

BYLAWS

ARTICLE I

Name

Section 101. The name of this society shall be EPSILON THETA chapter of Sigma Gamma Rho Sorority Incorporated. EPSILON THETA chapter was chartered on the campus of Tuskegee University.

Section 102. No abbreviation or variations in the name of this sorority will be permitted with the exception of the following: Sigma Gamma Rho or SGRho.

Section 103. The rules promulgated herein under the authority of the chapter of Sigma Gamma Rho Sorority, Incorporated shall be known as the BYLAWS of the EPSILON THETA chapter of Sigma Gamma Rho Sorority, Incorporated.

ARTICLE II

Purpose

Section 201. The purpose of these rules is the effective society and operation of EPSILON THETA chapter in the execution of its duties and responsibilities.

Section 202. The purpose of EPSILON THETA chapter is to enhance the quality of life within the community. Leadership development, community awareness and health education are the hallmark of the organization's programs and activities. EPSILON THETA chapter addresses concerns that impact society educationally, civically and economically.

ARTICLE III

Membership

Section 301. Membership. A person may be admitted to this chapter only while in attendance at Tuskegee University or in attendance at a four-year institution without a chapter of Sigma Gamma Rho Sorority, Incorporated.

- a. Candidates for chapter membership must have a minimum of a 2.80 cumulative grade point average and have completed twenty-four (24) semester hours.
- b. Members must maintain a 2.50 grade point average to remain active. Members who do not meet grade point requirements will be placed on a one semester probationary period before being placed on inactive status and/or losing voting privileges.
- c. Junior or community college credits and standing shall be transferable. Proof of intent to enter and obtain a degree from Tuskegee University submitted from the Registrar of the junior or community college.

Section 302. Transfer. The EPSILON THETA chapter shall accept transfers from

another chapter of Sigma Gamma Rho Sorority, Incorporated in accordance with the National Bylaws of the Sorority (Article II, Section 208)

Section 303. Rights of a Member.

- a. Payment of all annual fees, dues and assessment on the national, regional, and local levels is prerequisite to good standing in EPSILON THETA chapter.
- b. Good financial standing is required to hold an officer position and to participate in any chapter activities that are not open to the public.
- c. An active member shall be defined as member in good financial standing at the national, regional, and local levels. It shall be the right of EPSILON THETA chapter to determine active membership in terms of function, attendance and responsibility.

ARTICLE IV
Officers

Section 401. The officers of EPSILON THETA chapter shall be: Basileus, Anti-Basileus, Grammateus, Anti-Grammateus, Tamiochus, Epistoleus and Parliamentarian. All officers shall be elected.

Section 402. All officers shall perform the duties prescribed by these BYLAWS and by the parliamentary authority adopted by EPSILON THETA chapter.

Section 403. Term of officer. The term for all officers shall be one year. All officers shall serve a term of one year or until their successor is elected. Elected officers and any appointed officers shall be installed at the April chapter meeting and take office immediately after installation. All officers must be T.O.R.C.H. certified to be eligible for office.

Section 404. There is no term limitation on the number of times an officer can be re-elected or appointed to the same office.

Section 405. Vacancies. If a vacancy occurs in the office of the Basileus, the Anti-Basileus will assume that office for the unexpired term. If a vacancy occurs in any other position, the chapter will hold an election to fill that office if the vacancy is for an elected officer. If a vacancy occurs in an appointed position, the Basileus will appoint someone to complete the unexpired term.

Section 406. Any officer who fails to fulfill her responsibilities, who misses more than 50% of chapter meetings without being excused by the Basileus or who violates sorority rules/regulations may be removed from office by a 2/3 vote of the chapter taken at a special meeting called for the purpose of holding a hearing, provided she has been given at least 30 days to prepare a reasonable defense and accorded the opportunity to be heard in her own defense before a vote is taken.

Section 407. All elected and appointed officers shall prepare an annual report on the activities of their office for the sorority year and deliver a summary of this report at the annual meeting of EPSILON THETA chapter.

Section 408. Due to fluctuations in membership, combining officer positions may sometimes be required.

Section 409. Duties of the Officers.

1. Basileus. It shall be the duty of the Basileus to:
 - a. Preside over all meetings of EPSILON THETA chapter.
 - b. Serve as a delegate to regional conferences, the Boule and other national meetings.
 - c. Serve as one of three officers authorized to sign vouchers.
 - d. Serve as one of three officers authorized to sign chapter checks or to withdraw funds from a university account.
 - e. Serve as an ex-officio member of all committees except the Nominations and Elections Committee.
 - f. Appoint all special and ad Hoc committees and the chairs of these committees. She shall also appoint any representatives to other organizations, e.g., NPHC.
 - g. Appoint the chairpersons of all standing committees except the Nominations and Elections Committee.
 - h. Prepare an annual report on the state of the chapter and present this report at the annual meeting of EPSILON THETA chapter.
 - i. Maintain regular contact with the undergraduate advisor assigned to supervise EPSILON THETA chapter, and also correspond regularly with the Undergraduate Chapter Coordinator of her region.
2. Anti-Basileus. It shall be the duty of the Anti-Basileus to:
 - a. Preside over chapter meetings in the absence of the Basileus.
 - b. Serve as Chair of the Membership Committee. The Membership Committee is responsible for implementing the T.O.R.C.H. Program of Sigma Gamma Rho Sorority, Inc. and for recruitment and retention activities of chapter members.
3. Grammateus. It shall be the duty of the Grammateus to:
 - a. Perform the functions of the financial secretary for EPSILON THETA chapter.
 - b. Receive all funds submitted to EPSILON THETA chapter and keeping a record of all money received.
 - c. Make monthly reports to EPSILON THETA chapter of all funds received and categories of money received.
 - d. Reconcile the financial record with the Tamiochus.
 - e. Serve as one of three officers authorized to sign chapter checks.
 - f. Serve as one of three officers authorized to sign vouchers for disbursement of funds and give the same to the Tamiochus.
 - g. Not sign vouchers for her own reimbursement.
 - h. Provide all records upon request for the books to be audited.
 - i. Serve as a member of the Budget committee.
 - j. Prepare the financial portion of the Annual Report, with the Tamiochus, due to the Grand Grammateus and/or Headquarters.
 - k. Prepare the dues remittance forms and, with the Tamiochus, submit same to National Headquarters and to the Regional Grammateus, keeping a copy of the form for chapter records.
 - l. Candidates for the office of Grammateus should have some knowledge of Excel or some other spreadsheet program.
4. Anti-Grammateus. It shall be the duty of the Anti-Grammateus to:
 - a. Serve as the recording secretary of EPSILON THETA chapter.
 - b. Keep the minutes in a bound minutes book.
 - c. Sign and date all minutes once the minutes have been approved by

- d. Maintain a file that will contain all chapter-approved minutes.
 - e. Submit a list of all substantive motions adopted during the sorority year, at the annual meeting of EPSILON THETA chapter. Substantive motions are defined as motions that amend the BYLAWS, amend the Standing Rules, change policies or procedures or provide directions for activities that will occur the following sorority year.
 - f. Retrieve all mail and bringing it to chapter meeting each month.
 - g. Read all correspondence received by the chapter.
 - h. Maintain the chapter roster, with the Grammateus, making address/contact corrections as needed.
 - i. Send the alumnae undergraduate advisor, the Regional Syntaktes and the Regional UCC a copy of the remittance forms and an updated roster.
5. Tamiochus. It shall be the duty of the Tamiochus to:
- a. Serve as the treasurer for EPSILON THETA chapter.
 - b. Serve as the Chair of the Budget Committee.
 - c. Serve as one of three officers authorized to sign chapter checks.
 - d. Receive all of the money from the Grammateus, giving her a receipt for all the money received.
 - e. Not issue a check unless there is a properly signed voucher (two of the three officers authorized to sign vouchers must sign the voucher). All checks must have a minimum of two signatures.
 - f. Reconcile the financial records with the Grammateus.
 - g. Make monthly reports at EPSILON THETA chapter meetings of all money received from the Grammateus and all the money disbursed.
 - h. Surrender all financial records when requested so that the books can be properly audited.
 - i. Work with the Grammateus to submit all reports, remittance forms and other documents to National Headquarters, national officers or regional officers as requested to meet stated deadline dates.
 - j. Candidates for the office of Tamiochus must have some experience in the use of Excel or some other spreadsheet program.
6. Epistoleus. It shall be the duty of the Epistoleus to:
- a. Serve as the public relations officer and historian for EPSILON THETA chapter.
 - b. Maintain the history of EPSILON THETA chapter.
 - c. Producing the monthly chapter newsletter, sending (mail or e-mail) the same to all chapter members in accordance with the policy in the Standing Rules.
 - d. Have access to the chapter camera to take pictures.
 - e. Submit at least two articles to the Aurora each year about EPSILON THETA chapter activities.
7. Parliamentarian. It shall be the duty of the Parliamentarian to:
- a. Confer with the Basileus on the agenda at the EPSILON THETA chapter meetings.
 - b. Serve as consultant to officers and committee chairpersons.
 - c. Advise the Basileus during meetings.
 - d. Assist in the writing of amendments to the BYLAWS.

Article V Meetings

Section 501. The regular meetings of EPSILON THETA chapter shall be held bi-weekly on a day selected by the chapter at the first meeting of the year.

Section 502. The last meeting of the academic year shall be known as the annual meeting. It shall be held for the purpose of receiving the annual reports of all officers, elected and appointed, and any final committee reports that have not been previously submitted, and for any other business that may arise.

Section 503. Special meetings may be called by the Basileus or upon written request of the majority of the members of the chapter. At least one week's notice (personal, written, phone, e-mail) shall be given to each member. The business transacted at any special meeting shall be limited to that included in the call.

Section 504. A quorum for the transaction of business shall be a majority of the financial membership.

ARTICLE VI Committees

Section 601. Special and ad Hoc Committees shall be appointed by the Basileus to handle specific matters. After the task is completed, the committee shall disband (Founder's Day Committee is one example).

Section 602. Standing committees shall assume such duties as are specified in the BYLAWS and such other duties as may be assigned by the Basileus.

Section 603. When a committee has subcommittees, the chairperson of the committee and the chairperson of the respective subcommittees may constitute a committee for action between meetings of the committee. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the committee.

Section 604. All standing committees are appointed by the Basileus. All committee chairs except the Chair of the Nominations Committee are appointed by the Basileus unless the position is designated by the BYLAWS. The Basileus is ex officio member in all committees except the Nominations Committee. The standing committees of EPSILON THETA chapter shall be:

- a. Budget Committee
- b. Bylaws
- c. Membership Committee
- d. National Program Committee
- e. Nominations Committee
- f. Public Relations

Section 605. The Budget Committee whose chairperson shall be the Tamichochus, is composed of 4 members, one of whom is the Grammateus. The Budget Committee shall:

- a. Develop the annual budget for EPSILON THETA chapter.
- b. Present the budget to the chapter at the September meeting or the first business meeting of the year, which ever comes first.

- c. Make recommendations for adjustments in the budget.
- d. Submit recommendations for chapter approval as the need arises throughout the year.

Section 606. The Bylaws Committee shall:

- a. Review the Bylaws and recommend amendments as needed.
- b. Study suggestions for proposed amendments to the Bylaws and prepare amendments as necessary, presenting them to the chapter at the next regular meeting.

Section 607. The Membership Committee whose chairperson shall be the Anti-Basileus, is composed of 3 persons. The Membership Committee shall:

- a. Plan and implement recruitment and retention activities for EPSILON THETA chapter.
- b. Implement the T.O.R.C.H. program.

Section 608. National Program Committee is composed of 3 members. The National Program Committee shall:

- a. Propose national program activities for the year
- b. Present a program of events for chapter approval at the September meeting and at other times when the need arises.
- c. Make every effort to implement the national program thrusts of the national body of Sigma Gamma Rho Sorority, Inc.

Section 609. The Nominations Committee is comprised of 3 persons. The chapter elects the chairperson. Nomination and election procedures are covered in Article VIII.

Section 610. The Public Relations Committee shall:

- a. Develop and execute plans to improve public relations between EPSILON THETA chapter and the Macon County community.
- b. Plan and coordinate public relation activities.

ARTICLE VII Dues and Fees

Section 701. In order to meet the deadline date for submission of chapter and individual fees, all dues and assessments are due to the Grammateus no later than May 15 of each year.

Section 702. The local dues are due on July 1. Members have until two weeks after the first day of classes to pay dues for that fiscal year.

Section 703. Any member whose dues and fees are not fully paid at the local, regional, and/or national levels cannot hold office or participate in chapter activities.

ARTICLE VIII Nominations and Elections Procedures

Section 801. The regular election of officers for EPSILON THETA chapter shall take place once a year at the April chapter meeting.

Section 802. The Nominations Committee shall prepare the ballot for any officer elections held by EPSILON THETA chapter or for any other elections at the request of the chapter (e.g., delegate to the Boule).

Section 803. Nominations for office will be taken from the floor, after which the ballot will be prepared. The election will take place as described in Section 801. All candidates for office must be nominated from the floor to be eligible for office. There will be no write-in candidates.

Section 804. The Nominations Committee will appoint two tellers to count and tally the vote and report the same to the chapter, using the format described in RONR. Tellers cannot be candidates for office.

Section 805. Absentee or proxy voting is not allowed. Members wishing to vote must be present to do so.

Section 806. When three or more persons are running for the same office, a majority vote is necessary to elect.

ARTICLE IX Parliamentary Authority

Section 901. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern EPSILON THETA chapter in all cases in which they are applicable and in which they are not inconsistent with these BYLAWS and Standing Rules, which the chapter may adopt.

ARTICLE X Amendment

Section 1001. These BYLAWS may be amended at any regular business meeting of EPSILON THETA chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular business meeting.

Standing Rules

1. Chapter Delegates
 - a. All chapter delegates to the Regional Conference, the Boule or any other conference shall be elected.
 - b. The chapter delegate(s) will receive \$100 for support in attending the regional conference and /or Boule.
 - c. All delegates must submit a written report on the conference at the next regular meeting of EPSILON THETA chapter after the conference ends.
2. Financial Procedures
 - a. The Grammateus will produce a voucher for all expenses, bills, etc. and submit the same to the Tamiochus so a check can be issued. In order for a voucher to be issued, the chapter must vote to approve the expenditure, or the expense must be part of the budget for the year.
 - b. The voucher will be signed by the Grammateus and countersigned by the Basileus. In the case of reimbursement for the Grammateus, the Tamiochus and the Basileus will sign the voucher. In case of reimbursement for the Basileus, the Tamiochus and the Grammateus will sign the voucher. If the Tamiochus is being reimbursed for

expenses, the Grammateus and the Basileus will sign the check.

- c. Any committee chair requesting an advance for a chapter-approved project must complete the Chapter Advance Form before a check will be issued. All advances must be reported in the financial report made to the chapter after the event has ended.
- d. All activities planned for EPSILON THETA chapter must be financially self-supporting. Any event where the income will not cover expenses will be cancelled.
- e. Any Soror who submits two checks in any one sorority year that are not honored by the financial institution on which they are drawn will lose her personal check privileges for one year. In addition to the amount of the check, all fees assessed as a result of a bounced check must also be paid.

3. Chapter Newsletter

- a. The newsletter will be prepared by the Epistoleus and sent via e-mail or mail to all financial Sorors of EPSILON THETA chapter, the graduate chapter advisor, the UCC and the Regional Syntaktes. Newsletters may also be sent to former members of EPSILON THETA chapter, and other chapters of Sigma Gamma Rho Sorority, Inc.
- b. It is the responsibility of the Epistoleus to set the deadline date for submitting items to be published in the newsletter.

4. Auditor

- a. The chapter will appoint an auditor to audit the books of EPSILON THETA chapter. If desired, the alumnae chapter undergraduate advisor may also serve as the auditor.
- b. The Grammateus and Tamiochus will surrender all books, bank statements, and all other finance-related statements, accounts and/or reports to the auditor at least six weeks before the annual meeting so that the books can be audited.
- c. The auditing committee or the auditor will make a report at the annual meeting on the financial condition of EPSILON THETA Chapter.