

# The Constitution and Bylaws



Alpha Phi Delta  
Fraternity  
2016

# Constitution of Alpha Phi Delta Fraternity

PROMULGATED BY CENTRAL OFFICE AS REVISED ON JULY 1, 2016

## PREAMBLE:

We, students in and alumni from, American Colleges and Universities, in order to provide the means for unity of principle and of brotherhood among ourselves; to formulate an ideal of quality and excellence in all our undertakings; to insure system and order in all parts of this organization; and preserve and intensify our love for America and its institutions, do ordain and establish this Constitution as the fundamental law of Alpha Phi Delta Fraternity.

- I. **Name.** The name of this organization shall be Alpha Phi Delta Fraternity hereafter referred to as the National Fraternity.
- II. **Purpose.** The purpose for which this body has been formed is to conduct an all-volunteer staffed fraternal organization having for its objectives the common advantage of its members. To this end, this organization seeks to unite in fraternal bond college man of good character, to stimulate good scholarship and good fellowship, to promote loyalty to one's alma mater, to bind members to the commitment of their membership oath, and to provide service to the community and humanity .
- III. **Membership.** The members of the National Fraternity shall be those male persons who have met the requirements of the Ritual and have been duly initiated into the fraternity following a pledge period during their college years. Exceptions to these rules shall be enacted for men being considered for Graduate or Honorary membership.
- IV. **Organization**
  - A. **Entities.** The fraternity shall establish and maintain undergraduate chapters and alumni chapters, collectively known as entities. An active undergraduate chapter is one with at least one (1) member paying requisite fees to the National Fraternity.
    1. Each undergraduate chapter shall have the power to elect and initiate men to membership.
    2. Except in their allegiance to the National Council undergraduate and alumni chapters shall be separate and distinct entities.
    3. Each undergraduate chapter and alumni chapter shall have the power to adopt bylaws not in conflict with this constitution, to elect officers and to perform all other acts permitted or not limited by this Constitution.
      - a) Each undergraduate chapter shall elect a President, Vice President, Secretary, Treasurer, Pledgemaster, Historian and Chaplain.
      - b) Each alumni chapter shall choose President, Vice President, Secretary, Treasurer, Historian and Chaplain according to their by-laws.
    4. In the event that a college withdraws institutional recognition of the Fraternity, or if an undergraduate chapter, with the consent of its District Governor, relinquishes institutional recognition by the Fraternity, it shall in no way affect the relationship of that undergraduate chapter to the Fraternity, affect its membership on the National Council, or diminish its status under this Article of the Constitution. However, since in this cir-

cumstance an undergraduate chapter will be strictly governed only by regulation of the Fraternity, with no external regulation by a non-fraternal actor (i.e., college or institution), the following administrative requirements shall apply:

- a) The District Governor, as per Article III, Section B, Subsection 3, Part (n), Subpart 10 of the Bylaws to this Constitution, shall appoint an Alumnus Advisor to the chapter, who with the District Governor, shall assisted in the external administrative oversight of the Chapter. The Alumnus must be a brother of good repute and in good standing with the National Fraternity .
  - b) The District Governor is also commended to appoint as many as three (3) Assistant Advisors, to share in the work of the Alumni Advisor as he assists the District Governor. They shall be appointed to one (1) year terms. The Alumnus must be brothers of good repute and in good standing with the National Fraternity.
  - c) These persons, noted in (a) and (b) above, shall form the District Governor's Advisory Committee to the Chapter. Its membership serves at the pleasure of the District Governor, and its duties are to assist the District Governor in providing oversight, guidance, and continuity in Chapter operations, as well as overseeing and enforcing any disciplinary actions that might apply. Assistant District Governors may, likewise, be appointed to such a Committee.
4. The entities shall be equal to each other, possessing certain individual rights, powers and privileges as provided in this Constitution.

**B. The National Council.** The supreme executive, legislative and judicial body of the National Fraternity shall be the National Council.

1. **Powers.** It shall make all laws to govern itself and its subordinate parts; it shall interpret all legislation; act as a court of final appeal; enforce and compel obedience to its rules; set all fees and assessments; adopt an annual budget; be empowered to overrule decisions of the Executive Committee; and take any necessary and proper action needed to govern and operate the National Fraternity.
2. **Membership.** The voting membership of the National Council shall consist of:
  - a) **Delegates.** Two delegates from each active chapter and alumni club of the fraternity in good standing and one delegate from each active alumni association of the fraternity in good standing. Each delegate shall have one (1) vote.
    - (1) **Exceptions.** Delegates of an entity indebted to the National Fraternity shall not be seated until arrears have been paid or unless seated by a three-fourths (3/4) vote of the National Council.
  - b) **Officers.** The President, National Vice President, Vice President for Undergraduate Affairs, Vice President for Alumni Affairs and the District Governors shall each have one (1) vote; the President however, shall only vote in the event of tie or where his vote

would otherwise affect the outcome. Remaining National Officers are members, with voice but no vote.

3. **Transaction of Business.** The business of the National Council shall be transacted annually or at a special session as provided for, with the President serving as presiding officer and chairman. In all cases there shall be no provision for proxies at any such meetings.

4. **Elections.** The National Council shall elect annually the President and the National Vice President, who shall be alumni members.

C. **District Governors.** The entities shall be divided into administrative districts by the Executive Committee by a two-thirds (2/3) vote or by a majority vote of the National Council. Each district shall be supervised by a District Governor, elected by the chapters and alumni clubs in his District at the District Convention, who shall be empowered to enforce the Constitution, regulations and Ritual of the National Fraternity in that District. If a District fails to have an active chapter for more than one (1) year it shall be deemed inactive and without a District Governor.

D. **Executive Committee.** Between National Council meetings the business and affairs of the National Fraternity shall be conducted by an Executive Committee.

1. **Membership.** The membership of the Executive Committee shall consist of:

a) The President, National Vice President, Vice President for Alumni Affairs, Vice President for Undergraduate Affairs and the District Governors; each of whom shall have one (1) vote except the President who may vote only in the event of a tie or where his vote would otherwise affect the outcome.

b) The National Secretary, the National Treasurer, the National Chaplain, the National Historian, the Kleos Editor and the several Vice Presidents (other than those set forth in (a) above) shall be non-voting members of the Committee.

2. **Meetings.** The Executive Committee shall meet on the eves of the first session of the annual meeting of the National Council and during the National Convention. The President shall serve as presiding officer and chairman of the meetings. In all cases there shall be no provision for proxies at any such meetings.

3. **Powers.** Powers. The Executive Committee shall have the power to conduct all ordinary business usually conducted by the National Council with the exception of amending this constitution and its bylaws; and the expulsion of a member or entity.

E. **Vacancies.** All vacancies shall be filled by appointment by the President. In the event of a vacancy in the office of President, the National Vice President shall become president for the unexpired term. In the event of a vacancy in the post of District Governor, an elected assistant district governor may be elevated to fill in the vacancy.

V. **Laws and Rules.** The governing laws of the National Fraternity shall consist of this Constitution, its bylaws, the Ritual and the procedures of the Executive Committee.

- A. The Ritual.** The Ritual shall contain the secret membership enactments of the Fraternity and shall govern initiation proceedings.
- 1.** The National Council shall issue a Ritual of Initiation for the use of all undergraduate chapters which shall be held in sacred trust by each chapter and the members to whom it is committed as being the fundamental innermost secret of the National Fraternity.
  - 2.** In connection with the initiation of any pledge there shall be no ceremonies, exercises or assigned feats which might work injury to the health or morals of the pledge, or which might tend in any way to injure his respect for the National Fraternity or its ideals.
- B. The Constitution.** The Constitution is the basic law of the Fraternity, no other rule or law may conflict with it. All references herein to “Constitution” unless so noted shall be to this Constitution.
- C. The Bylaws.** The bylaws shall be the subordinate regulations of the National Fraternity under the Constitution.
- D. Procedures of the Executive Committee.** The procedures of the Executive Committee shall ordain procedures and processes necessary to carry out the mandates of the Constitution and bylaws.
- E. Regarding the Oath of Brotherhood.** A member's primary observance of his Oath of Brotherhood shall place his conscientious upholding of the laws and Constitution of the United States of America, specifically the First Amendment's guarantee regarding the Freedom of Association, above any adherence to campus policies that may serve to violate that Freedom of Association. Likewise, the Fraternity collectively holds this same fundamental stance as an organization.

## **VI. Hallmarks**

- A. Insignia and Coat of Arms:** The coat of arms of the National Fraternity is a field purpure on an escutcheon beveled at its chiefs, concave to the sides and coming to a point at its base. Main charge, a spread eagle argent holding a key in dexter talon and a torch in sinister talon, both bendwise. Secondary charge superimposed as background to displayed eagle a bundle of fasces complete with lance palewise. An estoile rayonnant tops the escutcheon in the place of honor flanked by scroll and cresting. At the base of the crest appear the mystic words, “Alpha Phi Delta.”
- 1.** The plates of the insignia and coat of arms of the National Fraternity shall be deposited with a company selected by the National Council. Imprints shall be made from these plates only upon the order of the National Council or its representatives.
  - 2.** Plaques with the insignia and coat of arms of the National Fraternity, of the size and shape designated by the National Council, shall be manufactured by a company selected by the National Council. Each chapter shall possess a plaque mounted with the insignia for use in the Ritual of initiation.
- B. The Flag.** The flag of the National Fraternity shall be a rectangle divided diagonally into fields of purple and white, the diagonal line running from the bottom of the left angle to the top of the right one. The triangle near the staff shall be purple, the other half shall be white. The Seal of the National Fraternity shall be located in the center of the purple triangle. The white part shall have three Greek letters,

Alpha Phi Delta, thereon in purple. Larger or smaller flags shall be made in the same proportional dimensions.

- C. **The Seal.** The seal shall be the same as the coat of arms except that when used on the flag it shall be two shades of gold or yellow with a brown background.
- D. **The Colors:** The colors of the National Fraternity shall be purple and white.
- E. **The Flower:** The flower of the National Fraternity shall be a white carnation.
- F. **The Song:** The song of the National Fraternity shall be Alpha Phi Delta Rose.
- G. **The Motto:** The motto of the National Fraternity shall be Faciamus, meaning "We do."
- H. **The Pins:** The recognition pin, fraternity pin (badge) and pledge pin of the National Fraternity shall be made of the shape, form, size and material determined by the National Council. The proper place for the recognition pin or pledge pin is directly above the heart on the left lapel. The proper place for the fraternity pin (badge) is on the left side, immediately over the heart.
- I. **Fraternity Days of Special Observance.** The following dates and observances shall hold a place of special devotion for members of Alpha Phi Delta. On these dates it would proper to wear a white carnation or engage in some other action or activity in observance of the special nature of the day.
  - 1. **November 5,** Founders Day;
  - 2. **August 12,** Deceased Brother Remembrance Day (date of Joseph Cangiamilla's death as our first deceased brother);
  - 3. **February 19,** Past National Presidents Day (date of Salvatore LaCorte's Birthday, our first national leader);
  - 4. **September 2,** Open Door Policy Anniversary;
  - 5. **The anniversary day of a chartering** of a member's chapter;
  - 6. **October 12** or the second Monday in October, Columbus Day; and
  - 7. **December 12,** Brother Frank Sinatra's Birthday.

**VII. Robert's Rules of Order.** Unless provided for otherwise in the bylaws or this Constitution, Robert's Rules of Order, Revised shall govern all meetings and proceedings.

**VIII. Definitions.** For purposes of this document and its bylaws these terms will be defined as follows:

- A. **Two-Thirds vote:** Two-thirds of the votes cast, with abstentions and blanks not counted at all.
- B. **Three-Fourths vote:** Three-fourths of the votes cast, with abstentions and blanks not counted at all.
- C. **Majority vote:** At least half of the votes cast plus one, with abstentions and blanks not counted at all.
- D. **Vote Cast:** A vote against or in favor. Abstentions and blanks shall not be counted as votes cast.
- E. **Entity:** refers to an undergraduate chapter or an alumni chapter.

1. **Undergraduate Chapter.** An undergraduate chapter is an entity of the Fraternity made up of students attending a specific school at the time of their initiation. When a charter is granted for an undergraduate chapter, it permits a male student from a specifically designated school to become eligible for membership in the National Fraternity through that chapter. This definition is to be considered notwithstanding Article I, Section II, § A and B, as well as provisions regarding Honorary and Graduate Membership.
  2. **Alumni Chapter.** An alumni chapter may be either an Alumni Club or an Alumni Association. When the general term “Alumni Chapter” or “Alumni Entity” is used it refers to both an Alumni Club and an Alumni Association.
- F. **Expulsion:** The permanent termination of all rights and privileges of membership.
- G. **Suspension:** A temporary period of time during which an entity or member shall be barred from all rights and privileges of membership.
- H. **Probation:** A period of trial and condition to purge an entity or member adjudged to be in violation of any act under this constitution or its bylaws. It shall not bar any entity or member’s rights or privileges unless made a part of the terms of the probation.
- I. **Resolution:** The adoption of a motion, the subject matter of which is not properly a statute of laws; such as an expression of opinion, a vote of thanks, a censure, etc.

## IX. Amendments

- A. **The Constitution.** This Constitution may only be amended at a meeting of the National Council by a two-thirds (2/3) vote.
1. Amendments must be submitted to Central Office sixty (60) days prior to a National Council meeting and circulated by Central Office not later than forty-five (45) days prior.
  2. The legislative committee shall review all circulated amendments; and uncirculated amendments at the discretion of the President.
  3. In the event of an amendment proposed from the floor of a National Council meeting a two-thirds (2/3) vote shall be required to allow consideration of that proposal. If that is attained, a three-fourths (3/4) vote shall be required to approve the amendment.
- B. **The Ritual.** The Ritual of the National Fraternity may be amended in the same manner as this Constitution; however, proposals shall be reviewed by the Ritual Committee instead of the Legislative Committee. At least two-thirds of the entities must be represented in the voting. The Ritual Committee will study and review any suggestions for the Ritual and present its recommendation for approval by the National Council.
- C. **The By-Laws.** The bylaws to this Constitution may be amended by the same procedure used to amend the Constitution, as stated in this Article.

*Note: When the term “chapter” is used it is assumed to be “undergraduate chapter” unless otherwise stated. Alumni Chapters refer to alumni clubs and alumni associations.*

# Bylaws of Alpha Phi Delta Fraternity

PROMULGATED BY CENTRAL OFFICE AS REVISED ON JULY 1, 2016

**Preamble:** We, the brothers of Alpha Phi Delta Fraternity, to facilitate and carry out the objectives of our organization as stated in our constitution, do hereby ordain and adopt these as our bylaws.

## ARTICLE I: Membership

- I. Regular Membership. Membership in the National Fraternity.** A person who has been duly initiated in the National Fraternity is a member of the National Fraternity. A person shall be a member of the chapter through which he was initiated, with such exception as may be made in these bylaws. There shall be two types of membership:
  - A. Undergraduate Membership.** The undergraduate membership shall consist of students who are enrolled for a baccalaureate degree in an accredited college or university who have been initiated into the National Fraternity.
  - B. Alumnus Membership.** Any brother who is not an undergraduate member as described above shall be deemed an alumnus member of the National Fraternity.
- II. Membership in an Undergraduate Chapter.** The membership of an undergraduate chapter shall consist of students who are enrolled for a baccalaureate degree at a college or university where a chartered chapter of the National Fraternity exists. These men are to be of good character and sound mind; and initiated members of the National Fraternity. The following are stipulations and exceptions to these rules.
  - A. Chapter to Chapter Transfer of Membership.** If an undergraduate member moves from the jurisdiction of one chapter of the National Fraternity to that of another, he shall be admitted to the second chapter only after presenting to it transfer credentials showing him to be in good standing with the previous chapter.
  - B. Chapter to Non-Chapter Transfer of Membership.** If an undergraduate member moves from the jurisdiction of a chapter to pursue his studies at school where there is no active chapter of the National Fraternity, he may elect to remain a member of that undergraduate chapter. If he does elect to remain a member of that chapter he will be liable for obligations as such.
- III. Membership in an Alumni Chapter.** The membership of an alumni chapter shall consist of alumni members of the National Fraternity who join that alumni chapter and meet its obligations.
  - A. Status.** A dues paying member of a chartered alumni chapter shall be considered an active member.
  - B. Stipulation on Membership.** A member must be in good standing with his undergraduate chapter to become a member of an alumni chapter.
- IV. Special Membership.** In addition to the regular membership types of the National Fraternity there shall be two types of special membership, namely Graduate Membership and Honorary Membership.

**A. Graduate Membership.** Graduate Membership. Any man of college training shall be eligible for Graduate Membership in the National Fraternity. He shall be entitled to all the rights and privileges of brotherhood and shall be subject to all regulations and obligations of membership. Graduate members are accepted in accordance with the following procedures:

1. For applicants sponsored by an entity
  - a. The applicant must be accepted by a unanimous vote of the entity sponsoring him.
  - b. The name of the applicant must be sent to Central Office no later than forty-five (45) days prior to an announced National Council or Executive Committee meeting.
  - c. The Executive Committee, and then the National Council, must accept the applicant by a two-thirds (2/3) vote.
  - d. The prospective graduate member must meet the requirements of the Ritual.
  - e. The sponsoring entity shall be responsible for full payment of the initiation fee to Central Office for the applicant.
  - f. An entity may only sponsor one (1) graduate member per year.
2. For applicants sponsored by the Vice President for Expansion for alumni of a local fraternity in good standing with a local fraternity seeking affiliation with the National Fraternity.
  - a. The name of the applicant(s) must be sent to Central Office no later than forty-five (45) days prior to an announced National Council or Executive Committee meeting.
  - b. The Executive Committee, and then the National Council, must accept the applicant(s) by a two-thirds (2/3) vote.
  - c. The prospective graduate member(s) must meet the requirements of the Ritual.
  - d. The Vice President for Expansion shall be responsible for full payment of the initiation fee to Central Office for all applicants.
  - e. The Vice President for Expansion shall only sponsor graduate members prior to establishment of the local fraternity seeking affiliation with the National Fraternity as a new Chapter.

**B. Honorary Membership.** Any man who has fostered aims and purposes similar to those of the National Fraternity or who has shown a dedication and devotion to the needs of his community shall be eligible for Honorary Membership in the National Fraternity. An honorary member shall be entitled to all of the rights and privileges of brotherhood except that he shall not hold office or be entitled to vote. Honorary members are accepted in accordance with the following procedures:

1. For applicants sponsored by an entity
  - a. The applicant must be accepted by a unanimous vote of the entity sponsoring him.

- b. The name of the applicant must be sent to Central Office no later than forty-five (45) days prior to an announced National Council or Executive Committee meeting.
        - c. The Executive Committee, and then the National Council, must accept the applicant by a two-thirds (2/3) vote.
        - d. An entity may only sponsor one (1) honorary member per year.
- 2. The Vice President for Expansion shall sponsor deceased alumni applicants of a local fraternity seeking affiliation with the National Fraternity .
  - a. The name of the applicant(s) must be sent to Central Office no later than forty-five (45) days prior to an announced National Council or Executive Committee meeting.
  - b. The Executive Committee, and then the National Council, must accept the applicant(s) by a two-thirds (2/3) vote.
  - c. The Vice President for Expansion shall only sponsor honorary members prior to establishment of the local fraternity seeking affiliation with the National Fraternity as a new Chapter .

**V. Restrictions**

- A. General Restrictions.** Members of the National Fraternity are expressly forbidden from joining any other undergraduate fraternity with the sole exception of those that are professional, honorary or scholastic.
- B. Termination:** After a man has been initiated into the National Fraternity his membership shall continue for life unless expelled as provided for in the Constitution or bylaws. A brother who seeks removal from membership in the fraternity shall be deemed in violation of his Oath of Brotherhood. Thus upon completing the appropriate forms or correspondence with Central Office, the National Secretary shall affirm, in writing, his irrevocable removal from membership. This shall be reported to the National Council at its next meeting.

## **ARTICLE II: Proposal & Election of Members in an Undergraduate Chapter**

- I. Eligibility for Membership.** Any student who is enrolled at an accredited college or university for a baccalaureate degree and is of good moral character is eligible for membership. He may not have been expelled from a National Fraternity or currently be a member of any other undergraduate fraternity with the sole exception of those which are professional, honorary or scholastic. Candidates for Membership: No man shall be a candidate for membership, neither considered as such, nor initiated unless his cumulative Grade Point Average (G.P.A.) is at least a 2.0 on a traditional 4.0 scale. First term freshman are exempted from this rule as they have not yet achieved an official collegiate G.P.A. Each candidate for membership must sign a membership agreement which will be in the form prescribed by the National Fraternity.
- II. Consideration for Membership.** With the consent of a majority of the members in good standing of the undergraduate chapter, the Pledgemaster shall announce the names of those being accepted into the pledge program. All such men must meet the heretofore mentioned eligibility requirements.
- III. Election to Membership**
  - A. Nomination of Candidate.** The Pledgemaster shall propose to the chapter the names of the prospective member with such other information he may deem necessary.
  - B. Election to Membership of Candidate:** The candidate shall be elected by a unanimous vote of the members in good standing present at a meeting of the chapter or special meeting, one of the announced purposes of which shall be to vote upon the candidate's acceptance. The action shall be by an open vote.
    - 1. Casting of Adverse Votes.** When adverse votes have been recorded, the following procedures shall apply to the election consideration:
      - a) One adverse vote.** A candidate rejected by one (1) adverse vote on the first ballot may be reconsidered at a subsequent meeting wherein up to three ballots may be held to determine his acceptance or rejection into the National Fraternity. After the third ballot, if still receiving an adverse vote, the candidate shall be deemed not elected to membership.
      - b) Two adverse votes.** A candidate having two (2) votes against him on the first ballot may be again proposed for membership after the expiration of three months from the date of his original rejection.
      - c) Three or more adverse votes.** A candidate receiving three (3) or more adverse vote shall be rejected without reconsideration by that chapter.
- IV. Recording of Membership and Initiation Fee:** Payment of the initiation fee shall be made prior to formal initiation. After the recording of the receiving of the initiation fee by Central Office the member shall be entitled to a membership certificate in the form and character authorized by the National Council, a copy of the Constitution of the National Fraternity and an officers directory. The National Secretary shall add the member's name to the official roll of the National Fraternity.

### **ARTICLE III: Government & Structure of the National Fraternity**

- I. The Executive Officers. The following are the Executive Officers of the National Fraternity, they shall also be referred to interchangeably as the National Officers.
  - A. **Enumeration of Executive (National) Officers.** The Executive Officers of the National Fraternity shall be as follows: The President, the National Vice President, the National Secretary, the National Treasurer, the National Chaplain, the National Historian, the Kleos Editor, the District Governors, and the Vice Presidents: Undergraduate Affairs, Alumni Affairs, Expansion, Public Relations and Member Education.
    1. **Eligibility of Office.** No member of the Alpha Phi Delta executive committee, in an appointed or elected position shall be a director on the Alpha Phi Delta Foundation. If he is at the time of election or appointment the election or appointment shall be void unless he resigns from the Foundation prior to taking office. If at some point during his term he becomes a board member on the foundation the officer shall be removed from office and the position deemed vacant.
  - B. **Qualification, Rules for Elections and Terms of Office.**
    1. **General Rules.** The following are regulations regarding the election and appointment of the Executive Officers of the National Fraternity:
      - a) **President and National Vice President.** The President and the National Vice President, as stated in the Constitution, shall be elected annually during the annual meeting of the National Council. These elections shall be by majority vote and their term shall be from July 1 to June 30. The National President and National Vice President shall be limited to four consecutive elective terms of office.
        - (1) The President shall be elected first, then the National Vice President.
        - (2) Candidates for President and National Vice President must have their candidacy declared in person prior to the conclusion of the first session of the annual meeting of the National Council.
        - (3) Candidates for President and National Vice President must state their plans and policies prior to election.
        - (4) Violations of rules (2) or (3) above shall constitute disqualification.
      - b) **The District Governors.** The Governors of the several districts shall be elected, as stated in the constitution, at their respective District Conventions by the chapters and alumni clubs of that district. The election shall take place no later than June 1. Each entity shall have one (1) vote. The Governor of a district shall be an alumnus member in good standing and shall not serve more than eight (8) consecutive terms. Their terms of office shall be from July 1 to June 30.

- (1) **The Assistant District Governors.** The Assistant Governors of the several districts shall be elected at their respective District Conventions in the same manner as the District Governors. They shall:
  - (a) Serve as District Governor in the event of a vacancy in that office or serve temporarily in that post in the event of suspension or physical incapacity of the District Governor.
  - (b) Serve in the District Governor's place at meeting of the Executive Committee or National Council provided that the District Governor gives written notification of this fact to Central Office prior to that meeting.
- c) The Vice President for Undergraduate Affairs shall be elected by the members of the Undergraduate Coordinating Committee by majority vote before the final session of the annual meeting of the National Council. He must be an undergraduate member. His term shall be from July 1 to June 30.
- d) The National Secretary, National Treasurer and the National Chaplain shall be appointed annually by the President immediately following the election of the National Vice President. These appointments must be ratified by the National Council. They shall be alumni members. Their terms shall be from July 1 to June 30.
- e) The Vice Presidents for Expansion, Cultural Affairs, Public Relations and Member Education shall be appointed annually by the President immediately following the appointment of the National Secretary. These appointments must be ratified by the National Council. They shall not serve more than four (4) consecutive years. Their terms shall be from July 1 to June 30.
- f) The Kleos Editor shall be appointed annually by the President immediately following the appointment of the Vice Presidents. This appointment must be ratified by the National Council. He shall be an alumnus member. His term shall be from July 1 to June 30.
- g) The Vice President for Alumni Affairs shall be elected by the members of the Alumni Coordinating Committee by majority vote before the final session of the annual meeting of the National Council. He must be an alumnus member. His term shall be from July 1 to June 30.
- h) The National Historian shall be appointed annually by the President immediately following the appointment of the Kleos Editor. The National Council must ratify this appointment. He shall be an alumnus member. His term shall be from July 1 to June 30.

## 2. **Exceptions and Stipulations**

- a) **Vacant Offices.** If a President chooses to leave an appointed office vacant, he may subsequently fill the office by appointment subject to ratification by the National Council. If that appointment is made after July 1 it shall not count in the calculation of tenure.
  - b) **Presidential and National Vice Presidential Simultaneous Vacancy.** In the event of a simultaneous vacancy in the office of President and National Vice President, the National Secretary shall call a meeting of the National Council, with at least thirty (30) days notice, for the sole purpose of electing a President and Executive Vice-President. The National Secretary shall serve as President for the duration of that particular emergency.
3. **Duties, Powers and Responsibilities.** The Executive Officers of Alpha Phi Delta shall have the following duties, powers and responsibilities:
- a) **The President.** The President of the National Fraternity, also known as the National President shall inspire and lead the National Fraternity. He shall:
    - (1) Execute and uphold the Articles of the Constitution and these By-laws and carry out all of the decisions of the National Council. He shall perform all duties ordinarily incumbent upon a chief executive officer.
    - (2) Convene and preside over meetings of the National Council and Executive Committee, where he would only vote to break a tie or where his vote would change the outcome.
    - (3) He shall appoint annually, except where otherwise provided, the several Vice Presidents, National Secretary, Kleos Editor, National Historian, National Chaplain, the chairmen of Resolutions, IT, Legislative and Budget and Audit Committees and other staff deemed necessary to carry out the duties of his office.
    - (4) Supervise the bonding of the National Treasurer and select a Certified Public Accountant to audit the books of said National Officer when necessary.
    - (5) Recommend items for the proposed budget to the National Treasurer. He shall review the budget prior to its submission to the Budget and Audit Committee.
    - (6) Supervise the activities of the Executive Committee.
    - (7) Visit every entity annually, where practicable.
    - (8) Serve as an advocate for our Undergraduate Chapters to external authorities and institutions, and shall act on behalf of the best interest of the Fraternity and the Undergraduate Chapters. He shall consult with rele-

vant Governors and their Advisory Committees, as appropriate, and where applicable .

- (9) Subject to ratification by the Executive Committee within ten (10) days thereof, place on probation, suspend or remove for cause any member, elected officer or entity. Appointed officers may be removed at the discretion of the President.
  - (9) Report to the National Council and/or the Executive Committee on the state of the National Fraternity. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- b) The National Vice President.** The National Vice President of the National Fraternity shall support the President in the execution of his duties. He shall:
- (1) Ascend to the position of President in the event of a vacancy in that office.
    - (a) A vacancy shall occur whenever the person holding the office of National President should die, resign, be removed for cause or be disabled for physical or mental incapacity. The Executive Committee shall by an affirmative vote of two-thirds of its entire voting membership determine that a vacancy exists because of physical or mental incapacity.
  - (2) Preside at meeting of the National Council and Executive Committee with full authority of the President in the absence of the President.
  - (3) Visit each entity annually, where practical.
  - (4) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- c) The National Secretary.** The National Secretary shall serve as secretary of the National Fraternity, the National Council and Executive Committee and be part of Central Office; he shall conduct their correspondence. He shall:
- (1) Distribute to all entities and National Officers the reports of all National Officers as well as the minutes of the meetings of the National Council and the Executive Committee. He shall have a copy of such reports available and compiled for each delegate at the opening session of the National Council meeting.
  - (2) Distribute membership certificates, the Constitution and bylaws, the directory, the Ritual, the History, the

Song Book, good-standing cards and the Kleos. He shall also supervise the distribution of fraternity jewelry, stationary, record books and forms, etc.

- (3) Designate an editor for the Directory of the National Fraternity when the need arises.
  - (4) Write and disseminate the monthly Chapter Letter to all entities and National Officers.
  - (5) Receive and transmit to the appropriate committee the nominations for national awards
  - (6) Have custody and keep current all records (membership and otherwise), documents, correspondence, all Kleos issues, the Seal and Official History of the National Fraternity, and an accurate record of all legislation passed by the National Council. The aforementioned legislation shall be distributed annually to all entities, national officers and delegates of the National Council.
  - (7) Inspect at anytime all books, records and bylaws of all entities.
  - (8) Discharge responsibilities delegated by the President.
  - (9) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- d) **The National Treasurer.** The National Treasurer shall serve as treasurer of the National Fraternity, the National Council and Executive Committee; he shall be part of Central Office. He shall:
- (1) Direct the financial activities of the National Fraternity. This shall include receiving and acting as custodian for all funds of the National Fraternity and making disbursements for debts incurred and appropriations made by the National Council.
  - (2) Collect or cause the collection of all monies owed to the National Fraternity by whatever means deemed necessary.
  - (3) Chair both the Finance and the Credentials Committees at meetings of the National Council.
  - (4) Submit a financial report of the National Fraternity to the Budget and Audit Committee, the National Council and the National Officers by the opening session of the National Council.
  - (5) Prepare a proposed budget, with recommendations from the President, for the coming fiscal year which

shall be submitted for consideration to the Budget and Audit Committee by the opening session of the National Council.

- (6) Distribute to delegates, National Officers and alumni chapter presidents, at the opening session of National Council meetings, a list of the undergraduates who left their chapter for any cause or who are delinquent in payment. He shall publish a list, at least twice annually, of all delinquent entities.
  - (7) Be bonded by a reputable bonding company.
  - (8) Discharge responsibilities delegated by the President.
  - (9) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- e) **The Vice President for Undergraduate Affairs.** The Vice President for Undergraduate Affairs shall inspire the undergraduate chapters in the ideals of the National Fraternity. He shall:
- (1) Carry out legislation of the National Council as it relates to undergraduates.
  - (2) Chair the Undergraduate Coordinating Committee
  - (3) Assist the District Governors in matters concerning undergraduates.
  - (4) Discharge responsibilities delegated by the President.
  - (5) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- f) **The Vice President for Alumni Affairs.** The Vice President for Alumni Affairs shall inspire the alumni in the ideals of the National Fraternity and promote the activities of alumni chapters. He shall:
- (1) Carry out legislation of the National Council as it relates to alumni.
  - (2) Conduct programs to activate unaffiliated alumni including recruitment of alumni to join or start area alumni chapters.
  - (3) Chair the Alumni Coordinating Committee
  - (4) Assist the District Governors in matters concerning alumni.

- (5) Discharge responsibilities delegated by the President.
  - (6) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- g) **The Vice President for Expansion.** The Vice President for Expansion shall promote the expansion of the National Fraternity at the undergraduate and alumni levels. He shall:
- (1) Be responsible for identification and colonization of prospective undergraduate and alumni chapters as well as for the reactivation undergraduate and alumni chapters.
  - (2) Develop leads and contacts and arrange for proper follow-up.
  - (3) Chair and appoint the Expansion Committee
  - (4) Discharge responsibilities delegated by the President.
  - (5) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- h) **The Vice President for Public Relations.** The Vice President for Public Relations shall promote the National Fraternity by providing relevant fraternity information to the public. He shall:
- (1) Coordinate with the National Officers, entities and members, the gathering of information relevant to the National Fraternity. He shall coordinate the publication of such newsworthy items in local and regional media.
  - (2) Chair and appoint the Public Relations Committee
  - (3) Discharge responsibilities delegated by the President.
  - (4) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- i) **The Vice President for Cultural Affairs.** The Vice President for Cultural Affairs shall direct the cultural activities of the National Fraternity. He shall:
- (1) Organize a cultural program for the National Fraternity.

- (2) Chair and appoint the Cultural Affairs Committee
  - (3) Discharge responsibilities delegated by the President.
  - (4) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- j) **The Vice President for Member Education.** The Vice President for Member Education shall provide educational material and leadership sessions to the National Fraternity. He shall:
- (1) Organize the Leadership Conferences and Educational Sessions for the National Fraternity.
  - (2) Chair and appoint the Member Education Committee.
  - (3) Discharge responsibilities delegated by the President.
  - (4) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- k) **The National Chaplain.** The National Chaplain shall be the spiritual adviser of the National Fraternity. He shall:
- (1) Chair the Ritual Committee.
  - (2) Preside over the annual memorial service held at least annually
  - (3) Open sessions of the National Council and the Executive Committee with a prayer as well as organizing or presiding over religious services held at the National Convention.
  - (4) Report annually, if he so chooses, to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- l) **The National Historian.** The National Historian shall be the keeper of records and preserve the history of Alpha Phi Delta in any media including electronic, physical, and typographical. He shall:
- (1) Chair and appoint members to the Historic Preservation Committee.
  - (2) Discharge responsibilities delegated by the President.

- (3) Work closely and in conjunction with the National Secretary and Kleos Editor.
  - (4) Report to the National Council and/or Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
  - (5) Document and log major events for historical purposes. Provide an update to the Chapter Letter on a monthly basis.
  - (6) Maintain a database of all items deemed to have a historical value by the National Council, Executive Committee, or the Historic Preservation Committee.
- m) **The Kleos Editor.** The Kleos Editor shall publish the Kleos. He shall:
- (1) Chair and appoint the Kleos Committee
  - (2) Discharge responsibilities delegated by the President.
  - (3) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- n) **The District Governor.** The District Governor shall lead, inspire and strengthen the entities in his district. He shall:
- (1) Preside at district conventions in his district.
  - (2) Coordinate the activities of the Executive Committee in his district.
  - (3) Visit each entity in his district at least twice a year and audit books of the entities when deemed necessary.
  - (4) Instruct delegates from his district on any business that an entity may wish to bring to the attention of the National Council.
  - (5) Delegate to his Assistant District Governor any duties or obligations he may deem necessary.
  - (6) Approve and preside at all initiations held by chapters of his district. If he is unable to attend he shall arrange for a National Officer or the Assistant District Governor to represent him.
  - (7) To assist in planning and implementing rushing, pledging and chapter management programs.
  - (8) Discharge responsibilities delegated by the President.

- (9) Appoint one (1) member to the Undergraduate Coordinating Committee.
- (10) Appoint an alumnus advisor to each undergraduate chapter in his district if he deems necessary.
  - (a) The alumnus advisor shall act to support encourage and train the chapter in certain matters as directed by the District Governor. He shall also report to the District Governor on matters concerning the chapter. He shall have no official standing with the chapter and act only in an advisory capacity.
- (11) Report to the National Council and/or the Executive Committee on his activities. Such reports are to be submitted to Central Office no later than 45 days before the first session of the National Council and/or Executive Committee meeting.
- (12) Be an alumnus in good standing with the National Fraternity.

**II. Central Office.** The National Secretary and the National Treasurer shall together form the Central Office of the National Fraternity. Central Office shall serve as the National Headquarters of the National Fraternity.

### **III. The National Council.**

- A. Meetings.** The National Council shall meet annually. The meetings shall be called The Annual Meeting of the National Council. Other meetings shall be called Special Sessions of the National Council.
  - 1. The Annual Meetings.** The Annual Meeting shall be convened by the National President between January 15 and March 31. Notice of the Annual Meeting shall be made to the entities and members at least ninety days (90) prior to the meeting.
  - 2. Special Meeting.** Special Meetings of the National Council may be called by the National President at a place and time determined by the President. Notice of a special meeting shall be made to the entities at least sixty days (60) prior to the meeting.
  - 3. Chairman.** Meetings of the National Council shall be presided over by the President.
  - 4. Quorum.** A quorum for the National Council shall be a majority of the possible voting membership.
- B. Finances**
  - 1. Expenses.** Approved Annual National Council Meeting expense reimbursement shall be those established by the Executive Committee.
  - 2. Delegates.** Delegates to the National Council shall be the representatives from the entities.

- a) **Reimbursement.** The National Treasurer shall pay approved expenses to undergraduate chapter delegates. Alumni chapter delegates shall not be reimbursed.
    - b) **Reduction in Expense Reimbursement.** A delegate's approved Annual National Council Meeting reimbursement shall be reduced pro rata for each absence from a business session, unless he has been excused by the President of the National Fraternity.
  - 3. **Officers' Reimbursement.** The National Treasurer shall pay approved expenses to National Officers.
- C. **Committees.** The standing committees of the National Council shall be: the Executive, Undergraduate Coordinating, Alumni Coordinating, Kleos, Expansion, Public Relations, Cultural Affairs, Member Education, Finance, Credentials, Ritual, Budget and Audit, Legislative, Resolutions, IT, Historic Preservation and Awards Committees. The President may form other committees on an ad-hoc basis.
  - 1. **The Executive Committee:** The Executive Committee shall be composed as stated in the Constitution.
    - a) **Meetings.** The Executive Committee shall meet as mandated in the Constitution. Additional meetings of the Executive Committee may be called by the National President or by petition of two-thirds (2/3) of the voting membership of the Executive Committee.
    - b) **Membership.** The membership of the Executive Committee shall be composed as stated in the Constitution. However, other officers of the fraternity may be compelled to appear before the committee or report to it.
    - c) **Chairman.** Meetings of the Executive Committee shall be presided over by the President, who shall vote only in the event of a tie or where his vote shall change the outcome.
    - d) **Quorum.** A quorum for the Executive Committee shall be a simple majority of the voting membership.
    - e) **Disciplinary Powers.** The Executive Committee shall act as a tribunal to hear appeals of members expelled by undergraduate chapters. It shall also place on probation, suspend or remove for cause, any member or entity by an affirmative two-thirds (2/3) vote. It shall also approve disciplinary action taken by the President within ten (10) days of such action.
    - f) **Absences.** A National Officer who is absent from a meeting of the Executive Committee without good cause, the validity to be determined by the Executive Committee, may be subject to suspension from office at the discretion of the President.
  - 2. **The Undergraduate Coordinating Committee** shall consist of one (1) member from each undergraduate chapter, plus one (1) member appointed by each District Governor, plus the Vice President for Undergraduate Affairs who shall chair the committee. The committee shall assist the Vice President for Undergraduate Affairs in carrying out his duties.

3. **The Alumni Coordinating Committee** shall consist of one (1) member from each alumni chapter and the Vice President for Alumni Affairs who shall chair the committee. The committee shall assist the Vice President for Alumni Affairs in carrying out his duties.
4. The Kleos Committee shall consist of members appointed by the Kleos Editor who shall serve as chairman. The committee shall assist the Kleos Editor in carrying out his duties.
5. **The Expansion Committee** shall consist of members appointed by the Vice President for Expansion who shall serve as chairman. The committee shall assist the Vice President for Expansion in carrying out his duties.
6. **The Public Relations Committee** shall consist of members appointed by the Vice President for Public Relation who shall serve as chairman. The committee shall assist the Vice President for Public Relation in carrying out his duties.
7. **The Cultural Affairs Committee** shall consist of members appointed by the Vice President for Cultural Affairs who shall serve as chairman. The committee shall assist the Vice President for Cultural Affairs in carrying out his duties.
8. **The Member Education Committee** shall consist of members appointed by the Vice President for Member Education who shall serve as chairman. The committee shall assist the Vice President for Member Education in carrying out his duties.
9. **The Financial Affairs Committee** shall consist of members appointed by the National Treasurer who shall serve as chairman. The committee shall assist the National Treasurer in carrying out his duties.
10. **The Credentials Committee** shall consist of the National Treasurer and the National Secretary. The committee shall properly seat all delegates at meetings of the National Council upon determining their good standing with the National Fraternity.
11. **The Ritual Committee** shall consist of at least three (3) members appointed by the President. The National Chaplain shall serve as chairman. The committee shall assist the Chaplain in studying and reviewing suggestions for the Ritual. The committee's recommendations shall be presented to the National Council.
12. **The Budget and Audit Committee** shall be appointed by the President. The committee shall review the proposed annual budget. The committee shall also: recommend the proposed budget to the National Council for adoption as appropriate; supervise the audit of the National Fraternity; review the audited financial statement of the National Fraternity and report on that review at the National Council meeting; recommend budgetary and audit standards for the entities; and make budget recommendations to the President prior to the National Council meeting if so requested.
13. **The Legislative Committee** shall consist of at least three (3) members and a chairman appointed by the President. The committee shall review, discuss and report on all amendments to the Constitution or legislation

presented for consideration to the National Council. It shall also recommend legislation for consideration by National Council.

14. **The Resolutions Committee** shall consist of at least three (3) members and a chairman appointed by the President. The committee shall make recommendations to the National Council on matters of opinion and expression.
15. **The Awards Committee** The Awards Committee. The Awards Committee shall consist of seven (8) sub-committees, one for each award category: Outstanding Chapter, Outstanding Alumni Club, Outstanding Alumni Association, Outstanding Undergraduate, Outstanding Alumnus, Most Improved Chapter, Outstanding Community Service, and Outstanding District. Petitions for awards must be submitted to the Executive Secretary no later than sixty (60) days prior to the start of the National Convention, in writing via United States mail, an express mail service, by electronic mail or by facsimile. Submission of any awards-related material directly to the Awards Committee Chairman (or any member of any sub-committee) bypassing the Executive Secretary shall be declared invalid.
  - a) [The sub committees shall] be comprised of three (3) members; the chairman of the subcommittee to be appointed by the Awards Committee Chairman and the remaining two (2) to be appointed either directly by the Awards Committee Chairman, or at his discretion, by the subcommittee chairman.
  - b) The selection of the recipient shall be at the discretion of each subcommittee.
  - c) [The sub committees shall] operate independently of each other, without knowledge of the others' proceedings and decisions.
  - d) Any sub-committee may choose not to give an award in a given year.
  - e) The Outstanding District Award shall be based on: the percentage of district growth, the district retention rate, over-all philanthropy and alumni activities as well as the judgment of the sub-committee.
  - f) The Expansion Award will be given to a brother, nominated by the President or Vice President for Expansion and approved by two-thirds (2/3) vote of the Executive Committee. This award is not meant to be given out on an annual basis. But unlike the other awards, it may be given to multiple recipients in a given year but only one brother per project; but not required.
  - g) The Pioneer Award will be given to a brother, nominated by the President or VP for Expansion and approved by two-thirds (2/3) vote of the Executive Committee. This award is not meant to be given out on an annual basis. But unlike the other awards, it may be given to multiple recipients in a given year but only one brother per project, but is not required. A brother who is a member of the chartering or re-activation group for an undergraduate chapter can only be eligible for the award

- h) The Vincent Larcy Communication award will be given to a brother, nominated by the President or Kleos Editor and approved by two-thirds (2/3) vote of the Executive Committee. This award is not meant to be given out on an annual basis.
- h) The Lifetime Achievement award will be given to a brother, nominated by the President or Executive Vice President and approved by two-thirds (2/3) vote of the Executive Committee. This award is not meant to be given out on an annual basis.
- i) A brother may only receive each of the following awards once: Outstanding Undergraduate, Outstanding Alumnus, Vincent Larcy Communication and Lifetime Achievement.
- j) The “Faciamus Pin” shall be awarded to undergraduate brothers who demonstrate the passion and drive that defines a brother exemplifying activity and support. There is no limit on the number of undergraduates who can earn this pin each year, although a brother may only earn one (1) pin per year. The pin qualifications are tabulated from September 1 through the start of the National Convention. In order to be eligible for the “Faciamus Pin” an undergraduate brother must:
  - (1) visit an undergraduate chapter 100 or more miles from his own undergraduate chapter (for a non-mandatory event);
  - (2) attend the Annual Meeting of the National Council, either as a delegate or observer;
  - (3) be present at the Award Banquet of the National Convention to be presented with the pin.

**16. The Historic Preservation Committee** shall consist of at least three (3) members appointed by the President. The National Historian shall serve as chairman. The committee shall review and discuss the importance and relevance of certain historical documents. The committee shall recommend the archival of documents and other items deemed appropriate to archive. The committee shall also work in conjunction with the National Secretary and Kleos Editor to store items of importance. In addition, the committee shall assist the Historian in the submission of historical facts concerning National Fraternity to the Chapter Letter on a monthly basis. The committee shall document current events and report on an annual basis. This report shall be presented to the National Council and may be used in the publications of National Fraternity. The committee shall maintain contact with entity Historians to determine possible additions to the National Archives.

**17. The IT Committee** shall consist of at least three (3) members and a chairman appointed by the President. The Committee will also include a Webmaster appointed by the President as well. The committee will maintain the fraternity database and website including updating content, running reports as needed and recommending new technologies that the Fraternity can use for everyday office functions and for long term projects. The committee will also be charged with updating the apd.org e-mail addresses, such that they direct to the appropriate officer, commit-

tee chairmen and entity Presidents. The Alpha Phi Delta forums residing on the fraternity website will be moderated by this committee as well. All information technology and information systems will fall under the purview of this committee.

- IV. National Convention.** (referred to interchangeably as the Summer Convention) The National Convention shall be held between June 30 and September 15 of each year at a time and place to be determined by the President or his authorized representative. The Executive Committee shall meet during the National Convention for the purpose of reporting on the state of the National Fraternity and its constituents, as well as for dealing with necessary matters.
- V. District Conventions.** District Conventions shall be held annually on or before June 1. No expense for this event shall be borne by the National Fraternity's treasury.
  - A.** Any laws or resolution passed at a district convention shall have force and effect only upon the entities of that district.
  - B.** The report of the district convention, including the results of the election for Governor and Assistant District Governor, shall be submitted to Central Office by the District Governor or District Secretary no later than two (2) weeks after the convention.
- VI. District Structure.** The structure of the districts of the National Fraternity shall adhere to the following requirements:
  - A. Districts.** A district shall be composed of at least two (2) entities, with at least one entity as an undergraduate chapter. In the event that a particular chapter within a district is unreasonably inaccessible to the district governor, a local assistant district governor is to be installed as provided in these bylaws.

## **ARTICLE IV: Structure and Organization of the Undergraduate Chapters**

- I. The Undergraduate Chapters.** The National Fraternity will establish undergraduate chapters under such rules and by such regulation ordained under the Constitution and within these bylaws.
  - A. The Officers.** The officers of an undergraduate chapter shall consist of those designated in the Constitution. Other elected or appointed officers may be determined by the chapter's bylaws. **[B]**(sic) Chapters must report the cumulative Grade Point Averages of its members to Central Office in the first fourteen (14) days of each term. If at any time it is found that a chapter is falsifying such information disciplinary action will be appropriate.
    - 1. Qualification, Rules for Elections and Terms of Office.** The officers of the chapter shall be elected annually by elections to be held not later than sixty (60) days after the start of the calendar year, with no officer taking office before January 1 of that year.
      - a)** The officers of an undergraduate chapter shall be chosen from its membership; all candidates for office must be in good standing with the chapter at the last regular meeting preceding the election of officers.
      - b)** Each elected officer shall serve until his successor has been elected
      - c)** Within one (1) week of the completion of elections, a list of the elected officers and their addresses shall be mailed to Central Office.
      - d)** The Secretary and Treasurer may be the same person, as may the Historian and Chaplain.
      - e)** No brother shall be elected to office in a chapter unless his cumulative G.P.A. is at least a 2.0 on a traditional 4.0 scale.
    - 2. Vacancies.** Any vacancy other than the President's position may be filled in accordance with procedures adopted in the bylaws of the chapter. A vacancy in the President's position shall result in the ascendancy of the Vice President to that position.
    - 3. Duties, Powers and Responsibilities.** The officers of the undergraduate chapter shall have the following duties, powers and responsibilities:
      - a) The President.** The President shall lead, inspire and serve as presiding officer of the chapter. He shall:
        - (1)** Enforce adherence to and perform all such acts required by the Constitution, bylaws, regulations and Ritual of the National Fraternity, as well as to the bylaws of the chapter.
        - (2)** Preside over meetings of the chapter, where he shall vote only to break a tie or where his vote may change the outcome.
        - (3)** Convene special meetings of the chapter in accordance with provisions of the bylaws of the chapter.
        - (4)** Approve all orders of monies to be expended.

- (5) Appoint all committees not otherwise provided for.
  - (6) Appoint a delegate to the Undergraduate Coordinating Committee.
- b) **The Vice President.** The Vice President shall assist the President in carrying out his duties. He shall:
- (1) Have the same powers as the President in case of the latter's absence, sickness, death or disability.
  - (2) Perform duties assigned to him by the President or bylaws of the chapter.
- c) **The Secretary.** The Secretary shall conduct correspondence of the chapter unless otherwise directed or delegated. He shall:
- (1) Maintain a record of the name, address and phone number of each member of the chapter. He shall send a roster of such information to Central Office at the start of each academic semester.
  - (2) Report to Central Office and the District Governor, immediately, the names, addresses and phone numbers of elected officers.
  - (3) Report to Central Office and the District Governor, immediately, the names of expelled members, with information pertinent thereto.
  - (4) Maintain the official minutes of meetings of the chapter and keep custody of all papers and documents. He shall surrender all of the aforementioned to his successor after the latter has taken office.
  - (5) Perform duties assigned to him by the President or bylaws of the chapter.
  - (6) Produce a chapter newsletter, when and where feasible, unless that job has been otherwise delegated.
- d) **The Treasurer.** The Treasurer shall conduct all financial operations of the chapter. He shall:
- (1) Keep an accurate record of accounts between the chapter and its members of all monies received by and owing to the chapter or due to National Fraternity.
  - (2) Pay by check with his and the President's signature all orders for money authorized by the chapter.
  - (3) Keep a correct account of all disbursements.
  - (4) Report on the condition of the chapter's finances as the bylaws of the chapter may provide for and when requested by the National Treasurer or District Governor.
  - (5) Collect all initiation fees and chapter dues promptly.

- (6) Forward all National Fraternity dues, fees and assessments promptly to the appropriate National Officer.
  - (7) Have his accounts prepared for settlement at the annual election of officers and deliver to his successor, or to a committee appointed to audit them, all books and monies in his possession belonging to the chapter.
  - (8) Submit any of his books and records for examination upon demand by Central Office, the District Governor, the alumnus advisor or any member of the chapter.
- e) **The Pledgemaster.** The Pledgemaster shall conduct the complete pledge period of the chapter under the supervision of the chapter President under such rules, which may be established by the National Council. He shall:
- (1) Propose to the chapter the names of prospective pledges.
  - (2) Submit a proposed calendar for the pledge period to the chapter at a regular meeting; it shall be subject to the approval of the chapter by majority vote.
  - (3) Arrange and conduct pledge meetings.
  - (4) Be responsible for the action and orientation of the pledges.
- f) **The Historian.** The Historian shall serve as a historical record keeper of the chapter. He shall:
- (1) collect and record all data which in his opinion or that of the chapter, shall prove of historical value to the chapter and National Fraternity.
  - (2) act as a Kleos reporter unless that position has been otherwise delegated.
- g) **The Chaplain.** The Chaplain shall be the spiritual leader of the chapter. He shall:
- (1) Conduct services, on occasions, as may be appropriate which are authorized and approved by the chapter.

**B. Committees.** Each chapter shall have a Judiciary committee and as many additional standing committees as are necessary to conduct the business of the chapter. These committees may include, but are not limited to: a Pledging Committee, an Alumni Club Liaison Committee, a House Committee, an Interfraternity Council Committee, an Academic Standards Committee, a Social Committee, a Rush Committee, etc.

1. **The Judiciary Committee.** The Judiciary Committee shall be composed of three members, a chairman appointed by the President and two other members elected by the chapter. The Judiciary Committee shall:

- a) Receive in writing formal charges from any member(s) of the chapter, including members of the Judiciary Committee, against any member(s) of the chapter for nonfeasance, misfeasance or malfeasance in office or persistent violation of the laws of the National Fraternity or chapter.
  - b) Investigate and adjudicate those charges and return them to the chapter endorsed as being true or untrue as warranted, in accordance with the procedures regarding probation, suspension and expulsion elsewhere in these bylaws.
  - c) Represent the chapter before an appellate body in case of an appeal by a member receiving an adverse judgment.
2. **Stipulation Regarding the Judiciary Committee.** If the defendant is a member of the judiciary committee he shall be disqualified from acting in the matter and the President shall appoint a member to the vacant seat until the matter is resolved. If the matter is resolved in favor of the defendant, he shall be automatically reinstated to the Judiciary Committee. In the event of an unfavorable decision that results in his suspension (or probation bearing on serving on the Judiciary Committee) then a vacancy shall exist on the Judiciary Committee and shall be filled by election.
3. **Other Committees.** All other standing committees of the chapter shall be composed of as many members as determined by the President or the chapter bylaws.
  - a) The President shall appoint the chairman of each committee, with such exceptions as may be made in the chapter bylaws
  - b) A Committee chairman shall select the members of his committee.

## **ARTICLE V: Structure and Organization of the Alumni Chapters**

- I. **The Alumni Clubs.** The National Fraternity will establish alumni clubs under such rules and by such regulation ordained under the Constitution and within these bylaws.
- A. **The Officers.** The officers of an alumni club shall consist of all the positions designated in the Constitution. Other elected or appointed officers may be determined by the alumni club's bylaws.
  1. **Qualification, Rules for Elections and Terms of Office.** The officers of the alumni club shall be chosen annually.
    - a) The officers of an alumni club shall be chosen from its membership; all candidates for office must be in good standing with the National Fraternity and the alumni club at the last regular meeting preceding the selection of officers.
    - b) Each officer shall serve until his successor takes office.
    - c) Within one (1) week of taking office, a list of the new officers and their addresses shall be mailed to Central Office.
    - d) The Secretary and the Treasurer may be the same person, as may the Historian and the Chaplain.
  2. **Vacancies.** Any vacancy other than the President's position may be filled in accordance with procedure adopted in the bylaws of the alumni club. A vacancy in the President's position shall result in the ascendancy of the Vice President to that position.
  3. **Duties, Powers and Responsibilities.** The officers of the alumni club shall have the following duties, powers and responsibilities:
    - a) **The President.** The President shall lead, inspire and serve as presiding officer of the alumni club. He shall:
      - (1) Enforce adherence to, and perform all such acts required by, the Constitution, bylaws, and regulations the National Fraternity, as well as to the bylaws of the alumni club.
      - (2) Preside over meetings of the alumni club, where he shall vote only to break a tie or where his vote may change the outcome.
      - (3) Convene special meetings of the alumni club in accordance with provision of the bylaws of the alumni club.
      - (4) Appoint all committees not otherwise provided for.
    - b) **The Vice President.** The Vice President shall assist the President in carrying out his duties. He shall:
      - (1) Have the same powers as the President in case of the latter's absence, sickness, death or disability.
      - (2) Perform duties assigned to him by the President or bylaws of the alumni club.

- c) **The Secretary.** The Secretary shall conduct correspondence of the alumni club unless otherwise directed or delegated. He shall:
- (1) Maintain a record of the name, address and phone number of each member of the alumni club. He shall send a roster of such information to Central Office at least once a year.
  - (2) Report to Central Office and the District Governor, immediately, the names, addresses and phone numbers of officers.
  - (3) Maintain the official minutes of meetings of the alumni club and keep custody of all papers and documents. He shall surrender all of the aforementioned to his successor after the latter has taken office.
  - (4) Perform duties assigned to him by the President or bylaws of the alumni club.
  - (5) Produce a newsletter, when and where feasible, unless that duty has been otherwise delegated.
- d) **The Treasurer.** The Treasurer shall conduct all financial operations of the alumni club. He shall:
- (1) Keep an accurate record of accounts between the alumni club and its members of all monies received by and owing to the alumni club or due to National Fraternity.
  - (2) Pay by check with his and the President's signature all orders for money authorized by the alumni club.
  - (3) Keep a correct account of all disbursements.
  - (4) Report the condition of the alumni club's finances as the bylaws of the alumni club may provide for or when requested by the National Treasurer or District Governor.
  - (5) Forward all National Fraternity dues, fees and assessments promptly to the appropriate National Officer.
  - (6) Have his accounts prepared for settlement and delivery to his successor, or to a committee appointed to audit them, all books and monies in his possession belonging to the alumni club.
  - (7) Submit any of his books and records for examination upon demand by Central Office, the District Governor, or any member of the alumni club.
- e) **The Historian.** The Historian shall serve as a historical record keeper of the alumni club. He shall:

- (1) collect and record all data which in his opinion or that of the alumni club, shall prove of historical value to the alumni club and National Fraternity.
- (2) act as a Kleos reporter unless that position has been otherwise delegated.

f) **The Chaplain.** The Chaplain shall be the spiritual leader of the alumni club. He shall:

- (1) Conduct services, on occasions, as may be appropriate which are authorized and approved by the alumni club.

**B. Committees.** Each alumni club shall have a Membership Committee and as many additional standing committees as are necessary to conduct the business of the alumni club.

1. **The Membership Committee.** The Membership Committee shall recruit and encourage alumni in its jurisdictional area to join the alumni club, it shall be appointed by the President.
2. **Other Committees.** Other Committees of the alumni club shall consist of one (1) or more members as may be determined by the alumni club President or bylaws. The alumni club President shall appoint the chairman of all committees.

**II. The Alumni Associations.** The National Fraternity will establish alumni associations under such rules and by such regulation ordained under the Constitution and within these bylaws.

**A. Obligations.** An alumni association must meet the following responsibilities (or show just cause to the National Council or Executive Committee why it has not). An alumni association that doesn't meet or make an effort to meet these obligations shall be subject to revocation of its charter by the National Council. An alumni association shall:

1. Meet at least four (4) times annually where practical.
2. Hold two (2) events per year oriented towards its undergraduate chapter, if active, including an annual reunion.
3. Prepare and send to the chapter, if that chapter is active, a social calendar and roster.
4. Submit semi-annual reports to the District Governor, with a copy to Central Office, as to what they have done to meet their obligations to their charter.
5. In the event of being an alumni association of an inactive chapter, try to keep its members in touch with each other as much as possible and encourage reactivation of that chapter, if attempted by the National Fraternity.
6. Send two representatives to the alumni club in their district.

**B. Exclusions.** An alumni association shall not:

1. Interfere with the running of a chapter.
2. Interfere with the running of a pledge program.

3. In any event, vote or be allowed to cast a vote at meeting of the chapter.
  4. Use chapter funds.
  5. Vote at a District Convention
  6. Represent the chapter at District Conventions or National Council meetings.
- C. **The Officers.** The officers of an alumni association shall consist of all the positions designated in the Constitution.
1. **Qualification, Rules for Elections and Terms of Office.** The officers of the alumni association shall be chosen annually at an election meeting held during the first (60) days of the year.
    - a) The officers of an alumni association shall be chosen from its membership; all candidates for office must be in good standing with the National Fraternity, their undergraduate chapter and any alumni chapter at the last regular meeting preceding the selection of officers.
    - b) Each officer shall serve until his successor takes office.
    - c) Within one (1) week of taking office, a list of the new officers and their addresses shall be mailed to Central Office.
    - d) The Secretary and the Treasurer may be the same person, as may the Historian and the Chaplain.
  2. **Ex-Officio Membership.** The President of the Chapter that the alumni association is affiliated with, if active, may sit as an ex-officio voting member of the alumni association.
  3. **Vacancies.** Any vacancy other than the President's position may be filled in accordance with procedure adopted in the bylaws of the alumni association. A vacancy in the President's position shall result in the ascendancy of the Vice President to that position.
  4. **Duties, Powers and Responsibilities.** The officers of the alumni association shall have the following duties, powers and responsibilities:
    - a) **The President.** The President shall lead, inspire and serve as presiding officer of the alumni association. He shall:
      - (1) Enforce adherence to, and perform all such acts required by, the Constitution, bylaws, and regulations the National Fraternity, as well as to the bylaws of the alumni association.
      - (2) Preside over meetings of the alumni association, where he shall vote only to break a tie.
      - (3) Convene special meetings of the alumni association in accordance with provision of the bylaws of the alumni association.
      - (4) Appoint all committees not otherwise provided for.
      - (5) Perform all acts required of him by virtue of his office.

- (6) Serve as liaison between the alumni association and the Chapter.
  - (7) Send representatives to alumni clubs in the district.
- b) **The Vice President.** The Vice President shall assist the President in carrying out his duties. He shall:
- (1) Have the same powers as the President in case of the latter's absence, sickness, death or disability.
  - (2) Perform duties assigned to him by the President or bylaws of the alumni association.
- c) **The Secretary.** The Secretary shall conduct correspondence of the alumni association unless otherwise directed or delegated. He shall:
- (1) Maintain a record of the name, address of each member of the alumni association. He shall send a roster of such information to Central Office at least once a year.
  - (2) Report to Central Office and the District Governor, immediately, the names, addresses and phone numbers of officers.
  - (3) Maintain the official minutes of meetings of the alumni association and keep custody of all papers and documents. He shall surrender all of the aforementioned to his successor after the latter has taken office.
  - (4) Conduct all alumni association correspondence unless this duty has been delegated specifically to another.
  - (5) Send alumni association social and business calendar to the President of the chapter that the alumni association is affiliated with.
  - (6) Keep a record and file of all chapter correspondence, including a set of current chapter bylaws and roster.
  - (7) Prepare and send a semi-annual newsletter of the alumni association's activities to the chapter, if active, and to the alumni association's membership. The newsletter should also include any news about the chapter. If the chapter is inactive it should keep the alumni of the chapter informed with biographical updates on the alumni.
  - (8) Perform all acts required of him by the virtue of his office.
- d) **The Treasurer.** The Treasurer shall conduct all financial operations of the alumni association. He shall:
- (1) Keep an accurate record of accounts between the alumni association and its members of all monies

received by and owing to the alumni association or due to National Fraternity.

- (2) Keep a correct account of all disbursements.
  - (3) Report the condition of the alumni association's finances as the bylaws of the alumni association mandate or when requested by the Central Office.
  - (4) Forward all National Fraternity dues, fees and assessments promptly to Central Office.
  - (5) Have his accounts prepared for settlement and delivery to his successor, or to a committee appointed to audit them, all books and monies in his possession belonging to the alumni association.
  - (6) Submit any of his books and records for examination upon demand by Central Office, the District Governor, or any member of the alumni association as the bylaws of the alumni association may provide for.
- e) **The Historian.** The Historian shall serve as a historical record keeper of the alumni association. He shall:
- (1) Collect and record all data which may prove of historical value to the alumni association and the National Fraternity.
  - (2) Act as a Kleos reporter unless that position has been otherwise delegated.
- f) **The Chaplain.** The Chaplain shall be the spiritual leader of the alumni association. He shall:
- (1) Conduct services, on occasions, as may be appropriate which are authorized and approved by the alumni association.
5. **Committees.** Each alumni association shall have a Social Committee, a Reunion Committee and a Membership Committee. A Judiciary Committee may be invoked anytime, as an advisory body to deal with problems of constitutional or by-law violations. Membership of committees shall be chosen by the President.
- a) **The Social Committee.** The Social Committee shall plan all events for the alumni association's calendar except for the annual reunion. All alumni association plans shall be transmitted to the chapter which that the alumni association is affiliated with. The Social Committee shall have a chairman and at least two (2) members.
  - b) **The Reunion Committee.** The Reunion Committee shall plan and execute an annual alumni association that will encompass the alumni of the chapter with which the alumni association is affiliated, the current undergraduate members of that chapter, if active, and other desired guests. The Reunion Committee shall have a chairman and at least three (3) members, one of whom shall be the Treasurer.

- c) **The Membership Committee.** The Membership Committee shall recruit and encourage graduates from the chapter with which the alumni association is affiliated, and other alumni that express an interest in joining. The Membership Committee shall also encourage members of the alumni association to join local alumni clubs. The Membership Committee shall have a chairman and at least three (3) members, one of whom shall be the Secretary.
- d) **The Judiciary Committee.** The Judiciary Committee, if invoked by the President or a majority vote of the membership, be chaired by the Vice President and two (2) members of the alumni association. Thereafter all actions of the committee shall continue under the same rules set down in these bylaws for undergraduate chapter judiciary committees. Suspension and expulsion procedure must adhere to these bylaws and be ratified by the National Council.
- e) **Other Committees.** Other Committees may be created by the President as dictated by the bylaws of the alumni association. Membership of these committees shall be appointed by the President.

## **ARTICLE VI: Discipline**

- I. Probation, Suspension or Expulsion of Entities or Members by the National Fraternity**
  - A.** Any entity or member in violation of the Constitution, bylaws or regulations of the National Fraternity, the bylaws of his entity, or who shall commit acts not in the best interest of the National Fraternity as determined by the National President or Executive Committee may be:
    - 1.** Placed on probation, or suspended by the National President (subject to approval by the Executive Committee within ten (10) days)
    - 2.** Placed on probation, or suspended by the Executive Committee by two-thirds (2/3) vote of its entire voting membership.
    - 3.** Any action taken against a defendant or entity shall be stated in writing to that defendant or entity and mailed to defendant's home address on file with the National Fraternity within seven (7) days.
    - 4.** These penalties shall be in effect until the ensuing National Council meeting when the National Council shall take action with respect thereto.
      - a)** Any entity suspended may be assigned an alumnus to supervise, control and manage it until the National Council has met regarding the matter.
  - B. Action by a District Governor.** A District Governor may place a chapter or chapter member on probation for hazing violations. The removal of such probation can be enacted by the District Governor or the National Council, as per the Constitution, at its next meetings.
  - C. Action by the National Council.** The National Council shall review any disciplinary action of the President, Executive Committee or District Governor and may take whatever action it deems necessary. Any adverse action taken against an entity or member by the National Council shall be by a two-thirds (2/3) vote, all actions and decisions are, by virtue of the Constitution, final. Additionally, the National Council shall also have the power to suspend or expel any member of the National Fraternity by a two-thirds (2/3) vote. Motions to suspend or expel any member must be recorded via a roll call vote.
    - 1.** Any member up for expulsion or suspension has the right to state his case either in writing or on the floor of the National Council prior to the National Council taking action.
  - D. Revocation of Charter.** The National Council shall have the power to revoke the charter of an entity, thus expelling it from the National Fraternity.
    - 1.** Expulsion of an entity shall not affect an individual's membership within the National Fraternity. Members of such an entity may be expelled by the regular process.
  - E. Notification.** The National Secretary shall notify any accused, probated or suspended member or entity of the National Fraternity facing review at the National Council meeting of the sanctions that he may face according to this Constitution and by-law regarding discipline.
- II. Probation, Suspension or Expulsion of Members by an Undergraduate Chapter**

- A. Probation.** The President of an undergraduate chapter shall have the right to place on probation for good cause, any member of the chapter.
1. Any brother whose semester G.P.A. falls below 1.0 on a traditional 4.0 scale shall be automatically placed on probation until a minimum GPA is achieved.
- B. Bringing Charges For Suspension and Expulsion.** If any member of an undergraduate chapter believes another member of that chapter to be in violation of the rules of the National Fraternity or chapter or to have acted not in the best interests of the National Fraternity, he may file formal written charges against the other member to the President of the chapter.
- C. Due Process**
1. After formal written charges have been filed, a copy shall be given to the defendant who has thirty (30) days to submit a written response to the charges to the chapter President.
  2. Each charge shall be alleged as specifically as possible.
  3. After the receipt of written response from the defendant or after the expiration of thirty (30) days, whichever occurs first, the President of the chapter shall specify a date not fewer than thirty (30) calendar days and not more than sixty (60) calendar days on which the defendant must have a hearing before the Judiciary Committee of the chapter.
  4. The defendant shall be entitled to defend himself or select a member of the chapter to defend him before the Judiciary Committee. The chapter shall be represented at such a hearing by a member appointed by the President.
  5. Failure of the defendant to attend the hearing shall not preclude the Judiciary Committee from holding a hearing and returning a finding of fact.
- D. Procedural Matters.** At the hearing, the chairman of the Judiciary Committee shall act as judge and shall pass upon all points of law raised. He shall conduct the proceedings as closely as possible in accordance with all the customary practices of judicial bodies. The Secretary of the chapter shall take the minutes of the testimony.
- E. Enactment of Suspension or Expulsion.** The findings of the Judiciary Committee shall be advisory only. These findings shall be submitted to the chapter for a vote. The chapter shall have the right to take whatever action it deems necessary, including dismissal of the charges.
1. To place a member on suspension shall require a two-thirds (2/3) vote.
  2. To expel a member shall require a three-fourths (3/4) vote
  3. Should the chapter fail to obtain the requisite vote for suspension or expulsion, the defendant shall be acquitted of the charge.
  4. All members of the chapter in good standing, including the President, brothers on the Judiciary Committee and the defendant are eligible.

- F. Right of Appeal.** A member suspended or expelled by the chapter shall have thirty (30) calendar to appeal the decision of the chapter to the appellate body, the Executive Committee of the National Fraternity. There shall be no appeal beyond thirty (30) days.
1. After the appeal has been filed, the Secretary of the chapter shall forward a copy of the minutes of the hearing, signed under oath, to the Executive Committee.
  2. Written briefs for the respective sides in the case shall be submitted to the Executive Committee within twenty (20) calendar days of the forthcoming hearing date.
  3. During the time the appeal is pending the defendant shall have all of the rights and privileges of brotherhood except that he shall lose the right to vote.
  4. The appeal shall be heard by the Executive Committee at its earliest possible convenience or its next meeting, whichever comes first.
  5. The appellate body, which is the voting membership of the Executive Committee, may take the following actions:
    - a) Reverse a decision of the chapter to suspend a member. This shall require a two-thirds (2/3) vote.
    - b) Reverse a decision of the chapter to expel a member. This shall require a three-fourths (3/4) vote.
    - c) Let the decision stand as is. This shall require either no action by the Executive Committee or be caused by its inability to obtain the necessary votes for reversal.
- G. Right of Final Appeal.** In the event of adverse action to the defendant by the Executive Committee the defendant shall have the right of final appeal to the National Council.
1. The appeal must be filed with Central Office within thirty (30) calendar days of the Executive Committee action.
  2. The defendant shall have the right to defend himself before this body or select a brother member to defend him.
  3. The Executive Committee shall forward the entire record of this case to the National Council for consideration.
  4. The National Council may take the following actions in regard to this matter:
    - a) Reverse a decision of the chapter to suspend a member. This shall require a two-thirds (2/3) vote.
    - b) Reverse a decision of the chapter to expel a member. This shall require a three-fourths (3/4) vote.
    - c) Let the decision stand as is. This shall require either no action by the National Council or be caused by its inability to obtain the necessary votes for reversal.
- H. Notification of Suspension or Expulsion.** Written notice of the final decision of the Executive Committee or National Council shall be given to both the

defendant and the chapter involved. In the case of expulsion, the National Secretary shall notify the Presidents of all entities.

## **ARTICLE VII: Financial Matters**

- I. **Fees.** The National Council shall set all fees of the National Fraternity as it deems proper and necessary. Alternately, the Executive Committee may set fees of the National Fraternity as it deems necessary and proper by a three-quarters (3/4) vote. All fees shall be cumulative. All fees as adopted, revised or rescinded shall be noted at least annually to all undergraduate and alumni chapters via a "*Dues, Fees and Assessments Circular*." distributed by Central Office.
- A. **Stipulations.** All fees in effect at the time of the passage of this amendment shall continue in force until and unless changed in the above noted manner.

## **ARTICLE VIII — Publications of the National Fraternity**

### **I. Publications.**

- A. The Official Directory.** The National Fraternity may publish from time to time a directory to be known as the Alpha Phi Delta Directory. It shall contain the name and home address of members of the National Fraternity and any other matter that may appropriately occupy a place in the directory so that it may serve as a hand-book of the National Fraternity.
- B. The Kleos.** The National Fraternity shall publish a journal to be known as The Kleos. It shall be devoted to entity and member activities and the expression of thoughts and exhibition of matters which advance the prestige of the National Fraternity.
- C. The *Dokime*.** The pledges manual of the National Fraternity.
- D. The Chapter Letter.** Published monthly by Central Office, it shall serve a news-letter of National Fraternity and Interfraternity information.

## **ARTICLE IX — Establishment of Undergraduate Chapters**

### **I. Undergraduate Chapters.**

- A. Eligibility.** An Undergraduate Chapter of the National Fraternity being established shall be made up of students attending a specific, accredited college or university offering baccalaureate degree programs.
- B. Requirements.** Applications, requests or contacts to establish a chapter of National Fraternity shall be made to or forwarded to the Vice President for Expansion. It shall be the responsibility of the Vice President for Expansion to determine that a project or group meets all applicable requirements of the Constitution and bylaws of the National Fraternity.
- C. Preliminary and Pre-Chartering Procedures**
1. The Vice President for Expansion shall notify Central Office upon preliminary starting of the establishment of a colony. He shall forward the name of project managers or colony leaders to Central Office immediately.
  2. The Vice President for Expansion shall implement the indoctrination process.
  3. Upon satisfactorily completing the colony's indoctrination period and meeting the requirements of the Ritual, the Vice President for Expansion shall notify the Central Office of the full colony roster including names, addresses and phone numbers. Together with this roster shall be the initiation fee for colony members. At this time the members of the colony shall become brothers of the National Fraternity.
  4. As soon as possible, Central Office shall present the initiates with colony certificates of membership which will be replaced with formal membership certificates after the approval of a chapter charter by the National Council or Executive Committee.
  5. Membership requirements and procedures set forth herein shall pertain only to colonies of the National Fraternity.
- D. Chartering Procedures**
1. The Vice President for Expansion shall present a petition to charter a colony as a chapter of the National Fraternity to the National Council or Executive Committee. A colony shall exist for at least one (1) year and have at least seven (7) members before chartering may be considered. Prior to chartering, a colony shall pay a chartering fee.
  2. After approval of a charter Central Office shall issue a charter to the new chapter as soon as practicable.
  3. Founding members for the purposes of chartering shall consist of any undergraduate member of the National Fraternity on campus at the time of chartering or during the colonization process.
- E. Requirements of Local Fraternities Seeking Affiliation.** A local fraternity seeking affiliation with the National Fraternity may be admitted after complying with any and all constitutional requirements.
1. The undergraduates of that local fraternity shall pay an initiation fee to the National Fraternity.

2. The alumni of the local fraternity in good standing with that local fraternity shall be subject to all of the obligations of active alumni in the National Fraternity.
3. All assets of the affiliating local group shall be transferred to the name of the new chapter of the National Fraternity.
4. The National Fraternity shall assume none of the liabilities of the affiliating local fraternity.

**F. Names of Chapters.** The chapters of the National Fraternity shall be named in the order of their chartering according to the letters of the Greek alphabet. After all of the Greek alphabet has been used the chapters shall start with second letter of the Greek alphabet and the prefix Beta and continue through the Greek alphabet again (e.g. Beta Beta, Beta Gamma...; Gamma Beta, Gamma Gamma...; Delta Beta, Delta Gamma...; etc)

**G. Reactivation of Undergraduate Chapters.** An undergraduate chapter shall be eligible for reactivation when it has at least seven (7) undergraduate members and has been existing in its current incarnation for at least one (1) year. Reactivation shall be enacted by the National Council or Executive Committee by a majority vote. Prior to reactivation, a chapter shall pay a reactivation fee.

## **ARTICLE X — ESTABLISHMENT OF Alumni Chapters**

### **I. Alumni Clubs**

- A. Establishment.** Alumni clubs may be established in any county, parish, city or township in the world. There shall not be any more than one alumni club in any city or township.
1. Requests to establish such an alumni club shall be made or forwarded to the Vice President for Expansion.
  2. A proposed alumni club shall exist for at least six (6) months and have at least seven (7) members before petitioning for a charter. Prior to chartering, the proposed alumni club shall pay a chartering fee.
  3. The application or petition to establish an alumni club shall be approved for chartering by the National Council or Executive Committee by a majority vote.
  4. After approval of a charter Central Office shall issue a charter to the alumni club as soon as practicable.
- B. Requirements for Alumni Clubs of Local Fraternities Seeking Affiliation.** Whenever a local fraternity is granted affiliation with the National Fraternity its alumni club may become an alumni club of the National Fraternity in accordance with provision of the preceding section of this article. It shall not have a separate alumni club if one is already in existence in that area. If that is the case the members shall become affiliated as members of the existing alumni club of the National Fraternity. The National Fraternity shall assume no liability for the affiliating alumni club or its members.

### **II. Alumni Associations**

- A. Establishment.** Alumni associations may be established or based on any chapter of Alpha Phi Delta. There shall not be more than one (1) alumni association for any chapter.
1. Application to form an alumni association shall be made to Central Office in writing.
  2. A proposed alumni association shall exist for at least six (6) months and have at least seven (7) members before petitioning for a charter. Prior to chartering, the proposed alumni association shall pay a per capita chartering fee.
  3. The application for an alumni association shall be considered for approval by the National Council or Executive Committee. Approval shall be by a majority vote of the National Council or Executive Committee.
  4. After approval of the application, Central Office shall issue a charter after payment of a fee equal to the current Alumni Chapter Fee for alumni associations of the National Fraternity. All members must be in good standing.

- III. Reactivation of Alumni Chapters.** An alumni chapter shall be eligible for reactivation when it has at least seven (7) members and has been existing in its current incarnation for at least six (6) months. Reactivation shall be enacted by the National Council or Executive Committee by a majority vote. Prior to reactivation, an alumni chapter shall pay a reactivation fee.

## ARTICLE XI — MISCELLANEOUS

- I. **Ladies Auxiliary Groups.** Alumni clubs shall have the privilege of sponsoring ladies auxiliary groups to foster the aims and purposes of the National Fraternity.
- II. **Faculty Advisors.** Where possible an undergraduate chapter shall have a faculty advisor who shall act in an advisory capacity between the undergraduate chapter and the school. The faculty advisor need not be a member of the National Fraternity.

## ARTICLE XII — AMENDMENTS

### **I. Amendments.**

- A. Amendment to these bylaws may be enacted and incorporated as per regulations set down in the Constitution.
- B. Proposed amendment to these bylaws must be sponsored by either:
  - 1. No fewer **than** three (3) entities in good standing with the National Fraternity.
  - 2. No fewer than two (2) national officers.
- C. An Amendment to these bylaws may be proposed from the floor of the National Council meeting in writing. The text of any amendment passed shall be made known to all entities and National Officers of the National Fraternity. All proposed amendment shall be screened by the Legislative Committee prior to voting, unless overridden by a three-fourths (3/4) vote of the National Council.

*Note: When the term “chapter” is used it is assumed to be ‘undergraduate chapter,’ unless otherwise stated. Alumni Chapters refer to alumni clubs and alumni associations.*

