

**Alpha Kappa Chi Sorority
Constitution
Lake Superior State University**

We, the sorors of the Alpha Kappa Chi Sorority, strive to create a united sisterhood devoted to the support of our sorority, our university, our community, and our philanthropies. In keeping with our sorority's goals, we aim for the social, academic, and philanthropic achievement. In order to prosper and promote the ideas and principles of this sorority, we establish this constitution for the ALPHA KAPPA CHI Sorority and LAKE SUPERIOR STATE UNIVERSITY.

Article I Jurisdiction

This sorority shall derive its rights and powers solely from this constitution and its rights, privileges, and duties to act shall be limited only by the By-laws of the Alpha Kappa Chi Sorority and the rules and resolutions enacted in pursuance thereof.

Article II Membership

Any woman of good moral character and fitness, being in regular attendance (full-time student) at LAKE SUPERIOR STATE UNIVERSITY, not being a member of any other social sorority, and having the minimum grade point average, may be eligible to become a member of this sorority, under regularly prescribed rushing procedures.

Article III Executive Board

Section I

- A. The Executive Board officers of this sorority shall include: President, Vice President of Operations, Vice President of Academic Affairs, Member at Large, Vice President of Programming, Vice President of Alumnae Relations, Vice President of Enrollment and Enrichment, and Vice President of House Management.
- B. All Executive Board Officers shall be members in good standing of this sorority.
- C. A minimum of a 2.50 cumulative GPA shall be necessary to serve as an Executive Board Officer.

Section II

- A. Each Executive Board Officer, excluding the President, shall have a committee consisting of active members of the sorority to assist with the responsibilities of each office.
- B. All committee members shall be sisters in good standing.
- C. All active sisters shall be members of at least two committees under Executive Board Officers.

Section III

All aforesaid officers shall be chosen by a plurality vote of those members present at the Election Meeting.

Article IV Sorority Meetings

- A. This sorority shall hold a general meeting at least once a week, during the school year (with exceptions of vacations and recesses). The location of the meetings will be at any place designated by the active sisters.
- B. Meeting time will be set at a meeting early in the semesters and will not change unless voted upon.
- C. The President may declare quorum upon the presence of at least majority of the active members of this sorority *take out plus one* (i.e. $\frac{1}{2} + 1$).

D. All Executive Board Officers shall hold a meeting at least once a month, during the school year (with exceptions of vacations and recesses). The time and the place of the meetings shall be at the convenience of all Executive Board Officers.

E. All Executive Board Members shall hold committee meetings at least once a month. The meeting time and place should be scheduled at the convenience of all committee members.

Article V Amendments to Constitution

Any amendment, alteration, or revision of this provision of this constitution or By-Laws need to:

- A. Be proposed in writing to members at a meeting,
- B. Be voted upon at the next general meeting after discussion,
- C. Be approved by 2/3 majority vote.

**Alpha Kappa Chi Sorority
By-Laws
Lake Superior State University**

Article I: Objective

This Sorority shall derive its rights and powers solely from its Constitution and its rights, privileges, and duties to act shall be limited only by the By-laws of the ALPHA KAPPA CHI Sorority and the rules and resolutions enacted in pursuance thereof.

Article II: Members

Section I

A member in good standings is a sister who pays her dues in a timely manner or adhering to a payment plan, has a minimum 2.25 cumulative GPA, and has exemplary attendance at all sorority functions.

Section II

- A. A Sister meets the following criteria: A women who has completed the pledge education program, has at least a 2.25 cumulative GPA, has paid all dues and initiation fees, has been approved by the active members of Alpha Kappa Chi, and has participated in the official Alpha Kappa Chi Initiation Ritual. The Sister is entitled to wear the official Sisterhood Pin.
- B. An inactive Sister meets the following criteria: A sister who has been granted inactive status for one term only by the Sorority's Executive Board acting as the Standard's Board. An Inactive Sister is responsible for maintaining personal standards expected of an active Sister. An Inactive Sister may not hold office or be a member of any committee within the Sorority or in the campus Inter-Greek Council. The only reasons for requesting inactive status are study abroad (including year long program), full-time internship or co-op program, student teaching, or severe illness. Extension and/or special circumstances of the Inactive Status can only be granted through the AKX Executive Board acting as Standard's Board.
- C. An honorary member meets the following criteria: A person who is not a member of another Sorority and has been singled out for his/her contributions to Alpha Kappa Chi. Permission to install an Honorary Member must be requested by the AKX Executive Board. This status is usually reserved for outstanding Chapter Advisors who are not already affiliated with another fraternity or sorority and also mothers and fathers of active sisters. An Honorary Member is entitled to wear the new member pin. This sorority may invite a person who has distinguished themselves to this sorority for either their academic, social, or philanthropic accomplishments for benefactions to this chapter or mankind, to become an*d Honorary Member of the Alpha Kappa Chi Sorority. All active sisters must vote on giving Honorary

Membership. Honorary Membership status requires a 2/3 majority vote.

- D. A Pledge meets the following criteria: A woman who has been invited to associate with Alpha Kappa Chi but has not yet participated in the official Alpha Kappa Chi New Member Initiation Ritual. Any woman of good moral character and fitness, being in regular attendance as a full-time student at Lake Superior State University, and having not been a member of any other social sorority, may be eligible to become a member of this sorority, under regularly prescribed rushing procedures. In the event that a sorority folds or a woman has been deactivated from another sorority, the woman that wish to affiliate with AKX must have an acceptable reason for discontinuing their membership as well as waiting for a period of one semester before rushing Alpha Kappa Chi.
- E. A New Member meets the following criteria: A woman who has been invited to associate with Alpha Kappa Chi, paid her AKX new member fees, and has participated in the official New Member Initiation Ritual. The New Member is entitled to wear the Alpha Kappa Chi Sisterhood Pin.
- F. An Alumna meets the following criteria: A Sister, active or inactive, who has graduated with a degree or has been active for three full semesters after initiation and/or participated in the official AKX Sister-To-Alumna Ritual and have paid dues in full. Extension and/or special circumstances of the alumna status can only be granted through the AKX Executive Board acting as Standard's Board.

Section III

- A. The prescribed rushing procedure shall be determined by the Alpha Kappa Chi Sorority, and in coordination with the set rules of the Inter-Greek Council at Lake Superior State University.
- B. Rush schedule for following semester needs to be drafted two weeks before the due date of the Inter-Greek Council to be reviewed and approved by the general assembly.
- C. Each semester all members of the sorority must attend and participate in a mandatory workshop facilitated by the Vice President of Enrolment and Enrichment. Failure to attend will end in a fine of \$5.00.
- D. In accordance to the By Laws of the Inter-Greek Council, Alpha Kappa Chi shall advertise the sorority monthly, in one or more of the following ways: a new poster, an event, a flyer, or an advertisement in the student newspaper etc.
- E. After the rush period ends, bids will be determined by an anonymous majority vote of the sorority. Bids have a twenty-four hour window to be returned to the Alpha Kappa Chi house. In the event that the prospective bid is not present, a note and or phone call will be given, and twenty four hours will be given from the moment she officially receives her bid.
- F. At any given time that the Alpha Kappa Chi sorority deems appropriate and after a majority vote, a bid can be given out to a woman who would make a good addition to the sorority. The twenty-four hour bid rule shall still apply. If she accepts the bid, she must

participate in at least two events in the soonest following rush. If this fails to happen, the bid can be revoked.

- G. In order to be considered for a bid, rushes need to attend at least two rush events. This will be made clear during rush.

Section IV

- A. The dues of the Alpha Kappa Chi Sorority will be determined by the AKX Executive Board, after the Vice President of Operations has submitted the semester budget and thereby distributed at the appropriate billing period. These bills will be paid in a timely fashion, so a delinquent account will not be established.
- B. The Sorority's dues will be determined along with each semester's budget and will be distributed prior to the upcoming semester to ensure adequate time for revisions, and appropriate notification to sisters as to when they are due.

Section V

Once a member has been initiated, she is entitled to all the rights of membership active Sisters have, which includes voting privileges, attendance at all Sorority functions, but not to exclude any other non-mentioned functions, as long as sister is in good standings.

Sections VI

- A. All acts of deactivation must be presented as a written request to the Alpha Kappa Chi Executive Board, which then is forwarded to the Member-At-Large and must follow appropriate procedure. All acts of resignation from the Sorority must also be approved by Standard's Board.
- B. Sisters requesting deactivation must meet the following criteria: All dues must be paid up to date; this includes semester dues if sister has attended meetings and participated in the voting process. Letters and pins given by/paid for by the Sorority must be returned to the Sorority Executive Board. These letters include the lavalier, pin, and shirt given during the pledge and initiation process.

Article III: Officers

Section I

Listed in order of rank:

President, Vice President of Operations, Vice President of Academic Affairs, Member-At-Large, Vice President of Programming, Vice President of Alumni Relations, Vice President of Enrollment and Enrichment, and Vice President of House Management.

Section II

A. The President shall have the power to:

1. Call and preside at all meetings of this Sorority;
2. Cast the deciding vote in the event of a tie;
3. Solemnize and preside at all rituals and ceremonies of this Sorority;
4. Affix her signature to all official correspondence, documents and vouchers for the disbursement of Sorority funds;
5. Be a member ex-officio at all committee meetings; and
6. Be the representative at President's Council meeting

B. The Vice President of Operations shall have the responsibilities of:

7. The Treasurer duties:
 - a. Have the responsibility of keeping all funds of this Sorority, deposited in a depository designated by the Sorority's Executive Board;
 - b. Submit a statement of the receipts and disbursements of all Sorority funds for this Sorority;
 - c. With consent of President, make all disbursements of the funds for this Sorority;
 - d. Have the duty to collect all dues, fees, and assessments from the members of this Sorority; and
 - e. Prepare a budget each new semester with the assistance of the Executive Board.
 - f. Financially responsible for all sorority and philanthropic funds in possession until deposited.
 - g. Submit treasurers report monthly; including all deposits and checks written (etc).
8. The Secretary's duties include:
 - a. Take roll call at all Sorority meetings, handout minutes of the preceding meeting, and keep accurate written record of preceding meeting;
 - b. Keep complete roster of entire membership of the Sorority and provide a telephone and address list to all members each semester, including summer semester;
 - c. Notify all members of this Sorority of any regular or special events; and
 - d. Pick up the mail and reserve the meeting room.

C. The Vice President of Academic Affairs shall have the responsibilities of:

9. The Scholarship duties to:
 - a. Establish study hours, available tutoring, and match up sisters for specific areas of help;
 - b. Monitor every sister's GPA in conjunction with the faculty Advisor and president, and
 - c. Communicate to sisters educational enhancement opportunities available through the Learning Center and Lake Superior State University.

10. The Social Duties include:
 - a. Organize and facilitate one social per semester with fraternities/sororities on campus
 - b. Adhere to the policy that only sisters in good standings may attend socials.

D. The Member-At-Large shall have the responsibilities of:

11. The Standards Board duties include:
 - a. Liaison between or among Sisters if needed;
 - b. Facilitate all meetings of the Standards Board; and
 - c. Be in charge of the Standards Board committee.
12. The Ritualist duties are:
 - a. Ensure all ritual materials are properly kept and maintained for Sorority use; and
 - b. Hold a ritual etiquette workshop once per academic year for all active Sisters.
13. The PR Historian's duties include: Keep history of all Sorority functions through whatever means possible, including photographs and souvenirs, and an updated scrapbook; and
14. The Formal duties include:
 - a. Organize formal each year to be held on/or about March 17th.
 - b. Make reservations at least a year in advance

E. The Vice President of Programming shall have the responsibilities of:

15. The Intramural duties include: Organizing intramural sports for the Sorority each semester.
16. The Community Service duties include:
 - a. Organizing and facilitate all Sorority community service; and
 - b. Keep track of all Community Service hours
17. The Fundraiser duties include: Hold fundraisers every semester for the Sorority.
18. The Philanthropy duties are: Organize and facilitate all Sorority philanthropy projects.
19. Publicize, advertise, or otherwise promote all sorority functions the V.P. of Programming is responsible for; with campus media and through the local radio, television, and newspaper avenues.

F. The Vice President of Alumnae Relations shall have the responsibilities of:

20. The Alumnae duties include:
 - a. Ensure that contact is made with alumnae from this Sorority by creating a newsletter that is to be mailed out once per semester; and
 - b. Ensure contact is made and maintained with the Alumnae Chapter at Lake Superior State University to continue further correspondence.
21. The Web Page/E-Mail duties include:
 - a. Update the web page every month with new information on active sisters

- and perspective members; and
 - b. List updated information onto the Sorority's e-mail address
22. The Banquet duties include:
- a. Creating/obtaining invitations for formal by receiving information for Member-At-Large concerning formal; and
 - b. Mailing out said invitations to alumnae and guests.
- G. The Vice President of Enrollment and Enrichment shall have the responsibilities of:
23. The Enrollment duties shall include:
- a. The Rush duties include:
 - a. Plan and completely organize both fall and spring rush periods, including purchasing needed supplies for all rush parties and the preference party;
 - b. Make sure all Sisters know at least two weeks in advance of each semester's rush schedules; and
 - c. Organize and facilitate rush workshop before rush begins.
 - b. The Inter-Greek Council duties include:
 - a. Assign two representatives to attend Inter-Greek Council meetings.
 - b. Insure one substitute to attend all Inter-Greek meetings in the event that a representative cannot attend the meeting.
24. The Enrichment duties shall include:
- a. Organize and facilitate the six week New Member Education Program and ensure that all New Members meet the criteria for initiation;
 - b. Ensure that all New Members complete all relevant paperwork for the Sorority (e.g. financial responsibility forms)
- H. The Vice President of House Management shall have the responsibilities of:
25. Risk Management duties include:
- a. All insurance issues are resolved for the house;
 - b. Ensure that all sisters follow the rules and standards set forth by the V.P. of House Management and the active sisters currently living in the sorority house.
 - c. Make a weekly chores chart for every sister in the house. Fines for not completing chores will be set at \$2.00, punishment for not paying fines will follow regular fine rules.
 - d. Establish guidelines for house move-in and house move-out. Both will be mandatory for EVERY active sister
 - e. Set guidelines for sisters who don't live in the house and guests.
2. Must arrange sisterhood events that take place each semester.

Section III

- A. Nominees must be Sisters in good standing and have been active members of this Sorority

for a minimum of one semester.

- B. Sisters running for Executive Board positions, a minimum of a 2.5 cumulative GPA is required.
- C. The election of all officers shall be by closed ballot.
- D. All offices shall be elected by a 2/3 majority vote of the Sisters present.
- E. A slate of positions available must be presented to the Sorority at a regular meeting at least one week prior to the election meetings. Additional nominations will be permitted on the day of elections.
- F. Elections are to be held five weeks prior to the last meeting of the academic year as to allow for an effective officer transition period.
- G. During the last five weeks after elections it is the job of the sister who previously held each position to train the new officer.
- H. Names of the new officers must be reported to the Inter-Greek Council immediately following the election.

Article IV: Meetings

Section I

All active Sisters are required to be present at all regularly scheduled meetings of this Sorority. They shall be held every week at a time and location decided by all active Sisters.

Section II

- A. All meetings shall be run according to Robert's Rules of Order.
- B. The order of business at all meetings of this Sorority shall be as follows (provided this order may be suspended at any regular meetings by a majority vote):
 - 1. Meeting called to order;
 - 2. Mission Statement and/or AKX Prayer;
 - 3. Roll call attendance;
 - 4. Approval of previous meeting's minutes;
 - 5. Reports from Executive Board Members;
 - 6. Reports from advisors;
 - 7. Old business;
 - 8. New business;

9. Announcements;
10. Matters raised by Sisters; and
11. Adjournment.

C. Quorum shall be ½ plus 1 of all active Sisters present at meeting.

Article V: Fine Policy

Section I

A. Attendance Policy for Executive Board and General Meetings:

1. Pre-approved absences with notes or email—no charge (approved absences include; death in a family, illness, internship, S.I. Tutoring, Class, Out of town, or Discretion by Vice President of Operations).
2. Any absences without a note or email --\$10.00
3. Tardy (entering after ten minutes)--\$2.00
4. Any total number of absences above three (3), the Sister must appear before Standards Board to show just cause for absenteeism.

B. Attendance Policy for Activities:

5. 1st missed activity with note or email—no charge
6. 2nd missed activity with note or email—no charge
7. 3rd missed activity with note or email—must appear before Standards Board for justification
8. Any total number of absences above three (3), the Sister must appear before Standards Board to show just cause for absenteeism.
9. Mandatory events for all active sisters include but are not limited to;
 - i. Fundraisers,
 - ii. Rush Events,
 - iii. Socials,
 - iv. Sisterhood Events,
 - v. Ceremonies, and
 - vi. Rituals
 - vii. House Move in
 - viii. House Move out
 - ix. Charity Events.
6. If any mandatory event is missed without a note or call beforehand, there will be an automatic \$10.00 fine.

C. Absence totals are not cumulative; the beginning of each semester, all Sisters will start with a clean slate.

D. Fines must be paid within two (2) weeks of notification. If not paid by due date an additional

\$ 5.00 will be added to the existing fine. This additional \$ 5.00 will continue to be added monthly until a payment has been paid or there has been arrangements made with the V.P. of Operations.

- E. Fines are not erased and will carry over indefinitely. Any sister who is not an active sister of Alpha Kappa Chi and still owes outstanding funds will not be permitted to attend Teeter Totter, formal etc. or enter or stay at the Alpha Kappa Chi house until all accounts are paid. A sister in bad financial standing will not be initiated as an Alpha Kappa Chi Alumnae and will lose all privileges thereto.

Article VI: Community Service

Section I

A. Community Service:

1. All sisters must complete 15 hours of community service per semester. Any hours fewer than 15 will result in a \$5.00 fine per hour.
2. Disbursement of fundraised money and Philanthropies will be decided on by the discretion of the V.P. of Programming.

Article VII: Standards Board

Section I

- A. The members of the Executive Board shall act as the members of the Alpha Kappa Chi Standards board
- B. There shall be a Permanent Proxy member of the Standards Board voted upon at the end of the year during officer elections. This person will not be on the Executive Board.
- C. Reasons for a sister to be brought to Standards:
 1. Any violation of Lake Superior State University school rules or policies;
 2. Violation of statutes including city, state, and federal;
 3. Conduct unbecoming a Sister such as but not limited to: Fighting, discussing sorority business with persons not belonging to sorority.
 4. Being recognized by another sister for performing outstandingly, academically, socially, or professionally.

Article VIII: Academics

Section I

- A. A sister who falls under designated GPA of 2.25 will be placed on academic probation and must complete a minimum of 10 study hours per week for an entire semester. These hours must be turned in to the Vice President of Academic Affairs on a date and time designated by the Vice President of Academic Affairs.
- B. If on academic probation for more than one (1) consecutive semester, and has not shown improvement, the Sister(s) will be placed on social probation.
- C. Social probation will be determined by the V.P. of Academic Affairs and the Academic Advisor; appeals may be brought to Standards Board.

Article IX: Money Handling

Section I

A. Vice President of Programming:

1. Is responsible for any monies collected during the duration of a fundraising event;
2. At the end of the fundraising event, the Programming chair will have 24 hours to count and document with the Vice President of Operations, and the President present as a witness and hand over the monies to the Vice President of Operations.

B. Vice President of Operations:

1. Is responsible to recount and document with the Programming Chair as a witness to the monies being transferred from a fundraising event;
2. Upon receiving monies from the Vice President of Programming, the Vice President of Operations has two business days to deposit said monies and have documentation;
3. Any checks received with insufficient funds will be charged 25 dollars plus the original amount of the check;
4. Is responsible for depositing any monies received excluding fundraising monies on a weekly date set up by the Operations chair at the beginning of each semester.