Basileus. The Pi Omicron Omega Chapter will bear financial responsibility for the costs of the registration, lodging (at double occupancy rates), and travel expenses (not to exceed the amount allotted by the budget) for her attendance at these meetings when completed according to the above requirement. Payment of any additional costs will be the responsibility of the Basileus-Elect.

Once the Basileus-Elect takes the office as Basileus, she shall comply with all other eligibility requirements for Basileus.

Failure to adhere to the eligibility requirements for Basileus-Elect shall result in removal from office for noncompliance with Chapter Bylaws and a requirement to reimburse the chapter for the cost of certification courses.

- d. To be a candidate for Anti-Basileus a soror must possess all of the qualifications required of the Basileus at the time of her nomination to office. Upon her election, she shall successfully complete all applicable training related to Alpha Kappa Alpha International Programs and program implementation at the Alpha Kappa Alpha Sorority, Incorporated Leadership Seminar during the first year of her term of office as Anti-Basileus. The Pi Omicron Omega Chapter will bear financial responsibility for the cost of the registration, lodging (at double occupancy rates), and travel expenses (not to exceed the amount allotted by the budget) for her attendance at these meetings when completed according to the above requirement. Payment of any additional costs will be the responsibility of the Anti-Basileus.

Once the Anti-Basileus takes office, she shall comply with all other eligibility requirements for Basileus as required by the chapter bylaws with the exception of the requirement to complete the Basileus Certification Course and Graduate Advisor Certification Course.

Failure to adhere to the eligibility requirements for Anti-Basileus shall result in removal from office for noncompliance with chapter Bylaws and a requirement to reimburse the chapter for the cost of leadership training.

- e. To be a candidate for Advisor to an undergraduate chapter for which the Pi Omicron Omega Chapter has the responsibility for supervision, a soror shall have been a member of the Pi Omicron Omega Chapter and maintained good financial standing in the chapter for at least two years (24 consecutive months) immediately prior to her election. She shall never have been suspended for hazing, or misappropriation of funds, shall be at least a five year post graduate from an undergraduate college or university program, must have attended one of the last two Boulés and one of the last two Regional Conferences, and must be certified by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated *Graduate Advisor Certification Program*, and must have been an active member of the Sorority for at least five (5) years prior to certification
- f. To be a candidate for Chapter Pecunious Grammateus, a candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds. To be eligible to serve in the capacity of Pecunious Grammateus, a soror must have been a member of the chapter and maintained good financial standing in the chapter for at least one year (12 consecutive months) prior to her election, must have attended at least one of the last two Boulés or Regional Conferences, and must have earned the designation of Certified Chapter Financial Officer by successfully completing the Alpha Kappa Alpha Sorority, Incorporated® Financial Officer Certification Course within the 12 months immediately preceding her election to the office or she shall earn the certification within the first year of her election to the office. The chapter will bear the financial responsibility for the cost of registration for her to attend the Financial Officers' Certification Training Course. She shall maintain the certification during the term of her office.

- g. To be a candidate for Chapter Tamiouchos, a candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds. To be eligible to serve in the capacity of Tamiouchos, a soror must have been a member of the chapter and maintained good financial standing in the chapter for at least one year (12 consecutive months) prior to her election; must have attended at least one of the last two Boulés or Regional Conferences; and shall have earned the designation of Certified Chapter Financial Officer by successfully completing the Alpha Kappa Alpha Sorority, Incorporated® Financial Officer Certification Course in the 12 months immediately preceding her election to the office or she shall earn the certification within the first year of her election to the office. The chapter will bear the financial responsibility for the cost of registration for her to attend the Financial Officers' Certification Training Course. She shall maintain the certification during the term of her office.
- h. To be eligible to serve in the capacity of Membership Chairman, a soror shall never have been suspended for hazing, must have been a member of the chapter and maintained good financial standing in the chapter for at least two years (24 consecutive months) prior to her election, and must have attended a Membership Workshop and ME Workshop at the last Regional Conference, Leadership Seminar, or Boulé.

Section 4. Terms of Office. Except for the Basileus and Basileus-Elect, each officer shall be eligible to stand for re-election to any given office for a second two-year term. No one may remain in any given office for more than four consecutive years.

Section 5. Resignations, Disciplinary Action, and Unexpired Terms of Office.

- a. If the Basileus-Elect does not ascend to the office of Basileus at the end of her term, the chapter shall elect a Basileus and Basileus-Elect.
- b. The Basileus-Elect shall fill any unexpired term of the Basileus.
- c. Any unexpired term of the Basileus-Elect and Anti-Basileus shall be filled by chapter election.
- d. All other unexpired terms shall be filled by appointment(s) by the Executive Board.
- e. In case of failure of an officer to fulfill her duties, the Executive Board may declare the position vacant and except where otherwise provided, shall appoint a member to complete the unexpired term.

Section 6. Duties and Powers

- a. The Basileus shall preside at all meetings of the chapter and Executive Board; shall conduct all business in its proper order; shall enforce due adherence to the *Constitution and Bylaws*; shall appoint all committee chairmen (unless otherwise noted), committee members and the Parliamentarian; shall sign checks along with the Tamiouchos; and shall be an ex-officio member of all committees except the Nominating Committee. She shall serve as liaison between the chapter and Regional Director and between the chapter and the Alpha Kappa Alpha Corporate Office.
- b. The Basileus-Elect, at the end of her two-year term, shall ascend to the office of Basileus for a full term. She will assist the Basileus in the performance of her duties as required and preside during the absence of the Basileus. She shall serve as chairman of the Standards Committee and as an ex-officio member of all committees except the Nominating Committee. She will be responsible for monitoring and documenting the chapter's compliance with the sorority's standards (i.e., chapter operations, program compliance, leadership training and development opportunities). She will, in coordination with the Basileus and Anti-Basileus, plan and facilitate the annual chapter program planning and leadership development retreat. She may, in the absence of the Basileus sign checks with the Tamiouchos and shall be bonded. She shall succeed to the office of Basileus at the expiration of the two-year term of the current Basileus or shall complete an unexpired term of the Basileus.
- c. The Anti-Basileus, at the end of her two-year term, is eligible to be nominated for election for Basileus-Elect for a two-year term. She may assist the Basileus or Basileus-Elect in their absence. She shall serve as chairman of the Program Committee and as an ex-officio member of all committees except the Nominating Committee. She will be responsible for ensuring the chapter implements the sorority's International Program at the chapter level.
- d. The Grammateus shall serve as Recording Secretary of the chapter. She shall be a member of the Bylaws Committee, the Executive Board, and the Budget and Finance Committee. The Grammateus must maintain a roster of active members, record business accomplished at each meeting; maintain copies of all chapter meeting minutes and committee reports; distribute copies of chapter meeting minutes to the membership at least one week prior to the chapter's business meeting; assist the Basileus in the determination of a quorum to conduct the business of the chapter; and receive typewritten reports from each committee reporting during meetings, and shall perform other recording duties as requested by the Basileus. She shall be a member of the Executive Committee and the Bylaws Committee. She or the Anti-Grammateus shall serve on the Archives Committee.
- e. The Anti-Grammateus shall assist the Grammateus in the performance of her duties and function as recording secretary in her absence. She shall be a member of the Executive Board and shall record and maintain the proceedings of the Executive Board. She or the Grammateus shall serve on the Archives Committee.

- f. The Pecunious Grammateus shall carry out her duties as stated in the approved Pi Omicron Omega Chapter Financial Procedures Manual. She shall receive and record all funds for the chapter; give receipts for all income received; and submit all funds received to the Tamiouchos in accordance with the approved Pi Omicron Omega Chapter Financial Procedures. She shall maintain a current list of financial members, and record all payments made by each Soror providing duplicate receipts for all income received, and maintain a cash receipt journal recording all income received by source. She shall serve on the Budget Committee and on the Executive Board. The Pecunious Grammateus shall be bonded. She shall serve on the Executive Board and the Budget and Finance Committee.
- g. The Tamiouchos shall carry out her duties as stated in the approved Pi Omicron Omega Chapter Financial Procedures Manual. She shall receive all funds for the chapter from the Pecunious Grammateus in accordance with the approved Pi Omicron Omega Chapter Financial Procedures. She shall also ensure all funds are deposited in accordance with the approved Pi Omicron Omega Chapter Financial Procedures. She shall pay all expenses of the Chapter for which properly signed vouchers have been received, and shall keep an orderly record of income and expenditures. She shall issue checks in accordance with the approved Pi Omicron Omega Chapter Financial Procedures when such payment method is required, maintain checking accounts and check books; and shall make a monthly financial report and written annual report of the financial working of her office, showing the amount collected, the amount expended, with supporting evidence of Chapter authorization, and the amount remaining on hand. The Tamiouchos shall serve as a member of the Executive Board and as chairman of the Budget and Finance Committee. In conjunction with the Budget and Finance Committee, prepares the annual operating and community service budget proposals. The Tamiouchos shall be bonded.
- h. The *Ivy Leaf* Reporter shall be responsible for the chapter publicity on the local, regional, and national levels. She shall maintain documents related to chapter programs and activities (scrapbooks, photographs) and shall provide information about the chapter and its' activities in the most acceptable format for editorial and other media use. The *Ivy Leaf* Reporter shall be a member of the Executive Board and serve as chairman of the Public Relations Committee.
- i. The Historian shall supervise the documentation of the chapter's history. She shall serve as the chairman of the Archives Committee and will direct the maintenance of the chapter's history for posterity. She shall serve as a member of the Executive Board and as chairman of the Archives Committee.
- j. The Parliamentarian shall assist the presiding officer in the interpretation of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, the Bylaws of the Pi Omicron Omega Chapter, and *Robert's Rules of Order Newly Revised*. She shall serve as a member of the Executive Board and as chairman of the Bylaws Committee.

- k. The Epistoleus shall serve as the Corresponding Secretary of the Chapter. She will, as directed by the Basileus, notify members of meetings, conduct general correspondence, maintain correspondence files, read all correspondence to the Chapter, and generate and mail the Chapter newsletter. She shall be a member of the Executive Board, the Technology Committee, and the Archives Committee.
- l. The Membership Chairman shall supervise the activities relating to membership. She shall serve as chairman of the Membership Committee and direct the recruitment, retention, and reactivation efforts on behalf of the chapter. She shall serve on the Executive Board and the Graduate Advisors Council (must meet Graduate Advisor certification requirements). The Membership Chairman shall never have been suspended for hazing.
- m. The Graduate Advisor shall serve as Advisor to the Omicron Epsilon Chapter at Elon University. She shall supervise all Undergraduate Chapter functions and meetings. She shall keep the Graduate Chapter informed about activities of the Undergraduate Chapter. She shall serve as a member of the Executive Board and as chairman of the Graduate Advisors Council. The Graduate Advisor shall be bonded.
- n. The Hodegos receives and introduces all visitors, extends courtesies, and serves as chairman of Courtesy and Social Affairs Committees. She shall be a member of the Executive Board and serve as chairman for the Courtesy and Social Affairs Committee.
- o. The Philacter serves as Doorkeeper, checks credentials, and collects fines. She assists in maintaining order when chapter business is being conducted. She shall be a member of the Executive Board.

Section 7. Records and Reports at Completion of Officer Terms.

- a. It shall be the duty of each officer to deliver to her successor all files, supplies, and other materials in her possession following the expiration of her term but no later than January 31.
- b. It shall be the duty of the Basileus at the end of her term of office, to submit written reports to the body of accomplishments achieved during her term of office. She shall submit the chapter reports to the Alpha Kappa Alpha Corporate Office for the previous year.
- c. It shall be the duty of the Tamiouchos to report annually on the monies received and expended, and on the current state of chapter finances.

- b. The Graduate Advisor shall be one of the delegates designated to represent the chapter at Regional Conferences and the Boulé. She shall also represent the chapter at Undergraduate Round-Ups/Caucuses and/or other meetings where her attendance is mandatory or critical to the chapter's sponsorship of the undergraduate chapter, Omicron Epsilon Chapter. The Chapter shall bear financial responsibility for the registration, lodging (at double occupancy rates), and travel expenses (not to exceed the amount allotted by the budget) for her attendance at these meetings. Payment of any additional costs will be the responsibility of the Graduate Advisor.
- c. Additional delegates designated to represent the chapter at Regional Conferences and the Boulé will be selected by the chapter. The Chapter shall bear financial responsibility for their registration only.

Section 6. There shall be at least two joint meetings of Pi Omicron Omega and Omicron Epsilon chapters during the year. The main purpose of the meetings shall be social in order to increase fellowship and better understanding. Only business of joint interest, such as programs of civic and social importance, may be discussed and voted on at these meetings. Such meetings shall be presided over alternately by the Basileus of each chapter and attended by active members of the chapters.

Section 7. A chapter retreat will be held annually in September. The primary purpose of the retreat shall be to plan the chapter's program activities for the upcoming calendar year. During the retreat, the Program Committee and chapter membership will work collaboratively to design, develop, and plan chapter programs based on the Alpha Kappa Alpha International Program Targets.

Article VI EXECUTIVE BOARD

Section 1. The Executive Board shall include all elected and appointed officers named in Article IV, Section 6 of these Bylaws.

Section 2. Powers of the Executive Board, as designated below, are subject to the orders of the Chapter and in conjunction with the actions of the Chapter.

- a. The Executive Board shall make emergency decisions.
- b. The Executive Board shall make recommendations to the Chapter.
- c. The Executive Board shall hear and act upon appeals brought before it by members of the Chapter.
- d. The Executive Board shall perform other duties as specified in the Bylaws.

Section 3. Meetings of the Board.

- a. The Executive Board shall meet prior to the regular membership meeting and at any time deemed necessary by the Basileus, including summer recess.
- b. A quorum of the Executive Board shall consist of six (6) elected officers.

ARTICLE VII COMMITTEES

Section 1. The Standing Committees of Pi Omicron Omega Chapter shall include the Program, Budget and Finance, Nominating, Bylaws, Membership, Fund Raising, Courtesy and Social Affairs, Connection and Social Action, Standards, Archives, Public Relations, Technology, Sisterly Relations, Risk Management, and the Graduate Advisors Council.

Section 2. The Basileus shall appoint chairmen of the Nominating, Fundraising, Standards, Connection and Social Action, and Risk Management Committees. Other chairmen are designated by their office. Committee membership appointments are made by the Basileus, unless otherwise designated by their elected office. Committees shall serve two-year terms.

Section 3. The Basileus shall appoint members to fill the unexpired terms of committee chairmen and members, unless otherwise specified by their office.

Section 4. Duties of Standing Committees

- a. The Program Steering Committee shall interpret the International programs to the chapter; stimulate interest and participation in the programs; shall design, develop, plan, and coordinate chapter programs and interpret them to the members. The Program Committee shall plan in September and present, at the November meeting, a calendar of program activities based on the International Program targets to be adopted by the chapter for the year commencing January 1. The chapter's program activities shall reflect the Alpha Kappa Alpha International Program Targets and address the needs of the local community.
- b. The Membership Committee shall develop and implement activities to promote and maintain sisterly relations and lifelong active membership including recruitment, retention, and reactivation of members. The committee shall be responsible for implementing the Alpha Kappa Alpha Sorority, Incorporated® Membership Experience (ME) for the chapter in accordance with current approved procedures. The Membership Chairman shall never have been suspended for hazing.

- c. The Courtesy and Social Affairs Committee shall plan and implement the activities of a social nature for the Chapter. The committee shall also extend courtesies on behalf of the Chapter in the form of greetings, services, gifts, and commendations to persons and agencies deserving of recognition or encouragement by the Chapter. The committee shall extend courtesies to members of Pi Omicron Omega as deemed appropriate for occasions such as illness, death, achievement, retirement, etc. The Hodegos shall serve as the chairman of the Courtesy and Social Affairs Committee.
- d. The Fundraising Committee shall plan and implement the fundraising activities of the Chapter, which will support the chapter's service programs and scholarship awards.
- e. The Budget and Finance Committee shall advise the chapter on financial operations and shall prepare budget proposals for both operations and community service that will include all anticipated income and expenditures for the upcoming year. The proposed budgets for the year commencing January 1 will be submitted to the membership for voting at the November chapter meeting. The Budget and Finance Committee shall include the Tamiouchous, as chairman, the Pecunious Grammateus, as co-chairman, the Program Chairman, and the Fundraising Chairman. Other members are appointed by the Basileus.
- f. The Nominating Committee shall prepare a list of members eligible for nomination to each office to be filled by election and shall nominate candidates for each office from the list of eligible members. Membership on the Nominating Committee shall not prevent a soror from being nominated as a candidate for election to an office. The committee shall present the list of members eligible for nomination to each elected office to the chapter at the October Chapter Business Meeting.

The Committee shall contact each eligible member to be nominated to obtain her acceptance of nomination and assurance that she will carry out all responsibilities of the specified office if elected. The committee shall document and maintain, in committee records, each nominee's decision to accept or decline nomination.

The Committee shall prepare a slate of eligible candidates for elected office and shall present the slate to the Chapter for voting at the November Chapter Business Meeting. Additional nominations may be made from the floor after the slate is presented. Voting shall be by secret ballot prepared by the Nominating Committee.

The Nominating Committee shall be elected by the active chapter membership in November during the same meeting as other elected officers. The Committee shall consist of an odd number of members, with a minimum membership of 7 members and a maximum membership of 11 members, and shall include the elected Grammateus and Pecunious Grammateus. Election to another chapter office shall not prevent a soror from being nominated for election to the Nominating Committee. The Basileus and Anti-Basileus shall not serve on the

Nominating Committee. The Committee Chairman shall be appointed by the Basileus from the committee's elected members.

- g. The Bylaws Committee shall propose needed changes in the chapter Bylaws; examine proposed amendments submitted by other sorors, and devise methods to improve the sorors' understanding of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated® and the Bylaws of the Pi Omicron Omega Chapter. As specified in Article IV, Section 3, membership on the Bylaws Committee shall include the Parliamentarian, as chairman, the Grammateus, and the Standards Committee Chairman. Other members are appointed by the Basileus.
- h. The Standards Committee shall survey chapter operations and evaluate implementation of the chapter's goals and objectives; conduct mid-year and chapter internal evaluations, report findings to the Chapter; conduct the annual chapter planning session in conjunction with the Basileus and Anti-Basileus; conduct the annual Chapter Operations workshop and leadership workshops; and perform other responsibilities as established by the International Standards Committee.
- i. The Connection and Social Action Committee shall organize the chapter's participation in national and local social and political action and advocacy campaigns. The committee shall also keep the local membership informed of and involved with political and social action issues supported by or adopted by the Sorority. Committee members shall participate in regional and national Connection and Social Action Committee workshops and forums. The committee shall support and implement other assignments as requested by the Regional Director, National Connection and Social Action Representative, State Connection and Social Action Chairman, and chapter Basileus.
- j. The Archives Committee shall have the responsibility of serving as the custodian of the chapter's print and non-print materials. The committee shall also develop and implement policies and procedures for the collection, storage, and use of chapter materials by members and non-members of the Pi Omicron Omega Chapter. The committee membership shall include the Historian as chairman, the Grammateus, and/or the Anti-Grammateus, the Standards Committee Chairman, and the Epistoleus.
- k. The Public Relations Committee shall have the responsibility of reporting the chapter's activities to the public via news media and social media. The committee shall develop and implement policies related to the reporting of the chapter's activities. The committee shall be chaired by the Ivy Leaf Reporter. The chairman of the Technology Committee shall serve on this committee.
- l. The Technology Committee shall address technology issues throughout the chapter and provide strategic recommendations. It shall be the duty of this committee to maintain the chapter website, emails, and all social media sites in accordance with the guidelines presented by the Alpha Kappa Alpha Corporate

Office. The committee membership shall include the Epistoleus. Other members are appointed by the Basileus.

- m. The Graduate Advisors Council shall consist of all chapter members who are certified Graduate Advisors. They shall support the Graduate Advisor in her role and responsibilities and shall, at her request or in her absence, supervise the undergraduate chapter functions and meetings.

The chapter may reimburse the cost of registration for the Graduate Advisor Certification course, only for sorors who submit written documentation demonstrating that they meet the chapter's Graduate Advisor eligibility requirements prior to registering for the course and commit to serve on the Graduate Advisors' Council until their certification expires.

- n. The Sisterly Relations Committee shall develop programs that promote and strengthen the sorority's commitment to sisterhood and reinforce the core values of Alpha Kappa Alpha Sorority, Incorporated®. It shall be the duty of this committee to provide chapter activities that will strengthen the bonds of sisterhood during chapter meetings and special chapter events or occasions.
- o. The Risk Management Committee shall develop and execute a chapter plan to effectively identify, assess, mitigate, and reduce risk to Alpha Kappa Alpha Sorority, Incorporated® at the chapter level concerning active and inactive members in consultation with the Regional Director. It shall be the duty of this committee to (1) advise all chapter officers and members of operational and other risks to the Sorority and chapter; (2) develop a chapter Risk Management Plan in conjunction with chapter officers; (3) and facilitate training workshops at chapter business and committee meetings, chapter retreats, and other chapter activities as warranted.

The committee shall include the Membership Chairman, Graduate Advisor, and Standards Chairman. The committee chairman and other members shall be appointed by the Basileus. The chairman shall successfully complete the sorority's special Risk Management certification training course in the calendar year in which she is appointed. She shall maintain the certification in current status during her term as chairman and shall remain on the committee during the effective period of her certification. The Pi Omicron Omega Chapter will bear financial responsibility for the cost of the Risk Management Certification Course when completed according to the above requirement. The Risk Management Chairman shall never have been suspended for hazing.

Section 5. The Basileus, as deemed necessary, shall appoint ad hoc and special committees necessary to carry out the mission of the Pi Omicron Omega Chapter.

Section 6. Reports of Committees

- a. The chairmen of all standing committees shall submit a written report to the Basileus and the Grammateus at each business session during which their committee makes a report to the chapter.
- b. The chairmen of all standing committees shall submit a written report annually summarizing the committee's activities during the year.
- c. The chairmen of all other committees shall submit a written report upon completion of their committee's designated activity(ies) and include the chapter's evaluation of the activity(ies).

Article VIII SPECIAL AND AD HOC COMMITTEES

- a. The Basileus shall appoint committees as the need arises to facilitate the purpose and objectives of the chapter.
- b. The chapter membership shall elect delegates to represent the chapter's interests at Regional Conferences and Boulés. Conference delegates shall serve on a special committee appointed before each Regional Conference and Boulé.
- c. Each delegate shall:
 1. Vote according to instructions from the chapter.
 2. Attend all Plenary Sessions and at least one workshop.
 3. Prepare and submit a written report as designated by the Basileus, which shall be submitted to the chapter membership.

Article IX PARLIAMENTARY AUTHORITY

In all matters not provided for in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®, and the Bylaws of the Pi Omicron Omega Chapter, shall be governed by Robert's Rules of Order Newly Revised.

Article X AMENDMENT OF BYLAWS

- a. These Bylaws shall be amended after each Boulé, within the same year of the Boulé.

Amendments to the Alpha Kappa Alpha Constitution and Bylaws shall take effect immediately following adjournment of the Boulé at which they are adopted.

Amendments adopted by the Boulé may be incorporated into Chapter Bylaws and become effective immediately. Any applicable amendments to the Alpha Kappa Alpha Constitution and Bylaws adopted at the Boulé, that shall be cause for related changes in chapter bylaws, may be made by the chapter without the

chapter having to adhere to the established amendment process prescribed at the chapter level.

The Chapter Bylaws should not only reflect the change(s) but notice of the change(s) must also be sent to each chapter member in writing clearly indicating exactly where in the Chapter Bylaws such change(s) have been specifically placed by specifically listing the Article, Section, and line where they are located in the chapter document.

- b. Amended Bylaws shall take effect upon the approval of the Regional Director and subsequent vote of the chapter.
- c. Fifty percent (50%) of the active members must be present for approval of amendments to the chapter's Bylaws. The chapter's Bylaws may be amended under the following conditions:
 1. The Bylaws may be amended at any regularly scheduled meeting of the Chapter by two-thirds (2/3) of the active members present.
 2. Prior notice to the chapter of proposed Bylaws amendment shall be provided at the regularly scheduled meeting prior to the vote set for the next regularly scheduled meeting.

Article XI DISSOLUTION

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(7) of the Internal Revenue Code or corresponding section of any future federal tax code, or for one or more exempt purposes within the meaning of Section 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.

Adopted January 3, 2004

Boulé 2024 Bylaws Amendments Adopted July 12, 2024

Additions to achieve compliance with amendments to the Alpha Kappa Alpha Sorority, Incorporated <i>Constitution and Bylaws</i> adopted at Boulé 2024					
Page #s	Line #s	Article	Section	Sub-Section	Amendment
1	36	Article III	1	b	To be eligible to sponsor or co-sponsor a candidate for prospective membership, a Soror must be an active member of Pi Omicron Omega Chapter for at least four (4) consecutive years (48 months) at the time she submits the “Guide to Sponsorship Form” in the Alpha Kappa Alpha Graduate Membership Experience (ME) Manual. In addition, the Soror must comply with all requirements as stated in the most recent edition of the Alpha Kappa Alpha Graduate Membership Experience (ME) Manual and the most current guidance from the Directorate of Alpha Kappa Alpha Sorority, Incorporated®.
6	26	Article IV	3	e	To be a candidate for Advisor to an undergraduate chapter for which the Pi Omicron Omega Chapter has the responsibility for supervision, a soror shall have been a member of the Pi Omicron Omega Chapter and maintained good financial standing in the chapter for at least two years (24 consecutive months) immediately prior to her election. She shall never have been suspended for hazing, or misappropriation of funds, shall be at least a five year post graduate from an undergraduate college or university program, must have attended one of the last two Boulés and one of the last two Regional Conferences, and must be certified by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated <i>Graduate Advisor Certification Program</i> , and must have been an active member of the Sorority for at least five (5) years prior to certification.
6	28	Article IV	3	e	
6	30,31	Article IV	3	e	