

Bylaws of the
Theta Gamma Chapter of Alpha Kappa Alpha Sorority, Incorporated
University of South Carolina
Columbia, South Carolina

PREAMBLE

We, the members of Alpha Kappa Alpha Sorority, Inc., to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

Article I. NAME

Section I.

This organization shall be known as the Theta Gamma Chapter, located in Columbia, South Carolina at the University of South Carolina, of Alpha Kappa Alpha Sorority, Incorporated. The Chapter shall be composed of Undergraduate Sorors as defined by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated.

Section II.

This group is organized as a constituent local organization of Alpha Kappa Alpha Sorority, Incorporated and is governed by the Constitution and Bylaws of the same.

Section III.

This organization will adhere to all University of South Carolina policies and procedures while conducting all activities in a manner consistent with the education mission of the University of South Carolina. Theta Gamma Chapter will conduct all activities in a manner that contributes to the intellectual, ethical, psychological, and person growth of its members. The organization will refrain from advocating, inciting, or participating in any material interference or physical disruption of the University of South Carolina. Theta Gamma Chapter will refrain from entering or attempting to enter contractual obligations for the University of South Carolina without prior authorization by designated University of South Carolina staff. This student organization shall not do anything that would jeopardize the University of South Carolina's licensure, accreditation, or tax exemption.

Article II. PURPOSE

The purpose of Theta Gamma 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 I.

Membership in Alpha Kappa Alpha Sorority, Inc. shall be limited to persons officially connected with the University of South Carolina - Columbia as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership.

Section II.

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

Section III.

Membership in Alpha Kappa Alpha Sorority, Incorporated is classified as Undergraduate, Graduate, General, Associate, Honorary or Life.

- a) An active member of Theta Gamma Chapter is a Soror who meets all financial and academic requirements of both her Chapter and the Boule.
- b) Membership in Theta Gamma Chapter shall be classified as Undergraduate.
- c) An Undergraduate member is a Soror who is pursuing a course of study leading to a baccalaureate degree in an accredited two, three, or four-year senior college or university who had been initiated through the official intake process of Alpha Kappa Alpha Sorority, Incorporated.
- d) To remain an active member in Theta Gamma Chapter, all dues, assessments and fees must be paid by the last meeting in December for the upcoming year.

Section IV.

In order for an Undergraduate to be considered a candidate for membership in the Theta Gamma Chapter of Alpha Kappa Alpha Sorority, Incorporated, she must be a woman of high ethical and moral standards and matriculating as a full-time student at the University of South Carolina Columbia Campus. She must, at minimum, be classified as a second semester freshman enrolled at the University of South Carolina immediately prior to submitting an application. Undergraduate candidates must have attained a semester average of C+ and maintained a cumulative average of C+. Undergraduate candidates for membership must also provide evidence of community/campus involvement and provide at least two written references.

Section V.

Any member who fails to live up to her oath of allegiance, rules and regulations of the sorority or fails to maintain a semester average of C+ as well as a cumulative C+ average may be suspended and/or experience a withdrawal of individual privileges.

- a) Withdrawal of individual privileges of a member must be approved by the Regional Director except in the following:
 - a. Withdrawal of individual privileges of a member whose semester average of is less than C+ as well as a cumulative C+ average cumulative average.
 - b. A member whose assessment and dues have not been paid

- b) Any member who fails to abide by Alpha Kappa Alpha Sorority's Anti-Hazing Policy shall immediately be suspended until pending charges are given final ruling by the Graduate Advisor and Regional Director.

Section VI.

In case of suspension, two thirds (2/3) of the membership shall restore a member. In all cases of suspensions, the member recommended to be suspended shall be notified in writing and allowed a time limit fixed by the Chapter for presenting her defense. After reinstatement at the regional conference, action may be taken only after the time limit has expired. The member suspended shall be notified in writing of the action

Section VII.

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 IV. OFFICERS

Section I.

The officers of this organization shall be the Basileus, Anti-Basileus, Grammateus, Tamiouchos, Parliamentarian, Anti-Grammateus, Pecunious Grammateus, Epistoleus, Hodegos, Philacter , Historian, Ivy Leaf Reporter and EAF Captain. Any student seeking to hold or holding office must maintain the cumulative GPR requirement for graduation and remain in good standing in their respective college.

Section II.

- a) Basileus: It shall be the duty of the Basileus to preside at all meetings and enforce all the laws and regulations relating to the administration of the Chapter. She shall appoint all committee chairmen and committees.
- b) Anti-Basileus: In the absence of the Basileus, the Anti Basileus shall have all the power and prerogative of the Basileus.
- c) Grammateus: It shall be the duty of the Grammateus to keep proper records of all meetings and financial reports made by the Tamiouchos, as well as a current roster of members. She will also be required to type all formal reports.
- d) Tamiouchos: It shall be the duty of the Tamiouchos to make monthly and annual reports in writing of the financial working of her office showing amount collected, amount expended and the amount remaining in hand. She shall deliver to her successor in office all money, books and vouchers in her possession. The Tamiouchos and the Graduate Advisor shall be bonded in case annual income exceeds \$500. The Tamiouchos will serve as the chair of the Budget and Finance Committee. To be a candidate for Chapter Tamiouchos, candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds.
- e) Parliamentarian: It shall be the duty of the Parliamentarian to assist the presiding officers in the interpretation of the Constitution and Bylaws according to Robert's Rule of Order. She shall also assist in maintaining order in Chapter meetings.
- f) AntiGrammateus: It shall be her duty to assist the Grammateus in all of her duties.

- g) Pecunious Grammateus: It shall be the duty of this officer to receive all money of the Chapter, giving proper receipts for the same. She should be bonded. To be a candidate for Chapter Pecunious Grammateus, the candidate shall certify that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds.
- h) Epistoleus: It shall be the duty of the Epistoleus to collect all correspondence and present them to the chapter. The Epistoleus will send emails out to the chapter as directed by the Basileus.
- i) Hodegos: It shall be the duty of the Hodegos to introduce and receive all members and visitors. She should also extend all other courtesies.
- j) Philacter: She shall be the official door keeper. She shall keep a record of all members coming into a meeting after it has been called to order and assist in maintaining order in Chapter meetings.
- k) Ivy Leaf Reporter: It shall be the duty of the Ivy Leaf Reporter to send news of the Chapter to the Editor of the Ivy Leaf. She should submit at least one article per semester summarizing all Chapter events. The Ivy Leaf Reporter shall serve as chairman of the Publicity Committee.
- l) Historian: keeps an accurate, historical record of chapter activities and sends materials to the National Archives Committee as appropriate. The Historian works cooperatively with the Program Chairman and the Ivy Leaf Reporter as well as other officers and committee chairmen.
- m) EAF Captain: Encourage members to contribute to the Foundation. Encourage the chapter to contribute to the Foundation above the membership level. Solicit additional chapter contributions to EAF be included in the chapter's annual budget. Appointed by the Basileus.

Section III.

- a) Elections shall be held annually in November. The term of office is January 1 to December 31.
- b) To be eligible for a particular office, the nominee shall exhibit a willingness to serve in the office for which she is eligible.
- c) Voting shall be by secret ballot.
- d) Each newly elected officer shall be installed at the December meeting.

Section IV.

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 V.

The Faculty/Staff Advisor to the Theta Gamma chapter shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The Faculty/ Staff Advisor must be selected from full-time faculty or administrative staff members at the University. The Advisor shall serve as a liaison with the University, and help in the transition period between officers. The Advisor will be invited to and notified of all Theta Gamma chapter meetings and activities.

Article V. GRIEVANCE

Section I.

Impeachment may be initiated by a petition which explains the nature of the grievance against the officer and clearly states that its (the petition's) objective is removal of that officer from office. The petition must be signed by at least one third (1/3) of the organization's active members.

Section II.

Once as least one third (1/3) of the organization's active members have signed the petition, the officer in question shall be notified of her impeachment. The removal hearing shall not be less than fourteen (14) days and no more than twenty-eight (28) days after the officer has been notified. All members of the organization shall be notified by the Grammateus or Basileus of the removal hearing at least seven (7) days before the hearing.

Section III.

At the hearing, charges will be made against the officer by the petitioners and the charged shall be given the opportunity to defend herself and call others in her defense. After both sides have completed arguments, the organization shall vote on the removal of the officer.

Section IV.

It shall take three fourths (3/4) majority of all members present to remove the officer in question from the office.

Article VI. MEETINGS

Section I.

The Chapter shall have at least one meeting per month. These meetings will be January through December, except for the summer months. The December mtg must be held prior to Reading Day which is the last day for school organization meetings. Due to the restrictions of booking meeting space as well as other activities and events, the hour and location of each meeting will be determined at least 2 weeks prior to the regularly scheduled meeting. All financial members can vote at Chapter meetings.

Section II.

The Basileus may call a special meeting herself with the approval of one-third (1/3) of the executive committee or at the request of (one-third) of the executive committee.

The Basileus may call a special meeting at the request of one-third (1/3) of Chapter members. Twenty-four (24) hour notification must be given except in cases of emergencies. Business discussed is limited to that specified in the call.

Section III.

The quorum for a call meeting must be one-third (1/3) of active members.

Section IV.

Members will be notified of meetings via email from the Basileus or designated officer.

Face to Face Chapter Meetings: Chapter meetings are to be held face-to-face rather than virtually (e. g., via Skype or other electronic means.) The Regional Director is to be contacted if there is a reason to have a virtual meeting. The purpose of notifying the Regional Director is to permit the Regional Director to monitor the frequency by which virtual meetings are held and the chapters that are holding meetings in this manner.

Section V.

- a) Theta Gamma Chapter is to be represented at all conferences. A percentage of the Basileus and delegate expenses are to be covered by monies out of the Chapter budget.
- b) Delegates shall be elected by Chapter vote.

Article VII. EXECUTIVE COMMITTEES

The Executive Committee shall consist of all officers and standing committee chairs. The committee has the power to make emergency decisions and recommendations to the Chapter as a whole. The committee shall meet as needed. This committee is also subject to special and/or call meetings. One third majority (1/3) of the Executive Committee must be in agreement before any decision is final.

Article VIII. COMMITTEES

Section I

The Theta Gamma Chapter of Alpha Kappa Alpha Sorority, Incorporated shall have within the organization two types of committees: standing and special.

- a) The standing committees are Budget and Finance, Connection, Bylaws, Founders' Day, Membership, Nominating, Program, Publicity, Standards and Technology.
- b) The special committees are Community Service, Exhibits and Awards, Miss Fashionetta, Fundraising, Archives, Scholarship, Social and Undergraduate Week, Chapter Attire, Cynthia Purvis Fashion Show, NPHC, Step/Stroll, EAF, Sorority Council.
- c) It shall be the privilege of the Basileus to appoint all chairmen and committees except the Nominating Committee. The Basileus may not be a member of that committee either ex officio or otherwise.

Section II. Standing

- a) Budget and Finance Committee: It shall be composed of the Tamiouchos and other Sorors who will be appointed by the Basileus. It shall be the duty of this committee to prepare a budget for the fiscal year, which runs January through December.
- b) Connection Committee: It shall be the duty of this committee to identify and study local, national and international issues which have an impact on the quality of life.
- c) Bylaws Committee: It shall consist of the Parliamentarian as chairman and other members. This committee shall propose needed changes to the Chapter Bylaws and carefully examine all proposed amendments from the Boule and/or Chapter.
- d) Founders' Day Committee: It shall be this committee's duty to plan activities for Founders' Day.
- e) Membership Committee: It shall be responsible for planning the activities of the membership intake process and following membership intake guidelines as set forth in the international

constitution. The chair will be appointed by the Basileus with the approval of the Graduate Advisor.

- f) Nominating Committee: At the first regular meeting held in October, a Nominating Committee of five (5) members shall be elected by the Sorority. It shall be the duty of this committee to nominate candidates for the offices to be filled at the November meeting. The Nominating Committee shall make its report at the second regular meeting scheduled for October. Before elections at the November meeting, additional nominations from the floor shall be permitted. Members of the Nominating Committee are not barred from becoming nominees. The committee shall contact each person who it wishes to nominate in order to obtain her acceptance of nomination.
- g) Program Committee: It shall be composed of the Anti-Basileus, as the chairman, and all committee chairmen. Its purpose is to monitor the planning and execution of all events and activities.
- h) Publicity Committee: The Ivy Leaf Reporter shall serve as chairman of this committee. In its use of mass media and other techniques to report and interpret Alpha Kappa Alpha's program to the public, it will use the Sorority's standard in order to make effective and representative presentations. It must keep in mind that the image of Alpha Kappa Alpha Sorority, Incorporated that the local public receives is largely determined by its presentations.
- i) Standards Committee: It shall be the duty of this committee to design and implement a plan for continuous self-evaluation of Chapter policies, practices, programs and procedures.
- j) Technology Committee: It shall be the responsibility of this committee to ensure the Chapter's website contains up to date, accurate information approved by the Graduate Advisor and Chapter Basileus. The website and any Chapter social media should adhere to policy and regulations set forth by the Corporate Office of Alpha Kappa Alpha Sorority, Incorporated

Section III. Special

- a) Community Service Committee: It shall be the duty of this committee to plan service projects for the academic year.
- b) Exhibits and Awards Committee: It shall be the duty of this committee to coordinate exhibits, displays and floats for the Chapter. It shall also be the duty of this committee to prepare and submit award entries for the Chapter.
- c) Miss Fashionetta Committee: It shall be the duty of this committee to plan, organize and implement Miss Fashionetta as a fundraiser. This event may not be held due to low participation, insufficient funding or other extenuating circumstances.
- d) Fundraising Committee: It shall be responsible for making preparations for fundraising events which are specifically for the purpose of raising money, such as car washes and candy sales.
- e) Archives Committee: It shall be the duty of this committee to maintain and document an accurate historical record of Chapter activities and make arrangements for them to be permanently archived as appropriate. The committee should be chaired by the Historian.
- f) Scholarship Committee: It shall be its duty to evaluate and determine the academic needs of the Chapter and/or individual Sorors, after which appropriate programs should be planned and implemented. A Theta Gamma Soror is ineligible to receive scholarship funds from the chapter.
- g) Social Committee: It shall be the duty of this committee to plan social events for the Sorority, such as dances and speakers. The plans shall be submitted to the Chapter for approval.
- h) Undergraduate Week Committee: It shall be the duty of this committee to plan and implement activities to celebrate the chartering of Theta Gamma during November.

- i) Chapter Attire: It shall be the duty of this committee to recommend and/or coordinate specific attire of chapter members for designated meetings, conferences, programs, and events as necessary to ensure that sorors represent the chapter properly.
- j) Cynthia Purvis Fashion Show: It shall be the duty of this committee to ensure that the chapter annually memorializes this soror by sponsoring or co-sponsoring a fashion show or another event of equal significance. This event may not be held if there are extenuating circumstances.
- k) NPHC (National PanHellenic Council at USC): This committee shall be composed of sorors who have volunteered or have been appointed to represent Theta Gamma Chapter at regular meetings of the NPHC at USC as required. Each soror on this committee shall be designated as a regular representative or as an alternate.
- l) Sorority Council: This committee shall be composed of sorors who have volunteered or have been appointed to represent Theta Gamma Chapter at regular meetings of the USC Sorority Council as required. Each soror on this committee shall be designated as a regular representative or as an alternate.
- m) Educational Advancement Foundation (EAF): This committee will be charged with encouraging members to contribute to the Foundation. Encourage the chapter to contribute to the Foundation above the membership level. Work with Scholarship committee to keep chapter abreast of available EAF scholarships.
- n) Step/Stroll: This committee is charged with comprising routines for competition or showcase as requested by the Regional Director or approved by the chapter body. They are to use the most current guidelines of the SAR Step Show Request Form as well as complete the SAR Step Show Participant Acknowledgement form. The chair will be appointed by the Basileus with the approval of the Graduate Advisor. The Basileus shall create other special committees as needed to facilitate the purpose and objectives of the Theta Gamma Chapter (ie Mr. 1908).

Article IX. PARLIAMENTARY AUTHORITY

The governing documents will be used in said order:

1. National Constitution and Bylaws
2. Manual of Standard Procedure
3. Chapter Bylaws
4. The rules contained in the current edition of Robert's Rules of Order Newly Revised.

Article X. AMENDMENT OF THE BYLAWS

The Constitution shall be amended by the following procedures:

- A) Any member wishing to amend the Bylaws shall propose the change to the Executive Committee in writing.
- B) If accepted by the Executive Committee, the proposed change shall be referred to the Bylaws Committee for action.
- C) The Bylaws Committee shall meet within fifteen (15) days and draft the proposed changes to be presented to the Executive Committee.
- D) The proposed amendment shall be presented to the rest of the Chapter for the first reading. The Basileus shall announce at the meeting when the voting on the proposed amendment(s) will occur. This time is not to exceed fifteen (15) days.
- E) A two day notice will be sent via email that will inform the members that voting on the amendment will take place at the scheduled meeting.
- F) Two thirds (2/3) of the total number of votes cast shall be required for the adoption

of the amendment(s).

G) The South Atlantic Regional Director and/or her designee must approve the changes prior to them taking effect. Once approved, the final document will be uploaded to the regional reporting website.

Article XI. Dues and Finance

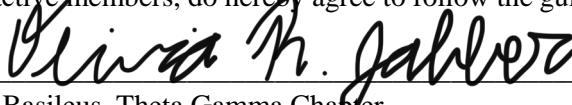
Section 1. Dues for the Theta Gamma chapter will be determined by the corporate office of Alpha Kappa Alpha Sorority, Inc., in conjunction with the office of the South-Atlantic region.

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.

ARTICLE XIII. Ratification

The undersigned student(s) of the University of South Carolina, after a three-fourths (3/4) affirmative vote of active members, do hereby agree to follow the guidelines of this Constitution.

Signed:  Date: 4/11/19
Basileus, Theta Gamma Chapter