

# **ALPHA KAPPA ALPHA SORORITY, INC.**

## **GAMMA SIGMA OMEGA CHAPTER**

**Post Office Box 23292**

**Savannah, Georgia 31403**



## **CHAPTER BYLAWS**

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## **ARTICLE I – NAME**

This organization shall be known as Gamma Sigma Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated, located in Savannah, Georgia. The chapter shall be composed of Graduate Sorors as defined by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated.

## **ARTICLE II – PURPOSE**

The purpose of Gamma Sigma Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated 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: Classes of Membership/Qualifications for Membership**

- 1** Active Member: An active member of Gamma Sigma Omega Chapter is a Soror who has met all financial requirements of the current year of Gamma Sigma Omega Chapter, M.A.R.T.H.A, Inc., and the Boule. Every active member is a member of the Boule.
- 2** Graduate Member: A graduate member is a Soror who has earned a baccalaureate (bachelor's), graduate, or professional degree from an accredited two, three, or four-year senior college or university.
- 3** General Member:
  - a) A general member is a soror who lives in a locality where there is no graduate chapter and who meets the financial obligation of the Boule according to Article VII, Section 5 of the *Bylaws*.
  - b) A general member is a graduate soror who moves to another community for the purpose of studying full time. She shall meet the financial obligations of the Boule according to Article VII, Section 5 of the *Bylaws*. Such classification shall be available for the duration of the period of study.
  - f) A general member is an active soror who is not a member of a local chapter.

- 4 Associate Member: An associate member is an undergraduate soror who leaves school before receiving a degree and affiliates with a graduate chapter after a two-year period following her withdrawal. An associate member is also an undergraduate soror classified as an extension or irregular student who, after six years of continuous membership in the same chapter, affiliates with a graduate chapter. If at the time of transfer, she resides in a community where there is a graduate chapter, she may transfer through the Alpha Kappa Alpha Corporate Office to the graduate chapter or to general membership.
- 5 Honorary Member: A woman to whom honorary membership has been extended, per the International Constitution and Bylaws. An Honorary Member shall have speaking privileges but no voting privileges.
- 6 Life Member:
- (a) An active Soror who has been a member of Alpha Kappa Alpha Sorority, Inc. for at least 25 years qualifies for Life Membership. Must have been financially active for at least 10 or 50 years prior to applying for Life Membership. A Soror must be active at the time of applying for Life Membership;
- A Life Member shall not be required to attend chapter meetings or assume chapter obligations and shall have no voting privileges in the chapter. If a Life Member wishes to vote or participate in the activities of Gamma Sigma Omega Chapter, she must pay chapter dues, EAF dues, assessments, and M.A.R.T.H.A., Inc. dues and assessments.
- (b) An active Soror who has been a member of the Sorority for at least 75 years (Diamond) may obtain Life Membership by application to the Corporate Office without payment of additional fees.
- 7 Transfers: No Soror shall be accepted into active membership of Gamma Sigma Omega before the Chapter has received such Soror's transfer from the Alpha Kappa Alpha Corporate Office. Once the Chapter has received the transfer from the Alpha Kappa Alpha Corporate Office, the Chapter has no power to refuse to accept a Soror who wishes to transfer into the Chapter.

**Section 1A: Soror Requirements for Sponsoring or Co-sponsoring a Candidate for Membership**

A Soror looking to sponsor or co-sponsor a candidate MUST:

1. Be an active member of Gamma Sigma Omega Chapter for at least two (2) consecutive years (24 months) prior to the start of the Membership Intake Process (MIP);
2. Attend at least 5 (50%) of the chapter's regular sorority meetings each year for the two (2) consecutive years (24 months) immediately preceding the start of the MIP;

3. Meet all financial responsibilities in full each year for the two (2) consecutive years (24 months) immediately preceding the start of the MIP;
4. Actively participate in the International AKA Programs each year for the two (2) consecutive years (24 months) immediately preceding the start of the MIP;
5. Actively participate on a Chapter Standing Committee(s) each year for the two (2) consecutive years (24 months) immediately preceding the start of the MIP;
6. Attend one (1) Chapter Standards Workshop per year;
7. Attend at least one (1) Cluster Meeting within the last two years immediately preceding the Membership Intake Process (MIP);
8. Attend at least one of the most recent conferences listed below within the last 24 months immediately preceding the Membership Intake Process (MIP).
  - (a) Regional Conference
  - (b) Leadership
  - (c) Boule

**Section 2: Assessments, Fees or Dues, and Expenditures**

1. The fiscal year of the Chapter shall be from January 1 to December 31;
  - (a) All regular Chapter dues are due and payable to the Chapter by January 1 of each year;
  - (b) All assessments are due on the date designated by Gamma Sigma Omega Chapter;
  - (c) Dues cannot be paid unless all assessments are met;
2. Each member shall pay to the Chapter annual dues based on the amount stipulated by the International Office, the local Chapter, the EAF dues, and the M.A.R.T.H.A. assessment;
3. If a Soror pays her dues after January 15, she will be required to pay a late fee;
4. Dues are not considered paid until the check clears the bank;
5. If a check is returned for insufficient funds, the Soror shall meet her financial obligation by money order, cashier check or cash and pay the return item fee;
6. If a Soror reactivates during the months of January, February, or March she will pay the full amount of annual dues, reactivation fees, the EAF dues, and the M.A.R.T.H.A. assessment;
7. If a Soror reactivates during the months of April, May or June, she will pay reactivation fees, one-half the amount of local Chapter dues, the EAF dues and the M.A.R.T.H.A. assessment;
8. If a Soror reactivates during the months of September, October, November or December, she will pay reactivation fees, one-third the amount of local dues, unless otherwise voted, the EAF dues, and the M.A.R.T.H.A. assessment;



9. An undergraduate Soror who transfers directly into Gamma Sigma Omega Chapter shall only pay per capita tax, EAF dues, and the M.A.R.T.H.A. assessment for her first (1<sup>st</sup>) year of membership in Gamma Sigma Omega Chapter. **The first year of membership is the year that follows her graduation year;**
10. When an expenditure has been authorized, a voucher is prepared and signed by the Basileus and the Committee Chairman. The Tamiouchos then issues a check for the authorized amount, signed by the Basileus and the Tamiouchos/Anti-Tamiouchos;
11. If an expenditure was not included in the budget, approval for taking the expenditure from the contingency fund is secured from the chapter, the Budget Committee or the Executive Committee;
12. The Chapter shall pay the per capita tax for Graduate Advisors and Assistant Graduate Advisors. If the Graduate Advisor or the Assistant Graduate Advisor is a Life Member, the equivalent of the per capita tax will be deducted from their dues.

### **Section 3: Rights of Membership**

- (A) **Qualifications to Serve as a Chapter Delegate/Representative to Cluster, Regional Conference, Boule, and Leadership Seminars**
  - (1) All Sorors who have two consecutive years of membership and who have met their financial obligations in the year of their nomination shall be eligible to serve as delegates to official meetings of the sorority;
  - (2) Delegates to the Regional Conference and the Boule shall be nominated and elected by the body in designated meetings;
  - (3) By virtue of their offices, the Basileus, Anti-Basileus (Basileus-Elect) the Graduate Advisors, and Grammateus shall be Delegates/Representatives to the Cluster, Regional Conferences, Boule, Leadership Seminars, and all other meetings called by the Corporate Office during their respective terms and shall receive funding from the Chapter for

attendance at such meetings. \*Only the Basileus shall receive funding for the Leadership Seminars;

- (4) A soror shall serve as a delegate no more than twice in a five-year period. In cases where there is no member who is willing to serve as a delegate, then sorors who served previously will be eligible.

**(B) Responsibilities of Chapter Delegates:**

- (1) Delegates to official meetings shall attend a delegate orientation to secure their assignment(s) for the respective conference. The Basileus shall conduct the orientation for Chapter delegates prior to the respective conference;
- (2) Each delegate shall submit a written report to the body within thirty (30) following the official meeting they attended;
- (3) Failure to fulfill the above responsibilities shall result in forfeiture of any stipend received by the delegate from the Chapter.

- (C) Voting:** Voting at chapter meetings is open to all financial members of the chapter at the time the vote is taken.

**Section 4: Penalties and Restoration of Privileges**

Any member of this chapter who is found guilty of violating the International Constitution and Bylaws, the Bylaws of this Chapter, the International Manual of Standard Procedure, the established written procedures of this Chapter, or of constantly neglecting her duties as a chapter officer, shall be subject to the imposition of the penalty of withdrawal of individual privileges as provided in these Bylaws.

A decision to invoke this penalty must be voted by a two-thirds vote of the membership at a meeting for which written notice has been given to the affected Soror. The member must be notified in writing of the action taken by the chapter and the conditions for restoration. A copy of the notice shall be sent to the Regional Director and the Alpha Kappa Alpha Corporate Office.

A member subject to withdrawal of individual privileges shall be restored to good standing when the cause of the penalty is removed, when the time specified in the Bylaws has expired, or by a two-thirds vote of the Chapter.

**ARTICLE IV – OFFICERS**

**Section 1: Officers:** The officers of Gamma Sigma Omega Chapter shall be: Basileus, Anti-Basileus (Basileus-Elect), Grammateus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus, Epistoleus, Parliamentarian, Chaplain, Ivy Leaf Reporter, Historian, Hodegos, Graduate Advisors, Assistant Graduate Advisors, Philacter, and Member-at-Large.

**(A) Qualifications for All Elected/Appointed Chapter Officers—MUST:**

- (1) Be an active member of Gamma Sigma Omega Chapter;
- (2) Have attended a minimum of 5 (50%) of the Chapter's regular meetings during each of the last two years;
- (1) Be an active participant in the program of activities of the Chapter;
- (4) Have attended at least one (1) of the following conferences during the current year of membership; Boule, Leadership Seminar or Regional Conference;
- (5) Have attended at least one (1) Cluster Meeting within the last two years;
- (6) Be familiar with the International Constitution and Bylaws of the Sorority, the International Manual of Standard Procedure and the Bylaws of Gamma Sigma Omega;
- (7) Possess knowledge of the Sorority...its philosophy, history and Procedures;
- (8) All officers and candidates for office must have attended one of the last two Gamma Sigma Omega (Duties and Responsibilities of all Officers) Workshops;
- (9) Candidates for elective office must have been an active, financial member of Gamma Sigma Omega Chapter for a period of two (2) years immediately preceding her nomination;
- (10) A candidate for any appointed office must have been an active financial member of Gamma Sigma Omega chapter for a period of at least six (6) months immediately preceding her appointment.

**(B) Qualifications to Serve as Basileus:**

In order to be eligible for this office, a candidate shall have attended one of the last two Boules and/or Leadership Seminars, one of the last two Regional Conferences, one of the last three Cluster Meetings, and must have been an active member of Gamma Sigma Omega Chapter for four consecutive years prior to her candidacy.

**(C) Qualifications to Serve as Anti-Basileus (Basileus-Elect):**

In order to be eligible for this office, a candidate shall have attended one of the last two Boules and/or Leadership Seminars, one of the last two Regional Conferences, one of the last two Cluster Meetings, and must have been an active

member of Gamma Sigma Omega Chapter for three consecutive years prior to her candidacy.

## **Section 2**      **Duties of Chapter Officers**

- (A) All officers shall attend Executive Committee meetings and Chapter meetings. An officer who misses three (3) consecutive Executive or Chapter meetings shall be cited for violation of Article III, Section 4;
- (B) All officers and the chairman of each committee shall submit their reports in writing to the Executive Committee for consideration before presentation to the body. The report shall be submitted to the Basileus, Grammateus, and the Chairman of the Standards Committee;
- (C) The Basileus, Anti-Basileus (Basileus-Elect), Grammateus, Tamiouchos, and the Chairman of the Standards Committee, shall be jointly responsible for filing, on time, all reports required by the International and Regional Offices. After an election, the retiring Basileus, the retiring Anti-Basileus (Basileus-Elect), the retiring Grammateus, the retiring Tamiouchos and the retiring Chairman of the Standards Committee, shall jointly file, and are jointly responsible for filing, on time, all reports required by the International and Regional Offices;
- (D) All officers and Committee Chairmen handling funds for Chapter activities shall submit a written report of all monies received, expended, and refunded to the Executive Committee for presentation to the Chapter within thirty (30) days of said activity. The chairman of each committee shall submit an annual report to the Basileus in triplicate;
- (E) Chapter records from all officers shall be completed for the year and transferred to the new officers within the thirty (30) day period following the election. The retiring Basileus may hold a transitional meeting in December for the purpose of facilitating the transfer of information and Chapter records from the retiring officers to the incoming officers;
- (F) Annual written reports of incumbent officers shall be presented to the body at the December meeting prior to the installation of officers;
- (G) **Basileus:** It shall be the duty of the Basileus to:
  - (1) Preside over all chapter and Executive Committee meetings;

- (2) Enforce a due observance of the Constitution and Bylaws of the organization;
- (3) Call special meetings;
- (4) Prepare the agenda for each Executive Committee meeting and regular meeting;
- (5) Appoint the chairman of all committees unless otherwise specified;
- (6) Have general management of Chapter affairs;
- (7) Serve as an ex-officio member of all committees except the Nominating Committee;
- (8) Conduct all Ceremonies and Rituals;
- (9) Compile the Chapter records and turn them over to the Historian for filing;
- (10) Appoint the members of the Graduate Advisory Committee, the Membership Committee and the Mentoring Committee.

**(H) Anti-Basileus (Basileus-Elect): It shall be the duty of the Anti-Basileus (Basileus-Elect) to:**

- (1) Preside over the meeting in the absence of the Basileus and to perform other duties of the Basileus in her absence;
- (2) Assist the Basileus as needed;
- (3) Chair the Program Committee.

**(I) Grammateus: It shall be the duty of the Grammateus to:**

- (1) Keep proper minutes of all meetings and to present them in a timely manner to the body;
- (2) Keep a list of all committees;
- (3) Keep on file a copy of all committee reports;
- (4) Bind reports and minutes annually.

**(J) Anti-Grammateus: It shall be the duty of the Anti-Grammateus to:**

- (1) Perform the duties of the Grammateus in her absence;
- (2) Assist the Grammateus in the performance of her duties;
- (3) Keep a roll of the attendance of the members at meetings.

**(K) Pecunious Grammateus: In order to be eligible for the position of Pecunious Grammateus, a candidate shall have a general knowledge of accounting and complete the one-day Financial Officers Certification course that is offered by Alpha Kappa Alpha Sorority, Inc. **It shall be the duty of the Pecunious Grammateus to:****

- (1) Receive all funds in the name of the chapter. This includes dues and any funds raised through special projects, contributions, etc;
- (2) Give receipts for all monies received and records such information in a numbered duplicate receipt book;
- (3) Submit all funds received to the Tamiochos within 5-7 days along with a Transmittal of Funds Report to the Tamiochos indicating the source of all funds;
- (4) Maintains a cash receipt journal and a journal reflecting the transmittal of funds, with recorded pre-numbered duplicate receipt book;
- (5) Notify all members of their delinquent obligations which are payable on or before their current dues will be accepted;
- (6) Serve on the Budget and Finance Committee;
- (7) Collect the payment for checks returned due to insufficient funds.

**(L) Epistoleus:      It shall be the duty of the Epistoleus to:**

- (1) Handle the general correspondence of the Chapter including the submission of ads;
- (2) Present the correspondence at both the Executive Committee meetings and regular meetings;
- (3) Maintain a file of incoming and outgoing correspondence.

**(M) Tamiochos:      In order to be eligible for the position of Tamiochos, a candidate shall have a general knowledge of accounting and complete the one-day Financial Officers Certification course that is offered by Alpha Kappa Alpha Sorority, Inc. **It shall be the duty of the Tamiochos to:****

- (1) Receive from the Pecunious Grammateus all funds and deposit them in the appropriate Chapter account within 5-7 business days;
- (2) Receive from the Pecunious Grammateus all funds along with a statement (Transmittal of Funds Report) and deposit them in the appropriate chapter account within 5-7 business days;
- (3) Serve as the custodian of funds;
- (4) Pay bills of the chapter;
- (5) Keep the accounts in a proper manner, i.e., exhibiting resources, amount of receipts and disbursements; maintain checkbook to show current deposits and balances;
- (6) Keep a file of all bills and give a monthly report;
- (7) Make an annual report of all financial matters;
- (8) Secure and file bonding papers for the Pecunious Grammateus, Tamiochos, and Anti-Tamiochos, Basileus and Anti-Basileus;

- (9) Chair the Budget and Finance Committee;
- (10) Maintain a cash disbursement journal;
- (11) Maintain a current alphabetical address roster of current financial members.

(N) **Anti-Tamiouchos:** In order to be eligible for the position of Anti Tamiouchos, a candidate shall have a general knowledge of accounting and complete the one-day Financial Officers Certification course that is offered by Alpha Kappa Alpha Sorority, Inc. **It shall be the duty of the Anti-Tamiouchos to:**

- (1) Perform the duties of the Tamiouchos in her absence;
- (2) Assist the Tamiouchos as needed;
- (3) Serve as a member of the Budget and Finance Committee;
- (4) Succeed the Tamiouchos at the expiration of her term or upon the vacancy of the office;
- (5) Perform the duties of the Pecunious Grammateus in her absence.

(O) **Hodegos:** **It shall be the duty of the Hodegos to:**

- (1) Receive and introduce all visitors;
- (2) Act as official hostess at all meetings;
- (3) Contact members for an Ivy Beyond the Wall Ceremony;
- (4) Keep permanent records of the gifts and courtesies extended to the various Sorors or their families;
- (5) Chair the Hospitality Committee.

(P) **Parliamentarian:** **It shall be the duty of the Parliamentarian to:**

- (1) Interpret the International Constitution and Bylaws;
- (2) Chair the Bylaws Committee;
- (3) Maintain a current copy of Chapter Bylaws and update as needed;
- (4) Advise the Basileus on parliamentary matters as requested.

(Q) **Historian:** **It shall be the duty of the Historian to:**

- (1) Compile and keep current the history-making events of the chapter, i.e. News clippings, scrapbooks;
- (2) Update the Chapter history every two years;
- (3) Chair the Archives Committee.

(R) **Ivy Leaf Reporter:** **It shall be the duty of the Ivy Leaf Reporter to:**

- (1) Send local chapter news and pictures to the International publication;
- (2) Be responsible for the publishing of local chapter news;

(3) Chair the Public Relations Committee.

(S) **Graduate Advisor:** In order to be eligible for the position of Graduate Advisor, immediately prior to her election, a Soror must have been a member of this graduate chapter for at least two years, must have attended one of the last two Boules or one of the last two Regional Conferences, be certified by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated Graduate Advisor Certification Program, must not have been suspended for hazing, and must be at least a five year post graduate from an undergraduate college or university education program. **It shall be the duty of the Graduate Advisor(s) to:**

- (1) Serve as a liaison between the graduate and undergraduate chapter, and between the undergraduate chapter and the Regional Director;
- (2) Establish a working relationship with the appropriate university or college officials;
- (3) Advise the undergraduate chapter in the interpretation and implementation of the Alpha Kappa Alpha Program, the Constitution and Bylaws, the Manual of Standard Procedure, the Undergraduate Membership Intake Process Manual, the Alpha Kappa Alpha Sorority, Incorporated Anti-Hazing Handbook, and other official handbooks;
- (4) Attend or have representation at all meetings and activities of the undergraduate chapter;
- (5) Work in cooperation with the faculty advisor(s) appointed by the college or university where colleges or universities appoint their own faculty advisor(s);
- (6) Co-chair the Graduate Advisory Committee.

(T) **Assistant Graduate Advisor:** In order to be eligible for the position of Assistant Graduate Advisor, it is recommended that a soror have the same qualifications as stated above for the Graduate Advisor. **It shall be the duty of the Assistant Graduate Advisor to:**

- (1) Perform the duties of the Graduate Advisor in her absence;
- (2) Assist the Graduate Advisor as needed;
- (3) Be a member of the Graduate Advisory Committee.

(U) **Philacter:** **It shall be the duty of the Philacter to:**

- (1) Serve as the door keeper for all Sorority functions;
- (2) Check credentials (i.e., letter, certificate, membership card, or an *Ivy Leaf* with name included);
- (3) Collect all fines and remit them to the Pecunious Grammateus.



(V) **Member-at-Large:** It shall be the duty of the Member-at-Large to:

- (1) Serve as liaison between the membership and the officers of the chapter;
- (2) Serve as the “sounding board” for the chapter;
- (3) Devise plans to foster a wholesome relationship among chapter members in collaboration with the membership committee.

(W) **On-Campus Advisor:** In order to be eligible for the position of Chapter elected On-Campus Advisor, the soror must have the same qualifications as the Graduate Advisor. If no soror meets the eligibility qualifications for Chapter elected On-Campus Advisor, then the university will appoint an On-Campus Advisor in accordance with University Policy. **It shall be the duty of the On-Campus Advisor to:**

- (1) Serve as a liaison between the Graduate Chapter and the university;
- (2) Assist the Graduate Advisor as needed;
- (3) Be a member of the Graduate Advisory Committee.

(X) **Chaplain:** It shall be the duty of the Chaplain to:

- (1) Provide spiritual guidance for the chapter;
- (2) Prepare and present meditations for chapter meetings;
- (3) Recite and/or lead the meditations, invocations or inspirational expressions for the executive and chapter meetings;
- (4) Provide meditations, invocations, or benedictions for public meetings or programs of the chapter.

### **Section 3: Term of Office**

- (A) The term of office for each elected and appointed officer, with the exception of officers elected or appointed to fill an unexpired term of office, shall be two (2) years. Where there are qualified and eligible candidates willing to run for an office, no elected officer shall be eligible for the same office for more than two consecutive terms;
- (B) The term of office for Basileus, Anti-Basileus (Basileus-Elect), Grammateus, Anti-Grammateus, Tamiouchos, Anti-Tamiouchos, and Graduate Advisor shall be served concurrently. The term of office for Epistoleus, Pecunious Grammateus, Ivy Leaf Reporter, Assistant Graduate Advisor, and Member-at-Large shall be served concurrently. The officers shall be staggered in order that there shall always be experienced officers;

(C) The Anti-Basileus (Basileus-Elect) shall succeed the Basileus at the expiration of her term or upon a vacancy of this office; the Anti-Grammateus shall succeed the Grammateus at the expiration of her term or upon a vacancy of this office; the Anti-Tamiouchos shall succeed the Tamiouchos at the expiration of her term or upon a vacancy of this office;

(D) In even years, the officers listed below shall be elected to serve two consecutive years:

Basileus	Anti-Basileus (Basileus-Elect)
Grammateus	Anti-Grammateus
Tamiouchos	Anti-Tamiouchos
Philacter	Graduate Advisors

(E) In uneven years, the officers listed below shall be elected to serve two consecutive years:

Epistoleus	Pecunious Grammateus
Assistant Graduate Advisors	Member-at-Large
Ivy Leaf Reporter	

(F) The following officers shall be appointed by the Basileus:

Historian	Parliamentarian
Hodegos	On Campus Advisor
Chaplain	

#### **Section 4: Nominations and Elections**

(A) Elections shall be held annually. Individuals desiring to run for office shall follow the Gamma Sigma Omega Campaign Guidelines;

(B) Voting for officers shall be by secret ballot at the regular meeting in November. Election results shall be presented at the November meeting. **To be elected, a candidate must receive the plurality of votes cast for that office. A tie is broken by the Basileus;**

(C) Elected officers shall be installed at the close of the December meeting. The terms of office shall begin January 1.

## ARTICLE V – MEETINGS

### **Section 1: Regular Meetings**

(A) There shall be one regular meeting per month of Gamma Sigma Omega Chapter, the second Saturday of each month, January – December with the exception of July & August;

(B) The regular chapter meeting shall be held at the site recommended by the Basileus and approved by the Chapter. If needed, a fee shall be assessed to cover the cost of expenses.

### **Section 2: Special Meetings**

(A) **Called:** Should an issue or conflict arise between regular meetings which cannot be handled by the Executive Committee, a special meeting shall be called. Notice of this meeting shall be given at least twenty-four (24) hours prior to the meeting;

(B) **Joint Meetings with Undergraduate Chapters:** Gamma Sigma Omega Chapter shall meet with Gamma Upsilon and Sigma Tau Chapters at least twice a year;

(C) **Electronic Meetings:** In the event of an emergency that makes travel to a meeting hazardous, the chapter should first make every effort to reschedule the meeting. A documented emergency and the permission of the Regional Director are required before a chapter is permitted to meet electronically;

**Section 3: Quorum:** A quorum for regular chapter meetings shall consist of thirty-three and one third percent (33 1/3%) of the active members, including (3) major officers.

## ARTICLE VI – EXECUTIVE COMMITTEE

**Section 1: Composition:** All elected and appointed officers and all chairmen of standing committees shall comprise the Executive Committee. The former Basileus shall be a member for six months following her term of office.

**Section 2:**     **Powers of the Executive Committee:**

- (a) The Executive Committee shall have the power to spend up to \$500 for unbudgeted emergency expenditures;
- (b) The Executive Committee shall have the power to act for the chapter in an emergency.

**Section 3:**     **Meetings:** The executive committee shall meet monthly, prior to the regular chapter meeting.

**Section 4:**     **Quorum:** A quorum for Executive Committee meetings shall consist of a minimum of seven members, two of whom shall be the Basileus or Anti-Basileus (Basileus-Elect) and the Grammateus or the Anti-Grammateus. No voting on financial matters can take place unless a financial officer is present.

## **ARTICLE VII – COMMITTEES**

**Section 1:**     The following are Standing Committees: Archives Committee, Awards Committee, Budget/Finance Committee, Connection and Social Action Committee, Bylaws Committee, Executive Committee, Founders' Day Committee, Graduate Advisory Committee, Hospitality Committee, Social Committee, Protocol Committee, Membership Committee, Mentoring Committee, Nominating Committee, Program Committee, Public Relations Committee, Risk Management Committee, Rituals Committee, Sisterly Relations Committee, Standards Committee, and the Technology Committee. The chairman of each Standing Committee shall, whenever possible, be a Soror who has served on that committee previously. Unless otherwise specified in these Bylaws, the chairman of each committee shall be appointed by the Basileus with the exception of the Nominating Committee. The Nominating Committee shall elect their chairman. The chairman of each committee shall submit their reports in writing to the Executive Committee for consideration before presentation to the body. The committee chairmen handling funds for chapter activities shall submit a written report of all monies received, expended, and refunded to the Executive Committee for presentation to the chapter within thirty (30) days of said activity. The chairman of each committee shall submit an annual report to the Basileus in triplicate. Retiring committee chairmen are responsible for keeping a record of their respective activities in a record book and such book is to be given to the Anti-Basileus (Basileus-Elect) at the end of their chairmanship.

**(A)**     **Archives Committee**

- (1) The Historian shall be the chairman;
- (2) This committee shall be responsible for maintaining the historical records, memorabilia and other chapter properties.

**(B) Awards and Recognition Committee:**

- (1) The chairman shall be appointed by the Basileus.
- (2) This committee shall:
  - (a) Provide each Soror with a copy of the rules and regulations for the Chapter's Achievement awards and make available to interested Sorors a Copy for Chapter, Cluster, Regional and Boule Awards;
  - (b) Be the administrator of the Mozella Gaither Collier Community Volunteer Service Award;
  - (c) Receive chapter award nomination forms and present a slate of award nominees to the chapter to be voted on. The successful recipient of a chapter award shall be the Soror receiving the majority of votes cast;
  - (d) Purchase all awards to be presented by the chapter;
  - (e) Recognize Silver Sorors (25 years) and Golden Sorors (50 years), Pearl (65), Diamond Sorors (75 years), and Soror of the Year annually.

**(C) Budget/Finance Committee**

1. The Tamiouchos shall be the chairman.
2. This committee shall:
  - (a) Make an annual budget for the chapter, considering the recommendations of the committee chairmen;
  - (b) Formulate a travel formula for delegates attending Boule, Regional Conference, Leadership Seminar, etc.;
  - (c) Review the annual budget for the chapter in April each year for any major chapter changes in membership, operational expenses, etc., that may require budget adjustments and report recommended adjustments, if any, at the May Chapter meeting;
3. Technology Committee shall have a representative on this committee.

**(D) Bylaws Committee**

- (1) The Parliamentarian shall be the chairman.
- (2) This committee shall:
  - (a) Formulate amendments to the local and International Constitution and Bylaws as instructed by the chapter;
  - (b) Review proposed amendments to the International Constitution and recommend action to the chapter;
  - (c) Review, update, amend and publicize the chapter Bylaws as needed and/or directed by the chapter;
  - (d) Make a copy of chapter Bylaws available to each financial member;

- (e) Publish and distribute copies of Chapter Policies and Procedures, and Campaign Guidelines;
- (f) Monitor the Chapter's voting process.

**(E) Connection and Social Action Committee**

- (1) The chairman shall be appointed by the Basileus.
- (2) This committee shall:
  - (a) Identify and study local, state, national and international issues which impact the quality of life;
  - (b) Design strategies for communications with the membership regarding issues;
  - (c) Mobilize the membership for action to formulate and recommend Position Statements to the Basileus and/or Executive Committee.

**(F) Executive Committee**

- (1) The Basileus shall be the chairman;
- (2) The Committee shall consider committee reports and make recommendations concerning them;
- (3) The Committee shall have other powers and duties as outlined in Article VI of these bylaws.

**(G) Founders' Day Committee**

- (1) The chairman shall be appointed by the Basileus;
- (2) This committee shall plan and implement a program to honor the Founders of the Sorority;
- (3) This committee shall plan with the Hinesville and Beaufort Chapters for the Tri-Chapters' closed Founders' Day observed in even years;
- (4) Shall plan and implement an open program to honor the Founders of the sorority in uneven years.

**(H) Graduate Advisory Committee**

- (1) The elected Graduate Advisors of Gamma Upsilon and Sigma Tau Chapters shall co-chair this committee;
- (2) To be appointed as a member of this committee, such member shall have been a member of Gamma Sigma Omega for at least two consecutive years immediately prior to her appointment, must be drawn from the leadership of Gamma Sigma Omega – such as current or former graduate chapter officers and Standing Committee chairmen and committee members, and must be certified by the Alpha Kappa Alpha Sorority, Incorporated Graduate Advisors Certification Program.

- (3) This committee shall:
- (a) Meet in January, April and September and as needed during the year;
  - (b) Assist the elected Graduate Advisors in formulating and monitoring the Undergraduate programs and activities for the year and support the work of the elected Graduate Advisors;
  - (c) Develop, implement and oversee a mentoring program for the undergraduates which shall encompass both Undergraduate Chapters, utilizing Alpha Kappa Alpha Sorority's Mentoring Handbook and the current edition of the Undergraduate Membership Intake Process Manual. The program shall last through the undergraduates' membership with the Undergraduate Chapter to her transition to Graduate Membership;
  - (d) Ensure that each undergraduate Soror of Sigma Tau and Gamma Upsilon is paired with a member of Gamma Sigma Omega, including pairing Graduate Chapter Officers with the respective Undergraduate Chapter Officer.

**(I) Hospitality Committee**

- (1) The Hodegos shall be the chairman.
- (2) This committee shall:
  - (a) Take care of all courtesies for chapter members as needed;
  - (b) Receive and introduce all visitors;
  - (c) Provide refreshments for the monthly chapter meetings;
  - (d) Ensure that the gift and courtesies described in Gamma Sigma Omega's Policies and Procedures Manual are only extended to financial members.

**(J) Membership Committee:**

- (1) The chairman and all members of this committee shall be appointed by the Basileus.
- (2) This committee shall:
  - (a) Focus the chapter's membership activities on the International Three R's – Recruit, Reclaim, Retain;
  - (b) Contact all non-financial members and encourage them to reactivate with the chapter;
  - (c) Secure and keep up-to-date personal record cards for each Soror;
  - (d) Secure names and addresses of Sorors graduating from the Undergraduate Chapters and remaining in the area so that contact can be maintained;

- (e) Plan periodic social activities for Chapter Sorors;
- (f) Adhere to the standards set forth in the International Membership Intake Manual.

**(K) Mentoring Committee**

- (1) The chairman shall be appointed by the Basileus.
- (2) This committee shall:
  - (a) Encourage sorors to grow personally and professionally and increase their leadership capabilities;
  - (b) Promote a learning environment that will encourage sorors to embrace a responsibility for the protection of the Sorority and its cultural, historic, and physical properties;
  - (c) Communicate to sorors the seriousness of the vows and the commitment they carry by developing relationships based on caring, sharing and the transfer of knowledge;
  - (d) Enrich the membership experience of sorors through the establishment of an internal support system focused on continuous learning within Alpha Kappa Alpha Sorority, Incorporated;
  - (e) Foster sisterly relations and the conduct of sisterly behavior.

**(L) Nominating Committee**

- (1) This committee shall consist of seven (7) members who shall be elected annually in November. Each member shall have been active in Gamma Sigma Omega Chapter for at least two years prior to membership on this Committee;
- (2) The chairman of this committee shall be elected by the committee from the elected members;
- (3) This committee shall:
  - (a) Certify the eligibility of candidates for elected office and present a slate of officers at the October meeting;
  - (b) Certify the eligibility of candidates nominated from the floor at the October meeting;
  - (c) Conduct a search of eligible candidates for offices in which there are no certified candidates, conduct a search for eligible candidates to fill vacated offices and make recommendations to fill any vacant office as needed during the year;
  - (d) Prepare and tabulate the ballots for all elections;
  - (e) Prepare a list of the most suitable, eligible candidates with the Graduate Chapter Basileus for the offices of Graduate Advisor to Sigma Tau Chapter and Graduate Advisor to Gamma Upsilon Chapter and



forward the list to the undergraduate chapters after the September meeting by giving a copy of said list to the current graduate advisor for each chapter in a sealed envelope. The committee shall ensure that they receive a response from each undergraduate chapter prior to Gamma Sigma Omega's October meeting. Once the undergraduate chapters have made their selection(s), no further nominations for the office of Graduate Advisor shall be accepted from the floor and the graduate chapter shall elect a Graduate Advisor from said list at the November meeting. The committee shall undertake the same process for the office of Assistant Graduate Advisor to Sigma Tau Chapter and Assistant Graduate Advisor to Gamma Upsilon Chapter.

**(M) Program Committee**

1. The Anti-Basileus (Basileus-Elect) shall be the chairman.
2. This committee shall:
  - (a) Outline the chapter's program of activities for the year. This report is to be given at the January meeting;
  - (b) Provide each financial Soror with a copy of the Program of activities for the year;
  - (c) Evaluate the Chapter's program and present a summary at the November meeting each year;
  - (d) Be comprised of the chapter's program activities chairmen.

**(N) Protocol Committee**

- (1) The chairman shall be appointed by the Basileus;
- (2) The committee shall assist the Basileus with planning joint meetings between Gamma Sigma Omega Chapter, Gamma Upsilon Chapter, and Sigma Tau Chapter when Gamma Sigma Omega Chapter is hostess;
- (3) Shall develop and edit a protocol booklet for the Chapter;
- (4) Will send courtesies to other fraternal groups as necessitated after having been authorized by the Chapter;
- (5) Shall work with all event committees to ensure success;
- (6) Conduct protocol workshops and disseminate protocol information.

**(O) Public Relations Committee**

1. The Ivy Leaf Reporter shall be the chairman.
2. This committee shall:
  - (a) Compile and send local chapter news and pictures to the Ivy Leaf;

- (b) Assist in getting local chapter news published;
- (c) Work with the Program Committee and other committee chairmen in publicizing Chapter activities and the achievements of Sorors;
- 3. Be responsible for the chapter's social media;
- 4. Serve as a member of the Technology Committee.

**(P) Risk Management Committee**

The Mission of the Risk Management Committee is to develop strategies to effectively identify, assess, minimize and mitigate risk for the chapter and Alpha Kappa Alpha Sorority, Inc. as a whole.

- (1) The chairman shall be appointed by the Basileus;
- (2) The committee shall:
  - (a) develop a comprehensive chapter Risk Management Plan which will serve as a Roadmap for the chapter to actively and effectively mitigate and manage risk exposure;
  - (b) ensure that the Chapter's Risk Management Plan defines how risks will be identified, evaluated, managed and monitored;
  - (c) review various areas of risk and the impact on the chapter and sorority. Key areas of risk shall include: hazing, reputational risks, financial risks, operational risks, and membership risks;
  - (d) advise and inform the Basileus and Executive Committee on operational and other risks and hazards that may negatively impact the chapter and members, i.e. meeting location and service venues in the community, etc.

**(Q) Sisterly Relations Committee**

- (1) The chairman shall be appointed by the Basileus;
- (2) The committee shall foster sisterly relations;
- (3) The chairman shall serve on the Membership Committee.

**(R) Social Committee**

- (1) The chairman shall be appointed by the Basileus;
- (2) The committee shall plan social functions for the chapter which shall include family members and friends.

**(S) Standards Committee:**

- 1. The chairman shall be appointed by the Basileus. The chairman of the Standards Committee, Basileus, Anti-Basileus (Basileus-Elect), Grammateus, and Tamiouchos, shall be jointly responsible for filing, on time, all reports required by the International and Regional Offices. After an election, the

retiring Basileus, the retiring Anti-Basileus (Basileus-Elect), the retiring Grammateus, the retiring Tamiouchos and the retiring Chairman of the Standards Committee, shall jointly file, and are jointly responsible for filing, on time, all reports required by the International and Regional Offices.

2. This committee shall:

- (a) Formulate the objectives of the Chapter and monitor the Chapter's progress toward them;
- (b) Plan and conduct the officers/committee chairmen's annual workshop and other workshops as needed;
- (c) Conduct the internal evaluation, compile the results, and present them to the body.

**(T) Technology Committee:**

- 1. The chairman and all members of this committee, to include a member of the Budget/Finance Committee, shall be appointed by the Basileus;
- 2. The chairman shall be a member of the Public Relations Committee.
- 3. This committee shall:
  - (a) Address technology issues throughout the chapter;
  - (b) Provide strategic direction to the Basileus on the effective utilization of technology to increase communication and connection throughout the chapter and the Sorority;
  - (c) Maintain an inventory of the Chapter's functioning technology equipment (audio, visual & photography) including its location and operating condition;
  - (d) Maintain the chapter's website.

**(U) EAF Captain**

- (1) The EAF Captain shall be appointed by the Basileus.
- (2) The EAF Captain will coordinate all chapter activities as delineated by the EAF Board of Directors and Alpha Kappa Alpha Sorority, Inc.;
- (3) The EAF Captain shall attend the designated South Atlantic Regional Conference activity at the discretion of the Basileus;
- (4) The chapter shall pay for the ticket to the activity if a fee is required.

## **ARTICLE VIII – SPECIAL AND AD HOC COMMITTEES**

### **Section 1: Creation of Special/Ad Hoc Committees**

The Basileus during her respective term of office shall create committees as needed to facilitate the purposes and objectives of the Chapter.

## **Section 2: Special/Ad Hoc Committees**

### **(A) Audit Committee:**

1. All members of this committee shall be appointed by the Basileus.
2. The Chairman of this committee shall be elected by members of the committee.
3. The Committee shall:
  - (a) Audit the financial records of the Pecunious Grammateus and Tamiouschos, and audit the accounts of expenditures of all other financial officers, annually at the end of each calendar year;
  - (b) Ensure that an external audit of the financial records of the Tamiouschos is done whenever a Tamiouschos has completed her term of Office;
  - (c) Ensure that an external audit of the financial records of all other officers handling funds is completed every two years;
  - (d) The audit committee shall use the internal control objectives and sample audit procedures in *Fiscal Fitness, Guide to Chapter Financial Operations* to determine the adequacy, completeness, and accuracy of the financial records maintained by the chapter's financial officers.
  - (e) Ensure that internal control objectives and audit procedures are being followed by financial officers no later than the first quarter of office after a new financial officer has been installed;
  - (f) Annually audit the financial records of Gamma Upsilon and Sigma Tau Chapters, the two undergraduate chapters sponsored by Gamma Sigma Omega Chapter.

### **(B) AKA Care Committee**

- (1) The chairman shall be appointed by the Basileus.
- (2) This committee shall:
  - (a) Serve as an outreach for retired and/or homebound Sorors;
  - (b) Encourage sorority involvement of Senior Sorors;
  - (c) Promote sisterly relations by offering health, educational; recreational, cultural, and social activities for Senior Sorors.

### **(C) Hardship Committee**

- (1) The chairman and all members of this committee shall be appointed by the Basileus;
- (2) The committee shall develop written guidelines and administer the Chapter Hardship Fund.

**(D) Precious Gem Mentoring Committee**

- (1) The chairman shall be appointed by the Basileus;
- (2) This committee shall plan and spearhead the chapter's Precious Gem Mentoring Program;
- (3) Each Precious Gem shall be assigned a mentor;
- (4) All sorors that work with the Precious Gem Mentoring Program shall be required to attend sensitivity training session(s).

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

The governing documents of Gamma Sigma Omega Chapter will be used in said order:

- (1) International Constitution and Bylaws
- (2) International Manual of Standard Procedure
- (3) Gamma Sigma Omega Chapter Bylaws
- (4) The rules contained in *Robert's Rules of Order Newly Revised*

**ARTICLE X – AMENDING THE BYLAWS**

**Section 1:** The chapter bylaws may be amended by a two-thirds vote of the active membership present at the time of the vote. All proposed changes must be submitted in writing to the chairman of the Bylaws Committee by the end of the April Chapter meeting. The Bylaws Committee shall circulate the proposed amendments to the membership, in writing, and shall read all the proposed amendments received by the chairman of the committee at the May chapter meeting. The chapter shall vote on the proposed amendments at the June chapter meeting.

**Section 2:** Amendments to these Bylaws shall take effect immediately following the adjournment of the chapter meeting at which they were adopted.

**Section 3:** The chapter bylaws shall be amended at any time they are in conflict with the International Constitution and Bylaws or any other international documents and procedures, and shall take effect immediately.

**Section 4:** Amendments to the bylaws shall take effect immediately following adjournment of the Boule at which they are adopted. To be in compliance with the Constitution & Bylaws of Alpha Kappa Alpha Sorority, Incorporated, any applicable amendments to the Constitution & Bylaws, adopted at the Boule, that shall be cause for related changes in the Chapter bylaws, may be made by the chapter without the chapter having to adhere to the established amendment process prescribed at the chapter level. The Chapter Bylaws should not only reflect the change(s) but notice of the change(s) must also be sent to each

chapter member in writing clearly indicating exactly where in the Chapter bylaws such change(s) have been placed by specifically listing the Article, Section, and line where they are located in the chapter document.

## **ARTICLE XI – HAZING DEFINITION AND PROHIBITION**

Alpha Kappa Alpha Sorority, Incorporated defines hazing as an act or series of acts which includes, but is not limited to physical acts such as hitting, striking, laying hands upon or threatening to do bodily harm to any individual(s) while acting in one's capacity as a member of Alpha Kappa Alpha, behavior which is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace, and a variety of prohibited practices, including but not limited to, "underground hazing," "financial hazing", "pre-pledging", "post-pledging", or "post-initiation pledging". Hazing is strictly prohibited and will not be tolerated in any form by Alpha Kappa Alpha Sorority, Incorporated.

## **ARTICLE XII – DISSOLUTION**

Upon dissolution of Gamma Sigma Omega Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Section 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 the meaning of Section 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.

### **Chapter Bylaws Committee Members**

Soror Connie Cooper, Chairman

Soror Tammy Barnes-Scott

Soror Tara Scott-Brown

Soror Denise Cooper

Soror Lynda DeLoach

Soror Johnye Gillans

Soror Kamilah Godwin

Soror Zena McClain-Haymon

Soror Sharon Savage-Watson

Soror Audrey Barnes Singleton

Soror Lillian Taylor

Soror Charlene Jones, Basileus-- Ex-Officio