

ALPHA KAPPA ALPHA SORORITY, INCORPORATED



**TAU DELTA OMEGA CHAPTER
BYLAWS**

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ARTICLE I – NAME

The name of this chapter shall be Tau Delta Omega of Alpha Kappa Alpha Sorority, Incorporated. This is a graduate (alumnae) chapter, chartered November 10, 1991 and located in the City of Chester, Delaware County, Pennsylvania.

ARTICLE II – PURPOSE

The purpose of Tau Delta Omega Chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college educated 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.

ARTICLE III – CLASSES OF MEMBERSHIP

The membership of Tau Delta Omega Chapter shall consist of graduate, associate, and life members who meet the membership requirements of Alpha Kappa Alpha Sorority, Incorporated as stated in the *Bylaws* of Alpha Kappa Alpha Sorority, Incorporated.

SECTION 1. Active Membership. An “active” financial member is a soror who has met the financial requirements of Tau Delta Omega Chapter and Alpha Kappa Alpha Sorority, Incorporated’s Corporate Office for the current year. Each financial member must serve on at least one standing committee of the chapter.

SECTION 2. Dues and Fines. The fiscal year of Tau Delta Omega Chapter shall begin January 1 and end December 31 of the same year.

- a) Tau Delta Omega Chapter dues shall be the amount recommended by the Finance Committee and approved by the membership. Dues are due the first Sunday in December.
- b) Per capita dues for a soror will not be forwarded to the Corporate Office until all Tau Delta Omega Chapter dues or outstanding balances have been paid in full.
- c) A fine of ten percent (10%) will be levied for per capita and chapter dues that are paid after January 15th of any year.
- d) A soror transferring from an undergraduate chapter shall be eligible for a fifty percent (50%) reduction in chapter dues for two years, commencing in January, immediately following her graduation.
- e) A soror affiliating with Tau Delta Omega Chapter shall be eligible to pay prorated chapter dues calculated from her date of affiliation.

SECTION 3. Candidates for Membership. Tau Delta Omega Chapter will conduct its Membership Intake Process in accordance with the most recent edition of the *Membership Intake Process Manual*.

SECTION 4. Rights, Obligations of Membership, Penalties, and Restoration of Privileges.

- a) Each individual member and every chapter shall have knowledge of and shall fully comply, in good faith, with all provisions of the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated. Penalties or sanctions shall be imposed when an individual member or chapter violates her/their obligations under the *Constitution and Bylaws*.
- b) The Regional Director shall have the authority to determine whether an individual member or chapter violation has occurred and to impose an appropriate penalty, subject to the approval of the Supreme Basileus. This authority does not include individual expulsion or the lifting (revocation) of the chapter charter.
- c) The penalties for violation of the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated, by an individual member or chapter may include: 1) withdrawal of individual member or chapter privileges, 2) suspension, 3) expulsion, 4) revocation of the chapter charter, and 5) fines.
 1. Withdrawal of individual or chapter privileges shall be imposed for a period not to exceed twelve (12) months;
 2. Suspension of an individual member or chapter shall be imposed for a period not less than twelve (12) months or more than five (5) years;
 3. Expulsion of an individual member shall be imposed as a permanent revocation of membership;
 4. Revocation of the chapter charter shall dissolve the chapter; and
 5. Fines may be imposed in accordance with the table of fines set by the *Manual of Standard Procedure*, upon the approval of the Supreme Basileus.
- d) The penalty for hazing by an individual member or chapter shall be suspension or expulsion or revocation of the chapter charter. A fine may also be imposed on an individual member or chapter for hazing. The penalty for an individual member or chapter who subjects themselves to hazing shall be suspension or expulsion or revocation of the chapter charter. A fine may also be imposed on an individual or chapter who subjects themselves to hazing.
- e) Withdrawal of individual member privileges may include but shall not be limited to forfeiture of the right to vote in chapter meetings; hold office; participate in or attend social affairs of the chapter; or officially represent the chapter of Alpha Kappa Alpha Sorority, Incorporated until such time as the privileges are restored. Withdrawal of individual privileges shall be enforced until the Regional Director determines that the cause(s) for the penalty no longer exist(s), or until the designated period of the penalty has expired, except in the following instance:
 - An individual member found responsible for circulating any unauthorized communication in the name of Alpha Kappa Alpha Sorority, Incorporated, shall be subject to this penalty for not less than 90 days.

- f) A chapter may impose the penalty of withdrawal of privileges on an individual member for infractions of Alpha Kappa Alpha Sorority, Incorporated's rules not covered in Section 4 above or Article VI, Section 9, 11 and 12 of the *Bylaws* of Alpha Kappa Alpha Sorority, Incorporated. A decision to invoke the penalty must be voted by a two-thirds vote of the membership at a meeting for which written notice was given. The member must be notified in writing of the action taken by the chapter and the conditions of restoration of privileges. A copy of the notice shall be sent to the Regional Director and Alpha Kappa Alpha Sorority, Incorporated's Corporate Office.

SECTION 5. Appeals Process. Any individual or chapter having grievances with the ruling of the Regional Director affecting any substantial question should not hesitate to appeal the decision according to the steps set forth in Article VI, Section 15 of the *Bylaws* of Alpha Kappa Alpha Sorority, Incorporated and as outlined in the *Manual of Standard Procedure*.

SECTION 6. Restoration to Good Standing. A chapter or member subject to withdrawal of chapter or individual privileges shall be restored to good standing when the cause of the penalty is resolved; when the time specified by the *Bylaws* has expired; when the financial obligations, including the payment to the Alpha Kappa Alpha Sorority, Incorporated Corporate Office of the annual chapter tax for each year of a chapter's inactive status resulting from withdrawal of privileges or chapter suspension, have been met; or by a two-thirds vote of the chapter if the penalty was invoked by the chapter as stated in Article VI, Section 4 of the *Bylaws* of Alpha Kappa Alpha Sorority, Incorporated for violations.

ARTICLE IV – ELECTED OFFICERS AND COMMITTEE MEMBERS

SECTION 1. The officers and committees of this chapter shall consist of the following: Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Epistoleus, Tamiouchos, Pecunious Grammateus, Philacter, 1st Member-at-Large, 2nd Member-at-Large, Ivy Leaf Reporter, Archivist, Hodegos, Auditing Committee and Nominating Committee.

SECTION 2. The term of office shall be for two years. No officer or elected committee member may serve more than two consecutive terms or four consecutive years or until their successors are elected.

- **Group I Officers:** Basileus, Anti-Grammateus, Tamiouchos, Philacter, Archivist, 2nd Member-at-Large, Nominating Committee, and Graduate Advisor shall be elected during the odd year.
- **Group II Officers:** First Anti-Basileus, Second Anti-Basileus, Grammateus, Pecunious Grammateus, Epistoleus, Hodegos, Ivy Leaf Reporter, 2nd Member-at-Large, and Auditing Committee shall be elected during the even year.

A 2nd Member-at-Large shall be elected every year. The 2nd Member-at-Large will succeed the 1st Member-at-Large at the end of the first year of her term.

Each retiring Basileus shall be a member of the Executive Committee for the term of one year succeeding her term as Basileus.

SECTION 3. Eligibility Requirements.

- A. To be eligible to hold the office of Basileus, First Anti-Basileus, or Second Anti-Basileus in Tau Delta Omega Chapter, you must have:
- a. Been a financial member of Tau Delta Omega Chapter for three consecutive years immediately prior to election;
 - b. Knowledge of the fundamentals of parliamentary procedure;
 - c. Attended at least two of the last five regional conferences;
 - d. Attended at least one Boulé over the last five years, or in lieu of attending Boulé, attended two of the last Regional Conferences and also attended at least one leadership opportunity including Chapter Leadership Seminar, Leadership Seminar, Cluster Conference, or area meeting over the past year.

Should a soror be elected by the body she will be required to attend Boulé during her administration to represent Tau Delta Omega Chapter.

In addition, a soror interested in holding these positions should take advantage of the leadership learning opportunities demonstrated by having:

- a. attended at least eighty percent (80%) of Tau Delta Omega Chapter's regular meetings during each of the past three years; and
 - b. participated in the program activities of Tau Delta Omega Chapter.
- B. To be eligible to hold another office, a soror must have attended at least one of the following: Cluster Conference, Regional Conference, Leadership Seminar, or Boulé during the 5 years prior to their election or during the first year of her term of office.
- C. To be considered a candidate for Tamiouchos or Pecunious Grammateus, an interested member must submit the Prospective Financial Officer Candidate Disclosures Form to the Nominating Committee certifying that she has not been sanctioned (1) legally or (2) internally by another organization for misappropriation of funds. In addition, sorors serving in these offices must complete Alpha Kappa Alpha Sorority, Incorporated's Financial Officers' Certification training during the first year of their term of office.

SECTION 4. The Basileus shall preside at all Tau Delta Omega Chapter general, executive, and call meetings. She shall, with the Tamiouchos, sign all checks, leases and contracts approved by the chapter. She shall call regular meetings and postpone regular meetings with the consent of the chapter. She shall appoint chairmen of all committees not called for in these *Bylaws* with the

exception of the Nominating and Auditing Committees. All appointed chairmen serve during the term of the Basileus. She shall act as an ex-officio member of all committees with the exception of the Nominating and Auditing Committees. She shall perform all the duties, which are usually executed by the Chief Executive Officer, and represent the chapter at all meetings. The Basileus is the official representative of the chapter. She shall be bonded.

SECTION 5. The First Anti-Basileus shall execute the duties of the Basileus in her absence and assist the Basileus in the discharge of special duties. She shall direct program activities of the chapter and serve as the chairman of the Program Committee and with the Basileus, be responsible for the preparation of the Chapter Report to Alpha Kappa Alpha Sorority, Incorporated's Corporate Office. She shall perform such additional duties as requested by the Basileus.

SECTION 6. The Second Anti-Basileus shall execute the duties of the Basileus in the absence of the Basileus and the First Anti-Basileus. She will be responsible for verifying the credentials of all members and prospective members. She shall serve as the chairman of the Membership Committee. She will assist the Basileus in the preparation of the Chapter Report.

SECTION 7. The Grammateus shall record and distribute the proceedings of all regular and special meetings. She shall present the minutes at the next regular meeting. She shall receive, from the sponsor, all materials for the processing of candidates for membership, as stated in Section 1 of the *Membership Intake Process Manual* and the *Manual of Standard Procedure* of Alpha Kappa Alpha Sorority, Incorporated.

SECTION 8. The Anti-Grammateus shall assist the Grammateus and perform all of the aforementioned duties in the absence of the Grammateus. She shall record and distribute the proceedings of all executive committee meetings. She shall present the minutes at the next executive committee meeting. She shall serve in the absence of the Epistoleus whenever necessary. She shall prepare a chapter directory of all financial members annually.

SECTION 9. The Tamiouchos shall deposit all Tau Delta Omega Chapter money into the chapter's bank account, at the bank designated by the chapter. She shall present at each regular meeting, a statement giving total receipts, expenditures and bills outstanding. She shall make the financial books available for audit. She shall, with the Basileus, sign all checks, leases, and contracts approved by the chapter. She shall serve on the Investment Committee and as the chairman of the Finance Committee. She shall be bonded. She shall give all financial records to the newly elected Tamiouchos at the completion of her term of office.

SECTION 10. The Pecunious Grammateus shall receive all money paid by the members, as well as income from projects, keep a detailed record of money and income, and remit the money and income to the Tamiouchos. She shall present a financial statement of receipts at each regular meeting and serve as a member of the Finance Committee. She shall be bonded.

SECTION 11. The Epistoleus shall present all correspondence at meetings; and write official letters, announcements and notices for the chapter. She shall notify all financial members of chapter meetings at least seven calendar days prior to the meeting and at least ten calendar days prior to special meetings of Tau Delta Omega Chapter. She shall keep a log of all chapter correspondence and present the current log at each regular meeting.

SECTION 12. The Philacter shall guard the door at all meetings and during chapter initiations and other private rituals, announce all alarms, help maintain order in meetings and collect all fines. She shall also be a member of the Membership Committee.

SECTION 13. The Hodegos shall receive and introduce all visitors. She shall maintain a record of attendance of all visiting sorors at all regular meetings. She shall serve as chairman of the Hospitality/Courtesies Committee.

SECTION 14. The Archivist shall maintain Tau Delta Omega Chapter's archives and keep a permanent history of the chapter's activities. She is the coordinator of all displays and exhibits approved by the chapter for regional and other conferences.

SECTION 15. The Ivy Leaf Reporter shall be responsible for writing and sending items concerning Tau Delta Omega Chapter's activities, special events and member achievements to the *Ivy Leaf Magazine*, and for publicizing the same. She shall call the attention of sorors to special *Ivy Leaf Magazine* requests and serve as chairman of the Public Relations Committee.

SECTION 16. The Parliamentarian shall interpret Alpha Kappa Alpha Sorority, Incorporated's *Constitution and Bylaws* and Tau Delta Omega Chapter's *Bylaws*. She shall assist the Basileus in ensuring that all meetings are conducted in accordance with guidelines found in the current edition of *Robert's Rules of Order, Newly Revised*, when requested to do so by the presiding officer and/or when deemed necessary. She shall ensure that the order of business is conducted as recommended by Alpha Kappa Alpha Sorority, Incorporated's Corporate Office. She shall serve as chairman of the Bylaws Committee. She shall be appointed by the Basileus.

SECTION 17. There shall be two Members-at-Large to represent the interests of the general membership on the Executive Committee and accept duties as assigned by the Basileus. The 1st Member-at-Large shall serve as chairman of the Standards Committee. The 2nd Member-at-Large shall serve on the Membership Committee.

SECTION 18. The Chaplain shall be responsible for meditation services for Tau Delta Omega Chapter's spiritual growth activities, coordinate chapter worship services and assist in chapter ceremonies according to Alpha Kappa Alpha Sorority, Incorporated's *Manual of Rituals*. She shall be appointed by the Basileus.

SECTION 19. 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 concern. 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.

To be a Graduate Advisor to an undergraduate chapter, immediately prior to her election, the candidate shall have:

- Been a member of the graduate chapter for at least two years,
- Never have been suspended for hazing,
- Been at least a five-year post graduate from an undergraduate college or university program,
- Attended one of the last two Boulés or one of the last two Regional Conferences, and
- Been certified by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated Graduate Advisor Certification Program.

SECTION 20. The Inter-Greek Council Representative is a two-year position appointed by the Basileus. The Inter-Greek Council Representative shall attend all monthly Chester Inter-Greek Council (CIGC) meetings or ask a soror to attend in her absence.

The Inter-Greek Council Representative shall regularly attend chapter and executive committee meetings of Tau Delta Omega Chapter and communicate information to the chapter regarding programs and events of the CIGC and other affiliate member organizations. All decisions regarding CIGC participation in Inter-Greek events must first be voted on by the chapter or approved by the Basileus.

SECTION 21. It shall be the duty of each officer and committee chairman to deliver to her successor all files, supplies, and other material in her possession within 30 days after the election of new officers and/or selection of new chairmen. The transition shall begin immediately after the election of new officers or the selection of new chairmen.

SECTION 22. It shall be the duty of each officer and committee chairman to notify the Basileus when she is not able to assume her duties.

SECTION 23. The Nominating Committee shall consist of three financial sorors elected for a two-year term commencing the January following their election. The chairman shall be the soror receiving the highest number of votes. In the event of a tie, the chair shall be selected by drawing lots.

SECTION 24. The Auditing Committee consists of three financial sorors elected for a two-year term commencing the January following their election. The chairman shall be chosen by the committee. Neither the current, nor the immediate past Basileus, Tamiouchos, Pecunious Grammateus, or any soror dealing with finances shall serve on this committee.

SECTION 25. The Basileus shall appoint members to the Elections Committee, one of whom shall be the chairman. This committee shall be responsible for distributing and counting the ballots as well as reporting the results at November's chapter meeting. In the event there is but one nominee for any office, the vote of that office may be taken by voice vote.

SECTION 26. Recommendations for position vacancies shall be made by the Basileus to fill the unexpired term if the vacancy occurs after the 18th month of the term, otherwise, positions should be filled by election. This recommendation shall be approved by the Executive Committee and then submitted to the membership at the next regular meeting. The position of the Basileus shall be succeeded by the First Anti-Basileus. The appointed officer shall complete the term of the office vacated by the previous officer. The appointed officer serving any term of office for one year and one day will only be eligible to run for one additional term of that office.

SECTION 27. An elected or appointed officer may be removed for cause. Cause shall include, but not be limited to, violations of Alpha Kappa Alpha Sorority, Incorporated's *Constitution and Bylaws, Manual of Standard Procedure, Soror Code of Ethics, or other official rules and regulations of the Sorority (i.e. Membership Intake Process Manual)*. Good cause for removal may also be shown by violations of the *Bylaws* of Tau Delta Omega Chapter, except that minor infractions of protocol, dress code, and the like shall not constitute cause.

Removal of an appointed officer not filling the unexpired term of an elected office can be done by the Basileus provided that the Executive Committee affirms it by majority vote at the next regularly scheduled meeting of the Executive Committee.

Removal of any other officer shall require a two-thirds vote by the Executive Committee at any meeting in which there is a quorum of the Executive Committee. In the event that the removed officer dissents, she must file an appeal, in writing, to the Basileus (or First Anti- Basileus if the Basileus is the removed officer), within seven days. The full body shall hear the appeal at the next scheduled chapter meeting or at a special call meeting at least seven days after written or emailed notice has been given. The removal stands unless a simple majority of those present vote for reinstatement.

In all cases where the officer is not currently suspended by the Sorority, she shall have the right to remain in office until the chapter votes on her appeal.

ARTICLE V – MEETINGS

SECTION 1. The regular meetings of Tau Delta Omega Chapter shall be the first Sunday of each month at a location that will be so designated. There shall be ten regular meetings per year from September to June inclusive. Chapter meetings are to be held in a manner that allows sorors to be in a room together for face-to-face discussion of chapter business. In the event of an emergency or special circumstance, a chapter meeting may be held electronically upon approval by the Regional Director.

SECTION 2. The Executive Committee shall meet prior to the regular meetings of Tau Delta Omega Chapter.

SECTION 3. Special meetings shall be convened at the discretion of the Basileus and/or a majority of financial sorors with seven days' notice.

SECTION 4. A quorum shall consist of one-third of financial sorors.

SECTION 5. Sorors shall be notified of executive and regular chapter meetings via email or postal mail at least seven days prior to the meeting. The dress code for regular Tau Delta Omega Chapter meetings is business attire.

SECTION 6. The Executive Committee, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communication media as long as all the members may simultaneously hear each other and participate during the meetings. Regular meetings shall not be held in this manner.

ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee of Tau Delta Omega Chapter shall consist of the Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus, Hodegos, Philacter, Graduate Advisor, Archivist, Historian, Ivy Leaf Reporter, Members-at-Large, Parliamentarian, Chaplain, and Chairmen of all standing committees.

SECTION 1. Powers. The Executive Committee shall conduct the business of the chapter between the regular meetings and in the case of emergencies. All business transacted shall be reported at the next regular meeting.

SECTION 2. Meetings. The Executive Committee shall meet prior to the regular meetings of Tau Delta Omega Chapter.

SECTION 3. Quorum. A quorum shall consist of one-third of the members of the Executive Committee.

SECTION 4. All officers must attend at least fifty percent of Executive Committee and regular meetings.

ARTICLE VII – STANDING COMMITTEES

SECTION 1. The Standing Committees of Tau Delta Omega Chapter shall be Executive, Program, Membership, Nominating, Auditing, Finance, Standards, Hospitality and Courtesies, Bylaws, Public Relations, Ways and Means, Archives, Connection and Social Action, Investment, Technology, Protocol, Sisterly Relations, and Risk Management.

SECTION 2. Number of Members. Unless otherwise noted in the *Bylaws*, each committee chair shall establish the number of members needed to effectively carry out the business of that committee.

SECTION 3. Manner of Selection. Membership of the Executive, Auditing, and Nominating Committees shall be in accordance with the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated and the *Bylaws*. Membership on all other committees is voluntary based on sorors' expertise and interests.

SECTION 4. The Program Committee shall interpret, develop, coordinate, promote, and implement the chapter program in accordance with the international program of Alpha Kappa Alpha Sorority, Incorporated. The Program Committee shall be chaired by the First Anti-Basileus.

SECTION 5. The Membership Committee shall monitor membership status and trends and shall recommend strategies for recruitment, retention, and reactivation of members. It shall compile and maintain the membership files, keep attendance records, assist in addressing and processing all prospective candidates for membership within the guidelines stated in the *Constitution and Bylaws*, *Manual of Standard Procedure*, and *Membership Intake Process Manual* of Alpha Kappa Alpha Sorority, Incorporated. The Membership Committee shall be chaired by the Second Anti-Basileus.

SECTION 6. The Nominating Committee shall nominate at least one candidate for each office to be filled. The committee shall submit a slate of candidates for office in October, to be elected in November. Prior to election, the committee must certify the credentials of all the nominees and clear the financial status of all nominees with the Pecunious Grammateus.

SECTION 7. The Finance Committee shall plan for the economic security of the chapter through its endorsed annual budget and promote the ways and means of the chapter by developing financial standards for the membership, as well as recommend the payment of contributions and expenditures to the Basileus and chapter. The committee is responsible for delivering financial records to the Auditing Committee. The Finance Committee shall be chaired by the Tamiouchos.

SECTION 8. The Ways and Means Committee shall be responsible for determining, presenting, and implementing the fundraising activities of the chapter. The Ways and Means Committee chairman is appointed by the Basileus.

SECTION 9. The Auditing Committee shall be responsible for obtaining an external audit of the chapter's finances following the election of the Basileus and/or Tamiouchos and performing an internal audit on the opposite years.

SECTION 10. The Standards Committee shall conduct the chapter's self-evaluation. Members shall familiarize themselves with and use the Standard Model as devised by the International Standards Committee. This committee shall plan and implement the Officers Workshop. The Standards Committee shall be chaired by one of the two Members-at-Large.

SECTION 11. The Bylaws Committee shall propose needed changes to the chapter Bylaws in accordance with the *Constitution and Bylaws* of Alpha Kappa Alpha Sorority, Incorporated. It shall carefully examine proposed amendments to Tau Delta Omega Chapter's *Bylaws* and formulate all amendments for circulation to the chapter. The Bylaws Committee shall be chaired by the Parliamentarian.

SECTION 12. The Public Relations Committee shall publicize the news of Tau Delta Omega Chapter's activities in any and all media. The Public Relations Committee shall be chaired by the Ivy Leaf Reporter.

SECTION 13. The Hospitality/Courtesies Committee shall be responsible for sending expressions of remembrance to financial sorors for all merited occasions as specified in the standing rules of this committee. The Hospitality/Courtesies Committee shall be chaired by the Hodegos.

SECTION 14. The Connection and Social Action Committee shall identify and study local, national, and international issues which impact the quality of life, design strategies for communication to the membership regarding issues, and mobilize the membership for action to formulate and recommend position statements to the Basileus and/or Executive Committee. The Connection and Social Action Committee chairman shall be appointed by the Basileus.

SECTION 15. The Investment Committee shall be responsible for originating and administering a program of investment policies for Tau Delta Omega Chapter as well as providing strategic recommendations to the chapter. The Investment Committee shall consist of a chairman and two-four other members, one of whom shall be the Tamiouchos.

SECTION 16. The Archives Committee shall serve as advisor to Tau Delta Omega Chapter in the development and implementation of policy for the archival records. The specific responsibilities include: (1) developing guidelines to facilitate the collection, storage, codifying, maintenance, access, and use of holdings; and (2) recommending policy that addresses ownership, custody and transfer of archival records. This Archives Committee shall be chaired by the Archivist.

SECTION 17. The Protocol Committee shall ensure that current protocol guidelines are followed for regular meetings, sorority functions, and other public events. The Protocol Committee chairman shall be appointed by the Basileus.

SECTION 18. The Sisterly Relations Committee shall implement Alpha Kappa Alpha Sorority, Incorporated's sisterly relations program. The committee shall play a major role in strengthening and continuing the Sorority's commitment to sisterhood by developing programs that reinforce the core values of Alpha Kappa Alpha Sorority, Incorporated. The Sisterly Relations Committee chairman shall be appointed by the Basileus.

SECTION 19. The Risk Management Committee shall develop and execute a plan to effectively identify, assess, mitigate and reduce risk to Tau Delta Omega Chapter. The duties shall include (1)

advising the executive committee on operational and other risks to the chapter; and (2) facilitating training workshops advising chapter members on operational and other risks to the chapter and the sorority. The Risk Management Committee chairman shall be appointed by the Basileus.

SECTION 20. The Basileus shall create committees as needed to facilitate the purpose and objectives of the chapter.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The governing documents of Tau Delta Omega Chapter will be used in said order:

1. Alpha Kappa Alpha Sorority, Incorporated *Constitution and Bylaws*
2. Alpha Kappa Alpha Sorority, Incorporated *Manual of Standard Procedure*
3. Tau Delta Omega Chapter *Bylaws* and

The parliamentary authority, on all matters not covered in these *Bylaws* or in the documents of Alpha Kappa Alpha Sorority, Incorporated, shall be the current edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE IX – AMENDMENT OF THE BYLAWS

SECTION 1. These *Bylaws* shall be amended by the following procedure:

Any chapter member wishing to amend Tau Delta Omega Chapter's *Bylaws* shall forward the proposed amendment on the Proposed Bylaw Amendment Form to the Chairman of the Bylaws Committee for consideration by the committee.

If favorably acted upon by the Bylaws Committee with two-thirds of the votes cast, the proposed amendment shall be forwarded to the Basileus for consideration by the Executive Committee. If favorably acted upon by the Executive Committee with two-thirds of the votes cast, the proposed amendment shall be forwarded to the chapter for consideration.

The *Bylaws* may be amended at a regular chapter meeting by two-thirds of the votes cast, provided the proposed amendments were circulated to financial members of the chapter at least seven (7) calendar days preceding the meeting.

Financial members shall be notified at least seven (7) days prior to the regular chapter meeting at which the vote will take place.

Amendments to the *Bylaws* must be approved by the Regional Director and shall take effect immediately following such approval.

ARTICLE X – DISSOLUTION

Revocation of Chapter Charter. 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 forwarded to the Boulé through the Regional Director to the Directorate.

Upon dissolution of Tau Delta 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 public purpose.

Revised: 06/2021, 09/2019, 10/2018, 09/2016, 04/2014, 11/2013, 09/2012, 09/2011, 06/2010, 06/2009, 01/2007, 11/2006, 03/2006, 04/2005, 12/2004, 01/2003, 01/2001, 12/1998, 04/1997, 03/1995



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