

**Official Bylaws for College Chapters**  
**Alpha Kappa Psi Professional Business Fraternity**  
**Founded, New York University, October 5, 1904**  
**SIXTEENTH EDITION- 2010**

**These Bylaws are to be used by each college chapter of Alpha Kappa Psi. The parts printed in standard type are requirements of the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, or the interim edicts and regulations of the Board of Directors Statement of Policy (BOD), and must be observed by each college chapter. The parts printed in italic type are non-mandatory recommendations, which Fraternity experience has demonstrated is desirable for most chapters to consider adopting.**

Each chapter shall establish an entity responsible for Bylaws, which shall thoroughly review these Bylaws and introduce them for chapter discussion. The Bylaws entity should specify which parts printed in italic type should be adopted by the chapter, and may also propose any additional wording or Sections, providing such wording or Sections are not in conflict with the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, the interim edicts and regulations of the Board of Directors, and the mandatory parts of these Bylaws. After proper submission and due consideration, the chapter may adopt whichever non-mandatory recommendations it chooses, incorporate them into these printed copies of the Bylaws, and make certain that sufficient copies of the adopted chapter Bylaws remain available to the membership of the chapter. Thereafter, the duty of the Bylaws entity will be limited to the interpretation and future enhancement of the adopted chapter Bylaws.

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 2007 and the Board of Directors Statement of Policy, revised August 2007.

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 Beta Iota Chapter of Alpha Kappa Psi Professional Business Fraternity.  
**(I)** This chapter is located at University at Buffalo in Buffalo, NY

## 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)(BODpp4)**

**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. **(II6, BODpp4, 12)**

## ARTICLE IV

### VOTING

**Section 1.** Only student members of this chapter in good standing shall have the right to vote. **(BODpp12&39)**

**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 University at Buffalo, 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. **(II8A, BODp12)**

**Section 3.** The membership of the Fraternity shall consist of Student Members, Faculty Members, Alumni Members, and Honorary Members. No individual shall be denied membership on the basis of race, creed, National origin, sex, religion, marital status, sexual orientation, age, or handicap. **(III)**

**A.** A Student Member is an individual who is properly registered and actively pursuing an undergraduate or graduate degree in commerce, economics, business, or business administration (or their equivalent) and who has been duly initiated into a College Chapter (as defined in SCCII, Section 6, Paragraph B hereof). **(II2)**

*\*The Beta Iota Chapter accepts students from all majors.*

does  
temporarily

1. Student Member in Good Standing. A Student Member in good standing is an individual that does not meet the criteria of the following four categories.

2. Leave of Absence. A Student Member on "Leave of Absence" is an individual who 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

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 academic term (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 academic term 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. **(II5)**

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

**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. **(II8B)**

**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. **(SCCII6C)**

**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. **(BODp39)**

**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. **(II8D)**

## 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 of Membership, 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 Fraternity Office, 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. **(SCCII6A1)**

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

- A.** be enrolled at University at Buffalo
- B.** meet all requirements and regulations with respect to Fraternity rushing and pledging prescribed by University at Buffalo
- C.** express their firm intention of completing a course of study in any approved major at the University at Buffalo.
- 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. **(SCCII6A3)**

**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. 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. **(SCCII6A4)**

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. **(SCCII6D)**

**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. **(SCCII6A5)**

**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 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 University at Buffalo
- C. have satisfactorily completed the pledge program and the Fraternal Pledge Examination in one attempt. No make-up exam will be administered;
- 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 University at Buffalo
- 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.* **(BODp47)**

## 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. **(SCCI5A)**

**Section 2.** *Business meetings of this chapter shall be held on Friday of each month at 5:30 PM during the academic year.*

**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. **(BODp47)**

*In the University at Buffalo chapter, the attendance policy shall be voted on and not be changed unless to be voted on by the brotherhood.*

**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.*

## ARTICLE VIII CHAPTER OFFICERS

**Section 1.** The officers of this chapter shall consist of the President, the Vice President(s), the Secretary, the Treasurer, the Master of Rituals, the Chaplain and Warden, the Director of Public Relations and the Chapter Historian (the "Chapter Officers"). The President, the Vice President(s), the Secretary, the Treasurer, and the Master of Rituals shall be elected by this chapter’s members from among this chapter’s members duly initiated and in good standing. Faculty Members, Honorary Members, and Chapter Advisors shall not be eligible to serve nor vote to elect the Chapter Officers. The time of election and the length of the terms of the Chapter Officers shall be left to the discretion of this chapter; provided, however, that no term shall be less than one semester or other academic period depending on the relevant academic calendar. In the event of a permanent vacancy in any elected office of this chapter, a special election shall be held as soon as possible after the vacancy occurs. The Chapter President shall appoint the Chaplain, the Warden, the Director of Public Relations, the and the Chapter Historian. The Chapter Secretary shall notify the Chief Executive Officer and the appropriate Regional Director of the results of any such election within seven (7) business days of the election. **(SCCI3A)**

*In the Universtiy at Buffalo chapter, the Chaplain, Warden, Director of Public Relations, and the Historian are not officers of the executive board unless duly appointed by the President.*

## **Section 2. Duties**

President. 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)**

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. In the event that a vacancy or vacancies occur within the executive committee of this chapter and no line of succession is defined in this chapter's bylaws, the following line of succession should be followed: President, VP Administration, VP Finance/Treasurer, VP Membership, other elected Vice Presidents, Secretary, and Master of Rituals in that order. **(SCCII3E)**

*2. This chapter has voted to elect more than one vice president. The designation and duties of this chapter's vice presidents are as follows:*

A. Vice President of Alumni/External Relations. In addition to the Vice Presidents set by the chapter, a Vice President of Alumni/External Relations (VPAE) will be elected and shall assist in all matters pertaining to alumni relations for the Fraternity, Regional, and Local level. The VPAE shall be responsible for the compilation of addresses and records and maintenance of communication with alumni members of the College Chapter, as well as communication with surrounding chapters. The VPAE shall be responsible for all Fraternal Initiatives directed to them by the Director of Alumni Development, including, but not limited to, the forecast of graduates for the current term, and new alumni orientation. The VPAE shall also promote interest in affiliations with the Alpha Kappa Psi Alumni Program and its chapters, as well as build sustainable relationships with chapters of other regions. **SCCII3C2a)**

*1. The University at Buffalo chapter does not have a Director of Alumni Development.*

**Vice President—Operations:** *Duties include but are not limited to assisting in the performance of the President's duties. Responsible for the operations of the chapter, which includes; committee management, Annual Chapter Reporting, and communication between all officers and members. Will also be responsible for the registration of the chapter as an official university student organization.*

**Vice President—Membership:** *Duties include but are not limited to the coordinating all events pertaining to the recruitment of prospective members. Responsibilities include; RUSH event coordination, correspondence with students, advertising events, and marketing strategy. Other responsibilities include the management of the pledge education program.*

*3. This chapter designates the Vice President—Operations as being first to temporarily succeed to the powers and duties of the president in the absence or disability of the president. The Treasurer shall be second in order to temporarily succeed if necessary.*

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. **(SCCII3C3)**

1. *In the University at Buffalo chapter, we call the Secretary the Executive Administrator.*

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. **(SCCII3C4)**

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. **(SCCII3C5)**

F. Chaplain and Warden. The Chaplain and Warden shall have such powers and duties as are prescribed in the Ritual and by the Board of Directors. **(SCCII3C6)**

1. *In the University at Buffalo chapter, we do not have a Chaplain.*

G. Director of Public Relations. The Director of Public Relations shall be responsible for conducting a public relations program for this chapter, including activities in the areas of faculty relations, community relations, relations with students who are non-members of the Fraternity, alumni relations, and relations with such other groups as may be dictated by local conditions or as may be assigned by the Chapter President. The Director of Public Relations shall supply such data, reports, information and material as may be requested by the editor of The Diary for publication therein. **(SCCII3C7)**

1. *In the University at Buffalo chapter, we do not have a Director of Public Relations.*

H. Chapter Historian. The Chapter Historian shall compile and enhance a history of this chapter from its beginning through the tenure of his or her office, and shall have such further powers and duties as may be prescribed by the Board of Directors. **(SCCII3C8)**

**Section 3.** The officers of this chapter shall be elected *during the second business meeting of April*, and shall be installed in accordance with the installation ceremony of the Ritual of Alpha Kappa Psi. **(SCCII3B)** *Elected officers shall serve for a term of one year, appointed officers shall serve for the same length of term, with the exception that appointed officers may be removed from office at the discretion of the officer that made the appointment. (It is strongly recommended that officer elections be held approximately midway through the school year and that the officers serve for one (1) year terms. This will allow newly elected officers to share the counsel of outgoing officers for approximately one-half of the school year.) Student members will be nominated in the last meeting of March and will have one week to accept/decline the nomination.*

**Section 4.** *No candidate for elected office shall be on probation by University at Buffalo or be in arrears for any chapter obligation. If any elected officer temporarily or permanently withdraws from University at Buffalo is*



*placed on probation by University at Buffalo 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.** *Each student and faculty member of this chapter shall be notified either in person or in writing by the chapter executive administrator of the date time and place of officer elections said notice to be given at least seven days before the scheduled election.*

**Section 6.** *A candidate for elected office shall be declared elected when that member receives a number of votes equal fifty (50%) per cent plus one (1) of the quorum present.*

**Section 7.** 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. **(SCCH3D)**

**Section 8.** *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.*

## ARTICLE IX COMMITTEES

**Section 1.** The standing committees of this chapter shall be the *Executive, Alumni and External Relations, Finance, Auditing, Bylaws, Membership, Pledge Instruction Committee, Professional, Publications, Service, and Social Committees.*

A. *Executive Committee. The Executive Committee shall be responsible for the management of this chapter at all times; the only exception being when a meeting of student members in good standing, with a quorum established, is being conducted. The Executive Committee shall be composed of the president, vice president(s), secretary, treasurer, and master of rituals, and shall be chaired by the president.*

B. *Alumni Committee. The Alumni Committee shall interest alumni members of this chapter in the activities and programs of this chapter, and shall attempt to secure the understanding and support of alumni members for chapter goals. An alumni directory shall be kept by this committee and updated on an annual basis. Such updates should be forwarded to the Chief Executive Officer. The VP Alumni Relations shall chair the Alumni Committee and the VPO shall appoint the membership thereof.*

C. *Auditing Chair 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)** The chapter president shall appoint the chair of the Auditing Committee from among the membership of the committee. *The Auditing Committee shall comprise of the Treasurer, President, and two other members.*

*D. Bylaws Chair. The Bylaws Committee shall be responsible for the interpretation and enhancement of the Bylaws of this chapter. The chapter advisor shall chair the Bylaws Committee and appoint the membership thereof. After each Biennial Convention, this committee will update any changes made according to the new Constitution and Statutory Code.*

*E. Membership Committee. The Membership Committee shall investigate and obtain prospective members for this chapter, and shall exercise general supervision of all rushing and pledging activities of this chapter. The Vice President of Membership shall elect the chair and the Vice President of Operations shall appoint membership of the Membership Committee, providing that a vice president and the master of rituals shall serve on this committee.*

*F. Pledge Instruction Committee. The Pledge Instruction Committee shall be responsible for the proper instruction of pledges in full compliance with the Pledge Manual, the Ritual of Alpha Kappa Psi the Constitution and Statutory Code, the Board Directors Statement of Policy, Robert's Rules of Order newly revised, and these Bylaws. The Pledge Instruction Committee shall administer to each qualified pledge the standard examination prepared by the Chief Executive Officer and grade the examinations. Vice President of Membership shall chair the Pledge Instruction Committee and appoint the membership thereof. The Chapter President, in general, and the Vice President of Membership and/or Pledge Trainer(s), specifically, are in charge of the chapter's Total Membership Education Program. If this chapter is reported to be hazing in any way, the President and Vice President of Membership and /or Pledge Trainer(s) will be held personally responsible for this chapter's actions, and may be personally disciplined by the removal of office or suspension of membership. The discipline may be levied by the Chief Executive Officer with the consent of the Board of Directors. **(SCCII6A1)(BODpp39-47)***

*G. Professional Committee. The Professional Program Committee shall establish and promote worthy professional activities for the benefit of the membership of this chapter and other business students. This committee shall work with both faculty and alumni members to achieve a comprehensive professional program. The chapter president shall appoint the membership of the Professional Program Committee, and the Vice President of Operations shall elect a chair from among the membership.*

*H. Marketing Committee. This chapter may publish bulletins or periodicals for distribution to other College Chapters and Alumni Chapters of the Fraternity or their members, subject to the approval and control of the Board of Directors. **(SCCII8)** The chapter president shall appoint the chair and the Vice President of Operations shall appoint membership of the Marketing Committee, providing the marketing director shall serve on this committee.*

*I. Social Committee. The Social Committee shall establish and promote a social program for the benefit of the membership of this chapter in compliance with all Board of Directors Risk Management policies **(BODpp39-47)**. The chapter president shall appoint the chair of the Social Committee, and the Vice President of Operations shall appoint the membership.*

**Section 2.** 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 3.** *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 4.** *A majority vote of the members of any committee shall decide any question before that committee.*

**Section 5.** *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. **(SCCII3C4)**

**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. **(SCCII6A3E, 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 Chapter Treasurer 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, BODp19)**

**Section 6.** The Chapter Treasurer 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 Chapter Treasurer 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. **(SCCII3C4)**

**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.*

## ARTICLE XI DISCIPLINE

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. **(II8C, SCCVII)(BODpp13-17)**

**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. **(II8C, SCCVII 1&2, BODpp13-17)**

**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. **(II8A)**

**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. **(BODpp47)**

**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)(BODp12)**

**Section 6.** *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 7.** *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.*

## 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 the University at Buffalo. 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. **(BODp34)**

**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)(BODp34)**

**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. **(BODp34)**

### ARTICLE XIII GENERAL

**Section 1.** This chapter shall observe October 5, the date of the founding of Alpha Kappa Psi Fraternity, with appropriate exercises. **(BODp30)**

**Section 2.** This chapter shall observe May 20, the birthday of the incorporation of Alpha Kappa Psi Fraternity, with appropriate exercises. **(BODp30)**

**Section 3.** *This chapter shall observe April 30th, 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)**

## **Official Procedure for Conduct of Meetings of Alpha Kappa Psi**

Preceding the official opening of the meeting, the president and secretary take their places at a table facing the seated members. The warden then obtains the secret password and grip from each member and is then stationed at the entrance to obtain the grip and password from all members who enter late.

### **Opening**

One rap of gavel calls for order.

Two raps of gavel bring members to their feet.

Three raps of gavel seats members.

When all members are seated the president, with one rap of gavel, brings the meeting to order

*President:*

“Brothers Warden, we are about to convene in due form take your station.”

*Warden:*

(Immediately proceeds to the entrance of chapter room.)

*President:*

“Brother Warden, are all present true Alpha Kappa Psi’s?”

*Warden:*

“All present are true Alpha Kappa Psi’s, brother president.”

*President:*

(Raps twice to bring the members to their feet.) “Brothers, for what purpose are we gathered?”

*Members:*

“To deliberate, to receive counsel and advice, and to study the teachings of our fraternity so that we may become better leaders.”

*President: (Optional)*

“Let us pray that we may become better leaders.” “Brother Chaplain, invoke the Divine Blessing.”

*Chaplain: (Optional)*

“Most Gracious Lord we pray Thee, bless . . . Chapter of Alpha Kappa Psi Fraternity, and grant to its officers the wisdom and grace to direct it in accordance with Thy Holy Will. Quicken, O Lord, in the hearts of its members, and in the hearts of all members of the fraternity everywhere the spirit of devotion. May they gladly seek the services and duties of the fraternity and by their example and zeal lead others to the same privileges. Strengthen them, O Lord, in all good purposes; teach them to be leaders; and make their lives useful and happy. All of which we ask in Thy Name.”

*All Members (Optional)*

(At the close of the prayer unite with chaplain in saying “Amen.”)

The meeting then proceeds to the regular order of business, observing due order and decorum. Accepted parliamentary procedure governs the conduct of the meeting. Officers are addressed by their proper titles preceded by “Brother,” as “Brother President.” Members are addressed as “Brother” followed by their names as “Brother Smith,” etc. (*Robert’s Rules of Order* are to be observed in all cases.)

### **Closing**

(Immediately following vote for adjournment.)

*President:*

(Brings members to their feet with two raps of gavel.)

*President:*

“Brothers, we will now form a closed circle, join hands (with the secret fraternity grip), and sing “Our Anthem” and our “Alma Mater.”

*President:*

(At the close of alma mater, the president returns to the rostrum while members are still in circle.)

*President:*

“In the name of Beta Iota Chapter I declare this meeting at an end.”

*President:*

(One rap of gavel.)

### **To Enter When Late**

(No one should enter during opening ceremony. There should be no interruption of business, the president continuing the regular program.)

*Late Member:*

(Knocks at entrance door.)

*Warden:*

(The warden, stationed at the entrance, obtains the secret grip and password from all members who enter late.)

*Warden:*

(Allows late member to enter.)

*Late Member:*

(Takes the most convenient empty seat, being careful not to create any noise or disturbance in doing so)

### **To Leave a Meeting**

(Leaving should cause no interruption of program of meeting. Departure should be made as quietly as possible.)

*Warden:*

(Opens door and permits member to retire.)

*Warden:*

(At the option of the chapter, warden may obtain slip from member with name and time of leaving, also cause of leaving. This slip is handed to the secretary by the warden.)

NOTE: Chapters should keep an attendance record of members and will find it a good practice to require the warden to furnish secretary with a memorandum of all late members and those that leave early, on which is stated the reasons for tardiness and departure. "Brother" is the generic term used to describe a properly initiated individual member of Alpha Kappa Psi, and should be so interpreted throughout this section.

## **Official Procedure for Opening Professional Meetings**

Foreword: When non-members of the fraternity are present at a professional meeting, or when the speaker at such a meeting is not affiliated with Alpha Kappa Psi, it is desirable that a brief explanation be made of the purposes and functions of the fraternity. Such an explanation not only makes it possible for the speaker to address the audience in a more intelligent manner, but also is valuable in obtaining better understanding and recognition of and for the chapter. In observing this procedure the member who introduces the speaker (4) should be careful to announce and pronounce the name of the speaker correctly, and should likewise ascertain any achievements and state them clearly and correctly, in order that the audience may know the speaker's authority and experience. The chair should be sure that the details given are correct; otherwise it will prove embarrassing for both. A good introduction can add much to the meeting, but a poor one can detract much.

1) *President:*

"The professional meeting of \_\_\_\_\_ Chapter will please come to order."

2) *After extending greetings to guests and visitors the president will then recite the following:*

"Brother (vice president, secretary, or any other selected member of the chapter), please state the aims of Alpha Kappa Psi."

*The member selected will then make the following statement:*

"Alpha Kappa Psi, the first professional business fraternity in the United States, was founded at New York University on October 5, 1904. Its objects are 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.' One of its activities is the conduct of professional meetings such as that in which we are about to engage. the purpose of which is to inform and better qualify us for our life's work."

3) *President:*

"Brother \_\_\_\_\_, of the Professional Committee, please take the chair and conduct the meeting from this point forward. "

4) *Chairman:*

"Our speaker this evening is (appropriate introduction of speaker, including business or academic title and accomplishments). In addition to addressing us our speaker has generously consented to answer any questions you may care to ask on the subject at the conclusion of the presentation. (Speaker's permission for questions and answers should be obtained before this statement is made.) It is a privilege to introduce to you Mr., Mrs., Ms., Dr., or Prof. \_\_\_\_\_."

