

Official Bylaws for College Chapters
Alpha Kappa Psi Professional Business Fraternity
Founded, New York University, October 5, 1904
SEVENTEENTH EDITION—2013

In these Bylaws the Roman numerals refer to an Article number of the Constitution of Alpha Kappa Psi and Arabic numbers following the Roman numerals indicate a specific Section relating to the subject. Arabic numbers preceded by the letters SCC refer to a specific Caput of the Statutory Code of Alpha Kappa Psi. Thus **(IV4C)**, **(SCCIII4)**, indicate that the references pertaining to that particular subject are found under Article IV, Section 4C of the Constitution, and Caput III Section 4 of the Statutory Code, respectively. References to the Board of Directors Statement of Policy appear as BOD followed by a page number, i.e. **(BODp10)**, or **(BODpp34-36)**.

For informational purposes, this document was prepared using the Constitution & Statutory Code, revised August 2013 and the Board of Directors Statement of Policy, revised August 2013.

The “Official Procedure for Conduct of Meetings of Alpha Kappa Psi” and the “Official Procedure for Opening Professional Meetings” are printed at the conclusion of this document.

ARTICLE I
NAME AND LOCATION

Section 1. The name of this chapter shall be Zeta Xi Chapter of Alpha Kappa Psi Professional Business Fraternity. (I) This chapter is located at Central Michigan University in Mount Pleasant, Michigan.

ARTICLE II
OBJECTS

Section 1. The objects of this chapter shall be to further the individual welfare of its members, to foster scientific research in the fields of commerce, accounts and finance; to educate the public to appreciate and demand higher ideals therein; and to promote and advance in institutions of college rank courses leading to degrees in business administration. **(Preamble)**

ARTICLE III
LAWS

Section 1. The laws of this chapter shall consist of the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, the interim edicts and Statements of Policy of the Board of Directors, and these Bylaws. **(SCCII2)**

Section 2. This chapter may enact rules and regulations for chapter operations, providing such rules and regulations are consistent with the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, the interim edicts and regulations of the Board of Directors, and these Bylaws. **(VIII4)**

Section 3. These Bylaws may be amended by a two-thirds vote of the student membership of this chapter in good standing, after first making a motion for any proposed amendment and then allowing that motion to lay on the table for at least one (1) meeting before a final vote is taken. In no case shall this chapter have the right or power to change, alter or amend any requirements of the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, or the interim edicts and Statements of Policy of the Board of Directors. All amendments or changes made to these Bylaws by this chapter shall be prepared in triplicate and forwarded to the Chief Executive Officer. **(SCCII2)**

ARTICLE IV
VOTING

Section 1. Only student members of this chapter in good standing shall have the right to vote. **(II7, BODp12)**

Section 2. A majority of the members in good standing of this chapter shall constitute a quorum for the conduct of business at any such meeting of this chapter. **(SCCII5B)**

ARTICLE V
MEMBERSHIP

Section 1. This chapter shall consist of duly initiated student members affiliated members, and former students of Central Michigan University, together with such faculty and honorary members as this chapter may receive into membership. **(VIII1A)**

Section 2. Members in good standing shall be defined as having all fees, dues, fines, etc. paid within 30 days of due date and contributing to the growth and well-being of this chapter and the Fraternity by attending chapter events as required and Fraternity events as able. Any member who has been suspended shall not be considered to be in good standing until the suspension is lifted. **(II6, BODp12)**

Section 3. The membership of the Fraternity shall consist of Student Members, Faculty Members, Alumni Members, Honorary Members and Suspended Members. No individual shall be denied membership on the basis of race, creed, National origin, sex, religion, marital status, sexual orientation, age, veteran status, gender identity/gender expression, or handicap. Furthermore, this chapter will comply with Central Michigan University's non-discrimination policy. **(II1)**

A. A Student Member is an individual who is properly registered and actively pursuing an undergraduate or graduate degree from a college or university that promotes a course of study not fewer than two (2) academic years in length for any such degree ("Qualified Institution") and who has been duly initiated into a College Chapter (as defined in Article VIII, Section 1, Paragraph A hereof). **(II2)**

1. Student Member in Good Standing. A Student Member in good standing is an individual that meets attendance and financial requirements.
2. Leave of Absence. A Student Member on "Leave of Absence" is an individual who is in good standing but is temporarily not currently enrolled in the College Chapter due to:
 - (a) Military Leave
 - (b) Co-Op/Internship
 - (c) Study Abroad

Additionally, a Student Member can take a "Leave of Absence" while still enrolled in the College Chapter due to:

- (d) Medical Emergency
- (e) Extreme Hardship

Procedures used for the administration and maintenance of the Leave of Absence program shall be established by the Board of Directors. In order for a student to take a "Leave of Absence" while still enrolled in the College Chapter, the student must first submit a written application to the chapter executive committee for approval. The application will then be forwarded on to the Regional Director for final approval.

A "Leave of Absence" expires at the end of each semester (with the exception of Military Leave, Co-Op/Internship, and Study Abroad – these are valid until the chapter reinstates the member). A member can extend their "Leave of Absence" for an additional semester provided they meet the criteria identified above.

3. Suspended. A Student Member in "Suspended" status is an individual that has been temporarily removed from the chapter roster for failing to meet attendance or financial requirements, or has temporarily been removed from the roster by a trial process as outlined in Caput VII.
4. Expelled. A Student Member in "Expelled" status is an individual that has been permanently removed from all rights of membership by a trial process as outlined in Caput VII.
5. Resigned. A Student Member in "Resigned" status is an individual that has permanently removed himself or herself from Fraternity membership (as defined in Article II, Section 8, Paragraph D).

B. A Faculty Member is an individual who is an officer of administration or a member on the regular faculty of commerce, economics, business, or business administration (or their equivalent) and who has been duly initiated into a College Chapter. **(II3)**

C. An Honorary Member is an individual who is not eligible to be a Student Member, Faculty Member, or Alumni Member but to whom, subject to the approval of the Chapter Advisor, Regional Director, and Fraternity President, membership is granted as an honor and distinction by a College Chapter. Honorary membership should be conferred to persons who have demonstrated commitment to the Fraternity on a fraternal, regional, or chapter level and/or persons who have gained prominence as a business leaders and represents the Fraternity's core values. **(II5)**

D. An Alumni Member is an initiated member of Alpha Kappa Psi in good standing that is not a student member. **(II4)**

E. A Suspended Member is an individual who is temporarily not in good standing with the fraternity for one or more of the following reasons, and therefore loses all membership rights and privileges until the suspension has been lifted.

1. Student Member. A Student Member in "Suspended" status is an individual that has been temporarily removed from the chapter roster for failing to meet attendance or financial requirements, or has been temporarily removed from the roster by a trial process as outlined in Caput VII. The individual's suspension status may not be lifted unless terms of reinstatement have been met.
2. Suspension of Student Membership for Non-Attendance. Procedures used for suspending student members for non-attendance shall be established and maintained by the Board of Directors.
3. Automatic Suspension of Membership A student member who fails to pay dues or fees within thirty (30) days following their due date will not be considered to be in good standing and will not be entitled to the rights and privileges of membership. After thirty (30) days of financial delinquency, the member shall receive a written warning notice from the chapter explaining the reason for being removed from good standing and providing the member an opportunity to pay the amounts due, or alternatively, providing the member the opportunity to meet with the Regional Director, or an individual or committee appointed by the Regional Director, to explain the failure to pay. Any member who fails to pay dues or fees or make alternative arrangements within sixty (60) days following the due date shall be suspended by the chapter. Any member whose membership in the Fraternity has been suspended for nonpayment of dues or fees may be reinstated at the discretion of the Regional Director upon payment of such amounts as may be determined and submitted by the College Chapter.

F. Faculty, Alumni or Honorary Member. A Faculty, Alumni or Honorary Member may be placed in "Suspended" status by a disciplinary process as outlined in Caput VII. **(II6)**

G. Furthermore, A Student Member is an individual who is properly registered and actively pursuing a business or business related undergraduate or graduate degree from Central Michigan University.

Section 4. An individual who is a member or a former member of any other professional fraternity in commerce is not eligible to be a member of the Fraternity. A member of the Fraternity who joins any other professional fraternity whose objects and purpose, in the sole determination of the Board of Directors of the Fraternity, is substantially identical to the objects and purpose of the Fraternity shall be terminated as a member thirty (30) days after notice is sent to the member explaining the reason for termination and providing the member the opportunity to meet with the Board of Directors. **(II9A)**

Section 5. A member who desires to transfer membership from the College Chapter of which he or she is a member to this chapter may do so provided that (i) the member presents to this chapter verification from the former College Chapter stating that all financial obligations have been paid and that the member is a member in good standing of the Fraternity and (ii) this chapter has voted to admit said member. Such member shall be referred to as an "Affiliated Member." Voting procedures shall be the same as used for admitting candidates into pledging. **(SCII6C)**

Section 6. No member in good standing shall be discriminated against by having the right to vote or hold office denied or abridged, except that honorary members, faculty members, chapter advisors, and those student members who have been suspended, for either financial delinquency, non-attendance, or in which other disciplinary action has been taken by the chapter, shall not be eligible to vote or hold office in this chapter. **(BODp12)**

Section 7. The membership of a member of the Fraternity shall terminate upon the receipt of the member's written resignation by the Chief Executive Officer of the Fraternity or upon the member's death. Any resignation does not relieve the member of any obligations incurred or commitments made before the resignation. **(II9C)**

Section 8. Expulsion of a member. Membership in the fraternity, and all rights therein, may be permanently removed by the disciplinary process as outlined in Caput VII. **(II9D)**

ARTICLE VI
PLEDGING AND INITIATION

Section 1. Members of Alpha Kappa Psi Fraternity shall be accepted and initiated into membership only by and through a college chapter. There shall be no discrimination because of race, creed, sex, religion, marital status, National origin, sexual orientation, or handicap. **(III)**

Section 2. This chapter, under the direction of its Vice President, shall adopt a program of study on parliamentary procedure and on the history, organization, administration and ideals of the Fraternity in conformity with the Handbook of the Fraternity. This shall include a standard examination prepared by the Chief Executive Officer, which shall be graded by each College Chapter. Each College Chapter shall inform all of its pledges of the financial obligations they will assume if initiated into membership. **(SCCH6A1)**

Section 3. To qualify to enter pledging, each prospective pledge of this chapter must:

- A.** be enrolled at Central Michigan University
- B.** meet all requirements and regulations with respect to Fraternity rushing and pledging prescribed by Central Michigan University
- C.** express his or her firm interest in commerce, economics, business or business administration, or their equivalent.
- D.** have paid any required Pledge Fees in full; and
- E.** be invited to join the Fraternity and approved for pledging by the members of this chapter. **(SCCH6A3)**

Section 4. Voting to Admit Candidates into Pledging. Vote for pledging to the Fraternity may be taken at any regular meeting of this chapter, provided a quorum is present. The prospective pledge's name must be proposed by one (1) member of this chapter and seconded by another member, after which the motion for vote must lay on the table for at least one (1) week before further action is taken thereon. However, upon unanimous vote of this chapter, the provision requiring a one (1) week interval before a vote may be waived. Voting shall always be by secret ballot. The number of unfavorable votes needed to exclude a candidate from pledgship in this chapter shall not exceed twenty-five percent (25%) of this chapter's membership in good standing. The number of unfavorable votes shall be determined by this chapter and shall be written into its bylaws. Upon request of any member, a discussion may be held, and a second ballot shall be taken before recess or adjournment of the meeting. If a proposed pledge is rejected, that individual's name cannot again be proposed until the next pledge class is founded. Similar ballots may be taken during the pledge period to determine whether pledges should continue in the pledge program. **(SCCH6A4)**

- 1. If this chapter is required by its school administration to modify the voting procedures stated above, it shall have the right to petition the Management Team for such change as is necessary to meet said requirements. A three- fourths vote of the Management Team shall be required to approve such a petition. **(SCCH6D)**

Section 5. *If any individual should fail to accept an invitation to membership extended by this chapter within one (1) week without valid reason, said invitation shall automatically be withdrawn, subject to the approval of the Executive Committee of this chapter.*

Section 6. A pledge is the acceptance of an offer to join the Fraternity, binding upon the pledge but not upon the Fraternity. The pledge oath of The Ritual shall be administered by the Master of Rituals, preferably in connection with a meeting of this chapter, after the candidate has been favorably voted upon. **(SCCH6A5)**

Section 7. *This chapter shall present each pledge with an official pledge pin at the time of pledging and instruct each pledge to wear that pledge pin on the left coat/jacket lapel, the left blouse/shirt collar or on a sweater over the heart. Each pledge pin shall be returned upon the conclusion of pledging; if a pledge pin is not returned its cost shall be paid to this chapter by big brother of the pledge to which it was assigned.*

Section 8. The minimum length of the pledge period shall be five (5) weeks, except for freshmen pledges in which case the minimum length of the pledge period shall be three (3) months unless a shorter period is approved by the Regional Director. The maximum length of the pledge period shall be six (6) months. Any pledge who does not complete all requirements of the pledge period shall be automatically dropped from pledging. **(SCCII6A2)**

Section 9. To qualify for initiation to this chapter's membership each pledge must:

- A. fulfill the qualifications for admittance to the pledge period;
- B. fulfill any additional requirements of Central Michigan University ;
- C. have satisfactorily completed the pledge program and the Fraternal Pledge Examination;
- D. have favorably appeared before a Court of Honor for Candidates as specified in The Ritual of the Fraternity; provided, however, that the Regional Director and Fraternity President may waive this requirement based upon extraordinary conditions or upon prohibition by the college or university administration of Central Michigan University;
- E. have paid any required Initiation Fees in full; and
- F. be invited to and approved for membership by the members of this chapter. **(SCCII6B1)**

Section 10. At the end of the pledge period a final ballot must be taken to determine the eligibility of pledges for The Ritual initiation. Voting procedures shall be the same as used for admitting candidates into pledging, except that if rejected, the individual's name cannot again be proposed until the entire pledge program is repeated. **(SCCII6B2)**

Section 11. All pre-ritualistic initiation ceremonies, regardless of their character, must be conducted in a place where attendance is restricted to members and pledges only, where the activities cannot be observed by others. These activities shall be strictly confined within this chapter's house, meeting hall or reserved room with controlled access, and shall be under the supervision of the Master of Rituals. Actions or activities at these ceremonies that may be construed as demeaning (physically or mentally) in nature are expressly prohibited. **(SCCII6B3)(BODpp42-44)**

Section 12. This chapter's members may be initiated into the Fraternity only by the complete initiation ceremony specified in The Ritual of the Fraternity. **(SCCII6B4)** *This chapter should use standard Ritual regalia, available from the Heritage Center, for initiation and other chapter ceremonies.* All other equipment or paraphernalia in initiation exercises is prohibited.

Section 13. This chapter shall hold at least two (2) initiations during each academic year. **(SCCII6B5)**

Section 14. *Consistent with chapter installation standards established by the Board of Directors, this Chapter should endeavor to maintain a minimum of twenty (20) individuals on its membership roster throughout the academic year.* **(BODp46)**

Section 15. **Any pledge of this chapter who shall divulge any secrets of the fraternity or who is guilty of conduct unbecoming to an individual of high moral character shall be deemed guilty of an offense against the fraternity and can be brought up for consideration by the membership.**

Section 16. The Executive Board of the chapter shall approve all lessons for the term semester at their first executive board meeting. The list will be given to the pledgemaster to disperse among current members. Any member who would like to do a new lesson will need to write up a proposal to the executive board for approval. Each member will be given an evaluation to fill out regarding the effectiveness of their lesson.

Section 17. Lesson requirements cannot be held during hours that are not approved by the pledge class.

Section 18. The pledge class is required to complete at least one service project as a group that will be two or more hours in length.

Section 19. The pledge class is required to fundraise up to \$50 for each pledge that is still pledging on the Monday of the second week.

Section 20. The pledge class is required to hold two professional events.

Section 21. The pledge class is required to host a Big/Little event during the pledging process, date to be approved by the Pledge Master. This event shall be a dry event (Alcohol Free)

Section 22. Alpha Kappa Psi Official Pledge Bill of Rights

A potential pledge of any Fraternity should be given certain guarantees about the process before a decision on pledging is made. The Zeta Xi chapter of Alpha Kappa Psi is proud to put these rights of pledges in writing. If a pledge feels that these rights are being violated they should immediately contact their big brother, or pledge master. Pledges of this chapter shall have the following rights guaranteed to them by the brothers of Alpha Kappa Psi:

Pledges have the right to feel safe from harm at all times throughout pledging.

Pledges have the right to understand the lesson to be learned in all activities.

Pledges have the right to refuse anything that they feel could be detrimental to their health, or opposes their beliefs. Pledges have the right to have courtesy hours between midnight and 8am, when members can not be called.

Pledges have the right to feel respected by the brothers of Alpha Kappa Psi

Pledges may have obligations other than pledging Alpha Kappa Psi, and should not feel pressured to make pledging their number one priority. However, it is highly encouraged that they attend all pledge events and requirements if applicable.

Members of the Zeta Xi chapter of Alpha Kappa Psi must respect all pledges in all areas, as well as following guidelines set forth by the Pledge Bill of Rights.

Section 23. Once a pledge has been initiated into the chapter, the initiate will be required to take a test on the chapter Bylaws during their first active semester or their pledge semester. If the new member fails to pass the test with a score of 75% or better, that member will be considered in bad standing. As such, that member will be denied all rights and privileges to membership. This period of bad standing shall last no less than one week before the second exam can be administered. Fines for this period of bad standing shall not exceed \$5 for unexcused absences from mandatory fraternity events. If failure to pass subsequent Bylaws exams occurs, the new initiate will be subject to further penalties imposed by Article XI of the Bylaws.

Section 24. The removal of a pledge. Should a pledge fail a quiz, they will be given an action plan approved by chapter advisor. If the pledge fails a second original pledge quiz, they will be removed from the pledging process. After a pledge's first failure of an original quiz, they will have the opportunity to take a retake quiz. A member of the pledge education committee will administer the retake quiz within 24 hours of the failure, and not more than once in a given day. In the case that a pledge fails a retake quiz, the pledge shall not participate in pledging activities until successful completion of the retake. Upon request of any member, a discussion may be held and a vote made to give a pledge an action plan. Should 15% of membership in good standing that are in attendance at the meeting be in agreement that the pledge requires an action plan, one will be given. The pledge education committee shall decide upon the action plan requirements, and final approval made by the chapter advisor. The pledge will be subject for review for proper completion of the action plan throughout the remainder of the pledging process. Should 25% of membership in good standing that are in attendance at the meeting be in agreement that the pledge has not fulfilled the action plan requirements, then the pledge will be removed from the pledging process.

**ARTICLE VII
MEETINGS**

Section 1. This chapter shall hold at least two (2) business meetings a month during the academic year, at which a quorum shall be present. (SCCH5A)

Section 2. Business meetings of this chapter shall be held on Sunday nights at 5:00 p.m., unless otherwise specified by the executive board for appropriate reasons, or two-thirds of the entire membership vote to change meeting time.

Section 3. Business meetings of this chapter shall be conducted in conformance with the “Official Procedure for Conduct of Meetings of Alpha Kappa Psi-’ and with Robert’s Rules of Order, newly revised. *The order of business shall be:*

1. *Opening according to Ritual Procedure.*
2. *Roll call*
3. *Reports from officers*
4. *Reports from standing committees*
5. *Reports from special committees*
6. *Unfinished (or Old) business*
7. *New business*
8. *Announcements*
9. *Adjournment according to Official Procedure.*

Section 4. *Special meetings of this chapter may be called by the president or by a majority vote of the Executive Committee. Notice of such special meetings must be given in writing to each member of this chapter at least twenty-four (24) hours before the scheduled starting time of the special meeting; said written notice must state the time, place and purpose of the special meeting.*

Section 5. Any Student Member who misses three (3) scheduled meetings or required events per semester (or two (2) per quarter) without excuses acceptable to this chapter’s executive committee shall be subject to suspension from this chapter by a majority vote of this chapter. This action may be taken without the necessity of a hearing as outlined in the Disciplinary Procedures Policy of the Board of Directors. The member(s) may appeal any suspension to the Board of Directors. **(BODp46)**

Section 6. *In the absence of the president and the vice president(s), any officer of this chapter may call a meeting to order, and the membership shall then elect a member to preside for the duration of that meeting, subject to the arrival of the president or vice president who shall preside whenever present.*

Section 7. Attendance at all meetings of this chapter shall be mandatory on the part of the student member, and absence therefrom without valid reason shall incur the penalties herein as provided in the Chapter Bylaws. Attendance at Rush functions, Midcourt, and Honor Ceremony is mandatory, and members present must give their signatures. A member must have a written reason(s) provided to the secretary 24 hours in advance to have an excusable absence to be absent from the above stated functions

ARTICLE VIII CHAPTER OFFICERS

Section 1. The officers of a College Chapter shall minimally consist of the President, the Vice President(s), the Secretary, the Treasurer, the Master of Rituals, the Chaplain, the Warden, and the Chapter Historian (the "College Chapter Officers"). The President, the Vice President(s), the Secretary, the Treasurer, and the Master of Rituals shall be elected by the College Chapter members from among the College Chapter members duly initiated and in good standing. Faculty Members, Honorary Members, and Chapter Advisors shall not be eligible to serve nor vote to elect College Chapter Officers. The Chapter President shall appoint the Chaplain, the Warden, and the Chapter Historian. Of the elected officers, at minimum, the President, Treasurer, and the “officer responsible for the Annual Chapter Report (ACR)” will be elected for 1 year terms. The election of the President, Treasurer, and the officer responsible for the ACR must occur on either a Spring Election Cycle or a Fall Election Cycle, depending on the needs of each chapter. Chapters on the Spring Election Cycle must elect and report their election results, via the College Chapter Secretary, to the Chapter Advisor, Regional Director, and Chief Executive Officer, no later than May 15th of each year and within seven (7) business days of election. Chapters on the Fall Election Cycle must elect and report their election results, via the College Chapter Secretary, to the Chief Executive Officer, Chapter Advisor, and Regional Director no later than December 15th of each year and within seven (7) business days of election. Chapters must decide which Election Cycle they wish to choose no later than December 15th, 2009 and notify the Chapter Advisor, Regional Director and the Chief Executive Officer of their decision by that date. They must also add that to their Chapter Bylaws. Any chapter unable to complete elections by the appropriate deadline must contact the Chief Executive Officer and Chapter Advisor at least one month in advance for approval and instruction. In the event of a permanent vacancy in any elected office of a College Chapter, a special election shall be held as soon as possible after the vacancy occurs. **(SCCII3A)**

Section 2. Duties

- A. **President.** The president shall be responsible for overseeing the following committees: Warden and Chaplin. The President shall be the executive head of this chapter and shall preside over its meetings and shall have the power to call special meetings when considered necessary. The President shall enforce strict observance of the laws and policies of the Fraternity, shall decide points of order, shall have power to appoint any officers or committees not provided for by the Constitution and Statutory Code of the Fraternity or the bylaws of this chapter, and shall have authority to preside over any committee of this chapter. The President shall not be entitled to vote within this chapter except: (a) in the election of the Chapter Congress Delegate and alternate of this chapter; (b) in the election of the Regional Delegate and alternate; (c) in the election of the Chapter Officers; (d) in the election of candidates into membership or potential membership; and (e) in the event of a tie vote. The President shall have such further powers and duties as may be prescribed by the Board of Directors. The President may appoint a parliamentarian. **(SCCII3C1)**
- B. **Vice President(s).** The Vice President(s) shall assist the President in the performance of the President's duties and shall succeed to those powers and duties in the absence or disability of the President. In the event of a permanent vacancy, the Vice President shall function as President until an election can be held. In the event that this chapter has more than one Vice President, this chapter's bylaws should provide for the succession of officers. The Vice President(s) shall be responsible for the instruction of pledges and for the filing of the Annual Chapter Report ('ACR') to the Chief Executive Officer. The Vice President(s) shall have such further powers and duties as may be prescribed by the Board of Directors. At the discretion of this chapter, two (2) or more Vice Presidents may be elected. The duties listed in this Section 3, Paragraph C(2) above shall be divided between the Vice Presidents as provided by this chapter's bylaws. **(SCCII3C2)**

1. Vice-President of Internal Activities Duties shall be:

- a) Oversee the following committees: Historian, Web Development, Internal Affairs, Membership Audit, Alumni Relations, Educational Programming, Event Planning, Internal Networking and Development, Membership Recognition, Social, and Unity.
- b) Shall be responsible for the bylaws and shall refer to it in all matters involving the Interpretation and enforcement thereof.
- c) Assist the president in the performance of duties and in the absence of the president, and shall succeed to these powers and duties.
- d) Ensure Proper parliamentary procedure is followed at all meetings.
- e) Have such further powers and duties as may be prescribed by this fraternity
- f) Maintain and update the precedent book of all Executive Board decisions, and situations.
- g) Be responsible for assisting in the planning and execution of the Blue Sapphire formal and the Yellow Rose Ball. **(SCCII3C2)**
- h) Shall hold voting rights within the Executive Committee.

2. Vice-President of External Activities duties shall be:

- a) Oversee the following committees: Corporate Relations, External Networking, Faculty Relations, Fundraising, Philanthropy, Professional Development, Public Relations, SAC Representative, and Service and Welfare.
- b) Student Government Representative, External Networking and Development
- c) Shall be responsible for the bylaws and shall refer to it in all matters involving the interpretation and enforcement thereof
- d) Ensure Proper parliamentary procedure is followed at all meetings.
- e) Have such further powers and duties as may be prescribed by this fraternity.
- f) Be responsible for the planning and distribution of school planners each year. **(SCCII3C2)**
- g) Shall hold voting rights within the Executive Committee.

3. *In the event that a vacancy or vacancies occur within the executive committee of a College Chapter and no line of officer succession is defined in the College Chapter's Bylaws, the following line of succession should be followed: President, the officer in charge of the ACR, Treasurer of Payables, Treasurer of Receivables, and the Master of Rituals in that order. **(SCCII3F)***

- C. **Secretary.** The Secretary shall keep accurate and complete minutes of all meetings of this chapter; shall be the custodian of all records, files, and documents of this chapter, except the financial books of account; shall be responsible for the general correspondence of this chapter; shall keep a record of all proposals for membership; shall keep a record of every initiate into this chapter; and shall keep a separate record of all pledges, initiations, suspensions, expulsions and deaths within this chapter and send duplicates of such records to the Chief Executive Officer within seven (7) business days after the event thereof. The Secretary shall supply such reports as may be requested by the Directors or the Officers of the Fraternity within seven (7) business days from receipt of such requests, and shall have such further powers and duties as may be prescribed by the Board of Directors. They shall hold voting rights within the Executive Committee. **(SCCII3C4)**
- D. **Treasurer.** The Treasurer shall keep an accurate account of all funds received and expended, and shall make expenditures only upon written authorization of the Chapter President. The Treasurer shall be the custodian of all financial books of account of this chapter, which shall at all times be open to inspection and examination by the Board of Directors or such individuals, committees, or task forces as it may appoint; shall deposit all funds in the name of and to the credit of this chapter; and shall prepare a budget covering all necessary expenditures of this chapter for the academic year at the beginning of the fiscal year and send a copy thereof to the Chief Executive Officer. The Treasurer shall forward Fraternity Chapter fees paid in connection with the induction and initiation of new members ("Pledge and Initiation Fees") and membership records of new members to the Chief Executive Officer within seven (7) business days of their ceremonies; shall promptly forward to the Chief Executive Officer notification when a member has graduated or left college or been suspended or expelled; and shall furnish such reports as may be requested by the Directors or the Officers of the Fraternity within seven (7) business days from receipt of such requests. The Treasurer shall be bonded to the Chapter Congress under a blanket bond covering all College Chapter Treasurers for the faithful performance of their duties and shall have such further powers and duties as may be prescribed by the Board of Directors. **(SCCII3C5)**
- 1. Treasurer of Payables. The treasurer shall:**
- a) Properly maintain the Alpha Kappa Psi accounting system and keep an accurate account of all moneys received and expended and make expenditures only upon written authorization of the president; the books shall at all times be open to inspection and examination;
 - b) Prepare a budget covering all necessary running expenses of the chapter for the school year at the beginning of the fiscal year and shall send a copy thereof to the executive director;
 - c) Forward National Chapter initiation fees and membership records (Form M-1) of new members to the executive director within five days after initiation dates;
 - d) Promptly forward to the executive director notification (Form M-2) that a member has left school or graduated or has been suspended or expelled;
 - e) Furnish such reports as may be requested by the fraternity officers within five days from the receipt of such request;
 - f) Be bonded to the National Chapter under a blanket surety bond covering all chapter treasurers for the faithful performance of their duties;
 - g) Have such further powers and duties as may be prescribed by the laws of the fraternity. **(SCCII3C4)**
 - h) Shall hold voting rights within the Executive Committee.
- 2. Treasurer of Receivables. The treasurer shall:**
- a) Assist the treasurer in the maintenance of the chapter accounting system and with any other duties that pertain to the office of treasurer of payables;
 - b) Shall hold voting rights within the Executive Committee;
 - c) Deposit all moneys in the name of and to the credit of the chapter;
 - d) Post a reminder to the brothers of financial obligations at least twenty-four hours prior to the meeting date;
 - e) Shall be required to invoice each member of the Chapter for all debts that the individual has incurred. **(SCCII3C4)**
 - f) Shall hold voting rights withing the Executive Committee.
- E. **Master of Rituals.** The Master of Rituals shall be in direct charge and supervision of all ritualistic, initiations, and secret work of this chapter; shall conduct the office in strict accord with The Ritual of the Fraternity; and shall have such further powers and duties as may be prescribed by the Board of Directors. The Master of Rituals shall

hold voting rights on the Executive Committee. (SCCII3C6)

F. Pledge Master. The Pledge Master shall:

1. Chair the pledge committee;
2. Be the liaison between the membership and the pledge class;
3. Be responsible for setting the guidelines for the pledge class;
4. Supervise over the pledge class;
5. Decide on what is acceptable behavior of a student member, when acting towards the pledge class;
6. Oversee the Pledge Academic Achievement committee; and
7. Shall hold voting rights within the Executive Committee.

G. House Manager. The house manager shall:

1. Be responsible for house bills;
2. Submit monthly reconciliation materials, including any and all proofs of purchases, invoices, and receipts to the Treasurer of Payables to be verified against monthly bank statements. Any erroneous or unauthorized spending will be disciplined as determined by the executive board;
3. Assist in all matters pertaining to house repairs;
4. Work directly with the housing committee;
5. Have knowledge of goals set and those repairs needed;
6. Shall hold voting rights within the Executive Committee.

H. Risk Manager. The Risk Manager shall:

1. Shall oversee the following committees: Internal Audit
2. Plan, organize, and implement risk management processes and procedures for the chapter and enforce regulations and standards.
3. Ensure chapter compliance with local, state, and national laws applying to our chapter.
4. Have a strong knowledge and background of the following documents: The Constitution and Statutory Code, Board of Directors Statement of Policy, Ritual of Alpha Kappa Psi, Chapter Bylaws, and Procedures Manual of the chapter.
5. Work closely with the House Manager to ensure the house is meeting regulations and safety standards, both with the Fire Inspection and within the chapter.
6. Ensure all pledging events are meeting the expectations set forth in the Risk Management Policies of the Heritage Center.
7. Be willing to handle any issues with student members not complying with the standards and regulations set forth by the chapter and Heritage Center.

Section 3. The offices of president, vice-presidents, secretary, treasurer of payables, treasurer of receivables, master of rituals, pledge master, house manager, and corresponding secretary shall be elected in the month of April and November. The officers shall be installed in the months of April and November in accordance with the installation ceremony of the Ritual and shall serve for a term of one semester, and president and treasurers which will serve for a year. (SCCII3B)

Section 4. *No candidate for elected office shall be on probation by Central Michigan University or be in arrears for any chapter obligation. If any elected officer temporarily or permanently withdraws from Central Michigan University is placed on probation by Central Michigan University or becomes in arrears for any financial obligation due this chapter, that elected officer shall be automatically disqualified from holding office and that specific elected office shall be declared vacant. An election shall be held as soon as practicable to fill the vacant office.*

Section 5. *A candidate for elected office shall be declared elected when that member receives a number of votes equal to fifty (50%) percent plus one (1) of the quorum present.*

Section 6. An elected officer may be removed from office for disciplinary circumstances using the guidelines in Article XI of these bylaws. Separate from disciplinary action, removal from office as a result of the “vote of no confidence” must be approved by three-fourths of the brothers present in good standing at a meeting of this chapter at which a quorum is present. Such

legislation must lie on the table until the next chapter meeting, which shall be at least 48 hours. The officer removed shall not be allowed to serve in said office for a period of not less than one year from the date of removal from said office. In addition, the officer removed shall not be allowed to serve in any other elected office for a period of not less than one semester or scholastic grading period from the date of removal from said office. If an elected officer is removed from office, that office shall be declared vacant and an election shall be held as soon as practical to fill the vacant office. The Chapter Secretary shall notify the Chief Executive Officer, Regional Director, Chapter Advisor and Faculty Advisor of the results of any such election within seven (7) business days of the election. **(SCCII3D)**

Section 7. *It shall be the responsibility of all outgoing officers of this chapter to personally give to their successors all written materials records, reports, and assets pertaining to the conduct and duties of their respective office and also to personally instruct their successors in the proper administration of that office. All written information shall be retained for a minimum of two (2) years. Incoming officers of this chapter will share the responsibility to seek out and receive all written materials records reports and assets as well as the counsel of the outgoing officer that preceded them in office.*

Section 8. This chapter shall select a national representative and alternate to represent the chapter at each biannual meeting of the National Chapter (national convention) and a delegate and alternate to represent it at each meeting of the regional conference. The national representative shall be selected no later than May 31 preceding the meeting of the National Chapter; the regional conference delegate, at least sixty days prior to the holding of the conference. To be eligible for selection as national or regional conference delegate, a member must be in good standing, should have at least one full year of college work to be completed at the time of election, should intend to return as a member of the chapter the following year, and must have conformed to the requirements and laws of Alpha Kappa Psi Fraternity. The credentials of these delegates shall be forwarded to the regional director and executive director as soon as possible after their selection. (IV, 49: SC 34, 35, 36, 103, 104)

Section 9. To hold office in this chapter, a member must be in good standing and have fulfilled all requirements of the Ritual and the laws of Alpha Kappa Psi Fraternity. **(SC 112)**

Section 10. To hold an Executive Board position in the Zeta Xi Chapter, the member running for position must have an overall grade point average equal to or above a 2.0.

Section 6. All student and faculty members of this chapter shall be notified by the secretary in person or by mail of the date, time, and place of the election of officers at least seven (7) days prior thereto.

Section 11. A petition of 66.6% student members in good standing shall be necessary to bring the question of removing an elected officer before the next regular meeting of the chapter for discussion and vote. A two-thirds majority vote of the student members in good standing shall be necessary to remove an elected officer from office. **(SCCII3D)**

Section 12. In the election of chapter officers, the member receiving a majority vote for the office in question shall be declared elected. No officer of this chapter shall be on probation by the university or in arrears for any chapter obligation of any kind whatsoever. Said member shall be automatically disqualified to hold office in this chapter and a successor shall be immediately elected by the chapter or appointed by the Executive Committee of the chapter to fill the vacancy thereby created.

ARTICLE IX COMMITTEES

Section 1. The president of this chapter shall have the authority to preside over any committee of this chapter, and shall also have the power to appoint any committee not provided for by the laws of the Fraternity or these Bylaws. **(SCCII3C1)**

Section 2. *Any member of any committee may be removed or replaced by the committee, officer or member who made the appointment to that committee, with the exception of those officers or members who are specifically designated by these Bylaws to serve on a specific committee.*

Section 3. *All Standing Committees will provide a historical outline of prior years, to be retained for a minimum of two (2) years.*

ARTICLE X FINANCE

Section 1. The fiscal year of this chapter shall commence on the first day of April and end on the last day of the following March. **(SCCII7B)**

Section 2. A budget, covering all expected income and necessary expenses of this chapter for the coming fiscal year, shall be prepared by the Chapter Treasurer at the beginning of each fiscal year. This budget shall be discussed and approved by this chapter, and a copy of the approved budget shall be submitted to the Chief Executive Officer. **(SCCII3C5)**

Section 3. The pledge fee of this chapter shall be determined by this chapter and shall be due and payable by each pledge before administration of the pledge oath. The Chapter Treasurer shall pay all Fraternity pledge fees to Alpha Kappa Psi, and send said fees to the Heritage Center within seven (7) business days after the induction of each new pledge. Payment of the pledge fee entitles each pledge to a pledge manual and the use of an official pledge pin. **(SCCII6A3d, SCCVI3C)**

Section 4. The Fraternity initiation fee for each member shall be determined by the Chapter Congress and payable in advance of initiation. The treasurer of this chapter shall pay all Fraternity initiation fees to Alpha Kappa Psi, and send said fees to the Heritage Center within seven (7) business days after the initiation of each new member. For said Fraternity initiation fee each initiate shall receive one (1) official recognition pin, a membership certificate, a subscription to The Diary until next payable due date of membership dues. **(SCCII6B1E, SCCVI3C)**

Section 5. The Treasurer of Payables shall pay to Alpha Kappa Psi, and send to the Heritage Center, the semi-annual Fraternity student membership dues, as determined by the Chapter Congress, for each member of this chapter prior to October 15 and February 15 of each year. Payment of dues shall entitle members to receive The Diary. **(SCCVI3A, BODp20)**

Section 6. The Treasurer of Payables shall pay to Alpha Kappa Psi, and send to the Heritage Center, the annual liability insurance premium amount, as determined by the Board of Directors, for each member of this chapter prior to October 15 of each year. **(SCCVI3C)**

Section 7. This chapter may assess its own dues and fees provided same are not less than the Fraternity Dues and Fees determined by the Chapter Congress. **(SCCII7A)**

Section 8. The Treasurer of Receivables shall deposit all funds in the name of and to the credit of this chapter, and shall make expenditures only upon the written authorization of the Chapter President. The treasurer shall be bonded to the Chapter Congress under a blanket bond covering all College Chapter Treasurers for the faithful performance of their duties and shall have such further powers and duties as may be prescribed by the Board of Directors. **(SCCII3C5)**

Section 9. An Auditing Committee, elected by this chapter's membership consisting preferably of at least one (1) Certified Public Accountant, shall annually audit the books and accounts of this chapter. This audit shall be made immediately after the close of its fiscal year. If for any reason the Chapter Treasurer is unable to complete a term of office, an immediate interim audit shall follow. The committee shall report directly to this chapter's membership, and a copy of the audit shall be forwarded to the Chief Executive Officer. A separate monthly reconciliation of cash receipts and disbursements shall be performed and the results shall be promptly reported to this chapter. **(SCCII7E)**

Section 10. *The treasurer of this chapter shall review at each chapter meeting all revenue and expenditure items since the previous chapter meeting. The chapter treasurer shall also review all amounts owed to this chapter including the names of those who owe funds, and indicate the age of all such receivables discussed.*

Section 11. The bylaws this chapter may provide for a sinking fund to be used by an appropriate housing corporation for the building or purchase of a chapter house or for the maintenance of a chapter office. No housing corporation shall own or lease real property before incorporation under the laws of the state in which the property is located. In addition, the Board of Directors must approve all housing corporations. **(VIII5)(SCCII7D)**

Section 12. *Every member in good standing is encouraged to continue his or her life long affiliation with Alpha Kappa Psi by donating to the Alpha Kappa Psi Foundation.*

Section 13. The Treasurer of Payables of the chapter shall be bonded under a surety bond that shall be taken out by the National Chapter and the cost of same paid for by this chapter. Any embezzling of chapter funds or assets occurring proof, for filing claim

with the bonding company and recovery of the loss thereof to the chapter.
(SCCI13C4)

Section 14. The Treasurer of Payables and Treasurer of Receivables of this chapter shall read into the minutes of each meeting a record, including names and amounts, of all collections and expenditures since the last meeting.

ARTICLE XI DISCIPLINE

Section 1. Any member who is deemed guilty of violating any of the provisions of the Ritual of Alpha Kappa Psi, the Articles of Incorporation, the Constitution and Statutory Code, Bylaws, rules, regulations or edicts which have been properly approved, or who divulges any of the secrets of the Fraternity or who violates the fundamental laws thereof, or who is deemed guilty of gross improper conduct shall be subject to fine, reprimand, suspension, or expulsion. **(II9B, SCCVII1)(BODpp14-17)**

Section 2. Upon the knowledge or receipt of any alleged violation by a member under the guidelines stated in Section 1 of these bylaws, the alleged violations will be investigated and judged in accordance with the Fraternity's Policy on Disciplinary Procedures. **(II9B, SCCVII 1&2, BODpp13-18)**

Section 3. A student member who fails to pay dues or fees within thirty (30) days following their due date will not be considered to be in good standing and will not be entitled to the rights and privileges of membership. After thirty (30) days of financial delinquency, the member shall receive a written warning notice from the chapter explaining the reason for being removed from good standing and providing the member an opportunity to pay the amounts due, or alternatively, providing the member the opportunity to meet with the Regional Director, or an individual or committee appointed by the Regional Director, to explain the failure to pay. Any member who fails to pay dues or fees or make alternative arrangements within sixty (60) days following the due date shall be suspended by the chapter. Any member whose membership in the Fraternity has been suspended for nonpayment of dues or fees may be reinstated at the discretion of the Regional Director upon payment of such amounts as may be determined and submitted by the College Chapter. **(II6A2)**

Section 4. Any Student Member who misses three (3) scheduled meetings or required events per semester (or two (2) per quarter) without excuses acceptable to the chapter's executive committee shall be subject to suspension from the chapter by a majority vote of the chapter. This action may be taken without the necessity of a hearing as outlined in the Disciplinary Procedures Policy of the Board of Directors. The member(s) may appeal any suspension to the Board of Directors. **(BODp46)**

Section 5. Members who have been suspended, for either financial delinquency or non-attendance, have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum for this chapter. **(SCCI5B)(BODp13)**

Section 6. In its determination of disciplinary action, a unanimous vote of the Chapter's investigating committee shall be required to approve a punishment of suspension or expulsion of a member. All other forms of punishment shall require the simple majority approval of the investigating committee. **(BODp15)**

Section 7. In its ratification of the verdict and discipline recommended by the Chapter's investigating committee, a three-fourths (75%) affirmative vote of the members present and in good standing shall be required to approve a punishment of suspension or expulsion. All other forms of punishment shall require the simple majority approval of the members present and in good standing. **(BODp15)**

Section 8. *This chapter may assess fines, in accordance with such procedures as the Board of Directors shall establish, against any member for reason of financial delinquency, unexcused absence, lateness or any other failure, and which is necessary to preserve and encourage chapter discipline.*

Section 9. *This chapter shall assign a member to recover the official recognition pin, any Alpha Kappa Psi official badge, and the membership certificate of any member that has been suspended or expelled, and forward said recovered items to the Chief Executive Officer.*

Section 8. No member shall have disciplinary action taken against them for the same specific offense more than once regardless of verdict. *(In accordance with the double jeopardy clause of the Fifth Amendment to the United States Constitution)*

Section 9. *A fine of \$60.00 shall be imposed on any student member or pledge that deploys a fire extinguisher when no emergency, pertaining to a fire, is present. This fine shall not be revoked unless the individual(s) can substantially prove there was a clear and present danger at the time the extinguisher was operated.*

Section 10. *If any student member or pledge causes damage(s) to the vehicle of a designated driver for a fraternity event, it is the responsibility of the member to reimburse the driver any funds necessary to repair/clean said damages caused by either the member or his/her little*.*

**Bigs are only responsible for the actions and consequences of their littles during their little's pledging process.*

ARTICLE XII EMBLEMS AND AWARDS

Section 1. *This chapter shall confer annually the Alpha Kappa Psi scholarship award upon a student of the senior class in Central Michigan University The manner, conditions, rules and regulations for making the award shall be at the discretion of this chapter, however, the recipient of the award must be pursuing a degree in the school or department of business, and must have taken two (2) full academic years of scholastic work at that institution. The award may be either in the form of the Alpha Kappa Psi scholarship key or the Alpha Kappa Psi scholarship tablet, or both, and a certificate suitable for framing.*

Section 2. No jewelry or other merchandise for which the Fraternity has purchase agreements shall be purchased by this chapter, except in compliance with such agreements. **(BODp35)**

Section 3. This chapter shall not offer or confer any awards which bear the seal, coat of arms or official name of the Fraternity without having first obtained the approval of the Board of Directors. **(SCCIV)(BODp36)**

Section 4. The official badge of the Fraternity shall be worn only by a fully initiated member of Alpha Kappa Psi Fraternity or by a member of the immediate family or prospective spouse. **(BODp35)**

ARTICLE XIII GENERAL

Section 1. This chapter shall observe October 5, the date of the founding of Alpha Kappa Psi Fraternity, with appropriate exercises. **(BODp31)**

Section 2. This chapter shall observe May 20, the birthday of the incorporation of Alpha Kappa Psi Fraternity, with appropriate exercises. **(BODp31)**

Section 3. *This chapter shall observe October 1964 the date of the installation of this chapter, with appropriate exercises.*

Section 4. This chapter shall elect a Chapter Congress Delegate and an alternate delegate prior to the date of the annual meeting. This chapter's delegate shall be a member in good standing of the chapter and shall have at least one (1) full academic year of undergraduate studies remaining prior to graduation at the time of the election. **(III2)**

Section 5. Upon the request of the Regional Director, this chapter shall furnish the names of three (3) resident Alumni Members or Faculty Members who are qualified to serve as Chapter Advisor. **(SCCII4)**