ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
IOTA OMEGA CHAPTER
NORFOLK, VIRGINIA

CHAPTER BYLAWS

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IOTA OMEGA CHAPTER BYLAWS
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ARTICLE I - NAME

This organization shall be known as Iota Omega Chapter, of Alpha Kappa Alpha Sorority, Incorporated®, located in Norfolk, Virginia. The chapter shall be composed of graduate sorors as defined by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®. All communication of Iota Omega is through *The Cultured Pearl,* the official monthly newsletter of Iota Omega and weekly correspondence as determined by the chapter Basileus.

ARTICLE II - PURPOSE

The purpose of Alpha Kappa Alpha Sorority, Incorporated®, Iota Omega Chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind as stated in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®.

ARTICLE III – MEMBERSHIP

Section 1. Qualifications for Membership

Refer to Article IV - Membership Status Classification, Sections 1-9, *International Constitution and Bylaws*, 2018.

Section 2. Assessments, Fees or Dues

a. Sorority dues shall be appropriated according to the budget requirements. Determination of dues is subject to a majority vote of the chapter. The chapter Finance Committee shall provide justification for the increase of dues including but not limited to specific considerations for cost increases, and considerable analysis of expenditures.

b. Sorors paying dues after December 31st are considered inactive until payment of reinstatement fees and/or assessments are submitted.

c. Chapter dues for the upcoming sorority year will be accepted only from a soror who has paid all required financial obligations voted by the chapter.

d. Chapter members who submit payments by check that are returned for non-sufficient funds during the sorority calendar year may not submit additional checks for

payments. Monies must be submitted in the form of cash, cashier's check, or money order for remainder of the calendar year and include a non-sufficient funds' fee as determined by the financial institution and a 15% administrative fee.

e. Sorors transferring from any undergraduate chapter immediately upon graduation shall not be required to pay chapter dues and the chapter's annual fundraiser their first year of membership in Iota Omega Chapter.

f. Sorors transferring from any undergraduate chapter immediately upon graduation must pay for copies of Constitution and Bylaws, Manual of Standard Procedures, and EAF fee. Transferring sorors will also be responsible for paying per capita tax that is due as of December 31st.

g. Sorors who transfer into the chapter in June or later will be exempt from the chapter's annual fundraiser. Sorors who transfer out of the chapter in June or later of the current year will be exempted from the chapter's annual fundraiser. Any member who becomes inactive and has neglected to settle any debts with the Iota Omega Chapter must remit funds before she can become a member in good standing.

h. Each financial member will be assessed special fees and costs as mandated by the Mid-Atlantic Regional Director or Supreme Basileus of Alpha Kappa Alpha Sorority, Incorporated®.

i. The per capita dues of the following officers will be paid by the chapter: Basileus, Anti-Basileus, Tamiouchos, and Pecunious Grammateus.

j. One half of chapter dues shall be waived for each elected and active graduate advisor. The Graduate Advisory Committee shall define active role of the graduate advisor as outlined in Article IV, Section 1(p) of chapter bylaws. Based on the criteria in the rubric, Graduate Advisors will receive the one half of their waived chapter dues at the end of each service year.

Section 3. Rights of Membership

a. Each financial member shall have one vote.

b. Majority vote is required for passage of chapter issues, with the exception of Membership Intake Process, disciplinary recommendations, and the amendment of chapter bylaws which require a 2/3 chapter vote.

c. Each financial member is entitled to a chapter newsletter and chapter handbook. The handbook is a compilation of the directory, chapter programs, committee functions, and other information as provided to the Technology Committee.

d. Purchase of international documents is required of all sorors every two (2) years or following the Boule. Cost of sorority documents shall be included in the annual chapter dues.

Section 4. Resignations and Disciplinary Action

a. Sorors resigning from office or committee chairman must provide the Executive Committee a written notice at least two weeks prior to the date of resignation and must return all chapter documents and property within 30 days of leaving office.

b. The chapter shall have the power to hear and adjust matters of differences between its members, to suspend and restore members and to recommend to the Directorate cases for expulsion. Where no settlement of differences is reached within the chapter, an appeal may be made to the Regional Director and if necessary, to the Directorate. Disciplinary recommendations must be made by 2/3 of the members present and voting.

Section 5. Membership Intake Process (MIP)

a. The Active Chapter Participation Criteria for Sponsoring of New Prospective Candidates for Graduate Membership (new insert dated April 2019), Graduate MIP Manual Section 1-15, has been established to illustrate a Soror's involvement as outlined in the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated, while standardizing the application process across all chapters. The definition of active participation defines and demonstrates behavior that successfully strengthens the chapter's goals that support the mission of Alpha Kappa Alpha Sorority, Inc. and shall be as follows:

i Attends at least two of the following conferences/meetings over the past two (2) years*;

- Leadership Meetings/Retreats/Trainings
- Cluster Conference
- Regional Conferences/Trainings/Summits
- Undergraduate Roundup
- International Conference (Boule or Leadership)
- Others that may be determined by the Regional Director

ii Attends monthly chapter meetings; five (5) out of ten (10) meetings per year in the past two years*;

NOTE: For the purpose of sponsoring or co-sponsoring a candidate for membership, and 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.

iii Participates in Sorority/Chapter Activities by attending at least three (3) of the following activities 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.

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*Alpha Kappa Alpha Sorority, Incorporated operates according to the calendar year – January 1 through December 31.

b. An active soror who desires to serve as the sponsor or co-sponsor of a prospective candidate is required to have had at least two (2) consecutive years (24 consecutive months) of active membership in the graduate chapter where the candidate will be initiated immediately prior to being a sponsor or co-sponsor.

c. Letters for prospective candidates for membership and recommendation forms will be typewritten and shall be submitted by financial members of Iota Omega.

d. Participation will be recorded and verified by the appropriate Committee chairman and supplied to the Philacter.

e. Voting for all candidate(s) shall be by ballot.

f. Approval of a candidate for membership requires a 2/3 vote of all financial, present and eligible sorors who vote on each candidate.

g. Iota Omega will follow Article IV – Membership Intake Process, Sections 22-39, of the *International Constitution and Bylaws*, 2018.

Section 6. Gifts, Hospitalities and Courtesies: Guidelines for Amenities

a. Gifts to Children of Sorors: A gift certificate in the amount of $25 shall be given to a financial Soror upon the birth of a child. A gift certificate in the amount of $25 shall be given to the high school graduating child/children of a financial Soror.

b. Public Appearance of a Soror: A gift not to exceed the amount of $25 shall be presented to any out-of-town Soror being featured in local programs upon notification and/or request of the sponsoring organization.

c. Retirement Gifts: A gift certificate not to exceed $25 shall be given to a financial Soror upon her retirement from her occupation.

d. Illness and Death: Any financial Soror who is ill at home shall receive a card. Any financial Soror who is hospitalized for a minimum of 3 days shall receive a gift not to exceed $25.

e. Bereavement: A floral arrangement not to exceed $100 shall be sent as an expression of sympathy to a financial Soror upon the death of a member of her immediate family (husband, child, mother, father, siblings). The Basileus, at her discretion, may make exceptions in expressions of sympathy to financial Sorors. If the family requests, a donation to a charitable organization, in lieu of a floral arrangement, the amount will be $50. Expressions of sympathy not to exceed $25 shall be decided upon by the Basileus for an inactive Soror who, for a number of years, was a devoted member of Iota Omega and/or a Life Member; and other inactive Sorors or out-of-town Sorors well known to the chapter.
f. Ivy Beyond the Wall Ceremonies: Ceremonies for inactive Sorors who were former members of Iota Omega will be determined by the Basilei Council.

Section 7. Responsibilities of Hostesses

Each chapter member is responsible for serving as hostess for a monthly meeting of the chapter in accordance to the chapter hostess calendar. The duties include setting up and clearing the room before and after the meeting. Diamond and Golden sorors are exempt from hostess obligations.

Section 8. Chapter Representation

a. The Basileus is the official representative of the chapter. The Basileus may appoint a representative in her stead.

b. Delegates to the Boule and Regional Conference will be nominated by the chapter membership and voted on by ballot. A soror does not have to be present to be nominated.

c. The qualifications of Delegates and Alternates to Conferences: The Basileus, Anti-Basileus, and the lead Graduate Advisor or her designee from each of the two Undergraduate Chapters shall serve as delegates to the Regional Conference, and Boule. Other delegates and alternates to conferences must have been financial members of Iota Omega for a minimum of one (1) year (January 1st – December 31st of the preceding year) and must have attended one of the last two conferences to which she is nominated. The delegate must have made contributions to the chapter for a period of one (1) year preceding the nomination.

d. The Basileus should attend all conference activities recommended by the Corporate Office, as the chapter's official representative. Expenses to be paid by the chapter include budgeted line items for registration fees, luncheon fees, half of hotel fees and travel expenses. Expenses will not exceed the chapter's budgeted line items.

e. The Graduate Chapter Basileus and up to four elected Graduate Advisors, per each undergraduate chapter, will represent Iota Omega, as the sponsoring Graduate Chapter at the Undergraduate Roundup.

ARTICLE IV - OFFICERS

Section 1. Duties

a. Elected officers of Iota Omega Chapter shall be the Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Assistant Tamiouchos, Pecunious Grammateus, Assistant Pecunious Grammateus, Epistoleus, Ivy Leaf Reporter, Hodegos, Assistant Hodegos, no more than eight (8) Graduate Advisors, three (3) Members-At-Large, and Chairman of Nominating Committee.

b. Appointed officers of Iota Omega Chapter shall be the Parliamentarian, Philacter, Historian and Chaplain.

c. The following officers shall be bonded: Basileus, Tamiouchos, Assistant Tamiouchos, Pecunious Grammateus, and Assistant Pecunious Grammateus.

d. The Basileus is the official representative of the chapter. She administers operation of the organization and presides at all meetings. She has the power to appoint standing and special committees and committee chairmen with the approval of the Executive Committee. She shall serve as an ex-officio on all committees except the Finance,

Tellers, and Nominating Committees. She organizes, delegates, and supervises all sorority business and correspondence relative to chapter involvement. She shall have been an active member of the chapter for three consecutive years immediately prior to election, attended a minimum of six chapter meetings during each of the past three years, participates in the program activities of the chapter on a regular basis, attended at least three of the five last regional conferences, attended at least one of the last three Boules, and be acquainted with and enforce the *Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedure, Robert's Rules of Order, Newly Revised*, and the chapter bylaws. She should demonstrate knowledge of the sorority and its philosophy, history and procedures, be a good team worker, dependable, and able to initiate new ideas and the ideas of others, as articulated in *So Now You're Elected*.

e. The Anti-Basileus assists the Basileus in performing her duties. She acts in the absence of the Basileus. She directs program activities of the chapter and serves as Chapter Program Committee Chairman and as a member of the Finance Committee. She notifies committee chairmen of responsibilities relating to National Programs. The Anti-Basileus shall be required to meet the same requirements as the Basileus.

ELIGIBILTY REQUIREMENTS FOR HOLDING ALL OTHER CHAPTER OFFICES

(1) Active member of the chapter; (2) Attended a minimum of six regular chapter meetings prior to the nomination in the current calendar year; (3) Participates in the program activities of the chapter; (4) Attended a regional conference, Boule, cluster, or area meeting in the last two years; (5) Show familiarity with *Alpha Kappa Alpha Constitution and Bylaws, Manual of Standard Procedure*, and chapter bylaws; (6) Demonstrate knowledge of the sorority and its philosophy, history and procedures; (7) Be a good team worker and able to initiate new ideas as well as implement the ideas of others, as articulated in *So Now You 're Elected*.

f. The Grammateus records actions of the sorority meeting through the minutes; accurately, rapidly and neatly. She presides in the absence of the Basileus and Anti-Basileus. She maintains a roster of all active members, provides copies or reads minutes to chapter members, maintains the minutes and all written committee reports that are submitted. At the end of the year, both minutes and the reports should be bound for storage in chapter files.

g. The Anti-Grammateus assists the Grammateus in performing her duties and functions in the absence of the Grammateus. She may sign vouchers.

h. The Tamiouchos serves as the guardian of the chapter's funds. She receives all monies collected from the Pecunious Grammateus, indicating source of funds. She keeps an orderly record of income and expenditures. The Tamiouchos maintains chapter's cash

disbursements journal, recording all expenditures classified by purpose. She makes deposits of all funds received within 5-7 business days of receipt from the Pecunious Grammateus. She issues checks upon receipt of properly executed vouchers, reconciles bank statements monthly, provides a monthly report of income received (sources), expenditures (purposes), and account balances (date of report). She prepares the annual budget, maintains the checkbook (records should be kept current with deposits, amounts of checks, and new balance after each transaction), and makes all disbursements by check rather than by cash or credit to Sorors for monies she has spent.

i. The Anti-Tamiouchos assists the Tamiouchos in performing her duties and functions in the absence of the Tamiouchos. She may sign vouchers and checks in the absence of the Tamiouchos.

j. The Pecunious Grammateus is the custodian of the Chapter's financial receipts. She receives and records names for all monies for the chapter. She gives receipts for all income received and maintains duplicates for all receipts in a receipt book. She submits all funds received to the Tamiouchos in a timely manner, with a statement indicating the source of these funds. She keeps record of all payments made by each Soror and brings the record to chapter meetings. She maintains a cash receipt journal for the chapter, recording all income received by source, as shown in the duplicate receipt book. She maintains current alphabetical list of all financial members and shall call role on request. She maintains current record of funds submitted to the Tamiouchos. She serves as a member of the Finance Committee.

k. The Anti-Pecunious Grammateus assists the Pecunious Grammateus in performing her duties and functions in the absence of the Pecunious Grammateus.

l. The Epistoleus shall conduct correspondence as directed. She is responsible for reading all correspondence in detail or summary. She maintains the chapter's correspondence files. She notifies members of the meetings and that reports are due. She mails the meeting documents to the phone tree Sorors.

m. Ivy Leaf Reporter provides information about the chapter and its activities in the most acceptable form and with the highest quality appearance for editorial and other media use. She recognizes activities and information about the chapter and/or members that are news worthy. She compiles and submits news releases to all news media, attends all key committee meetings to gather information for the publicizing activities, covers all major activities for the chapter, and arranges for photographs to be made of the chapter's major events. She serves on the chapter's Archives/History Committee. She follows guidelines for the Ivy Leaf Reporters as outlined in the *Ivy Leaf* magazine.

n. The Hodegos serves as the official hostess of the chapter. She receives and introduces visiting Sorors. She takes care of all courtesies (purchasing gifts, sending cards, flowers, and recognizes marriages, births, promotions, and/or retirements).

o. The Assistant Hodegos assist the Hodegos in performing her duties and functions in the absence of the Hodegos.

p. There shall be no more than four (4) elected Graduate Advisors for each undergraduate chapter. Graduate Advisors serve as the liaison between the graduate and undergraduate chapters. They serve as the liaison between the undergraduate chapter and the Regional Director advises the undergraduate chapter in their interpretation and implementation of Alpha Kappa Alpha Program and official documents and handbooks. They attend meetings and activities of the undergraduate chapter and work in cooperation with college or university officials. One elected Graduate Advisor will serve as Chairman of the Graduate Advisory Committee. Graduate Advisors shall be members of the Executive and Graduate Advisory Committee. All Graduate Advisors must be certified by the Corporate Office.

q. The Members-At-Large serve as the liaisons between the membership and the officers of the chapter. They devise plans to foster wholesome relationships among chapter members in a confidential and unbiased manner.

r. The Nominating Chairman serves as the chairman of the Nominating Committee which certifies the credentials of all candidates for officers and prepares the official list and ballots of nominees.

s. The Parliamentarian advises the Presiding Officer in the interpretation of the *Alpha Kappa Alpha Constitution and Bylaws*, chapter bylaws, and the current edition of Robert's Rules of Order Newly Revised. She sits next to the Presiding Officer so as to be convenient for consultation in a low voice. She ensures that no procedural details are overlooked. She serves as chairman of the Bylaws Committee. She serves as chairman of the Tellers Committee.

t. The Chaplain shall provide spiritual guidance for the chapter. She organizes meditations for meetings, recites or leads the meditation, invocation, and inspirational expressions for the chapter. The Chaplain provides meditation/invocation/benediction for public meetings and programs.

u. The Philacter guards the doors and announces all alarms, checks credentials or eligibility of all Sorors, as required and denies entrance to unauthorized persons. She assists in maintaining order during meetings, upon request of the Basileus. She assists the Basileus in establishing the presence of a quorum. The credential for admittance

shall be the membership card, membership certificate, Ivy leaf Magazine or any other official document. An Iota Omega Chapter Soror may validate a visiting Soror.

v. The Historian maintains a current written narrative of the chapter's history. She maintains all historical documents, such as newspaper articles, obituaries, programs, and Ivy Beyond the Wall programs. She chairs the Archives Committee and is responsible for cataloging historical data for the chapter.

Section 2. Terms of Office

a. All elected officers shall not serve more than two (2) consecutive terms; except for financial officers and graduate advisors.

b. The following officers shall be elected every two years in November: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Pecunious Grammateus, Assistant Pecunious Grammateus, Tamiouchos, Assistant Tamiouchos, Epistoleus, Ivy Leaf Reporter, and four (4) Graduate Advisors per undergraduate chapter, Hodegos, three (3) Members-At-Large, and Chairman of Nominating Committee.

Section 3. Nominations and Elections

a. The Nominating Chairman shall present a slate of officers at the October meeting. Votes shall be by ballot in the November meeting.

b. Proposed officers shall be elected by a majority of eligible members present and voting.

c. The officers shall be installed in December, and shall assume their responsibilities on January 1st of the following year. All official sorority materials held by an outgoing officer shall be transferred to the new officers from the date of installation to the last Executive Committee meeting of the calendar year. The transfer of financial documents between outgoing and incoming financial officers shall be made in the presence of a member of the Executive Committee designated by the Basileus.

Section 4. Power of Officers

Officers who fail to perform the duties of their offices may upon recommendation of the Executive Committee and/or chapter membership be removed from office by a majority vote of the financial members present at a regular sorority meeting.

Section 5. Financial Records

a. Records of all financial transactions shall be audited at the end of each sorority year.

b. An external audit of financial records will be executed at the end of the Tamiouchos' term of office or as deemed necessary.

c. Sorors of the chapter receiving funds from the organization's treasury for programs, delegates to conference and other activities shall present a written report to the Grammateus and supporting receipts to the Tamiouchos at the next regular meeting. Oral reports shall be made to the body when requested by the Basileus.

d. A detailed financial written report shall be given to the body monthly by the Tamiouchos.

ARTICLE V – MEETINGS

Section 1. Regular Meeting

a. Sorority meetings shall be held on the first Saturday of each month in the city of Norfolk, except when there are extenuating circumstances.
b. Sorority meetings shall be held each month except the months of July and August unless otherwise determined by the Executive Committee.

Section 2. Executive Committee Meeting

a. Executive Committee meetings shall be held on the third Thursday of each month except when there are extenuating circumstances.

b. Executive Committee meetings shall be held each month except the months of June and July unless otherwise determined by the Executive Committee.

c. The Executive Committee consists of elected, appointed officers, and committee chairmen.

Section 3. Special Meeting

The Basileus may call a special meeting of the membership or Executive Committee.

Section 4. Joint Meeting of Chapters

There shall be two joint meetings with Delta Epsilon and Kappa Gamma undergraduate chapters at designated times during the year. The main purpose of these 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 alternatively by the Basileus of each chapter.

Section 5. Quorum

a. A quorum shall be more than one half of the average monthly attendance. Average monthly attendance shall be obtained and calculated by the Philacter from the last three monthly attendances at chapter meetings.

b. A quorum shall be more than one half of the executive committee membership.

Section 6. Notification of Meetings

Chapter sorors, Mid-Atlantic Regional Director, Tidewater Cluster Coordinator and sponsored undergraduate chapters, will be notified of monthly chapter and Executive Committee meetings through *The Cultured Pearl*, the official newsletter of Iota Omega Chapter.

ARTICLE VI - COMMITTEES

Section 1. Manner of Selection

a. Each committee is formed on a volunteer basis from the membership.

b. Each committee shall have one chairman appointed by the Basileus. At the Basileus' discretion, a co-chair will be appointed.

c. Once a committee has met, the chairman will submit a written report to present at the next Executive Committee meeting before presenting a written report at the monthly chapter meeting.

Section 2. Standing Committees

a. Archives Committee - This committee shall have the responsibility of serving as the custodian of the chapter print and non-print materials housed in the storage unit; collecting, preserving, and protecting materials. Historians create many of the documents and artifacts that archivists collect, preserve, and protect. The committee shall also develop policies for the collection of and procedures for the use of materials

for sorors and non-sorors. The distinctions are: Archivists collect documents and materials; preserves documents and materials; and protects documents and materials. Historians research documents and materials; analyzes data to provide interpretation; and produces historical works.

b. Auditing Committee - The committee shall be responsible for checking all financial books and records for accuracy before records are turned over to the new officers. *Only sorors appointed by the Basileus may serve on this committee.*

c. Awards Committee – The committee shall list specific criteria for selecting members, screen nominations and present recommendations to the executive committee. This committee shall establish the criteria, review the nominations and make recommendations to the executive committee for the chapter and regional awards.

d. Basilei Council - The committee shall assist and advise the current Basileus on chapter issues. The chairman of the Basilei Council shall be appointed by the Basileus. The Basilei Council shall consist of former chapter Basilei. The committee will meet each month for the first six months following the installation of a new Basileus and as needed thereafter.

e. Bylaws Committee – The committee shall propose needed changes in the chapter bylaws, carefully examine all proposed amendments from approved sources, and formulate amendments to be circulated.

f. Connection Committee – The committee shall identify and study national and international issues which impact upon the quality of life, design strategies for communication with the membership regarding issues, and mobilize the membership for action to formulate and recommend position statements to the Supreme Basileus and/or Directorate.

g. Diamond and Golden Sorors Committee – The committee shall be responsible for planning the activities of the Diamond and Golden Sorors.

h. Finance Committee – The committee shall consist of the Tamiouchos as chairman, the Assistant Tamiouchos, Program Chairman, Pecunious Grammateus and Assistant Pecunious Grammateus. It shall prepare and supervise the operation of the annual budget of the chapter and be responsible for the monitoring of all accounts and financial procedures.

i. Founders' Day Committee – The committee shall be responsible for planning activities for Founders' Day. The activities may be for the Iota Omega Chapter or joint activities with other chapters.

j. Fundraising Committee – The committee shall be responsible for bringing researched fundraising ideas to the chapter. The committee shall also be responsible for implementation once a favorable vote has occurred.

k. Graduate Advisory Committee – The committee shall consist of a Graduate Advisor as chairman and certified members of the chapter. The committee shall stimulate interest in the total sorority program, study problems pertinent to the undergraduate chapters, and encourage high scholastic and ethical standards. Only sorors appointed by the Basileus and who have been Graduate Advisor certified may serve on this committee. This committee will meet at least twice a semester.

l. Green Team Ivies Committee – The committee promotes sustainability within our chapter to make decisions and recommendations on the use of technology to enhance green efforts. The committee reviews requests and rationales from the technology committee and other officers to ensure that the request to spend funds and make purchases will be economical, environmental, and efficient; and will benefit the entire membership.

m. Membership Committee – It shall be the duty of this committee to monitor membership status and trends; recommend strategies for recruitment, retention, and reactivation of members, and send thank you notices to visiting sorors. The committee shall develop, cultivate, consistently communicate and evaluate systems that maintain and support life-long active membership. The Membership Chairman shall never have been suspended for hazing.

n. Nominating Committee – The committee shall consist of 5 members elected by the membership. The nominating committee shall convene in October for the purposes of certifying credentials of all candidates for office and preparing the official list of nominees or as needed. The committee will develop the procedure for introducing candidates for office to the chapter.

o. Pan-Hellenic Committee – The committee shall be the liaison between Iota Omega Chapter and the South Hampton Roads Panhellenic Council. The committee shall present recommendations to the council at the request of the chapter. Only three sorors may serve as representatives.

p. Program Committee – The committee shall be responsible for keeping the overall objectives of the Alpha Kappa Alpha Sorority, Incorporated program in focus and for the planning of activities to achieve the established goals. The committee shall only consist of the Anti-Basileus and the chairman of each committee.

q. Protocol Committee – The committee shall be responsible for conducting seminars and workshops on courtesies related to chapter, regional, and international levels, inside and outside communication, Soror confidentiality, proper attire, and administration of Sorority business, and other selected topics.

r. Public Relations Committee – The committee shall be responsible for disseminating information about the chapter, chapter programs, and Alpha Kappa Alpha Sorority, Incorporated® to the public. This committee will compose press releases and advertisements for the chapter. The committee will submit information on the chapter and Alpha Kappa Alpha Sorority, Incorporated® for publication in local newspapers, the Regional Director's newsletter, and *The Ivy Leaf*. The committee will also contribute to the chapter's social media presence of events by taking photographs and sharing via the chapter's social media sites. The Ivy Leaf Reporter shall chair this committee.

s. Retreat Committee – The committee shall be responsible for planning retreats for Soror development and enjoyment. The committee will make recommendations to the chapter for locations, dates, and cost per soror.

t. Risk Management Committee – The committee is responsible for developing, monitoring, evaluating, and revising the chapter's risk management plan. The committee is tasked with helping the chapter minimize risk (anything that jeopardizes the health, safety, or welfare of an individual or our sisterhood). The committee shall consist of the Risk Management chairman, Anti-Basileus, one Graduate Advisor from each undergraduate chapter, Tamiouchos, Pecunious Grammateus, Ivy Leaf Reporter, one member of the Basilei Council, and the chairman of the Membership, Technology, Protocol, and Fundraising committees.

u. Scholarship Committee – The committee shall be responsible for awarding chapter scholarships to high school seniors and college students. This committee will also provide criteria for awarding the scholarships and present the recommendation to the executive committee.

v. Senior Send-Off Committee – The committee will plan the combined Senior Send-Off each semester for the Delta Epsilon Chapter and Kappa Gamma Chapter graduating seniors. A non-graduating undergraduate will be appointed by the lead Graduate Advisor from each chapter to serve on the committee.

w. Sisterly Relations Committee - The committee shall be responsible for assessing and developing projects and activities that build and strengthen relationships within the chapter and the undergraduates.

x. Standards Committee – The committee shall develop relevant workshops as well as establish the criteria and implement the evaluation of the chapter. These workshops shall include, but are not limited to, the study of Alpha Kappa Alpha Sorority, Incorporated® Constitution and Bylaws, Alpha Kappa Alpha Sorority, Incorporated® Manual of Standard Procedure, and the Iota Omega Chapter Bylaws.

y. Strategic Planning Committee – The committee shall identify, develop, monitor, and evaluate the chapter's strategic plan. The committee will update the plan as necessary and document the progress the chapter makes on the plan.

z. Technology Committee – The committee shall consist of a chairman, and other 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 strategic direction to the executive committee on the effective utilization of technology to increase communication and connection throughout our sisterhood.

aa. Tellers Committee – The committee shall be responsible for counting the ballots of financial members as a result of nominations or elections for representatives, awards, officers, new members, and others as needed that are made by ballot. Only sorors appointed by the Basileus may serve on this committee.

ARTICLE VII - AD HOC COMMITTEES

The Basileus shall create committees as needed to facilitate the purpose and objectives of the Chapter. These committees go out of existence as soon as they have completed a specified task.

ARTICLE VIII - FINANCIAL AID

Section 1. Norfolk Pearls Foundation of Virginia

The Norfolk Pearls Foundation is the charitable arm of the Iota Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated®. *Reference the Norfolk Pearls Foundation of Virginia Bylaws.*

Section 2. Scholarships, Awards and Other Financial Assistance

a. The Norfolk Pearls Foundation shall award the following scholarships: Iota Omega Norfolk High School Scholarship (5), Hermione Williams Jackson HBCU Scholarship, Vivian Carter Mason Community Scholarship, Laura Gray Brown – Kappa Gamma Undergraduate Scholarship, and Thelma Hayes – Delta Epsilon Undergraduate Scholarship.

b. Chapter Scholarship Committee shall develop and present to the membership a set of criteria to be used in the selection of recipients of individual awards.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The governing documents will be used in the said order:
1. Alpha Kappa Alpha Sorority, Incorporated® National Constitution and Bylaws
2. Alpha Kappa Alpha Sorority, Incorporated® Manual of Standard Procedure
3. Iota Omega Chapter Bylaws
4. The current edition of Robert's Rules of Order Newly Revised.

ARTICLE X – BYLAWS

Section 1. Amendment of the Bylaws

a. Favorable vote of two-thirds (2/3) of the financial members present and voting shall be required to change the Bylaws.

b. Bylaws review shall be done by the Bylaws Committee each year.

c. Chapter Bylaws shall be updated as a result of changes and recommendations made at the Boule.

d. Written copy of the proposed changes to the Bylaws shall be provided to the membership by the Bylaws Committee at least seven days prior to voting.

e. Chapter voting on the Bylaw revisions, as presented by the Bylaws Committee, shall occur at a regularly scheduled meeting.

f. The Bylaws Committee shall present a final copy to each financial Soror as soon as possible following the approval of the Bylaws.

g. Two copies of the Chapter Bylaws must be sent to the Regional Director. This shall be the responsibility of the Basileus.

ARTICLE XI – BYLAWS AMENDMENTS

Amendments adopted by a 2/3 vote of the chapter become effective subject to their approval by the Mid-Atlantic Regional Director.

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 of more exempt purposes within in its 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.