**BY-LAWS**

Raleigh Alumni Chapter

Kappa Alpha Psi Fraternity Incorporated

Revised Spring 2013

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**Preamble**

***These By-laws of the Raleigh Alumni Chapter are established for the purpose of governing the Raleigh Alumni Chapter. These By-Laws are subordinate to the Constitution, Statutes, the Ritual and other such regulations of Kappa Alpha Psi Fraternity, Incorporated as are established by the Grand Board of Directors*.**

# ARTICLE I

## Name and Location

### *Section 1*

The name of this organization shall be known as Raleigh Alumni Chapter of Kappa Alpha Psi Fraternity Incorporated.

### *Section 2*

This Chapter shall be located in the **City of Raleigh in the State of North Carolina in the United States of America**.

# ARTICLE II

## Objectives of the Chapter

### *Section 1*

The objectives of the Chapter shall be the same as those embodied in the Constitution and Statutes of Kappa Alpha Psi Fraternity Incorporated Article II Section 1.

1. To Unite college men of culture, patriotism and honor in a bond of fraternity
2. To encourage honorable achievement in every field of human endeavor.
3. To promote the spiritual, social intellectual and moral welfare of its members.
4. To assist the aims and purpose of colleges and universities.
5. To inspire service in the public interest.

# ARTICLE III

## Chapter Officers and Positions

### *Section 1*

The Officers of Raleigh Alumni Chapter shall consist of the following elected officers:

* Polemarch
* Vice Polemarch
* Keeper of Exchequer
* Keeper of Records
* Assistant Keeper of Exchequer / Assistant Keeper of Records
* Strategus
* Lieutenant Strategus
* Historian
* Chapter Reporter

## Duties and Powers of Chapter Officers

### *Section 1*

####  Polemarch

 The Polemarch shall:

* 1. Be regarded as the Chief Officer of the chapter.
	2. Serve as the Chairman of the Board of Directors and a member of all committees.
	3. Appoint such standing and special committees.
	4. Have the power to interpret and enforce the provisions of the By-Laws.
	5. Preside over all Chapter meetings.
	6. Have the authority to call a special meeting of the Chapter.
	7. Have the authority to request written reports from chapter committees.
	8. Have the authority to remove from office any appointed officer.
	9. Be a board member of the Kappa Charitable Trust Foundation.

### *Section 2*

####  Vice Polemarch

 The Vice Polemarch shall:

* 1. Perform the duties of the Polemarch in his absence.
	2. Preside over the Budget Committee.

### *Section 3*

####  Keeper of Exchequer

 Keeper of Exchequer shall:

* 1. Be required to be bonded prior to the beginning of the fraternal year**.**
	2. Have custody of all funds, monies and papers that are accountable of the Raleigh Alumni Chapter.
	3. Collect from members of the chapter the payment of dues, assessments, etc., giving receipt for the same and deposit these monies in a bank or banks designated by the chapter within three (3) business days of receipt.
	4. Pay all bills approved by the chapter.
	5. Submit an itemized report of all chapter financial accounts and transactions at each chapter meeting.
	6. Turn over all chapter records, monies and property to his successor prior to the beginning of the next fraternal year.
	7. Maintain an accurate accounting of all receipts and disbursements of his office.
	8. The Keeper of Exchequer must obtain, along with his, the signature of the Polemarch or the Keeper of Records on any check drawn on any chapter account.
	9. Any reimbursement of expenses incurred by a chapter officer, member and/or committee on behalf of the Chapter beyond that which has been allocated in the current fiscal year budget shall require advance approval of the Chapter Board of Directors.
	10. The Keeper of Exchequer must present a financial report summary at each monthly meeting and a detail of income and expenses to the Polemarch at each monthly board meeting.
	11. The Keeper of Exchequer shall have the books and records available for inspection by the Chapter Board of Directors, the Provincial Polemarch and the Grand Chapter officers.
	12. Payment of Chapter expenses shall only take place when a valid receipt or invoice has been presented to the Keeper of Exchequer and approved. The Keeper of Exchequer will not discharge any checks for payment of any expense(s) that does not have a receipt or invoice.

### *Section 4*

####  Keeper of Records

 The Keeper of Records shall:

* 1. Be responsible for maintaining a full and accurate account of records and transactions of the chapter.
	2. Conduct the chapter’s correspondence.
	3. Submit promptly and accurately all reports.
	4. Be responsible for maintaining custody of the Rituals and must bring them to all fraternity functions at which they are required such as monthly meeting and intake ceremonies.
	5. Document the minutes of all regular monthly and Board of Directors meetings. The Keeper of Records will distribute copies to the chapter members at the following meeting.
	6. Document all Board of Directors meetings.

### *Section 5*

#### Assistant Keeper of Records / Assistant Keeper of Exchequer

The Assistant Keeper of Records and Assistant Keeper of Exchequer position will be held by the same person. The Assistant Keeper of Exchequer shall assist the Keeper of Exchequer in the discharge of his duties as detailed in Article III Section 3. The Assistant Keeper of Records shall assist the Keeper of Records in the discharge of his duties as detailed in Article III Section 4.

### *Section 6*

#### Strategus

The Strategus is responsible for keeping order during monthly meetings, assist in the following of Robert’s Rules of Order and distribution and collection of the Rituals at the required times.

### *Section 7*

#### Lieutenant Strategus

The Lieutenant Strategus is responsible for assisting the Strategus in keeping order during the monthly meetings, assist in the following of Robert’s Rules of Order and distribution and collection of the Rituals at the required times.

### *Section 8*

#### Historian

The Historian shall be responsible for collecting and compiling the historical and biographical information relating to the Chapter and its members. This information is to be maintained in the Chapter archives.

### *Section 9*

#### Chapter Reporter

The Chapter Reporter is responsible for all news releases, advertisements in any Kappa Alpha Psi Fraternity publication and other publications as directed by the chapter. It is incumbent upon the Chapter Reporter not to divulge any information that has not been authorized by the Polemarch.

# ARTICLE IV

## Chapter Board of Directors

### *Section 1*

The Board of Directors of the Chapter shall be comprised of at least seven (7) but not more than eight (8) members. The following is the composition of the Chapter Board of Directors:

1. Polemarch
2. Vice Polemarch
3. Keeper of Exchequer
4. Keeper or Records
5. Executive Board member
6. Executive Board member
7. Executive Board member (Reserved for the President of the KCTF – non-voting)
8. Immediate Past Polemarch

### *Section 2*

Of the positions stated in Article IV Section 1 one (1), will be reserved for the President of the Kappa Charitable Trust Foundation (KCTF). This is a non-voting position and attendance is mandatory by the President or by a proxy he has designated.

### *Section 3*

The Chairman of the Chapter Board of Directors shall be the Chapter Polemarch and he shall have the responsibility of presiding over all Board of Directors meetings.

### *Section 4*

The Chapter Board of Directors shall be responsible for:

* 1. Representing the Chapter in all legal matters.
	2. Establishing procedures for the successful conduction of Chapter affairs.
	3. Carrying out all responsibilities and duties as designated by the Constitution and Statues of Kappa Alpha Psi and the by-laws of the Raleigh Alumni Chapter.

### *Section 5*

The Board of Directors can only make recommendations. They cannot institute any action without the approval of the financial membership of the chapter. The board may act without prior approval of the financial membership during emergency situations provided that the board will convene a meeting within thirty (30) days to inform the chapter of the emergency and the need to act without prior approval during recess between meetings.

# ARTICLE V

## Committees

## Standing Committees

Each committee chairmen should be recognized at each chapter meeting to provide an update and status report on committee activities

### *Section 1*

### Intake Committee

* 1. The intake Committee shall have a Chairman who shall be appointed annually by the Polemarch.
	2. The duties of the Intake Committee shall be:
		1. To investigate all applications and petitions for membership.
		2. Enlighten and instruct candidate(s) who have been accepted for membership into the Raleigh Alumni Chapter of Kappa Alpha Psi Fraternity, Incorporated.
		3. Initiation of candidates and report the same to the Raleigh Alumni Chapter in writing.
		4. To inform the chapter membership of the candidates progress.

### *Section 2*

### Budget Committee

* 1. There shall be a Budget Committee which shall have the Vice Polemarch as chairman.
	2. The duties thereof shall be to:
		1. The Budget Committee shall consist of the Vice Polemarch, Keeper of Exchequer, and three financial members of the chapter that possess budget management experience.
		2. Formulate a proposed fiscal budget based on approved chapter membership dues and assessments.
		3. Submit the proposed fiscal budget for the upcoming year during the February regular meeting.
		4. Obtain approval of the budget for the upcoming year during the April regular meeting.
		5. After all bills have been satisfied, any remaining funds shall be presented the chapter’s body with a recommendation on what to do with the surplus. The chapter’s financial members will vote on the proposed recommendation. In order for the recommendation to be approved 2/3 of the financial members present must vote in the affirmative.

### *Section 3*

### Kappa Man of the Year Committee

* 1. The chairman shall be appointed annually by the Polemarch.
	2. The duties thereof shall be to:
		1. The task of this committee is to gather a list of potential brothers for this award. The committee will also collect information on each listed name to present to the body. The names that are presented to the body will be the names for that year.
		2. No nominations will be made from the floor. If brothers have names they would like to submit to the committee, then it should be done at the end of the fraternal year.
		3. Select a member from the Chapter who:
			1. Is in good financial standing with Grand, Provincial and Local Chapters.
			2. Provides great leadership and service to the Raleigh Alumni Chapter.
			3. Is active in the chapter’s community events (adopt-a-highway, RBC Center, poinsettia delivery, Guide Right, and Beautillion).
			4. Regularly attends chapter meetings.
			5. Is willing to provide a helping hand to all brothers.
			6. Must be a role model.
		4. If a brother receives this award, he cannot be nominated for three consecutive years.
		5. To eliminate this award from being a popularity contest, the Polemarch of the chapter will elect a chairperson each year. The chairperson will ask for volunteers to assist on this committee.

### *Section 4*

### Distinguished Citizen of the Year Committee

The Citizen of the Year committee has been established for the purpose of acknowledging citizen(s) for their contributions to society and or the community in which they reside.

* 1. The Chairman of the Distinguished Citizen of the Year Committee shall be appointed annually by the Polemarch.
	2. The committee shall consist of a minimum of three (3) members.
	3. The following is the general criteria which the committee will utilize to select the Distinguished Citizen of the Year Awardee:
		1. The candidate must be an outstanding member in the community. His/her contributions must be recognized and acknowledged by the community.
		2. A member for the fraternity can not be considered for the Distinguished Citizen of the Year award.
		3. The candidate(s) must e of high moral character and good credibility in the community.
		4. The committee is responsible for providing a list containing three (3) individuals that will be presented to the chapter for nomination.
		5. If none of the candidates are acceptable to the chapter the committee will reconvene and submit three (3) new individuals for consideration until an individual has been submitted that is acceptable to the chapter.
		6. The financial membership can submit individual(s) for consideration by the committee.
		7. All submissions for the Distinguished Citizen of the Year Award must be presented to the committee at least two (2) meetings prior to the final selection meeting.

### *Section 5*

### Reclamation Committee

* 1. The Chairman of the Reclamation Committee shall be appointed annually by the Polemarch.
	2. Plan programs of reclamation for the Chapter.
	3. The Reclamation committee shall compile a list of non-sustaining and inactive members of the Fraternity in the immediate area and seek the return of members to a financial and active status.

### *Section 6*

### Amenities Committee

The function of the Amenities Committee is to communicate with the financial members of the Chapter and their close family members (father, mother, spouse, and children) during times of illness or bereavement. The committee will acknowledge such events with the appropriate means of recognition.

* 1. Amenities Committee chairman shall be appointed annually by the Polemarch
	2. The Amenities Committee shall consist of a chairman and three (3) financial members of the Chapter.
	3. The following guidelines should be followed by the Amenities Committee:
		1. Flowers will be sent to financial chapter members that are hospitalized, the family of the financial chapter member that has passed into the Chapter Invisible and to all financial chapter members who have had an immediate family member become deceased.
		2. Cards will be sent to all financial chapter members that have a home illness and to the family members of all financial chapter members that have a home illness.

### *Section 7*

### Social Committee

* 1. The Social Committee chairman shall be appointed annually by the Polemarch.
	2. The committee shall be responsible for insuring the proper planning and execution of approved social activities, i.e. annual chapter picnic.

***SECTION 8***

**Entertainment Committee**

* 1. The entertainment committee chairman shall be appointed annually by the Polemarch
	2. The committee shall be responsible for developing and implementing chapter approved entertainment and other events to financially benefit the chapter.

***SECTION 9***

 ***Finance* Committee**

* 1. 9.1 The chairman shall be appointed annually by the Polemarch

###  9.2 The committee shall provide oversight of budgeting, chapter expenditures, audits and other financial matters of the chapter

### Nominations Committee

**\*\* See Article IX Section 2**

# ARTICLE VI

## Meetings

### *Section 1*

Regular chapter meetings will be held once a month beginning in September and concluding in June. A calendar of meeting dates for the upcoming fraternal year shall be presented by the Polemarch, for the body to approve, at the June meeting. Upon approval by the chapter, the schedule of locations and times shall be posted on the chapter website.

Should a need arise to change a meeting date, notice shall be given to the body as soon as practical but in no circumstances should the notice be less than 10 days. The notice may be verbal if given at a regular scheduled chapter meeting. If a change in meeting time is made between meetings, notice is considered to have been given if notification is sent electronically to members who normally receive notices in this manner and written to the other dues paying members of the chapter.

* 1. The duration of the regular Chapter meeting shall be limited to two (2) hours.

### *Section 2*

The Chapter Board of Directors shall meet once per month at such time as designated by the Polemarch. These meetings shall be open to any member of the chapter who desires to attend. The Keeper of Records shall email notice to all financial members who receive notice in this manner. Contact can be made with the Keeper of Records or other chapter officers to learn the schedule of board meetings.

2.1 The duration of the Chapter Board of Directors meeting shall be

 limited to two (2) hours.

### *Section 3*

Special meetings of the Chapter may be called by Polemarch, provided written notice is given specifying the time, place and purpose of such meeting, at least five (5) days prior to the time set for the meeting.

### *Section 4*

### Committee/Special Task Force Meeting

* 1. A special committee shall be established, for example to investigate illegal activities that have been alleged to have taken place at an undergraduate chapter.
	2. The Polemarch will appoint or solicit a chairman from the financial membership for any special committee(s) that is established.

### *Section 5*

### What constitutes a quorum?

* 1. A quorum will be considered constituted once a minimum of nine (9) financial members of the chapter are present at a formal meeting. Once a quorum has been constituted a chapter meeting can be conducted whereby business can be transacted.

### *Section 6*

### C. Roger Wilson Leadership Conference Meeting

 The C. Roger Wilson Leadership Conference (C.R.W.L.C.) meeting is the fraternity’s annual training and leadership program.

* 1. All new initiates must attend the first CRWLC following their entrance into the fraternity.

### *Section 7*

### Middle Eastern Province Council Meeting

The Middle Eastern Province Council meeting is the annual council meeting where province officers are elected; fraternity business plans are instituted and executed.

* 1. All new initiates must attend the first council meeting following their entrance into the fraternity.
	2. The financial membership of the chapter shall select two (2) delegates to attend the council meeting as representatives of the chapter.

### *Section 8*

### Grand Chapter Conference

The Grand Chapter conference is the Grand Chapter meeting that is held every two (2) years. During the Grand Chapter meeting ,officers are elected, fraternity business plans are instituted and executed.

 8.1 The financial membership of the chapter shall select two (2) delegates to attend the Grand Chapter conference as representatives of the chapter.

* 1. The chapter will provide a stipend for each delegate to cover some of the expenses that may occur during the Grand Chapter Meeting. In addition delegate registration will be paid by the chapter.
	2. The delegates will be responsible for representing the chapter’s interests and attending all required meetings and workshops.
	3. The delegates shall provide a report to the chapter during the 1st meeting following the Grand Chapter conference.

# ARTICLE VII

## Financial Responsibility and Accountability

## Dues, Fees, Funds and Assessments

### *Section 1*

The initiation fee for each applicant shall be comprised of no less than two (2) years of the following:

1. Grand Chapter dues
2. Middle Eastern Provincial dues
3. Raleigh Alumni Chapter dues
4. Registration fees for the Middle Eastern Provincial Conference for the year of initiation.
5. Registration fees for the C. Roger Wilson Conference for the year of initiation

### *Section 2*

If a candidate is initiated into Kappa Alpha Psi Fraternity, Incorporated his fees shall not be refunded.

### *Section 3*

Each member of the Raleigh Alumni Chapter shall pay into the Keeper of Exchequer of the Chapter the sum of such fees that have been approved by the Chapter membership. These fees cover all Provincial and Chapter dues. In addition, each member shall be assessed annually for the Housing Fund. Failure to satisfy the aforementioned requirement will result in a member being deemed non-financial, whereby his participation in certain activities would be prohibited. Including but not limited to, the revocation of voting privileges.

### *Section 4*

The Raleigh Alumni Chapter members may make any reasonable assessment upon each member for the welfare of the Chapter and the Fraternity, provided:

* 1. Such assessment is not forbidden by the Constitution and Statutes of the Grand Chapter of Kappa Alpha Psi Fraternity, Incorporated.
	2. In order to levy an increase in dues and/or assessments, approval of 2/3 of the financial members present must be obtained.

### *Section 5*

Life members shall not be subject to the payment of Grand Chapter dues, taxes and assessments. However they will be responsible for Raleigh Alumni Chapter and Provincial dues and assessments.

### *Section 6*

All other dues, taxes and assessments shall be in accordance with other provisions of these bylaws and in accordance with the Constitution and Statutes of Kappa Alpha Psi, Fraternity.

### *Section 7*

Any member who is sixty-five (65) years of age or older shall receive a 10% discount on chapter dues and assessments.

Any member who is seventy-five (75) years of age or old, and that have been active in Raleigh Alumni for ten (10) consecutive years shall receive a 25% discount on chapter dues. In cases of extended illness the shareholders may vote to waive up to 4 years of the required 10 years.

### *Section 8*

A member, except as herein provided, shall be dropped from the Chapter Rolls if he is in arrears for a period of ninety (90) days or three (3) months following September 1 of each fraternal year. In order for a Brother to be able to vote in the fall chapter meetings and/or hold elective or appointed office there must be current pro-rata dues payments equaling the number of months that the chapter has met (in September one quarter of the payments must be made, in October one half of the dues must be paid and so on through December).  This includes being current with any obligations to the Kappa Charitable Trust.

### *Section 9*

If an officer(s) of the chapter is in the arrears for any chapter dues and/or assessments as of December 31st of the fraternal year he/they will be removed from office.

### *Section 10*

A member whose name has been dropped from the rolls of the Chapter for non-payment of dues may be reinstated only when the payment of a sum of money equivalent to one (1) year’s dues, taxes and assessments have been received.

## Annual Dues

### *Section 1*

Annual dues shall be sufficient enough to sustain the activities of the Chapter for the current fiscal year.

### *Section 2*

It shall be the responsibility of the Budget committee to recommend the annual dues for the ensuing fiscal year. This recommendation will be presented to the Chapter and will require the approval of 2/3 of the financial members in attendance.

### *Section 3*

Annual dues shall encompass Chapter and provincial dues only. It is the responsibility of each member to forward Grand Chapter dues directly to the International Headquarters of Kappa Alpha Psi Fraternity, Inc.

### *Section 4*

Any **existing** member of the fraternity seeking **new** membership into Raleigh Alumni Chapter after December 31st of the current fiscal year shall be responsible for the payment of dues and assessments on a prorated basis. **This will be ONLY for existing members of the fraternity seeking NEW membership into Raleigh Alumni Chapter.**

# ARTICLE VIII

## Fraternity Intellectual Property

### *Section 1*

Organization secrets, practices, procedures, copyrights and archived materials are collectively referred to as “Intellectual Property”. The intellectual properties of this organization like real and personal property are assets, and as such, for members of this organization can be used within the membership of the organization. However, this organization as owner of certain assets has the right and does prevent unauthorized use, exchange or sale of its intellectual property outside of the organization. Rituals, revenues, publications, membership, application and intake procedures, statutes, insignia definition, disciplinary procedures, protocol, constitution and by-laws, monthly meeting and committee meeting minutes and records, and the organizational structure of the fraternity are discernible and protected intellectual property.

# ARTICLE IX

## Elections, Appointments and Installation of Officers

### *Section 1*

The election of Chapter officers shall be conducted in the manner detailed in the **Constitution and Statutes of Kappa Alpha Psi Fraternity Incorporated Statute 21 Sections 2 and 3**

### *Section 2*

The nomination slate of all elected offices is to be presented by the Nomination Committee to the Chapter during the April regular chapter meeting. The list of offices that requires a vote in the affirmative of the majority of financial members is as follows:

1. Polemarch
2. Vice Polemarch
3. Keeper of Exchequer
4. Keeper of Records
5. Assistant Keeper of Exchequer / Assistant Keeper of Records
6. Historian
7. Chapter Reporter
8. Strategus
9. Lieutenant Strategus
10. Board Member
11. Board Member
	1. Once the Nomination Committee has presented the slate of candidates for each elected office that is open, nominations can only be made by a financial member of the chapter and accepted by 2/3 of the financial members present during the April regular meeting. **No additional nominations can be accepted following the April meeting.**
	2. Any Brother who has held the office of Polemarch for two (2) consecutive terms shall not be permitted on the slate of candidates presented by the Nomination Committee. Unless, at the regular chapter meeting in April a motion is made to add the Brother to the slate of candidates by a financial member of the chapter and accepted by 2/3 of the financial members present.
	3. The slate of candidates for office will be voted on by the financial members of the chapter present during the May regular meeting and those who have been elected to office shall be installed during the regular chapter meeting in June.

### *Section 3*

The candidates for each of offices described in Article III Section 1 presented by

the Nomination shall be voted upon during the regular May Chapter meeting.

### *Section 4*

The election of Chapter officers shall be conducted by secret ballot in accordance with Roberts Rules of Order.

### *Section 5*

All Chapter offices, elected and appointed are for a term not to exceed the fiscal year of the Chapter which is September 1st to June 30th.

### *Section 6*

The installation of Chapter officers shall occur at the regular Chapter meeting in June following the elections.

### *Section 7*

An elected officer can be removed from office by a 2/3 vote in the affirmative of the majority of financial members present a regular or Special Chapter meeting called by the Polemarch.

### *Section 8*

In the event of a vacancy of any elected officer(s) of the chapter caused by the resignation(s), inability to serve or failure to function the Chapter Board of Director shall elect a new member to the vacant office(s).

# ARTICLE X

## Parliamentary Procedure

### *Section 1*

All meetings shall be conducted in a manner consistent with parliamentary procedures detailed in Robert’s Rules of Order in all instances that are not inconsistent with the Constitution and Statutes, and the Ritual of Kappa Alpha Psi.

# ARTICLE XI

## National Service Programs

## Guide Right

### *Section 1*

The Guide Right director for the Chapter will be responsible for effectuating, planning and supervising the Fraternities National Guide Right program at the Chapter level. The Guide Right committee shall provide guidance and direction regarding the Chapters Guide Right program(s).

### *Section 2*

The Guide Right program shall be responsible for providing a monthly report to the Chapter at its regular monthly meeting regarding its activities.

### *Section 3*

The committee shall be responsible for submitting a proposed calendar of events and a budget request to the Budget committee for the ensuing fiscal year.

### *Section 4*

The Chapter Guide Right committee shall implement the Guide Right program(s) in accordance to the “ABC’s of Guide Right” and any such material deemed useful.

## Local Community Service Projects

### *Section 1*

#### Adopt-A-Highway

* 1. The Chairman of the Adopt-A-Highway program will be appointed annually by the Polemarch
	2. Chapter members will clean Sanderson Road at least once a quarter.
	3. The chairman shall be responsible for scheduling the quarterly roadside cleanups.

# ARTICLE XII

##  Undergraduate Advisory

### *Section 1*

Wherein the Raleigh Alumni Chapter is responsible for undergraduate chapters, an alumni brother is assigned as advisor, the advisor is responsible to inform, guide and act as liaison between the undergraduate chapters and other fraternity components.

# ARTICLE XIII

## New Member Intake Requirements and Procedure

### *Section 1*

All intake proceedings will be conducted in accordance with the procedures, rules and regulations stipulated by the Constitution and Statutes of Kappa Alpha Psi Fraternity, Incorporated Statues 22 Sections 1-4, 6, 8-14.

### *Section 2*

All applications requesting consideration for intake of candidate(s) shall be made in writing signed by the petitioner to Raleigh Alumni Chapter.

### *Section 3*

All petitioners need to provide two (2) letters of recommendation from financial members of the Raleigh Alumni Chapter, (1) letter from another active member of the Fraternity, two (2) letters from members of the community, and a certified copy of their transcript from the college or university from which they have obtained at least a Bachelor’s degree.

### *Section 4*

The intake fees for each application shall be comprised of all Grand Chapter, Provincial and chapter dues and assessments covering a two (2) years period. In addition, Intake fees will cover the cost of registration for the Middle Eastern Provincial Conference and the C. Roger Wilson Conference that immediately follow the initiation of each candidate into Raleigh Alumni Chapter.

### *Section 5*

No funds shall be submitted by a candidate prior to his acceptance into the Intake process.

### *Section 6*

Once a candidate has been initiated into the fraternity through the Raleigh Alumni Chapter he is no longer entitled to have any portion of the Intake fees refunded.

### *Section 7*

In order to be accepted into the Intake process a candidate must receive a **75%** vote of the financial members present.

### *Section 8*

No person shall be admitted to membership in this Chapter who is or has previously been a member of any other similar college fraternity.

### *Section 9*

 No person shall be permitted to resign his membership in the Fraternity.

# ARTICLE XIV

## Amendments and Repeal of an Article Procedures

### *Section 1*

 These bylaws may be amended in the following matter:

* 1. The proposed amendments shall be presented, in written form, to the Chapter members in attendance and reviewed at a minimum of two (2) consecutive regular Chapter meetings.
	2. Each member shall be given a written notice of the proposed amendments(s) at least two (2) months before any action is taken thereon by the Chapter to amend the By-laws.
	3. In order to be approved, at least two-thirds (2/3) of the financial members of Raleigh Alumni Chapter present must vote in favor of the amendment(s).
	4. By-laws should be reviewed annually by the By-Laws Committee.