

**Alpha Kappa Alpha Sorority, Incorporated**  
**Mu Iota Chapter**  
**Constitution 2021-2022**

**ARTICLE I. NAME OF STUDENT ORGANIZATION**

- a) The organization shall be called Alpha Kappa Alpha Sorority, Incorporated at UCSD.
- b) The organization shall be called Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD once members have obtained membership into Alpha Kappa Alpha Sorority, Incorporated.

**ARTICLE II. STATEMENT OF PURPOSE**

The purpose of Alpha Kappa Alpha Sorority, Incorporated is:

1. To cultivate and encourage high scholastic and ethical standards
2. To promote unity and friendship among college women
3. To study and help alleviate problems concerning girls and women in order to improve their social stature
4. To maintain a progressive interest in college life
5. To be of Service to ALL Mankind
6. To uphold and abide by the Constitution and Bylaws of Alpha Kappa Alpha Sorority, Incorporated

**ARTICLE III. NONPROFIT STATEMENT**

Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD is a non-profit student organization.

**ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP**

- a) Membership in Alpha Kappa Alpha Sorority is generally classified as undergraduate or graduate. In both classifications:
  - Alpha Kappa Alpha Sorority, Incorporated does not discriminate in its membership selection practices on the basis of race, color, age, ethnicity, national origin, religious affiliation, sexual orientation, creed, marital status or disability. Nor will Alpha Kappa Alpha Sorority, Incorporated tolerate such discrimination by its chapters or its members. Federal law recognizes the right of college social fraternities and sororities to maintain single sex membership policies. Consistent with that right, Alpha Kappa Alpha Sorority, Incorporated is a women's organization and membership is open to women.

- Prospective members must have high ethical and moral standards.
- Membership can only be obtained by completing the Sorority's official Membership Intake Process (MIP).
- Interested candidates should not participate in demeaning, degrading or unkind acts. Should members of Alpha Kappa Alpha Sorority ask you to perform tasks or participate in activities other than those outlined in our MIP, they are in violation of the Sorority's policies and practices and do not represent the values of the organization. This behavior will not be tolerated.

b) Membership in Alpha Kappa Alpha Sorority will not be extended to:

- An individual who knowingly participates in activities outside of the official Membership Intake Process
- An individual who knowingly participates in activities which are demeaning, degrading or demoralizing
- An individual who knowingly submits falsified documents or credentials
- Matriculation as a full-time undergraduate student where the campus chapter is located; or matriculation as a full-time undergraduate student at an accredited school affiliated with an undergraduate city chapter in the community
- Must have creditably completed\* at least one grading period (or as defined by the college or university) as a full-time student at the institution affiliated with the chapter, immediately preceding submission of application
  - \*creditably completed is synonymous to earned full-time hours (12+ hours) for Spring or Fall session, whichever is applicable
- A cumulative and semester average of C+, immediately preceding submission of application. (In those universities using pass-fail, required competency or good standing systems of grading, either shall be acceptable.)
  - C+ is equivalent to a 2.50 on a 4.0 scale if the school does not have a plus or minus on the grading scale,
  - Some chapters and/or schools may require a higher semester and/or cumulative average for undergraduate membership eligibility;
- Attendance at the official Rush.

### Process

c) An official Rush begins the undergraduate membership process for Alpha Kappa Alpha Sorority, Incorporated. Rush information such as location, date and time of the activity is posted a minimum of two weeks in advance; however, the college or university may impose additional requirements that will

impact the process. Any prospective candidate that does not attend Rush is ineligible for candidacy consideration at that time.

d) The Sorority's undergraduate Membership Intake Process (MIP) begins when a candidate receives a Letter of Acceptance.

- There are no membership activities between Rush and issuance of acceptance letters.
- MIP activities prior to and after Rush are prohibited; however, the school can require that prospective applicants fulfill or meet certain conditions prior to seeking membership.
- Pledging is not a part of the membership process, and anyone who knowingly and willingly participates in pledging activities may be forbidden membership with the Sorority. Additionally, suspension and/or expulsion may result if it is discovered that an individual participated in pledging activities once a member.

e) The Undergraduate Membership Interest Application will assist with preparing for a Rush. Prospective applicants need to address any inquiries about the Membership Intake Process with the Graduate Advisor for that chapter.

f) All prospective members should review the General Information for the Collegian.

### **Mu Iota Chapter Member Requirements**

To be an active member of Mu Iota Chapter, all financial requirements for the current fiscal year, including all assessments, fees, and dues must be paid.

1. The fiscal year of Mu Iota Chapter shall be January 1<sup>st</sup> to December 31<sup>st</sup> of each year.
2. Each member shall pay regular Chapter dues in accordance with the yearly budget.
  1. Chapter dues shall be paid each semester at regular meetings, by check or electronic transfer and are due ½ in on or before January 31<sup>st</sup> and ½ on or before September 30<sup>th</sup>. Dues paid after the due date(s) may be subject to a late fee.
3. Dues and assessments shall include the cost of one copy of the current Alpha Kappa Alpha Sorority, Incorporated Constitution and Bylaws and one copy of the current Manual of Standard Procedure, unless a member presents her own current copy of these documents.
4. A member who fails to meet all Chapter financial obligations, including assessments voted by the Chapter shall not be eligible to hold office, committee chairmanships, serve on a committee, or act in any official capacity for the Chapter or participate in Chapter activities.

### **ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS**

- a) The organization shall meet on a bi-weekly basis every month in order to conduct chapter business.
- b) The agenda for the meetings will be sent via email 24-48 hours prior to the meeting.
- c) In said meetings, officer reports and committee reports will be shared and meeting minutes will also be kept by the Secretary of the organization.

## **ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS**

### **Section I. Selection**

- a) Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.
- b) The elected officers of the Mu Iota Chapter shall be President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, Historian, and Ivy Leaf Reporter. The president shall appoint all other positions.

### **Section II. Positions and Duties**

#### **a) President**

- The President shall interpret the work of the International Office, Boulé, Regional Conference, and Leadership Conference. She shall preside over all meetings, coordinate all activities and shall be an ex-officio member of all committees.
- The President shall have served as 1st Vice President prior to holding office unless the size of the Chapter precludes the ability to have a 1st Vice President.
- The President shall have been an active, financial member of Mu Iota for at least one semester prior to being elected.
- The President shall enforce the due observations of the International Constitution and Bylaws and will be the official representative of the Chapter on all occasions unless otherwise designated.

#### **b) 1st-Vice President**

- The First Vice President shall assist the President in the performance of her duties, preside over Chapter meetings in the absence of the President, and shall serve as the Program Committee chairperson.
- The First Vice President should have served on the Programs Committee for a minimum of one semester prior to holding office.

c) 2nd-Vice President

- The Second Vice President shall assist the President in the performance of her duties, preside over Chapter meetings in the absence of the President or First Vice President, and shall oversee the Operations Committees.
- The Second Vice President should have served on Standing or Ad Hoc Committee for a minimum of one semester prior to holding office

d) Secretary

- It shall be the duty of the Secretary to serve as Secretary of the Chapter and as such she shall keep proper minutes of the Chapter meeting and maintain them in a permanent record book.
- The Secretary shall distribute typed minutes at Chapter meetings. She shall read the minutes at Chapter meetings, furnish delegates with proper credentials and maintain an alphabetical roster of active members.

e) Assistant Secretary

- It shall be the duty of the Assistant Secretary to serve as Secretary at all regular meetings in the absence of the Secretary. In addition, it shall be her duty to maintain a record of attendance of each member at regular Chapter meetings, provide identification badges for all members at each Chapter meeting, and prepare and publish the Chapter directory.
- If the position of Assistant Secretary is not filled, the Secretary will assume these duties.

f) Treasurer

- It shall be the duty of the Treasurer to receive monies of the Chapter from the Financial Secretary and to serve as the custodian of funds of special committees as set up by the Chapter.
- The Treasurer shall pay all bills, keep the accounts in a proper manner by maintaining receipts of disbursements and a file of all bills. She shall make a monthly report of all financial matters and shall be the chairman of the Budget and Finance Committee.
- If the position of Treasurer is not filled, the Graduate Advisor will assume these duties.

g) Financial Secretary

- It shall be the duty of the Financial Secretary to receive and record all monies for the Chapter, including dues and assessments and issue proper receipts for the same.
- The Financial Secretary shall keep a record of all monies received. She shall notify all members of their delinquent financial obligations, which are payable on or before their current dues will be accepted. She shall certify as being financial all candidates for office, and she shall be a member of the Budget and Finance Committee. She should sign all the vouchers. It shall be her duty to keep the President informed of the eligibility (financial status) of members to participate during Chapter meetings or any sorority activity. She shall maintain an alphabetical list of all financial members and have it readily available at all meetings.
- If the position of Financial Secretary is not filled, the Treasurer will assume these duties.

#### h) Corresponding Secretary

- It shall be the duty of the Corresponding Secretary to conduct all the correspondence of the Chapter.
- The Corresponding Secretary shall prepare and circulate the monthly newsletter and maintain a current list of Chapter members at least seven (7) days prior to the voting on candidates for Chapter officers and candidates for membership in the sorority. She shall prepare and mail to each active member of the Chapter, a written notice which states that voting will take place and the time and place for the meeting.
- If the position of Corresponding Secretary is not filled, the Secretary will assume these duties.

#### i) Ivy Leaf Reporter

- The Ivy Leaf Reporter serves as the Chapter's Media Correspondent. She shall be responsible for providing information to the community about the Chapter. She shall be responsible for promoting Chapter activities by compiling and submitting publicity; including news releases, flyers, public service announcements, press releases, etc. She shall attend or send a representative to attend all key committee meetings to gather information to publicize Chapter events. She or her designers shall cover all major Chapter activities and take photographs at all major Chapter events.
- The Ivy Leaf Reporter shall serve as the chairman of the Public Relations Committee.
- The Ivy Leaf Reporter shall be familiar with guidelines for the Ivy Leaf magazine and shall be responsible for submitting articles to the Ivy Leaf magazine and the Far Western Regional Director's newsletter on behalf of the Chapter.

j) Historian

- The Historian shall be responsible for maintaining historical contributions of the Chapter in the Chapter scrapbook and shall be chairperson of the Scrapbook Committee.
- The Historian shall organize exhibits for the display at Regional Conferences and Boulés. She shall maintain an updated list of Chapter accomplishments and up-to-date addresses of alumni members.
- The Historian should have served on the Scrapbook Committee at least one semester prior to holding office.
- The President shall appoint the Historian.

k) Social Chairman

- The Social Chairman shall be responsible for planning and implementing all social and fundraising activities.
- The Social Chairman shall be responsible for promoting interaction with the campus and community and should have served on the Social Committee at least one semester prior to holding office.
- The President shall appoint the Social Chairperson.

l) Hostess

- The Hostess shall extend courtesies to all visiting dignitaries.
- The Hostess shall recognize members' birthdays and successes as well as hardships and extend courtesies, as necessary to deserving members.
- The President shall appoint the Hostess.

m) Parliamentarian

- The Parliamentarian shall interpret the International Constitution and Bylaws and the Chapter Bylaws for the Chapter.
- The Parliamentarian shall see that meetings are kept in order and have in her possession at all Chapter meetings, the International Constitution and Bylaws, Manual of Standard Procedure, Mu Iota Chapter Bylaws, and Robert's Rules of Order, Newly Revised.
- The Parliamentarian shall distribute to all members copies of the Chapter Bylaws and send copies to the Regional Director when revised.

- The Parliamentarian shall be Chairman of the Bylaws Committee and serve on the Standards Committee. She shall count all official ballots with the Graduate Advisor or her designee present.
- The Parliamentarian shall act as the Sergeant-at-arms who guards the door during rituals, announce all alarms, check credentials or eligibility of members if necessary, deny entrance to unauthorized persons and assist in maintaining order.
- The President shall appoint the Parliamentarian.

### **Section 3: Term of Office**

The term of office for each officer shall be for one year or until graduation whichever occurs first.

### **Section 4: Nominations and Elections**

Officers shall be elected in November and installed at the last meeting in December.

- Members shall be nominated by the Chapter members and names will be submitted to the Nominating Committee after verification by the Financial Secretary that all financial obligations have been met.
- The Nominating Committee must submit the preliminary ballot of officers at the first Chapter meeting in November. At that time, nominations from the floor should be opened.
- Members who accept nominations for elected offices must submit 3-5 sentences on why they would like to hold the position and what they plan to do, to the Nominating Committee, in the October Chapter meeting prior to nominations. These statements will be circulated to Chapter members before the meeting where voting occurs.
- At the second November meeting, nominations from the floor will be closed and all officer candidates must give a speech of why they should be elected for their designated position. Speeches may be no longer than 3 minutes in length.
- Whenever a person is vacated outside of normal term termination, the Nominating Committee will convene to compose a ballot.

## **ARTICLE VII. RISK MANAGEMENT**

Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.

Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD understands that the University does not assume legal liability for the actions of the organization.

### **SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY**



Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse.

Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

## **SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE**

In the event that Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

## **SECTION 3. IN CASE OF INTERNATIONAL TRAVEL**

Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

## **SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY** Alpha

Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Alpha Kappa Alpha Sorority, Incorporated, Mu Iota Chapter at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

## **ARTICLE VIII. COMMUNITY ADVISOR**

### **Graduate Advisory Council/ Graduate Advisor**

- The Graduate Advisor(s) shall serve as liaison between the Graduate Chapter, Undergraduate Chapter and the Regional Director.

- At least one member of the Graduate Advisory Council shall attend all meetings and activities of Mu Iota Chapter.
- The Graduate Advisor(s) shall collect all valuable Chapter papers of retiring officers within seven days after termination of their term.
- The Graduate Advisor(s) must meet the qualifications set forth in the International Constitution and Bylaws and the Bylaws of Epsilon Xi Omega Chapter, the sponsoring Graduate Chapter.
- The Graduate Advisor(s) shall sign all checks dispersed by Mu Iota Chapter.

## **ARTICLE IX. FINANCIAL MANAGEMENT**

### **Section I. Funding**

The chapter will generate funds for all chapter activities from chapter dues, fundraising activities, and donations.

### **Section II. Money Handling**

- a) Chapter dues, donations, and money from fundraisers will be deposited into an off-campus bank account.
- b) The signers will be the President, Treasurer, and Graduate Advisor, who will deposit the money into the chapter's checking account.

### **Section III. Budget**

A budget will be submitted annually to the Mu Iota Chapter, to be reviewed by the Chapter President, chapter members, and Graduate advisor.

## **ARTICLE X. AFFILIATION WITH OTHER GROUPS**

- a) The sorority will be affiliated with other organizations within the National Pan-Hellenic Council (NPHC), as well as with other Multicultural Greek councils when necessary to complete community service on a local level.
- b) The Sorority will be affiliated with members of Alpha Kappa Alpha Sorority, Incorporated, Epsilon Xi Omega Chapter on a local, regional, and national level, when necessary, in order to conduct community service, mentorship programs, etc.