

Alpha Kappa Alpha Sorority, Incorporated
Theta Chapter

Chapter Bylaws
Columbus, OH

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Article I. NAME

This organization shall be known as Theta Chapter, located in Columbus, Ohio, on the campus of The Ohio State University, of Alpha Kappa Alpha Sorority, Incorporated. The chapter shall be composed of Undergraduate Chapter Members as defined by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc.

Article II. PURPOSE

The purpose of Theta Chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind as stated in the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated ®.

The members of an undergraduate Chapter must graduate within six (6) years from their date of admission to the first university/college of acceptance. If the Soror has not graduated after six (6) years of enrollment the International President can give exception to this requirement.

Article III. MEMBERSHIP

Section 1: Qualifications for membership

- A. Active Membership in Theta is classified as active when a soror meets the following criteria determined at the end of each semester by the Tamiouchos and Graduate Advisor:
 - 1. Has met all financial obligations identified by Theta Chapter and Corporate Office
 - 2. Maintains a 2.5 cumulative GPA
 - 3. Is deemed a full-time student by the university unless the Soror provides written documentation from the university affirming that she will graduate at the conclusion of the term and does not require full-time status.
- B. A Transfer from the Alpha Kappa Alpha Corporate Office shall be necessary when a chapter member's membership classification changes. This applies to:

1. An undergraduate chapter member upon graduation
 2. An undergraduate chapter member who is a part-time student and has been a member of an undergraduate chapter for four years.
- C. Prospective Membership in Theta Chapter is classified as qualified when prospective member meets the following criteria:
1. Demonstrates high scholastic and ethical character.
 2. Has a semester GPA of C+ (2.5) and a cumulative GPA of c+ (2.5).
 3. Provide written evidence of community/campus involvement from a director or advisor of the activity or program.
 4. Has attended the Official Ohio State Prospective Member Education session or equivalent (i.e. NPHC Seminars 1 & 2, semester Greek class) prior to Alpha Kappa Alpha Official Rush the semester of intake.
 5. If any prospective member does not meet all of the above criteria she will not be considered nor selected for the MIP during that semester.

Section 2: Assessment of Fees or Dues

A. Payment Deadlines

1. Alpha Kappa Alpha Sorority, Incorporated operates on a calendar year basis. Chapter dues and per capita tax for the current year are valid from January 1 through December 31. Chapter dues and per capita tax for the upcoming year are due by December 31. Sorors who have not renewed their membership by December 31 will become inactive until their chapter dues and per capita tax for the New Year have been received by the Pecunious Grammateus.

B. Per Capita Tax

1. Chapter obligations include the payment of chapter dues, per capita tax, fines, and any other obligations voted by a 2/3 vote of those cast at a regular meeting. Per capita tax shall be transmitted to the Alpha Kappa Alpha Corporate Office after all financial obligations to the Chapter have been met. A 10% late fee on the total amount, per capita tax and Chapter dues, will be charged if received by the Pecunious Grammateus after January 20.

C. Financial Status

1. A soror who has not been financial for one or more years may reactivate by paying the reactivation fee, as stated in the Manual of Standard Procedure, to the Chapter for the Alpha Kappa Alpha Corporate Office. Dues and assessments will begin at the time of reactivation. The reinstatement fee and any past financial obligation which has not been paid, as stated in the Manual of Standard Procedures, will begin at the time of reactivation.

D. Chapter Fees

1. Per capita tax, Chapter dues, reactivation fees, late fees, and other financial obligations (including fundraising or social events of the Chapter) may be paid to the Chapter by money order, cashier's check, or cash.

E. Late Policy

- A. If a soror is over 8 minutes late or a no call no show without notification to one of the following (program chairman/ basileus/ graduate advisor) she will be fined \$1.00 dollar for being late or \$5.00 for a no call no show. The above mentioned must be notified at least 30 minutes in advance if a soror will be late (barring special circumstances under discretion of chapter basileus). All funds will be collected by the Pecunious Grammateus and put into the operating funds. All fees must be paid at the next chapter meeting after initial offense. If debt is not paid at next chapter meeting, the soror will be deemed inactive until fee is paid.

Section 3: Rights of Membership

- A. An active member of Alpha Kappa Alpha Sorority, Incorporated is a Chapter member who meets all financial requirements for the current year of both her chapter and the Boule.

Section 4: Resignations and Disciplinary Action

A. Resignations

1. A Chapter member who's privileges are withdrawal during the academic school year are required to submit in writing to the Basileus and Graduate Advisor a formal letter written of resignation from her office or committee chairmanship within one week of withdrawal of privileges.
2. Chapter members wishing to resign must submit to the Basileus and Graduate Advisor a formal written letter of

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resignation from her office or committee chairmanship. The chapter member must return all chapter documents, files, and material to the Basileus or Graduate Advisor within one week of the acceptance of her stated resignation.

B. Disciplinary Action

1. Any chapter member or officer found in violation of Alpha Kappa Alpha Sorority, Incorporated policies shall be notified in writing as outlined by the Sororities governing documents. This includes the Alpha Kappa Alpha Sorority, Incorporated International Constitution & Bylaws, Manual of Standard Procedure, Anti-Hazing Policy, Soror Code of Ethics, or other published governing documents from the Directorate.
2. Any member or officer found in violation of the Anti-Hazing Policy or Soror Code of Ethics will be disqualified from membership per the Alpha Kappa Alpha Sorority, Incorporated International Constitution & Bylaws, Manual of Standard Procedure for the time frame stipulated per the Regional Director.
3. Any chapter member or officer found in violation of the chapter bylaws, shall be notified in writing from the Basileus and Graduate Advisor of her violation. The Basileus shall provide a recommended discipline which is approved by the Graduate Advisor. The violation and recommendation for discipline shall be presented at the next chapter meeting and voted upon by the chapter.
4. The chapter and Basileus in consultation with the Graduate Advisor shall adhere to privileges of a chapter to discipline per that Alpha Kappa Alpha Sorority, Incorporated International Constitution and Bylaws.
5. The Basileus and Graduate Advisor shall notify the Supervision Graduate Chapter Basileus of the chapter member or officer's violation and subsequent disciplinary action in writing.

Article IV Officers

Section 1: Duties

Members of Theta Chapter who also serve as officers will be elected and sworn in at the end of the calendar year or by special election. When resigning from their position, they will inform the current president, write a resignation letter, and present it at the chapter meeting closest to their resignation.

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A. BASILEUS (President)

1. Presides at all meetings of the Chapter.
2. Opens the meeting at the appointed time, having ascertained a quorum is present.
3. Serves as an ex-officio member of all Standing Committees except the Nominating Committee.
4. Writes invitations to all guests of honor and answers any similar invitations.
5. Appoints the Parliamentarian, and any other office becoming vacant, with the approval of the Chapter.
6. Signs all orders on the treasury with the Tamiouchos and Graduate Advisor.
7. Signs all checks with the Tamiouchos and Graduate Advisor.
8. Signs all legal contracts/documents on behalf of the Chapter with the approval of the Graduate Advisor.
9. Must be bonded.
10. Performs the duties which are usually executed by the chief officer.
11. Shall follow and enforce all Chapter Bylaws, Constitution and Bylaws, Rules and Standard Procedures.

B. ANTI-BASILEUS (Vice-President)

1. Shall be chairman of the Program Committee.
2. Presides in the absence of the Basileus.
3. Assumes the office of the Basileus in the case of an unexpired term.
4. Responsible for bonding insurance for officers who must be
5. bonded.
6. Oversees various committees as agreed upon with the
7. Basileus.
8. Must be bonded.
9. Is a standing member of the finance committee.
10. Assists the Basileus as needed.

C. GRAMMATEUS (Recording Secretary)

1. Records proceedings of all regular Chapter, special, and
2. Executive board meetings.
3. Shall be the custodian of permanent records.
4. Keeps a list of members, addresses, and telephone numbers.
5. Prepares the order of business; including a list of committees and their chairmen to report at the meeting.

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6. Keeps a file of committee reports.
7. Keeps minutes in a minute's folder and on the computer to be bound in a book at the end of each chapter year.
8. Has on hand at all meetings a list of active sorors, a list of all committees, a list of officers, and a copy of the budget.
9. Presides in the absence of the basileus and the anti-basileus until a pro-temp chairman can be elected.
10. Is a standing member of the Bylaws Committee.
11. Maintains an accurate record of all conference attendance by sorors in the chapter.
12. Coordinates, maintains, and distributes the calendar of
13. committee meetings by the second meeting of the quarter.

D. PECUNIOUS GRAMMATEUS (Financial Secretary)

1. Receives all funds in the name of the Chapter (dues, per capita tax, reinstatement fees, refunds, funds raised through special projects, contributions, etc.)
2. Gives a receipt for all income, recording such information in a Duplicate Receipt Book.
3. Keeps a "Payment Receipt Voucher," recording therein all income received, by source, as shown in the "Duplicate Receipt Book."
4. Keeps an individual record of all payments made by each soror.
5. Reports all funds to the Tamiouchos with a statement indicating the source of these funds.
6. Coordinates with the Graduate Advisor to send all Chapter and per capita taxes due into the Alpha Kappa Alpha Corporate Office by January 1.
7. Coordinates with the Graduate Advisor to complete the "Remittance of Funds Report" when sending per capita taxes, Chapter tax, reinstatement fees, and fines.
8. Must be bonded.
9. Prepares a voucher after an expenditure has been authorized or bills paid have been submitted. (The voucher is signed by the Tamiouchos, Basileus, and the Graduate Advisor.)
10. Assists the Membership Chairman in preparing a written report of membership status for each Chapter Meeting by giving the Membership Chairman the numbers of transfers (in and out of the Chapter), and reactivations since the last Chapter meeting, and a total number of active members as of the date of the Chapter meeting.
11. Is a standing member of the Finance Committee.

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12. Prepares vouchers for all special Chapter expenses and all Chapter events.

E. EPISTOLEUS (Corresponding Secretary)

1. Keeps all correspondence received properly filed under appropriate headings.
2. Sends out notices of meetings and does special mailings.
3. Prepares general correspondence for the Chapter as directed by the Basileus and Graduate Advisor.
4. Collaborates with the webmaster to facilitate effective communication.

F. TAMIOUCHOS (Treasurer)

1. Deposits (intact) all funds received from the Pecunious Grammateus into the Chapter bank account.
2. Makes disbursements only on orders signed by the Basileus and Graduate Advisor.
3. Signs all checks along with the Basileus and Graduate Advisor.
4. Keeps a Cash Disbursement Journal, recording all expenditures, classified by purpose.
5. Files all cancelled checks with their vouchers.
6. Keeps a checkbook current with the Graduate Advisor by showing deposits, the amount of the check written against the checking account, and the new balance after each transaction.
7. Gives written reports at regular meetings:
 - (1) balance at time of last report
 - (2) receipts (not detailed)
 - (3) expenditures
 - (4) balance on hand (checking account)
8. Serves as chairman of the Finance Committee.
9. Coordinates with the Graduate Advisor to prepare the Annual Financial Report for the Alpha Kappa Alpha Corporate Office.
10. Must be bonded.
11. Shall follow generally accepted accounting procedures and Alpha Kappa Alpha Sorority, Inc. Corporate Office Guidelines.

G. *IVY LEAF* REPORTER (Journalist)

1. In conjunction with the Basileus, collaborates to coordinate publicity and the release of all news to the public concerning Chapter activities.

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2. Collects materials for the *Ivy Leaf* Magazine and submits quarterly.
3. Obtains approval of the Executive Board prior to all news releases and submissions to the *Ivy Leaf*.
4. Serves as Chairman of the Publicity Committee and serves on the Chapter Regional Awards Committee.
5. Gives written reports of activity as required.
6. Prepares Chapter ads for sorority and other souvenir journal publications.
7. Coordinates the annual chapter photo.

H. GRADUATE ADVISOR (Theta)

1. Serves as a liaison between Alpha Sigma Omega Chapter, the undergraduate chapter, and the regional director.
2. It shall be the duty of the Graduate Advisor to support and advise the Undergraduate Chapter with operations, activities, and any area(s) of concerns.
3. Uses the Graduate Advisors Handbook, International Constitution and Bylaws, and Manual of Standard Procedure for functions and responsibilities.
4. The Graduate Advisor will ensure that the Chapter members of the undergraduate chapter will be the decision makers and lead their chapter's operations.
5. No chapter activity may occur in the absence of the Graduate Advisor or a designee from the Graduate Advisory Committee.
6. The Graduate Advisor shall provide a list of the appointed and approved members of the Graduate Advisory Committee and Graduate Chapter Officers to the undergraduate chapter members.
7. The Graduate Advisor must be bonded by the Undergraduate Chapter.

I. PHILACTER (Door Attendant)

1. Organizes a committee to guard the door and entrances to Chapter meetings, initiations, and other ceremonies. Announces all alarms.
2. Secures the signature of all active and visiting sorors at regular meetings and maintains the attendance record in a bound binder.
3. Submits a written report to the Grammateus for inclusion in the minutes, the total number of sorors in attendance for each Chapter meeting, Executive Board, and special meetings.

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J. HODEGOS (Chapter Hostess)

1. Serves as the official Chapter hostess.
2. Recognizes all visiting sorors to our city.
3. Recognizes appropriately all Chapter sorors who have illness or death in their families.
4. Recognizes sorors for outstanding achievement upon an order from the Basileus.
5. Introduces all visiting sorors to the Chapter at the appointed time.

K. PARLIAMENTARIAN

1. Assists the presiding officer in the interpretation of the International Constitution and Bylaws, the Chapter Bylaws, and our established authority, Robert's Rules of Order, Newly Revised.
2. Serves as chairman of the Bylaws Committee.
3. Is a standing member on the Standards and Protocol Committee.
4. Keeps the order at all meetings.
5. Advises the Basileus as needed.
6. Is responsible for taking votes during all chapter and Executive Board meetings.

L. HISTORIAN

1. Prepares and keeps the history of the Chapter.
2. Updates the written history of the Chapter each year.
3. Coordinates with the webmaster to post quarterly updates of the chapter's history on the website.

M. MEMBERSHIP CHAIRMAN

1. Coordinates the activities and programs of (three) committees: Reactivation, Membership Intake Process (MIP), and Retention.
2. Gives a written report of membership status at the end of the year Chapter meeting which includes the numbers of transfers (in and out of the Chapter), and reactivation since the last Chapter meeting, and a total number of active members as of the date of the Chapter meeting. The Pecunious Grammateus shall assist with this report
3. She shall never have been suspended for hazing.

N. CHAPLAIN

1. Shall coordinate the meditation at the Chapter meeting.

2. Coordinates programs and assists rituals.

O. WEBMASTER

1. Shall be responsible for updating the chapter website as needed.
2. Will coordinate with all committee chairmen to update dates, titles, and purposes of programs on the chapter website.

Section 2: Term of Office

- A. An officer is eligible to serve for two (2) consecutive terms. The term of office is one (1) year. Each officer can succeed herself once for an elected term, in addition to fulfilling an unexpired term of another officer.
- B. Candidates for office shall have attended the Great Lakes Undergraduate Round-up and Regional Conference OR Cluster, except for excused absences as approved by the regional director and/or graduate advisor.
- C. To be a candidate for office a soror shall have been financial in Theta Chapter at least 6 months immediately preceding the election and shall be knowledgeable of respective duties, as outlined in the Theta Bylaws.

Section 3: Nominations and Elections

- A. Chapter officers, with the exception of the Parliamentarian shall be elected by ballot on the first Sunday in November. All officers shall be installed at the close of the December meeting
- B. The qualifications of candidates nominated from the floor must be verified by the Nominating Committee before being added to the ballot.
- C. In the case of the unexpired term of all other officers, the vacancy shall be filled by appointment of the Basileus with the approval of the Chapter.
- D. If a Chapter officer graduates, all vacancies shall be filled by appointment of the Basileus with the approval of the Chapter.
- E. If the Chapter Basileus graduates or resigns before her term is complete, the vacancy should be filled by a special election.

Article V: Meeting

Section 1: Regular Meeting

- A. The regular meetings of the Chapter shall be held on the first (1st) Sunday of each month, January through December, with the

exception of July and August unless otherwise ordered by the Chapter or by the Executive Board.

- B. The regular meeting on the first (1st) Sunday in December shall be known as the Annual Meeting. Its purpose shall be for receiving reports of officers and committees, the installation of officers, and voting on the budget and programs.

Section 2: Executive Meeting

- A. Necessity of Executive Board meetings shall be voted upon by the present Executive Board members at the end of each Chapter meeting. If the vote suggests that a meeting is necessary, the date and time of the meeting shall be decided at this time.
- B. The elected and appointed officers of the Chapter shall constitute the Executive Board.

Section 3: Special Meeting

- A. Special meetings may be called by the Basileus (2/3) Executive Board members or a majority of active Chapter sorors. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 4. Joint Chapter

- A. There shall be at least two joint chapter meetings of Alpha Sigma Omega and the undergraduate chapters: Theta, Delta Phi and Pi Gamma. Alpha Sigma Omega shall host the undergraduate Chapter in October. One of the undergraduate chapters shall host the meetings in April. Sorors will be notified of these meeting by email or chapter announcement.

Section 5: Quorum

- A. Quorum shall be 2/3 of the Chapter's active membership; five (5) Chapter members of this 2/3 must be officers.

Section 6: Meeting Notification

- A. Sorors will be notified by email for all meeting information at least two days prior to the day of the meeting.

Article VI. Executive Committee

Section 1: Composition

- A. The elected and appointed officers of the Chapter shall constitute the Executive Board.

Section 2: Powers

- A. The Executive Board shall have general supervision of the affairs of the Chapter between its Chapter meetings, fix the hour and place of meetings, and make recommendations to the Chapter. The Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

Section 3: Meetings

- A. Necessity of Executive Board meetings shall be voted upon by the present Executive Board members at the end of each Chapter meeting. If the vote suggests that a meeting is necessary, the date and time of the meeting shall be decided at this time.

Section 4: Quorum

- A. A majority shall constitute a quorum at Board Meetings.

Article VII: Committees

Section 1. STANDING COMMITTEES AND THEIR DUTIES

A. The Bylaws Committee shall consist of the Parliamentarian as chairman, the Grammateus, and at least four (4) other sorors. This committee shall meet at least once per year to propose needed changes in the bylaws of the Chapter and carefully examine all proposed amendments from sorors. These amendments shall be formulated and circulated.

B. The Finance Committee shall consist of the Tamiouchos as chairman, the Pecunious Grammateus, and at least four (4) other sorors. It shall be the duty of this committee to prepare the budget for the next fiscal year and present it to the Chapter at the November meeting to be voted upon at the December Meeting. The Financial Committee may from time to time submit supplements to the budget for the current fiscal year with approval of the Executive Board.

C. The Program Committee shall be composed of the Anti-Basileus as chairman, and all chairs of special committees not under a standing committee. It shall be the duty of this committee to formulate and recommend programs for participation by the Chapter on the local and regional levels.

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The program for the year shall be presented at the November meeting and voted upon by the Chapter at the December meeting. Sorors will sign-up for committees in November and December. The Basileus shall submit the listing of chairmen for the upcoming year to the Executive Board for approval and the Chapter for ratification at the November and December meetings, respectively.

D. The Nominating Committee

At the regular meeting held in March, the Nominating Committee of five members shall be elected by the Chapter. The Committee shall meet following the election to elect a chairman. The slate of officers shall be presented at the November Chapter meeting. The committee chairman shall prepare the November election ballots.

The duty of this committee is to oversee the selection of sorors to all offices and to present the slate of candidates to be elected at the November meeting. All applications for offices must be submitted to the Nominating Committee by October 1.

E. The Membership Committee shall consist of the Membership Chairman, a Graduate Advisor, and other sorors. It shall be the duty of this committee to assist the membership chairman with coordinating the activities and programs of the following: Reactivation, Membership Intake Process (MIP), and the Retention of members.

F. The Publicity Committee shall consist of the *Ivy Leaf* Reporter as chairman, the regional awards chairman, and at least three (3) other sorors. It shall be the duty of this committee to compile and edit news of the Chapter to be sent to the *Ivy Leaf* and local newspapers. News and photographs shall be submitted to the *Ivy Leaf* at least quarterly. All articles shall be approved by the Executive Board and presented to the Chapter prior to submission. Upon order of the Chapter, the *Ivy Leaf* Reporter, with assistance of the Committee, shall prepare Chapter ads for sorority and other souvenir journal publications. No individual soror or groups of sorors may secure an ad in the name of the Chapter, or alter an ad once approved by the Chapter. All solicitations for ads must be presented to the Executive Board

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who will consider the request and make recommendations to the Chapter for final action.

G. The Chapter Regional Awards Committee shall consist of a chairman, the *Ivy Leaf reporter*, Historian, and other sorors that wish to participate. It shall be the duty of this Committee to review the various Regional Awards categories and make recommendations as to the award categories and sorority member(s) to enter at the February Chapter meeting. Other members may recommend categories and names to the Awards Committee for consideration in May, prior to the Awards Committee's presentation to the Chapter. The Chapter may vote to confirm the Awards Committee's recommendations.

H. The Standards and Protocol Committee shall consist of a chairman, the Parliamentarian, the Hodegos, the program chairman, bylaws chairman and other sorors. It shall be the duties of this committee to coordinate the annual chapter evaluation reports and to serve as a resource to other committees, during special events, and the Executive Board with regard to proper dress, decorum, and protocol.

I. The Chapter EAF Committee shall consist of the EAF captain as chairman, the Scholarship chairman, and other sorors. It shall be the duties of this committee to study the various grants, scholarships, and other programs of the Educational Advancement Foundation (EAF) and make recommendations to the Chapter for those that will benefit the Columbus community. Once specific programs have been chosen by the Chapter, the Committee shall make application and coordinate the program implementation of fund giving. The Committee shall submit EAF dues, Chapter contributions and donations to the EAF Office, and read the EAF scholarship applications. The Committee will also coordinate EAF fundraising campaigns on the local level.

J. Sisterly Relations Committee shall foster sisterly relations within the chapter by coordinating sisterly relations activities at least twice a semester.

K. Such other committees Standing or Special, shall be appointed by the Basileus as the Chapter or the Executive Board shall from time to time deem necessary to carry on the work of the Chapter.

L. All Standing Committees shall present a written report in triplicate at the Annual Meeting.

Article VIII: Special and AD HOC Committees

- A. The Basilus shall create committees as needed to facilitate the purpose and objectives of Chapter.

Article IX: Parliamentary Authority **Section 1: Procedure**

- A. All matters not provided for in the International Constitution and Bylaws of Alpha Kappa Alpha Sorority, Inc., Manual of Standard Procedure and the Bylaws of Theta Chapter, shall be governed by *Robert's Rules of Order, Newly Revised*.

Article X: Amendment of the Bylaws **Section 1: Procedure**

- A. These Bylaws may be amended at any regular meeting of this Chapter by a two-thirds vote of the votes cast provided that the amendment has been submitted in writing at the previous regular meeting.

Article XI Dissolution

Upon dissolution of the Chapter, its assets shall be distributed for one or more exempt purposes within the meaning of Sec 501(c)(7) of the Internal Revenue code or corresponding section of any future federal tax code, or for one or more exempt purposes within in the meaning of Sec 501(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 XII Discrimination Clause

Theta Chapter prohibits discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other biases under the law, in its activities, programs, admission, and employment.

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