

**BYLAWS
OF UNITED CHAPTERS OF ALPHA KAPPA DELTA:
INTERNATIONAL SOCIOLOGY HONOR SOCIETY**

CHAPTER I

Duties of Officers, Regional Representatives, and Staff

Section 1. Responsibility of Officers. Officers shall perform the duties prescribed by the Constitution and Bylaws and by the parliamentary authority adopted by the Society.

Section 2. President. The President shall act as Chair of Council at annual meetings and perform all functions as chief executive officer of this Society consistent with the policies of Council. The President shall have sole power to form and to appoint members of special committees not otherwise specified in the Constitution and Bylaws. The President shall approve the hiring of certified public accountants and receive auditor's reports and insure their review by Council.

Section 3. President-elect. The President-elect shall Chair the Planning Committee. The President-elect shall receive auditor's reports and insure their review by the Planning Committee.

Section 4. Vice-President. The Vice-President shall assume the Chair of Council in the absence of the President and shall fill the unexpired term of the President when that office is vacant.

Section 5. Secretary-Treasurer. The Secretary-Treasurer shall be fiscal officer and archivist for this Society, and perform such duties as Council may assign, including:

- a. Employ and supervise an Executive Director and/or Finance Officer. Employ student assistants, as needed; hire Certified Public Accountant with approval of the President.
- b. Monitor the flow of work through the AKD office to assure that service is being rendered in a timely and effective manner.
- c. Record the *Minutes* of meetings of Council and circulate these by mail to members of Council promptly for corrections and in no case later than three months following such a meeting.
- a. Provide Council with a written report of activity annually and written proposals for the ensuing year.
- b. Purchase certificates, write checks, and prepare other awards.
- c. Archive important documents until they can be transmitted to a more permanent archive.
- d. Make arrangements for the annual meeting of Council.
- e. May suspend charter not in compliance with AKD policies with concurrence of Executive Committee.

Section 6. Editor(s) of Sociological Inquiry. Consistent with the policies of Council, the Editor(s) shall manage the scholarly and scientific affairs of *Sociological Inquiry* in accord with the highest standards of integrity and shall:

- a. Provide complete records and otherwise fully cooperate with independent certified public accountants employed for an annual audit of the Society.
- b. Provide ways and means through *Sociological Inquiry* to pursue the purposes of this Society, including encouragement of undergraduate research in sociology.

- c. Provide for inclusion in *Sociological Inquiry* for every style and type of scholarly and scientific investigation consistent with the high standards appropriate to the official journal of this academic honor society.
- d. Provide the Council a brief written annual summary report of activity during the preceding year and proposals for the ensuing year.

Section 7. Representative to the Association of College Honor Societies. The Representative to the Association of College Honor Societies (ACHS) shall participate in the activities of that organization and make reports to Council to insure a proper liaison between the two organizations.

Section 8. Regional Representative. Duties and functions of Regional Representatives shall be:

- a. Attend meetings of Council and participate in the conduct of the business of this Society.
- b. Maintain communication with Chapter Representatives in their regions, represent the region at Council, and interpret policies and actions of Council to the chapters.
- c. Provide guidance and coordination to chapters that wish to develop student-oriented sociology research conferences.

Section 9. Executive Director. The Executive Director shall work under the supervision of the Secretary-Treasurer and perform such duties as:

- a. Manage and supervise AKD employees.
- a. Prepare, e-mail, and receive chapter annual report forms.
- b. Prepare, e-mail, and receive secret ballots for the conduct of the business of the Society consistent with the policies of Council.
- d. Make regular and occasional e-mailings to officers and chapter representatives. Compile all results of mailings and e-mailings.
- e. Process orders for initiation certificates, charter certificates, honor cords, banners, lapel buttons, and other commemorative items.
- f. Other duties as assigned by the Secretary-Treasurer

Section 10. Finance Officer. The Finance Officer shall work under the supervision of the Secretary-Treasurer and perform such duties as:

- a. Receive, disburse, invest, and otherwise properly manage and record all financial transactions for the Society consistent with policies of Council.
- b. Provide complete records and otherwise fully cooperate with independent certified public accountants employed for examination of the financial status of the Society and submit auditor's reports to the President and President-elect for study by Council and by the Planning Committee.
- c. Other duties as assigned by the Secretary-Treasurer

CHAPTER II

Council

Section I. General Duties of Council. Members of the Council are expected to participate in and contribute to the overall well being of Alpha Kappa Delta. Specific duties include but are not limited to:

- a. Attend the regular meetings of the Council held in conjunction with the meetings of the American Sociological Association.
- b. Participate in the business of AKD including on-line voting in various matters including reviewing and voting on charter applications.
- c. Set dues and fees for Voting Membership
- d. Determine the privileges of membership in AKD
- e. Receive reports and proposed budgets from the Planning Committee, review the desirability of such recommendations, and vote to approve or reject them for implementation
- f. Receive reports of the Nominating Committee
- g. Serve on committees
- h. To carry out the responsibilities of the committee as assigned by the President.

CHAPTER III

Chapters

Section 1. Chapter Designation. Chapters shall be known and designated by the name of the state, province, or other governmental unit being followed by chapters designated by the successive letters of the Greek alphabet. The initial chapter of this Society is Alpha of California.

Section 2. Insignia and Color. The official key or pin of this Society shall be the insignia used by all chapters. The official color shall be teal.

Section 3. Chapter Responsibility. It is the responsibility of chartered chapters to abide by the Constitution and Bylaws of the Society.

Section 3.5. Chapter Compliance with Federal Laws and Regulations. Chapters must comply with all Federal Laws and Regulations including those of the Internal Revenue Service. Failure to do so may result in a chapter being placed in inactive status. (Inactive chapters cannot induct new members or participate in other AKD activities). Once a chapter declared inactive for failure to comply with Federal Laws and Regulations is compliant with those regulations, the chapter will be removed from inactive status.

Section 4. Application Fee. Each proposed new chapter will pay a non-refundable fee with the submission of the charter application.

Section 5. Initiation Fees. Each chapter shall pay a sum set by Council to the United Chapters of Alpha Kappa Delta for each person initiated into Life Membership. This amount shall entitle the initiate to a certificate of membership and one-year subscription to *Sociological Inquiry*, thus making the initiate a Voting Member during the initial year of membership. A chapter may set

additional modest fees for affiliation to be retained by the chapter for its own use.

Section 6. Duties of Chapter Representatives. Chapter Representatives shall:

- a. Maintain liaison with the Secretary-Treasurer, vote on Constitutional amendments, and elect Regional Representatives.
- b. Serve as Faculty Advisor to the local chapter.
- c. Maintain liaison between the local chapter and Council through the Regional Representative.

Section 7. Chapter Cooperation. Chapters are encouraged to join cooperatively to develop programs that benefit their members.

CHAPTER IV Amendment of Bylaws

Section 1. Procedure. Members of Council or the Executive Committee may propose amendments to these Bylaws. These Bylaws may be amended at any meeting by Council by a two-thirds vote, provided that the amendment has been submitted in writing to the Council. At least ten days notice shall be given. Any amendment to these Bylaws shall become the law of the chapters.