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Constitution and Bylaws of
Alpha Psi Lambda-National, Inc.

ARTICLE I: NAME
The name of this organization shall be Alpha Psi Lambda-National, Incorporated, an Illinois not for profit corporation ("the Corporation"). It may be referred to in this Constitution and Bylaws as Alpha Psi Lambda National Inc., Alpha Psi Lambda, the Organization or the Fraternity.

ARTICLE II: PURPOSE
The purposes of Alpha Psi Lambda-National, Inc., shall be to:

A. Serve the university campus and community.
B. Bring forth on a scholastic level, Hispanics/Latinos and others at the university on the basis of friendship.
C. Provide a supplementary educational, social and cultural experience for the mutual cultivation of its members.
D. Advocate for the needs and concerns of the Hispanic/Latino students.
E. Promote a basis for the diversity of the Hispanic/Latino cultures.
F. Enhance the educational experience through social and cultural activities, and assist in the development of members’ leadership abilities.
G. Promote inter-fraternity relations.
H. Foster positive relations between the Greek system, University/College Administration, and the outside community.

ARTICLE III: COMPOSITION
The Fraternity shall consist of the Corporation, chapters established and existing from time to time at recognized institutions of higher learning in the United States of America, and the members of the Fraternity. No other corporation, association or other body shall be deemed to be a constituent part of the Fraternity, but nothing in this Section shall limit the right and power of one or more members to form any such corporation, association or other entity for assisting the Fraternity or one or more of its active chapters in achieving the objects of the Fraternity.

ARTICLE IV: GOVERNING DOCUMENTS
The Constitution and Bylaws of Alpha Psi Lambda National, Inc. (the “Bylaws”) shall be the supreme law of the Fraternity. Except as provided in these Bylaws, the governing law of the Fraternity shall be the resolutions of the National House of Delegates and the resolutions of the National Board of Directors, ranking in that order. Any bylaw, regulation, legislation or resolution of any chapter of the Fraternity in conflict with any of the foregoing shall be null and void.

ARTICLE V: MEMBERSHIP

SECTION 1 MEMBERSHIP REQUIREMENTS
A. Membership in the Fraternity shall be limited to men and women who have been initiated into the fraternity by a recognized Alpha Psi Lambda chapter through the membership intake process.
B. Individuals may not be members of any other social fraternity or sorority, except those that are honorary or professional.
C. Alpha Psi Lambda-National, Inc. shall not discriminate against individuals on the basis of race, national origin, religion, creed, gender, sexual orientation, age, military status or those physically challenged.
D. Members must be in good standing to be active at a chapter, alumni association or with the National Office. Good standing shall be defined as being current with paid dues, having no debts outstanding and not under any sanctions prohibiting involvement.

SECTION 2 TYPES OF MEMBERSHIP
There shall be three classes of membership: undergraduate, members at large and alumni.

A. Undergraduate Members
   1. Undergraduate members must be enrolled at a college or university where there is a chapter of the Fraternity.
   2. Undergraduate members will be defined as having active or inactive status.
   3. Members will declare status no later than the fourth week of class. After the fourth week of class, all members who have not declared active or inactive status will be considered inactive.
4. Newly initiated members who choose to be active and meet the requirements to be active are considered active for the remainder of the semester/quarter they complete the membership intake process.
5. Graduate students may be active at the chapter provided they meet all requirements.
6. Active Members must meet the following requirements:
   a. Be in good standing.
   b. Attend all meetings.
   c. Have paid all dues and fines.
   d. Have a minimum cumulative grade point average of 3.3 on a 5.0 scale or a 2.3 on 4.0 scale. (Note: Effective January 1, 2014 this increases to a 2.5)
   e. Be enrolled in at least 6 credit hours to be considered for active status. Students receiving academic credit for studying abroad will not be considered active members.
7. Inactive Members
   a. Inactive members do not meet the eligibility requirements to be active due to grade point average, attendance, payment of dues and/or fines, or falling below six credit hours or are members who meet the requirements but chose not to be active at the chapter.
   b. Inactive members shall not vote meetings.
   c. Inactive members are not permitted to speak during meetings with the exception as stated in Article VII. Collegiate Chapters, Section 4 Chapter Meetings, A. Regular Meetings, Number 4.
B. Members At Large
   1. Members who have not received a Bachelor’s degree and are no longer attending a four year university OR are enrolled at a four year university in which there is not a chapter.
   2. At Large Members shall not vote meetings. At Large members are not permitted to speak during meetings with the exception as stated in Article VII. Collegiate Chapters, Section 4 Chapter Meetings, A. Regular Meetings, Number 4.
C. Alumni Members
   1. Alumni Members shall be members who have received their Bachelor’s degrees or higher and are not active at a chapter.
   2. If a member attends graduate school where there is an active chapter, that member can elect to be active under the provisions of an active member of Section 2 types of members, Letter A. Undergraduate members or maintain alumni status.
D. Associate Members
   1. Any female or male undergraduate or graduate student enrolled in a college or university that has a chapter or part of a charter of the Fraternity that meets the requirements for Membership Intake may be invited by the members of that chapter or the National Office in the case of a charter, to partake in the Membership Intake Process.
   2. The individuals participating in the Membership Intake Process shall be Associate Members, but shall not be a member of the fraternity nor have rights of membership until initiated as a member.

SECTION 3 MEMBERSHIP FOR LIFE
Membership in Alpha Psi Lambda shall be for life, unless an individual is expelled or resigns from the Fraternity.

SECTION 4. EXPULSION
Any member of the Fraternity may be expelled through the procedures outlined in ARTICLE XI: Standards and Conduct. Any individual who has been expelled shall be ineligible to join or in any way affiliate or be associated with any chapter, alumni association or the Fraternity.

SECTION 5 RESIGNATION
A member of the Fraternity may resign his/her membership by submitting a signed resignation form to the National Board of Directors. Any individual who has resigned his/her shall be ineligible to join or in any way affiliate or be associated with any chapter, alumni association or the Fraternity.

ARTICLE VI: NATIONAL HOUSE OF DELEGATES
The legislative powers of Alpha Psi Lambda-National, Inc. shall be vested in the National House of Delegates.
SECTION 1 COMPOSITION
The National House of Delegates shall be composed of: two delegates from each member chapter in good standing; two delegates from the Undergraduate Advisory Council, the voting National Board of Directors (as defined under ARTICLE VI, Section 1. Officers. Letter A), all living past National Presidents (as of April 2000, Presidents prior to this date only have the right to speak); and two delegate from each Alumni Association in good standing.

SECTION 2. VOTING
Each delegate present receives one vote and total delegates present will constitute quorum. Proxies are not allowed.

SECTION 3. RESPONSIBILITIES
The National House of Delegates shall be responsible for the general policies of the fraternity, and for electing National Board of Directors.

SECTION 4. LOGISTICS
The National House of Delegates shall be held annually in June at such a time and place as is designated by the National Board of Directors. The location for the National House of Delegates shall rotate each year from region to region. The National Board of Directors shall notify each chapter and alumni association at least one hundred and twenty days (120) days in advance of the time and place of the next National House of Delegates.

ARTICLE VII: NATIONAL OFFICE STRUCTURE

SECTION 1 OFFICERS
A. National Board of Directors (NBOD): National President, National Vice President, Director of Finance, Director of Expansion, Director of Communications, Director of Alumni Affairs, Director of Standards & Policy, Director of Chapter Development, and National Secretary.
B. National Committee: Comprised of positions and duties as defined in the National Office bylaws.
C. Regional Boards: Regional Directors and Chapter Directors.
D. All officers serve without compensation however travel expenses may be compensated.

SECTION 2 ELIGIBILITY
A. All officers are members who have ceased to be active members of a collegiate chapter, are alumni in good standing, and have paid dues to the National office.
B. Each candidate is required to state if she/he has been convicted of a felony in the past five years. She/he will be given an opportunity to provide explanation of the felony. A conviction does not make them ineligible.
C. Each officer is required to hold at least a Bachelor’s degree. Official university documentation of degree must on file with the NBOD prior to taking office and prior to the start of the NHOD if running for office. Proof of degree only needs to be submitted once and will be kept on file with the NBOD.
D. The National President and National Vice President candidates must have at least one NBOD experience prior to taking office. If there are no eligible candidates running for office, the position will be treated as a vacancy and will be appointed by the NBOD prior to July 1st.
E. NBOD Officers may not serve on any Alpha Psi Lambda Alumni Association Executive Committee
F. NBOD officers may not serve as Regional or Chapter Directors.

SECTION 3 TERM OF OFFICE
A. National Board of Directors
   1. Shall serve a 2-year term beginning July 1st through June 30th of the following calendar year.
   2. The National House of Delegates will elect the National Board of Directors.
      a. First Rotation on odd calendar years: National Vice President, Director of Finance, Director of Standards and Policy, Director of Communications and Director of Chapter Development.
      b. Second Rotation on even calendar years: National President, Director of Expansion, Director of Alumni Affairs, and National Secretary.
   3. Directors shall be limited to three elected or appointed terms in total for each position on the National Board of Directors.
B. National Committee Members shall serve a one (1) year term beginning on July 1st.
C. Regional Boards shall serve a one (1) year term beginning on July 1st to align to the academic calendar year.
SECTION 4 ELECTIONS

A. Nominations
   1. Any member of a chapter, alumni association or the National Board of Directors may submit nominations.
   2. Nominations for the National Board of Directors must be submitted 80 days prior to the NHOD to the NBOD.
   3. Nominations must be announced 75 days prior to the NHOD.
   4. A member may be nominated for more than one position.
   5. All nominees must accept in order to be a candidate.

B. Each candidate will be allowed to speak on his/her behalf, including any members not currently part of the NBOD that are running for a position.

C. Each candidate must present a written or verbal speech.

D. Voting shall be conducted by secret ballot that will be tabulated and verified by the Moderator and a nonvoting undergraduate member.

E. All positions must be elected by a majority vote.

F. Elections at NHOD should be held in this order:
   1. National President
   2. National Vice President
   3. Director of Finance
   4. National Secretary
   5. Director of Expansion
   6. Director of Communications
   7. Director of Alumni Affairs
   8. Director of Standards and Policy
   9. Director of Chapter Development

G. The National Committee and Regional Directors will be appointed by the NBOD prior to July 1st with a simple majority vote.

H. Chapter Directors will be appointed by the Regional Director with approval of active chapters prior to July 1st (this does not occur during NHOD). Chapter Directors for inactive or probationary chapters do not require chapter approval.

SECTION 5 POWERS AND DUTIES

A. Between NHODs, the National Board of Directors shall have full and complete executive and administrative authority, subject to Alpha Psi Lambda policy and procedure. The NBOD shall administer, enforce, and carry out the legislative enactments and regulations made by the NHOD. The NBOD shall:
   1. Manage the national financial policy and financial affairs of the fraternity within the budget.
   2. Approve content and authorize the publication of all handbooks, manuals, forms and other fraternity publications.
   3. Determine the time and location of the National House of Delegates and fraternity conferences and approve all related plans and arrangements.
   4. Develop and coordinate the fraternity’s overall public relations program and approve related activities.
   5. Define fraternity regions and allocate chapters and alumni associations in each.
   7. Appoint, or approve the appointment of, standing and special committees, chairpersons, administrative positions to support the National Office, assistant directors, and interns.
   8. Manage all aspects related to preferred vendors that sell and distribute fraternity merchandize and approve all new fraternity merchandise developed
   9. Maintain fraternity incorporation and 501c7 status (once obtained).
   10. Oversee the fraternity expansion policy.

B. NBOD Duties
   1. National President
      a. Serve as spokesperson for the Fraternity
      b. Oversee National Board officers, projects and initiatives
      c. Chair all National Board of Directors meetings
      d. Serve as the NALFO representative
      e. Serve as an ex-officio member of the National Foundation of Alpha Psi Lambda.
      f. Coordinate all plans and tasks for the National House of Delegates
   2. National Vice President
a. Oversee and advise Regional Directors
b. Provide training to Regional and Chapter Directors
c. Assist with planning of fraternity conferences
d. Approve corrective action issued by Regional Directors for chapter operational issues and minor policy violations
e. Shall take over the duties of the president, in the president’s absence

3. Director of Finance
   a. Prepare and maintain all financial documents including financial statements
   b. Develop annual budget
   c. File State and Federal taxes and correspond with the IRS
   d. Manage national financial policy and procedures
   e. Review and make recommendations to the National Board of Directors regarding changes in the dues amount and structure
   f. Serve as a resource to chapters for financial matters
   g. Maintain documentation necessary for 501c7 status

4. National Secretary
   a. Prepare agendas for National Board meetings
   b. Record minutes for meetings and distribute to the National Board
   c. Maintain fraternity records; update fraternity documentation and distribute as needed
   d. Record and distribute the NHOD minutes

5. Director of Expansion
   a. Research and pursue expansion opportunities
   b. Oversee all chartering and reestablishment activities
   c. Communicate with University administration to understand expansion policies and recognition process

6. Director of Communications
   a. Prepare and distribute fraternity press releases and newsletters
   b. Provide oversight of fraternity multi-media

7. Director of Alumni Affairs
   a. Responsible for promoting programs and activities to engage and inform alumni.
   b. Oversee Alumni Associations including activities related to the establishment of new alumni associations
   c. Coordinate Alumni programs, networking events and social activities
   d. Provide the NBOD with insight and feedback from the alumni perspective

8. Director of Standards and Policy
   a. Develop and enforce Risk Management policies
   b. Promote education and awareness of Risk Management through training and informational resources.
   c. Correspond with the Insurance Company
   d. Oversee any National Office or committee appointed investigations

9. Director of Chapter Development
   a. Oversee tools and procedures related to chapter operations and member development
   b. Provide resources to chapters related to fundraising, programming, community service

C. National Committee
   1. Comprised of positions and duties as defined in the National Office bylaws.

D. Regional Boards
   1. Regional Director
      a. Oversee and advise chapter directors
      b. Appoint Chapter Directors with active chapter approval
      c. Act as a liaison between the regional chapters and the NBOD by providing updates to the National Vice President and communicating information from the NBOD to the chapters
      d. Visit each chapter in the region at least once per year to assess the status of the chapter and provide recommendations. Submit a summary of the visit to the National Vice President
      e. Address and issue disciplinary action if necessary for chapter operational issues and minor policy violations with approval of the National Vice President

   2. Chapter Director
      a. Assist and advise the collegiate chapter
      b. Act as a liaison between the Regional Director and the chapter
c. Communicate with the chapter and conduct formal chapter visits

SECTION 6 VACANCIES

A. If a position becomes vacant on the National Board of Directors, the National Board of Directors will appoint an individual to fill the vacancy within 45 days for the remainder of the term provided the eligibility requirements under Section 2. Eligibility are met.

B. If a position becomes vacant on the National Committee or Regional Boards, the National Board of Directors will appoint an individual to fill the vacancy with 45 days for the remainder of the term.

SECTION 7 REMOVAL FROM OFFICE

A. Any National Officer may be removed from office for any of the following reasons:
   1. Non-performance of duties, including:
      a. Unexcused absences or excessive absences from meeting
      b. Failure to submit reports
      c. No longer meeting eligibility requirements as stated in Section 2. Eligibility.
      d. Performing in violation of fraternity policies.
      e. Conduct not befitting an officer of the fraternity.

B. Removal of an NBOD officer, Regional Director or National Committee Member
   1. Any National Office member, active recognized alumni association member or active collegiate chapter member may initiate removal procedures.
   2. Official written notice, via official email or paper, of motion to remove must be presented to the National Board of Directors.
   3. The National Board of Directors shall notify the Officer in question and all NBOD officers within 10 days of receiving the notice.
   4. All NBOD officers should be notified of the motion to remove at least 10 days before the vote.
   5. The NBOD shall notify the officer in question and all NBOD officers of the motion to be removed and the date and time of the removal from office vote at least 10 days prior to the meeting.
   6. The vote to remove the officer must take place no later than 30 days after receipt of the written notice.
   7. The officer in question does not need to be present during the vote.
   8. A two-thirds majority of the NBOD is needed to remove the officer from his/her position.
   9. Written notice via official email or paper of results must be presented to the Officer in question within 10 days of the vote.
   10. Vacated offices will be filled as stated in Section 6. Vacancies.

C. Removal of a Chapter Director
   1. Any NBOD Officer, the Regional Director that oversees the chapter director or an active member of the chapter the chapter director serves may initiate removal procedures.
   2. Official written notice, via official email or paper, of a request to remove must be presented to the Regional Director.
   3. The Regional Director shall notify the Officer in question, the National President, and the National Vice President within 10 days of receiving the notice.
   4. The decision on the request to remove the officer must take place no later than 30 days after receipt of the written notice.
   5. The officer in question does not need to be present during the vote.
   6. The National Vice President must approve the Regional Director’s decision.
   7. If the Regional Director’s decision is not approved, the request for removal may be brought up to the NBOD for review and will follow the procedures mentioned above under B. Removal of an NBOD officer.
   8. Written notice via official email or paper of results must be presented to the Officer in question within 10 days of the vote.
   9. Vacated offices will be filled as stated in Section 6. Vacancies.

SECTION 8 REGIONS

A. The NBOD shall form and realign the regions as needed.
B. Each region will be overseen by a Regional Director.
ARTICLE VIII: COLLEGIATE CHAPTERS
The collegiate chapters are granted charters by National House of Delegates after completing the chartering process. It is composed of the initiated members of the fraternity who are enrolled at the collegiate institution where a charter has been granted. The charter binds the chapter to obey and uphold the laws of the fraternity. Collegiate chapters may enact such laws and bylaws for its own government that are not in conflict within the Constitution and Bylaws of the fraternity.

SECTION 1 NAME
The chapters shall be named by the letters of the Greek alphabet, with the first chapter being Alpha, until all single letters have been used. Omega will be reserved for members that have passed away. The next series of chapters shall use the prefix Alpha, with the first chapter of that series being Alpha Beta, followed by a series using the prefix Beta, with the first chapter of that series being Beta Alpha. Succeeding series of chapters shall have prefixes established in the order of the Greek alphabet. To avoid confusion, chapter names consisting of the same letter used twice, such as Alpha Alpha, shall not be used. The same name shall not be given to more than one chapter, and the name once given to a chapter at a particular institution shall not be withdrawn from that institution.

SECTION 2 GRANTING OF CHARTER
A. Any new chapter will be considered a probationary chapter until formally recognized and granted its charter by the National House of Delegates.
B. While under probation the chapter will not have voting rights, active status, or be permitted to charter however it will be permitted to speak at the National House of Delegates.
C. The chapter shall come up for review after the below requirements are met at the following National House of Delegates.
   1. Complete a minimum of 25 hours of community service as a chapter with at least ½ the active membership participating in the community service.
   2. Maintain a minimum of 6 or more active members for 2 consecutive terms.
   3. Must increase membership by a minimum of eight members not including the founding or initial reestablished line.
   4. Complete the new chapter education process as outlined by the National Office.
   5. Pay required dues.
   6. Submit all necessary reports and other paperwork to the National Office.
D. A three-fourths (3/4) majority vote by the National House of Delegates shall be required to grant a charter to a chapter thereby giving it full fraternity rights and active chapter status.
E. If the chapter is not granted its charter at the National House of Delegates, it will be brought up at subsequent NHODs for a vote until taken off of probation.

SECTION 3 CHAPTER STATUS
A. Active/Inactive Status
   1. Active status is defined as:
      a. Having a membership of 6 or more actives at all times or meeting the University membership minimum for student organizations if higher.
      b. Having paid Fraternity Dues.
      c. Inducting members into the fraternity at least once an academic year.
      d. Pursuing and maintaining a co-ed active membership.
      e. Completing the minimum community service requirements.
      f. Following all university and fraternity policies and procedures.
      g. Being in good standing with the fraternity and maintaining a faculty advisor.
   2. The National Board of Directors may deem a chapter inactive by a simple majority vote if it does not meet any or all of the above requirements.
   3. Any chapter facing the possibility of becoming inactive will be reviewed by the National Office. If the National Office determines there is a need, they will actively monitor and assist the chapter as they see fit.
   4. If a chapter becomes inactive, they may face any or all of the following as deemed appropriate:
      a. Prohibited from the membership intake process.
      b. Membership intake process to be monitored by the National Office.
      c. Revitalization of the chapter: Membership intake process conducted by the NBOD, Alumni Association, another Chapter or a committee appointed by the NBOD.
      d. Revoked vote at NHOD.
e. Social probation as determined by the National Office.
f. Re-establishment of a chapter: Utilized when a chapter has no members on campus or there have been no active members on campus for more than one (1) year.

5. Once the chapter has demonstrated it meets the active member requirements, the National Board of Directors will reinstate the chapter’s active status by a simple majority vote.

B. Reorganizing of a Charter
When a chapter has continued disciplinary problems, experiences a serious act of negligence or becomes an extreme liability to the fraternity, the National Board of Directors may consider to reorganization of the chapter. This process is used to determine which undergraduate members may continue to be active with the chapter and which will be requested to separate from the chapter by being given Member At Large status.

1. Under certain circumstances with just cause, the National Board of Directors by a 3/4ths may institute a reorganization of any Undergraduate Chapter.
2. The National Board of Directors shall appoint a committee which may or may not include Alumni members of the Chapter to undertake such reorganization.
3. The reorganization committee shall have full power and authority to direct and manage any or all of the operations of the Chapter.
4. In connection with the reorganization of any chapter, the reorganization committee may declare any Undergraduate Member of that Chapter to be a Member At Large.

C. Suspension
The National Board of Directors, by a 3/4ths vote may temporarily suspend the charter and any or all of the operations of any chapter of the Fraternity. Any member of that chapter or alumni member of the chapter may appeal such suspension to the next National House of Delegates whose decision shall be final.

D. Revocation
The Board of Directors by a 3/4ths vote may revoke the charter and dissolve the operations of any Collegiate Chapter of the Fraternity. Any Member of that Undergraduate Chapter or Alumni member of the Chapter may appeal such revocation of the charter to the next National House of Delegates whose decision shall be final.

E. Dissolution
In the event that a charter of any Alpha Psi Lambda chapter is revoked or suspended for any reason, or the chapter becomes dormant, all property, real and personal, belonging to the chapter and the fraternity shall be held in trust by Alpha Psi Lambda National Inc. until the chapter is reactivated. Once the chapter is reactivated at the University, the trust relationship shall terminate and the property shall be used for the benefit of the chapter. In the event that the chapter is not activated within ten (10) years then at the end of said term this trust shall terminate and the property shall be transferred to the national account for use in its sole discretion.

F. Reactivation
The National Board of Directors by a 3/4ths vote shall have the right to reactivate any charter that has been suspended or revoked.

SECTION 4 CHAPTER MEETINGS

A. Regular Meetings
1. Regular meetings of Alpha Psi Lambda-National, Inc. shall be held weekly during the school year.
2. Regular meetings can only be canceled by the President.
3. Non-members and associate members cannot attend regular meetings unless under invitation of the Executive Board.
4. Guest speakers (alumni, inactives, others) can be granted permission to speak during the chapter by the e-board. This should be for general announcements, information sharing, etc. not to participate in discussion on motions or other fraternity business.
5. The creed will begin each meeting and the vow of commitment will close each meeting.
B. Special Meetings
   1. Special meetings may be called by the President upon request from any active member, Officer, Advisor, or in extraordinary circumstances as approved by the Executive Board.
   2. Executive Board meetings shall be open to active members, but only the Executive Board shall have a vote.

C. Attendance
   1. Each active member shall attend all meetings.
   2. The President or Internal Vice President may excuse a member from a mandatory chapter function upon request prior to the scheduled event.
   3. Any member not present at a regular meeting shall be fined unless the President or Internal Vice President has been notified prior to the meeting.
   4. The President shall have the authority to decide whether or not the absence of a member is excused.

D. Voting Procedures
   1. The voting body of Alpha Psi Lambda shall consist of active members only. Each member carries one vote.
   2. A quorum of two-thirds the total number of active members must be present in order to vote on any issue.
   3. Voting is done either in person or by written proxy turned in to the President prior to the meeting.

SECTION 5 SELECTION & DUTIES OF OFFICERS
The elected and/or appointed officers of an Alpha Psi Lambda-National, Inc. chapter shall be known as the Executive Board.

A. Membership
   1. The voting members of the Executive Board shall consist of the President, Internal Vice-President, External Vice-President, Secretary, and Treasurer.
   2. Non-voting members of the Executive Board shall include the Associate Member Educator, Social Chairperson, Sergeant at Arms, Historian, Community Service Chair, and any other appointed personnel deemed necessary by the Executive Board.

B. Eligibility
   The requirements of eligibility for an Officer shall be the following:
   1. No candidate for an officer position shall expect graduation before expiration of the term.
   2. All Officers of the Executive Board shall be active members in good academic standing.
   3. To be eligible for President or Associate Member Educator, a member must have served as an active member for at least one year prior to taking office. If there are no members whom are eligible to fill the position or members that are eligible do not want to hold the position, an individual with less the one year of activeness may run for office or be appointed by the e-board.
   4. Members cannot hold more than one of the following Executive Board positions: President, Internal Vice President, External Vice President, Treasurer, or Secretary or Associate Member Educator, unless there are no other candidates available.

C. Duties and Powers
   1. Responsibilities of the Executive Board.
      a. Carry out all policies and regulations as established in the Constitution.
      b. Research and prepare appropriate programs for presentation to and edification of the membership.
      c. Presentation (either written or oral) of the business of their individual offices.
      d. Supervise all subsidiary councils or committees.
      e. Attend all meetings of the Executive Board.
      f. Recommendation of term dues.
      g. All proposals must come through Executive Board.

D. Individual Officers
   1. President
      a. Act as the principal spokesperson for the fraternity.
      b. Ultimately and wholly responsible for the matters dealing with the fraternity. To expedite matters, he or she may assign tasks to any fraternity member.
      c. Maintain close contact with Officers and chairpersons.
      d. Promptly bring important matters to the attention of the membership.
      e. Act as chairperson over meetings.
      f. Vote only in the event of a tie.
      g. May appoint any committee chairpersons deemed necessary to maintain or better the fraternity or the Greek System.
h. Unless other provisions are made, the President represents the fraternity on any campus-wide committees having a seat assigned to a representative of the fraternity.

2. Internal Vice-President
   a. Coordinate and facilitate the completion of projects and committees.
   b. Preside at meetings in the absence of the President.
   c. Monitor academic progress of active members.
   d. Responsible for the efficient operation of special committees.
   e. Issue warnings to members who have either not paid dues or fines or not complied with attendance or academic requirements.

3. External Vice-President
   a. Responsible for all outside communication deemed necessary by the President.
   b. Responsible for all outside fraternity publicity.
   c. Preside at meetings in the absence of the President and Internal Vice-President.

4. Secretary
   a. Keep minutes of meetings and attendance records.
   b. Responsible for all official correspondence.
   c. Maintain fraternity calendar.
   d. Notify members of regular and specially scheduled meetings.

5. Treasurer
   a. Keep all financial records of the fraternity.
   b. Prepare annual budget.
   c. Propose term dues.
   d. Present a written financial statement to the fraternity each term.

6. Associate Member Educator
   a. Attend all executive board meetings and general assembly meetings during the Membership Intake Process to keep members updated on the progress of the associate members.
   b. Select members of the Membership Intake Committee with the approval of the executive board.
   c. Organize and coordinate the recruitment and selection process.
   d. Select and train Parents with approval of the executive board.
   e. Distribute information and announcements to the members concerning the membership intake process.
   f. Oversee the membership intake process by following all stated guidelines and policies for rituals, traditions, in the Membership Intake manual. This includes overseeing all rituals/traditions, explaining the meaning respective ritual, what the ritual consists of, and regulations and information pertaining to that ritual.
   g. Oversee chartering process as stated in the chartering manual when selected as a parent chapter by the National Office. Delegate duties and responsibilities as needed to the Membership Intake Committee.
   h. The AME, along with members of the Executive Board, will provide a mandatory new member education (see Membership Intake Manual, Associate Member Education Section, VII. New Member Education).
   i. If the term of the AME expires while the current membership intake process is still in progress, the AME will continue to serve as the AME for that line provided he/she meets the requirements of being an active.

7. Social Chair
   a. Responsible for all social events.
   b. Promote activities for membership
   c. Maintain fraternity social calendar.
   d. Operate any social event open to the public.
   e. Responsible for social events committee.
   f. Responsible for ensuring all fraternity sponsored events adhere to the Risk Management Policy.

8. Sergeant at Arms
   a. Maintain order during general meetings.
   b. Enforce collection of fines and dues along with Internal Vice-President

9. Historian
   a. Keep an updated scrapbook of all functions except the membership intake process (social and business) pertaining to Alpha Psi Lambda (individual chapters as well as all chapters).
   b. Compile a report each academic term to update members at general assembly meetings.
10. Community Service Chair
   a. Responsible for all community service events.
   b. Track all AM and Member community service activities.

E. Elections
   1. Elections must occur annually.
   2. Nominations
      a. A member may be nominated for more than one position.
      b. A member may nominate him/herself.
      c. All nominations must be seconded.
      d. All nominees must accept in order to be a candidate.
      e. If a candidate is studying abroad, participating in an internship or cannot be present at time of
         nominations for whatever reason, he/she may send a nomination to the President prior to nominations.
         If the nomination is seconded, he/she will be permitted to run.
   3. Each candidate will be allowed to speak on his/her behalf, including any inactives that are running for a
      position.
   4. Each candidate must present a written or verbal speech.
   5. Only current actives may vote during the election. The president only votes in the event of a tie.
   6. Voting is done either in person or by written proxy turned in to the President prior to the meeting. Absentee
      voting is not permitted.
   7. Voting shall be conducted by secret ballot that will be tabulated and verified by the president and secretary.
   8. Elections should be held in this order:
      a. President
      b. Internal VP
      c. External VP
      d. Treasurer
      e. Secretary
      f. AME
      g. All other positions as deemed by the chapter.
   9. Individuals running for two or more of these e-board positions: President, Internal, External, Treasurer,
      Secretary or Associate Member Educator will have their names removed from the lesser position if elected for
      an above position.
   10. All elected positions must be voted in by a simple majority vote. If needed, a run off should be conducted with
       the two candidates who received the highest amounts of votes.

F. Removal From Office
   1. Any Officer may be removed from office for any of the following reasons:
      a. Non-performance of duties, including unexcused absences from more than (2) meetings of the
         Executive Board.
      b. No longer meeting eligibility requirements as stated in Article VII, Section 5. Selection and Duties of
         Officers, Letter B Eligibility.
      c. Conduct not befitting an officer of the fraternity.
   2. Any active member of the chapter may initiate impeachment procedures.
      a. Written notice of motion to remove must be presented to the Executive Board.
      b. Executive Board shall notify the Officer in question.
      c. Executive Board shall notify the active membership of the motion to remove within one week of
         receiving the written notice.
   3. General assembly will vote on removal.
      a. Vote to remove must take place no later than two weeks after receipt of written notice.
      b. Vote shall be by secret ballot.
      c. Two-thirds majority needed to remove from office.
   4. Written notice of results must be presented to Officer in question within forty-eight hours.

G. Resignation
   1. Members of the Executive Board may resign by submitting a written statement to the Internal Vice-President.

H. Vacancies
1. Vacancies shall be temporarily filled through presidential appointment and Executive Board approval.
2. Regular procedures shall be used to permanently fill the vacancy if deemed necessary by the Executive Board.

SECTION 6 UNDERGRADUATE ADVISORY COUNCIL (UAC)
The Undergraduate Advisory Council (UAC) shall serve to collect and discuss matters concerning undergraduate members of the Fraternity. The UAC shall advise the National Board of Directors on concerns, ideas and issues that are generated from this committee.

A. Membership
1. The Undergraduate Advisory Council shall consist of five to eight appointed undergraduate members.
2. The membership should include individuals from different regions, different chapters, with both female and male members when candidates are available.
3. The UAC will select a chair within 15 days of the start of the term from the body of appointed members.
4. Since this council is advisory, selection to the UAC does not constitute becoming a National Officer of this fraternity.

B. Responsibilities and Duties
1. Provide at least quarterly reports to the National Board with the council’s findings, suggestions, etc.
2. Meet with chapter presidents at least two times per year to discuss topics, concerns, etc.
3. Discuss any topics provided by the NBOD for feedback and advice.
4. One member of the council may participate at each NBOD meeting except when confidential issues are being discussed.
5. The council may choose two (2) delegates to represent the council at NHOD.

C. Eligibility
1. Candidates must have completed at least one term of activeness prior to taking office.
2. Must be enrolled at a 4-year University and continue to do so throughout the term of office.
3. Must maintain a GPA of 2.5/4.0 or 3.5/5.0 throughout term of office; official university documentation of GPA must be on file with the NBOD.
4. Members graduating during the term will be eligible.

D. Term of Office
1. The term of office will be six (6) months.
2. Terms will run from January 1st to June 30th and July 1st through December 31st.
3. Members may serve for two consecutive terms provided all eligibility requirements are met.

E. Elections
1. Nominations will be submitted twice per year to the National Board of Directors 60 days prior to the start of the term.
2. From the list of eligible candidates the chapters will elect 5 to 8 undergraduate members via electronic voting to serve on the UAC for the following term.

F. Removal
Removal of council members will follow the same process as outlined under Article VI, Section 7 Removal of Office.

G. Vacancies
1. If a seat on the council becomes vacant the National Office and all chapters should be notified within 5 days of the vacancy.
2. The member vacating the office must submit a resignation by letter or email marked “official” to the NBOD.
3. To fill the position the NBOD must appoint a new member within 30 days receiving the notification of resignation provided there are eligible candidates available.
4. All appointees must meet the eligibility requirements as stated in Letter B. Eligibility.
5. If there are no eligible candidates, the position will remain vacant.
6. The appointed member will serve the remainder of the term.

ARTICLE IX: ALUMNI ASSOCIATIONS
Alumni Associations are entities of the fraternity organized by alumni members for the purpose of promoting life time membership through networking, social events, community service, and professional development. Alumni associations may be aligned to a chapter or a geographical area, and are recognized by the National House of Delegates. Alumni Associations may govern themselves by such by-laws, as they are not in conflict with the National laws of the fraternity.

SECTION 1FORMATION
A. A Minimum of 8 members is needed to form an alumni association interest group.
B. The interest group must first be recognized by the NBOD and then by the National House of Delegates.
C. The group must complete the Alumni Association application to request alumni association interest group recognition. The application, in addition to a non-refundable $100 application fee must be submitted to the NBOD at least six months prior to the National House of Delegates.
D. The NBOD will review the application and confirm all members are in good standing. A 2/3rds majority vote is required to recognize an alumni association interest group. The group will be notified of the outcome.
E. In order to be recognized at the National House of Delegates, the interest group must:
   1. Establish a Bank Account with a tax ID.
   2. Must have a full executive committee.
   3. Must meet monthly.
F. Notice of vote to recognize the alumni association must be sent out 75 days prior to the National House of Delegates.
G. A three-fourths (3/4) majority vote by the National House of Delegates shall be required to formally recognize the Alumni Association and grant it voting rights.

SECTION 2 ALUMNI ASSOCIATIONS STATUS
A. The National Office defines the guidelines of an Active Alumni Association as:
   1. Having a membership of 8 or more at all times.
   2. Having paid fraternity dues
   3. Carry out all policies and regulations as established in the Alumni Association Constitution and follow all applicable fraternity policies and procedures.
   4. Research and prepare appropriate programs as deemed necessary for the undergraduate chapters.
   5. Sponsor a minimum of two (2) events annually.
   6. Establish and maintain incorporation within two years of being recognized at the National House of Delegates.
B. The National office may deem an Alumni Association inactive if they do not meet any or all the above requirements.
   1. If an Alumni Association becomes inactive, their voting rights at NHOD will be revoked.
   2. If an Alumni Association becomes inactive for more than 2 consecutive years, they will be required to complete the formation process as outlined in the National Constitution Article X: Alumni Associations, Section 1-Formation in order to return to active status.
      a. If at least four (4) Alumni/Members At Large have previously been active in the Alumni Association then no reformation process is necessary.
      b. The four (4) Alumni/Members At Large must serve on the Executive Committee during the re-establishment of the Alumni Association.
   3. Alumni Associations that wish to regain active status must submit a letter to the National Office requesting active status.
      a. In order to regain voting rights at NHOD, the letter must be submitted and approved four (4) months prior to schedule NHOD.

SECTION 3 MEMBERSHIP
A. Eligibility: Any member with alumni status or member at large status who has been a member for at least 5 years, is in good standing and has paid dues to the alumni association. Membership may not be denied to any eligible member. Members can only be part of one alumni association (due paying and voting member).
B. Status
   1. Executive Board: The voting members of the Executive Board shall consist of the Executive Director, Director of Records, Director of Finance, and the Director of Communications.
   2. Active membership: The active membership shall be composed of due-paying members, entitled to be voting members of the Alumni Association
   3. General membership: All other members of the alumni association that are due paying but have no vote.

SECTION 4 EXECUTIVE BOARD SELECTION & DUTIES
A. Eligibility
   The requirements of eligibility for an Officer shall be the following: All Officers of the Executive Board shall be alumni members or members at large whom have been members for at least 5 years in good standing according to provisions (at the collegiate and/or national level).
B. Term of Office
The Executive Board shall serve a one year term from January 1st to December 31st.

C. Duties and Powers
Responsibilities of the Executive Board.
1. Carry out all fraternity policies and regulations.
2. Presentation (either written or oral) of the business of their individual offices.
3. Supervise all subsidiary councils or committees.
4. Attend all meetings of the Executive Board.
5. Recommendation of term dues.
6. All proposals must come through Executive Board.
7. Provide reports to national office twice per year.
8. Sponsor a minimum of two (2) events annually

D. Individual Officers
1. Executive Director
   a. Act as the principal spokesperson for the Alumni Association.
   b. Coordinate and facilitate the completion of projects and committees.
   c. Promptly brings important matters to the attention of the membership.
   d. Preside over meetings.
   e. Vote only in the event of a tie.
2. Director of Communication
   a. Responsible for all outside fraternity publicity.
   b. Preside at meetings in the absence of Executive Director.
   c. Act as a liaison to relay information to other associations, chapters in their region, alumni in their region, and the National Office.
   d. Main contact for all alumni at large and aids in the recruitment of alumni.
   e. Represent the Alumni Association at the Alumni Association Council meetings.
3. Director of Finance
   a. Keep all financial records of the association
   b. Prepare annual budget and forecast.
   c. Propose term dues.
   d. Present an annual written financial statement to the Alumni Association.
   e. Issue warnings to members who have not paid dues and/or fines.
4. Director of Records
   a. Keep minutes of meetings and attendance records.
   b. Maintain alumni association calendar.
   c. Notify members of regular and specially scheduled meetings.
   d. Maintain alumni information and send updated records to the NBOD.
   e. Responsible for the execution of paperwork and/or forms.

E. Elections
1. Elections must occur annually.
2. Nominations
   a. A member may be nominated for more than one position.
   b. A member may nominate him/herself.
   c. All nominations must be seconded.
   d. All nominees must accept in order to be a candidate.
   e. If a candidate cannot be present at time of nominations for whatever reason, he/she may send a nomination to the Executive Director prior to nominations. If the nomination is seconded, he/she will be permitted to run.
3. Each candidate will be allowed to speak on his/her behalf.
4. Each candidate must present a written or verbal speech.
5. Only the Executive Committee and General Assembly may vote during the election. The president only votes in the event of a tie.
6. Voting is done either in person or by written proxy turned in to the Executive Director prior to the meeting. Absentee voting is not permitted.
7. Voting shall be conducted by secret ballot that will be tabulated and verified by the Executive Director and Director of Records.

8. Elections should be held in this order:
   a. Executive Director
   b. Director of Communication
   c. Director of Records
   d. Director of Finance
   e. All other positions as deemed by the Alumni Association’s bylaws.

9. Individuals running for two or more of these executive committee positions will have their names removed from the lesser position if elected for an above position.

10. All elected positions must be voted in by a simple majority vote. If needed, a run off should be conducted with the two candidates who received the highest amounts of votes.

F. Removal From Office

1. Any Officer may be removed from office for any of the following reasons:
   a. Non-performance of duties, including unexcused absences from more than (2) meetings of the Executive Committee per year.
   b. No longer meeting eligibility requirements as stated in Article V. Section 3. of the alumni constitution.
   c. Conduct not befitting an officer of the fraternity.

2. Any member may initiate impeachment procedures.
   a. Written notice of motion to remove must be presented to the Executive Committee.
   b. Executive Committee shall notify the Officer in question.
   c. Executive Committee shall notify the Alumni Association to discussion of the motion to remove at least one week prior to vote

3. General assembly will vote on removal.
   a. Vote to remove must take place no later than three weeks after receipt of written notice.
   b. Vote shall be by secret ballot.
   c. Two-thirds majority needed to remove from office.
   d. Written notice of results must be presented to Officer in question within one week.

G. Resignation
   Members of the Executive Committee may resign by submitting a written statement to the Executive Committee.

H. Vacancies
   Vacancies shall be temporarily filled by the Executive Committee. Regular procedures shall be used to permanently fill the vacancy if deemed necessary by the Executive Committee

SECTION 5 ALUMNI ASSOCIATION COUNCIL (AAC)
The Alumni Association Council shall serve to promote collaboration and communication amongst the alumni associations. The AAC will be chaired by the Director of Alumni Affairs, meet quarterly, with one representative from each Alumni Association or approved interest group in attendance. The AAC will coordinate joint events and programs sponsored by the Alumni Associations and provide a forum for Alumni Associations to share updates and ideas.

ARTICLE X: FINANCIAL POLICY

SECTION 1 DUES

A. The annual total of fraternity dues paid to the National Office for recognized alumni associations and chapters shall be determined by action of the National House of Delegates as needed.

B. Any national officer, recognized alumni association or collegiate chapter that has outstanding dues or other indebtedness to the National Office shall not vote at the National House of Delegates.

C. If dues have not been fully paid prior to the end of semester/quarter in which owed, the delinquent recognized alumni associations or collegiate chapter may be deemed inactive unless granted an extension by the National Board of Directors.
The National Board of Directors shall submit an Annual Budget and Financial summary to the National Board of Directors, the Collegiate Chapters and the Alumni Associations by the date of National House of Delegates.

SECTION 3. COLLEGIATE CHAPTERS
An annual Collegiate Chapter operating budget shall be presented to the NBOD before commencement of the next fiscal year. The annual budget should provide an estimate of all projected expenditures and revenues for operation in the upcoming fiscal year.

A financial report shall be presented to the NBOD at the end of the fiscal year. This report shall be submitted no later than the last day of the first month preceding the fiscal year. The end of the year report must include, but it is not limited to, all actual expenditures and receipts transacted in that fiscal year and account balances for assets and liabilities (Income Statement and Balance Sheet).

SECTION 4 ALUMNI ASSOCIATIONS
A. Alumni association members pay dues to the alumni association directly.
B. Members who choose to be involved with both alumni associations and national office will pay dues to each entity separately.
C. Alumni Associations will pay annual dues to the National Office to maintain good standing for the current fiscal year.

ARTICLE XI: STANDARDS AND CONDUCT
No member shall engage in any conduct or activity that is detrimental to Alpha Psi Lambda and/or violates the Policies and Procedures of the Fraternity. All members are responsible for upholding Fraternity standards and adhering to Policy and Procedure. Any incidents that occur may be investigated at the chapter or the national Level following the procedures outlined below.

SECTION 1 COLLEGIATE CHAPTER PROCEDURE
A. Each chapter shall establish a Nobility Committee to hold members accountable for the constitution, bylaws and policies of the fraternity
B. The National Board of Directors (NBOD) will maintain a Nobility Committee Manual that outlines the composition of the committee, procedures for investigation, list of sanctions and other necessary information to ensure each incident is investigated fully, consistently and fairly.
C. The committee will investigate all incidents submitted in writing, determine if any policies were violated and issue sanctions.
D. Any member appealing a decision by the committee will first appeal to his/her chapter and then submit the appeal to the Director of Standards and Policy.
E. Any incident report submitted to the chapter regarding hazing or sexual harassments must be filed with the Director of Standards and Policy.

SECTION 2 NATIONAL PROCEDURE
A. Investigation and Sanctions
1. The National Board of Directors (NBOD) shall appoint a Standards Board to hold members accountable for the constitution, bylaws and policies of the fraternity.
2. The NBOD will maintain an Investigation Procedures Manual that outlines the composition of the Standards Board, procedures for investigation, list of sanctions and other necessary information to ensure each incident is investigated fully, consistently and fairly.
3. The Standards Board will investigate incidents submitted in writing to determine if any policies were violated and issue sanctions. All individuals shall have the opportunity to provide a written statement and/or participate in an interview.
4. Upon completion of the investigation, the Standards Board will make a recommendation to the NBOD as to whether or not policies were violated and possible sanctions. The NBOD will review the recommendations of the Standards Board and either confirm or revise the sanctions, by a two-thirds vote.
5. If for whatever reason the Standards Board is not able to investigate an incident, the National Board of Directors will be responsible for the investigation and outcome, following the procedures outlined in the Investigation Procedures Manual.
B. Appeals
1. An individual who is sanctioned may appeal one time per incident if new information is made available, the appropriate procedures were not followed or he/she requests lesser sanctions.
2. The NBOD will appoint an Appeals Board to review the appeal to make a recommendation, if necessary, to the NBOD.
3. The NBOD, by a simple majority vote, may affirm or reverse the initial decision or may impose lesser sanctions.

SECTION 3 EXPULSIONS

A. Any member may be expelled from the Fraternity after an investigation and recommendation following the procedures set forth in the Investigation Procedures and Nobility Committee manuals. This may occur:
   1. By recommendation of the Nobility Committee with a unanimous vote by the Standards Board;
   2. By recommendation of the Standards Board and with a 3/4ths vote by the National Board of Directors

B. Appeals
   1. An individual may appeal an expulsion no more than one time.
   2. The NBOD will appoint an Appeals Board to review the expulsion.
   3. Upon recommendation by the Appeals Board, the NBOD may uphold or reverse the decision by a 3/4ths vote

ARTICLE XII: REPORTING

SECTION 1 NATIONAL BOARD OF DIRECTORS
The National Board of Directors shall submit an annual report to the Collegiate Chapters, Alumni Associations and the National Board of Directors at the National House of Delegates.

SECTION 2 COLLEGIATE CHAPTERS
A. Each Collegiate Chapter shall submit reports to the NBOD each term by the deadline provided by the NBOD. This includes, but is not limited to: each active member’s and Associate Member’s cumulative GPA (i.e. transcript, university issued listing, etc.), financial reports and any other information deemed necessary by the NBOD.
B. Any collegiate chapter failing to submit this information may be deemed inactive until it is submitted unless granted an extension by the National Board of Directors.

SECTION 3 ALUMNI ASSOCIATIONS
A. Each alumni association shall submit the following information twice a year to NBOD on the deadline provided by the NBOD: list of membership, progress report and any other information deemed necessary by the NBOD.
B. Any alumni association failing to submit this information may be deemed inactive until it is submitted unless granted an extension by the National Board of Directors.

ARTICLE XIII: GREEK LETTERS AND COLORS
The colors of the Greek symbols of Alpha Psi Lambda, Inc. must remain Gold and White with the following restrictions:

A. Gold and White MUST touch on Greek letters when displayed on cloth with the exception of letter F.
B. Patterns are allowed in the Greek letters on apparel as long as they are not tainted by another color.
C. The letters shall not be worn on the seat of one's pants or where deemed unrespectable by the fraternity.
D. The letters shall only be worn by members of Alpha Psi Lambda and their parents.
E. Grandfather clause: All articles purchased prior to January 11, 1991 are exempt from Article VIII, A, B, C, and D. The letters may be used on apparel produced by the University or Greek Council that the chapter belongs to for promotional purposes only in conjunction with other Greek or student organizations.
F. Members may not wear apparel, pins or tikis with the Greek letters of Alpha Psi Lambda while consuming alcohol in a nightclub, bar, restaurant (when used as a nightclub) or during any chapter sponsored events.

ARTICLE XIV: AMENDMENTS
This constitution may be amended at the National House of Delegates by a three-fourths vote of all Delegates present. The collegiate chapters, alumni associations, and National Board of Directors must receive written notice of any proposed amendment at least 75 days prior to the NHOD. The authorized governing body of any alumni association, collegiate chapter, or National Board of Directors may propose amendments.