

ALPHA KAPPA ALPHA SORORITY INC.

PSI BETA OMEGA CHAPTER

TOKYO, JAPAN

# CHAPTER BYLAWS



Revised and Amended 2012

ALPHA KAPPA ALPHA SORORITY, INCORPORATED  
PSI BETA OMEGA-TOKYO CHAPTER  
BYLAWS

PREFACE

These bylaws are written with respect to local conditions. Nothing herein should be construed to be in conflict or inconsistent with the National Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated 2012 edition. The Chapter is not an instrumentality of the government of the United States of America; it is self-sustaining and is not eligible for financial assistance from the government or non-appropriated funds.

ARTICLE I: NAME

This organization shall be known as Psi Beta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated located in Tokyo, Japan. The chapter shall be composed of Graduate Sorors as defined by the Corporate Constitution and Bylaws.

ARTICLE II: PURPOSE

The purpose of Psi Beta Omega Chapter Alpha Kappa Alpha Sorority, Inc. shall be to bring a union of Alpha Kappa Alpha Sorority, Incorporated (“AKA”), women in Japan, to spread and perpetuate the ideals of AKA throughout Japan, to study and help alleviate problems concerning girls and women in order to improve their social stature, to cultivate and encourage high scholastic and ethical standards, and to be of service to all mankind as stated in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

ARTICLE III: MEMBERSHIP

Section 1. An active member of Psi Beta Omega shall be a Soror who meets the qualifications of membership as stated in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

Section 2. Psi Beta Omega Chapter shall be comprised of financial members of Alpha Kappa Alpha Sorority, Inc. A Soror who has not been financial for one or more years may reactivate by paying a designated fee. The fee may be paid through the Chapter or to the Alpha Kappa Alpha Corporate Office. Payment of the reinstatement fee will be accepted after previous indebtedness to former chapter and the Boule has been repaid. Current dues and assessments will begin at the time of reactivation.

Section 3. Financial members will be entitled to participate directly in all business and activities of the Chapter, to vote on all issues of interest to the Chapter, to serve as Chairman of a standing or special committee, and to hold elective office. Financial membership shall be on a voluntary basis and requires the payment of per capita as assigned by the Boule of Alpha Kappa Alpha Sorority, Inc. All Financial Sorors are encouraged to participate in the fellowship gatherings of the Chapter.

Qualifications for Active Participation are defined as:

- A. Soror meets financial obligations of the Boule and Chapter. Financial Obligations include:  
1) Boule dues and 2) Chapter dues.
- B. Soror participates in Regional or International Conferences (Leadership or Boule) at least once every six (6) years.
- C. Soror attends at least 6 of 10 monthly Chapter meetings for any given calendar year; unless the absence includes extenuating circumstances i.e. illness, family emergency, or job related commitment. Attendance for chapter meetings via teleconference is acceptable. A Soror whose work or personal obligations prevent her from attending a chapter meeting or event is expected to notify the Basileus or the designated representative prior to the meeting or event.
- D. Soror participates in chapter activities such as committees, programs, fundraisers, sisterly relation activities or holds office.

Section 4. Psi Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. will not discriminate in membership on the basis of race, color, national origin or religion.

Section 5. A member of Alpha Kappa Alpha Sorority, Inc. that has relocated to the area is encouraged to participate and join the chapter. Before being invited to an official meeting, the chapter member should contact the Hodegos and the Basileus. The Hodegos will contact headquarters for verification that the visiting soror is in good standing with Alpha Kappa Alpha Sorority, Inc. and receive an invitation to join the fellowship.

Section 6. Suspension of an individual member shall disqualify the individual from participation in the sorority and all sorority activities for the period of suspension. The period of suspension shall be determined by the Regional Director upon approval of the Supreme Basileus.

#### ARTICLE IV: OFFICERS

The following officers are: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiouchos, Pecunious Grammateus, Epistoleus, Parliamentarian, Chaplain, Ivy Leaf Reporter, Historian, Hodegos, and Philacter.

##### Section 1. DUTIES AND POWERS OF OFFICERS

Each chapter officer shall:

- A. Have knowledge of the Alpha Kappa Alpha Sorority, Inc. Constitution and Bylaws, Manual of Standard Procedure and the Chapter Bylaws.
- B. Is expected to fulfill the duties accepted. Any officer finding it impossible to function in said capacity is expected to send in her written resignation to the Executive Committee. If an Officer does not comply with the fulfillment of her duties, the Executive Committee shall be empowered to direct the Basileus to request her removal from office.
- C. Be responsible for executing the duties of her office as stated in the Bylaws. Officers responsible for record books or files shall make these documents available at each Chapter meeting. All outgoing officers possessing papers and records pertaining to the Chapter must transfer the same to the Basileus or successor.

- D. Shall complete annual reports which will be submitted (along with files and records pertaining to the Chapter) to the new officers immediately upon the election of new officers at the December meeting.

#### BASILEUS

The Basileus shall:

- A. Preside over all meetings of the Chapter and Executive Committee.
- B. Have the authority to call special meetings.
- C. Appoint Chairman of all Standing and Special Committees.
- D. Enforce the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc. and the Chapter Bylaws.
- E. Fill elected officer vacancies by appointment with approval of the Chapter.
- F. Vote during general elections. At all other times the Basileus shall cast the tie breaking vote in case of deadlocks.
- G. Appoint and announce the Nominating committee in June of each year for the election of officers.
- H. Have the authority to enter into contracts or other obligations on behalf of the Chapter after approval of the Chapter.
- I. Appoint members to fill non-elective offices.
- J. May countersign checks along with authorized signers.
- K. Serve as ex-officio member of all committees except the Nominating Committee.

#### ANTI-BASILEUS

The Anti-Basileus shall:

- A. In the absence of the Basileus, assume the duties of the Basileus.
- B. In the event that the office of the Basileus becomes vacant, assumes the office of Basileus until the next general election.
- C. Serves as the Chairman of the Program Committee.
- D. Participate on the Executive Committee.
- E. May countersign checks along with authorized signers.
- F. Perform other duties as assigned by the Basileus.

#### SECOND ANTI-BASILEUS

The Second Anti-Basileus shall:

- A. In the absence of the Anti - Basileus, assume the duties of the Anti-Basileus.
- B. Participate on the Executive Committee.
- C. Perform other duties as assigned by the Basileus.

#### GRAMMATEUS

The Grammateus shall:

- A. Record accurately the minutes of all Chapter and Executive Committee meetings in a ledger. The ledger shall be bound at the end of the year.
- B. Maintain current membership rosters.
- C. Maintain committee reports.

- D. Participate on the Executive Committee.
- E. Send a copy of the monthly minutes and Tamiouchos report to all financial members.

#### ANTI-GRAMMATEUS

The Anti-Grammateus shall:

- A. In the absence of the Grammateus, assume the duties of the Grammateus.
- B. Perform other duties as assigned by the Basileus.

#### TAMIOUCHOS

The Tamiouchos shall:

- A. Be responsible for the management of the Chapter funds.
- B. Safeguard, disburse and account for funds and their assets in accordance with applicable regulations, policies and procedures as established in the Chapter By-laws.
- C. Prepare an annual budget with guidance from the Executive Committee for presentation to the Chapter for voting and approval at the November meeting. Provide copies of the approved budget to all members.
- D. Render a report as to the financial status of the Chapter at the Executive Committee meetings and at the regular Chapter meeting.
- E. Maintain all financial records and those records pertaining to the financial operation and liquidation of the Chapter.
- F. Act as Chairman of the Finance Committee.
- G. Will have fidelity bonding.
- H. Provide vouchers for authorized Chapter expenditures.
- I. Participate on the Executive Committee.
- J. May countersign checks along with authorized signers.
- K. Perform other duties as assigned by the Basileus.

#### PECUNIOUS GRAMMATEUS

The Pecunious Grammateus shall:

- A. Notify members of their financial status.
- B. Receive, record, and maintain records of all receipts.
- C. Submit funds to Tamiouchos.
- D. Participate on the Finance and Executive Committee.
- E. Sign vouchers.
- F. Prepare, issue and maintain records of all receipts.
- G. Participate on the Executive Committee.
- H. Perform other duties as assigned by the Basileus.
- I. Issue checks for properly executed vouchers.
- J. May countersign checks along with authorized signers.

#### EPISTOLEUS

The Epistoleus shall:

- A. Notify members of meetings.
- B. Disseminate official correspondence of the chapter per direction of the Basileus.
- C. Maintain correspondence files.

- D. Perform others duties as assigned by the Basileus.

#### PARLIAMENTARIAN

The Parliamentarian shall:

- A. Assist the Basileus in the interpretation of the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc. as well as the Bylaws of Psi Beta Omega Chapter.
- B. Have a copy of "Robert's Rules of Order, Newly Revised" at each meeting and a copy of the Chapter Bylaws to interpret regulations.
- C. Serve as Chairman of Bylaws Committee.
- D. Sit in close proximity to the Basileus at meetings to be convenient for consultation.
- E. Keep a record of voting and the motions made during the Chapter meetings and give the records to the Grammateus at the conclusion of the meeting.
- F. Participate on the Executive Committee.
- G. Perform other duties as assigned by the Basileus.

#### CHAPLAIN

The Chaplain shall:

- A. Give the invocation at special occasions and inspirational thoughts for meditation at opening session at each regular meeting.
- B. Offer grace at meal functions when requested.
- C. Serve as Chairperson of an appointed Ivy Beyond the Wall Committee.
- D. Perform other duties as assigned by the Basileus.
- E.

#### IVY LEAF REPORTER

The Ivy Leaf Reporter shall:

- A. Compile, type, edit, and disseminate news releases to the media and the national publication, The Ivy Leaf.
- B. Publish a newsletter.
- C. Serve as Chairperson of the Public Relations and Connection Committees.
- D. Perform other duties as assigned by the Basileus.

#### HISTORIAN

The Historian shall:

- A. Collect memorabilia, which illustrates the history of Psi Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. from its inception to the present time.
- B. Write a narrative account of the Chapter's activities which will become a permanent part of the Chapter's official history.
- C. Perform other duties as assigned by the Basileus.

## HODEGOS

The Hodegos shall:

- A. Prepare with the assistance of the Philacter, a list of all other Greek organizations' points of contact annually and notify those points of contact of all Chapter events and change of Chapter officers.
- B. Serve as the initial point of contact for Sorors wishing to join the chapter.
- C. Assist the Philacter as necessary.
- D. Serve as Chairperson of the Social Committee.
- E. Serve as the Hostess of the chapter.
- F. Keep permanent records of gifts and courtesies.
- G. Update the courtesies guidelines as required and present to the Chapter for approval.
- H. Perform other duties as assigned by the Basileus.

## PHILACTER

The Philacter shall:

- A. Guard our doors from undesirable intrusions of strangers;
- B. Check membership of visiting Soror as they arrive.
- C. Check all credentials or eligibility of Sorors attending Chapter meetings.
- D. Assist the Hodegos as necessary.
- E. Perform other duties as assigned by the Basileus.

## Section 2. TERM OF OFFICE

The members of the Executive Committee shall be elected by the general membership to a term of office not to exceed four (4) consecutive years. Any officer may elect to vacate her position at the end of each year. Notification should be sent to the Nomination Chairperson by September 30<sup>th</sup> of the year in which the soror intends to vacate her office.

## Section 3. NOMINATIONS AND ELECTIONS

The election of officers shall be in accordance with the Constitution and ByLaws of Alpha Kappa Alpha Sorority, Incorporated. The Basileus will appoint a Nomination Chairperson in June. Ballots will be distributed in October, a month prior to the election. Chapter officers shall be elected in November and installed at the close of the December meeting. The terms of office shall begin January 1.

## Section 4. ELIGIBILITY FOR OFFICE

To be eligible for office a Chapter member must be a member in good standing with the Boule and financially active with the Chapter.

## Section 5. MODE OF ELECTION

The election of officers shall be by secret ballot. The nominee receiving the majority vote shall be declared elected. Members on TDY (temporary duty), leave, etc. may submit their vote by absentee ballot via secret ballot e-voting response method approved by the executive board.

## Section 6. VACANCY OF OFFICE

An office will be declared vacant upon the departure of an officer from the Kanto region of Japan or when it is decided that an officer cannot fulfill their obligation. The Basileus will appoint a replacement pending elections. If the office of the Basileus becomes vacant or is otherwise unfilled, the Anti-Basileus shall assume the office until the next general election. If no soror accepts the responsibility, the International Regional Director will be asked to appoint another soror to assume the office until the next general election.

## ARTICLE V: MEETINGS

Section 1. Psi Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. will meet monthly at a designated time and place excluding July and August.

Section 2. Other meeting dates may be designated at the discretion of the Basileus and the chapter members.

Section 3. Members will be notified a minimum of seven days prior to the event. Announcements will include the specified date, time and place.

Section 4. The Points of Contact within Yokosuka, Yokota, Atsugi, Negishi, and Zama areas are responsible for securing the place for monthly meetings and informing members of the location.

Section 5. A quorum shall consist of one-third of the chapter's financial members located within Mainland Japan.

Section 6. The attire for chapter meetings will be conservative business attire unless otherwise determined by the Basileus. Conservative business attire shall be defined as dresses, skirts or pants.

Section 7. A visiting soror may attend a maximum two meetings before becoming a member of the chapter.

## ARTICLE VI: EXECUTIVE COMMITTEES

The Executive Committee is the recommending body to the Chapter and shall consist of the following officers: Basileus, Anti-Basileus, Second Anti-Basileus, Grammateus, Tamiouchos, Pecunious Grammateus and Parliamentarian.



The Executive Committee shall:

- A. Oversee the operations of the Chapter in accordance with Psi Beta Omega Chapter of Alpha Kappa Alpha Sorority, Inc. Bylaws, and other pertinent directives.
- B. Ensure that the Chapter is being properly administered and its funds safeguarded. That all monies received and dispersed have been properly approved, accounted for, recorded, and assigned according to chapter Bylaws.
- C. Review financial statements and reports.
- D. The Executive Committee shall meet prior to the monthly chapter meeting.
- E. Shall act on behalf of the body when the Chapter is in recess.

## VII: COMMITTEES

The Standing Committees of this Chapter shall be: Executive, Finance, Program, Bylaws, Nominating, Standards, Membership (to include the Membership Intake Process), Technology, Social, Scholarship, and Public Relations Committees. These committees must have a meeting with a Chairman presiding before reporting to the Chapter.

Committee Duties:

- A. Meet as often as necessary for planning and implementing current programs of the sorority.
- B. Submit written committee reports monthly to the Basileus, Anti-Basileus, and Grammateus
- C. Submit budget requests to the Tamiouchos for review.
- D. Present tentative plans to the Executive Committee for approval prior to presenting to the Chapter. The plan will include goals, evaluation methods and a projected budget.
- E. Submit final committee plans for Chapter approval at the annual retreat. Copies of the plan will be provided to the Basileus, Anti-Basileus, Grammateus, and the Committee's files.

The Finance Committee shall:

- A. Prepare an annual budget based on the estimated income.
- B. Be aware of and account for chapter expenditures (including dues and assessments).
- C. Periodically review the income and expenditures of the chapter.
- D. Revise the budget as needed.

The Program Committee shall:

- A. Implement selected activities which promote and support sorority platforms.
- B. Develop short and long term goals and objectives and present them to the Chapter for approval.
- C. Plan monthly and/or yearly programs with Chapter members at a program planning workshop.

The Bylaws Committee shall:

- A. Propose needed changes to the Chapter Bylaws.
- B. Carefully examine all proposed amendments from Chapter members and prepare for presentation for Chapter vote.
- C. Ensure that all Chapter members receive proposed changes one (1) month prior to vote.

The Public Relations Committee shall:

- A. Compile, type, and edit news releases.
- B. Send news releases to all news media, newspapers, radio and television (if applicable).
- C. Attempt to establish a relationship with the news media.

The Social Committee shall:

- A. Plan programs and Chapter functions that foster and maintain good sisterly relations.
- B. Recognize Sorors for achievements.
- C. Conduct workshops at meetings to provide ideas and techniques on improving human relations skills.

The Scholarship Committee shall:

- A. Be comprised of financial Sorors who volunteer and/or are appointed by the Basileus.
- B. Establish the criteria for the selection of scholarship recipients, the date for the announcement of the scholarship, the closing dates for applications, and the date and time for the announcement of the recipients.
- C. Establish the amount of the scholarship awards and the number of recipients to be presented to the Chapter for approval.
- D. Notify the scholarship recipient(s).
- E. Send thank you letters to all applicants.

The Audit Committee (as appointed by the Basileus) shall:

- A. Conduct an audit of Chapter financial records and accounts of expenditures of officers annually.
- B. Conduct a transfer audit between finance officers annually upon exit of officers.
- C. The auditor of Chapter financial records shall be someone outside of the chapter or three internal chapter members excluding chapter finance officers.

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

The officers of Psi Beta Omega Chapter shall be knowledgeable in the governing documents of Alpha Kappa Alpha Sorority, Inc. and Psi Beta Omega Chapter. The governing documents of the Chapter shall be (in order of authority):

1. Alpha Kappa Alpha Sorority, Inc. Constitution and Bylaws

2. Alpha Kappa Alpha Sorority, Inc. Manual of Standard Procedure
3. Psi Beta Omega Chapter Bylaws
4. The rules contained in the current edition of Robert's Rules of Order Newly Revised in cases in which they are applicable and so long as they are not inconsistent with Alpha Kappa Alpha Sorority, Inc. Constitution and Bylaws.

Section 1. Officers are expected to fulfill the duties accepted. Any Officer finding it impossible to function in said capacity is expected to send in her written resignation to the Executive Committee. If an Officer does not comply with the fulfillment of her duties, the Executive Committee shall be empowered to direct the Basileus to request her removal from office.

Section 2. Each officer shall be responsible for executing the duties of her office as stated in the Bylaws. Officers responsible for record books or files shall make these documents available at each Chapter meeting. All outgoing officers possessing papers and records pertaining to the Chapter must transfer the same to the Basileus or successor.

Section 3. Annual reports of incumbent Officers shall be given at the December meeting prior to the installation of Officers.

#### ARTICLE IX: DUTIES AND POWERS OF THE CHAPTER

Section 1. The Chapter shall send its full quota of representatives to conferences and other meetings.

Section 2. The Chapter delegates to Regional Conferences, Seminars and the Boule shall receive financial assistance, as budgeted, to represent the Chapter.

Section 3. The Basileus is the official representative. The Basileus shall receive a higher portion of the budgeted financial assistance given to all the representatives.

Section 4. The chapter shall be responsible for all travel expenses and accommodations of the International Regional Director when she visits the Chapter.

#### ARTICLE X: AMENDMENTS OF THE BY-LAWS

Section 1. These Bylaws may be amended at a regular meeting by two-third (2/3) vote of members present, providing said amendment(s) has/have circulated and discussed with the Chapter one (1) month prior to the voting.

Section 2. Any member wishing to amend or alter the Chapter Bylaws shall forward the proposed changes to the Constitution and Bylaws Committee for presentation to the Executive Committee. The approved amended Chapter Bylaws should then be sent to the International Regional Director for review and approval. The International Regional Director shall return the approved Bylaws to the Chairman of the Bylaws Committee for circulation to the Chapter members. The approved amended Chapter Bylaws shall have immediate effect.

Section 3. After amended bylaws have been adopted by the chapter, a copy of amendment (s) must be forwarded to the chapter member.

Section 4. Parliamentary Authority for this Chapter shall be *Robert's Rules of Order, Newly Revised*.

## ARTICLE XI: FINANCES

Section 1. The source of the Chapter income shall be annual dues and fund raising activities approved by the chapter dues are used to pay operating expenses. Monies collected from fund-raisers will be used to provide community services and implement national programs.

Section 2. The system of accounts will embody a single entry bookkeeping system with supporting vouchers. Financial statements will be prepared monthly and forwarded to the members. An audit by an independent auditor will be conducted annually and/or upon the change of Tamiouchos.

Section 3. To ensure the financial success of money raising projects voted on and accepted by the Chapter, all members shall be financially responsible for the sale of the tickets issued. If tickets are unsold, members may be assessed.

Section 4. Requests for reimbursement for monies paid, Chapter business, or expenditures must be submitted by the soror within thirty (30) days of the event by submitting a Reimbursement Request form. An extension is automatically granted to members who have extenuating circumstances (i.e. illness, family emergency, or job related commitments).

Section 5. The Chapter shall keep a report of its income and disbursements for the fiscal year ending December 31, and a copy of the budget adopted by the Chapter for the new fiscal year. The report and budget will be available for review.

## ARTICLE XII: DISSOLUTION

Section 1. Upon the written agreement of two-thirds of the membership of the Chapter, and notification to the International Regional Director, the Chapter will be dissolved.

Section 2. In the events of the dissolution of the chapter for any reason, all assets of the chapter remaining after payment of outstanding obligations shall be donated to Alpha Kappa Alpha Sorority, Incorporated scholarship fund for deserving youth.

Section 3. In the events that the assets are insufficient to discharge all liabilities, the entire membership will share equally in covering the liabilities.

Section 4. Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purpose 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 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.