

Official Bylaws for Mu Rho Chapter
University of Texas at Dallas
Alpha Kappa Psi Professional Business Fraternity
Founded, New York University, October 5, 1904
Seventh EDITION—2016

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

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

For informational purposes, this document was prepared using the Constitution & Statutory Code, revised August 2017 and the Board of Directors Statement of Policy, revised August 2017.

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

ARTICLE I
NAME AND LOCATION

Section 1. The name of this chapter shall be Mu Rho Chapter of Alpha Kappa Psi Professional Business Fraternity.
(I) This chapter is located at The University of Texas at Dallas in Richardson, TX.

ARTICLE II
OBJECTS

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

ARTICLE III
LAWS

Section 1. The laws of this chapter shall consist of the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, the interim edicts and Statements of Policy of the Board of Directors, (“Governing Documents”) and these Bylaws. **If any provision contained in these Bylaws is in conflict with, or inconsistent with, any provision in any the Governing Documents, the provision contained in the Governing Document shall govern and control.**
(SCCII2)(BODpp4)

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

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

ARTICLE IV
VOTING

Section 1. Only student and active alumni members of this chapter in good standing shall have the right to vote.
(II7, BODp39)

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

Section 3. Voting may only occur after a student or active alumni member of the Mu Rho Chapter in good standing makes a motion to vote on the topic on the table. All members are eligible for making a motion. The motion must be seconded to be carried to vote. The member who has brought the topic to the table may not make a motion or second the motion to vote on the topic at hand.

ARTICLE V
MEMBERSHIP

Section 1. This chapter shall consist of duly initiated student members, affiliated members, and former student members of The University of Texas at Dallas, together with such faculty and honorary members as this chapter may receive into membership. (VIII A)

Section 2. Members in good standing shall be defined as having all fees, dues, fines, etc. paid within 14 days of due date and contributing to the growth and well-being of this chapter and the Fraternity by attending chapter events as required and Fraternity events as able. Student members are required to maintain a Grade Point Average above The University of Texas at Dallas minimum requirements. Any member who has been suspended shall not be considered to be in good standing until the suspension is lifted. (II 6, BOD p12)

Sub-section 2.1. Brotherhood Requirements: A student member must meet the following minimal requirements to maintain good standing with the Chapter:

Sub-section 2.1.1. Events: Student members must attend at least one service event, two professional events, one fundraising event, and three recruitment events per academic semester. If a student member cannot meet the event requirements stated, the student must contact the Executive Board and Compliance Committee immediately. (Art. VII, Sec. 7.1.1).

Sub-section 2.1.2. Executive Meetings: Any executive in the chapter is allotted a maximum of two absences from executive meetings. If a student member is to be absent from an executive meeting he/she must notify the Vice President of Operations by noon on the day the meeting is to occur. If an executive is inexcusably late, they will be subject to arrangements or disciplinary actions set forth by the Compliance Committee. All absences are subject to criteria listed in Art. VII, Section 7.

Sub-section 2.1.3. Scholastic Requirements: A student member must meet the following minimum scholastic requirements to maintain good standing with the Chapter. For all studies, a student member must be enrolled at The University of Texas at Dallas. A grade point average (GPA) of at least 2.5 is required per semester for all members. If a student member does not meet the grade point average requirement, they will receive a probationary semester to raise their score. If a student has two consecutive semesters with a GPA under 2.5, that member will be placed in bad standing.

Sub-section 2.1.4. Volunteer Hours: A minimum attendance at 1 community service event is required. If a student member fails to complete this requirement, they will be placed on probation entering the next semester, while the amount of events missed will be added to the additional event(s) required per semester. If requirements are not completed in the probationary period, the student member will be placed in bad standing.

Sub-Section 2.1.5. Rituals: Members are required to attend the Induction, Mid-Court Ritual, Court of Honor Ritual and the Initiation Ritual.

Sub-Section 2.1.6. Committees: If a member is not able to be a member of the executive team or a chair, they must be in a committee. Proof of contribution must be assistance in hosting/helping an event during the semester, which will be proven by a signature from the committee chair.

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

(Sub-Section 3.1.) A Student Member is an individual who is properly registered and actively pursuing an undergraduate or graduate degree and who has been duly initiated into the Mu Rho Chapter (as defined in Article VIII, Section 1, Paragraph A hereof). (II 2)

Sub-Section 3.1.1. Status of Brothers: If the brother meets the criteria, the brother will be considered in bad standing.

Sub-Section 3.1.1.1. Suspended: A Student Member in "Suspended" status is an individual that has been temporarily removed from the chapter roster for failing to meet attendance or financial requirements, or has temporarily been removed from the roster by a trial process outlined in Caput VII.

Sub-Section 3.1.1.2. Expelled: A Student Member in "Expelled" status is an individual that has been permanently removed from all rights of membership by a trial process as outlined in Caput VII.

Sub-Section 3.1.1.3. Resigned: A Student Member in "Resigned" status is an individual that has permanently removed himself or herself from Fraternity membership (as defined in Article II, Section 8, Paragraph D).

Sub-Section 3.2. A Faculty Member is an individual who is an officer of administration or a member on the regular faculty of commerce, economics, business, or business administration (or the equivalent) and who has been duly initiated by the Mu Rho Chapter. (II3)

Sub-Section 3.3. An Honorary Member is an individual who is not eligible to be a Student Member, Faculty Member, or Alumni Member but to whom, subject to the approval of the Chapter Advisor, Regional Director, and Fraternity President, membership is granted as an honor and distinction by a College Chapter. Honorary membership should be conferred to persons who have demonstrated commitment to the Fraternity on a fraternal, regional, or chapter level and/or persons who have gained prominence as a business leaders and represents the Fraternity's core values (II5)

Sub-Section 3.3.1. An Honorary Chapter Member is an individual who is not eligible to be a Student Member, Faculty Member, or Alumni Member but to whom, subject to the approval by vote of simple majority, membership is granted as an honor and distinction by the Mu Rho Chapter. (II5)

Sub-Section 3.4. An Alumni Member is an initiated member of Alpha Kappa Psi in good standing that is not a student member. (II4)

Sub-Section 3.4.1. An Active Alumni Member shall be defined by the following criteria:

1. Having all fees, dues, fines, etc. paid within 30 days of due date and contributing to the growth and well-being of this chapter and the Fraternity by attending chapter events as required and Fraternity events as able.
2. Attendance to at least two (2) general meetings or chapter events per long academic term.

Sub-Section 3.5. A Suspended Member is an individual who is temporarily not in good standing with the fraternity for one or more of the following reasons, and therefore loses all membership rights and privileges until the suspension has been lifted.

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

whose membership in the Fraternity has been suspended for nonpayment of dues or fees may be reinstated at the discretion of the Regional Director upon payment of such amounts as may be determined and submitted by the College Chapter.

Sub-Section 3.6. Leave of Absence: A Student Member on "Leave of Absence" is an individual who is temporarily not currently enrolled in the College Chapter due to:

- (a) Military Leave
- (b) Co-Op/Internship
- (c) Study Abroad

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

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

In order for a student to take a "Leave of Absence" while still enrolled in the College Chapter, the student must submit a written application to the Compliance Committee. If a majority of the individuals in the Compliance Committee agree that the application is in accordance with the applicable circumstances the application will be forwarded on to the Regional Director for final approval.

Sub-Section 3.6.1. Part-Time Brotherhood: A Student Member who has qualified and been approved for a Leave of Absence may elect instead to take on the status of a "Part-Time Brother". Doing so will result in the following adjusted Brotherhood Requirements:

- Dues: Half of full Brother dues
- Event Requirement: Total of **one** Professional, Fundraising, or Service event
- Rush Requirement: Assistance at the discretion of the VPM
- Ritual Requirement: Attendance at **two** Rituals - Induction, Mid-Term Interview, or Court of Honor
- Chapter Absences: 5 absences allowed before penalties are incurred

A "Leave of Absence" expires at the end of each academic term (with the exception of Military Leave– this is valid until the chapter reinstates the member). A member can extend their "Leave of Absence" for an additional long academic term (limited to one extension for reasons b, c, d, and e listed above) provided they meet the criteria identified above.

Part-Time Brotherhood Status was created for those individuals who are busy but would still like to be involved within the Fraternity. If a Brother cannot meet the requirements for Part-Time Brotherhood Status, then such Brother should apply for LOA instead.

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

Section 5. A member who desires to transfer membership from the College Chapter of which he or she is a member to this chapter may do so provided that (i) the member presents to this chapter verification from the former College Chapter stating that all financial obligations have been paid and that the member is a member in good standing of the Fraternity and (ii) this chapter has voted to admit said member. Such member shall be referred to as an "Affiliated Member" until quorum has approved, by voting procedures, to accept said member as an official student member of this chapter. Voting procedures shall be the same as used for admitting candidates into pledging. **(SCCII6C)(SCCII6A4)**

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

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

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

ARTICLE VI PLEDGING AND INITIATION

Section 1. Members of Alpha Kappa Psi Fraternity shall be accepted and initiated into membership only by and through a college chapter. There shall be no discrimination because of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. **(III)**

Section 2. This chapter, under the direction of its Vice President of Membership and the Recruitment Committee, shall adopt a program of study on parliamentary procedure and on the history, organization, administration and ideals of the Fraternity in conformity with the Handbook of the Fraternity. This shall include a standard examination prepared by the Fraternity Office, which shall be graded by the Mu Rho Chapter. Each College Chapter shall inform all of its pledges of the financial obligations they will assume if initiated into membership. **(SCCII6A1)**

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

- A. be enrolled at The University of Texas at Dallas
- B. meet all requirements and regulations with respect to Fraternity rushing and pledging prescribed by The University of Texas at Dallas
- C. express their firm intention of completing a course of study and of receiving a degree in it.)
- D. have paid any required Pledge Fees in full; and
- E. be invited to join the Fraternity and approved for pledging by the members of this chapter. **(SCCII6A3)**

Section 4. Voting to Admit Candidates into Pledging. Vote for pledging to the Fraternity may be taken at any regular meeting of this chapter, provided a quorum is present. The prospective pledge's name must be proposed by one (1) member of this chapter and seconded by another member, after which the motion for vote must lay on the table for at least one (1) week before further action is taken thereon. However, upon unanimous vote of the College Chapter, the provision requiring a one (1) week interval before a vote may be waived. Voting shall always be by secret ballot. The number of unfavorable votes needed to exclude a candidate from pledgship in this chapter shall not exceed twenty-five percent (25%) of this chapter's membership in good standing. The number of unfavorable votes shall be determined by this chapter and shall be written into its bylaws. Upon request of any member, a discussion may be held, and a second ballot shall be taken before recess or adjournment of the meeting. If a proposed pledge is rejected, that individual's name cannot again be proposed until the next pledge class is founded. Similar ballots may be taken during the pledge period to determine whether pledges should continue in the pledge program. **(SCCII6A4)**

(Sub-section 4.1.) If this chapter is required by its school administration to modify the voting procedures stated above, it shall have the right to petition the Management Team for such change as is necessary to meet said requirements. A three-fourths vote of the Management Team shall be required to approve such a petition. **(SCCII6D)**

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

Section 6. A pledge is the acceptance of an offer to join the Fraternity, binding upon the pledge but not upon the Fraternity. The pledge oath of The Ritual shall be administered by the Master of Rituals, preferably in connection with a meeting of this chapter, after the candidate has been favorably voted upon. **(SCCII6A5)**

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

Section 8. The minimum length of the pledge period shall be five (5) weeks, except for freshmen pledges in which case the minimum length of the pledge period shall be three (3) months unless the Regional Director approves a shorter period. The maximum length of the pledge period shall be eighteen (18) weeks and can be extended to six (6) months with the approval of the Regional Director. Any pledge that does not complete all requirements of the pledge period shall be automatically dropped from pledging. (SCCII6A2)

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

- A. fulfill the qualifications for admittance to the pledge period;
- B. fulfill any additional requirements of The University of Texas at Dallas;
- C. have satisfactorily completed the pledge program and the Fraternal Pledge Examination;
 - 1. All pledge action plans must be completed by the last pledge meeting
- D. have favorably appeared before a Court of Honor for Candidates as specified in The Ritual of the Fraternity; provided, however, that the Regional Director and Fraternity President may waive this requirement based upon extraordinary conditions or upon prohibition by the college or university administration of The University of Texas at Dallas;
- E. have paid any required Initiation Fees in full; and
- F. be invited to and approved for membership by the members of this chapter; (SCCII6B1)
- G. maintain a Grade Point Average above The University of Texas at Dallas minimum requirements.

9.1. The Vice President of Membership reserves the right to check a pledge's GPA on a pass or fail basis with the chapter's advisor both a week before Midcourt and a week before Court of Honor to ensure that pledges will have met minimum requirements before Court of Honor.

9.1.1. If a pledge has not met minimum requirements, the Vice President of Membership will inform the pledge what would happen if their GPA is not above minimum standards before Mid-Court, and they would allow the pledge to seek out help with their studies from the brothers.

9.1.2. If their GPA is still not meeting minimum standards the week before Court of Honor, they will not be allowed into the Initiation Ritual.

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

Section 11. All pre-ritualistic initiation ceremonies, regardless of their character, must be conducted in a place where attendance is restricted to members and pledges only, where the activities cannot be observed by others. These activities shall be strictly confined within this chapter's house, meeting hall or reserved room with controlled access, and shall be under the supervision of the Master of Rituals. Actions or activities at these ceremonies that may be construed as demeaning (physically or mentally) in nature are expressly prohibited. (SCCII6B3)(BODpp42-46)

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

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

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

Section 15. Should a pledge be removed from the pledge process by the brotherhood or should a pledge elect to remove himself or herself from the pledge process, he or she is not entitled to a refund unless approved after a private discussion between the pledge and Vice President of Finance.

Section 16. A pledge shall not be dropped between the final pledge meeting and Court of Honor unless the pledge fails the fraternal exam or there are special circumstances that would affect their crossing as a brother.

Sub-Section 16.1. If an issue does arise during this period of time, the Executive Board will contact the advisors for advice and guidance. All additional actions will be based on the instruction of the advisors.

Sub-Section 16.2. All information will be emailed to faculty, chapter, sectional and regional advisors for instruction.

ARTICLE VII MEETINGS

Section 1. This chapter shall hold at least two (2) business meetings a month during the academic year, at which one-third of student members in good standing shall be present. **(SCCI5A)**

Section 2. Business meetings of this chapter shall be held at least twice a month at the discretion of the Chapter President. Every week in between Chapter meetings, committee meetings can be held. Committee meetings will be scheduled at the convenience of each committee.

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

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

Section 4. Committee Chair meetings will be held once (1) a month, if needed. The President and the Executive Vice President shall meet with all committee chairs to communicate expectations, welfare of brothers, operations of this chapter, etc. These meetings will be scheduled at the convenience of the President, Executive Vice President and Committee Chairs.

Section 5. Special meetings of this chapter may be called by the president or by a majority vote of the Executive Committee. Notice of such special meetings must be given in writing to each student and active alumni member in good standing of this chapter at least twenty-four (24) hours before the scheduled starting time of the special meeting; said written notice must state the time, place and purpose of the special meeting.

Sub-Section 5.1. The President can call an emergency Executive Meeting if one is required. The meeting may be conducted in person or on the phone and must be given a minimum of two hours notice to all Executive Members.

Section 6. Executive Board meetings will be held a minimum of once (1) a month scheduled at the discretion of the Executive Board. All student and active alumni members in good standing of this chapter are welcome to observe the Executive Board meetings, but all officers of the Mu Rho Chapter are required to attend all Executive Board Meetings. Executive Board meetings will be used for the Executive Board to discuss operations, activities, issues, etc. pertaining to this chapter.

Section 7. Committee Chair meetings will be held once (1) a month, if needed. The President and the Executive Vice President shall meet with all committee chairs to communicate expectations, welfare of brothers, operations of this chapter, etc. These meetings will be scheduled at the convenience of the President, Executive Vice President and Committee Chairs.

Section 8. Any Student Member who misses more than three (3) scheduled meetings or any number of required events per semester (or two (2) per quarter) without excuses or make-up arrangements acceptable to this chapter's Executive Board shall be subject to a review by the Executive and Compliance Committee and potential suspension from this chapter by a majority vote of this chapter. This action may be taken without the necessity of a hearing as outlined in the Disciplinary Procedures of the Policy of the Board of Directors. The member(s) may appeal any suspension to the Board of Directors. **(BODp46)**

Sub-section 8.1. Absences: There will be allowed, at maximum, three absences from Chapter meetings per school semester. If student member surpasses the allowed number of absences, the student member will be subject to further disciplinary action to be implemented in accordance with judicial discretion.

Sub-section 8.1.1. After a student member has exceeded their maximum absences, a 'Brother Action Plan' will be granted and further disciplinary action or arrangements, if needed, will be made through the Chapter's Compliance Committee

Sub-section 8.2. Absences can, through discretionary means, be made-up through arrangements made by the Compliance Committee. There is no guarantee this lenience will be granted, nor should a conclusive alternative be assumed. If no alternative can be found to make up the previous absences, the membership status of the student member may be subject to the processes outlined in Section 7.

Section 9. In the absence of the President and the Vice President(s), any officer of this chapter may call a meeting to order, and the membership shall then elect a member to preside for the duration of that meeting, subject to the arrival of the president or vice president who shall preside whenever present.

Section 10. All meetings may be cancelled only with written notice to student and active alumni members in good standing no less than twenty-four (24) hours prior to the meeting.

ARTICLE VIII CHAPTER OFFICERS

Section 1. The officers of this chapter shall consist of the President, the Executive Vice President, the Vice President of Finance, the Vice President of Membership, the Vice President of Alumni Relations, the Vice President of Public Relations, the Vice President of Operations, and the Master of Rituals. All of the Chapter Officers shall be elected by this chapter's members from among this chapter's members duly initiated and in good standing. Faculty Members, Honorary Members, and Chapter Advisors shall not be eligible to serve nor vote to elect the Chapter Officers. Additionally, Part-Time Brothers shall not be eligible to serve as Chapter Officers, but shall be allowed to vote to elect Chapter Officers.

In the event of a permanent vacancy in any elected office of this chapter, a special election shall be held as soon as possible after the vacancy occurs. The Executive Vice President shall notify the Chief Executive Officer and the appropriate Regional Director of the results of any such election within seven (7) business days of the election. **(SCCI3A)**

Section 2. Duties

Sub-Section 2.1. President: The President shall be the executive head of this chapter and shall preside over its meetings and shall have the power to call special meetings when considered necessary. The President shall enforce strict observance of the laws and policies of the Fraternity, shall decide points of order, and shall have authority to preside over any committee of this chapter. The President shall not be entitled to vote within this chapter except: (a) in the election of the Chapter Congress Delegate and alternate of this chapter; (b) in the election of the Regional Delegate and alternate; (c) in the election of the Chapter Officers; (d) in the election of candidates into membership or potential membership; and (e) in the event of a tie vote. The President shall have such further powers and duties as may be prescribed by the Board of Directors. The President may appoint a parliamentarian. **(SCCI3C1)**

Sub-Section 2.2. Vice President(s): The Vice President(s) shall assist the President in the performance of the President's duties and shall succeed to those powers and duties in the absence or disability of the President. In the event of a permanent vacancy, a Vice President shall function as President until an election can be held. This chapter has more than one Vice President; this chapter's bylaws provide for the succession of officers. The Vice President(s) shall have such further powers and the Board of Directors may prescribe duties as. The duties listed in this Section 2, Sub-Section 2.2 above shall be divided between the Vice Presidents as provided by this chapter's bylaws. **(SCCI3C2)**

Sub-Section 2.2.1. Executive Vice President: Duties include but are not limited to assisting in the performance of the President's duties. Responsible for the operations of the chapter, which includes;

committee management, Annual Chapter reporting, and communication between all officers and members. Will also be responsible for the registration of the chapter as an official university student organization.

Sub-Section 2.2.2. Vice President of Alumni Relations: Two (2) Vice Presidents of Alumni Relations (VPARs) will be elected and shall assist in all matters pertaining to alumni relations for the Fraternity, Regional and Local level. The VPARs shall be responsible for the compilation of addresses and records and maintenance of communication with alumni members of the College Chapter. The VPARs shall be responsible for all Fraternal Initiatives directed to them by the Director of Alumni Development, including, but not limited to, the forecast of graduates for the current term, and new alumni orientation. The VPARs shall also promote interest in affiliations with the Alpha Kappa Psi Alumni Program and its chapters. **(SCCII3C2a) The positions of VPAR will consist of a student representative and an alumnus/a representative; duties for each position are detailed below.**

Sub-Section 2.2.2.1. Student Representative will carry out all the responsibilities listed above including the preparation of prospective graduates for the transition into an alumni chapter and becoming a future alumni of this chapter. The Student Representative will coordinate with the Alumnus/a Representative to provide for alumni interaction with this chapter.

Sub-Section 2.2.2.2. Alumnus/a Representative will carry out all the responsibilities listed above including communication with this chapter's alumni as well as maintain communications between the Mu Rho Chapter and the Dallas/Fort Worth Alumni Chapter. The Alumnus/a Representative will coordinate with the Student Representative to provide for alumni interaction with this chapter.

Sub-Section 2.2.3. Vice President of Membership: responsibilities include the execution of Rush Week, the Pledge Education Program, Big and Little pairings, and correspondence with student and active alumni members in good standing regarding the pledge process.

Sub-Section 2.2.4. Vice President of Finance: The Vice President of Finance shall keep an accurate account of all funds received and expended, and shall make expenditures only upon written authorization of two other Executive Board members besides the Vice President of Finance. The Vice President of Finance shall be the custodian of all financial books of account of this chapter, which shall at all times be open to inspection and examination by the Board of Directors or such individuals, committees, or task forces as it may appoint; shall deposit all funds in the name of and to the credit of this chapter; and shall prepare a budget covering all necessary expenditures of this chapter for the academic year at the beginning of the fiscal year and send a copy thereof to the Chief Executive Officer. The Vice President of Finance shall forward Fraternity Chapter fees paid in connection with the induction and initiation of new members ("Pledge and Initiation Fees") and membership records of new members to the Chief Executive Officer within seven (7) business days of their ceremonies; shall promptly forward to the Chief Executive Officer notification when a member has graduated or left college or been suspended or expelled; and shall furnish such reports as may be requested by the Directors or the Officers of the Fraternity within seven (7) business days from receipt of such requests. The Vice President of Finance shall be bonded to the Chapter Congress under a blanket bond covering all College Chapter Vice President of Finances for the faithful performance of their duties and shall have such further powers and duties as may be prescribed by the Board of Directors. **(SCCII3C4).**

Sub-Section 2.2.5. Vice President of Operations: The Vice President of Operations shall keep accurate and complete minutes of all meetings of this chapter; shall be the custodian of all records, files, and documents of this chapter, except the financial books of account; shall be responsible for the general correspondence of this chapter; shall keep a record of all proposals for membership; shall keep a record of every initiate into this chapter; and shall keep a separate record of all pledges, initiations, suspensions, expulsions and deaths within this chapter and send duplicates of such records to the Chief Executive Officer within seven (7) business days after the event thereof. The Vice President of Operations shall supply such reports as may be requested by the Directors or the Officers of the Fraternity within seven (7) business days from receipt of such requests, and shall have such further powers and duties as may be prescribed by the Board of Directors. **(SCCII3C3)**

Sub-Section 2.2.5.1. The Vice President of Operations will be responsible for checking all brotherhood requirements with each member, keeping track of the membership status of each member and working in conjunction with the Compliance Committee in regards to penalties. Responsibilities also include the execution and management of room reservations for Chapter functions and interaction with the University Student Organization Center.

Sub-Section 2.2.6. Master of Rituals: The Master of Rituals shall be in direct charge and supervision of all ritualistic, initiations, and secret work of this chapter; shall conduct the office in strict accord with The Ritual of the Fraternity; and shall have such further powers and duties as may be prescribed by the Board of Directors. (SCCII3C5)

Sub-Section 2.2.7. Vice President of Public Relations: The Vice President of Public Relations shall be responsible for the management of Chapter social media accounts and website, in addition to the maintenance of the bulletin board.

Sub-Section 2.3. Wardens: Warden shall have such powers and the Board of Directors prescribes in the Ritual and duties as. (SCCII3C6)

Sub-Section 2.4. Chapter Historians: The Chapter Historian shall compile and enhance a history of this chapter from its beginning through the tenure of his or her office, and shall have such further powers and duties as may be prescribed by the Board of Directors. (SCCII3C8)

Section 3. The officers of this chapter shall be elected during the last business meeting of January, and shall be installed during the month of June in accordance with the installation ceremony of the Ritual of Alpha Kappa Psi. (SCCII3B) The following elected officers shall serve for a term of one (1) year: President, Executive Vice President, Vice President of Finance, and Vice President of Operations. The following elected officers shall serve for a term of one (1) semester: Vice President of Membership, Vice President of Public Relations, Vice President of Alumni Relations, and Master of Rituals. Appointed officers shall serve for the same length of term, with the exception that appointed officers may be removed from office at the discretion of the officer that made the appointment.

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

Section 5. Each student and faculty member of this chapter shall be notified either in person or in writing by a chapter officer of the date, time and place of officer elections; said notice to be given at least thirty (30) days before the scheduled election.

Section 6. A candidate for elected office shall be declared elected when that member receives a number of votes equal fifty (50%) percent plus one (1) of the quorum present. There will be a primary election for each officer position. The top two candidates receiving a plurality of the votes of each officer position will run in the general election.

Section 7. An elected officer may be removed from office for disciplinary circumstances using the guidelines in Article XI of these bylaws. Separate from disciplinary action, removal from office as a result of the "vote of no confidence" must be approved by **three-fourths** of the brothers present in good standing at a meeting of this chapter at which a quorum is present. Such legislation must lie on the table until the next chapter meeting, which shall be at least 48 hours later. The officer removed shall not be allowed to serve in said office for a period of not less than one year from the date of removal from said office. In addition, the officer removed shall not be allowed to serve in any other elected office for a period of not less than one long semester or scholastic grading period from the date of removal from said office. If an elected officer is removed from office, that office shall be declared vacant and an election shall be held as soon as practical to fill the vacant office. The Executive Vice President shall notify the Chief Executive Officer, Regional Director, Chapter Advisor and Faculty Advisor of the results of any such election within seven (7) business days of the election. (SCCII3D)

Section 8. It shall be the responsibility of all outgoing officers of this chapter to personally give to their successors all written materials, records, reports, and assets pertaining to the conduct and duties of their respective office and also to personally instruct their successors in the proper administration of that office. All written information shall be retained for a minimum of two (2) years. Incoming officers of this chapter will share the responsibility to seek out and receive all written materials, records, reports and assets as well as the counsel of the outgoing officer that preceded them in office.

Section 9. In the event that a vacancy or vacancies occur within the executive committee of this chapter the following line of succession should be followed: President, Executive Vice President, Vice President of Finance, Vice President of Membership, Student Representative of Vice Presidents of Alumni Relations, Master of Rituals, Vice President of Operations, Historian, and Warden in that order. (SCCII3E)

Section 10. Chair and Auxiliary Positions:

Sub Section 10.1. Professional Chair:

- Hold a minimum of 3 professional events per semester.
- Propose a specific semester plan for the events 2 weeks before the 1st semester meeting and have a back up plan of events in the case that the original events do not happen.
- Submit reports in a timely manner to the Executive Vice President (within 7 days following the event).
- Take attendance at each event.

Sub Section 10.2. Fundraising Chair:

- Hold a minimum of 3 fundraising events per semester.
- Propose a specific semester plan for the events 2 weeks before 1st semester meeting and have a back up plan of events in the case that the original events do not happen.
- Submit reports in a timely manner to the Vice President of Finance (within 7 days following the event).
- Take attendance at each event.
- Propose a fundraising goal at the beginning of the semester.

Sub Section 10.3. Service Chair:

- Hold a minimum of 3 service events per semester.
- Propose a specific semester plan for the events 2 weeks before 1st semester meeting and have a back up plan of events in the case that the original events do not happen.
- Submit reports in a timely manner to the Executive Vice President (within 7 days following the event).
- Take attendance at each event.
- Should promote the engagement of community involvement.

Sub Section 10.4. Brotherhood Development Chair:

- Hold a minimum of 3 social events per semester.
- In the Fall Semester – responsible for the planning and execution of the Brotherhood Retreat
- In the Spring Semester – responsible for the planning and execution of the Sapphire Ball
- Propose a specific semester plan for the events 2 weeks before 1st semester meeting and have a backup plan of events in the case that the original events do not happen.
- Submit reports in a timely manner to VPM (within 7 days following the event).
- Take attendance at each event.

Sub Section 10.5. Compliance Committee:

- Interprets the Mu Rho bylaws as well as interprets all other forms of guiding documents.
- In charge of all action plans given to brothers and the severity of the said action plan.
- Interprets all acts of violation regarding the Mu Rho bylaws and governing documents as well as any misdemeanors that may be seen as a violation. Passing rulings in regards to said violations.
- Serve as a balance of power to the Executive Board. If any member of the Executive board does not properly fulfill his or her duties, the Compliance Committee has the responsibility to step in and hold said executive accountable for their actions.
- Maintaining an unbiased point of view toward brothers.
- There should be always be an odd number of brothers on the Compliance Committee.

Sub-Section 10.5.1. Chief of Compliance: The Compliance Committee will appoint one of its members as the Chief of Compliance, who is responsible for communicating all judicial affairs to the Chapter. The Chief of Compliance will also serve as the Risk Management Representative for the University's Student Organization Center.

Sub-Section 10.6. Pledge Educators:

Each semester the Vice President of Recruitment shall appoint at least one (1) Pledge Educator to facilitate the pledge education process and report to the Vice President of Recruitment. Duties will include the development of the pledge education process for the upcoming long semester and assist its execution.

Sub-Section 10.7. Parliamentarian:

The Parliamentarian shall have a term of one semester and shall be appointed by the President. Duties will include understanding “Robert’s Rules of Order”, newly revised, and knowledge of this chapter’s bylaws; as well as ensuring that all activities that happen during all meetings are in accordance with “Robert’s Rules of Order”, newly revised, and this chapter’s bylaws.

ARTICLE IX
COMMITTEES

Section 1. The committees of this chapter shall be the Executive Board, Alumni, Membership, Events, Inter-Chapter Relations, and Marketing Committees should the chapter find them necessary.

Sub-Section 1.1. Executive Board: The Executive Board shall be responsible for the management of this Chapter at all times; the only exception being when a meeting of student members in good standing, with a quorum established, is being conducted. The Executive Board shall be composed of the President, the Executive Vice President, and the Vice President(s) of Alumni, the Vice President of Membership, the Vice President of Finance, the Vice President of Operations, the Master of Rituals, Chief of Compliance, and the Chapter Historian, which shall be chaired by the President.

Sub-Section 1.2. Alumni Committee: The Alumni Committee shall interest alumni members of this chapter in the activities and programs of this chapter, and shall attempt to secure the understanding and support of alumni members for chapter goals. An alumni directory shall be kept by this committee and updated on a semester basis. Such updates should be forwarded to the Chief Executive Officer. The Student Representative of the Vice Presidents of Alumni Relations shall chair the Alumni Committee. The Alumnus/a Representative of the Vice Presidents of Alumni Relations shall serve on this committee.

Sub-Section 1.3. Membership Committee: The Membership Committee shall investigate and obtain Prospective members for this chapter, and shall exercise general supervision of all rushing and pledging activities of this chapter. The Membership Committee shall be responsible for the proper instruction of pledges in full compliance with the Pledge Manual, the Ritual of Alpha Kappa Psi and the Constitution and Statutory Code, the Board Directors Statement of Policy, Robert's Rules of Order, newly revised, and these Bylaws. The Membership Committee shall administer to each qualified pledge the standard examination prepared by the Chief Executive Officer and grade the examinations. The Vice President of Membership and/or Pledge Educator(s), specifically, is in charge of the chapter's Total Membership Education Program. If this chapter is reported to be hazing in any way, the President and Vice President of Membership and /or Pledge Educator(s) will be held personally responsible for this chapter's actions, and may be personally disciplined by the removal of office or suspension of membership. The Vice President of Operations may levy the discipline Executive Officer with the consent of the Board of Directors. The Vice President of Membership shall chair this committee. (SCCII6A1)(BODpp39-47)

Sub-Section 1.4. Events Committee: The Events Committee shall be responsible for developing an effective events program, which accomplishes the following. This committee will establish and promote worthy professional activities for the benefit of the membership of this chapter and other business students. This committee shall work with both faculty and alumni members to achieve a comprehensive professional program. It shall devise and conduct worthwhile projects to benefit the University of Texas at Dallas, other students, or the community. And it shall establish and promote a social program for the benefit of the membership of this chapter in compliance with all Board of Directors Risk Management policies (BODpp39-47).

Sub-Section 1.5. Inter-Chapter Relations Committee: This committee shall establish communication with other chapters of the Fraternity and promote professional and social interaction between chapters.

Sub-Section 1.6. Marketing Committee: This chapter may publish bulletins or periodicals for distribution to Other College Chapters and Alumni Chapters of the Fraternity or their members, subject to the approval and control of the Board of Directors. The Marketing Committee shall develop a marketing strategy for this chapter. Duties will include ensuring a synergistic message across all published documents including: flyers, posters, banners, business cards, etc. (SCCII8)

Section 2. The **President** of this chapter shall have the authority to preside over any committee of this chapter, and shall also have the power to appoint any committee not provided for by the laws of the Fraternity or these Bylaws. (SCCII3C1)

Section 3. Any member of any committee may be removed or replaced by the Committee Chair or Executive Board who made the appointment to that committee, with the exception of those officers or members who are specifically designated by these Bylaws to serve on a specific committee.

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

Section 5. All Standing Committees will provide a historical outline of prior years, to be retained for a minimum of two (2) years.

ARTICLE X
FINANCE

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

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

Section 3. The pledge fee of this chapter shall be set by the Vice President of Finance of this chapter and shall be due and payable by each pledge before administration of the pledge oath. The Chapter Vice President of Finance shall pay all Fraternity pledge fees to Alpha Kappa Psi, and send said fees to the Heritage Center within seven (7) business days after the induction of each new pledge. Payment of the pledge fee entitles each pledge to a pledge manual and the use of an official pledge pin. (SCCII6A3d, SCCV13C)

Section 4. The Fraternity initiation fee for each member shall be determined by the Chapter Congress and payable in advance of initiation. The Vice President of Finance of this chapter shall pay all Fraternity initiation fees to Alpha Kappa Psi, and send said fees to the Heritage Center within seven (7) business days after the initiation of each new member. For said Fraternity initiation fee each initiate shall receive one (1) official recognition pin, a membership certificate, a subscription to The Diary until next payable due date of membership dues. (SCCII6B1E, SCCV13C)

Section 5. The Chapter Vice President of Finance shall pay to Alpha Kappa Psi, and send to the Heritage Center, the semi-annual Fraternity student membership dues, as determined by the Chapter Congress, for each member of this chapter prior to October 15 and February 15 of each year. Payment of dues shall entitle members to receive The Diary. (SCCV13A, BODp19)

Section 6. The Chapter Vice President of Finance shall pay to Alpha Kappa Psi, and send to the Heritage Center, the annual liability insurance premium amount, as determined by the Board of Directors, for each member of this chapter prior to October 15 of each year. (SCCV13C)

Section 7. The semi-annual chapter dues for active alumni members of this chapter, which are due before the October 15 and February 15 deadlines, shall be set by the Vice President of Finance each long semester. This chapter may assess its own dues and fees provided they are not less than the Fraternity Dues and Fees determined by the Chapter Congress. (SCCII7A)

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

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

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

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

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

ARTICLE XI
DISCIPLINE

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

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

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

Section 4. Members, who have been suspended, for either financial delinquency or non-attendance, have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum for this chapter. **(SCCI5B)(BODp13)**

Section 5. Recognition Pins must be worn at all official Mu Rho Chapter functions where professional dress is required.

Section 6. This chapter shall assign The Vice President of Operations to recover the official recognition pin, any Alpha Kappa Psi official badge, and the membership certificate of any member that has been suspended or expelled, and forward said recovered items to the Chief Executive Officer.

ARTICLE XII
EMBLEMS AND AWARDS

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

Section 2. No jewelry or other merchandise for which the Fraternity has purchase agreements shall be purchased by this chapter, except in compliance with such agreements. **(BODp31)**

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

Section 4. The official badge of the Fraternity shall be worn only by a fully initiated member of Alpha Kappa Psi Fraternity or by a member of the immediate family or prospective spouse. **(BODp34)**

ARTICLE XIII
GENERAL

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

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

Section 3. This chapter shall observe April 24, the date of the installation of this chapter, with appropriate exercises.

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

Section 5. Upon the request of the Regional Director, this chapter shall furnish the names of three (3) resident Alumni Members or Faculty Members who are qualified to serve as Chapter Advisor. **(SCCI4)**

Official Procedure for Conduct of Meetings of Alpha Kappa Psi

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

Opening

One rap of gavel calls for order.
Two raps of gavel bring members to their feet.
Three raps of gavel seats members.

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

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

Warden:
(Immediately proceeds to the entrance of chapter room.)

President:
“Brother Warden, are all present true Alpha Kappa Psi?”

Warden:
“All present are true Alpha Kappa Psi, brother president.”

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

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

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

Closing

(Immediately following vote for adjournment.)

President:

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

President:

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

President:

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

President:

“In the name of the Mu Rho Chapter I declare this meeting at an end. ”

President:

(One rap of gavel.)

To Enter When Late

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

Late Member:

(Knocks at entrance door.)

Warden:

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

Warden:

(Allows late member to enter.)

Late Member:

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

To Leave a Meeting

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

Warden:

(Opens door and permits member to retire.)

Warden:

(At the option of the chapter, warden may obtain slip from member with name and time of leaving, also cause of leaving. The warden hands this slip to the Vice President of Operations.)

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

Official Procedure for Opening Professional Meetings

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

1) *President:*

"The professional meeting of the Mu Rho Chapter will please come to order."

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

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

The member selected will then make the following statement:

"Alpha Kappa Psi, the first professional business fraternity in the United States, was founded at New York University on October 5, 1904. Its objects are to 'further the individual welfare of its members; to foster scientific research in the fields of commerce, accounts, and finance; to educate the public to appreciate and demand higher ideals therein; and to promote and advance in institutions of college rank courses leading to degrees in business administration.' One of its activities is the conduct of professional meetings such as that in which we are about to engage. the purpose of which is to inform and better qualify us for our life's work."

3) *President:*

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

4) *Chairman:*

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