

# **Pi Kappa Alpha Fraternity**

## **Kappa Upsilon Chapter at American University By-laws**

**Last Revised: April 12, 2016**

### **ARTICLE I**

#### **Name, Purpose, and Governing Laws**

**Sec. 1. Name:** This chapter shall be known as the Kappa Upsilon chapter of the Pi Kappa Alpha fraternity.

**Sec. 2. Purpose:** Pi Kappa Alpha is a fraternity, whose purpose is to develop the proper environment for the attainment of individual excellence in academics, in social development, in cultural and spiritual life, and in campus and community involvement within its membership. We have, and will continue to set such high goals in hopes that such goals will generate enthusiasm for further development in ourselves and in the Greek community, of which we are a part.

**Sec. 3. Governing Laws:** The laws governing this chapter shall be the Ritual, Laws, and Constitution of the Pi Kappa Alpha fraternity, as well as these By-Laws.

### **ARTICLE II**

#### **Chapter Organization**

**Sec. 1. Elected Officers:** The elected officers of the Kappa Upsilon Chapter shall be the SMC, Internal and External IMCs, SC, ThC, and MC.

**Sec. 2. Appointed Officers:** The appointed officers of the Kappa Upsilon Chapter shall be the Pledge Educator, Rush Chair and all committee chairmen. The appointed officers will be selected by the SMC and approved by the Executive Committee. These officers serve at the pleasure of the SMC.

**Sec. 3. Term of Office:** The terms of office for the elected and appointed officers shall be as follows: One calendar year term of office starting at the beginning of the spring semester and ending at the conclusion of the following fall semester.

**Sec. 4. Committees:** The following Committee chairmen will be appointed by the SMC, and approved by the Executive Committee at the first regular meeting of the term for which they serve. The committee chairmen shall be appointed to deal with the issues of Alumni, Scholarship, Social Functions, Fundraising, Risk Management/Health and Safety, Continuing Education, Athletics, Public Relations, Campus Involvement, Community Service, and Brotherhood. A Historian and two IFC representatives shall also be appointed at this time. Other committees may be created at the discretion of the SMC during the course of his term in office. All committee chairmen serve at the pleasure of the SMC.

### **ARTICLE III**

#### **Responsibilities of Chapter Officers and Committee Chairmen**

**Sec. 1. Executive Committee:** The SMC shall serve as Chairman of the Executive Committee. The Committee will be composed of the SMC, Internal IMC, External IMC, ThC, SC, MC, Rush Chairman, and the Pledge Educator. The Executive Committee shall be responsible for meeting at least one time per week to discuss and recommend to the chapter various matters and business which are submitted to it by chapter members for consideration. The Executive Committee is responsible for developing a tentative meeting agenda for each chapter meeting. The meetings of the Executive Committee will be held in closed session. Members wishing to attend may do so by approval of the SMC. In addition, each IMC must meet regularly with each committee chair.

**Sec. 2. General:** The duties of the Officers shall be those prescribed in the Constitution and in the Laws of the Pi Kappa Alpha fraternity and those prescribed in these By-Laws.

**Sec. 3. Enforcing Rules:** It shall be the duty of the SMC and all other chapter officers to read thoroughly, understand, and enforce all provisions of the Constitution and Laws of the Pi Kappa Alpha fraternity and all provisions of the By-Laws and policies of this chapter.

**Sec. 4. SMC:** The SMC shall be the custodian of the Kappa Upsilon Chapter of the Pi Kappa Alpha fraternity, and shall be responsible for the management and supervision of all its endeavors. The SMC shall be responsible for the safekeeping of the Constitution and Laws of the Pi Kappa Alpha fraternity, and all other secret matters of this chapter. This responsibility includes the assurance that all ritual and secret items be kept and maintained with the utmost care.

**Sec. 5. Internal IMC:** The Internal IMC shall perform the duties of the SMC in his absence. The Internal IMC will be the direct supervisor of the fund raising, alumni relations, historian, scholarship, brotherhood, and risk management committees.

**Sec. 6 External IMC:** The External IMC will work with, on an equal basis, the Internal IMC in the absence of the SMC. The External IMC will be the direct supervisor of the campus involvement, public relations, athletics, social, and community service committees.

**Sec. 7. ThC:** The ThC shall be responsible for the management of the finances of the Chapter. The ThC shall prepare and file a complete monthly financial report and make a monthly report to the Chapter. More often, upon request of the SMC or Chapter, he shall make special reports as to the financial condition of the chapter. He shall serve as Chairman of the Finance Committee. In addition he will be required at each chapter meeting to report all cash outlays that have occurred since the last chapter meeting as well as the reason for these expenditures. The ThC will take any necessary AU-mandates classes for the position.

**Sec. 8. SC:** The SC shall be responsible for keeping these By-Laws, Chapter Minutes, and membership records up to date. The SC shall be responsible for submitting the necessary reports to Memorial Headquarters. The SC also maintains the chapter's communication listervs. The SC shall also take any necessary AU-mandated classes for the position.

**Sec. 9. MC:** The MC shall be responsible for keeping and implementing the By-Laws of the Pi Kappa Alpha Fraternity, and maintaining the initiation regalia. He must also comply with

the duties listed in the Constitution of the Fraternity. The MC shall also be responsible for maintaining order in the chapter meetings and issuing fines if violations of ritual or these By-Laws occur. The MC shall bring a copy of the by-laws to every Formal event for reference. Finally the MC shall act as head of the Judicial Board.

**Sec.10** Pledge Educator: It shall be the duty of the Pledge Educator to oversee all aspects of the pledging process and to demonstrate the values, beliefs, and history of the Pi Kappa Alpha fraternity to all incoming new members during the pledge process. It shall also be the duty of the Pledge Educator to report to the chapter members, at each meeting, the progress of the pledges in the time that has past since his last report was made, as well as any upcoming events that the pledges will engage in.

**Sec. 11** Rush Chairman: It shall be the duty of the Rush Chairman to act as overseer of all rush events and appoint the rush committee. In addition it will be the responsibility of the Rush Chairman to oversee and become actively involved in the contacting, recruiting, and bidding of all possible new members.

**Sec. 12** Committees: All committee chairmen and officers whose duties are not listed in these By Laws are responsible for the respective duties of their offices or committees as prescribed in the written committee programs.(Refer to page 1, Art. II, section 4)

#### **ARTICLE IV**

##### **Judicial Board**

**Sec. 1** Composition; Composed of one member of each class year, one member at-large and the MC, with two potential replacements in the event of recusal.

**Sec. 2** Appointment; The members of the Judicial Board shall be appointed by the MC, to be approved by the Executive Committee at the first regular meeting of the term for which they serve. Upon approval, the Judicial Board members serve at the discretion of the MC rather than SMC, and can be removed via Officer Removal Process dictated in Article 7.

**Sec. 3** Purpose:

- i. The Judicial Board shall be responsible for considering misconduct (both personal and Chapter) and rule on violations. The Judicial Board shall be responsible for administering only punitive or disciplinary measures, including fines.
- ii. The Judicial Board shall also decide and administer punitive or disciplinary measures, including fines, for brothers currently placed in bad standing.

**Sec. 4** Operation:

- i. Any member in good standing with the Chapter may bring a complaint in front of the J Board against any other member.
- ii. The member with whom the complaint has been brought must be presented with the charges and know of his accuser no less than 1 week before the hearing.

**iii.** The hearing will be attended by the entire Judicial Board, the accused, and the accuser and will be held in closed session.

**iv.** The hearing will allow the accuser to present his case against the accused including witnesses

**v.** The accused will have his opportunity to present his defense, including witnesses.

**vi.** Any witnesses will meet alone with the Judicial Board at the time of the hearing.

**vii.** Hearing all evidence, the Judicial Board shall determine the validity of the accusation and propose any sanctions against the accused. The MC shall not cast a vote except in the event of a split decision with equal guilty and not-guilty votes (i.e. a 2-2 vote). In this instance, the MC shall cast a tie-breaking vote.

**viii.** The accused may appeal to the Executive Committee any sanctions brought against him. A two-thirds vote shall determine the outcome of appeals.

**iv.** If the appeal of the accused to the EC fails, the accused may appeal to the Chapter at the next chapter meeting, decision due to a two thirds majority vote.

**vv.** If any part of the complaint or appeal involves a member of the J-Board, that said member must recuse themselves from the entirety of the proceedings. A replacement member of the J-Board may serve in their role, at the discretion of the MC.

## **ARTICLE V**

### **Elections**

**Sec. 1.** Time of Elections: All elected chapter officers shall be elected at the third chapter meeting prior to the end of the fall semester.

**Sec. 2.** Voting Qualifications: All initiated members in good standing with the chapter are eligible to vote in chapter elections.

**Sec. 3.** Nominations: Nominations for chapter officers shall be opened two weeks prior to and remain open the entire week preceding the election.

**Sec. 4.** Voting Procedure: Voting will be done by secret ballot. Absentee ballots will be accepted by the Executive Council no later than 3 days prior to the election, provided that a written excuse for missing the meeting has been approved by the Executive Committee. In any election, if a majority is not reached, the candidate with the least amount of votes will be removed from the ballot, and the vote will be retaken. This procedure will be continued until a candidate secures a majority, 50%+ 1 vote of those present. For absentee ballots, the voter will rank the candidates from 1 through 3. The person ranked first will indicate their initial vote; all run off votes will be established by the candidate that has the higher ranking.

**Sec. 5.** Qualification for Holding Office: A candidate must be an initiated member of Pi Kappa Alpha in good standing with the Kappa Upsilon chapter.

**Sec. 6.** Filling Vacant Offices: In the event of a resignation or ineligibility of elected officers to serve, a man chosen by the Executive Committee shall fill the office.

A - In the event that the SMC resigns or is removed from his office, the internal IMC will become the interim president, assuming all responsibilities of the SMC position. This situation will last until special elections are held to elect a new president following this procedure:

i - Upon notice of resignation or removal, the internal IMC will immediately assume the responsibilities of the SMC and made this fact public to the brotherhood

ii - Nominations for the SMC position will take place at the chapter meeting immediately following the resignation of the SMC. Nominations will remain open until the election.

iii - Elections for the new SMC will take place at the chapter meeting immediately following the opening of nominations. The newly elected SMC shall then assume full responsibilities of the position, effective immediately upon election. The internal IMC shall resume his office's regular duties as described in Article III, sec. 5

iv - This policy shall be null if regularly scheduled elections have already entered the nomination phase. The internal IMC will maintain the SMC positions responsibilities until regular elections, which will not exceed two (2) weeks time, and regular installation procedures of the SMC will be followed.

v - If a member of the Executive Council is elected as SMC, a man chosen by the Executive Council shall fill the new vacant office

## **ARTICLE VI**

### **Installation of Officers**

All elected officers will be installed and transitioned at the last chapter meeting preceding when their term begins.

## **ARTICLE VII**

### **Removal of Chapter Officers from Office**

Procedure: Any chapter officer may be removed from office by the following procedure: A petition signed by six active members or ten percent of the membership, whichever is larger, must be filed with the Judicial Board. The petition must state the redress against said officer(s), and the Judicial Board must make a full report to the Chapter as to its findings. An affirmative vote for removal by two-thirds of the members present at a duly constituted meeting shall be required to remove an officer. If an officer is removed or must relinquish his office, he shall be replaced according to the procedure prescribed in *ARTICLE V, Sec. 6*.

## **ARTICLE VIII**

### **Meetings**

**Sec. 1.** Time and Place: Regular meetings of the Kappa Upsilon chapter shall be held on Sunday evenings, at Seven P.M., or as designated by the Executive Committee. A formal meeting of the Kappa Upsilon chapter shall be held on the first weekend of every month, with the exclusion of the week of final exams. Meetings are held at Seven P.M., or as designated by the Executive Committee.

**Sec. 2. Changes:** Any temporary change as to the date, time or place of regular meetings must be made by the SMC. The SMC will inform brothers at least forty-eight (48) hours prior to the time for which the meeting is called.

**Sec. 3. Special Meetings:** Special Meetings may be called by the chapter upon adoption of a motion in any regular meeting, or may be called by the SMC whenever such meetings are deemed necessary.

**Sec. 4. Form of Meeting:** Formal meetings will be opened and closed with the Ritual of Pi Kappa Alpha

**Sec. 5. Parliamentary Procedure:** Robert's Rules of Order, revised, shall govern the parliamentary proceedings of all meetings, except that said rules in no manner change the code of business prescribed in these By-Laws, and shall in no manner change the effect of the Constitution and Laws of the Pi Kappa Alpha Fraternity in regard to meetings.

**Sec. 6. Order of Business:** The order of business for formal meetings will be set forth by the SMC.

**Sec. 7 Meeting Conduct:** The use of tobacco products including cigarettes, chews, and dip shall not be allowed in any chapter meeting. No food, drink, or electronic devices shall be allowed in the chapter room for formal meetings. Additionally, the use of profanity of any variety will be punishable by fines implemented by the MC.

## **ARTICLE IX**

### **Finances and Budgets**

**Sec. 1. Finance Committee:** The Finance Committee, appointed by the ThC, shall be responsible for the financial welfare and security of the chapter. It shall meet not less than twice every month during the school year. If any officer entrusted with the spending of funds sees that his expenses may exceed the money allotted, he shall place at once the matter before the Committee.

**Sec. 2. Depository Funds:** The ThC shall deposit all moneys of the chapter in financial institutions approved by the Executive Committee, and funds exceeding \$500 shall only be withdrawn by checks signed by the ThC and countersigned by the SMC. Values less than \$500, only need to be signed by the ThC.

**Sec. 3. Written Records:** The ThC shall maintain all records necessary to give a complete written record of financial transactions. These records shall be audited annually.

**Sec. 4. Fiscal Year:** The fiscal year is defined to be the twelve-month period beginning on the first of January and ending on the 31<sup>st</sup> of December.

**Sec. 5. Bills and Due Date:** All dues, both past and present, social fees, and assessments of other monies to the chapter are payable by the 3<sup>rd</sup> meeting of the fall semester and by the 3<sup>rd</sup> meeting of the spring semester. If at any time after the 3<sup>rd</sup> meeting of either semester a member owes an amount that exceeds the current payment plan amount (ie. If payment plan payments are set at \$75 and the monies owed exceed that sum the brother shall be considered delinquent) then that member shall be placed in bad standing, placed on a

payment plan, and barred from attending all fraternity functions including, but not limited to, chapter meetings, social functions, etc. until the balance owed to the fraternity falls below the said amount.

**Sec. 6. Member Dues:** Dues per semester for members shall be an amount determined by the Executive Council and made known to the chapter by the 2<sup>nd</sup> chapter meeting of the semester.

**Sec. 7. Delinquency:** Any member of this chapter who has not paid his bill by the prescribed date or who has not arranged a deferred payment plan, or has deviated from such a plan shall be placed on financial probation. The first semester of financial probation shall include the loss of all privileges enjoyed by members including but not limited to exclusion from social events, chapter meetings, potential scholarships, and ritual ceremonies. If the financial status remains unchanged or has not progressed to the satisfaction of the Executive Council, Expansory procedures may begin thirty (30) days after that member has been notified.

**Sec. 8. Exceptions:** Under extenuating circumstances extensions of a period of grace may be warranted by SMC and ThC.

**Sec. 9. Assessments:** An assessment may be approved at any chapter meeting by an affirmative vote of two-thirds of the members present. An assessment shall be paid by both active members and associates.

**Sec. 10. Abroad Dues:** Any member who is abroad or studying at another institution and plans to return to American University before graduation shall pay abroad dues of \$150 per semester, which must be paid by the 1<sup>st</sup> chapter meeting of the semester of their abroad semester. If abroad dues are not paid in full by the said date then the member shall be barred from attending all fraternity functions including, but not limited to, chapter meetings, social functions, etc. until the abroad dues have been paid.

**Sec. 11. Pledge Dues:** Pledge dues shall be an amount determined by the Executive Council and made known to the Pledge Master and pledges for the semester of pledging. Pledges not paid in full by the 2<sup>nd</sup> chapter meeting after induction shall be placed on a payment plan as designated by the ThC. If payment plan payments are not met by the date specified by the ThC then the ThC and the Pledge Master are to decide on appropriate actions including, but not limited to, social probation, barring from pledge class meetings, or expulsion from the pledge program – with the approval of the Executive Council.

**Sec. 12. Payment Plans:** If by the 2<sup>nd</sup> chapter meeting of the fall semester and by the 2<sup>nd</sup> meeting of the spring semester dues and other monies are not paid in full then the member shall be placed on a payment plan, to be determined by the ThC. If payment plan payments are not paid in full by the dates specified by the ThC then the brother will be placed in bad standing, placed on a payment plan, and barred from attending all fraternity functions including, but not limited to, chapter meetings, social functions, etc. until the payment plan payments are up to date.

**Sec. 13. Omega Financial:** Omega Financial provide the chapter's collection services. All new members as of induction, active brothers, and any inactive/graduated/etc. brothers

who still have delinquent dues shall be placed on Omega Financial. Dues may be paid directly to Omega Financial or to the ThC who is responsible for reporting any paid dues to Omega.

**Sec. 14.** Composition of the Budget Committee: The Budget Committee shall create the annual budget. The Budget Committee will be comprised of the Chapter SMC, ThC, and two members elected by the Chapter.

**Sec 15.** Approval of Budget: The annual budget must be approved by the Chapter Executive council by a two-thirds majority and made available to the Brotherhood of the Kappa Upsilon Chapter within two weeks. The annual budget must be passed at the beginning of each fiscal period before any spending can occur.

## **ARTICLE X**

### **Fines**

**Sec. 1.** Chapter Meeting Absence: An unexcused absence from a formal chapter will result in a \$25 fine to the respective brother.

**Sec. 2.** Rush Function Absence: An unexcused absence from a rush function will be a fine of \$50.

**Sec. 3.** Initiation Absence: An unexcused absence from an initiation will be a fine of \$50, and/or other punishment, if deemed reasonable and necessary by the Executive Committee.

**Sec. 4.** Formal Pledging Absence: An unexcused absence from Formal Pledging will be a fine of \$25, and/or other punishment, if deemed reasonable and necessary by the Executive Committee.

**Sec. 5.** Late to Chapter Meetings: Any member not present to any chapter meeting within the first thirty (30) minutes of the start of the meeting shall be fined \$5.

**Sec. 6.** Meeting Conduct Violation: A violation of any of the meeting conduct standards set forth in *Article IX* shall be punishable by a \$5 fine.

**Sec. 7.** Clean up/Set up tardiness: Brothers are given a fifteen (15) minutes grace period for Clean up/Set up. Any brother not present after the fifteen minutes have elapsed will be subject to a \$20 fine. Brothers not present for consecutive Clean up/Set up events will be subject to other punishment if deemed reasonable and necessary by the Executive Committee. Clean up will be at 2:00p.m. the day following the event, unless otherwise specified by the Executive Committee.

**Sec. 8:** All Brothers are required to attend all mandatory events.

- a. Mandatory events include, but are not limited to Chapter, Ritual, Rush, and all brotherhood scheduled set ups and clean ups.
- b. Social, Brotherhood, and Pledge events are mandatory if deemed so by the Executive Council.
- c. The Executive Council must notify the Brotherhood of all "mandatory" events at Chapter or at least seventy-two hours prior to the start of the event for the rule to be in effect.



- d. Exceptions to the seventy two (72) hour rule are as follows: Ritual, and time of cleanup/setup/brotherhood events/ and chapter.

**Sec. 9:** Brothers are allowed up to four (4) unexcused absences with brothers who have been active and in good standing with the Pi Kappa Alpha Kappa Upsilon Chapter for four complete semesters receiving up to six (6) unexcused absences.

- a. All excuses will be heard and deemed acceptable by the MC.
- b. In the event of the MC's absence or unavailability excuses will be heard by the SMC.
- c. Excuses will be deemed acceptable only if received by the MC no less than twenty-four (24) hours prior to the said time of the event.

**Sec. 10:** Brothers who miss more than the allotted number of events are subject to the following consequences:

- a. The guilty Brother will not be allowed to attend formal.
- b. The guilty Brother will not be allowed to attend at least the next two social events and in such case continuing over to the next semester for punishment.
- c. The guilty Brother may be brought up on J-Board charges for further punishment if deemed necessary by the EC.

**Sec. 11. Excused Absences:** An excused absence may be obtained by presenting a statement explaining the reason for absence to the Executive Committee prior to the date that the meeting or function in question will be held. In case of emergencies, the SMC, or IMCs may approve an excused absence.

**Sec. 12. Disciplinary Action:** Any active member who has a combination of 3 unpaid fines specified in Sections 1-7 is subject to loss of voting privileges, athletics, and barred from attending social functions for a period of 30 days after the third absence.

**Sec. 13. Fine Money:** All fine money shall be collected by the MC and deposited into the general fund.

**Sec. 14 Appeal of Fines:** Any fine may be appealed to the Judicial Board who will be required to investigate the circumstances surrounding the fine and make a final judgment.

**Sec. 15 Omega Financial:** If fines are not paid two weeks after the member has been informed of the fine by the MC then the sum shall be doubled and added onto the member's account at Omega Financial.

**Sec. 16 Sober Brothers:** Any member, who fails to perform sober brother duties or is intoxicated/under the influence at the time, will be subject of a \$250 fine, automatic J-Board charges, and any other punishment if deemed reasonable and necessary by the Executive Council up to and including expulsion from the Chapter.

**Sec. 17 Formal Events:** Any member that shows up under the influence/intoxicated for formal rush events, Ritual, formal pledge events, philanthropy and/or community service projects, will be subject of a \$250 fine, automatic J-Board charges, and any other punishment if deemed reasonable and necessary by the Executive Council up to and including expulsion from the Chapter.

## **ARTICLE XI**

### **Rush**

**Sec. 1. Attendance:** Attendance at all rush functions is mandatory unless the respective member secures an excused absence from the Executive Committee prior to the function.

**Sec. 2. Interviews:** The Rush Committee must perform one on one interviews with each and every prospective member. All interviews should be documented on film, and written reports must be submitted for each interviewee to the chapter.

## **Article XII**

### **New Member Selection**

**Sec. 1. Selection:** The selection of new members shall be done by a Bid Committee representing the Brotherhood. Bid Committee will meet following closed rush and shall consist of the following members:

- i. The MC, Rush Chairman, one Assistant Rush Chairman, Brother at large, and Bid Committee representatives from each class selected in the following manner:
  - a. Member classes of eight (8) or less active members shall have one representative.
  - b. Member classes of nine (9) or more active members shall have two representatives.
  - c. Representatives will be selected by the Rush Chairman no later than one week prior to the set date for Bid Committee and need to be approved by the Executive Council.
  - d. Representatives will serve terms of one (1) semester per appointment but may be reappointed by the Rush Chairman to a successive term.
- ii. The Assistant Rush Chairman to participate in Bid Committee will be selected by the Rush Chairman.
- iii. The Brother-at-Large shall be elected by the Brotherhood at the Chapter meeting prior to Closed Rush.

### **Sec. 2: Bid Committee Procedure**

- i. The Rush Chairman shall serve as the Chairman of Bid Committee.
- ii. The Assistant Rush Chairman shall serve as the Secretary of Bid Committee and call the roll; all members of the Bid Committee must be present for business to proceed.
- iii. The Rush Chairman shall deliver a slate of candidates for consideration.
- iv. The Bid Committee shall commence discussion of each candidate alphabetically by surname. Should two (2) or more candidates share a surname, the first name shall be considered. Discussion of each candidate shall consist of the following prescriptions:
  - a. The Assistant Rush Chairman shall read aloud the surname of the candidate being considered, display a photograph of the candidate,

- and ensure that all members of the Bid Committee are certain of the candidates' identity.
- b. If a member of the Committee feels they cannot render a decision on a candidate because they are unsure of a candidate's identity, a majority vote on Bid Committee is required for the said member to be excused from consideration of that candidate.
- c. At this point, the Rush Chairman shall share the candidates' interview and any letters of concern regarding the candidate.
- d. The floor will be open for discussion regarding the candidate's worthiness.
- v. Discussion will continue until a vote is requested, by a member of the Bid Committee, which must be approved by a majority vote.
- vi. Each Committee member shall cast one (1) vote by secret paper ballot. Only "yes" and "no" are acceptable votes.
- vii. A vote is binding and final once it has been placed in the ballot box.
- viii. The MC shall read the votes the candidate received allowed, which shall be recorded by the Assistant Rush Chairman.
- ix. To receive a bid, a candidate must receive a "yes" vote by two-thirds (66%) of the Committee.
- x. At the conclusion of Committee's consideration of candidates on the original slate of names, the Rush Chairman shall restate the Bid Committee's findings, at which point, the Committee may reconsider any candidate who failed to receive a bid.
- xi. The MC shall collect and destroy all documents relevant to the bid consideration process.
- xii. ALL results and proceedings of the Bid Committee are confidential; failure to comply with that may result in punishment including, but not limited to, expulsion from the chapter.
- xiii. Bid Committee shall not close until no fewer than 3 candidates have been confirmed as bid-recipients.

### **Sec. 3: Brotherhood Participation.**

- i. Each Brother shall have the right to express his concerns about any and all candidates in writing to the Bid Committee.
  - a. Letters of concern must be typed, signed and submitted to the Rush Chairman in a sealed envelope by the conclusion of Closed Rush.
- ii. Before voting procedures take place, a forum must be held in a fashion that is available to all brothers to survey the brotherhood opinion on considered candidates, at which Brothers who are not involved in the voting process may participate in a *structured and organized* discussion on the worthiness of the candidates and voice their concerns.
  - a. The forum will be Chaired by the Rush Chairman and attended by all other members of the Bid Committee.

### **Sec. 4: Snap Bids**

- i. During the 24-hour Bid Day period, the chapter can nominate a potential new member overlooked for a bid by the Bid Committee to be re-evaluated for a potential bid.
- ii. The committee must re-convene (either in person or electronically) to re-evaluate the potential bid recipient.

- iii. In order to be considered for a bid, the Bid Committee must approve the recipient by a two-thirds vote.
- iv. The snap bid must be issued by a member of the Bid Committee before the end of the 24-hour Bid Day period.

### **Article XIII**

#### **New Member Classes**

**Sec. 1** Pledge Class Size: New Member Classes shall not be fewer than two individuals.

**Sec. 2** Pledge Removal: A pledge may be removed from the new member process for one of two reasons.

- i. If a pledge is found to have violated ritual or the induction oath, the pledge educator can motion for the Executive Committee to convene and determine the pledge's future status.
- ii. The Executive Committee can then decide to conduct a hearing with the entirety of the brotherhood to discuss the new member in question. A simple majority of the Executive Committee must agree to hold such a hearing.
- iii. For hearing procedure see Article XVI

**Sec. 3** Pledge Initiation: At the conclusion of the New Member Process, the New Member Class will be initiated beginning on Saturday morning.

### **ARTICLE XIV**

#### **By-Law Revision**

**Sec.1.** Amendment: The adoption, amendment, suspension, or the alteration any manner of these By-Laws shall only be accomplished in the following manner: The proposed amendments, or alterations shall be read to the chapter at each of two (2) successive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total chapter membership. The suspension of the By-Laws must be approved by three quarters of present voting members. When the proposed change is presented to the chapter for the second reading, it shall not be subject to amendment or change from the floor, but must be adopted or rejected as read.

**Sec. 2.** Review: These By-Laws shall be reviewed annually by the J-Board. The committee will recommend any needed changes.

**Sec. 3.** Failure to Comply: Failure to comply with these By-Laws will be grounds disciplinary action, fines, or expulsion as defined in the Constitution and Laws of the Pi Kappa Alpha fraternity. The exact nature of the punishment shall be decided by the Executive Council.

### **ARTICLE XV**

#### **Good Standing**

**Sec.1.** Defined: To be considered in good standing with Pi Kappa Alpha fraternity, Kappa Upsilon Chapter, a member must meet the academic, conduct and financial requirements of American University and the said chapter of the Pi Kappa Alpha fraternity.

**Sec. 2.** Financial Bad Standing: Kappa Upsilon Chapter requires its members to comply with the financial policies set by the ThC and Finance Committee regarding dues, fines, fees, and assessments (Art. X). Members not complying with the financial policies will be placed on Bad Standing.

## **ARTICLE XVI**

### **New Member Removal**

**Sec. 1** For an individual to be removed from the pledge process the brotherhood will hold an open hearing to be conducted by the MC in the presence of the entire brotherhood.

**Sec. 2** The hearing: The MC will oversee an open hearing to discuss the new member in question. The Pledge Educator will open the hearing by introducing the new member's case, which will be followed by an open discussion amongst the brotherhood.

**Sec. 3** Final Vote: For a new member to be removed from the pledge process, a two-thirds vote from the brotherhood is required.

## **Article XVII**

### **Promotions/Marketing Chair**

The SC is to appoint a Promotions/Marketing Chair (or co-chairs) who will be responsible for creating all marketing and design related materials both internally and externally. The Promotions/Marketing Chair will report to the SC who will delegate all related work. The duties of the Promotions/Marketing Chair(s) include, but are not limited to:

- a. Coordinating with applicable brothers to establish a marketing/communication plan for events
- b. Creating all marketing and promotions materials for events, fundraisers, meetings or any other PIKE related function, including flyers, banners, web videos, Facebook images, website assets, promotional packets, etc.
- c. Creating materials for internal uses such as letterhead, bid cards, awards, etc.
- d. Ensuring PIKE has consistent and professional public branding
- e. Maintaining a virtual library of visual resources and templates for easy access and record keeping purposes

## **Article XVIII**

### **Conduct Not Worthy of a Brother**

#### **Sec. 1 House Damage**

If a Brother is identified as to making damage to Brothers while in use for a Kappa Upsilon function, the brother may be submitted to the J-Board. An investigation will take place to determine whether or not the brother in question is found liable. If the Brother in question is found guilty, the brother has two weeks to fix the damage or will be subject to the J-Board penalty, at the J-Board discretion.

#### **Sec. 2 Physical conduct**

- i. If a brother were to strike a member of the opposite sex, this member should be brought to the Judicial Board. If the brother in question is found guilty, that is grounds for immediate expulsion from the Kappa Upsilon chapter and the member of question will no longer function as a brother of our chapter.
- ii. If a brother were to strike another member of the same sex, this member would be brought to the Judicial Board. If the brother is found guilty, then he will be subject to punishment deemed worthy according to the severity of his offense.

### **Sec. 3 Sober Duty**

If a brother is in charge of driving to a Kappa Upsilon Function is under the influence of alcohol, he is able to be submitted J-Boarded. If found guilty of drinking alcohol before driving he will be subjected to a \$250 fine. As well as another punishment as to be determined by the J-Board, up to and including immediate expulsion from the Kappa Upsilon chapter.

**Sec. 4 Drugs:** Any member using, storing, selling, or possessing a controlled substance (excluding alcoholic beverages) on chapter house property or making a public display of using, possession, or sale of any controlled substance (excluding alcoholic beverages) shall be subject to the following penalties:

- i. New members: Immediate expulsion without recourse.
- ii. Initiated members:
  - a. 1st Offense: the offender shall be considered for expulsion proceedings as defined in the constitution. The offender will be brought before the Judicial Board which will determine a punishment worthy of the severity of the offense.
  - b. 2nd Offense: The offending member shall be expelled from the fraternity. A public display of the use of a controlled substance (excluding alcoholic beverages) shall be defined as any activity, which could be expected to associate Pi Kappa Alpha with the person using, selling, or possessing the substance. In all such questions the President shall determine whether or not an offense has been committed.

**Sec. 5 Alcohol:** There will be no kegs allowed on chapter property.

Any other matters concerning the use of alcohol must be in compliance with all applicable laws of the state, county, city, and university, as well as the Constitution of the Pi Kappa Alpha Fraternity. Any violation of these rules can result in the expulsion of that member (initiate or new member) after due process.

**Sec. 6 Stealing:** Any member (initiate or new member) caught stealing will be brought before the Judicial Board. The Judicial Board will decide a form of punishment.

## **ARTICLE XIX**

### **Conduct not Worthy of a Chapter Officer**

**Sec. 1 Breaking of By-laws:** If an officer, elected or otherwise, is found to have broken any of the statutes laid out in this document that is grounds for immediate removal from his position in addition to any other punishment that is appropriate.

**Sec. 2 Accountability of Officers:** In the event that the Crisis Management Plan needs to be enacted as the result of a social event then the EMC and the sober EC member will be brought before the Judicial Board in order to determine if they are at fault for the triggering event.