

ALPHA KAPPA ALPHA SORORITY INCORPORATED
SIGMA LAMBDA OMEGA CHAPTER
BYLAWS

ARTICLE I- NAME

SECTION 1: This organization shall be known as **Sigma Lambda Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated.**

SECTION 2: The principal location of the organization shall be **San Fernando, California.**

ARTICLE II- PURPOSE

SECTION 1: The purpose of **Alpha Kappa Alpha Sorority, Incorporated** 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.

SECTION 2: The purpose of **Sigma Lambda Omega Chapter** is to: interpret, implement and support the purposes and programs of **Alpha Kappa Alpha Sorority, Incorporated**, and to meet and maintain the requirements for a Graduate Chapter of **Alpha Kappa Alpha Sorority, Incorporated.**

ARTICLE III- MEMBERSHIP

SECTION 1: The membership shall consist of **Alpha Kappa Alpha** women whose status meets the requirement of the international body as delineated in Article IV, Section 1 of the Bylaws of **Alpha Kappa Alpha Sorority, Incorporated.**

SECTION 2: An active soror has all rights and privileges pertaining to membership in the Chapter, including but not limited to voting, serving as an officer, representing the Chapter, serving as a delegate to Regional Conference and Boule, and serving as Chairman of committees.

SECTION 3: A soror is not considered active until the Chapter has received verification from the Corporate Office of **Alpha Kappa Alpha Sorority Incorporated**.

SECTION 4: No soror, including officers and committee chairmen, shall represent or obligate the Chapter or Sorority in any manner without the authorization of the Basileus.

SECTION 5: A soror who desires to serve as a (co)sponsor of a candidate is required to have at least 24 months of active membership in **Sigma Lambda Omega Chapter** prior to serving as a (co)sponsor **and** have attended Boule, Cluster, Leadership **or** Regional Conference within the 24 months preceding the request for the Membership Intake Process (MIP).

SECTION 6: Active participation for a soror who desires to (co)sponsor a candidate in **Sigma Lambda Omega Chapter** includes the following:

1. Attend 5 out of 10 (50%) of the monthly Chapter Meetings for the fiscal year.
2. Serve on at least one committee as verified by the Committee Chairman.
3. Meet Chapter, Far Western Region, and Corporate Office financial obligations.

SECTION 7: Visiting Sorors must present a valid photo identification and an Alpha Kappa Alpha Sorority, Inc. financial card, Ivy Leaf magazine, or a Membership Verification Form from the Corporate Office. A visiting soror must declare her status and intentions after attending **three Chapter Meetings**, per fiscal year.

SECTION 8: A soror shall notify the Basileus within ten days following the meeting from which the soror was absent due to: illness, employment, bereavement, or absence from the city due to Alpha Kappa Alpha activities/business (e.g.- attending Cluster in another Region), or family hardship.

ARTICLE IV- OFFICERS

SECTION: 1 The officers of **Sigma Lambda Omega Chapter** are: Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Epistoleus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus, Hodegos, Philacter, Parliamentarian, Ivy Leaf Reporter, Chaplain, Historian, Graduate Advisor, Contract Review Manager and *Member at Large, EAF Chapter Captain*.

SECTION 2: The following officers are appointed by the Basileus, **contingent** on the approval of the Executive Committee: Parliamentarian, Philacter, Historian Contract Review Manager, Anti-Tamiouchos, and, EAF Chapter Captain.

SECTION 3: A soror must meet **all** financial obligations to the Corporate Office, Far Western Region, and **Sigma Lambda Omega Chapter**.

SECTION 4: To serve as **Basileus** of **Sigma Lambda Omega Chapter**, a soror **must** have:

1. Attended **one** of the following: Boule, Leadership, or Regional Conference, **within the last three years prior to** her election or appointment.
2. Attended 7 out of 10 (70%) of the monthly Chapter Meetings for the fiscal year.
3. Attended 70% of the Chapter Activities for the fiscal year.
4. Met all financial obligations to the Corporate Office, Far Western Region, and **Sigma Lambda Omega Chapter**.
5. Served as an active member of **Sigma Lambda Omega Chapter** for the immediate two years preceding her election or appointment.
6. Held an office in **Sigma Lambda Omega Chapter**.

ARTICLE V- ELECTION OF OFFICERS

SECTION 1: The Nominating committee shall consist of three (3) members elected each November. The member who receives the most votes serves as the Committee Chair. Committee members cannot run for office to avoid

a conflict of interest.

- SECTION 2:** The current Nominating Committee shall present the names of candidates for each office and next year's Nominating Committee at the **October Chapter Meeting**. Nominations will be accepted from the floor following the Nominating Committee Report at the October Chapter Meeting.
- SECTION 3:** Candidates nominated for each office shall be cleared by the **Pecunious Grammateus and the Nominating Committee** prior to the end of the October Chapter Meeting, so that a final slate of officers is presented **prior to the adjournment of the October Chapter Meeting**.
- SECTION 4:** Voting for officers shall be by secret ballot for contested elections at the **November chapter meeting**; for uncontested elections, officers may be declared as won by acclamation.
- SECTION 5:** Only financial sorors who have met all financial obligations to the Corporate Office, Far Western Region, and **Sigma Lambda Omega Chapter** shall be permitted to vote.
- SECTION 6:** A candidate must receive a majority of the votes cast for the office in order to be elected. In the event of a tie, subsequent ballots shall be cast to break the tie.
- SECTION 7:** Officers shall be installed at the **December Chapter Meeting** with their term of office beginning in January of the following year.
- SECTION 8:** In the event that an office becomes vacant prior to the end of the current term, the Basileus shall appoint a financial soror to the office for the remainder of the unexpired term, **contingent** on the approval of the Executive Committee and in accordance with Article IV Section 3.

ARTICLE VI- TERMS OF OFFICE

- SECTION 1:** Beginning in 1991, in each **odd** year, the following officers shall be elected at the November Chapter Meeting and begin their **two-year** term of office in **January of the following year**: Second Anti-Basileus, Grammateus, Pecunious Grammateus, Chaplain, Ivy Leaf Reporter and Graduate Advisor, and Member-at-Large.
- SECTION 2:** In each even year after 1991, the following officers shall be elected at the November Chapter Meeting and begin their **two-year** term of office in

January of the following year: Basileus, First Anti-Basileus, Tamiouchos, Anti-Grammateus, Epistoleus and Hodegos.

SECTION 3: In January of every odd year, the Basileus shall appoint a Parliamentarian, Philacter, Historian, Contract Review Manager, Anti-Tamiouchos, and EAF Captain to serve a two-year term of office in accordance with **Article IV Sections 2 and 3.**

SECTION 4: A soror appointed to complete an unexpired term of an elected office is eligible for election to a full term in that office at the next regular election in November.

SECTION 5: A soror elected for a term of two years is eligible for re-election to the same office at the end of her term but cannot serve for more than **two consecutive terms.**

ARTICLES VII- DUTIES AND POWERS OF THE OFFICERS

SECTION 1: Basileus: It shall be the duty of the **Basileus** to: preside over **all** Chapter **and** Executive Committee Meetings, enforce due observance of the Constitution and Bylaws of the organization and Chapter, and call Special Meetings. The Basileus shall have the authority to appoint all Chairmen, unless indicated in the duties of an office, **serve as an Ex-Officio member on all committees, with the exception of the Nominating and Tellers Committees**, and sign **all** orders of the Tamiouchos for money. She shall have general management of **Sigma Lambda Omega Chapter** affairs, serve as the official representative of **Sigma Lambda Omega Chapter** on all occasions unless otherwise specified, and be **bonded**.

SECTION 2: First Anti-Basileus: It shall be the duty of the **First Anti-Basileus** to: **serve as the Chairman of the Program Committee**, preside at all meetings in the absence of the Basileus, and perform other duties of the Basileus in her absence. **She shall serve as a member of the Budget-Finance Committee.**

SECTION 3: Second Anti-Basileus: It shall be the duty of the **Second Anti Basileus** to: **serve as the Chairman of the Membership Committee** and to assist the Basileus and First Anti-Basileus in the performance of their duties. In the absence of the Basileus and the First Anti-Basileus, she shall perform the duties of the Basileus. **She shall serve as a member of the Program**

and Budget-Finance Committees. She shall never have been suspended for hazing.

SECTION 4: Grammateus: It shall be the duty of the **Grammateus** to: maintain accurate minutes of all Chapter Meetings, **in a bound book**, maintain a file of all reports, and prepare **all** ballots for voting. She shall maintain accurate Chapter Meeting attendance records. **She shall serve as a member of the Bylaws Committee and she shall be bonded.**

SECTION 5: Anti-Grammateus: It shall be the duty of the **Anti-Grammateus** to: perform the duties of the Grammateus in her absence and maintain accurate Executive Committee Meeting attendance records. She shall maintain accurate minutes of all Executive Committee Meetings, **in a bound book.**

SECTION 6: Epistoleus: It shall be the duty of the **Epistoleus** to: maintain all Chapter correspondence, **in a binder**, and prepare the Chapter Newsletter. The Chapter Newsletter shall be mailed to Chapter members who do not have access to email. The Chapter Newsletter shall serve as notification to Chapter members of Chapter Meetings and Chapter activities/events.

SECTION 7: Tamiouchos: It shall be the duty of the **Tamiouchos** to: **serve as Chairman of the Budget-Finance Committee**, receive all monies of the Chapter from the Pecunious Grammateus, and serve as custodian of funds from Special Committees as established by the Chapter. She shall pay all bills signed by the Basileus, maintain accurate records of all Chapter accounts in accordance with guidelines established by the Corporate Office, maintain a current file for all bills, receipts, and disbursements, and make monthly financial reports at each Chapter Meeting. **She shall present the proposed budget of estimated income and expenses at the October Chapter Meeting.** She shall **present a Year End Report of the Chapter's revenue and expenses for the fiscal year, at the January Chapter Meeting of the following year.** She must be bonded.

SECTION 8: Anti-Tamiouchos: It shall be the duty of the **Anti-Tamiouchos** to: **serve as Co-Chairman of the Budget-Finance Committee**, in the absence of the 'Tamiouchos, receive all monies of the Chapter from the Pecunious Grammateus, and serve as custodian of funds from Special Committees as established by the Chapter. In the absence of the Tamiouchos, she shall pay all bills signed by the Basileus, maintain accurate records of all Chapter accounts in accordance with guidelines established by the Corporate Office, maintain a current file for all bills, receipts, and disbursements, and make monthly financial reports at each Chapter Meeting. **In the absence of the Tamiouchos, she shall present the proposed budget of estimated income and expenses at the October Chapter Meeting.** In the absence

of the Tamiouchos, she shall present a Year End Report of the Chapter's revenue and expenses for the fiscal year, at the January Chapter Meeting of the following year. She must be bonded.

SECTION 9: Pecunious Grammateus: It shall be the duty of the **Pecunious Grammateus** to: collect all monies, submit monies that were collected to the Tamiouchos, and receive a receipt from the Tamiouchos for the monies that were submitted to the Tamiouchos. She shall maintain accurate records of all monies received and make monthly financial reports of all monies received at each Chapter Meeting. She shall notify all sorors of their delinquent financial obligations which must be paid on or before their current dues are accepted. She shall clear all candidates for office and **serve as a member of the Budget-Finance Committee. She must be bonded.**

SECTION 10: Hodegos: It shall be the duty of the **Hodegos** to: **serve as Chairman of the Hospitality Committee**, receive and introduce visitors, and serve as the official hostess at all meetings. She shall maintain an accurate record, **in a binder**, of all gifts, and courtesies extended to sorors, and their families, prepare a list of hostesses, and notify all hostesses **at least sixty days in advance** of their turn to host the Chapter Meeting. She shall provide a copy of the list of hostesses to the Chapter. She shall maintain personal data forms for each soror.

SECTION 11: Philacter: It shall be the duty of the **Philacter** to: guard the inner doors, assist the Hodegos in her capacity as Hostess, and upon request of the Basileus, assist in maintaining order in the meeting. She shall perform any other duty as designated by the Basileus.

SECTION 12: Chaplain: It shall be the duty of the **Chaplain** to lead the meditations at all Chapter Meetings and at the request of the Basileus. She is a member of the **Mediation Committee**.

SECTION 13: Parliamentarian: It shall be the duty of the **Parliamentarian** to: **serve as Chairman of the Bylaws Committee**, advise the presiding officer in the interpretation of the Constitution and Bylaws of **Alpha Kappa Alpha Sorority Incorporated** and **Sigma Lambda Omega Chapter**, and interpret all points of Parliamentary Procedure. The **Parliamentarian** shall have the same rights and privileges of any financial member. She shall have the right to make motions, participate in chapter debates, and vote on any question.

SECTION 14: Historian: It shall be the duty of the **Historian** to: **serve as Chairman of the History Committee** and compile and maintain current history making event documents, **in a binder**, including the minutes of Regional

Conferences and Boules. She shall prepare the scrapbook for Regional Conference and maintain a current file of past years' delegates and attendees to Regional Conference and Boule. She shall maintain the Chapter archives.

SECTION 15: Ivy Leaf Reporter: It shall be the duty of the **Ivy Leaf Reporter** to: **serve as the Chairman of the Public Relations Committee**, compile reports and pictures of Chapter activities, and send them to the Ivy Leaf and other publications. She is a member of the **History Committee**.

SECTION 16: Graduate Advisor: It shall be the duty of the **Graduate Advisor** to: serve as the **Chairman of the Graduate Advisory Committee**. The duties are delineated in the International Constitution & Bylaws – Article III-Chapters-Chapter Officers & Duties.

SECTION 17: Contract Review Manager: It shall be the duty of the **Contract Review Manager** to review and consult the Basileus on Chapter contractual matters.

SECTION 18: Member-at-Large: It shall be the duty of the Member at Large to serve as a liaison to the members of the chapter. She shall devise plans to foster wholesome relationships among chapter members in a confidential and non-threatening manner. She shall also serve as the Chairman of the **Mediation Committee**

SECTION 19: The EAF Chapter Captain: Is appointed by the Basileus and it shall be the duty of the EAF Chapter Captain to serve as the contact person for the Regional EAF Coordinator to share and disseminate information to the chapter. She shall serve as the **EAF Committee Chairman** and on the **Ways and Means Committee** to help facilitate chapter EAF fundraisers and activities.

SECTION 20: Reports: It shall be the duty of all chairmen and officers to submit an annual written report at the **December Chapter Meeting or by December 15th of that year**. All Officers handling funds for the Chapter must submit a written report of all monies received, expenditures, and refunds to the Chapter at the **December Chapter Meeting**. All reports must be maintained **in a binder** and **three** copies submitted: the **original copy** is submitted to the Grammateus, the **second copy** is submitted to the Basileus, the **third copy** is retained by the Officer/Chairman submitting the report.

ARTICLE VIII- REMOVAL FROM OFFICE

SECTION 1: Officers who fail to meet all requirements of the office as delineated in the Chapter Bylaws shall be subject to reprimand. Should the officer fail to significantly improve, the officer shall be subject to removal from office and her successor appointed in accordance with **Article V-Section 7**.

SECTION 2: The removal of an officer who fails to comply with the Chapter Bylaws shall be initiated by a recommendation from the Executive Committee following a complaint brought to the attention of the Committee. Notice of the Recommendation for Removal of an Officer shall be circulated to the Chapter by email/mail prior to the Chapter Meeting, at which voting on the recommendation shall occur. A **two-thirds vote** of the active members present at the Chapter Meeting, shall be necessary to remove an officer from office.

ARTICLE IX- EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall consist of the officers of **Sigma Lambda Omega Chapter**, Chairmen of all Standing Committees, and the Immediate Past Basileus.

SECTION 2: The Executive Committee shall have the authority to: make recommendations to the Chapter, approve the proposed program of the Chapter, and submit proposed amendments to the Bylaws for circulation to the Chapter. The Executive Committee shall also have the authority to authorize Chapter participation in international programs and activities contingent on ratification, by the Chapter, and facilitate Chapter business during the summer recess.

SECTION 3: The Executive Committee shall meet monthly prior to the Chapter Meeting to: review the agenda and make recommendations for action by the membership. A majority of the Executive Committee members must be present for the committee to take action on any matter.

ARTICLE X- STANDING COMMITTEES

SECTION 1: The Basileus shall appoint one or two persons to serve as Chairman/Chairmen of each Standing Committee except the Nominating Committee. Each Chairman shall chair their committee until December 31st. The remaining members of the committee shall volunteer or be appointed by the Chairman of the committee and/or Basileus.

SECTION 2: The Standing Committees of Sigma Lambda Omega Chapter are as follows:

1. **Bylaws Committee:** This committee shall propose amendments to the Bylaws, ensure that the Chapter Bylaws are current, update the Bylaws as needed, and ensure that each active soror in the Chapter has a copy of the Bylaws.
2. **Budget-Finance Committee:** This committee shall hold its Initial Planning Meeting during the month of **September**, prepare a Chapter Budget for presentation to the Chapter at the **October** Chapter Meeting. The Budget shall be approved by the Chapter at the **November** Chapter Meeting.
3. **Program Committee:** This committee shall identify all regular and special programs of the Chapter, present the Program to the Chapter at the **September Chapter Meeting**, and vote on the Program at the **October Chapter Meeting**. The committee shall ensure that the Program includes proposed activities of all committees and international program initiatives.
4. **Nominating Committee:** This year's Nominating Committee shall present a slate of candidates for each office and next year's Nominating Committee at the **October Chapter Meeting** so that voting for officers can occur at the **November Chapter Meeting**. The committee shall also be responsible for preparing a slate of candidates for Regional Conference and Boule delegates **three months** prior to the events.
5. **Standards Committee:** This committee shall provide each soror, in the Chapter, with a copy of the Chapter Evaluation Form, from the International Standards Committee, for the purpose of conducting a self-evaluation. A Year End Report shall be prepared to serve as a guide for the upcoming year's program.
6. **Membership Committee:** This committee shall be responsible for the recruitment, retention/retainment, and reactivation of sorors. She shall be responsible for Chapter Roundup activities and for the implementation and supervision of the Membership Intake Process. This committee shall compile,

print, and distribute the Chapter Membership Roster to all financial chapter members.

7. **AKA Connection Committee:** This committee shall represent the Chapter in various organizations and/or projects approved by the Chapter, pertaining to civic welfare and political involvement.
8. **Graduate Chapter Basilei Committee:** This committee shall, under the direction of the Basileus, assist the Basileus and the Chapter in the resolution of concerns pertaining to Sigma Lambda Omega Chapter. The committee shall be comprised of former Graduate Chapter Basilei. The Committee Chairman shall be elected by the members of this committee
9. **History Committee:** This committee shall assist the Historian in maintaining the archives and historical records of **Sigma Lambda Omega Chapter**. This committee shall prepare a scrapbook for Regional Conference and assist the Historian with her duties. The Ivy Leaf Reporter is a member of the History Committee.
10. **Hospitality Committee:** This committee shall serve as the official hostesses at meetings.
11. **Inter-Greek Relations Committee:** This committee shall serve as a liaison between Sigma Lambda Omega, other chapters, and other Greek organizations affiliated with the Pan-Hellenic Council. The committee shall coordinate inter- chapter relations and serve as Chapter Representatives at inter-chapter meetings.
12. **Public Relations Committee:** This committee shall secure news and picture space in local and national publications, secure a photographer at Chapter events, unless otherwise provided, ensure the publishing of all chapter news in local and national papers, and compile articles for submission to the International Public Relations Committee Chairman. This committee shall submit an annual publicity agenda which shall include at least one article to *The Ivy Leaf*.
13. **Rituals Committee:** This committee shall facilitate the proper and appropriate rituals for use in various Alpha Kappa Alpha public and private settings.
14. **Scholarship Committee:** This committee shall develop the criteria, implement the scholarship selection process, and present the awardees to the Chapter.
15. **Tellers Committee:** This committee shall:
 1. Prepare the ballot box for voting.
 2. Obtain printed ballots from the Grammateus.

3. Set up and supervise all voting and election procedures.
 4. Count the ballots after the polls are closed and report the election results to the Basileus.
 5. Submit the ballots to the Basileus so they can be filed for audit.
16. **Under 30 Committee:** This committee shall plan reactivation, recruitment, retention, and program activities of interest to those sorors under the age of 30, in collaboration with the Membership, Program, and Ways and Means Committees. This committee shall give input to the Basileus and Chapter on strategies to increase membership for sorors under the age of 30.
17. **Awards Committee:** This committee shall review AKA criteria and deadlines for Regional and International awards. The chapter and its qualifying members shall be considered based on the criteria for each award. The committee shall propose members and projects that may be honored and/or recognized. The committee shall submit applications for such awards.
18. **Website/Technology Committee:** This committee shall, under the direction of the Basileus, maintain the Chapter website, address technology issues throughout the organization, and provide strategic direction to the Chapter on the effective utilization of technology to increase communication and connection throughout the Chapter.
19. **Graduate Advisory Committee:** This committee shall assist and support the Graduate advisor and coordinate joint graduate and undergraduate activities.
20. **Auditing Committee:** This committee shall **annually** audit the financial records of the Tamiouchos and Pecunious Grammateus and reports submitted by other Chapter Committees submitting money to the financial officers. This committee shall secure the services of a qualified source to audit the financial records of the Tamiouchos and Pecunious Grammateus. An external audit shall be conducted by a qualified outside source or a qualified non-chapter member(s) at the end of the Tamiouchos term or other occasions deemed necessary. A written report of the audit results shall be submitted to the Chapter.
21. **Educational Advancement Foundation Committee:** This committee shall coordinate activities to support EAF and the Chapter Endowment Scholarship Fund.
22. **Protocol Committee:** This committee shall facilitate the proper protocol for Alpha Kappa Alpha Meetings and conferences. This committee shall serve as a resource and liaison to chapters for events, assist the chapter in becoming more knowledgeable regarding matters of protocol by conducting

workshops and disseminating information. This committee shall give recommendations for the Chapter to approve regarding protocol rules to establish.

23. **Sisterly Relations Committee**: This committee shall plan activities and give input to the Basileus and Chapter on strategies to foster sisterly relations. The committee shall encourage all members to model the behavior of integrity, civility, respect and care at the Chapter Regional, and International levels; plan and implement activities that will foster and support the core values established in our sisterly relations program and *Soror Code of Ethics*, as well as plan activities in support of the suggested monthly themes on the *Sisterly Relations Calendar*.
24. **Ways and Means Committee**: This committee shall plan and coordinate all chapter fund-raising activities.

ARTICLE XI- SPECIAL COMMITTEES

SECTION 1: Special Committees shall be established by the Basileus as needed.

SECTION 2: The Special Committees of Sigma Lambda Omega Chapter may be activated as needed, by the Basileus, and are as follows:

1. **Mediation Committee**: This committee shall consist of the Chaplain and three additional members appointed by the Member-at-large chairman with the approval of the Basileus. This committee shall assist the Member-at-Large when necessary in helping sorors to resolve disagreements in a fair, efficient, and confidential manner.
2. **Strategic Planning Committee**: This committee will update the Chapter Strategic Plan annually and present to the chapter for approval at the annual chapter retreat.

ARTICLE XII- MEETINGS

SECTION 1: Regular Chapter Meetings shall be held at 11:00 am. on the first Saturday of the month, **with the exception of July and August**, when the chapter does not meet, and **September** when the Chapter Meeting is held on the **second Saturday** of the month to avoid conflict with a national holiday.

SECTION 2: When an emergency or holiday arises, which precludes meeting on the regular Chapter Meeting date and at the regular location, another date may be set by a majority vote of the members present at the previous

meeting. If the Executive Committee changes the date, all members shall be notified within 48 hours of the Committee's decision.

SECTION 3: **One-third** (1/3) of the active sorors present at the meeting shall constitute a **quorum** for the transaction of chapter business. A **two-thirds (2/3) vote** of the active members present shall be required for the **passage of business**.

SECTION 4: Committees must have a simple majority to conduct committee business and vote on any question. A simple majority consist of one-half of the committee members plus one. (For example, for a committee with eight members, a simple majority would constitute four members plus one more which equal five for a simple majority.)

SECTION 5: All members must be notified in writing of election meetings by the Basileus or her designee.

SECTION 6: Meetings of the Executive Board and Committee meetings can be held via video/tele-conference and shall be conducted in the same manner as a regular face to face meeting. Any such video/tele-conference meeting must be conducted by a technology that allows all persons participating to hear each other at the same time. Special rules of order and standing rules, as appropriate, may be adopted to specify precisely how recognition is to be sought and the floor obtained during video/teleconferences.

"In a video/tele-conference meeting, voting shall be conducted as follows:"

1. Unanimous consent shall be used whenever possible, for routine Business, such as the adoption of the agenda, approval of the minutes, or adjournment of the meeting.
2. A roll call vote shall be taken whenever a two-thirds (2/3) vote is required or whenever a member calls for a Division to verify a voice vote.

ARTICLE XIII- FINANCES

SECTION 1: The fiscal year of the Chapter is from January 1 through December 31.

SECTION 2: Dues for the following year are **due and payable in November of the current year**. The **first mailing** of all dues to Corporate Office will occur prior to December 31. All dues paid **after February 1**, will be subject to the Corporate Office 10% penalty on the per capita portion, **and** a 5% penalty on the Chapter dues. Sorors who have transferred or reactivated

with the Chapter, for the **first time**, will be exempt from the Chapter penalty and Chapter assessments voted upon by the Chapter during the **previous year**.

The rate structure for (new) reactivating sorors, for the **first year** of Chapter dues is: **First Quarter** dues are 100% of Chapter dues with no (Chapter) late fees, **Second Quarter** dues are 75% of Chapter dues with no (Chapter) late fees, **Third Quarter** dues are 50% of Chapter dues with no (Chapter) late fees, and **Fourth Quarter** dues are 25% of Chapter dues and no (Chapter) late fees. The established quarters are defined as **First Quarter** is January through March, **Second Quarter** is April through June, **Third Quarter** is July through September, and **Fourth Quarter** is October through December.

- SECTION 3:** The annual dues shall be determined by a majority vote of the financial sorors present at the **November Chapter Meeting**. Dues shall be determined upon the approval of the annual program. The amount of funds necessary to finance the projected program shall be determined by the Chapter and based on previous years, divided by the number of financial sorors in the Chapter.
- SECTION 4:** The following sorors **pay half of the Chapter dues** for the first **two** years of affiliation with **Sigma Lambda Omega Chapter**: active undergraduate sorors completing a four-year program who transfer to **Sigma Lambda Omega Chapter** within six months of graduation.
- SECTION 5:** A member who fails to meet all financial obligations approved by the Chapter shall **not**: represent the Chapter, vote upon matters before the Chapter, hold Office, chair a committee, nor act in any official capacity for the Chapter.
- SECTION 6:** A financial member is a soror who has met **all** Corporate Office, Far Western Region, and Chapter financial obligations.
- SECTION 7:** Net proceeds from the Chapter Fundraisers shall be allocated in the following manner: No more than 75% of the proceeds shall be used for scholarships and no more than 25 % of the proceeds shall be used for programs.
- SECTION 8:** Any outstanding Internal Revenue Service amounts owed to the sorority must be paid prior to the payment of the chapter tax.
- SECTION 9:** If a committee chairman exceeds the allotted committee budget, without prior approval from the chapter, the chairman risks not being reimbursed for the expenditure.

ARTICLE XIV- DELEGATES

SECTION 1: The Nominating Committee shall prepare a slate of delegates for Regional Conference or Boule **three months prior to the event.**

SECTION 2: All Regional Conference and Boule delegate candidates must be cleared by the Pecunious Grammateus and the Nominating Committee.

SECTION 3: Nominations from the floor will be accepted at the Chapter Meeting following the Nominating Committee Report.

SECTION 4: Voting on delegate candidates shall be by secret ballot at the Chapter Meeting **three months before the Regional Conference/Boule** in accordance with **Article X-Section 2h.** Each delegate must receive a majority of the votes cast.

SECTION 5: Alternates shall be selected from the candidates receiving the next largest number of votes. An alternate becomes a delegate when she replaces an elected delegate.

SECTION 6: The Basileus and Graduate Advisor in office at the time of Boule or Regional Conference, shall serve as two of the delegates.

ARTICLE XV- NEW MEMBERS

SECTION 1: An active chapter member may sponsor a maximum of two (2) prospective candidates per Membership Intake Process. An active chapter member may be a co-sponsor (write letters of recommendation) for (2) prospective candidates and sign the sponsorship recommendation form.

Role	# of Candidates	Total
Sponsor	2	2
Co-Sponsor	2	2

SECTION 2: Active Chapter Participation Criteria for Sponsorship of New Prospective Graduate Membership

1. Attends at least one of the International Conferences/Meetings (Boule, Leadership, or Regional Conferences.), over the past two (2) years. *
2. Attends at least two of the following conferences/meetings over the past

two (2) years. *

- Regional or Chapter Leadership Meetings/Retreats/Training
 - Cluster Meetings
 - Undergraduate Roundup
 - Others that may be determined by the Regional Director
3. Attends monthly chapter meetings: five (5) out of ten (10) meetings per year in the past two years (2) *; Note: For the purpose of sponsoring or co-sponsoring a candidate for membership, an active member who has been elected or appointed to a regional or international office, chairmanship, or committee whose absence is because she is/was conducting business on behalf of the organization, shall be exempt from the chapter meeting attendance requirement for each year she has been/was elected or appointed.
4. Participates in Sorority/Chapter Activities by attending at least (3) of the following activities over the over the past two (2) years: *
- Committee Work
 - Founders' Day Programs
 - Program Attendance
 - Connection and Social Justice Events/Legislative Days (i.e. AKA Day at the Capitol)
 - Fundraisers

No other Criteria may be included by chapters to determine sponsorship eligibility. ++

SECTION 3: The Membership Committee shall follow the procedures and guidelines as delineated in the current edition of the Graduate Membership Intake Manual and the Constitution and Bylaws of **Alpha Kappa Alpha Sorority Incorporated**.

SECTION 4: All sorors must be notified in writing, by the Basileus or her designee, at **least seven days**, prior to the date on which voting on new members shall occur.

SECTION 5: **There is only one vote for new members at a Chapter Meeting.** The criteria for and number of affirmative votes needed for admission to membership shall be in accordance with the guidelines delineated in the Graduate Membership Intake Manual and the Constitution and Bylaws of **Alpha Kappa Alpha Sorority Incorporated**.

SECTION 6: Induction of new members shall be in accordance with the guidelines delineated in the Graduate Membership Intake Manual and the Constitution and Bylaws of **Alpha Kappa Alpha Sorority Incorporated**.

ARTICLE XVI- PARLIAMENTARY AUTHORITY

SECTION 1: The current edition of Robert's Rules of Order Newly Revised, shall serve as the guide in the conduct of business where procedure is not delineated in the Manual of Standard Procedures of **Alpha Kappa Alpha Sorority Incorporated**, Constitution and Bylaws of **Alpha Kappa Alpha Sorority Incorporated**, **Alpha Kappa Alpha Graduate Chapter Membership Intake Process Manual (most current edition)**, and **Bylaws of Sigma Lambda Omega Chapter**, and **Standing Rules of Sigma Lambda Omega Chapter**.

ARTICLE XVII DISSOLUTION OF THE CHAPTER

SECTION 1: Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Sec. 501(c) (7) of the Internal Revenue code or corresponding section of any future federal tax code, or for one or more exempt purposes within the meaning of Sec 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XVIII- AMENDMENTS

SECTION 1: The Bylaws of **Sigma Lambda Omega Chapter** may be amended at a Chapter Meeting by a vote of **two-thirds** of the financial sorors present, provided that notices of the amendment changes have been **submitted for discussion at the previous Chapter Meeting** or circulated to the Chapter **at least two weeks prior to voting**.

ARTICLE XIX- DATE OF ADOPTION AND REVISION

SECTION 1: The revision set forth becomes effective as of the most recent date of revision.

Date of Original Adoption: November 10, 1990

Date of Revisions: March 6, 1999, January 13, 2008, October 2, 2010,
March 5, 2011, September 10, 2011, October 13, 2012,
November 3, 2012, December 14, 2013, November 1, 2014,
June 6, 2015, March 4, 2017, June 2, 2018, July 12, 2018,
June 9, 2019, January 4, 2020, June 6, 2020, October 2, 2020,
November 7, 2020.

++From Alpha Kappa Alpha, Inc. International Bylaws