



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



Updated:

October, 2000
September, 2006
November, 2008
September, 2009
October, 2010
October, 2017
October, 2018

Article I – Name

- Section 1:** This organization shall be known as Alpha Kappa Alpha Sorority, Incorporated®, Tau Upsilon Omega Chapter,
- Section 2:** Tau Upsilon Omega Chapter is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organization under section 501(c) (7) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 3:** No part of the net earnings of Tau Upsilon Omega Chapter shall insure to the benefit of, or be distributable to its members, trustees, officers, or private persons, exempt that Tau Upsilon Omega shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and Tau Upsilon Omega Chapter shall not participate in, or intervene in (including the publishing or distribution of statements) a political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, this organization shall not carry on other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (7) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of future federal tax code.
- Section 4:** Upon the dissolution of the organization, assets shall be distribution to Alpha Kappa Alpha Education Advancement Foundation or divided equally between public high schools in Upper Solano County to be used for scholarships.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



Article II – Membership

Section 1: The chapter's bylaws concerning membership shall be the same as those of the International Body.

Section 2: Intake may take place annually.

Section 3: A Soror looking to sponsor or co-sponsor a candidate must be an active member of Tau Upsilon Omega chapter for at least twenty-four (24) months; two (2) calendar years (January – December) prior to the start of the Membership Active Chapter Participation for MIP Sponsors and Co-Sponsors Intake Process (MIP). To be considered an active member of Tau Upsilon Omega is defined as follow:

- A. Soror must meet or exceed all her financial obligations to the chapter within the specified timeframes.
- B. Soror participates in Regional or International Conference (Leadership or Boule) at least once every four years preceding the start of the MIP.
- C. Soror attends at least six (6) of the ten (10) monthly chapter general calendar meetings prior to the start of MIP.
- D. Soror must serve and participate on one or more committees each year for the two (2) years immediately preceding the start of the MIP.
- E. Soror participates in one or more community service projects each year for the two years immediately preceding the start of the MIP.
- F. Soror meets her hostess obligations as specified by the Hospitality Committee and in accordance with the chapter's Hostess Calendar.
- G. Participation is defined as:
 - i. Attending committee meetings in person or teleconference
 - ii. Attending committee program activity
 - iii. Participation will be recorded and verified by the appropriate Committee Chairman and supplied to the Anti-Grammateus.

Section 4: Any Soror joining Tau Upsilon Omega Chapter as their first graduate chapter, within two years of receiving her baccalaureate degree, shall have her per capita paid by the chapter for the first year.

Section 5: A member of Alpha Kappa Alpha Sorority, Inc. with a financial card that has relocated to the area is encouraged to participate and join the chapter. Before being invited to an official meeting, the referring chapter member should contact the Hodegos and the Basileus. The Hodegos will contact headquarters for verification that the visiting Soror is in good standing with Alpha Kappa Alpha Sorority, Inc.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



- Section 6:** The Chapter shall send its full quota of representatives to conference and other meetings.
- A. Delegates representing the chapter must pass the existing Health Check (Article II-section 3) and be in good standing with the chapter
 - B. The first two delegates to Regional and Boule shall be filled by the Basileus and by the First (1st) Anti- Basileus.
 - C. The Basileus is the official representative. The Basileus will have all expenses paid.
 - D. The second delegate position shall be filled by the First (1st) Anti- Basileus and shall receive financial assistance, as budgeted to represent the chapter.
 - E. Sorors interested in representing the chapter as a delegate in the remaining slots shall submit their names to the Basileus by a designated date (to be determined by the Basileus). At the following chapter meeting a closed vote will be taken, counted and announced at the meeting by the Basileus.
 - F. The Chapter delegates to Regionals Conferences and the Boules shall receive financial assistance, as budgeted to represent the chapter.
 - G. Delegates must submit a written report to be eligible for financial assistance within prescribed timeframe as outlined in TUO's Financial Operations Procedures.

Article III – Officers and Elections

- Section 1:** The officers of the chapter shall be elected by secret ballot and shall be Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Financial Secretary (Pecunious Grammateus), Epistoleus, Tamiouchos, Anti-Tamiouchos, Ivy Leaf Reporter, Hodegos, Chaplain, Parliamentarian, Historian, Members-at-Large, and any other officers deemed necessary.
- Section 2:** Elected officers shall serve for a period of two calendar years beginning in January. All offices shall not be vacant at the same time.
- Section 3:** The maximum term of any officer shall be two consecutive terms not to exceed four (4) consecutive years.
- Section 4:** Chapter officers shall be elected in November, installed in December and assume office in January. The Basileus, Grammateus and Tamiouchos shall be elected in the even years. Other officers shall be elected in the odd years.
- Section 5:** In case of an unexpired term of the Basileus, the vacancy shall be filled by the First Anti-Basileus. In cases of the unexpired term of all other officers, the Basileus shall fill the vacancy by appointment with the approval of the Executive Board.
- Section 6:** A Soror, to be a candidate for any office, must be a member in good standing with the Boule and chapter, plus meet all financial obligations for the current year of both her chapter and the Boule.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



Duties and Powers of the Chapter Officers

(See Sections 8 – 18, National Constitution)

- Basileus:** It shall be the duty of the Basileus to preside over all meetings and to enforce due observance of the Constitution and Bylaws; to call special meetings; to appoint all committees not otherwise provided for, and to perform such other duties as her office may require. She shall be an ex-officio member of all committees except the Nominating Committee. She shall make no motions or amendments or vote on any questions or motions except elections of officers when the chapter is equally divided. She shall sign all orders for the Tamiouchos for money, and exercise general supervision over the chapter. She shall actively participate on the Northern California Basilei Council. She shall deliver all files and records in her possession within 30 days after election to her successor. As past Basileus she shall serve as Parliamentarian and on the Executive Committee for one year after her term of office to assist the new Basileus. She shall be bonded.
- First Anti-Basileus:** It shall be the duty of the Anti-Basileus to assist the Basileus in the performance of her duties and to preside during of the absence of the Basileus. In addition to the stated above under Basileus, the specific duty of the first Anti-Basileus shall be that of Program Chairman of the chapter and as ex-officio member of all committees except the Nominating Committee. Perform other duties as assigned by the Basileus.
- Second Anti-Basileus:** It shall be the duty of the Second Anti-Basileus to assist the Basileus in the performance of her duties. She shall be Chairman to the Membership Committee. She shall serve as a liaison person between chapter members and candidates for membership and shall serve on the Program, Finance and Hospitality/Hostess Committees. Perform other duties as assigned by the Basileus.
- Grammateus:** It shall be the duty of the Grammateus to serve as secretary of the chapter and as such be responsible for recording, reporting and distributing the minutes of the chapter meetings, maintaining chapter files, and keeping a roster of chapter officers. She shall deliver to her successor of office all books, files and other records in her possession within 30 days after election. She shall be a member of the Bylaws Committee and Executive Committee of which she shall be secretary. In the absence of the Financial Secretary, she shall take monies. She shall be bonded. Perform other duties as assigned by the Basileus.
- Anti-Grammateus:** It shall be the duty of the Anti-Grammateus to assume the duties of the Grammateus in her absence. Perform other duties as assigned by the Basileus.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



Pecunious Grammateus: It shall be the duty of the Financial Secretary (Pecunious Grammateus) to collect all dues, giving proper receipts for the same. She shall keep an itemized account of all monies received. She shall transmit to the Tamiouchos all monies received and notify the Epistoleus of all members who have met their financial obligations. She shall deliver to her successor audited books and vouchers with files and other records in her possession within 30 days after election. She shall present and distribute a financial report at chapter meetings to all members. Perform other duties as assigned by the Basileus.

Epistoleus: It shall be the duty of the Epistoleus to keep a roster of the members of the chapter; to notify chapter members of regular and special meetings; and read correspondence in chapter meetings. She shall conduct all voting by ballot. She shall deliver to her successor in office all books, files and other records in her possession within 30 days after election. She shall serve as the Chairman of the Teller's Committee. She shall assume the duties of the Grammateus in the absence of the Grammateus and Anti-Grammateus. She shall be a member of the Nominating Committee. Perform other duties as assigned by the Basileus.

Tamiouchos: It shall be the duty of the Tamiouchos to receive all monies for the chapter from the Financial Secretary, giving proper receipts for the same, to pay all expenses of the Chapter for which properly signed vouchers have been received; make and distribute monthly reports in writing to all chapter members, of the financial workings of her office showing the amount collected, the amounts expended, and the amount on hand. She shall deliver to her successor all monies, audited books and vouchers in her possession within 30 days after election. She shall be bonded. Perform other duties as assigned by the Basileus.

Anti-Tamiouchos: It shall be the duty of the Anti-Tamiouchos to assume the duties of the Tamiouchos in her absence. She shall be bonded. Perform other duties as assigned by the Basileus.

Parliamentarian: It shall be the duty of the Parliamentarian to assist the Presiding officer in the interpretation of the Bylaws of the Chapter according to the National Constitution, the Manual of Standard Procedures and Robert's Rules of Order. Perform other duties as assigned by the Basileus.

Ivy Leaf Reporter: It shall be the duty of the Ivy Leaf Reporter to disseminate news concerning the chapter and its activities throughout the year to all local and national leading newspapers when feasible. She shall be responsible for sending articles to the Editor-In-Chief of the Ivy Leaf. Publish a chapter newsletter each meeting month. (Jan-Jun and Sept-Dec) Perform other duties as assigned by the Basileus.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



- Historian:** It shall be the duty of the Historian to serve as custodian of the chapter's print and non-print material. She shall serve as Chairman of the Archives Committee. The committee shall develop policies for preservation of chapter's historical material. Perform other duties as assigned by the Basileus.
- Members-At-Large:** It shall be the duty of the Members-At-Large to meet with the Executive Board. They are members of the Hospitality/Hostess Committee. They shall cooperate in every way to serve the best interest of the total membership. Perform other duties as assigned by the Basileus.
- Hodegos:** It shall be the duty of the Hodegos to serve as the Chairman of the Hospitality/Hostess Committee. Prepare a list of all other Greek organizations' points of contact annually and notify points of contact of all Chapter events and change of Chapter officers. Serve as the initial point of contact for Sorors wishing to visit the chapter. Keep a permanent record of gifts and courtesies and shall handle gifts and courtesies. She shall welcome and introduce guest Sorors at the meetings. Perform other duties as assigned by the Basileus.
- Chaplain:** It shall be the duty of the Chaplain to provide meditation at chapter meetings and chapter functions. Give invocations at special occasion. Serve as Chairman of an appointed Ivy Beyond the Wall Committee. Perform other duties as assigned by the Basileus.

Article IV – Regular Meetings

- Section 1:** The chapter shall meet monthly at a designated time and place, excluding July and August.
- Section 2:** Failure to meet for three consecutive months between September and June will make the chapter inactive and ineligible for representation at the Boule.
- Section 3:** Quorum – A quorum shall consist of one third (1/3) of the Chapter's financial members eligible to vote.
- Section 4:** The attire for chapter business meetings will be conservative business attire unless otherwise determined by the Basileus. Conservative attire shall be defined as dresses, skirts or slacks.

Article V – Standing Committees

The Standing Committees of this Chapter shall be: Executive, Financial, Program, Bylaws, Nominating, Standards, Membership, Technology, Sisterly Relations, Scholarship, Audit, Hospitality, AKA Connections, Archives, Protocol/Internal Concerns, Public Relations and Risk Management. These committees must have a meeting with a Chairman president before reporting to the chapter.

Each committee is required to:



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



- A. Meet as often necessary for planning and implementing current programs of the sorority.
 - B. Records of minutes and attendance shall be kept.
 - C. Submit written committee reports monthly to Basileus, Anti-Basileus and Grammateus. Copies may be given to all chapter members.
 - D. Submit budget request to the Tamiouchos for review.
 - E. Present tentative plans to the Executive Board for approval prior to presenting to the Chapter. The plan will include goals, evaluation methods and projected budget.
 - F. Submit final committee plans for Chapter approval at the semi-annual retreat. Copies of plans will be provided to the Basileus, Anti-Basileus, Grammateus and the Committee's files.
1. **Executive:** This committee shall consist of all officers. It shall oversee the operations of the Chapter in accordance with Alpha Kappa Alpha Sorority, Incorporated, Tau Upsilon Omega Chapter bylaws and other pertinent directives. Ensure that the Chapter is being properly administered and its funds safeguarded. That all monies received and dispersed have been properly approved, accounted for, recorded and assigned according to chapter bylaws. Concern itself with all phases of the organization's operation. This committee shall meet monthly prior to the monthly chapter meeting. Shall act on behalf of the body when the Chapter is in recess.
 2. **Program:** The First Anti-Basileus shall be the Chairman of this committee. Members of the Executive Committee shall comprise this committee. It shall be the function of this committee to design, develop, coordinate, promote and interpret the chapter's program to the entire membership, to stimulate and assist committees in their implementation of approved projects.
 3. **Finance:** This committee shall consist of the Tamiouchos, as Chairman, Financial Secretary, Second Anti-Basileus, and at least three other members. It shall develop and supervise the operation of the annual budget for the chapter, promote support for any current fund raising drive and periodic reports as to the financial status of the chapter.
 4. **Bylaws:** This committee shall consist of the Parliamentarian, as Chairman, the Grammateus, and at least four other members. This committee shall propose needed changes in the Bylaws, examine all proposed amendments from other sources and make necessary revisions of the Bylaws.
 5. **Public Relations:** This committee shall consist of the Ivy Leaf Reporter, as Chairman, and four other members. It shall have the responsibility for communicating the policies and activities of the chapter as such policies and activities affect the public's image of the Sorority.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



6. **Hospitality:** This committee shall consist of the Hodegos, as Chairman, the Second Anti-Basileus and the Members-At-Large. This committee is responsible for extending gifts and courtesies on behalf of the chapter once notification is made and for coordinating the hostesses for chapter meetings. Gifts and courtesies shall be:
 - a. For marriage of a Soror, a gift of not less than \$25 or more than \$50 plus tax shall be given.
 - b. For a new birth or adopted child, a gift of not less than \$25 or more than \$35 plus tax shall be given.
 - c. For the death of a Soror, a floral arrangement consisting of pink roses shall be given not to exceed \$100 plus tax. Flowers will be placed in the church for the deceased Soror unless otherwise stipulated. A floral arrangement will be given for a Soror's immediate family.
 - d. For the first illness during the year, a courtesy costing not more than \$35 plus tax shall be sent to the Soror. Cards will be sent for subsequent illness.
 - e. For special guest of our chapter, some type or form of courtesy shall be extended. The amount spent is not to exceed \$50 including tax.
 - f. Children of a Soror shall be given a gift of \$35 upon their completion of high school and college. This amount shall be paid by check.
7. **Scholarship:** This committee shall select one or more deserving female high school graduate/s annually to receive a scholarship.
 - a. After the recipient/s have been named, the awards will be announced at a public function.
 - b. The recipient/s shall provide the chapter with proof of college enrollment and the chapter will then forward the award to the recipient by certified mail.
 - c. Scholarship award checks not cashed six (6) month after sent via certified mail will revert back to the scholarship fund.
8. **Nominating:** This committee shall meet in September/October for the purpose of preparing the official slate of nominees. It shall present the written slate at the October meeting.
9. **Standards:** This committee shall be responsible for the internal evaluation of the chapter, as established by the International Standards Committee. The Parliamentarian is the Chairman of this committee.
10. **Membership:** It shall be the responsibility of this committee to monitor membership status and trends and recommend strategies for recruitment, retention and reactivation of members. The committee is responsible for the Membership Intake Process (MIP). The Chairman of this committee is the Second Anti-Basileus.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



11. **AKA Connection:** This committee shall be responsible for following Professional, social and community outreach activities of Sorors in order to form a Tau Upsilon Omega network which will further Alpha Kappa Alpha National Program. (voting and legislation activity)
12. **Audit:** This committee shall audit the records of the Grammateus, Financial Secretary, Tamiouchos, and financial records of any fund raiser. The chapter shall be audited at least once a year.
13. **Archives:** This committee shall be responsible for preserving all print and non-print that relate to the history of the chapter and chapter activities. The Chairman of this committee shall be the Historian. This committee shall consist of five members.
14. **Technology:** This committee shall consist of at least 3 members, one of whom shall be a member of the Finance Committee. It shall be the function of this committee to address technology issues throughout the chapter and provide strategies to the membership.
15. **Sisterly Relations:** This committee will implement regular sisterly relation activities with the members of Tau Upsilon Omega. The committee will design programs/activities that promotes sisterhood and maintenance of connections for all members of the chapter.
16. **Protocol/Internal Concerns:** This committee will ensure that Tau Upsilon Omega chapter delivers Alpha Kappa Alpha Sorority, Incorporated, protocol at all events, activities, and gathering hosted by Tau Upsilon Omega chapter. The committee will also investigate any concerns/problems presented by members of the chapter. This committee shall consist of five (5) members appointed by the Basileus.
17. **Risk Management:** This committee will assess the risk and potential threats to Tau Upsilon Omega Chapter and its members. Develop strategies and risk management approaches for implementation of the plan to minimize or prevent risk to Tau Upsilon Omega Chapter and its members. Interface with the sorority's legal team, as necessary, and insurance professionals to ensure that our risks are minimized and properly managed.

Article VI – Finances

- Section 1:** The calendar year for Alpha Kappa Alpha Sorority, Inc., Tau Upsilon Omega Chapter shall be from January 1 to December 31. All Boule (international) dues and assessments must be received no later than January 31st payable to the Alpha Kappa Alpha Sorority, Incorporated, International headquarters each year. Elected officers' dues are payable no later than November 30. Basileus may assign an earlier date to facilitate processing time. Sorors that do not meet the deadline will be subject to a late fee of ten percent (10%) of the amount due.



Alpha Kappa Alpha Sorority, Incorporated®

TAU UPSILON OMEGA CHAPTER

BYLAWS



- Section 2:** Local dues and assessment shall be determined each year. (Refer to Article VII, Section 6 of the International Constitution and Bylaws). All regular TUO Chapter dues and assessments must be received no later than the January chapter business meeting payable to Tau Upsilon Omega Chapter each year. Sorors that do not meet the deadline will be subject to a late fee of ten percent (10%) of the chapter amount due.
- Section 3:** As members of Tau Upsilon Omega Chapter, all Sorors are automatically considered members of the Pearls of Wisdom Educational Resources (P.O.W.E.R.) Inc. Foundation. Foundation dues are to be included in the local chapter annual dues that are determined each year.
- Section 4:** Elected Tau Upsilon Omega Chapter Officer's international and local dues and assessments must be received no later than November 30. Elected officers that do not meet the deadline will not be able to serve.
- Section 5:** Sorors are expected to support all fundraising activities. Sorors shall purchase a minimum of two (2) tickets to the Winter Gala or submit funds totaling the retail amount of two (2) tickets for fundraising.

Article VII – Reports

- Section 1:** All officers and Chairman of committees shall submit a written and signed report within thirty (30) days of the conclusion of the program and or activity. Copies of these reports must be given to the Basileus, 1st Anti- Basileus, Grammateus, Anti-Grammateus and Tamiouchos.
- Section 2:** All Officers and Chairman shall submit a written and signed fiscal yearend report by November 30. Copies of this report must be given to the Basileus, 1st Anti-Basileus, Grammateus and Anti-Grammateus and Tamiouchos.
- Section 3:** Fiscal year end reports of all officers and committee Chairman shall be given by February 28.

Article VIII – Auditing

- Section 1:** The chapter shall be audited annually. An External Audit shall take place when the Tamiouchos leaves office.

Article IX – Amendments

- Section 1:** The Bylaws shall be amended when necessary by a two-third majority of the votes cast, provided that the proposed amendments have been presented to the chapter for consideration no later than one month preceding the voting date. Notification to members shall be in writing.



Alpha Kappa Alpha Sorority, Incorporated[®]
TAU UPSILON OMEGA CHAPTER
BYLAWS



Respectfully Submitted: Date October 20, 2018

Ria Rabun-Persinger, Parliamentarian

Lavona Hamilton, Basileus

Date Adopted: 10/20/18

Signed: *Lavona Hamilton*

President

Signed: *Ria Rabun - Persinger*

Parliamentarian

Date Received by Far Western Regional Director:

Signed:

Far Western Regional Director