

ALPHA KAPPA ALPHA SORORITY, INCORPORATED
MU KAPPA OMEGA CHAPTER



CHAPTER BYLAWS

REVISED 2020

**ALPHA KAPPA ALPHA SORORITY, INC.
MU KAPPA OMEGA CHAPTER
BYLAWS – REVISED JANUARY 18, 2020**

ARTICLE I – NAME

The name of this organization shall be the Mu Kappa Omega Chapter of ALPHA KAPPA ALPHA SORORITY, INC. chartered June 24, 1978 in Missouri City, Texas. This graduate chapter is located in the South Central Region.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote the general program and ideals of the parent body as expressed in the National Constitution:

“The purpose of ALPHA KAPPA ALPHA SORORITY 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 the social stature, to maintain a progressive interest in college life, and to be of service to all mankind.”

ARTICLE III – ORGANIZATION

- Section 1. The governing body of this organization shall be the chapter to which all members shall be subordinate.
- Section 2. The administrative division of this chapter shall be known as the Executive Board.

ARTICLE IV – OFFICERS

- Section 1. Identification. The officers of the chapter shall be the Basileus, 1st Anti-Basileus, 2nd Anti-Basileus, Grammateus, Tamiouchos, Assistant Tamiouchos, Anti-Grammateus, Epistoleus, Pecunious Grammateus, Assistant Pecunious Grammateus, four Philactors, Hodegos, Reporter-to-the-Ivy Leaf, Parliamentarian, Chaplain, Historian, and three Members-at-Large.
- A. The Basileus shall, with the Executive Board’s approval, appoint the Parliamentarian, three Members-at-Large, the Chaplain, and Historian. In the first year following her term, the immediate past Basileus shall be appointed as one of three Members-at-Large. All other officers shall be elected by the body.
- Section 2. Term of Office. The term of office for the Basileus, 1st Anti-Basileus and 2nd Anti-Basileus shall be two years. The term of office for all other officers shall be one year. No officer shall remain in office more than two consecutive terms.
- Section 3. Eligibility.

- A. All Candidates must provide documentation of participation in any workshops offered by the Alpha Kappa Alpha Leadership Development Program to the Nominating Committee. For offices with international certification courses, candidates must complete courses prior to running for office.
- B. Candidates for the office of Basileus must have been active in Mu Kappa Omega Chapter for three consecutive years and have served in the capacity as Basileus, 1st Anti-Basileus or 2nd Anti-Basileus. Candidates must have registered and attended one of the last two Boules or Leadership Seminars or one of the last two Regional Conferences.
- C. Candidates for the office of 1st Anti-Basileus must:
- Have been active in Mu Kappa Omega Chapter for two consecutive years
 - Have previously held an elected or appointed office or served as a committee chairman or co-chairman, and
 - Must have registered and attended one of the last two Boules or Leadership Seminars or one of the last two regional Conferences.
- D. Candidates for the office of 2nd Anti-Basileus must:
- Have been active in Mu Kappa Omega Chapter for two consecutive years
 - Have previously held an elected or appointed office or served as a committee chairman or co-chairman, and
 - Must have registered and attended one of the last two Boules or Leadership Seminars or one of the last two regional Conferences.
- To be elected as Chairman of the Membership Committee, a soror shall never have been suspended for hazing.
- E. Candidates for the office of Grammateus must:
- Have been active in Mu Kappa Omega Chapter for three two consecutive years,
 - Have previously held an elected or appointed office or served as a committee chairman or co-chairman, and
 - Have registered and attended one of the last two Boules or Leadership Seminars or one of the last two Regional Conferences.
- F. Candidates for the office of Tamiouchos or Pecunious Grammateus must have been active in Mu Kappa Omega Chapter for two consecutive years.
- G. A candidate for the office of Tamiouchos, Assistant Tamiouchos, Pecunious Grammateus and Assistant Pecunious Grammateus shall:
- Have actively served on the Finance Committee over the previous two years,

- Have some finance or accounting experience, or have completed the Alpha Kappa Alpha Financial Officer Certification and
- Certify that she has not been sanctioned either:
 1. Legally; or
 2. Administratively by another organization for misappropriation of funds.

H. The certification required for the offices of the Tamiouchos, Assistant Tamiouchos, Pecunious Grammateus and Assistant Pecunious Grammateus shall be in a form provided by the Nominating Committee or the Corporate Office.

I. All other candidates for offices must have attended 14 (70%) of the chapter's regular meetings over a twenty-four (24) month period, have registered and attended one of the last two Boules or Regional Conferences or one of the last two Southeast Texas Cluster or Chapter Retreats.

J. All candidates for office must be members in good standing as defined in Article IV, Section I of the CONSTITUTION AND Bylaws or in the Membership Status Classification section of the MANUAL OF STANDARD PROCEDURES.

Section 4. Election and Installation. Chapter officers shall be elected in November and installed in the December meeting.

Section 5. Removal and Impeachment.

Removal of Officers and Chairpersons

By written recommendation from any member in good standing to the Standards Committee, this process can be initiated.

Standards shall research and forward findings and committee's recommendation back to the chapter for action.

Chapter shall make decision based on a two-thirds vote.

Section 6. Replacement of Officers.

A. Less than six months left in term, Basileus, with Executive Board approval, shall appoint a replacement.

B. Greater than six months left in term, a special election shall be held.

ARTICLE V – DUTIES AND POWERS OF OFFICERS

Section 1. The Basileus shall:

- A. Preside at all meetings of the chapter and the Executive Board.
- B. Perform her duties which are usually executed by the Chief Officer.
- C. Appoint, with Executive Board's approval, the chairman and members of all committees of the sorority, and fill any vacancies except as otherwise stipulated in the Bylaws.
- D. Create Special and/or Ad Hoc committees as deemed necessary to facilitate the purpose and objectives of the Chapter.
- E. Sign with the Committee Chairman, vouchers as needed; such vouchers being executed within the expressed limits of sorority policy as incorporated by the annual budget.
- F. Serve as ex-officio member of all committees except the Nominating Committee.

Section 2. The 1st Anti-Basileus shall:

- A. Serve as Chairman of the Program Committee, which is responsible for the implementation and monitoring of the chapter calendar.
- B. Assist the Basileus in the performance of her duties.
- C. Assume the duties of the Basileus in her absence.
- D. Serve as an ex-officio member of all the committees except the Nominating Committee.
- E. In case of the death or resignation of the Basileus, automatically assume the duties of the Basileus for the unexpired term. A new 1st Anti-Basileus shall be elected at the next scheduled meeting.
- F. Serve as a standing member of the Leadership Development Committee.

Section 3. The 2nd Anti-Basileus shall:

- A. Serve as Chairman of the Membership Committee, which is responsible for Membership Intake Process, sisterly relations, reactivation activities, and retention activities.
- B. Assist the Basileus in the performance of her duties.
- C. Assume the duties of the Basileus in her absence and the absence of the 1st Anti-Basileus.
- D. Serve as ex-officio member of all the committees except the Nominating Committee.
- E. Serve as a standing member of the Leadership Development Committee.
- F. Serve as a standing member of the Technology Committee.

Section 4. The Grammateus shall:

- A. Record the proceedings of the regular and call meetings and compile such minutes in the official bound minutes book.
- B. Notify officers, committees, and delegates of their election or appointment if they are absent for the meeting. Furnish committees with material referred to them.
- C. In a separate book, keep a copy of the Bylaws and standing rules written on the right hand page and record amendments on the left hand page.
- D. Prepare with the presiding officer an outline of business, listing in their proper order, items that are brought up at the meeting.
- E. Call the meeting to order in the absence of the Basileus and 1st and 2nd Anti-Basileus and preside over the election of a temporary presiding officer.
- F. Serve as a member of the Constitution Committee.

Section 5. The Anti-Grammateus shall:

- A. Serve in the absence of the Grammateus.
- B. Assist the Grammateus in the performance of her duties.
- C. Record the minutes of the Executive Board meetings.
- D. Maintain attendance records of all meetings.

Section 6. The Epistoleus shall:

- A. Conduct the general correspondence of the organization as directed by the Basileus and/or Executive Board.
- B. Retrieve, sort, disseminate, and compile correspondence report for newsletter and/or chapter action.
- C. Send notices of all meetings.

Section 7. The Tamiouchos shall:

- A. Receive all monies of the chapter from the Pecunious Grammateus and deposit all monies in the appropriate chapter accounts.
- B. Submit a written financial report at each regular meeting. A written annual report of the previous fiscal year will be given at the January meeting. Each report is to be referred to the Audit Committee.
- C. Be Bonded.
- D. Keep an accurate record of all funds expended. A properly executed voucher shall be processed for each expenditure.
- E. Serve as Chairman of the Finance Committee.

Section 8. The Assistant Tamiouchos shall:

- A. Assist the Tamiouchos in the fulfillment of her duties.
- B. Serve as the Alpha Kappa Alpha Educational Advancement Foundation (“EAF”) chairman.
- C. Serve as co-chairman of the Finance Committee.
- D. Assume the duties of the Tamiouchos in her absence.

Section 9. The Pecunious Grammateus shall:

- A. Collect, document and submit all monies to the Tamiouchos and issue receipts.
- B. Keep an accurate record all funds received, such records to be kept in accordance with standard accounting procedures.
- C. Maintain a list of active and inactive sorors.
- D. Be bonded.
- E. Serve as Chairman of the Tellers Committee.
- F. Serve as a standing member of the Technology Committee.

Section 10. The Assistant Pecunious Grammateus shall:

- A. Assist the Pecunious Grammateus in her duties.
- B. Serve as co-chairman of the Tellers Committee.
- C. Serve on the Finance Committee.
- D. Assume the duties of the Pecunious Grammateus in her absence.

Section 11. The Philactors shall:

- A. Guard the doors and entrances to the meetings and announce all alarms.
- B. Assist the Hodegos in the performance of her duties.
- C. Count votes (e.g., hands, ballots, etc.).

Section 12. The Hodegos shall:

- A. Greet and introduce all visitors.
- B. Serve as Chairman of the Protocol Committee.

Section 13. The Reporter to the Ivy Leaf shall:

- A. Serve as Chairman of the Public Relations Committee.
- B. Compile and edit articles for submission to the National organ, as well as local news agencies, of noteworthy activities of the organization.
- C. Maintain a permanent file of media resources.

Section 14. The Parliamentarian shall:

- A. Serve as Chairman of the Constitution Committee.
- B. Maintain order at meeting according to Robert's Rules of Order and see that the business of the organization is conducted according to these Bylaws.

Section 15. Members-at-Large

It shall be the duty of each Member-at-Large to meet with the Executive Board and cooperate in every way to serve the best interests of the organization.

- A. Serve as a timekeeper for the chapter business meeting.
- B. Serve as a liaison between the membership and the Executive Board.
- C. The immediate past Basileus will automatically serve as one of the Members-At-Large in the year immediately following the conclusion of her term.

Section 16. Chaplain shall:

- A. Provide spiritual guidance for the chapter.
- B. Organize meditations for the chapter business meetings.
- C. Recite or lead the meditation, invocation and inspirational expressions for the chapter.
- D. Provide meditation, invocation and/or benediction for public meetings or programs.

Section 17. Historian shall:

- A. Serve as Chairman of the Archives Committee.
- B. Keep an accurate historical record of chapter activities.
- C. Prepare a narrative account of the chapter's activities.
- D. Keep a permanent history of the chapter.
- E. Keep pictures of chapter activities and newspaper articles.
- F. Work cooperatively with the Program Chairman, Awards Chairman and Ivy Leaf Reporter.
- G. Send chapter information to the National Archives committee annually.

Section 18. Files

It shall be the duty of each officer to deliver to her successor all files, supplies and other pertinent materials in her possession by the January meeting.

Section 19. Reports

It shall be the duty of all officers and chairman to submit written reports of their activities to the Grammateus at reporting time.

ARTICLE VI- COMMITTEES

The Standing Committees of this organization shall be: Alpha Kappa Alpha Connection, Audit, Ways and Means, Constitution, Protocol, Education, Executive, Finance, Founders' Day, Membership, Nominating, Program, Public Relations, Standards, Tellers, Archives, Technology, Leadership Development, and Sisterly Relations. These committee chairmen will serve one year terms.

A. Alpha Kappa Alpha Connection Committee

It shall be the function of this committee to promote political action, community involvement, and coordinate voter registration.

B. Audit Committee

This committee shall consist of five sorors appointed by the Basileus and approved by the Executive Committee. This committee shall be responsible for auditing all accounts of the chapter and for arranging for an external audit when books change hands.

C. Ways and Means Committee

It shall be the function of this committee to plan and recommend charitable activities for the chapter.

D. Constitution Committee

This committee shall consist of the Parliamentarian as chairman, the Grammateus, and other members appointed by the Basileus. The Constitution Committee shall propose needed changes in the Constitution and Bylaws, and incorporate changes voted at Boule; carefully examine all proposed amendments from other sorors and formulate same for circulation.

E. Education Committee

It shall be the function of this committee to plan and coordinate all education related activities, including but not limited to, Black History month activities, Parenting and Scholarship

F. Executive Board

This Executive Board shall consist of the Basileus, 1st Anti-Basileus, 2nd Anti-Basileus, Grammateus, Anti-Grammateus, Epistoleus, Tamiouchos, Assistant Tamiouchos, Pecunious Grammateus, Assistant Pecunious Grammateus, four Philactors, Hodegos, Reporter-to-the-Ivy Leaf, Parliamentarian, three Members-at-Large, Chaplain, and the Historian. Executive Board meetings shall be held no later than 10 days prior to sorority meeting, and shall concern itself with all phases of the organization's operation. The Executive Board shall meet on the 1st Monday of every month except July and August. When the 1st Monday of the month is a national holiday the meeting will be held the next day. Exceptions will also be made when these dates are in conflict with Regional or International activities. Upon request of five members of the Executive Board, the members shall call a special session of the Executive Board. Special sessions of the Executive Board can also be set by the Basileus. Five members shall constitute a quorum for Executive Board meetings. This board shall assist the Basileus in the supervision of the affairs of the chapter. It shall be empowered to act officially between regular meetings. It may not modify any action previously taken by the body. When the chapter is not in session, this board may not approve expenditures greater than \$100.00 per month in total without body approval.

G. Finance Committee

It shall be the function of this committee to prepare proposed itemized operating and charity and appeals budgets for the upcoming year. The proposed operating and charity and appeals budgets shall be presented in the September meeting and acted upon at the October meeting.

H. Founders' Day Committee

This committee shall be responsible for development and implementation of chapter activities for Founders' Day observance.

I. Membership Committee

It shall be the function of this committee to plan and coordinate activities with candidates, promote sisterly relations, encourage reactivation, and maintain retention.

J. Nominating Committee

This committee shall consist of five members elected in June of each year. This committee shall present written guidelines for the election at the September meeting. Such guidelines must be approved by the membership. Any member who is currently holding office or serving as a chairman of a standing committee is not eligible for membership on the Nominating Committee. The chairman of this committee shall be appointed by the Basileus from those elected to the committee.

K. Program Committee

It shall be the function of this committee to develop new ideas and establish new thrusts in program planning for this chapter and to suggest implementation of the program targets under the leadership of the Supreme Basileus.

L. Protocol Committee

This committee shall consist of a chairman, the Hodegos, and representatives from the Chapter. This committee shall be responsible for:

1. serving as goodwill ambassadors for the chapter.
2. sending acknowledgements to members for special occasions, deaths in the family, illness and other milestones
3. serving as chapter communicators as directed by the Basileus
4. examining current chapter practices developed over the year and review established precedents with regard to their continuance.
5. giving recommendations for policies to be approved by the chapter in area of protocol, so that all members can become acquainted with these policies and adhere to them.
6. assisting the chapter in becoming more knowledgeable with regards to matters of protocol by conducting workshops and/or disseminating information.
7. serving in an advisory capacity whenever the chapter plans Founders' Day celebrations, or hosts a Boule, or other special event.
8. assisting with protocol needs for international meetings and serving as consultants, as needed, for all regional events.
9. developing and maintaining current chapter protocol guidelines for chapter meetings, sorority functions, and other public events.

M. Public Relations Committee

This committee shall have the responsibility of communicating noteworthy activities of the chapter to the National organ or other publication, as applicable, as well as to the local news media.

N. Standards Committee

The Standards Committee shall consist of not more than five members including the chairman appointed by the Basileus. The committee will conduct evaluations of all chapter activities and report to the chapter in January the overall evaluation of the previous year's program and at any other time as requested by the Basileus.

O. Tellers Committee

This committee shall function during major fund-raisers and in the distribution of tickets in the chapter.

P. Archives Committee

This committee shall consist of not more than five members including the chairman appointed by the Basileus. The committee shall have the responsibility of serving as the custodian of the chapter's print and non-print materials. The committee shall also develop policies for the collection of and procedures for the use of materials by members.

Q. Technology Committee

The committee shall consist of a chairman and other members, two of whom shall be the Pecunious Grammateus and 2nd Anti-Basileus. It shall be the function of this committee to address technology issues throughout the chapter, and provide strategic direction to the Basileus and Executive Committee on the effective utilization of technology to increase communication and connection throughout our sisterhood. The chairman shall be appointed by the Basileus. The chairman shall attend Executive Committee meetings in an advisory capacity. She shall not vote.

R. Leadership Development Committee.

The committee shall consist of a chairman, a representative of the Program Committee, and a representative of the Membership Committee. The committee shall be responsible for developing and coordinating the implementation of workshops and other development efforts at Chapter meetings. The committee shall also coordinate the implementation of leadership training for members seeking office in the Chapter. It shall be the function of this committee to plan and execute the annual chapter retreat and to develop, maintain, monitor, and revise the Chapter's strategic plan.

S. Sisterly Relations Committee

The committee shall consist of a chairman and representatives from the chapter. It shall be the duty of this committee to develop and provide support in the execution of the chapter's sisterly relations program. The committee shall play a major role in strengthening and continuing the sorority's commitment to sisterhood by developing activities that reinforce the core values of Alpha Kappa Alpha Sorority, Incorporated.

ARTICLE VII – MEETINGS

- Section 1. Regular Meetings. The regular chapter meetings shall be held on the third Saturday of the month September through June; except during the months of June and December; these meetings will be held on the second Saturday. Exceptions will be made only if these dates are in conflict with chapter retreat or South Central Regional Conference scheduled activities. Chapter meetings shall 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. Call Meetings. Call meetings shall be set by the Basileus. The Basileus shall be required to call a meeting of the body upon presentation of a petition signed by one-fourth of the active membership. The meeting notice must be postmarked or emailed seven (7) days prior to the call meeting.
- Section 3. Quorum. A quorum shall consist of four members of the Executive Board and one-fourth of the active membership.

ARTICLE VIII – PENALTIES AND RESTORATION OF PRIVILEGES

Any soror failing to meet the deadlines in Article IX, Section 3 of the Chapter Bylaws shall be inactive until such time as the obligations are met.

ARTICLE IX – FINANCES

- Section 1. National. All dues and assessments are due and payable by January 1 of each year and are subject to a late fee of 10% of the entire amount if postmarked after February 1. Life members are not subject to the 10% per capita late fee.
- Section 2. Local. Each member shall pay regular dues and assessments to the local chapter on the basis of the chapter's yearly budget. The per capita tax, which shall be included in the budget, shall not be forwarded to the Alpha Kappa Alpha office until financial obligations to the chapter have been met. The deadline for accepting dues for the current year will be the May meeting. There will be no refunds of or credits applied to partially paid dues. The Tamiouchos may transfer all partial dues payments to the Operations contingency fund at any time after the May meeting of the current year. A soror paying dues by check is not considered financial until her check has cleared the bank.
- Section 3. Assessments. Assessments levied by the Chapter shall be voted on in the fiscal year prior to the assessment becoming an obligation that can affect a Soror's financial status.

SPECIAL FEES AND FINES

- Section 4. A. Members who RSVP for chapter events are responsible for payment on or before the deadline established by the responsible committee. On the day following the deadline, all unpaid RSVPs shall be cancelled. Any member who fails to meet a financial obligation by the event deadline shall not be considered a “member in good standing” until said obligation(s) is satisfied as defined in Bylaws, Article IV, Section 1 of the CONSTITUTION AND Bylaws or Membership Status Classification of the MANUAL OF STANDARD PROCEDURE.
- B. If tickets are distributed, all monies associated with the tickets must be cleared by the Pecunious Grammateus. Any tickets not sold or returned by the predetermined deadline (set by the committee and approved by the chapter) for each event become the financial responsibility of the member.
- Section 5. Boule and Regional Conference Representations. Mu Kappa Omega Chapter shall include in its yearly budget an amount sufficient to cover reasonable expenses, as determined by the chapter for the Basileus and each official delegate to the Boule, Regional Conference, Leadership Seminar, and any other conference designated by the Boule and/or Directorate.
- Section 6. Delegates. The chapter will use a reimbursement system for delegates’ fees. Delegates must have been active for 12 months in Mu Kappa Omega chapter before delegate eligibility.
- Section 7. Audits. The accounts of the Pecunious Grammateus and Tamiouchos shall be audited annually by the Audit Committee. The Committee shall report to the body no later than the June meeting. Expense vouchers must accompany all financial records.

ARTICLE X -ACTIVE CHAPTER PARTICIPATION FOR MIP SPONSORS AND CO-SPONSORS

Section 1. A Soror desiring to sponsor or co-sponsor a candidate must be an active member of Mu Kappa Omega Chapter for at least 24 months and attend the Mu Kappa Omega Chapter mentorship orientation program prior to the start of the Membership Intake Process and:

- A. Attend at least two of the following conferences/meetings over the past two (2) years:
 - Leadership Meetings/Retreats/Trainings
 - Cluster Conference
 - Regional Conference/Trainings/Summits
 - Undergraduate Roundup
 - International Conference (Boule or Leadership)
 - Others that may be determined by the Regional Director
- B. Attend monthly chapter meetings five (5) out of the last ten (10) meetings over the past two (2) years.
- C. Participate in Sorority/Chapter Activities by attending at least three (3) of the following activities over the past two (2)years.
 - Committee Work
 - Founders Day Programs
 - Program Attendance
 - Connection and Social Justice Events/Legislative Days (i.e.. AKA Day at the Capitol)
 - Fundraisers

Section 2. An active member who has been elected or appointed to a regional or international office, chairmanship or the committee whose absence is because she is/was conducting business on behalf of the organization, shall be exempt from the chapter meeting attendance requirement for each year she has been selected/appointed.

Section 3. Two year eligibility should be calculated for January 1 to December 31, as Alpha Kappa Alpha operates according to this timeframe for a calendar year.

Section 4. Except for specific officers and sorors sponsoring or co-sponsoring candidates for membership, attendance at a chapter meetings and activities shall be voluntary.

ARTICLE XI – VOTING

- Section 1. A majority vote shall be required on all regular business and to constitute an election.
- Section 2. After the Nominating Committee has presented its report and ballot, the Basileus must call for nominations from the floor before the vote.

ARTICLE XII – AMENDING THE BYLAWS

- Section 1. These Bylaws may be amended at a regular meeting by two-thirds vote of the votes cast, provided the proposed amendment was submitted in writing at the previous regular business meeting.
- Section 2. Boule or Directorate actions that affect bylaw governance shall be reconciled by the Mu Kappa Omega Chapter Parliamentarian and are not subject to a vote by the body.

ARTICLE XIII – DISSOLUTION

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Sec. 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

ARTICLE XIV – EFFECTIVE DATE

Amendments to these Bylaws shall take effect immediately following the adjournment of the meeting at which they are adopted.

ARTICLE XV – PARLIAMENTARY AUTHORITY

The governing documents will be used in said order:

1. National Constitution and Bylaws
2. Manual of Standard Procedure
3. Chapter Bylaws
4. Bylaws the rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED.

Mu Kappa Omega Chapter STANDING RULES

Conference Calls and Electronic Meetings

1. Executive board meetings may be held by video or audio conference call.
2. Committee meetings may be held by conference call or any other electronic means if all members can simultaneously hear one another.

Selection of Delegates for Regional Conferences and Boules

1. Delegates must be nominated and voted on by the chapter.
2. Delegates must be responsible for attending all business meetings and workshops as assigned by the Basileus. A written report must be submitted to the chapter before being reimbursed.
3. When feasibly possible, a delegate should notify the Basileus in advance if she is unable to fulfill her commitment as a delegate.
4. Sorors may not serve as a delegate for two consecutive conferences.

Delegate Responsibilities for Regional Conferences and Boules

1. Delegates shall cast votes for candidates, bylaw amendments and other agenda items in accordance with the expressed direction of the chapter.
2. The chapter shall vote on its preference for candidates in the meeting prior to Regional Conference or Boule and all chapter votes shall be cast for the candidates favorably voted upon. Should the chapter vote to allow the delegates to caucus for certain offices, the delegates will be allowed to caucus and cast the chapter votes based on the outcome of the caucus. All chapter members registered for the conference shall be notified of the date and time of the caucus and shall be invited to participate in the caucus.
3. The chapter shall vote on its preferences for proposed bylaw amendments and the delegates shall cast all chapter votes in accordance with the chapter vote. There shall be no caucus allowed for proposed bylaw amendments.

Voting for Membership

Mu Kappa Omega Chapter will vote whether or not to consider the question of taking new members into Alpha Kappa Alpha Sorority, Inc., in the month of January in even numbered years. The Membership Intake Process shall occur within the confines of the term.