

BYLAWS
&
ADOPTED STANDING RULES
of

ALPHA KAPPA ALPHA SORORITY, INCORPORATED¹
Zeta Upsilon Omega Chapter • St. Petersburg, FL



Bylaws amended: September 10, 2017, September 8, 2018, December 14, 2019 and May 9, 2020.

Adopted rules amended: on September 10, 2017, September 8, 2018 and November 14, 2020.

The Zeta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority Inc., located in St. Petersburg Florida was chartered on December 15, 1955.

ARTICLE I - NAME

The name of this Chapter shall be ZETA UPSILON OMEGA CHAPTER OF ALPHA KAPPA ALPHA SORORITY, INCORPORATED.

ARTICLE II - PURPOSE

The purpose of this 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; to implement the international programs of Alpha Kappa Alpha Sorority, Incorporated; and to be of service to all mankind.

ARTICLE III - MEMBERSHIP

CLASSES OF MEMBERSHIP

The membership of the Chapter shall be classified as Graduate, Associate, and Life members. Definitions for these classifications are found in the current copy of the National Constitution and Bylaws: Article IV, Sections 4 through 9 and in the Manual for Standard Procedure.

SECTION 1. QUALIFICATIONS FOR MEMBERSHIP

- A. An active member is a Soror who has met the financial obligations of the Chapter and Boulé. An active Soror must have paid all dues, fines and have met other financial obligations voted on by the Chapter and those required by the Corporate Office to be financial.
- B. An inactive Soror is one who has not met requirements "A" under Article III, Section 1 of the Chapter Bylaws.
- C. Inactive Sorors may be reinstated after complying with the financial obligations of the Chapter and of the Corporate Office.

SECTION 2. QUALIFICATIONS FOR SPONSORSHIP OF NEW PROSPECTIVE CANDIDATES FOR GRADUATE MEMBERSHIP

The Chapter will conduct its Membership Intake Process (MIP) in accordance with the most recent edition of the *Graduate MIP Manual*. Active Chapter Participation Criteria for Sponsorship of New Prospective Candidates for Graduate Membership are outlined in the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated (Article IV, Section 28-38) and the *Graduate MIP Manual*. An active Soror must meet Section 1.A. and the following definition of active participation:

- A. Attends at least two of the following conferences/meetings over the past two years¹:
 - a. At least one of the International Conferences/Meetings (Boule or Leadership)
 - b. Regional or Chapter Leadership Meetings/Retreats/Trainings
 - c. Cluster Meetings
 - d. Undergraduate Roundup
 - e. Others that may be determined by the Regional Director

B. Attends monthly chapter meetings: five (5) out of ten (10) meetings per year in the past two years¹.

C. Participates in Sorority/Chapter Activities by attending at least three (3) of the following activities over the past two years¹.

- a. Committee work
- b. Founders' Day Programs
- c. Program Attendance
- d. Connection and Social Justice/Legislative Days (i.e. AKA Day at the Capitol)
- e. Fundraisers

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

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.

SECTION 3. MEMBERSHIP FINANCIAL OBLIGATIONS

A. Dues

1. Dues and other financial obligations shall be based on a budget prepared by the Budget and Finance Committee and adopted by the body for the current fiscal year. The established amount shall include all financial obligations to the Alpha Kappa Alpha Corporate Office.
2. Yearly dues and other, financial obligations shall be paid by December 31st of the preceding year. Sorors who have not paid their dues and met other financial obligations by December 31st, are not financial with the Chapter and will not be eligible for the rights and privileges of financial members until such time as all dues, other financial obligations and reinstatement fees are paid.
3. Undergraduate Sorors transferring into Zeta Upsilon Omega Chapter immediately after graduation will have Chapter dues waived for the 1st year. They must pay all other financial obligations.
4. Graduate Sorors who have not been financial for at least one (1) year and wish to affiliate with the Zeta Upsilon Omega Chapter will have local Chapter dues waived for the 1st year. They must participate in all Chapter-approved fundraisers and fulfill all Chapter financial obligations. They must actively participate and serve on a minimum of two (2) Chapter standing and/or program committees. This incentive can only be used once.

ARTICLE IV – OFFICERS

SECTION 1. LIST OF OFFICERS

The officers of the Chapter shall be the Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos, Parliamentarian (appointed by the Basileus), Pecunious Grammateus, Anti-Pecunious Grammateus, Epistoleus, Philacter, Hodegos, Anti-Hodegos, Ivy Leaf Reporter, Chaplain, Curator, and Historian.

SECTION 2. DUTIES AND POWERS OF OFFICERS

- A. TERM OF OFFICE - The term of office for elected officers of Zeta Upsilon Omega shall be two years. Each officer may serve two consecutive terms except for the Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus and Anti-Pecunious Grammateus whose offices may exceed two consecutive terms. An officer who fills an unexpired term and is then elected to that office at the next regular election shall be eligible for re-election to that office for one additional term of two (2) years.
- B. QUALIFICATIONS OF OFFICERS – Each officer must possess the knowledge, skill and abilities of that office as fully described in the Chapter’s Adopted Standing Rules.
- C. DUTIES OF OFFICERS
1. BASILEUS - shall preside at all meetings of the Chapter and the Executive Committee. It is her responsibility to provide the agenda for the meetings, ensure due observance of the most recent editions of the Constitutions and Bylaws and Manual of Standard Procedure of Alpha Kappa Alpha Sorority, Incorporated and the Adopted Standing Rules and Bylaws of Zeta Upsilon Omega Chapter, and to officially represent the Chapter on all occasions, and appoint committee chairmen. The Basileus shall lead, facilitate and set the framework for the overall performance of the Chapter. The Basileus or her designee shall be the Chapter’s official representative Cluster, Regional, and Boulé events.
 2. 1st ANTI-BASILEUS - presides in the absence of the Basileus. She shall serve as chairman of the Program committee and shall coordinate, direct and be responsible for the implementation of all corporate program activities and the timely reporting therein of Chapter Programs. She shall also conduct Chapter planning sessions to assist with formulating Chapter objectives.
 3. **2nd ANTI-BASILEUS – serves as community coordinator and liaison between AKA/ZUO, the AKA AKAdemy and the Youth Development Foundation of Pinellas County, Inc.**
 4. GRAMMATEUS - is the recording secretary of the Chapter and responsible for keeping and editing legible, detailed and accurate minutes of the Chapter and the Executive Committee meetings. The Grammateus shall be responsible for keeping the minutes in a bound book, and she shall provide a written/e-copy of the Chapter minutes to the Basileus for **distribution 14 days prior to the upcoming chapter meeting.** The Grammateus shall be responsible for maintaining membership intake documents and shall assist the Membership Committee with expediting the submittal of the Membership Intake Process applications to the corporate office and other duly designated individuals. The Grammateus shall serve as the second signatory for the purpose of all Chapter business operations. The Grammateus serves on the Bylaws Committee.
 5. ANTI-GRAMMATEUS – assists with the responsibilities of the Grammateus and shall serve in the absence of the Grammateus or when the Grammateus is unable to perform the duties as required.
 6. TAMIOUCHOS - serves as the treasurer of the Chapter and shall follow the Alpha Kappa Alpha Sorority Inc., Guide to Financial Procedures. She is responsible for disbursing all Chapter funds and for keeping accurate records of deposits and disbursements and for presenting the annual operating and fundraising budget of estimated income and expenditures to members for approval. The Tamiouchos shall provide a written report of Chapter finances upon request and at both Executive Committee and Chapter membership meetings. She shall serve as chairman of the Budget and Finance Committee **and oversee the TLC fund.**

7. ANTI-TAMIOUCHOS - assists with the responsibilities of the Tamiouchos and shall serve in the absence of the Tamiouchos or when she is unable to perform the duties as required. She shall serve as a member of the Budget and Finance Committee.
8. PECUNIOUS GRAMMATEUS - responsible for receiving all incoming funds and keeping an accurate record of all monies paid into the Sorority; distributing tickets for fundraising; keeping a current record of membership dues for Chapter members and for keeping accurate record of finances. She shall also serve as a member of the Budget and Finance Committee.
9. ANTI-PECUNIOUS GRAMMATEUS - assists with responsibilities of the Pecunious Grammateus and shall serve in the absence of the Pecunious Grammateus. She shall also serve as a member of the Budget and Finance Committee.
10. EPISTOLEUS - serves as the correspondence secretary for the Chapter. She is responsible for reviewing and distributing all correspondence received by the Chapter. She informs the members of all regular and special meetings and is responsible for mailing (via postal or electronic mail) Chapter minutes to be postmarked **or date/time stamped** 10 days prior to the next meeting if there is a voting issue and at least 7 days prior to the next meeting if there is no voting issue. She shall also ensure that all Chapter documents and correspondence are properly maintained and properly disposed of after the Chapter meeting.
11. PHILACTER - shall keep a record of attendance of members at each meeting and guard the doors at official gatherings.
12. HODEGOS - shall keep an accurate record of all visitors and new members attending meetings. It is her responsibility to extend courtesies defined in the Chapter Bylaws and/or in the Chapter Adopted Standing Rules. The Hodegos shall serve as the chairman of the Social/Courtesies Committee and shall be responsible for maintaining and up-dating the hostess group list and for contacting the hostess group leaders with special Chapter bulletins.
13. ANTI-HODEGOS - shall assist the Hodegos with her responsibilities and duties and shall serve in her absence.
14. IVY LEAF REPORTER - it shall be the duty of the Ivy Leaf Reporter to be responsible for Chapter publicity in the *Ivy Leaf* and all other forms of the media. The Ivy Leaf Reporter shall attend key Committee Meetings to ensure the timely reporting of Chapter programs and activities. The Ivy Leaf Reporter shall serve as chairman of the Public Relations committee.
15. CHAPLAIN - shall recite or lead meditation, invocation, and inspirational expressions for the Chapter; provide spiritual guidance for the Chapter; organize meditations for meetings; and provide meditations, invocation, or benedictions for public meetings and programs.
16. CURATOR (Keeper of Properties) – shall take care of any objects of value belonging to the Chapter, such as emblems, scrapbooks, past records, and other properties which the Chapter automatically collects from time-to-time; properly store all properties; devise procedures for use and check-out of properties; and keep an updated inventory of all Sorority properties.
17. HISTORIAN - shall prepare a narrative of the Chapter's activities; keep a permanent history of the Chapter; keep pictures of the Chapter activities and newspaper articles, and work cooperatively with the Program Chairman, Ivy Leaf Reporter, and Awards and Exhibits Committee.
18. PARLIAMENTARIAN – shall advise the Basileus on the interpretation of the Chapter Bylaws and on parliamentary procedure. She shall also serve as chairman of the Bylaws Committee.

SECTION 3. ELECTION OF OFFICERS

- A. Officers of the Chapter and five members of the Nominating Committee shall be elected in November. The Basileus shall appoint the chairman of the nominating committee and the members shall serve two year terms.
- B. It shall be the duty of the Nominating Committee to solicit eligible candidates for offices, Regional, Boulé, and other honors or awards requiring Chapter nominations and voting; to call for additional nominations from the floor during the October and November meeting; to compile a brief biographical sketch of each candidate for office for presentation at the November meeting; to conduct the election in November and to conduct other voting/nominating activities, including preparation of the ballot, supervision of the election, tallying the votes, and presenting the results to the Basileus for reporting to the Chapter. The Nominating Committee should solicit those candidates that are able to demonstrate the knowledge skill and abilities of each position or office as more fully described in the Chapter Adopted Standing Rules prior to submitting Sorors for nomination. The Nominating Committee has the responsibility of providing a list of Sorors who have served as a delegate within the last year prior to the voting. The committee shall work cooperatively with the Grammateus to secure this information.
- C. Officers and Nominating Committee members shall be elected by a 2/3 majority of active members present at the November meeting for which prior notice (10 days) has been provided. If a notice has not been given, a 2/3 majority of the active membership is required.
- D. Officers shall be elected by secret ballot unless there is only one candidate for an office. In that case election may be by voice vote.
- E. The slate of officers is elected for two years and shall be elected as follows: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, and Anti-Tamiouchos shall be elected in even years beginning in 2008. The positions of Pecunious Grammateus, Anti-Pecunious Grammateus, Epistoleus, Philacter, Hodegos, Anti-Hodegos, Ivy Leaf Reporter, Chaplain, Curator, and Historian shall be elected in odd years beginning in 2007.

SECTION 4. INSTALLATION OF OFFICERS

Chapter Officers shall be installed in December.

SECTION 5. FILLING VACANCIES

- A. If a Soror, other than the Basileus or Anti-Basileus is unable or unwilling to complete her term for any reason, the Basileus shall appoint a Soror to complete the term, and the appointment(s) shall be confirmed by majority vote of the Executive Committee at the next duly noticed Executive Committee meeting.
- B. In the event the Executive Committee upon review determines that an Officer is not fulfilling the duties and obligations of their position, the Executive Committee may recommend the removal of that person from that office. Any member of the Executive committee can make a motion for the removal of an officer at a duly noticed and regularly scheduled Executive Committee Meeting.
- C. In the case of the unexpired term of the Basileus, the Anti-Basileus shall fill the vacancy. At the next duly noticed Executive Committee meeting, the Chapter shall appoint an interim Anti-Basileus by the majority vote of the Executive Committee. An election for Basileus will be held at the next regular Chapter election of said office.

- D. In the case of the unexpired term of the Anti-Basileus, the Executive Committee, at its next duly noticed meeting shall appoint an interim Anti-Basileus by the majority vote of the Executive Committee. An election for the office of Anti-Basileus shall be held at the next regular election for said office.
- E. When a Soror fills a vacancy for an office, the time she is in that office does not count toward the approved length of time she can serve in that office should she be elected to that office during the regular election.

A Soror seeking election to an office after having failed to complete a previous term of office, shall notify the nominating committee chairman of her desire to seek election and shall be subject to the approval of the Executive Committee prior to being placed on the ballot. The Executive Committee should consider factors including the Soror's reasons for leaving office, the time period between leaving office and seeking election, and the needs of the Chapter at the time the Soror is seeking election.

ARTICLE V – CHAPTER MEETINGS

SECTION 1. MEETING DATE AND LOCATION - Regular Chapter meetings shall be held on the second Saturday of each month, September through May, and the first Saturday in June unless otherwise specified. The time and location shall be left to the discretion of the hostess group if a permanent location has not been voted on by the Chapter membership. If a permanent location has been secured, the time is at the discretion of the hostess group. Information pertaining to the time and location of the meeting shall be given to the Epistoleus no later than the Executive Committee meeting. If the hostess group does not meet the deadline, the Executive Committee shall decide on a location and time for the next Chapter meeting. No Soror shall serve as part of a hostess group more than once in a calendar year. In the event of an emergency that makes travel difficult (i.e., weather, etc.), the chapter should make an effort to reschedule the meeting or if urgent business needs to be discussed, a request should be made to the Regional Director to host a virtual meeting or conference call. If the Regional Director cannot be reached, the Basileus should make the decision and notify the Regional Director within forty-eight (48) hours that an electronic meeting was held.

SECTION 2. DIVISION OF THE MEETING - The Chapter meeting shall be divided into two parts (business and social). The hostess groups shall be responsible for a social/educational segment during the Chapter meeting.

SECTION 3. QUORUM - A majority of the Sorors present and voting at a duly noticed meeting shall constitute a quorum.

SECTION 4. SPECIAL MEETINGS - Special meetings may be called by the Basileus, the Executive Committee and a plurality vote of the Sorors attending a duly noticed meeting, with a minimum seven (7) days notice. The notice shall specify the purpose of the special meeting, and no other business shall be transacted at the meeting. A majority of Sorors present and voting at a duly noticed meeting shall constitute a quorum.

SECTION 5. DELEGATES - Nominations for delegates for the Regional Conferences and Boulés shall be accepted from the floor and voted on by the body. Delegates for the Regional Conferences shall be nominated and elected a minimum of two months prior to the conference meeting. Delegates for the Boulé shall be nominated and elected during the March meeting prior to the Boulé. Delegates elected must be in compliance with the Chapter Adopted Standing Rules.

ARTICLE VI - EXECUTIVE COMMITTEE

SECTION 1. Membership on committee- Membership shall consist of all elected officers, the immediate past Basileus, Standing Committee Chairmen, AKA AKAdemy Program Chairman, Program Committee Chairmen, Co-Chairmen, Ad Hoc Chairmen and Co-Chairmen and two Members-at-Large Sorors appointed by the Basileus. All members of Executive Committee shall have voting privileges.

SECTION 2. Officers - Officers of the Executive Committee are those duly elected officers of the Chapter.

SECTION 3. Duties of the committee - The Executive Committee shall, in the interest of expediency, handle routine Chapter matters, and report these actions to the Chapter membership at the next meeting. The Executive Committee shall also have the power to take action on a pending project if a committee fails to meet and report at a designated time. The committee shall be subjected to the orders of the Chapter, and none of its actions shall conflict with actions of the Chapter.

SECTION 4. Meeting and Quorum - The Executive Committee shall meet at least two weeks prior to the regularly scheduled Chapter meeting. Executive Committee members present at a duly noticed meeting shall constitute a quorum.

SECTION 5. Meeting Date and Location - Executive Committee meetings are held August through May on the fourth Monday of each month *unless otherwise specified*. In the event of a holiday, or an emergency that makes travel difficult (i.e., weather, holiday, etc.), the Executive Committee meeting should be rescheduled or if urgent business needs to be discussed, a request should be made to the Regional Director to host a virtual meeting or conference call. If the Regional Director cannot be reached, the Basileus should make the decision and notify the Regional Director within forty-eight (48) hours that an electronic meeting was held.

SECTION 5. Report to the general membership - Actions and recommendations of the Executive Committee shall be reported to the general membership for its consideration.

ARTICLE VII - COMMITTEES

SECTION 1. STANDING COMMITTEES - The Standing Committees of the Chapter shall be: Executive, Program, Budget and Finance, Standards, Membership, Courtesy/Social, Bylaws, Auditing, Nominating, Public Relations, AKA Connection, Technology, Awards and Exhibits, Protocol and Basilei Council.

SECTION 2. AD HOC COMMITTEES – Ad Hoc or special committees shall be appointed as the need arises to perform specific tasks or carry our special projects and shall automatically cease to exist when the final report is made. Members may be appointed by the Basileus or they may volunteer.

SECTION 3. MEMBERSHIP ON COMMITTEE - Membership on committees is provided for in the Chapter Bylaws and the Chapter Adopted Standing Rules.

SECTION 4. CHAIRMAN - The chairman of each committees shall be appointed by the Basileus. In the event of a vacancy, the Basileus shall appoint a replacement. The Committee chairman shall serve respectively for two (2) year terms.

SECTION 5. EX OFFICIO MEMBER - The Basileus is an ex officio member of all committees, with the exception of the Nominating Committee.

SECTION 6. REPORTING - Chairmen of Standing Committees shall submit a written report to the Grammateus at the end of each year. The chairmen of Ad Hoc Committees shall submit a written report at the end of each activity.

SECTION 7. DUTIES OF COMMITTEES

- A. **PROGRAM COMMITTEE** - The Program Committee shall plan the total program of the Chapter according to the current Corporate Program of Alpha Kappa Alpha Sorority, Incorporated. The proposed program for the coming year shall be presented to the Chapter for approval no later than the September Chapter membership meeting. The Anti-Basileus shall serve as the chairman of the Program Committee.
- B. **BUDGET AND FINANCE COMMITTEE** - The Budget and Finance Committee shall be chaired by the Tamiouchos. This committee shall be responsible for monitoring Chapter expenditures, for seeing that all Chapter funds are placed in interest bearing accounts, for evaluating and recommending the banks and accounts in which Chapter funds shall be placed, and for recommending fund raising activities.
- C. **AUDIT COMMITTEE** - The Audit Committee shall be appointed by the Basileus. The Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus or Anti-Pecunious Grammateus shall not serve on the Audit Committee. The Audit Committee shall examine the Chapter financial records on a yearly basis. Any questions regarding findings of the Audit committee shall be first directed to the Committee. The preliminary assessment of the audit committee's findings and recommendations shall be presented to the Executive Committee. The final report shall be presented to the general membership at the next scheduled meeting of the Chapter. The Audit Committee shall not include any members who are immediate past officers.
- D. **STANDARDS COMMITTEE** - The Standards Committee is responsible for planning the officers'/committees' workshops, retaining the ballots of the Chapter conducting the internal Chapter evaluation and compiling the results and reporting the same to the International Standards Committee Chairman.
- E. **MEMBERSHIP COMMITTEE** - The Membership Committee shall identify, bring, and embrace unaffiliated Sorors in the community and invite them to affiliate with the Chapter. The committee shall submit all pertinent information to the Epistoleus for notification of meetings. They shall also foster sisterly relationships through activities such as mentoring, retention, and reclamation or Sorors. The membership committee is responsible for supervising, coordinating, and planning for the Membership Intake Process along with the Chapter Basileus and the Grammateus. The Membership Committee shall present ballots for voting on Membership Intake to the Chapter at the October meeting.
- F. **BYLAWS COMMITTEE** - The Bylaws Committee shall keep the Chapter bylaws updated and consistent with the Alpha Kappa Alpha Constitution and Bylaws. This committee shall be chaired by the Parliamentarian. A review shall take place annually to make amendments or recommendations to the Bylaws, if needed. Each member of the Chapter shall be provided a copy of the Bylaws when updated.
- G. **COURTESY/SOCIAL COMMITTEE** - The Courtesy/Social Committee shall be responsible for courtesies and social functions hosted by the Chapter. This committee is chaired by the Hodegos.

The committee shall see that new members are added to existing hostess groups. In addition, this committee shall review the hostess groups yearly to see that each group has about the same number of members and to delete non-financial Sorors. No Soror shall serve on more than one Hostess Group in a Calendar year. The Chairman shall coordinate courtesies for visiting dignitaries.

- H. PUBLIC RELATIONS COMMITTEE - The Public Relations Committee shall prepare news releases for each community service and program activity and submit them to the local media and/or the *Ivy Leaf*, and shall assist when requested by the Ivy Leaf Reporter. This committee is chaired by the Ivy Leaf Reporter.
- I. TECHNOLOGY COMMITTEE - Responsible for promoting the use of technology to increase communications and efficiency of Chapter operations. Maintain the Chapter's website and social media sites by providing timely, accurate and appropriate content. Assist Sorors and standing committees with technology needs. Annually review the Chapter's technology needs and make recommendations for upgrading or replacement of software and equipment. Comply with Alpha Kappa Alpha's Social Media Policy and Web Presence Guidelines. Participate in the Chapter's website evaluation and work closely with Standards Committee to implement any recommended changes.
- J. PROTOCOL COMMITTEE - Shall ensure that the correct protocol is in place during Chapter meetings, hosting Sorority functions and during public events sponsored by Alpha Kappa Alpha Sorority and the Chapter.
- K. AWARDS AND EXHIBITS COMMITTEE - Shall present information on awards available to the Chapter based on information from the Regional Conference and Boulé. It shall encourage Sorors to submit applications for awards and assist in the preparation if needed. The committee shall also establish and present to the Chapter criteria for other award applications that the Chapter is eligible to receive. This committee will work cooperatively with the Historian and Curator.
- L. BASILEI COUNCIL - Members of the Basilei Council shall consist of the current Basileus, as well as former Chapter Basilei who are financially active and in good standing with Alpha Kappa Alpha Sorority, Incorporated and the Zeta Upsilon Omega Chapter. The Basilei Council shall assist and advise the Basileus. The Basilei Council upon request from the Basileus or the Executive Committee shall facilitate and address conflicts that may arise within the Chapter. The role of the Basilei Council shall be limited to an advisory role. **The Basilei Council will ensure that the sorority rituals are revered and held in highest esteem. The Council will review rituals with chapter members yearly and ensuring individuals with [ritual] assignments are intimately familiar with their assigned tasks prior to their participation. The Council will insure that rituals are conducted properly during Membership Intake, Installation of Officers, Rededication, Ivy Beyond the Wall and other Memorial Ceremonies. The immediate past-Basileus is the Chair of the Basilei Council.**

M. NOMINATING COMMITTEE –

It shall be the duty of the Nominating Committee to solicit eligible candidates for offices, Regional, Boulé, and other honors or awards requiring Chapter nominations and voting; to call for additional nominations from the floor during the October and November meeting; to compile a brief biographical sketch of each candidate for office for presentation at the November meeting; to conduct the election in November and to conduct other voting/nominating activities, including preparation of the ballot, supervision of the election,

tallying the votes, and presenting the results to the Basileus for reporting to the Chapter. The Nominating Committee should solicit those candidates that are able to demonstrate the knowledge skill and abilities of each position or office as more fully described in the Chapter Adopted Standing Rules prior to submitting Sorors for nomination. The Nominating Committee has the responsibility of providing a list of Sorors who have served as a delegate within the last year prior to the voting. The committee shall work cooperatively with the Grammateus to secure this information.

- N. TLC COMMITTEE - The TLC Committee shall take into consideration requests presented by members of the chapter who are experiencing extraordinary financial hardships, who are infirmed and/or seeking relief. Members of the TLC Committee shall be the Basileus, Pecunious Grammateus and Member-At-Large. The Pecunious Grammateus shall be the chairman of this committee. The committee shall review each case based on its own merits. All cases are private and confidential.**
- O. SISTERLY RELATIONS COMMITTEE – The Sisterly Relations Committee will function independent of the Membership Committee. The Committee shall encourage all members to model the behavior of integrity, respect and care at all levels in the organization. The Committee will plan and implement activities that foster and support the core values established in our sisterly relations program and Soror Code of Ethics. The Committee will plan activities in support of the suggested monthly theme on the Sisterly Relations Calendar. The Basileus will appoint the Chairman of the Sisterly Relations Committee.**

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered in the Constitutional and Bylaws of Alpha Kappa Alpha Sorority, Incorporated, Manual of Standard Procedure, or the Bylaws of Zeta Upsilon Omega Chapter. The governing documents will be used in said order:

1. National Constitution and Bylaws
2. Manual of Standard Procedure
3. Chapter Bylaws
4. Roberts Rule of Order, Newly Revised

ARTICLE IX – YOUTH DEVELOPMENT FOUNDATION OF PINELLAS COUNTY, INC.

Zeta Upsilon Omega Chapter, has chartered and incorporated a 501(c)3 tax-exempt foundation, known as the YOUTH DEVELOPMENT FOUNDATION OF PINELLAS COUNTY, INC (YDF), which operates under its own By-Laws and Board of Directors. All members in good standing with Zeta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated are members of YDF and required to pay assessments (which may be imposed to support chapter programs, community donations and fundraisers) and are members of YDF. A member in good standing shall be defined as financial and active in Zeta Upsilon Omega Chapter.

ARTICLE IX - AMENDING THE BYLAWS

The Bylaws may be amended or repealed by a 2/3 vote of the active members present at any Chapter meeting provided notice has been given at a previous meeting or by mail. Without notice, the vote required for amending is a majority of the entire membership. The Bylaws should be reviewed annually by the Bylaws committee for additions, modifications, and or deletions. Recommendations of the committee will be presented to the Chapter and amendments made as provided herein.

Amended: November 2014, January 9, 2016, September 10, 2017, September 8, 2018, December 14, 2019 and May 9, 2020.

ARTICLE X – DISSOLUTION

Exclusive authority for the revocation of a Chapter charter, also known as lifting of the Chapter charter or dissolution of the Chapter, is vested in the Boulé Recommendations for revocation of the Chapter charter shall be made as provided for in the most recent edition of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated.

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes with 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.

ADOPTED STANDING RULES

of

ALPHA KAPPA ALPHA SORORITY, INCORPORATED Zeta Upsilon Omega Chapter

RULE 1

MEMBERSHIP

(Article III Section 1 of the Bylaws)

- A. An active Soror shall be defined as a Soror in good standing with Alpha Kappa Alpha Sorority, Incorporated and the Zeta Upsilon Omega Chapter.

RULE 2

FINANCIAL MATTERS

(Article III, Section 2 of the Bylaws)

- A. The Zeta Upsilon Omega Chapter shall establish detailed financial procedures for handling chapter finances in accordance with the chapter bylaws and *Alpha Kappa Alpha Financial Fundamentals Guide to Chapter Financial Procedures*, revised November 2016.**
- B. The Alpha Kappa Alpha Sorority, Incorporated Corporate Office shall be advised of all Chapter Sorors who have not met the dues and other financial obligations by December 31st. Likewise, the Corporate Office shall be advised when dues, other financial obligations and reinstatement obligations have been satisfied.
- C. All Golden and Diamond Sorors that are members of Zeta Upsilon Omega Chapter are encouraged to actively participate in all Chapters fundraisers. However, they will be free from any assessment attached to a fundraiser sponsored by the Chapter.
- D. A Soror who is a member of ZUO and is a seasonal resident of the city, must pay local and national dues, as well as fulfill the hostess group financial responsibilities. However, she will be free from assessments attached to a fundraiser sponsored by the Chapter.
- E. All disbursements not itemized in the budget shall be voted on upon two-thirds (2/3) of the financial members present and voting. In the event that said quorum cannot be met, the item may be voted on by the Executive Committee.
- F. Monies shall be budgeted to cover expenses for the September and **January** meeting.
- G. Sorors should not solicit funds in the name of the Sorority or Chapter unless it is an approved Chapter project.
- H. Sorors shall not obligate the Chapter to pay expenses in excess of \$25.00 unless the expense is included in the activity budget or she receives prior approval from the Executive Committee. Sorors who obligate the Chapter without prior approval shall remain personally liable for any such expenses.
- I. Budget
 - 1. The Annual Operations budget is prepared by the Budget and Finance Committee and shall be a line-item budget. It shall be prepared in September, and there shall be two (2) readings of the proposed

budget. The reading occurs at the October Meeting and second reading shall occur at the November Meeting. After the second reading in November, the Chapter will vote to accept or reject the proposed budget. The budget will become effective as of January 1st of the following year.

2. Monies shall be budgeted to cover expenses for the February and September meetings.
3. **Financial Obligations. Sorors shall be allowed to meet their financial obligations for fundraising through the Zeta Upsilon Omega chapter's philanthropic arm, the Youth Development Foundation of Pinellas County, Inc. (YDF). YDF is designated as the fiscal agent for all the chapter's fundraisers and as such, is the vehicle to collect funds from members (and donors) to support chapter programs, scholarships, community projects/donations and other designated contributions/donations as approved by the chapter. Members who do not meet their financial assessments will not be in good standing with the chapter.**

J. Authorizations

1. Sorors are not authorized to obligate the Chapter to pay expenses in excess of \$25.00 unless the expense is included in the activity budget or the Soror receives prior approval from the Chapter or the Executive Committee. Sorors who obligate the Chapter without having prior approval shall remain personally liable for any such expenses.
2. All contracts shall be reviewed by the Finance Committee and the Basileus and approved by the Executive Committee. At the Basileus' discretion, major contracts may be reviewed by legal counsel if the attorney is an active member of the Chapter. The Basileus or the Anti-Basileus, in the Basileus' absence, shall be the only persons authorized to sign contracts in the name of Zeta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated.
3. In case of an emergency, the Basileus has the authorization to expend an amount not to exceed \$100.00. An emergency shall be defined as an event where it is impractical to obtain Executive Committee approval.

K. Check Signers - Each check written by the Chapter shall require two (2) of the following three (3) signatures: Basileus, Tamiouchos and Anti-Tamiouchos.

L. Reporting To Corporate, Taxes, Advances and Vouchers

1. Zeta Upsilon Omega shall send annually to the Alpha Kappa Alpha Corporate office a report of its income and disbursements for the fiscal year ending December 31st and a copy of the adopted budget by the Chapter for the new fiscal year. Financial reports are due December 31st of each year and shall be submitted on forms provided by Alpha Kappa Alpha Corporate office.
2. Vendor fees, corporate sponsorships, interest and dividend incomes are considered unrelated business income and are considered unrelated business income and may be taxed by the IRS.
3. Advances made to purchase Chapter materials and supplies must be supported by adequate documentation (i.e. original receipts) which should be submitted in a timely manner.
4. Zeta Upsilon Omega shall maintain vouchers as well as supporting documentation for all operational expenditures.

5. All funds generated from vendors, donations, interest and dividends must be disbursed in a manner consistent with current tax laws.
6. Zeta Upsilon Omega shall be responsible for the submission of any required federal, state and local filings.
7. Zeta Upsilon Omega shall file financial reports by December 31st to be included in the corporate federal tax form submission.
8. The Chapter Tamiouchos, Pecunious Grammateus, Anti-Pecunious Grammateus and all check signers shall be bonded. The Fidelity/Surety bond coverage shall be renewed annually.

M. Incentives (*effective January 1, 2015*)

1. An active Soror who successfully reactivates the highest number of Sorors in a calendar year will receive \$100 off her dues when each reactivating Soror pays her dues.
2. An active Soror who successfully reactivates the 2nd highest number of Sorors in a calendar year will receive \$75.00 off her dues when each reactivating Soror pays her dues.
3. An active Soror who successfully reactivates the 3rd highest number of Sorors in a calendar year will receive \$50.00 off her dues when each reactivating Soror pays her dues.

RULE 3
QUALIFICATIONS FOR OFFICE
(Article IV of the Bylaws)

1. Officers, with the exception of the Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus and Anti-Pecunious Grammateus, may not serve more than two (2) consecutive two-year terms in the same office. At the end of four (4) years, an officer may run for another office if she so desires.
2. Officers shall be nominated at the October Meeting; elected at the November Meeting; and installed at the December Meeting.
3. All elected officers shall participate in a workshop for new officers within thirty (30) days after being elected.
4. A Soror nominated for the office of Basileus shall have previously served at least one (1) term as a Chapter officer.
5. A Soror nominated for other offices, shall be familiar with Chapter activities. She should have attended at least one Cluster Conference, Regional Conference, Boulé or Leadership Conference within the last 3 years.
6. Sorors running for any office of the Chapter must have documentation of participation in Alpha Kappa Alpha Sorority leadership training relevant to the position they are aspiring to attain. Training may be available through the Chapter at Cluster, Regional or Boulé Conferences or through job professional development. Sorors should submit a statement of qualifications to the Nominating Committee prior to being placed on the ballot.

**RULE 4
DUTIES AND POWERS OF OFFICERS
(Article IV, Section 2 of the Bylaws)**

1. The Pecunious Grammateus shall present a list of active members to Sorors during the March meeting.
2. The Philacter shall be stationed at the door during the meetings. Sorors arriving late will be required to use the Alpha Kappa Alpha password,
3. The Basileus and the Grammateus must both timely sign copies of the Minutes.

**RULE 5
HOSTESS GROUPS**

1. Each active Soror will be assigned to a hostess group by the Social/Courtesies Committee Chairman (Hodegos).
2. New members shall be added to the existing Hostess groups.
3. A list of current Hostess groups and their chairmen shall be presented during the March meeting.
4. Hostess groups will provide continental breakfast and beverages for sorority meetings. The continental breakfast and beverages and expenses are not to exceed \$200 per month (effective January 2020).
5. Sorors have an obligation to contribute financially and participate in all Hostess group activities. Failure to attend the Chapter meeting during the assigned Hostess group month does not remove the Sorors financial obligation. A Soror's failure to contribute financially shall result in her Hostess group obligations being included in her Chapter financial obligations. The Hostess group Chairman shall notify the Pecunious Grammateus of any outstanding obligations. Upon notification, the Chapter shall reimburse the Hostess group and apply the outstanding obligation to the Soror's financial card. Prior to the next General Sorority Meeting, the Pecunious Grammateus or the Basileus shall notify the Soror of the financial obligation and the lien applied to the Soror's financial card.
6. The Executive Board shall serve as the hostess group for the January Sorority meeting.

**RULE 6
ATTIRE**

1. Sorors should keep in mind that we are meeting for business purposes and should dress accordingly.

**RULE 7
COMMITTEES**

1. Chairman of the Standing Committee shall submit a written report to the Chapter within thirty (30) days after a scheduled Sorority Meeting, fundraiser or activity. They shall also submit a proposed Committee budget to the Budget and Finance Committee by the September Meeting.
2. A complete list of committee members shall be distributed during the March meeting.

3. The Budget and Finance Committee shall prepare the annual Financial Report for submission to the Corporate Office, Supreme Tamiouchos and the South Atlantic Region.
4. The Social/Courtesies Committee shall be composed of the Hostess Group Chairman who shall assist the Hodegos with courtesies.
5. The Basileus Council membership shall be comprised of the past Basilei of the Chapter.
6. Chairmen on Special Committees shall serve at least two (2) consecutive years.
7. The Basileus Council membership shall be comprised of the current and past Basilei of the Chapter.

**RULE 8
DELEGATES**

1. A Soror nominated as a delegate for the Regional Conference and/or Boulé shall be an active Soror who is regularly attending Chapter meetings, functions and participating on Chapter committees as verified by the sign-in sheets.
2. A Delegate/Alternate whose registration and expenses are paid by the Chapter must attend the conference meetings and workshops. The Delegate/Alternate's report should include summaries of voting, meetings and workshops. In the event the Delegate/Alternate can't attend the conference or fails to fulfill their obligations as a Delegate/Alternate (i.e. not attending plenary sessions, workshops and/or exercising the Delegate vote); the Delegate/Alternate must reimburse the Chapter for all expenses incurred. In the event the Chapter submits the names of a deceased Soror residing in St. Petersburg at the time of her death, the Delegate/Alternates are encouraged to attend the Ivy Beyond the Wall Ceremony.
3. Each Delegate/Alternate is required to submit a written report at the first Chapter Meeting following the Cluster, Leadership, Regional and/or Boulé Conference. Each Delegate/Alternate's report should include summaries of voting, meetings and workshops.
4. The amount of money presented to each Delegate shall be determined by recommendations from the Budget and Finance Committee.
5. A Soror, excluding the Basileus, may not serve as a **paid** Delegate more than once per **calendar** year, unless extenuating circumstances arise and are approved by the Executive Committee.
6. The Basileus **and Anti-Basileus** shall be the **standing paid delegates** at the Regional Conference, Boulé and Biennial Leadership Conference. The Grammateus shall attend if **Basileus or Anti-Basileus** cannot attend (*Effective January 1, 2019*).
7. **The Basileus may appoint a "non-paid" delegate(s) as an alternate to meet the chapter voting strength (defined in the AKA Manual of Standard Procedures).**

**RULE 9 (*Effective January 1, 2014*)
COURTESIES**

The conferring of Courtesies by the Chapter shall be for active Sorors unless otherwise specified.

Bereavement

A. Flowers or Reception

Death of immediate family members of a Soror includes: mother, father, husband, child, only surviving relative, biological or adopted brother, biological or adopted sister.

Flowers, reception or monetary donation not to exceed \$55.00 will be provided by the Chapter.

The Ivy Beyond the Wall Memorial Service shall be conducted for any Soror residing in St. Petersburg at the time of her death or any active Chapter Soror. For active Chapter Sorors, flowers, reception or a monetary donation (or any combination) not to exceed \$100.00 will be provided by the Chapter. Special instructions specific to Chapter involvement in the services should be directed to the Basileus and should only come from direct communication with the family representative or family member who is coordinating the services.

B. Cards

Death of any other family member that is not included as immediate family; including aunt, uncle, nephew, niece, cousin, parent in-law, brother in-law or sister in-law shall receive cards.

C. Hospitalization/Flowers

In the event of the hospitalization of a Soror's husband, child, mother or father, the Chapter will provide flowers not to exceed \$50.00. If there is more than one occurrence the Chapter will follow up with a card.

Gifts

- A. Weddings – The Chapter shall give a gift to an active Soror or a Soror's child when they marry. An announcement must be presented to the Chapter and the gift should not exceed \$40.00.
- B. Retirement – The Chapter shall give a gift to an active retiring Soror which should not exceed \$40.00.
- C. Relocation – The Chapter shall provide a gift to any active Soror with the Chapter who is leaving the Tampa Bay area which shall not exceed \$40.00.
- D. New Baby – The Chapter shall provide a gift or flowers to an active Soror upon the baby's arrival, or provide a gift in the event that a baby shower invitation is submitted, which should not exceed \$40.00.
- E. Graduation – The Chapter shall provide a congratulatory gift to any Soror active in the Chapter who has completed post graduate work with written notification sent or an announcement sent to the Chapter. The gift shall not exceed \$40.00.
- F. Children – The Chapter shall provide a monetary donation of \$40.00 to children of Sorors who graduate from high school or college. A formal invitation or an announcement must be presented to the Chapter.
- G. Guests - The Chapter shall provide a gift not to exceed \$100.00.

H. Birthday – The Chapter shall provide a gift to Sorors within their birth month, not to exceed \$10.00.

RULE 10

SOROR OF THE YEAR GENERAL GUIDELINES

The Soror nominated for the *Soror of the Year* must meet the following guidelines:

1. Meet financial obligations
2. Good moral character
3. Adhere to the Alpha Kappa Sorority Inc. *Code of Ethics*
4. Demonstrate support of the Chapter programs and fundraising activities
5. Display loving and genuine sisterly relations behavior
6. Promote International Program Initiatives and Community Service through active participation

Rule 11

SCHOLARSHIPS (Effective September 2017)

The Zeta Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated in partnership with the Youth Development Foundation of Pinellas County, Inc. awards academic scholarships to deserving Pinellas County high school students and graduates to help students to continue their post-graduate education by attending a four-year accredited college or university, technical or vocational school institute. The scholarships are administered by the ZUO/AKA and YDF Scholarship Committee.

NAMED SCHOLARSHIPS

Scholarships may be established in the **name of a soror, family member or community member/organization** for distribution by the Youth Development Foundation of Pinellas County Inc/ (YDF) in accordance with the ZUO/AKA and YDF Educational Scholarship Procedures (2017).

FUNDED SCHOLARSHIPS

Any **soror, family member or community member/organization** can fund one or any of the YDF scholarships. The funding must be identified prior to the award of the scholarship (in April) and acknowledgement of the funding is at the discretion of the funder.

Rule 12

VOTING PROCEDURES DURING VIRTUAL MEETINGS (effective November 2020)

The recommended voting procedure for elections will consist of an online survey (in real time) using Microsoft Forms or a voting application (i.e., EasyPolls.net (free), ElectionRunner.com, etc.).

The technology committee will coordinate with the Philacter to identify attendance and confirm a quorum. The virtual platform provides an ability to see those in attendance and will be utilized to expedite the establishment of a quorum in lieu of a roll call.

Prior to a vote, the technology committee will confirm attendance and members that are not authorized to vote will be assigned to a holding room. When the vote is called - a survey link will be uploaded to the chat room or an email link will be mailed to all members that are authorized to vote.

Members will be asked to vote via the survey or the email. Responses are anonymous and available to the nominating chair within minutes of the submittal of the survey or email. The Basileus will allow five (3-5) minutes to complete the vote. If a member has connection difficulties and is dropped during the vote and she rejoins the call in 5 minutes or less, the Basileus should allow her the opportunity to vote. The chat room feature may be used to notify the presiding officer of any questions during the vote. All other votes will be conducted using a consent agenda, roll call, voice vote and/or online survey. *Reference: Pandemic Guide for Virtual Chapter Operations, June 2020*

The Chapter Adopted Standing Rules may be amended or rescinded by a majority vote at any business meeting without previous notice. These Standing Rules were revised and approved by a majority vote at the Zeta Upsilon Omega General Chapter Meeting held on September 10, 2017, September 8, 2018 and November 14, 2020.