

ALPHA KAPPA ALPHA SORORITY INCORPORATED

**ZETA GAMMA CHAPTER
PRAIRIE VIEW A&M UNIVERSITY
BYLAWS- FALL 2021**

PREAMBLE

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

**ARTICLE I.
NAME**

The name of this organization shall be the **Zeta Gamma** Chapter of Alpha Kappa Alpha Sorority, Incorporated. The chapter is located on the campus of Prairie View A & M University and was chartered December 12, 1970 in Prairie View, Texas. This chapter is apart of the South Central Region.

**ARTICLE II.
PURPOSE**

The purpose of this organization, Zeta Gamma Chapter of Alpha Kappa Alpha Sorority Incorporated, shall be to promote the general programs and ideals of the parent body, expressed as follows: The purpose of Alpha Kappa Alpha Sorority 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. (Constitution and Bylaws, 2006, p.1).

The members of an undergraduate Chapter must graduate within six (6) years from their date of admission to the first university/college of acceptance. If the Soror has not graduated after six (6) years of entering the university/college, the Soror must transfer to a graduate chapter as an associate member. Only the Supreme Basileus can give exception to this requirement.

**ARTICLE III.
ORGANIZATION**

Section 1. The governing body of Alpha Kappa Alpha Sorority Incorporated shall be known as the Boule to which all chapters shall be subordinate. The policy making body of the Boule shall be known as the directorate. The organization is composed of chapters of equal rank known as graduate and undergraduate.

Zeta Gamma is an undergraduate chapter in the South Central Region and shall have the power to select its own members and make its own bylaws, subject to the rules and regulations outlined in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated.

Section 2. The administrative division of the Zeta Gamma Chapter shall be known as the Executive Committee or the Executive Board.

Section 3. The **Standing Committees** of the Chapter are as follows:

Executive	Membership
By-Laws	Standards
Programs and Service	Budget and Finance
Social	Public Relations
Pan Hellenic	Telecommunications

Section 4. The **Ad-Hoc Committees** are appointed by the Basileus, upon the recommendation from the Executive Board, as deemed necessary.

ARTICLE IV. MEMBERSHIP

Section 1. An active member of the Zeta Gamma Chapter shall be a Soror who meets ALL of the following standards:

- A. Good financial standing with the Chapter and the Boule'.
Good financial standing meaning payment of all dues, fees, and fines.
- B. A cumulative grade point average of at least a 2.5/4.0.
- C. Full time student (12 semester clock hours) at Prairie View A&M University.
- D. Provides an official transcript by the first general meeting in each Fall and Spring semesters.
- E. Attends all regular meetings and mandatory events conducted by the chapter.
EXCEPTION: Requests submitted in writing and subsequent
- F. Participates in a minimum of 15 clock hours of Community Service during each semester, excluding summer. A maximum of 3 clock hours of the 15 may be individual community service activity(ies).

Section 2. Active members of the Zeta Gamma chapter are required to pay annual chapter dues of **AT LEAST \$30.00** at the first general meeting beginning the Spring Semester of each year.

Section 3. Each member of the Zeta Gamma chapter is required to pay the annual per capita assessments as required by Alpha Kappa Alpha Sorority, Inc. National dues are payable each year and are subject to a late fee of 10% of the individual amount due if paid after February 1. Annual per capita assessments are to be paid at the last general meeting of the Fall Semester of the year.

- Section 4. Any member of the Zeta Gamma Chapter who fails to meet the standards of active membership as indicated in Article IV, Sections 1, 2, and 3, shall be subject to withdrawal of individual privileges. Withdrawal of individual privileges will include, but is not limited to:
- A. Vote in Chapter meetings;
 - B. Hold Chapter Office;
 - C. Participate in the membership Intake Process; and
 - D. Officially represent the Zeta Gamma Chapter of Alpha Kappa Alpha Sorority Inc.

This limitation of rights shall stand until such time as the standards of active membership are met and individual privileges are restored.

- Section 5. **Additional Conditions for Forfeiture of Individual Privileges** shall include either of the following:
- A. Violation of the Bylaws of the Zeta Gamma chapter.
 - B. Accused of violating the Anti-Hazing Policy of Alpha Kappa Alpha Sorority, Inc. in any form
 - C. Fails to maintain a 2.5 cumulative grade point average. Fails to meet financial obligations. Fails to perform a minimum of 15 hours of community service by the second week in November of the Fall semester and the second week in April of the Spring semester. Fails to submit an official transcript by the first general meeting of the Fall and Spring semesters.

- Section 6. **Procedures for Implementing Withdrawal of Individual Privileges.** In the event that the Chapter imposes the penalty of Withdrawal of Individual privileges, the chapter shall notify the member two (2) days in advanced of the initiation of the withdrawal in writing of the action taken by the chapter and the condition for restoration of individual privileges. A copy of this notice shall be retained in chapter files, provided for the Graduate Advisor, submitted to the Office of Student Activities, and sent to the Regional Director as dictated by the nature of the violations, i.e., if either condition in Section 4 is the infraction.

- Section 7. **Restoration of Individual Privileges** may occur within two (2) weeks upon the review and recommendation of the Executive Board of the Chapter. Notification of restoration of privileges shall be transmitted in writing by the Chapter Basileus. A copy of this notice shall be retained in Chapter files, provided for the Graduate Advisor, submitted to the Office of Student Activities, and sent to the Regional Director as dictated by the nature of the violation, i.e., if either condition in Section 4 is the infraction.

- Section 8. **New Members**
An individual considered for membership in Alpha Kappa Alpha Sorority, Inc. through the Zeta Gamma Chapter must:
- A. Be a woman of 1) high ethical and moral standards; 2) posses the qualities of leadership and service; 3) posses the potential to be a positive role model for women; 4) demonstrate a willingness to participate in chapter activities; and 5) posses talents and skills that will benefit the Zeta Gamma Chapter and Alpha Kappa Alpha Sorority, Inc.

- B. Be a full-time student (12 semester credit hours) enrolled at Prairie View A&M University during the prior and current semester.
- C. Have attained a cumulative and immediate prior semester (including Summer Term; Refer to MIP Manual) average of 2.7/4.0 scale.
- D. Have completed a minimum of thirty (30) semester credit hours (Fall, Spring, and Summer Term) at Prairie View A&M University.
- E. A transfer student must have completed a minimum of 12 semester credit hours Fall and Spring at Prairie View A&M University, and have acquired a minimum total to 30 semester credit hours between/ among the institutions attended with a cumulative grade point average of 2.7/4.0 scale.
- F. Document community service and assert non-membership in conflicting organizations as outlined in the Undergraduate Membership Intake Process as required by Alpha Kappa Alpha Sorority, Inc.
- G. Have performed a minimum of 15 hours of community service.

ARTICLE V.

DUTIES AND RESONSIBILITIES FOR OFFICERS AND COMMITTEE CHAIRS

Section 1. List of Officers

The officers of the Zeta Gamma Chapter shall be:

Basileus	Anti Basileus
Grammateus	Anti-Grammateus
Tamiouchos	Hodegos
Parliamentarian	Epistoleus
Ivy Leaf Reporter	Pan-Hellenic Representative(s)
Membership Intake Chair	Philactor
Pecunious Grammateus	

These officers serve as the administrative division of the chapter.

Section 2. Terms of Office

The term of office for all officers shall be one year which follows the annual operating cycle of the Sorority, January 1- December 31. No individual shall remain in the same office for more than two (2) consecutive years (Pan-Hellenic Manual)

Section 3. Election of Officers

All voting for elected officers shall be by the use of secret ballot. Active members may submit an absentee ballot for the candidates when unable to attend the meeting during which voting will occur. She MUST have officially notified the Basileus or Parliamentarian of her intended absence, requested an absentee ballot, and returned her ballot to the Parliamentarian prior to the meeting in which voting occurs.

Section 4. Eligibility Criteria and Responsibilities of Elected Officers

1. **Basileus (President)** – Where possible, be an active member of the chapter at least one year prior to beginning of service; participated in at least one Regional Conference, Leadership Seminar, or Boule, prior to election; demonstrates familiarity with the National Constitution and Bylaws, the

Manual of Standard Procedure and the Chapter bylaws; communicates with clarity; serve as a positive role model for Chapter operations through implementation of parliamentary procedures.

The Basileus presides at all regular meetings and chairs the executive Committee and shall appoint the Parliamentarian, Standards Chair, Pan Hellenic Representatives, Historian, and Chaplain.

2. **Anti- Basileus (Vice President)** - Where possible, be an active member of the chapter at least one year prior to beginning of service and demonstrates familiarity with the National Constitution and Bylaws, the Manual of Standard Procedure and the Chapter bylaws.

The Anti- Basileus assumes the role of the Basileus should she be unable to complete the term of election; directs Chapter program activities as Chair of the Programs and Service Committee, thus she must be a good worker, dependable, and able to initiate new ideas and implement the ideas of others. She Shall appoint the paperwork committee; submit the appropriate documents to the standards chair for the end and mid year reports; submit all required paperwork to the Office of Student Activities as it relates to programs and service and contact the Ivy Leaf Reporter with information about flyers at least two weeks before the program.

3. **Grammateus (Recording Secretary)** – Records accurately and rapidly the proceedings of each regular and special meetings and prepares copies of the minutes from each meeting for dissemination to the membership at the subsequent meeting for review, revision, and recommended approval. Maintains a copy of Chapter and National Bylaws for ease in reference during all meetings. Assists the Basileus in the preparation of the agenda for each regular meeting. Maintains a file that includes the records of all meetings, committee reports, and the action taken on each. Conducts the Annual Chapter Evaluation.
4. **Anti- Grammateus (Assistant Recording Secretary)** – Engages in the work of the Grammateus in her absence. Maintains a roster of membership, secures the sign in by members at each regular meeting, and provides a copy the Grammateus and the standards chair for chapter records; records minutes of the Executive Committee meetings.
5. **Tamiouchos (Treasurer)** – Follows proper financial procedures, keeps orderly record of income and expenditures, makes timely deposits of funds, issues checks on receipt of proper vouchers, reconciles monthly bank statements and ensures preparation of copies of the financial status of the chapter for dissemination, and maintains a ledger book for operational account and charity accounts.

6. **Pecunious Grammateus (Financial Secretary)** – Basic bookkeeping or accounting skills needed. Participates in bank reconciliation each month with the Tamiouchos for deposits; maintains a list of active and inactive members. Serves as the Co-Chair of the Budget and Finance committee.
7. **Epistoleus (Corresponding Secretary)** – Notifies all members of meetings and conducts the general correspondence of the chapter as per direction of the Basileus. Maintains a file of all correspondence for the chapter, serve as chair of the Telecommunications Committee; retrieves sort, disseminate, and compile correspondence reports for newsletters and/or chapter action.
8. **Ivy Leaf Reporter** – Complies, prepares, edits and disseminates news releases to the media; attends key committee meetings; serves as Chair of the Public Relations Committee; maintains a file of all news release prevalent to the Zeta Gamma Chapter and prepares the chapter newsletter with upcoming events, birthdays, and special occasions to be distributed monthly.
9. **Hodegos (Official Hostesses)** - Receives and introduces all visitors; extends courtesies; is congenial and dependable; serves as chair of the Social Committee and coordinates with the Anti- Basileus regarding social events hosted by the chapter. Co-Chairs the Programs and Service Committee and shall submit the appropriate documents to the Standards Chair for the end of the year report due to Corporate Office and the end of the year report due to Student Activities for all social events.
10. **Philactor (Sergeant at Arms)** – Maintains order during the conduct if regular and special meetings of the Chapter; guards the door and entrances to the meetings and announces alarms; responsible for counting votes, hands, and ballots; serves as the chair of the nominating committee; keeps a record of letters received to the chapter by active members of the chapter stating why they will be absent to a meeting and notifies members of fines levied prior to the close of each meeting. Submits list of individuals assessed fines to the Pecunious Grammateus for collection.
11. **Membership Intake Chair** – Plans, coordinates, and ensures implementation of the membership intake process as outlined by Alpha Kappa Alpha Sorority Inc; reserves appropriate rooms for Rush, MIP meetings, and shall order refreshments when needed; submit budget for prospective candidate cost to the chapter; supports and encourages active participation and continuation of membership for all members. Knows and adheres to the procedures as outlined by the Office of Student Activities and the campus Pan Hellenic Council regarding the membership intake process.

Section 5. **Eligibility and Criteria for Appointed Officers**

1. **Parliamentarian** – Competent and effective in use of parliamentary procedures, familiar with Alpha Kappa Alpha Sorority documents, assist the Philactor in maintain order during meetings according to Roberts Rules of Order, confers with the Philactor on the Assessment of appropriate fines, and serves as the chair of the Bylaws Committee.
2. **Pan Hellenic Representatives** – serve as the official representatives of the Chapter on the University Pan Hellenic Council.
3. **Historian** – Identifies, collects, and catalogues materials that represent events and activities that contribute to the history of the Zeta Gamma Chapter. Prepares information and documents, compiles data for annual presentation of information for chapter review, and adds to the cumulative history of the chapter (Chapter Scrapbook).
4. **Chaplain** – provides inspirational readings and/or prayer at the beginning of each regular meeting and at special events when deemed appropriate by the organizers.
5. **Standards Chair** – Keeps and accurate record of all community service hours; submissions by members regarding the missing of meetings and other events; receives and retains records of resignation and restoration notifies members of inactive status; conducts an annual chapter Evaluation; retains copies of Chapter Mid- Year and End of the Year Reports submitted to Corporate Office and the University.

Section 6. **Graduate Advisor and/or Assistant Graduate Advisor-** The Graduate Advisor and/or Assistant Graduate Advisor shall serve as a link between the graduate and undergraduate chapter. It shall be the duty of the Graduate Advisor and/or Assistant Graduate Advisor to support and advise the Undergraduate Chapter with operations, activities, and any area(s) of concerns. The Graduate Advisor and/or Assistant Graduate Advisor will ensure that the Sorors of the undergraduate chapter will be the decision makers and lead their chapter’s operations.

Section 7. **Removal from Office Impeachment**

In the event that an officer does not fulfill her duties, she may be relieved of her duties. The process for relieving an officer of her duties includes the following:

- A. Submission of a written grievance outlining the infraction of the officer, submitted to the Chair of the Standards Committee.
- B. Initiation and completion of an investigation conducted by at least three (3) members of the Standards Committee within seven (7) days of the initial grievance report.

- C. Written report and recommendation submitted to the chapter by the committee for voting. A two/ thirds majority of the active membership is required for disposition.

Section 8.

Records and Files

It shall be the responsibility of each officer and Committee Chair to deliver to her successor or Graduate Advisor all files stored in a binder, supplies, and other pertinent materials in her possession by the last meeting of the semester. All chapter files shall be left with the Graduate Advisor over breaks and holidays.

**ARTICLE VI.
COMMITTEES**

Section 1.

Standing Committees

The standing Committees of the Zeta Gamma chapter are as follows:

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1. **Budget and Finance** - Assist with the organization of and the collection on monies for all fundraising activities. The Tamiouchos serves as chair and the Pecunious Grammateus serves as co-chair.
2. **By-Laws** – Acknowledges Roberts Rules of Order, Chapter Bylaws and receives requests from members regarding amendments of current bylaws; ensures that the Chapter operates in accordance with current bylaws. The Parliamentarian serves as chair.
3. **Executive** – Elected Officers organized to provide overall leadership for chapter. The Basileus serves as chair.
4. **Membership** – Plans and Coordinates activities related to the Membership Intake Process; promotes sisterly relations, encourages reactivation and member retention. The Membership Intake Chair serves as chair.
5. **Nominating** – Prepares and submits written guidelines for all elections, including the ballot of candidates. The Parliamentarian serves as Chair and Philactor serves as Co-Chair and both shall report voting results to the chapter.
6. **Pan Hellenic** – Participates in the Pan Hellenic Council Meetings and activities; notifies the chapter of duties and events. The Pan Hellenic Representative serves as chair.
7. **Paperwork** – Assist in the processing of paperwork required by the University for All Events required by the chapter. Chair is appointed by the Anti- Basileus.

8. **Programs and Service** – Organizes all seminars and other activities responding to the Platforms set by the current International Basileus. The Anti- Basileus serves as chair and the Hodegos serves as co-chair.
9. **Public Relations** – Responsible for communicating noteworthy activities of the chapter to the Regional Director and the Ivy Leaf in a timely manner; disseminates handbills and posts flyers for upcoming events in campus facilities. The Ivy Leaf Reporter serves as chair.
10. **Social** – Serves as a goodwill ambassador for the chapter; sends acknowledgments to members for special occasions; organizes all social events hosted by the chapter. The Hodegos serves as chair and the Anti-Basileus serves as co-chair.
6. **Standards** - Keeps and accurate record of all community service hours; submissions by members regarding the missing of meetings and other events; receives and retains records of resignation and restoration notifies members of inactive status; conducts an annual chapter Evaluation; retains copies of Chapter Mid- Year and End of the Year Reports submitted to Corporate Office and the University. The standards chair serves as chair and the Grammateus serves as co-chair.
11. **Telecommunications** – Assist in the initiation and maintenance of the chapter Website. The Epistoleus serves as chair.

Section 2.

Ad-Hoc Committees

Are appointed by the Basileus as deemed necessary.

**ARTICLE VII.
MEETINGS**

The Zeta Gamma Chapter shall operate and abide by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc. and the standards set forth by these chapter bylaws.

- Section 1. **Regular Meetings** shall be held twice monthly beginning after the 12th class day of each semester. Regular meetings may be conducted at any time designated by the Basileus with seven (7) days prior written notice.
- Section 2. **Special/ Emergency Meetings** may be called by the Basileus or the Graduate Advisor as deemed necessary.
- Section 3. **Quorum**- Two Thirds of the active membership of the chapter, which must include at least four (4) members of the Executive Committee and the Graduate Advisor. In the event that the Graduate Advisor(s) cannot attend, she **MUST** designate an Alpha Kappa Alpha certified advisor to participate in her absence.
- Section 4. **Voting**- A majority vote of the members present shall be required on all regular business excluding voting of officers and amendments to the chapter bylaws.

Section 5. **Meeting Attire-** Members of the Zeta Gamma chapter shall wear professional business attire to each general meeting. It is expected that all members will wear professional business attire which shall not include pants or slacks, unless notified by the Basileus or Graduate Advisor, with closed toe shoes the entire day of regular meetings.

ARTICLE VIII. SPECIAL FEES AND FINES

In addition to the primary duties outlined for individuals holding office of Parliamentarian and Philactor, which include maintaining order during each meeting, familiarity with Robert's Rules of Order, and having a copy of same at each meeting for easy reference, they must also assess fines against those members determined to be out of order. The scheduled of predetermined fines per infraction are listed below:

1. \$1.00- Late Arrival to an official meeting without pre-approved excuse or current documentation of an emergency event.
2. \$1.00- Late arrival and failure to use the password for entry.
3. \$2.00- Failure to wear professional business attire to the meeting or for the entire day without prior approval.
4. \$1.00- Each incident of speaking without recognition by the Basileus or talking during the orderly proceedings of a meeting. Three out of order infractions during the same meeting, in addition to the fine, the member will be requested to leave the meeting.
5. Any member who does not meet her community service hours for the semester shall pay fifty dollars (\$50.00).

Failure to pay fines assessed will result in withdrawal of individual privileges for the subsequent semester until the fine is paid.

ARTICLE IX. AMENDING THE BYLAWS

Recommendations for amending the chapter bylaws may be submitted by an active member of the Chapter by forwarding the proposed change to the Bylaws Committee. The Bylaws Committee must notify the chapter of the need for a vote on recommended changes prior to the meeting in which the voting shall occur. The recommended change is considered approved by a 2/3 vote of the chapter members present.

ARTICLE X. PARLIMENTARY AUTHORITY

The governing documents will be used in the said order:

1. National Constitution and Bylaws
2. Manual of Standard Procedure
3. Chapter Bylaws
4. Roberts Rules of Order

**ARTICLE XI.
EFFECTIVE DATE**

Amendments to these Bylaws shall take effect immediately following the adjournment of the meeting in which they are adopted.

**ARTICLE XII.
DISSOLUTION**

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

ACKNOWLEDGMENTS

_____ Basileus	_____ Date
_____ Parliamentarian	_____ Date
_____ Primary Graduate Advisor	_____ Date

APPROVAL

_____ South Central Regional Director	_____ Date
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