



ALPHA KAPPA ALPHA SORORITY, INCORPORATED®  
PI DELTA OMEGA CHAPTER  
Chapter Bylaws 2024-25

**ARTICLE I – NAME**

This organization, chartered on February 8, 1986, shall be known as Pi Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc.

**ARTICLE II – PURPOSE**

The purposes of Pi Delta Omega Chapter are to:

- cultivate and encourage high ethical standards
- promote unity and friendship among college educated women
- study and help alleviate problems concerning the community in order to improve the social stature
- carry out on a local level, programs of the international body
- and be of service to all mankind.

**ARTICLE III – DUTIES AND POWERS OF CHAPTER**

The powers and duties of Pi Delta Omega Chapter shall be as stated in the Alpha Kappa Alpha Sorority, Incorporated® *Constitution and Bylaws, Article VII – FINANCES, Sections 1-3.*

**ARTICLE IV – MEMBERSHIP**

**Section 1.** An active member of Pi Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc.® is a soror who meets all financial requirements for the current year of both her Chapter and the Boule.

**Section 2.** An active member of Pi Delta Omega Chapter of Alpha Kappa Alpha Sorority, Inc.® shall be classified as Graduate, Associate, and Life.

**Section 3.** Pi Delta Omega members are members of Pearls of HOPE Foundation and as such are subject to a membership fee of \$25.00 to be paid in January of each year.

**Section 4.** Membership in Alpha Kappa Alpha Sorority, Incorporated® is transferable from one chapter to another.

**Section 5.** A transfer from the Alpha Kappa Alpha Corporate Office shall be necessary when a soror's membership classification or chapter affiliation changes.

**Section 6.** A soror must clear through the Alpha Kappa Alpha Corporate Office all financial obligations to her former chapter and the Boule before receiving her transfer. Pi Delta Omega Chapter shall not accept a soror into active membership before receiving the soror's transfer from the Alpha Kappa Alpha Corporate



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Office. Pi Delta Omega shall not refuse to accept a soror for whom a transfer has been received. A soror's current financial obligations to her chapter begin as of the date of the transfer on a pro-rata basis.

**Section 7.** Sorors transferring or reactivating their membership in Pi Delta Omega Chapter must be active for four (4) consecutive years (48 months) prior to becoming eligible to sponsor or recommend a candidate for membership in Pi Delta Omega Chapter.

**Section 8.** Visiting sorors to Pi Delta Omega Chapter may attend up to three (3) chapter meetings annually and may be invited to all publicly sponsored Pi Delta Omega Chapter events.

**Section 9.** Sorors who hold Life Membership in Alpha Kappa Alpha Sorority, Incorporated®, and wish to affiliate with Pi Delta Omega, shall assume all chapter financial obligations. As such, she will be accorded the rights and privileges of an active chapter member which includes the ability to vote and participate in chapter activities. Should she wish not to affiliate with the Chapter, she shall be removed from the Chapter roster and be transferred to general membership. She shall not attend meetings, participate in chapter activities, vote, or hold a chapter office. Sorors who hold Life Membership in Alpha Kappa Alpha Sorority, Incorporated® and are non-financial with Pi Delta Omega Chapter may attend up to three meetings annually.

#### **ARTICLE V – NEW MEMBERS**

**Section 1.** In considering candidates for membership, the graduate chapter will conduct its membership process in accordance with the most recent edition of the official membership manual.

**Section 2.** Legacy Status: A graduate candidate who is the daughter, granddaughter, adopted daughter, stepdaughter, or legal ward\* of an active or deceased soror is considered a Legacy Candidate and may be considered for membership without a chapter vote. The legacy candidate must meet all qualifications required for graduate membership. The graduate chapter will conduct its membership process in accordance with the most recent edition of the official membership manual.

*\*For Alpha Kappa Alpha Sorority, Incorporated®, a legal ward is determined as one whose permanent care, control and custody legally have been placed with a soror by an appropriate court of law.*

#### **ARTICLE VI – HAZING**

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®.



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**ARTICLE VII – OFFICERS**

Officers of Pi Delta Omega Chapter are elected in November of each odd year.

**Section 1.** The officers of this chapter shall be the Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Pecunious Grammateus, Anti-Pecunious Grammateus, Epistoleus, Anti-Epistoleus, Tamiouchos, Anti-Tamiouchos, Chaplain, Ivy Leaf® Reporter, Historian, Philacter, Parliamentarian, Hodegos, Graduate Advisor, Assistant Graduate Advisors and Sergeant-at-Arms.

**Section 2.** To be a candidate for office in Pi Delta Omega Chapter a candidate must have been a financially active member of Pi Delta Omega Chapter for 24 consecutive months and have attended **50% of the chapter meetings within the last two (2) year period.**

a. To be a candidate for an office in Pi Delta Omega Chapter, the candidate shall have been registered and shall have attended at least two (2) conferences, any combination of the following: Boule, Regional, or Leadership, in the last **five** (5) years.

b. To be a candidate for the office of **First Anti-Basileus**, the candidate must have previously held an elected position **and** chaired a program or major committee in the chapter.

c. To be a candidate for the office of **Second Anti-Basileus**, the candidate must have previously held an elected position, **and/or** chaired a program or major committee in the chapter.

d. To be a candidate for advisor to an undergraduate chapter, immediately prior to her election, a soror shall have been a member of the graduate chapter for at least two years, shall not have been suspended for hazing or misappropriation of funds, shall be at least a five year post graduate from an undergraduate college or university program, must have attended one of the last two Boules or one of the last two Regional Conferences and be certified by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated® *Graduate Advisor Certification Program*. A soror should also have been an active member of the Sorority for at least five (5) years prior to certification.

e. To be a candidate for **Assistant Graduate Advisor** to an undergraduate chapter, immediately prior to her election, a soror shall have been a member of the graduate chapter for at least two (2) years, shall not have been suspended for hazing, shall be at least a five year post graduate from an undergraduate college or university program, must have attended one (1) of the last two (2) Boules or one (1) of the last two (2) Regional Conferences and be certified by the Directorate approved Alpha Kappa Alpha Sorority, Incorporated® *Graduate Advisor Certification Program*.

**Section 3.** Officers of this chapter, except for the Parliamentarian and Sergeant-at-Arms, shall be elected by a plurality of the ballots cast at the regular November meeting of each odd numbered year. The Parliamentarian and Sergeant-at-Arms (if appointed) shall be appointed by the Basileus prior to the installation of officers.



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**Section 4.** The responsibilities of new officers shall begin in the January meeting of each even numbered year.

**ARTICLE VIII – DUTIES OF OFFICERS**

**Section 1.** The duties of each officer shall be read preceding each election.

- a. The **Basileus** shall preside at all meetings of the Chapter and the Executive Committee. She shall perform the duties that are usually executed by the chief officer. She shall appoint the chairmen of all committees of the chapter not specified in these Bylaws. She shall be an ex-officio member of all committees except the Nominating Committee. She shall also be empowered to call meetings of the Executive Committee. She shall create a monthly newsletter and distribute via U.S. mail or electronically to the members of the chapter. Prior to being installed as Basileus, she is required to complete the Basileus Certification.
- b. The **First Anti-Basileus** is the next Basileus. At the time of her election, she shall possess all the required qualifications of the Basileus. Her term in office shall be a training period. The First Anti-Basileus shall assist the Basileus in the performance of her duties and shall preside during her absence. She shall serve as chairman of the Program Committee and as an ex-officio member of all committees except the Nominating Committee. She is responsible for the implementation and monitoring of the chapter's Program calendar; collecting individual committee reports; and submitting said reports to Grammateus.
- c. The **Second Anti-Basileus** shall assist the First Anti-Basileus in the performance of her duties and shall serve as the Chairman of the Standing Committees. She is responsible for collecting individual standing committee reports; and submitting reports to Grammateus. The Second Anti-Basileus does not automatically ascend to First Anti-Basileus.
- d. The **Grammateus** shall serve as recording secretary at Chapter meetings. She shall collect minutes, reports and attendance records from the First Anti-Basileus and Second Anti-Basileus, create a spreadsheet for attendance/participation updated monthly and compile records for storage. She shall serve as member of the Program committee.
- e. The **Anti-Grammateus** shall assist the Grammateus in the performance of her duties and serve in the absence of the Grammateus. She shall record the minutes of the Executive Committee meetings and read the Executive Committee's recommendations at Chapter meetings. She shall maintain an accurate record of the attendance at each Executive Committee meeting.
- f. The **Epistoleus** shall have access to **receive/collect** all correspondence of the Chapter via the chapter email, chapter phone, or U.S. Mail, and shall transmit or report to the chapter, and send out proper notices of the meetings as directed by the Basileus. She shall keep a file of important correspondence.



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- g. The **Anti-Epistoleus** shall assist the Epistoleus in the performance of her duties. She shall serve in the absence of the Epistoleus.
- h. The **Tamiouchos** shall serve in accordance with the duties outlined in the latest edition of the Alpha Kappa Alpha Sorority, Incorporated® Financial Operations Resource Guide. She shall be responsible for the issuance of all tickets for fundraising activities. She shall have signature authority along with the Basileus, First Anti-Basileus, Grammateus and Anti-Tamiouchos. She shall prepare and maintain financial records for audits and regional evaluations and shall submit all financial records to the Incoming Basileus for audit no later than the first meeting in February. The Financial Certification is required for the Tamiouchos. She shall serve as Chairman of the Budget and Finance Committee.
- i. The **Anti-Tamiouchos** shall assist the Tamiouchos in the performance of her duties and serve as a member of the Budget and Finance Committee. The Financial Certification is required for the Anti-Tamiouchos. She shall serve in the absence of the Tamiouchos.
- j. The **Pecunious Grammateus** shall maintain a receipt journal of all payments made by sorors and serve in accordance with the duties outlined in the latest edition of the Alpha Kappa Alpha Sorority, Incorporated® Financial Operations Resource Guide. She shall provide the Basileus, the Philacter and the Parliamentarian a list of active sorors by each monthly Executive Committee Meeting. The Financial Certification is required for the Pecunious Grammateus. She shall serve on the Budget and Finance Committee.
- k. The **Anti-Pecunious Grammateus** shall assist the Pecunious Grammateus in the performance on her duties and serve as a member of the Budget and Finance Committee. The Financial Certification is required for the Anti-Pecunious Grammateus. She shall serve in the absence of the PecuniousGrammateus.
- l. The **Parliamentarian** shall assist the presiding officer of the Chapter and Executive Committee meetings in the interpretation of the Alpha Kappa Alpha Sorority, Incorporated® *Constitution and Bylaws* and the Pi Delta Omega Chapter Bylaws. She shall also be responsible for the interpretation of Robert's Rules of Order latest edition and shall serve as chairman of the Bylaws Committee.
- m. The **Ivy Leaf® Reporter** shall submit news articles to the Ivy Leaf® Magazine at least twice per year and press releases/articles to local news outlets for events and programs. She shall serve as chairman of the Public Relations Committee.
- n. The **Historian** shall maintain a current digital record of all activities provided by program/committee chairmen. She shall maintain a separate record of soror and Chapter accomplishments annually. She shall serve as the chairman of the Archives Committee.
- o. The **Philacter** shall guard the doors, announce all alarms, receive the password from sorors, and deny entrance to unauthorized persons. She shall secure a log of all financial sorors from the



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Pecunious Grammateus and provide voting devices to all financial sorors.

- p. The **Hodegos** shall serve as a courtesy hostess for the Chapter according to the guidelines of the Courtesy Committee. She shall serve as chairman of the Courtesy/Hospitality Committee.
- q. The **Sergeant-at-Arms** may be appointed. She shall address sorors in a sisterly manner as necessary to maintain order and respect during monthly chapter meetings.
- r. The **Chaplain** shall provide spiritual inspiration and encouragement through prayer and meditation at Chapter meetings, Executive Committee meetings, public meetings, and other events and activities.
- s. The **Graduate Advisor** to an undergraduate chapter shall be the liaison between the graduate and undergraduate chapters and between the undergraduate chapter and the Regional Director. She shall establish a working relationship with the appropriate university or college officials. She shall be advisor to the undergraduate chapter in the interpretation and implementation of the Alpha Kappa Alpha Programs, the Constitution and Bylaws, the Manual of Standard Procedure, the Undergraduate Membership Experience Manual, the Alpha Kappa Alpha Sorority Incorporated® Anti-Hazing Handbook, and other official handbooks. She shall attend all meetings and activities of the undergraduate chapter, including the undergraduate round-up, and Regional Conference and Boule, serving as a Chapter Delegate. Where colleges or universities appoint their own faculty advisor, the Graduate Advisor shall work in cooperation with the faculty advisor appointed by the college or university. Under extenuating circumstances, a Graduate Advisor may be appointed by the Supreme Basileus or the Regional Director.
- t. The **Graduate Advisor Assistant(s)** shall assist the Graduate Advisor in performing her duties. She shall have the same duties as the Graduate Advisor. If the Graduate Advisor is not able to attend the undergraduate round-up, Regional Conference or Boule, a Graduate Advisor Assistant may attend on her behalf, serving as a Chapter delegate.

**ARTICLE IX – EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall be comprised of the officers of the Chapter, namely the Basileus, First Anti-Basileus, Second Anti-Basileus, Grammateus, Anti-Grammateus, Epistoleus, Anti-Epistoleus, Tamiouchos, Anti-Tamiouchos, Pecunious Grammateus, Anti-Pecunious Grammateus, Chaplain, Parliamentarian, Ivy Leaf® Reporter, Philacter, Hodegos, Historian, Sergeant-at-Arms, Graduate Advisor, Assistant Graduate Advisor and Immediate Past Basileus.

- a. The Executive Committee shall consist of all elected officers and the Parliamentarian, Sergeant-at-Arms, and Immediate Past Basileus. It shall meet monthly to plan and coordinate the business of the sorority and to make recommendations for the Chapter's approval. All members of the Executive Committee are eligible to vote.



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**Section 2.** The Executive Committee shall plan and coordinate the business of the Chapter, including the authorization of expenditures (with a cap of \$300 per fiscal year), and shall make recommendations for action.

**Section 3.** The Executive Committee shall have the duty to meet prior to each regular meeting of the chapter. The members of the Executive Committee shall be required to attend at least six (6) Executive Committee meetings each year.

**Section 4.** The Executive Committee is authorized to meet any month that the Chapter is not scheduled for a regular meeting and to expedite the business of the Chapter in case of emergency.

**Section 5.** The outgoing and incoming officers shall meet after Sorority meeting in December to affect a smooth transition of the documents and business of the Chapter and shall attend the December meeting of the Executive Committee.

**ARTICLE X – VACANCIES OF OFFICERS**

**Section 1.** When an Office becomes vacant, it shall be filled with a soror who meets the requirements for office by appointment from the Basileus, with the approval of the Executive Committee, and confirmation by the Chapter by majority vote, unless there are no sorors who meet the eligibility requirements.

**Section 2.** When the office of Basileus becomes vacant, the First Anti-Basileus will assume the duties of the Basileus.

**Section 3.** In the event the office of the First Anti-Basileus becomes vacant, an election must be held to elect the First Anti-Basileus.

**ARTICLE XI – COMMITTEES**

The Basileus, with the approval of the Executive Committee, will annually appoint committee chairmen. Sorors may volunteer to serve on any committee, except the Nominating Committee and the Tellers Committee. The Basileus or committee chairman may appoint other members to her committee as needed. The outgoing chairman of any committee shall be a member of that committee the following year. A committee chairman or her designee shall bring any committee recommendation concerning the chapter's interaction with the public or expenditure of the chapter's funds to the Executive Committee and the Chapter for approval.

**Section 1. Standing Committees** shall be those that function throughout the year.

- a. The **Bylaws Committee** shall consist of the Parliamentarian as chairman, and at least three (3) additional sorors. This committee shall carefully examine all proposed amendments to the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated®, and changes of the Bylaws of Pi Delta Omega Chapter. It shall circulate the recommended changes to the membership.



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- b. The **Budget and Finance Committee** shall provide a budget for the year and recommend annual dues for members. The Tamiouchos shall present an initial reading of the proposed Operations and Program budgets at the October Chapter meeting. The final budget shall be submitted to the Chapter for final approval at the November meeting. The committee shall include the Tamiouchos as chairman, First Anti-Basileus/Programs committee chairman, Anti-Tamiouchos, and Pecunious Grammateus.
- c. The **Program Committee** shall formulate a program for all sorority activities for the year and submit it to the Chapter for final approval by the October Chapter meeting. The First Anti-Basileus shall serve as chairman, and all Program committee chairmen are members of the Program committee.
- d. The **Nominating Committee** shall consist of at least four (4) members and the Parliamentarian. All members of this committee, except for the Parliamentarian, shall be present at the meeting and elected by general membership during a regular meeting of the Chapter. The Basileus shall appoint the chairman from those members elected. All active sorors are eligible to be nominated to this committee. A favorable vote shall consist of a majority vote of those members present. The committee shall certify the credentials of all candidates for Chapter officers and prepare the official slate of nominees.
- e. The **Standards Committee** shall establish the criteria and implement the evaluation of chapter activities and events. The committee shall consist of a chairman and at least three (3) other members.
- f. The **Membership Committee** shall monitor membership status and trends, recommend, and implement strategies for recruitment, retention, and reactivation of members. The Membership chairman must meet the Membership Experience requirements and should be named at the December meeting when the Installation of Officers takes place. The Membership chairman shall meet with the Executive Committee during the January meeting to discuss with the Chapter, goals and objectives. The Membership chairman should be exempt from holding a major office such as Basileus, Anti- Basileus or Graduate Advisor, as noted in Article XV – *Chapter Delegates*, Section 6 of these bylaws.
- g. The **Connection and Social Action Committee** shall stay abreast of issues which impact the quality of life, suggest communication regarding the issues, and mobilize the Chapter for action. It shall consist of a chairman and at least three (3) other members.
- h. The **Archives Committee** shall be chaired by the Historian. It shall assist the Historian in maintaining current archival documents, digital records of all activities provided by program/committee chairmen, of the Chapter’s activities and a record of activities and accomplishments of Sorors.
- i. The **Technology Committee** shall provide technical support to the Chapter as needed. This committee shall also maintain the Chapter’s website and provide technical oversight for electronic payment processes. The Basileus, with Executive Committee approval, shall have



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final edit authority on products of this committee.

- j. The **Protocol Committee** shall ensure adherence to current protocol guidelines for chapter meetings, sorority functions and other public events. It shall serve in accordance with the duties outlined in the latest edition of the Alpha Kappa Alpha Sorority, Incorporated® Constitution and Bylaws. The committee shall consist of a chairman and at least three (3) other members.
- k. The **Sisterly Relations 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, Inc.® All sisterly relations programs will be presented to the Chapter for final approval.
- l. The **Risk Management Committee** shall develop and execute a plan to effectively identify, assess, mitigate and reduce risk to the Sorority and Chapter. It shall serve in accordance with the duties outlined in the latest edition of the Alpha Kappa Alpha Sorority, Incorporated® Constitution and Bylaws. The committee shall consist of a chairman and at least three (3) other members.
- m. The **Audit Committee** shall annually conduct an internal financial review of the Chapter's records of the Tamiouchos and the Pecunious Grammateus, and the minutes of the Grammateus. An external financial review and/or audit shall be performed at the end of the Tamiouchos' term of office or on other occasions, as deemed necessary. The Audit Committee must receive the records by the first week in February to complete the annual audit by the end of March. The chairman shall present the Audit report to the Executive Committee and to the Chapter members by the April chapter meeting or no later than the May chapter meeting. The Audit Committee shall review, prepare and recommend that a certified accountant audit the financial records when needed.
- n. The **Basilei Council** shall serve as an advisory body to the chapter and its officers, using prior experiences as a basis for recommendations aimed at strengthening and revitalizing the chapter. The Council shall plan and program the annual Founders' Day event and assist the Standards Committee as necessary. The Council is responsible for any duties and/or events deemed necessary by the Basileus and the Executive Committee to ensure Chapter vitality.
- o. The **Fundraising Committee** shall be responsible for identifying activities to raise funds and present those ideas to the Executive Committee and the Chapter for approval. The chairman must attend Executive Committee Meetings at the request of the Basileus to provide timely updates on all fundraising events.
- p. The **Hospitality Committee** shall consist of the Hodegos as chairman. The committee shall assist the Hodegos in providing courtesies to Chapter members. It will identify and recommend sites for Chapter meeting and other events, as needed.
- q. The **Public Relations Committee** shall be chaired by the Ivy Leaf® Reporter. The committee shall develop and maintain rapport with the news media and the community. The committee shall



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assist the Ivy Leaf® Reporter in writing press releases/news articles of Chapter events and programs for the Ivy Leaf® Magazine and local news outlets.

- r. The **Scholarship Committee** shall develop, advertise, and distribute applications, and interview prospective candidates for scholarship awards. The chairman shall present the names and biographies of eligible candidates at the April meeting for the Chapter's approval. The committee will invite and present award recipients at the May Chapter meeting.

**Section 2. Ad Hoc Committees** will be appointed when needed by the Basileus.

a. The Membership chairman, who is appointed by the Basileus, shall chair the **Membership Experience**. The Membership Experience Committee shall plan and supervise activities and other details related to recruitment, retention, and reclamation of members according to the guidelines mandated by the Corporate Office.

b. The **Tellers Committee** shall consist of at least three (3) active sorors appointed by the Basileus during the meeting at which voting takes place. They shall tally the votes and report back to the chapter during the same meeting.

c. **International and Community Projects** shall be established in relation to International Targets and community needs. Chairmen shall be appointed by the Basileus.

## **ARTICLE XII – MEETINGS**

**Section 1.** Regular meetings shall be held on the second Saturday of each month at 9:30 a.m., except for July and August. It is the duty of the Basileus to inform the Chapter each September of changes in the regular schedule due to holidays and extenuating circumstances. It is the duty of the Hospitality Committee to recommend a place for the meetings. The date of the Chapter meeting may be changed if it affects a majority of the members with the approval of the Executive Committee and a majority vote of Chapter members if possible.

**Section 2.** In the event of an emergency or special circumstance, the Basileus may change the Chapter meeting to be held electronically if it affects a majority of the members with the approval by the Executive Committee and a majority vote of Chapter members.

**Section 3.** In the event of an emergency or special circumstance that interferes with a regularly scheduled Chapter meeting, the Basileus will contact the Regional Director for approval to hold a virtual meeting.

**Section 4.** Special meetings of the Chapter may be called by the Basileus only. The Basileus may call a special meeting to conduct business limited to that, which is specified in the call with a seven-day notice in writing to the Chapter members.



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**Section 5.** Dates of all committee meetings should be shared with the Basileus, who will maintain a master calendar of committee meetings to minimize scheduling conflicts.

**Section 6.** A quorum shall consist of one-third plus one (1) of the active membership, excluding the Basileus.

**Section 7.** Major committees shall have goals and objectives outlined with an evaluation process and a list of proposed activities by the March chapter meeting.

**Section 8.** Any committee chairman who conducts a meeting shall have an agenda for her meeting and a written report of the meeting, including the names of members in attendance. These records should be maintained electronically, passed on to the new committee chairman and then stored in the archives.

**ARTICLE XIII – REQUESTS FOR CONTRIBUTIONS**

Chapters wishing to solicit money shall adhere to the following guidelines:

**Section 1.** To solicit contributions within the sorority the Chapter Basileus shall submit to the Supreme Basileus the *Request for Contribution Authorization Form*. The form is available at the Corporate Office.

**Section 2.** The Request for Contribution Authorization Form requires the following information:

- purpose and use of the contribution to be solicited
- time frame for collection of the contribution (e.g., ending date for the fund-raising solicitation)
- projected fund-raising goal
- copy of the proposed solicitation documents to be circulated.

**Section 3.** All requests shall be received by the Supreme Basileus before February 1, June 1, or October 1 to be considered at the March, July, or November Directorate meetings.

**ARTICLE XIV – REPORTS**

**Section 1.** Each committee chairman shall submit a written report to the Grammateus after presenting her report at the Chapter meeting. The report must include the committee's activities and recommendations. A detailed financial report must be sent to the Tamiouchos within thirty (30) days at the conclusion of the committee's event.

**Section 2.** All officers shall submit an annual report in December.

**ARTICLE XV – CHAPTER DELEGATES**

**Section 1.** Chapter delegates, except the Basileus, the Anti-Basileus, and Graduate Advisor shall be nominated and elected from the floor during a regular meeting of the Chapter. The Chapter will reimburse



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the registration fee for all Chapter delegates. In the event that an extenuating circumstance(s) results in a Chapter delegate being unable to attend all plenary sessions, workshops, and forums, a full registration reimbursement will be given to the delegate and the person serving in her absence. Reimbursement for registration will be granted after fulfillment of delegate responsibilities upon return from Boule and/or Conferences. Reimbursement shall be given once reports are submitted.

**Section 2.** To qualify as a delegate, a soror must be active and have been a member of Pi Delta Omega Chapter at least one year (12 months) and have attended at least six (6) monthly meetings.

**Section 3.** The Basileus shall be a delegate to the Boule and Regional Conferences during her administration. The Chapter, as allocated in the current chapter's budget, shall pay conference registration, and shall reimburse expenses associated with lodging (hotel), transportation (air, charter bus, and car mileage) only. Reimbursement is not to exceed the budgeted amount.

**Section 4.** The Anti-Basileus shall be a delegate to the Boule, Regional and Leadership Conferences. The Chapter, as allocated in the current chapter's budget, shall pay conference registration, and shall reimburse expenses associated with lodging (hotel), transportation (air, charter bus, and car mileage) only. Reimbursement is not to exceed the budgeted amount.

**Section 5.** The Graduate Advisor shall be a delegate to the Boule, Regional Conference and Undergraduate Round-Up. The Chapter, as allocated in the current chapter's budget, shall pay conference registration, and shall reimburse expenses associated with lodging (hotel), transportation (air, charter bus, and car mileage) only. Reimbursement is not to exceed the budgeted amount.

**Section 6.** Sorors other than the Basileus, Anti-Basileus, and Graduate Advisor, who have served as delegates to the Boule or Regional conferences within the last two years, are ineligible to serve a second time, unless no other member wishes to serve.

**Section 7.** Chapter Delegates, upon returning from Boule, Regional or the Leadership Conference, shall submit a written report to the Chapter.

#### **ARTICLE XVI – FINANCES**

**Section 1.** Chapter tax and per capita tax to the Alpha Kappa Alpha Corporate Office shall be paid as outlined in the Alpha Kappa Alpha Sorority, Incorporated® *Constitution and Bylaws, Article VII – FINANCES, Sections 1 – 10.*

**Section 2.** Chapter dues shall be determined by the Budget and Finance Committee with approval of Chapter members.

**Section 3.** All dues and assessments are due and payable to the Corporate Office of Alpha Kappa Alpha Sorority, Incorporated® by January 1 of each year. Payments are late and subject to a fine of 10 percent

(10%) of the entire amount, if postmarked or sent electronically after February 1.



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**Section 4.** Life members of Alpha Kappa Alpha Sorority, Incorporated® who wish to be active in the Chapter shall pay Chapter dues.

**Section 5.** A soror is active if her dues and assessments are current within sixty (60) days of the event or when assessments are due.

**Section 6.** All sorors will be responsible for a program assessment that is due in April, to be determined in January.

- a. Sorors may elect to meet their Program Assessment through the sale of ads and/or tickets.
- b. Sorors electing not to participate in a fundraising event, as agreed upon by the majority vote of the Chapter, shall be responsible for the assessed amount, to be determined each year.

**Section 7.** Sorors are responsible for all local obligations and assessments. Dues will not be sent to Alpha Kappa Alpha Corporate Office until all local obligations and assessments have been met.

**Section 8.** The Chairperson of all fund-raising activities is not required to pay an assessment for their fund-raising activity.

**Section 9.** Sorors who have reached golden membership status in Alpha Kappa Alpha Sorority, Incorporated® shall be exempt from chapter assessments.

**Section 10.** Sorors who have reached eighty (80) years of age or more shall be exempt from paying chapter assessments and fundraising obligations.

**Section 11.** A member of a graduate chapter, who has been inactive for one (1) year or more, may be reinstated upon payment of the reactivation fee (amount to be determined by corporate) to the chapter, plus the COIP assessment if applicable. Only after any previous indebtedness to her former chapter and the Boule have been paid, shall the reactivation fee be accepted.

**Section 12.** Recent college graduates transferring into Pi Delta Omega will be required to pay per capita tax, but will be granted a one-year waiver for chapter assessments and dues. Year two, the soror will be required to pay 50% of dues and assessments. Year three, the soror will be required to pay 100% of dues and assessments.

**Section 13.** Sorors who have been reclaimed or who have become active for the first time in Pi Delta Omega will be exempt from assessments for a maximum of twelve months.

**Section 14.** Sorors who solicit and acquire private, corporate and agency funding or support shall receive credit toward their individual Chapter assessments.



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**Section 15.** A fund of two-hundred dollars (\$200) shall be set aside annually for the Basileus to spend in emergency situations that occur between meetings and require action before the next regular meeting.

**Section 16.** Any expenditure that exceeds a chapter budget line item must be pre-approved by the chapter.

**ARTICLE XVII – VOTING**

**Section 1.** A soror must be financially active in Pi Delta Omega Chapter to vote on any issue.

**Section 2.** The names of candidates for office in Pi Delta Omega Chapter shall appear on a written ballot and elected by a plurality, “the most votes”, at the beginning of the November Chapter meeting.

**Section 3.** In the event that there is more than one candidate for an office, the candidates shall be required to address the body to express their interests and goals for the office.

**Section 4.** Voting on candidates for membership shall take place at the beginning of the Chapter meeting for which written notice shall have been sent to each active member at least seven (7) days prior to the meeting. A favorable vote shall consist of two-thirds (2/3) of the members present and voting for each candidate.

**ARTICLE XVIII – AMENDING THE BYLAWS**

**Section 1.** Bylaws may be amended each October and voted on in November. Chapter members may submit written proposed change(s) or amendments to the Parliamentarian for consideration by the September Chapter meeting.

**Section 2.** The Bylaws may be amended by two-thirds (2/3) of the votes cast by the Chapter members voting at a regular Chapter meeting, provided that prior notification was given that a vote would take place. There will not be a vote if a quorum has not been established.

**Section 3.** Bylaws that are in conflict with Alpha Kappa Alpha, *Constitution and Bylaws* will be brought into compliance by the Bylaws Committee. Compliance may involve adding, changing, and/ or deleting language. The amended bylaw will take effect immediately and does not require a vote of the membership.

**ARTICLE XIX – EFFECTIVE DATE**

The Bylaws and Amendments require approval by two-thirds (2/3) votes cast by the members and voting at a regular meeting where notice was given that such voting was to occur. The newly amended Bylaws will take effect after approval by the Regional Director.

