



Alpha Kappa Alpha Sorority, Incorporated®

Alpha Delta Chi Omega

BYLAWS

Approved: December 30, 2025

Effective: January 8, 2026

Alpha Kappa Alpha Sorority, Incorporated®

ALPHA DELTA CHI OMEGA

BYLAWS

Article I. NAME

This organization shall be known as Alpha Delta Chi Omega located in Charlotte, North Carolina, a Graduate Chapter affiliated with Alpha Kappa Alpha Sorority, Incorporated.

Article II. PURPOSE

The purpose of Alpha Delta Chi Omega 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 the Alpha Kappa Alpha Sorority, Incorporated.

Article III. MEMBERSHIP

Section 1. Qualifications for Membership

- A. Members must be in good standing. A Soror is considered in good standing and an active member of Alpha Delta Chi Omega when she has met all financial obligations to both the chapter and the Boule of the current year.
- B. Membership in Alpha Delta Chi Omega shall be classified as Graduate, Associate, and Life
- C. A Soror transferring into Alpha Delta Chi Omega Chapter must be cleared by the Corporate Office in order to be added to the Chapter's membership roster.

Section 2. Financial Obligations.

Financial requirements shall include dues and all other obligations incurred by every member when said obligations are voted into effect by the Chapter.

- A. **Annual Chapter Dues:** The annual Chapter dues shall be the amount voted upon by the Chapter at a designated meeting. Dues for the following year will not be accepted if past Chapter financial obligations have not been met. A Soror who does not meet Chapter's financial obligations will be considered inactive

B. Payment of Dues: Chapter dues must be remitted to the Pecunious Grammateus by a designated date as determined by the Chapter's Financial Officers and approved by the Basileus.

C. Other: Any additional financial obligations will be specified in the Chapter's *Financial Operations Procedures*.

Section 3. Rights of Membership

A financially active member of the Chapter shall enjoy the following privileges unless withdrawn by the Regional Director or the Chapter: the right to vote in Chapter meetings, hold elected or appointed office, serve on and chair committees, participate in or attend social affairs of the Chapter.

Article IV. OFFICERS

- A.** The elected officers of the Alpha Delta Chi Omega Chapter shall be the Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Epistoleus, Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus, Anti-Pecunious Grammateus, Philacter, Historian, Hodegos, Ivy Leaf Reporter, NPHC Representative and Chaplain
- B.** The appointed officers of the Chapter shall be the Parliamentarian and Member-at-Large
- C.** All elected and appointed officers shall be members of the Executive Committee.

Section 1. Duties of Elected Officers and Appointments by Basileus

Basileus

The Basileus shall:

- be the chief officer of the Chapter
- appoint the Parliamentarian and other special officers, committee chairmen, and committees
- preside over all meetings
- prepare a meeting agenda
- sign checks along with the Tamiouchos or other authorized officer
- be bonded
- refuse to recognize frivolous or dilatory motions
- expedite business in a way compatible with the rights of the members
- respond to members' inquiries relating to parliamentary procedures
- be ex-officio member of all committees except Nominating Committee
- be the official representative of the Chapter on public occasions and Sorority activities
- ensure the Chapter implements the Sorority's program
- plan for growth and development of Sorors and the Chapter
- serve as the communications link with the Regional Director
- inform all Sorors of pertinent information on the Regional and International levels
- certify that she has not been sanctioned 1) Legally, 2) Internally, or 3) by another organization for misappropriation of funds.
- must maintain Basileus Certification during tenure if available

Anti Basileus

The Anti - Basileus shall:

- assume the duties of the Basileus in her absence and perform other duties as prescribed by Chapter Bylaws
- sign checks along with the Tamiouchos or other authorized officer
- be bonded
- report the status of local programs to the Corporate Office
- direct the program activities of the Chapter and chair the Program Committee
- share a yearly calendar of the Chapter's programs
- shall be a member of the Standards, Fundraising and Finance Committees

Grammateus

The **Grammateus** shall:

- serve as the recording secretary of the Chapter during all Chapter Meetings and Executive Meetings
- keep a file of all committee reports
- be prepared to call roll upon request
- keep a current roster and current record of delegates who have attended Clusters, Regional, and International meetings and keep receipts of certification
- be prepared to read and refer to prior minutes as directed by the Basileus
- preside in the absence of the Basileus and Anti Basileus
- sign all official documents as they relate to the Chapter in the absence of the Basileus at formal meetings such as the Regional and International conferences, as designated
- prepare resolutions
- notifies officers, committees and delegates of their election or appointment
- shall bind reports and minutes annually.
- maintains Chapter Group calendar in partnership with the Anti-Grammateus
- prepare and update annually a chapter directory of all members
- maintains all Chapter Operations forms; electronic and manual forms
- maintain records of all certifications and certificates

Anti Grammateus

The Anti-Grammateus shall:

- assume the duties of the Grammateus in her absence
- maintain Conference attendance for the Chapter
- maintain record of attendance for regular and called chapter meetings and executive meetings
- maintain a record of excused absences for Sorors who are members of Cluster, Regional, or International committees

Epistoleus

The Epistoleus shall:

- read all pertinent correspondence, and/or summarized correspondence at the Executive Committee and regular meetings.

- prepare correspondence as directed by the Basileus, which may include preparation for the official Chapter newsletter.
- work with the Basileus to notify Members of regular Chapter meetings, Executive Committee meetings, special meetings, transition meetings and events.
- maintain a correspondence file and respond timely to all correspondence as needed.
- check P.O. Box
- be bonded

Tamiouchos

The Tamiouchos shall:

- follow established guidelines as detailed in the Alpha Kappa Alpha Sorority, Incorporated, Financial Operations Guide.
- certify that she has not been sanctioned 1) Legally, 2) Internally, or 3) by another organization for misappropriation of funds.
- keep an accurate record of all disbursements and balances of Chapter accounts and make monthly reports regarding the financial status of the Chapter
- receive and sign vouchers with supporting documentation.
- present the annual budget to the Chapter for the upcoming fiscal year.
- present at each Executive and regular meeting a monthly written report that should include a balance sheet, cash disbursements report, comparison of budget to actual expenses, and the bank reconciliations
- communicate with the Grammateus to maintain an accurate list of current and past members.
- facilitate the budget process serve as Chairman of the Budget and Finance Committee and develop the Chapter's financial procedures
- be responsible for writing Chapter checks
- be bonded and obtain Financial Officer Certification
- any additional responsibilities as outlined in the Chapter's Financial Operations Procedures

Pecunious Grammateus

The Pecunious Grammateus shall:

- follow established guidelines as detailed in the Alpha Kappa Alpha Sorority's Financial Operations Guide
- receives and records all monies for the Chapter and maintains a listing of financial members
- give receipts for all income received and maintain duplicates of all receipts in a receipt book.
- maintain a Transmittal of Funds Report, which summarizes funds given to the Tamiouchos, and should be signed and dated by both the Pecunious Grammateus and the Tamiouchos
- maintain a Cash Receipts Journal for the Chapter, recording all income received by source, as shown in the Receipt Book
- present monthly written financial reports at each Executive and Chapter meeting
- serve as Co-Chair of the Budget and Finance Committee and assist the Tamiouchos in the development of the Chapter's financial procedure
- be bonded and obtain Financial Officer Certification
- certify that she has not been sanctioned 1) Legally, 2) Internally, or 3) by another organization for misappropriation of funds.

Ivy Leaf Reporter

The Ivy Leaf Reporter shall:

- serve as Chairman of the Public Relations Committee
- submits information about the Chapter and its activities in the most acceptable form and with the highest quality appearance for editorial and other media use with the approval of the Chapter President
- identifies activities and information concerning (or regarding) the Chapter and/or members that are newsworthy
- compiles and submits news releases to all news media including the Ivy Leaf
- covers all major activities of the Chapter
- coordinates or arranges for photographs to be taken at the Chapter's events
- obtains signature release forms

Hodegos

The Hodegos shall:

- receive and introduce visitors or new members
- coordinate Hospitality Teams for Chapter Meetings and Special Events
- coordinates all Chapter courtesies (i.e.; purchasing gifts; sending cards, flowers and ecards; and recognizing marriages, births, promotions and/or retirements.)
- assist the Basileus and Rituals Chairman with Ivy Beyond the Wall Ceremony Arrangements

Philacter

The Philacter shall:

- guard the doors and announce all alarms
- check credentials or eligibility of Sorors as required
- assist in maintaining order upon request of the Basileus
- secure an updated log of all financial Sorors from the Pecunious Grammateus and bring to each Chapter meeting to verify entrance
- alert the Basileus or presiding officer if there is not a quorum at the Chapter Meeting.

Parliamentarian

The Parliamentarian shall:

- advise the Basileus or presiding officer in the interpretation of the Constitution and Bylaws, the Manual of Standard Procedure of Alpha Kappa Alpha Sorority, Incorporated®, the Chapter Bylaws and the current edition of Robert's Rules of Order Newly Revised.
- sit next to the Basileus or Presiding Officer for the convenience of consultation
- be called upon by the Basileus or presiding officer to explain or interpret points of procedure and law thus, educating the membership
- anticipate parliamentary strategy and see that all parliamentary requirements are observed
- ensures meetings operate effectively
- serve as Chairman of the Chapter's Bylaws Committee

- develop, maintain, and oversee revisions to the Chapter Bylaws and standing rules in partnership with the Grammateus
- have available a current copy of the *Robert's Rules of Order Newly Revised*

Historian

The Historian shall:

- keep an accurate historical record of Chapter activities
- send historical materials to the International Archives Committee
- make recommendations regarding ownership, custody, and transfer of archival records
- adhere to the Records Retention Guide
- prepare a narrative account of the Chapter's activities,
- keep and maintain a permanent history of the Chapter. Provides advice concerning the collection, storage, codifying, maintenance, access, and use of holdings
- keep pictures of Chapter activities and newspaper articles
- work cooperatively with the Program Chairman, Publicist and other committees as deemed necessary
- serve as Chairman of the Archives/ History Committee

Chaplain

The Chaplain shall:

- provide a spiritual and sisterly atmosphere within the Chapter
- organize meditations for meetings
- provide inspirational meditations at Chapter meetings and other occasions as requested

Custodian

The Custodian shall:

- take care of any objects of value belonging to the Chapter
- properly store all properties belonging to the Chapter
- devise procedures for use and check-out of properties
- keep an updated inventory of all properties
- adhere to the Records and Retention Guide

Member-At-Large

The Member-at-Large shall:

- serve as liaison between chapter members and the Executive Committee
- be appointed by the Basileus
- attend Executive Committee meetings
- develop and implement plans to foster wholesome relationships among the Chapter

NPHC Representative

The NPHC Representative shall:

- represent the chapter at the local graduate NPHC meetings
- attend Executive Committee meetings
- report information concerning NPHC to the Executive Committee and the Chapter

Section 2. Term of Office and Resignation

All officers may succeed themselves for one additional term if reelected at the end of her two-year (twenty-four months) term or until her successor is elected or appointed.

A. Unexpired Term. If an office becomes vacant, the designated officer shall be appointed by the Executive Committee.

B. Transition of Property: Each outgoing officer shall transition all documents acquired while serving in that position to her successor. This includes all materials, supplies, and files in her possession within 30 days from installation of the incoming officers and no later than January 30th. A written inventory of these supplies, materials and files signed by the outgoing and incoming officer shall be delivered to the Standards Committee Chair

Section 3. Nominations and Elections

A. Eligibility: A candidate for Chapter office must have been active within the Chapter and/or Interest Group for a minimum of two consecutive years. If there is not a candidate for office with these qualifications, only then can a Soror without this criterion be considered.

1. Must meet all financial obligations prior to installation of officers
2. For the office of Basileus, Anti-Basileus, Grammateus, Pecunious Grammateus and Tamiouchos the following is additionally required:
 - a. Shall have attended 6 out of the 10, or 60%, whichever is greater preceding the time she was nominated for the office
 - b. Shall have attended and participated in a minimum of 7 or 50%, whichever is less, of the chapter activities or programs in the preceding program year.
 - c. Shall have attended within the last 24 consecutive months at least two of the following conferences: Cluster, Regional, Leadership Seminar, Boule;
 - d. With the exception of the Anti-Basileus as she shall be required to attend at least one leadership seminar when available last four years
 - e. Shall have served on a committee
 - i. Anti-Basileus – served as a committee chair or as a Program Sub Committee
 - ii. Grammateus – served as a committee member on a standing committee
 - iii. Pecunious Grammateus & Tamiouchos – served as a committee member of the finance committee
3. The Tamiouchos and the Pecunious Grammateus shall be financially certified by Alpha Kappa Alpha Sorority, Incorporated at the time of assuming office, If there is not a candidate that meets these qualifications, only then can a Soror without this criteria be considered, and must attend the financial certification training at the earliest possible opportunity. Each candidate for a financial office shall submit the *Prospective Financial Officer Candidate Disclosure Form* to the Nominating Committee certifying that she has not been sanctioned for misappropriation of funds.

B. Nominations: In the event a candidate is nominated from the floor, it is the responsibility of the nominating Soror to present information verifying the candidate is qualified to run in accordance with the Chapter Bylaws at the time of the nomination.

C. Process of Election: Sorors will be informed of open offices at the designated meeting in which a slate will be presented by the Nominating Committee. Voting will take place at the November meeting.

1. The offices of Basileus, Epistoleus, Anti-Grammateus, NPHC Representative, and Pecunious Grammateus shall be voted on in the odd years and begin their terms in the even years.
2. The offices of Anti Basileus, Grammateus, Tamiouchos, Hodegos, Philacter, Ivy Leaf Reporter, Historian, Custodian, and Chaplain shall be voted on in the even years and begin their terms in the odd years.
3. The Nominating Committee shall be voted on yearly.

D. Notification of Elections: A hardcopy or electronic (when applicable) notification of the election shall be received seven days prior to the election.

E. Method of Voting: Voting shall be by secret ballot, unless there is only one candidate running for an office. If there is only one candidate running for an office, the group shall elect by acclamation (unanimous consent). There will be no absentee or proxy ballots.

A winning vote requires a plurality vote, in which the candidate with the most votes wins

Article V. MEETING

Section 1. Regular Meeting. The Chapter shall meet monthly except during the months of July and August. Times and locations for Chapter meetings shall be designated by the Basileus.

Section 2. Inclement Weather. During inclement weather conditions, the Basileus will reschedule a meeting. In the case of weather or other national emergencies, the Basileus will request to have the meeting virtually with approval by the Regional Director.

Section 3. Special Meeting Special meetings may be called at any time upon the discretion of the Basileus.

Section 4. Quorum A quorum for convening an announced, regularly scheduled or special meeting shall consist of 1/3 of active Chapter membership.

Section 5. Notification of Meetings

- A. Notifications for Regular Business meetings shall be sent via electronically five (5) calendar days prior to the meeting date. Time and place shall be provided as part of the notification. Members without an E-mail address shall be accommodated on an individual basis, as requested.
- B. Notifications for Executive Committee meetings shall be sent electronically three (3) calendar days prior to the meeting date. Time and place shall be provided as part of the notification. Members without an E-mail address shall be accommodated on an individual basis, as requested.

Section 6. Conferences

- A. Chapter delegate strength for International and Regional conferences will be determined by Chapter tax and per capita taxes sent to corporate office

- B.** The Basileus is the official representative of the Chapter, and the Basileus shall serve as a delegate to all meetings and conferences of Alpha Kappa Alpha Sorority, Inc. during her tenure.
- C.** Delegates and alternates for Boule and Regional Conference are elected before the Conference is scheduled to be held.
- D.** Delegates shall:
- be financially active members for twelve (12) consecutive months within the Chapter
 - have met all financial obligations of this Chapter and the Corporate Office prior to nomination
 - have attended at least six (6) of the ten (10) chapter meetings prior to nomination
 - be willing to attend all necessary conference meetings and plenary sessions
 - submit a written delegate report to the Chapter Basileus within thirty (30) days following the end of the conference.

Article VI. EXECUTIVE COMMITTEE

Section 1. Composition

Members of the Executive Committee shall consist of officers that are elected or appointed and Chairmen of all Standing and Ad Hoc Committees.

Section 2. Powers

- A.** Members of the Committee shall be empowered to act on behalf of the body in the case a time-sensitive decision is necessary before the body's regularly scheduled meeting.
- B.** The Committee shall review recommendations
- C.** The Committee shall perform other duties as specified in the latest edition of the Constitution & Bylaws of Alpha Kappa Alpha Sorority Incorporated.
- D.** The Committee shall in no way conflict with the orders of the body or the Constitution & Bylaws of Alpha Kappa Alpha Sorority Incorporated.

Section 3. Meetings

- A.** The Committee shall have monthly meetings between September and June on a date that is agreed upon by the Executive Committee.
- B.** The Committee shall meet during the summer months if necessary, with notice.

Section 4. Quorum

The quorum of the Executive Committee meeting shall be defined as simple majority or 51% of Executive Committee Members

Article VII. COMMITTEES

Each standing committee should be listed in a separate section containing the: Name of Committee
Number of Members and Manner of Selection Duties

- A. Bylaws Committee.** The committee shall consist of the Parliamentarian as chairman and the Grammateus as secretary. The Bylaws Committee shall propose needed changes in the *Constitution and Bylaws*, carefully examine all proposed amendments from approved sources, and formulate same to be circulated.
- B. Finance Committee.** The committee shall consist of the Tamiouchos as the chairman, the Pecunious Grammateus as co-chairman, the Anti Basileus, chairman of the Program Committee, and the Fundraising chairman. It shall prepare and supervise the operation of the annual budget(s) of the Chapter, promote support of any fund-raising drive and be responsible for the auditing of all accounts not otherwise assigned.
- C. Program Committee.** The committee shall consist of the Anti-Basileus and all subcommittee chairmen. It shall be the function of the Committee to implement the programs set forth by the Alpha Kappa Alpha International Programming Committee. Anti Basileus serves as the official program chairman.
- D. Nominating Committee.** The Nominating Committee shall consist of 5 members. The Nominating Committee is responsible notifying officers of their election, verifying credentials of all candidates for office, and preparing the official slate of nominees. The results of the election shall be placed in the chapter files. Additionally, the Nominating Committee is responsible for maintaining certificates and certifications in collaboration with the Grammateus. The duties of this committee automatically cease when the report is presented to the Chapter.
- E. Standards Committee.** The Standards Committee Chair is appointed by the Basileus. The committee is responsible for developing transition plans for all incoming/outgoing officers, facilitating the Chapter Self-Assessment, and assisting the Basileus with the End of the Year Report(s) and preparation of potential evaluation.
- F. Membership Committee.** It shall be the duty of this committee to monitor membership status and trends and recommend strategies for recruitment, retention and reactivation of members. The committee shall develop, cultivate, consistently communicate and evaluate systems that maintain and support lifelong active membership.
- G. Connections and Social Action Committee.** The committee shall identify and study national and international issues which impact upon the quality of life. design strategies for communication with the membership regarding issues and mobilize the membership for action and to formulate and recommend position statements to the Basileus.
- H. Archives Committee.** The committee shall serve as advisor to the 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 address ownership, custody and transfer of archival records. The committee shall be comprised of a chairman and Chapter members.
- I. Technology Committee.** The committee shall consist of a chairman and Chapter members with one being a member of the Finance Committee. It shall be the function of this committee to address

technology issues throughout the organization and provide strategic direction to the Executive Committee and body on the effective utilization of technology to increase communication and connection throughout our Chapter and sisterhood.

- J. Philanthropic Support Committee.** The Philanthropic Support Committee shall be responsible for originating and administering a program of investment policies and provide strategic recommendations. The committee shall consist of a chairman and other members, one of whom shall be the Chapter's Tamiouchos.
- K. Protocol Committee.** The committee shall consist of a Chairman and Chapter members. The committee shall be responsible for developing and adhering to current Alpha Kappa Alpha protocol for meetings, Sorority functions and other public events. Committee members will assist with protocol for international and regional meetings.
- L. Sisterly Relations Committee.** The committee shall consist of a chairman and other Chapter members. It shall be the duty of this committee to develop and provide support in the execution of the Sorority'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.
- M. Risk Management Committee.** The committee shall be authorized to develop and execute a plan to effectively identify, assess, mitigate and reduce risk to Alpha Kappa Alpha Sorority, Incorporated at the local level concerning active and inactive members in consultation with the Regional Risk Management Chair.
- N. Leadership Development Committee.** The committee shall consist of a Chairman and Chapter members. This Committee ensures Sorors are supported, trained, and prepared to take on leadership roles within the chapter and beyond. The committee provides ongoing opportunities for growth, aligning with the Sorority's mission of cultivating strong leaders.
- O. Courtesies Committee.** The committee shall consist of a Chairman and Chapter members. The committee ensures that the Chapter demonstrates kindness, thoughtfulness, and sisterly concern by extending appropriate courtesies to members during times of joy, celebration, illness, or bereavement. This committee helps maintain the bonds of sisterhood by ensuring every Soror feels valued and supported.
- P. Public Relations Committee.** The committee shall consist of the Ivy Leaf Reporter as Chairman, the History/Archives chairman, and other Sorors. The committee shall develop and maintain a rapport with the news media and the community. All news releases are to be presented to the Ivy Leaf Reporter. The Basileus should be aware and approve of all publicity or media communications.
- Q. Buildings and Properties Committee.** The committee shall research available properties and present to the chapter for approval.
- R. Rituals Committee.** This committee is responsible for working with the Basileus to prepare for all Ritual Ceremonies of Alpha Kappa Alpha Sorority Incorporated conducted by the Chapter.

Article VIII. SPECIAL AND AD HOC COMMITTEES

The Basileus shall create committees as needed to facilitate the purpose and objectives of the Chapter.

Sorors serving as chairman of special and ad hoc committees may not chair more than one ad hoc or special committee.

An ad hoc committee will be dissolved once the special purpose is completed.

Article IX. AMENDMENT OF THE BYLAWS

Section 1: Submission of Amendments: A Soror may submit proposed Chapter Bylaw amendments in writing to the Bylaws Committee.

The Chapter Bylaws submission will be reviewed with the body in the months of September and October, voted on in November, and made effective January 1, following approval by the Regional Director.

Section 2: Notification: The proposed amendments shall be presented in writing to the Chapter for consideration.

A. Each active member shall receive, at least seven days prior to the meeting, a copy of the proposed amendments, and date and time of the meeting at which they shall be voted on.

Section 3: Adoption: Adoption shall be two-thirds (2/3) margin of the active members with quorum present.

Article X. PARLIAMENTARY AUTHORITY

Matters not provided for in the Constitution and Bylaws of Alpha Kappa Alpha Sorority Incorporated®, the Manual of Standard Procedure, shall be governed by the Chapter Bylaws of Alpha Delta Chi Omega Chapter Standing Rules and the current edition of the *Robert's Rules of Order Newly Revised*.

Article XI. 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(e)(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.

