

Constitution and By-Laws  
Of  
Alpha Phi Alpha Fraternity, Inc.  
Kappa Chapter

## Preamble

We, the members of Alpha Phi Alpha Fraternity, Inc., Kappa Chapter, in order to promote a more perfect union among college men; to aid in and insist upon the personal progress of its organization' to discountenance evil' to destroy all prejudices; to preserve the sanctity of home, the personification of virtue and the chastity of women, do hereby enact and establish this constitution for the government of its members.

## Non-Discrimination Policy

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

### **Article I-** Name, Objectives and Symbols

#### SECTION 1: NAME

- 1.1 The name of this organization shall be Alpha Phi Alpha Fraternity, Inc., Kappa Chapter.

#### SECTION 2: OBJECTIVES

- 2.1 The objectives of this Chapter shall be: to stimulate the ambition of its members to prepare them for the greatest usefulness in the causes of humanity, freedom and dignity of the individual; to encourage the highest and noblest form of manhood and to aid downtrodden humanity in its efforts to achieve higher social, economic and intellectual status.

#### SECTION 3: SYMBOLS

- 3.1 In accordance with the National Constitution of Alpha Phi Alpha, the symbols of the Fraternity shall be the Greek Letters: **ΑΦΑ**.

### **Article II-** Elections

#### SECTION 1: ELECTION OF OFFICERS

- 1.1 Annual Chapter elections shall take place in Spring quarter *during the month of April*, and the successful candidates shall take office at the first regular meeting the following September.
- 1.2 Chapter officers shall serve a term of one year or until their successors are elected and qualified.
- 1.3 The name and addresses of the officers elected shall be submitted to the office of the Executive *Director* within ten (10) days after the *election via the chapter directory form*.

### **Article III-** Duties of Officers

#### SECTION 1: DUTIES OF THE PRESIDENT

- 1.1 The President shall be the Chief Administrative Officer of the Chapter.
- 1.2 He shall have the authority to appoint the chairman and members to serve on all committees.
- 1.3 He shall interpret the Constitution and By-Laws of the Fraternity and his decision is final, except upon an objection raised and sustained by a majority vote of **financial** brothers.
- 1.4 He shall be able to cast the deciding vote in case of a tie
- 1.5 He shall submit the Chapter agenda at the beginning of each quarter.
- 1.6 He *or his designee* shall be the Chapter representative for campus events.

#### SECTION 2: DUTIES OF THE VICE PRESIDENT

- 2.1 He shall be the chief executive officer in the absence of the President.
- 2.2 He shall investigate and correct all forms of delinquency, financial and moral, which may arise in the Chapter.
- 2.3 He shall *oversee* all Standing Committees *and ensure their adequate operations and reporting.*
- 2.4 He shall appoint a representative for the *Pan-Hellenic Council.*
- 2.5 *He shall chair all Executive Board meetings.*

#### SECTION 3: DUTIES OF THE TREASURER

- 3.1 He shall investigate all possible funds and *fundraising* ideas for the year.
- 3.2 He is to make an account of all financial (and delinquent) brothers.
- 3.3 At the beginning of each quarter, he is to submit a written financial budget.
- 3.4 He shall chair the fund raising committee.
- 3.5 *He is to make a weekly written report on expenditures and other financial transactions that have been made by the chapter.*
- 3.6 He shall be responsible for corresponding to/with various institutions, organizations, agencies, etc. about funding for specific projects and events.
- 3.7 He shall make a financial Brothers' roll call during Chapter voting.
- 3.8 *He is fourth in line of Presidential succession.*

#### SECTION 4: DUTIES OF THE FINANCIAL SECRETARY

- 4.1 He shall assist the Treasurer in all duties.
- 4.2 He shall assume all duties in the absence of the Treasurer.

#### SECTION 5: DUTIES OF THE RECORDING SECRETARY

- 5.1 He shall take legible minutes at every meeting, and have minutes for the next meeting.
- 5.2 He shall present the minutes from the last meeting.
- 5.3 He shall make a roll call of all members and officers of Kappa Chapter.
- 5.4 *He is third in the line of Presidential succession.*

#### SECTION 6: DUTIES OF THE CORRESPONDING SECRETARY/ ASSOCIATE EDITOR OF "THE SPHINX"

- 6.1 He shall read correspondence at every meeting
- 6.2 He shall check the Fraternity mailbox daily in the Ohio Union.

- 6.3 He shall be responsible for contacting Brothers for called meetings.
- 6.4 In the absence of the Recording Secretary, he shall be responsible for the Recording Secretaries duties.
- 6.5 He is to compile a telephone list.
- 6.6 *He shall be responsible for collecting grade reports for the quarter from the official University copy.*
- 6.7 *He shall provide news of interest from the Chapter to the Editor of "The Sphinx" at the Corporate Headquarters Office. He shall follow the guidelines and procedures set forth in this regard.*

#### SECTION 7: DUTIES OF THE PARLIAMENTARIAN

- 7.1 He shall settle parliamentary disputes according to Roberts Rules of Order.
- 7.2 He shall set up rooms for all meetings

#### SECTION 8: DUTIES OF THE CHAPLIN

- 8.1 He shall *offer* prayer at all meetings and Fraternity functions as deemed necessary.
- 8.2 He shall be responsible for all religious activities involving the Fraternity.
- 8.3 *He shall provide spiritual guidance to the chapter.*

#### SECTION 9: DUTIES OF THE HISTORIAN

- 9.1 He shall be present at all Chapter activities and record what transpires, i.e. pictures, flyers, written reports, etc.
- 9.2 He shall keep and open file with contributions being made throughout the quarter of all events and reports of those events at Kappa Chapter.

#### SECTION 10: DUTIES OF THE DIRECTOR OF EDUCATIONAL ACTIVITIES

- 10.1 He shall present a report at the beginning of each quarter on what academic support systems the University offers (i.e. tutorial programs, classes that assist in studying).
- 10.2 He shall maintain a record of any changes in University policy and rules that will affect Brothers scholastically.
- 10.3 He is responsible for overseeing any education related programs (i.e. high school, community) *and implementation of national programs.*

#### SECTION 11: DIRECTOR OF INTAKE

- 11.1 *He shall provide leadership in the development of and Intake Process consistent with the rules and regulations of Alpha Phi Alpha Fraternity, Inc and shall ensure that intake activities conform to said regulations.*
- 11.2 *He shall be thoroughly familiar with the Standing Orders and other regulations of the Fraternity.*
- 11.3 *He shall (along with the Chapter President) carry primary responsibility for the correct implementation of the Intake Process and the responsibility for complete adherence to all of the rules and regulations associated with the Standing Orders.*

#### SECTION 12: DUTIES OF THE SOCIAL CHAIRMAN

- 12.1 He shall investigate social functions to be sponsored by the Fraternity (University contact person).
- 12.2 He shall reserve facilities for such events at the earliest date possible.
- 12.3 He shall submit a weekly report on the status of all social functions.
- 12.4 He is responsible for appointing members to help out (i.e. work the door, etc.).
- 12.5 He is responsible for an adequate amount of publicity for each event. Also, when possible, advertisements (i.e. radio spots, fliers, etc.).

#### **ARTICLE IV-** *Standing Committees*

##### **SECTION 1:** *SOCIAL COMMITTEE*

- 1.1 *This committee shall aid the Social Chairman in the execution of all of his duties*
- 1.2 *This committee shall be chaired by the Social Chairman.*

##### **SECTION 2:** *MEMBERSHIP*

- 2.1 *This committee shall oversee membership recruitment activities of the chapter and the proper implementation of the intake process in accordance with the standing orders.*
- 2.2 *This committee shall be chaired by the Director of Intake.*

##### **SECTION 3:** *EDUCATIONAL*

- 3.1 *This committee shall be responsible for the proper annual implementation of the Fraternity's national programs and other educational activities as prescribed by the Chapter.*
- 3.2 *This committee shall be chaired by the Director of Education.*

##### **SECTION 4:** *EXECUTIVE BOARD*

- 4.1 *This committee shall consist of all elected officers of the Chapter.*
- 4.2 *This committee shall have power on matter on behalf of the Chapter in between regularly scheduled chapter meetings.*

#### **ARTICLE V-** *Membership*

##### **SECTION 1:** *CLASSES OF MEMBERSHIP*

- 1.1 Kappa Chapter shall be recognized by the National Organization as a college chapter.
- 1.2 Life membership status shall be conferred upon any eligible member who fulfills the requirements prescribed therefore in the Constitution and By-Laws.
- 1.3 A member in good standing shall be one who has fulfilled all of his obligations to his chapter and the General Organization.

##### **SECTION 2:** *MEMBERS OF KAPPA CHAPTER*

- 2.1 A member of Kappa Chapter shall fulfill the following requirements:
  - A male who has been duly initiated into Alpha Phi Alpha Fraternity, Inc., Kappa Chapter or a duly initiated member who has properly

transferred his Chapter membership as outlined in the Constitution and By Laws of Alpha Phi Alpha Fraternity, Inc.

- Has a minimum cumulative G.P.A. of 2.5
- Brother with more than three semesters not in good academic standing can be voted with majority vote
- Has no debts with Kappa Chapter (including dues)

2.2 A member of the Fraternity, who is not a member of Kappa Chapter, in good standing, shall not enjoy voting privileges at Chapter meetings.

2.3 Any member seeking admission to a Chapter meeting who is not a recognized member of Kappa Chapter shall be required to exhibit his current pass card or life membership plate and meet the ritualistic tests prescribed by the Fraternity.

#### **ARTICLE VI-** Requirements to hold Chapter Office

##### **SECTION 1: GRADES**

- 1.1 Candidates for office must meet the minimum G.P.A. (cumulative) of 2.5 and must be **financially** active at the time of nomination. If a member does not meet these minimum requirements, his nomination must not be accepted by the Chapter.
- 1.2 Officers must maintain the stipulations in 1.1 of this article throughout their term of office. In an officer fails to verify his G.P.A. with the Corresponding Secretary at the beginning of the quarter, the Chapter will assume that he does not meet the minimum G.P.A. He will be removed from office.

#### **ARTICLE VII-** Chapter Operations

##### **SECTION 1: CHAPTER MEETINGS**

- 1.1 *All meetings and chapter business shall be conducted in accordance with Robert's Rules of Order unless otherwise stipulated.*

#### **ARTICLE VIII-**Discipline

##### **SECTION 1: DISCIPLINE OF MEMBERS BY THE CHAPTER**

- 1.1 The Chapter shall have the power to discipline its members and to impose, as appropriate, the penalty of censure, fine or suspension.
- 1.2 A member not at the seat of the Chapter shall be reported to Kappa Chapter for conduct unbecoming of a member of the Fraternity provided, however, that charges against the member are provided in writing.
- 1.3 Officers late to three (3) regular meetings per quarter without a valid excuse will be subject to removed from office with the majority vote from the Chapter.
- 1.4 Officers who have two (2) unexcused absences per quarter shall be subject to expulsion from office with the majority vote from the Chapter.
- 1.5 Any officer who has been deemed unable to fulfill his/her required duties may be removed from office following a  $\frac{3}{4}$  majority vote by the Chapter.
- 1.6 Any member of the chapter whose conduct has been deemed unbecoming may be deactivated and suspended by the chapter following presentation of written

documentation of the member in question's offenses and a  $\frac{3}{4}$  majority vote by the Chapter.

- 1.7 Following a period of one full semester, a suspended member of the Chapter may be re-granted full membership following submission of a written proposal by the member and a  $\frac{3}{4}$  majority vote by the Chapter.

## **ARTICLE IX**-Amendments

### SECTION 1: PROPOSAL OF AMENDMENTS

- 1.1 All proposed amendments to the Chapter Constitution shall be submitted in writing to the Recording Secretary at any regular meeting in which three-fourths of the Chapter is present

### SECTION 2: ADOPTION OF AMENDMENTS

- 2.1 Adoption of amendments shall require the affirmative vote of three-fourths of the members present.

**BY-LAWS  
OF  
ALPHA PHI ALPHA FRATERNITY, INC.  
KAPPA CHAPTER**

**ARTICLE I-** Chapter Dues

- 1.1 Each member of Kappa Chapter shall be required to pay Chapter dues *not later than the 14<sup>th</sup> day following the start of classes in any given quarter (excluding Summer)*.
- 1.2 Dues, due dates and consequences for delinquent Brothers shall be decided upon by the executive board.

**ARTICLE II-** DELEGATES TO THE GENERAL CONVENTIONS

- 2.1 The President of the Chapter *or his designee* shall be a delegate to the Regional and National Conventions.
- 2.2 The delegates shall submit to the General Office, on or before June 1<sup>st</sup> of each year, the name and pass card number of each of its delegates to the General Convention.
- 2.3 The Chapter President shall be responsible the Chapter's representation at the General Convention. He shall ensure that each delegate from Kappa Chapter has satisfactory credentials.