

$\Phi \Sigma \Pi$   
**ALPHA KAPPA CHAPTER BYLAWS**  
*Ratified November 3, 1993*  
Amended January 23, 2019

**ARTICLE I**  
*Name*

**Section 1: Official Name**

The name of the organization shall be Alpha Kappa Chapter, Phi Sigma Pi National Honor Fraternity (hereafter referred to as Alpha Kappa Chapter).

**ARTICLE II**  
*Purpose*

**Section 1: Definition**

Alpha Kappa Chapter shall be an Honor Fraternity for students in four-year collegiate institutions and Phi Sigma Pi Alumni, founded upon a basis of superior scholarship with the avowed purpose of advancing academic, professional, and social ideals. Alpha Kappa Chapter shall exist to meet the needs of close fellowship among students who are interested in the same end.

**Section 2: Statement of Ideals**

In carrying out the purpose of Alpha Kappa Chapter, the organization shall strive to personify and encourage three ideals:

- A. The acquisition and dissemination of information and knowledge through scholarship,
- B. The application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity, and
- C. The fostering of non-discriminatory, fraternal fellowship within Alpha Kappa Chapter's ranks.
- D. Alpha Kappa Chapter shall constantly endeavor to make the ideals dynamic in the lives of Alpha Kappa Chapter's members.

**Section 3: Organization for Charitable Purposes**

Alpha Kappa Chapter shall be organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations which qualify under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

**ARTICLE III**

## *National Affiliation*

### **Section 1: Charter**

This organization is a chartered member of the Phi Sigma Pi National Honor Fraternity.

## **ARTICLE IV**

### *Local Affiliation*

#### **Section 1: University Affiliation**

The Alpha Kappa chapter of Phi Sigma Pi National Honor Fraternity will remain officially registered as a student organization of the University of North Carolina at Chapel Hill. Official recognition expires annually on September 30. To avoid a lapse, the chapter president should reapply for recognition by mid-September. University Recognition is necessary for the chapter to reserve rooms and facilities for meetings and Recruitment, to maintain the chapter web page and so forth.

## **ARTICLE V**

### *Procedure*

#### **Section 1: Organizational Structure**

The governing documents of Alpha Kappa shall be as ordered: Phi Sigma Pi National Constitution and the Ritual, National Operating Procedures, the National Interpretive Document, Alpha Kappa Chapter Bylaws, Alpha Kappa Chapter Standard Operating procedures (SOP's) (if any), Alpha Kappa Chapter Initiation Standard Operating Procedures (SOP's), and any Special Meeting Rules adopted by Alpha Kappa Chapter. Alpha Kappa Chapter shall follow Robert's Rules of Order for parliamentary procedure.

## **ARTICLE VI**

### *Membership*

#### **Section 1: Membership Eligibility**

Persons of good academic standing and excellent character who are full time students shall be eligible for membership in Alpha Kappa Chapter. Membership into Alpha Kappa Chapter is open to the entire UNC-Chapel Hill community without regard to race, color, creed, handicap, nationality, sex, gender identity, age, religion, sexual orientation, or veteran status. Members shall be referred to as Siblings.

#### **Section 2: Membership Characterization**

Classes of Siblings shall be the following:

##### **A. Active Siblings**

1. To remain in good standing, it shall be necessary for an Active Sibling
  - (a) to meet all requirements outlined by the Alpha Kappa Chapter Bylaws
  - (b) abide by all governing documents as outlined by Article V
  - (c) to serve on at least one committee at any given time

2. While it is necessary for a Potential New Member (PNM) to be a full-time student of the University, Siblings who are not full-time students are not required to submit requests for inactivity and are allowed to be Active Siblings, with all the requirements therein.
3. All new Siblings of Phi Sigma Pi National Honor Fraternity must meet the initiation requirements of Alpha Kappa Chapter listed in Article XIV and must undergo the Ritual. Their membership will be approved upon conforming to national guidelines as stated in Article IV of the National Constitution.
4. Phi Sigma Pi Members in good standing may nominate qualified individuals to become Honorary Members. Voting shall be by secret ballot and should be completed at least forty-eight (48) hours prior to the scheduled Formal Induction. At least a three-fourths (3/4) vote of the Active Members present at the meeting with quorum shall be required for confirmation.

#### **B. Inactive Siblings**

1. Inactivity shall be reviewed by the Chapter's Executive Board. The following are valid reasons for inactivity:
  - (a) direct, unavoidable academic conflict with Business Meetings;
  - (b) extended illness; and
  - (c) other reasons determined to be "extenuating circumstances" at the discretion of the Executive Board.
2. Requests for inactivity must be submitted to the Executive Board by the second Membership meeting for the Fall and Spring semesters, respectively, and must be decided by Executive Board by the third Membership meeting.
3. A two-thirds (2/3) vote of eligible and voting Executive Board Members present at a regular scheduled Executive Board meeting will accept the requests.
4. A Sibling denied inactivity may appeal the Executive Board's decision to the Executive Board for reconsideration. A two-thirds (2/3) vote will accept the requests. Less than that will deny them. A Sibling may not appeal the Executive Board's final decision.
5. In extreme circumstances, such as a sudden illness, Siblings may submit late inactivity requests to the Executive Board who must consider, but not necessarily grant, this inactivity.

#### **C. Selectively Active Siblings**

1. Selective activity shall be reviewed by the Chapter's Executive Board. The following are valid reasons for selective activity:
  - (a) direct, unavoidable Academic time conflict with Membership Meetings
  - (b) direct, unavoidable extenuating time conflict with Membership Meetings to be determined by the executive board
2. Requests for selective activity must be submitted to the Executive Board by the second Membership meeting for the Fall and Spring semesters, respectively, and must be decided by the Executive Board by the third Membership meeting.

3. A two-thirds (2/3) vote of eligible and voting Executive Board Members present at a regular scheduled Executive Board meeting will accept the requests.
4. A Sibling denied selective activity may appeal the Executive Board's decision to the Executive Board for reconsideration. A two-thirds (2/3) vote will accept the requests. Less than that will deny them. A Sibling may not appeal the Executive Board's final decision.
5. A Sibling may be Selectively Active for as many consecutive semesters as necessary, as long as their circumstances are approved every semester by the Executive Board.
6. A Selectively Active Sibling shall be excused from all Membership Meetings, but is required to meet all of the other requirements of an Active Sibling to remain in good standing:
  - (a) to meet all requirements outlined by the Alpha Kappa Chapter Bylaws
  - (b) abide by all governing documents as outlined by Article V
  - (c) to serve on at least one committee at any given time
7. A Selectively Active Sibling must pay full dues.
8. Selectively Active Siblings in good standing will be eligible to vote if and only if they are physically present at the meeting at which the vote is occurring.

### **Section 3: Membership Academic Eligibility**

All Siblings in Phi Sigma Pi shall retain a cumulative GPA of no less than 3.0 in order to remain an Active Sibling in Good Standing

- A. No later than the second business meeting of each semester, each Sibling shall submit a signed record of their cumulative GPA, downloaded from the university web site or brought from the University Registrar.
- B. This record shall be submitted to one of three people, those being the Vice President, the Mediator, and the Scholarship Committee Chair. Exact GPAs of Siblings will be held in strictest confidentiality. Responsibility for contacting Siblings who violate the policy in some way, or who experience a transfer of status, (for example, to or from a grace period) will also devolve upon the Siblings serving in these three positions. These three shall report an average GPA for the fraternity as a whole to the Corresponding Secretary.
- C. Any Sibling who does not submit their GPA by the second business meeting of each semester will be placed in their semester grace period. In extenuating circumstances, a Sibling may appeal to the Executive Board.
- D. In the event that the Cumulative GPA of a Sibling should fall below 3.0:
  1. The Sibling shall be given a grace period of one semester in which to improve their GPA to a 3.0.
  2. Should the Sibling fail to improve their GPA so that it equals or exceeds 3.0 in the course of the grace period, they shall be placed on Academic Probation.
  3. The Sibling will remain on Academic Probation until such time as their GPA should equal or exceed 3.0.
  4. Should the circumstance arise, any GPA improvement in the course of one semester will be considered significant even if the improving Sibling fails to

equal or exceed 3.0, and a Sibling making such progress will be granted the semester following as a grace period to continue improvement.

5. At any point that a Sibling's cumulative GPA is below 3.0, that Sibling may choose to take a semester of Academic Inactivity.

E. Extenuating Circumstances:

1. In the event of serious and legitimate extenuating circumstances, such as extensive family emergency, protracted illness, or considerable religious commitments interfering with normal course work, the Sibling in question may make an appeal, in writing, to the Executive Board. The appeal may not be made unless the grace period has been completed without success in returning the Sibling's GPA to equal or exceed a 3.0. The Executive Board will vote to determine whether to accept the appeal. Should the Executive Board choose to accept the appeal, the Sibling's grace period shall be extended by one semester. The appeal process may be repeated each semester.

F. Academic Inactivity

1. Academic Inactivity, designed to encourage Siblings in need to take time to focus on academics, entails the same rights, fees, and responsibilities as Local Inactivity.
2. If the GPA of the Sibling requesting the inactivity has been confirmed below 3.0, Academic inactivity, if requested by the Sibling in question, shall be awarded automatically by the Vice President, without a vote of approval by the Executive Board.
3. A semester of Academic Inactivity may immediately follow a grace period, but not precede it.
4. A Sibling must be in good financial standing with the fraternity to request Academic Inactivity. The Vice President shall confirm this with the Treasurer before approving any Sibling for Academic Inactivity.

G. Academic Probation

1. A Sibling on academic probation will retain all responsibilities of Membership with regards to mandatory participation and attendance policies.
2. A Sibling on academic probation may speak but may not vote in Membership meetings, committee meetings, I-Panel meetings, or other meetings of voting bodies within the fraternity.
3. A Sibling on academic probation may not hold or be nominated to hold any fraternity office (defined as an Executive Board Office or the Chair of a Committee) or accept any official fraternity award. A Sibling who has been elected to an office in good standing but fallen short of the 3.0 standard shall retain their office through the grace period, should he or she choose to do so. A Sibling who has been elected to an office in the course of a grace period, but has now entered into a period of academic probation must immediately resign their office.

## ARTICLE VII

### *Officers*

#### **Section 1: Qualification of Officers**

- A. All officers shall possess at least the minimum requirements for Active Siblings in good standing.
- B. The President, Vice-President, Treasurer, Initiate Advisor(s), Parliamentarian, and Mediator(s) shall be Active Siblings in good standing and must have completed at least two full semesters of active membership (not including initiation period) before term of duty begins. Siblings may run for these positions during their second semester of active membership (not including initiation period). All other officers shall be Active Siblings in good standing and must have completed at least one full semester of active membership (not including the initiation period) before term of duty begins. In this instance, a semester is defined as one Ritual to the Ritual immediately following, meaning Fall Ritual to the following Spring Ritual and Spring Ritual to the following Fall Ritual.

#### **Section 2: Duties of Officers**

- A. The **President** shall:
  - 1. Preside at all regular, Executive Board and special meetings of Alpha Kappa Chapter;
  - 2. Be recognized as the official representative of Alpha Kappa Chapter;
  - 3. Promote the general interest of Alpha Kappa Chapter;
  - 4. See that all rules and regulations are followed;
  - 5. Have removal power of all non-elected positions in Alpha Kappa Chapter subject to the approval of the Executive Board;
  - 6. Call all special meetings of the Alpha Kappa Chapter;
  - 7. Prepare the agenda in consultation with Executive Board;
  - 8. Be responsible for informing Alpha Kappa Chapter about national activities of Phi Sigma Pi;
  - 9. Ensure that Alpha Kappa Chapter upholds its Risk Management policy and serve as the Risk Management Advisor;
  - 10. Ensure that rooms for meetings are reserved on the first day of the semester prior to the semester the rooms are desired, for example to reserve rooms for the Spring semester, the President would make the reservation in the Union Reservations Office on the first day of the Fall semester;
  - 11. Serve as the Alpha Kappa Chapter National Delegate to Grand Chapter.
- B. The **Vice-President** shall:
  - 1. Be responsible for all of the President's duties in the President's absence;
  - 2. Accept all official responsibilities and obligations deemed necessary by the President;
  - 3. Act as a coordinator and Ex-Officio Member of the Chapter's standing committees;
  - 4. Preside at all Committee Chair meetings;

5. Appoint all non-elected positions of Alpha Kappa Chapter subject to the approval of the Executive Board;
  6. Solicit reports from all Officers and Committee Chairs;
  7. Create ad-hoc Committees with the approval of the Executive Board;
  8. Enforce all of the attendance requirements listed in Article IX, Section 7, Subsections B-J;
  9. Be responsible for the attendance records of all events other than regular business meetings of Alpha Kappa Chapter;
  10. Serve as the Alpha Kappa Chapter alternate delegate to Grand Chapter.
- C. The **Recording Secretary** shall:
1. Keep a record of all proceedings of the Chapter and Executive Board meetings and enter such minutes in a permanent record;
  2. Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the Membership of Alpha Kappa Chapter by giving them to the IT Chair to place on the website;
  3. Be responsible for the attendance records of regular business meetings of Alpha Kappa Chapter;
  4. Notify the Chapter of any Member failing to meet the requirement stated in Article IX, Section 7, Subsection A;
  5. Assist the Corresponding Secretary.
- D. The **Corresponding Secretary** shall:
1. Be responsible for all correspondence pertaining to the Chapter and correspondence distribution to those designated;
  2. Preserve, supply and submit all National and Chapter forms, documents, records, the National Constitution, Chapter Bylaws, The Ritual, the National Operating Procedures, the National Interpretive Document, other documents, and supplies;
  3. Maintain for Alpha Kappa Chapter the approved Fraternity Roll Book;
  4. Be responsible for compiling and submitting all required Membership lists and other required affiliation documentation to the appropriate divisions of the sheltering institution to ensure continued affiliation;
  5. Assist the Recording Secretary.
- E. The **Treasurer** shall:
1. Have the power to approve fraternity expenditures less than \$50.00;
  2. Keep accurate records of all fraternity expenses and earnings, and balance the accounts;
  3. Remit appropriate moneys to the National Office by the specified due date;
  4. Pay all debts and expenses;
  5. Report at Chapter meetings the financial status of Alpha Kappa's accounts, including, but not limited to, delinquent Dues;
  6. Serve as an Ex-Officio member of the Fundraising Committee;
  7. Notify the Membership if any Sibling exceeds the budget by any amount at or above \$50 and provide a solution to resolve the over expenditure;

8. File a weekly report to the Vice President that discloses the fraternity's income and expenses in order that the Vice President may have knowledge of the committee's expenditures and budgets and can help them plan accordingly;
  9. Prepare a budget and bring it before the Membership for approval on the date of the second regular chapter meeting of the semester. To be approved the budget must be accepted by a two-thirds (2/3) vote of the Membership. Any request for the budget to be modified by more than \$50.00 per request throughout the semester must be approved by a two-thirds (2/3) vote of the Membership;
  10. Preside over regular meetings in the absence of the President, Vice President, and Parliamentarian.
- F. The **Historian(s)** shall:
1. Keep, collect and preserve local history accurately and up-to date;
  2. Keep the National Historian informed of the Chapter's activities on a regular basis and keep records of these events for the Chapter, by creating items such as the yearly scrapbook;
  3. Write and administer the History Exam to initiates each semester, in accordance with National requirements.
- G. The **Parliamentarian** shall:
1. Be responsible for maintaining and upholding Robert's Rules of Order;
  2. Preside over meetings in the absence of the President and Vice President;
  3. Preserve, supply and interpret when needed all Chapter documents, the National Constitution, Chapter Bylaws, The Ritual, the National Operating Procedures, the National Interpretive Document, and other documents;
  4. Maintain and use The Box;
  5. Maintain the ballot box and act as teller for all votes.
- H. The **Initiation Advisor(s)** shall:
1. Serve as the head(s) of the initiation committee;
  2. Ensure that the Initiation program follows all National and Chapter rules and regulations;
  3. Be responsible for reviewing and updating the Initiation Program;
  4. Be responsible for upholding and maintaining the integrity of the Initiation Program in relation to the rules of the sheltering institution, and any rules established by Alpha Kappa Chapter;
  5. Be responsible for the planning and implementation of the Initiation Program with the aid of the Recruitment Chair.
- I. The **Mediator(s)** shall:
1. Maintain the absolute secrecy and trust that is vested upon him or her by the Alpha Kappa Chapter in order to mediate disputes between Members and also initiates;
  2. Hold a weekly office hour;
  3. Issue a midyear evaluation at the end of every fall semester that will be utilized to improve the chapter the following semester;
  4. Aid the Parliamentarian as teller when needed.
  5. Not be a voting member of the executive board.



6. The Mediator position shall consist of two separate officers, the election of whom will consist of each voting Sibling casting a secret ballot for their top two candidates, and the two candidates receiving the most votes will be elected to the offices.
- J. The **New Class Representative (NCR)** shall:
1. Facilitate the effective and smooth transition of the newest class of Siblings into the Fraternity
  2. Act as an avenue through which concerns of the newest class of Siblings can be expressed to the Executive Board. These concerns may include, but are not limited to:
    - a. Issues with the transition from Initiate to Sibling
    - b. Interactions with older Siblings;
  3. Attend weekly Executive Board meetings
    - a. During closed discussions of the Executive Board, the NCR will be involved in the discussion if and only if the topic of discussion has been explicitly brought forth by the NCR
      - i. In the event that multiple issues are to be discussed in closed discussions, the issue brought forth by the NCR shall be the first on the agenda;
  4. Be elected by members of the newest class of Siblings at their final initiation meeting
    - a. Nominations shall take place one week prior to the election
    - b. On the day of the elections, each nominee will make a short speech and then all initiates will vote by ballot;
  5. Serve one semester on the Executive Board, after which point they will step down from the position. This semester shall always be the Sibling's first semester as an active Sibling in the Fraternity;
  6. The NCR will not sit on J-Boards;
  7. The NCR will not have voting power;
  8. This position is meant to give new Siblings exposure to Leadership positions within the Fraternity with the hope of encouraging them to run for positions in the future.

### **Section 3: Election of Officers**

- A. The election of officers shall be held at a regular meeting with nominations taken from the floor the week prior to elections. Nominations will remain open until the election begins.
- B. A simple majority (51%) will be required to elect the officers. Run-offs will be held if there are three or more candidates and no one candidate wins a majority.
- C. Officers shall be elected no later than the third meeting prior to Ritual.
- D. Quorum must be present in order for voting to occur. If quorum is not met elections may be extended to the next meeting; however, if quorum is still not met at the following meeting elections may occur without quorum in order that officers may be elected prior to Ritual. Quorum shall be defined as at least 51% of Active Siblings in good standing. Selectively Active Siblings do not count as

Active Siblings for the purposes of calculating quorum or necessary voting thresholds.

- E. In the event that an elected officer resigns their position, the election for that position will be re-held. Nominations for the vacated position will be allowed for one week, with the election for the position held the first chapter after nominations end. The elected candidate will serve for the rest of the position's term, however long that may be. If the elected candidate already has a position, they will serve in both capacities.

#### **Section 4: Terms of Office**

- A. Each officer's term of office shall be from that officer's inauguration until the next officer's inauguration, lasting two full semesters. In this instance, a semester is defined as one Ritual to the Ritual immediately following.

#### **Section 5: Impeachment Procedures**

- A. The President, Vice-President, and all other officers shall be subject to impeachment for failure to fulfill the duties of the respective office.
- B. A motion calling for impeachment shall be accepted from an Active Sibling.
- C. This motion must be accepted by a two-thirds (2/3) majority of the Active Members.
- D. The court for this trial shall consist of eight (8) Active Members chosen at random, and one officer also chosen at random (not including the accused) who will serve as the presiding officer. This court shall meet within two (2) weeks of the charges.
- E. This court shall try the accused and make a recommendation to the membership within three (3) regular meetings.
- F. After the court has made its recommendation it shall take a two-thirds (2/3) majority of the Active Members to convict the accused.
- G. If the accused is convicted, immediate resignation from the office shall be required.

#### **Section 6: Executive Board**

Executive Board shall be defined as all officers listed in Section 2. Each officer, except the Mediator(s) and the NCR will be voting members of the Executive Board. The Executive Board decides upon inactivities, and it will aid the president in ensuring proper risk management policies are followed and all rules and regulations are properly enforced.

#### **Section 7: Officer Meeting Requirements**

All Executive Board members are allowed two (2) unexcused absences from the Executive Board meetings. Only the President may excuse absences from these meetings.

#### **Section 8: Officer Manuals**

All Executive Board officers are required to maintain a notebook with information concerning their office and its operations, such as their officer training manual and any information that will aid their successor.

### **Section 9: Officer Budgets**

Each Executive Board Member will be required to meet with the Chapter Treasurer before the first regular meeting of the semester and will then prepare a budget to hand to the Chapter Treasurer by the first regular meeting of the semester. The Chapter Treasurer will then compile these budgets, along with the Committee Chairs' budgets, and make changes as necessary to fit into the overall budget.

## **ARTICLE VIII**

### ***Committees and Committee Chairs***

#### **Section 1: Committee Membership**

Permanent committees shall exist from year to year, but membership on them shall be per semester. The Vice President shall select committee membership for the next semester by the last meeting of the preceding semester based upon Siblings' top three choices with the aid and approval of the Committee Chairs as well as the approval of the President.

#### **Section 2: Qualifications of Committee Chairs**

All of the Committee Chairs and the Recruitment Chair shall possess at least the minimum requirements for Active Siblings in good standing.

#### **Section 3: Duties of the Committees and Committee Chairs**

- A. **Fundraising Committee** shall be a permanent committee responsible for planning all money-making projects for Alpha Kappa Chapter, including aiding the Service Committee in planning and executing the annual Battle of the Bands or other campus-wide charity fundraising event. Fundraising Committee shall also hold at least one other event each semester to earn money for Alpha Kappa Chapter, such as selling Phi Sigma Pi merchandise.
- B. **Service Committee** shall be a permanent committee responsible for planning service projects for Alpha Kappa Chapter, including planning and executing the annual Battle of the Bands or other campus-wide charity fundraising event. This event should be organized in conjunction with the Fundraising Committee and the Public Relations Committee. Service Committee shall also hold at least two other events per semester.
- C. **Fellowship Committee** shall be a permanent committee responsible for planning social functions for Alpha Kappa Chapter, including Semi-formal in the fall and Formal in the spring. Fellowship Committee should assist the Alumni Relations Committee with the planning and execution of Alumni Weekend. Fellowship Committee shall also hold at least one other event per semester.
- D. **Public Relations Committee** shall be a permanent committee responsible for promoting the ideals and activities of Alpha Kappa Chapter to the community at

- large, particularly by publicizing the annual Battle of the Bands or other campus-wide charity fundraising event and Recruitment each semester. Public Relations Committee should generally assist all other committees in publicizing campus-wide events.
- E. **Recruitment Committee** shall be a permanent committee responsible for the Recruitment and Initiation periods to be headed by the Initiate Advisor(s), with the aid of the Recruitment Chair(s). The Recruitment Committee shall abide by the Initiation program approved by the membership. It shall promote and instill in the initiates the ideals of Phi Sigma Pi, conforming to the Initiation regulations as set forth by Alpha Kappa Chapter and by the Phi Sigma Pi National Honor Fraternity. It shall see that all activities are in accordance with the National and University hazing policies. The Recruitment Committee shall adhere to and enforce the policies and procedures outlined in the Initiation SOPs.
  - F. **Alumni Relations Committee** shall be a permanent committee responsible for maintaining relations with Alpha Kappa Chapter alumni. Alumni Relations Committee shall send a newsletter at least once per semester to update alumni on the status of Alpha Kappa Chapter, inform alumni of Alpha Kappa Chapter events to which they are invited, maintain a current Alumni database, attend Alumni Advisory Board meetings, and maintain the alumni email listserv. Alumni Relations Committee shall, with the help of Fellowship Committee, organize an annual Alumni Weekend, which should feature an alumni event such as a Football Tailgate.
  - G. **Scholarship Committee** shall be a permanent committee responsible for planning any carrying out all projects that will emphasize the academic portion of the tripod, including enforcing the GPA policy outlined in Article VI, Section 3 and ensuring that all awards and scholarships are awarded as outlined in Article XII of the Alpha Kappa Chapter Bylaws. Scholarship Committee shall hold at least two scholarship events per semester.
  - H. **Information/Technology Committee** shall be a permanent committee responsible for helping to maintain the chapter listservs and chapter website, as well as assisting other Committees with technological projects. Information/Technology Committee should also maintain the chapter's Student Life Organization page and Google Calendar.
  - I. **Intramural/Recreation Committee** shall be a permanent committee responsible for the recreational and intramural events of Alpha Kappa Chapter.
  - J. **Inter-Chapter Relations Chair** shall be a permanent elected position. The office of ICR Chair will be a yearlong position. The committee and chair will be responsible for maintaining up to date contact information for all other chapters and notify them of any events to which they are invited. This committee shall work with all other committees who plan ICR events and the elected national delegate.
  - K. **Standards Committee** shall be a permanent committee responsible for maintaining the points of the House System and assisting the Recording Secretary. The Standards Committee Chair shall be the acting House System Coordinator.

- L. **Intentional Programming Committee** (hereafter referred to as IP) shall be a permanent committee responsible for upholding Alpha Kappa Chapter's commitment to inclusion pursuant to the criteria outlined under Article VI, Section 1, others at Alpha Kappa Chapter's discretion, and those of Phi Sigma Pi writ large. IP Committee shall plan and carry out internal and external activities that express Phi Sigma Pi's commitment to inclusion and shall work with other committees and the executive board to ensure that all Alpha Kappa Chapter events are being planned in a manner consistent with Phi Sigma Pi's non-discrimination and inclusion policies and with respect to Alpha Kappa Chapter's practices. These activities shall include, but are not limited to, distributing a reminder on inclusivity prior to Recruitment and holding an annual meeting with the University's Office of Diversity and Inclusion.

#### **Section 4: Election of Committee Chairs**

- A. Nominations will be taken from the floor a week prior to elections. Nominations will remain open until voting begins.
- B. Elections must be held no later than the second meeting prior to Ritual each semester.
- C. A simple majority (51%) will be required to elect the chairs. Run-offs will be held if there are three or more candidates and no one candidate wins a majority.
- D. Quorum must be present in order for voting to occur. If quorum is not met elections may be extended to the next meeting, however if quorum is still not met at that following meeting elections may occur without quorum in order that officers may be in place prior to Ritual.
- E. Vice Chairs may be selected from within the committees and may serve as an assistant to the Committee Chair. The Committee Chairs may select their Vice Chairs themselves or may allow their committee to vote upon the position.
- F. The duties of the Committee Chair and the Vice Chair shall be decided between the Chair and the Vice Chair for that committee.
- G. In the event that the Committee Chair is unable to fulfill the duties of the Chair, the Vice Chair shall assume the duties of the Chair until the position is filled by an election.

#### **Section 5: Terms of Office**

- A. The term of office for Committee Chairs shall be one semester in duration, defined in this case as going from either Fall Ritual to the following Spring Ritual or Spring Ritual to the following Fall Ritual.
- B. In the case that a Committee Chair leaves their position and it is filled by another Sibling, that Sibling will serve as Committee Chair until the end of the term that was being served by the outgoing Committee Chair.

#### **Section 6: Chair Meeting Requirements**

All Committee Chairs are allowed two (2) unexcused absences weekly committee chair meetings held by the Vice President. Only the Vice President may excuse absences from

these meetings. If the requirement is not met, they shall lose voting privileges the following semester.

#### **Section 8: Liaisons**

If any committee chair is not able to fulfill their duties as listed above, their Executive Board Liaison will be expected to help the Committee Chair in planning these events. If events are still not planned and executed after the Executive Board liaison has stepped in, then the Committee Chair will be asked to resign their position.

#### **Section 9: Committee Calendars**

Committee Chairs shall submit a planned calendar of events to the Vice President forty-eight (48) hours prior to the second meeting of every semester so that the Vice President may compile these calendars to distribute to the Chapter. The calendar may be subject to change, but Siblings must be given twenty-four (24) hours notice about any change in an event planned on the calendar.

#### **Section 10. Committee Budgets**

Each Committee Chair will be required to meet with the Chapter Treasurer before the first meeting of the semester and will then prepare a budget to hand to the Chapter Treasurer by the first meeting of the semester. The Chapter Treasurer will then compile these budgets, along with the Executive Board Members' budgets, and make changes as necessary to fit into the overall budget.

#### **Section 11: Committee Manuals**

Committee Chairs are required to maintain a notebook with information concerning their committee and position, such as their officer-training manual, attendance sheets and any information concerning planning and executing events that might aid their successor.

#### **Section 12: Committee Positions**

Any position that is created and required by the National Office of Phi Sigma Pi National Honor Fraternity and not already described in the Alpha Kappa Chapter Bylaws will be treated as a Committee Chair position and will be subject to and must abide by Article VII until such time as a Bylaw change may be made to accommodate it.

#### **Section 13. Vice President Authority**

The Vice President shall have the authority to form special committees when the need arises with the approval of the President.

## **ARTICLE IX**

## *Meetings and Attendance*

### **Section 1: Membership Meetings**

The date and place of all regular meetings shall be called by the President at the first regular meeting of each semester. The President shall inform the Siblings of Alpha Kappa Chapter of the date of the first scheduled meeting of the following semester as soon as possible. Regular business meetings shall be held Wednesdays at 7:30 pm.

### **Section 2: Attendance Records**

The Vice President and Committee Chairs shall be responsible for maintaining attendance records of committee events. Committee Chairs must submit attendance records to the Vice President at either the next regular Committee Chair or Membership meeting, whichever occurs first.

### **Section 3: Special Meetings**

Special meetings, in the case of special events, may be called by the President, with Siblings being notified a week in advance.

### **Section 4. Emergency Meetings**

In the event of an emergency, the President shall call for an Executive Board meeting or special meeting if deemed necessary.

### **Section 5: Meeting Voting**

Voting within meetings shall proceed on the following basis: YEA counts as a positive vote, NAY counts as a negative vote, and ABSTAIN counts as neither a positive nor a negative vote.

### **Section 6: Excused Absences**

The following will be considered excused absences from regular meetings, special meetings, speaker meetings, and committee meetings:

- A. A University sponsored function (i.e., sport, band, chorus, etc.);
- B. Unavoidable classes and labs scheduled in the evening hours by the University, or exams and review sessions scheduled by an instructor.
- C. Emergencies (i.e., illness, death in the family);
- D. Other extenuating circumstances as determined by the Executive Board or appropriate Committee Chair or specific Executive Board officer.

### **Section 7: Good Standing**

The following requirements must be fulfilled for Siblings to stay Active Siblings in Good Standing:

- A. All Active Siblings are allowed two (2) unexcused absences of all regular Membership meetings. Absences may be excused by the Recording Secretary. If this requirement is not met, the Sibling shall lose voting privileges the following semester.

- B. All Active Members are allowed two (2) unexcused absences of their Committee meetings. Absences may be excused by the Committee Chair. If this requirement is not met, the Sibling shall lose voting privileges the following semester.
- C. All Active Siblings must attend at least two (2) Recruitment events each semester in addition to the Potluck event and the Final Planned Event of Open Recruitment. Attending one or more Meet Nights may take the place of one (1) required Recruitment event, but may not take the place of Potluck or the Final Planned Event of Open Recruitment. A fine of \$15 shall be imposed on any Active Sibling who does not meet this requirement.
- D. All Active Siblings are required to participate in one scholarship event per semester. A fine of \$10 will be imposed on any Active Sibling who does not meet this requirement. This shall represent the scholarship aspect of the tripod.
- E. All Active Siblings must bring their assigned item to the Potluck dinner at the end of the Recruitment process each semester. A fine of \$10 shall be imposed on any Active Sibling who does not meet this requirement.
- F. All Active Siblings are required to participate in the Initiation Activity at Retreat each semester in order to ensure that it is safe for initiates. A fine of \$25 shall be imposed on any Active Sibling who does not meet this requirement.
- G. All Active Siblings are required to attend Ritual each semester. A fine of \$25 shall be imposed on any Active Sibling who does not meet this requirement.
- H. All Active Siblings are required to participate in one service event per semester. A fine of \$10 will be imposed on any Active Sibling who does not meet this requirement. This shall represent the leadership aspect of the tripod.

### **Section 8: Fines**

- A. The following section enumerates all infractions that result in fines to be paid to the Membership and the corresponding amount to be paid for each infraction. If a Sibling cannot fulfill a requirement that warrants a fine, he or she may complete an Alternative Fine activity, as defined in the Standard Operating Procedures.
  - a. Failure to attend Ritual: \$25
  - b. Failure to attend Retreat: \$25
  - c. Failure to attend the Final Planned Event of Open Recruitment: \$10
  - d. Failure to attend Potluck: \$10
  - e. Failure to participate in a scholarship event during a semester: \$10 each
  - f. Failure to attend at least two Recruitment events per semester, not including Potluck or the Final Planned Event of Open Recruitment: \$15
  - g. Failure to pay dues: \$20 initial late fee with \$10 added for each subsequent 2 week period
  - h. Excess unexcused meeting absences: \$10 for every absence in excess of two
  - i. Failure to participate in a service event during a semester: \$10 each semester
- B. Absences or other infractions excused by the relevant position will not result in fines



- C. All fines must be resolved with the treasurer within one month of their issuance
- D. Failure to resolve outstanding fines will result in being brought before the judicial board by the treasurer
- E. If any Sibling has not paid enough money to cover their National Dues by the first Wednesday prior to the date when National Dues are due, the Treasurer may, but is not required to, bring that Sibling up for expulsion by a two-thirds (2/3) vote of the Active Siblings.
- F. If any Sibling has not paid enough money to cover their full dues by the first Wednesday prior to Ritual, the Treasurer may, but is not required to, bring that Sibling up for expulsion by a two-thirds (2/3) vote of the Active Siblings.
- G. If any Sibling has accrued more than \$50 in fines and more than four weeks have passed since the fine that pushed the total above \$50, the Treasurer may call that Sibling up for expulsion by a two-thirds (2/3) vote of the Active Siblings.

### **Section 9: Social Event Eligibility**

Active Siblings who are not in Good Standing cannot participate in the Chapter's Social events. Nationally and Locally Inactive Siblings shall pay for a ticket, with a cost and enforcement decided at the discretion of the Fellowship Chair(s), for major Fellowship events, here defined as Mountain Weekend. Other events may be designated as such at the discretion of the Fellowship Chair(s).

## **ARTICLE X**

### ***Dues and Fees***

#### **Section 1: Fiscal Year**

The fiscal year of the Alpha Kappa Chapter shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. Each Active Sibling shall pay the Chapter Dues in the amount of \$149 to the Treasurer by the third official meeting of the Fall semester and the Spring semester.

#### **Section 2: Dues**

Each Sibling, whether Active or Locally Inactive, shall pay National dues to the Treasurer by the date of the third official meeting of the Fall semester and the Spring semester. Nationally Inactive Siblings shall not be required to pay national or chapter dues. National Inactivity is defined by Article IV Section 1 Subsection C of the National Constitution. Before going locally or nationally inactive the Sibling shall pay off all existing debt.

#### **Section 3: Account Balance**

A minimum balance of 50% of all local dues for the present semester shall be established for the treasury in addition to the \$1000 minimal account balance to insure that a viable fund will be on hand at all times to provide any emergency allocations which may occur between inputs to the treasury.

#### **Section 4: Payment Plan**

Each Sibling shall be given the option to pay Chapter Dues according to a payment plan where one-third (1/3) of Chapter Dues is due at the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> meetings of each semester. At the first meeting of the semester the Chapter Treasurer shall submit a list of the exact due dates.

#### **Section 5: Sibling Debt**

The maximum allowable debt for any Sibling, whether Active or Inactive shall be \$50. Debt is defined as any amount that is not paid the date it is due and still has yet to be paid. At such time, if any Sibling is found to owe \$50 to the Chapter either the whole or part of this sum must be paid to the Treasurer before further debt may be incurred, in one of the following ways:

- A. The Sibling must pay a portion of their debt large enough to allow new debt to be incurred, such that the new total for that Sibling does not exceed \$50;
- B. The Sibling must make a payment immediately for the new event or purchase.

If one of these conditions is not met the Sibling in question shall automatically and immediately lose voting privileges until such time as the debt has been paid to less than \$50.

#### **Section 6: Deadlines**

Any items or events costing more than the maximum allowable debt of \$50 must be paid by the deadline set forth by the Chapter Treasurer. If such a timely payment does not occur, and arrangements are not made by the Sibling with the Chapter Treasurer for late payment, the Sibling shall automatically and immediately lose voting privileges until such time as the payment has been made.

#### **Section 7: Chapter Dues**

Each Initiate shall pay Chapter Dues summing to an amount of \$225 to the Treasurer by the second official Initiate Meeting of the Fall semester and the Spring semester. Each Initiate shall be given the option to pay Chapter Dues according to a payment plan where one-third (1/3) of Chapter Dues is due at the 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> meetings of each semester. At the first meeting of the semester the Chapter Treasurer shall submit a list of the exact due dates. A consent form must be signed by each Initiate at the beginning Initiate Meeting stating that any payment is non-refundable should one decide to discontinue initiation. Should one be asked to discontinue the process, they will be refunded 50% of their payments.

#### **Section 8: National Dues Increase**

In the event of an increase in National Dues, resulting from an amendment to the National Standard Operating Procedures of Phi Sigma Pi, Chapter Dues will automatically increase by the same dollar amount as the increase in National Dues.

#### **Section 9: Chapter Dues Increase**

In the event that a change in Chapter Dues is proposed, not related to a raise in National Dues, a majority of two-thirds (2/3) of the present, Active Siblings will be required to pass the dues change.

### **Section 10: Dues Relief Program**

Temporary Dues Relief shall be granted to Active and Selectively Active Siblings and/or initiates who incur unexpected, short-term financial hardships that impede ability to pay semester dues.

#### **A. Funding**

1. The Temporary Dues Relief Fund shall be financed on an ongoing basis from surplus budget. Any money allocated for executive or committee expenditure that remains unspent at the end of any given semester shall be placed in the Fund for the following semester.
2. All money raised by the initiate fundraising committee will be allocated towards the Temporary Dues Relief Fund.
3. At any point, the Treasurer may propose an adjustment to the amount of money in the Fund with a 2/3 approval by the Executive Board.

#### **B. Application Process**

1. Eligible Siblings and/or initiates may apply for Dues Relief once every three semesters of active membership, including the initiation semester. Locally Inactive Siblings shall not be eligible for Dues Relief.
2. All delinquent fines must be resolved with the Treasurer before Dues Relief application will be accepted.
3. The Treasurer shall release a Temporary Dues Relief Request Form at the beginning of each semester. The form shall certify that the Sibling and/or initiate is undergoing temporary financial hardship and that the process is understood.
4. Details regarding the nature of the hardship shall not be requested in order to preserve privacy; however, Siblings and/or initiates are expected to only apply in the case of true need.
5. Temporary Dues Relief Requests must be submitted by the second chapter and/or initiate meeting of each semester.
6. The Treasurer shall review all applications to check for eligibility and report the number of applicants to the Executive Board.

#### **C. Allocation of Funds**

1. All Siblings and/or initiates shall be eligible for a maximum reduction in dues totaling the cost of their national dues.

2. The total amount of dues relief available for active siblings shall not exceed half of the amount in the Temporary Dues Relief Fund at the start of that semester. The amount of dues relief available for initiates shall be the remainder of the dues relief funds allocated for active siblings after all active siblings have applied, and  $\frac{1}{4}$  of the Temporary Dues Relief Fund from the start of that semester. For example:
- a. If the fund consists of \$1000, \$500 shall be available for dues relief for active siblings, and  $\$250 + (\text{remainder of funds for Active siblings})$  shall be available for dues relief for initiates.
    - a.1: If 4 siblings apply, the total dues relief requested will be  $(\$72 * 4) = \$288$ . As \$288 is less than \$500, each applicant shall receive coverage for their full national dues. Each applicant shall be responsible for paying their remaining local dues.
    - a.2: This would leave \$212  $(\$500 - \$288 = \$212)$  to be added to the allocated \$250 for initiate dues relief, so  $\$250 + \$212 = \$462$  in total funds available.
    - a.3: If 4 initiates apply, the total dues relief requested will be  $(\$77 * 4) = \$308$ . As \$308 is less than \$462, each applicant shall receive coverage for their full national dues. Each applicant shall be responsible for paying their remaining local dues and initiation fee.
  - b. If the fund consists of \$1000, \$500 shall be available for dues relief for active siblings, and  $\$250 + (\text{remainder of funds for Active siblings})$  shall be available for dues relief for Initiates.
    - b.1: If 8 siblings apply, the total dues relief requested will be  $(\$72 * 8) = \$576$ . As \$576 is more than \$500, each applicant shall receive \$62.5 towards their national dues  $(\$500 / 8 = \$62.5)$ . Each applicant shall be responsible for paying their remaining national and local dues.
    - b.2: This would leave \$0 to be added to the allocated \$250 for initiate dues relief, so  $\$250 + \$0 = \$250$  in total funds available.
    - b.3: If 4 initiates apply, the total dues relief requested will be  $(\$77 * 4) = \$308$ . As \$308 is more than \$250, each applicant shall receive \$62.5 towards their national dues  $(\$250 / 4 = \$62.5)$ . Each applicant shall be responsible for paying their remaining national dues, local dues and initiation fee.

3. A reduction of more than the cost of national dues shall not be granted to any single Sibling and/or initiate. Even if only one Sibling and/or initiate applies, a reduction totaling the cost of national dues is the maximum relief.

## **ARTICLE XI**

### ***Risk Management***

#### **Section 1: Judicial Boards**

- A. In the instance where a Sibling or Siblings and/or an Initiate or Initiates break(s) rules, regulations or risk management policies or take part in behaviors that otherwise put the fraternity at risk (these behaviors may or may not be outlined by the Bylaws or risk management policy) the mediator(s) maintain(s) the right to convene a Judicial Board with a majority (51%) vote of the Executive Board. This Board will consist of one Sibling from each initiate class selected at random and an equal number of randomly selected Siblings from the Executive Board, excluding the President and Mediator. The President will always preside over the Judicial Board in a neutral manner and will only vote in the case of a tie. Guilt or innocence shall be decided by a simple majority of the board. Siblings may not refuse judicial duty. These Siblings will be kept anonymous and under no circumstances will their identities be revealed.
- B. If the Judicial Board finds the Sibling(s) guilty, they may be brought up for expulsion, approved by two thirds (2/3) of Active Siblings, and/or given some other penalty as the Judicial Board sees fit, which will not be subject to Membership approval. If the Sibling brought up for expulsion is not expelled, then the Judicial Board reserves the right to assign another punishment, also not subject to Membership approval. If (an) Initiate(s) is (are) found guilty, they may be dismissed from the initiation program with the approval of a simple majority of eligible and voting members, and/or may be given another punishment to be determined by the Judicial Board and not subject to approval by the Membership. If the Initiate(s) is (are) not dismissed, the Judicial Board reserves the right to assign another punishment, also not subject to Membership approval. Until punishment is complete, Members shall lose all voting privileges.
- C. If a Sibling disagrees with their punishment, they may make an appeal to the Mediator who will take the issue to the Faculty Advisor who will determine if the punishment is appropriate or who will assign a new punishment. The decision of the Faculty Advisor shall be final.

#### **Section 2: Non-Discrimination Policy**

- A. Alpha Kappa Chapter shall not discriminate on the basis of race, color, religion, National origin, documentation status, ancestry, sex, gender identity or expression, sexual orientation, age, or disabled status in admission or access to its programs and activities, or its treatment of its Siblings.

### **Section 3: Anti-Harassment Policy**

- A. Alpha Kappa Chapter prohibits verbal, physical, or electronic harassment of any kind. Alpha Kappa's events and activities will foster an inclusive and welcoming environment for people of all identities. Alpha Kappa Chapter will abide by all state and federal laws and university policies.
- B. Alpha Kappa Chapter shall not tolerate sexual or gender-based harassment, assault, violence, or exploitation of any kind.
  - a. Sexual harassment is conduct that may include: unwelcome sexual advances, requests for sexual favors, unwelcome physical contact, sexual remarks about clothing, body, or sexual relations, unwanted conversations of a sexual nature, and other verbal, physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person's sex, gender, sexual orientation, or sex-stereotyping.
  - b. Sexual assault or violence is conduct that may include: having or trying to have sexual contact with another person without that person's consent. Sexual contact is intentional touching or penetration of another person's clothed or unclothed body by another person with any part of their body or any object in a sexual way.
  - c. Sexual exploitation is conduct that may include taking sexual advantage of another person without their consent, taking advantage of another person's sexuality, or going beyond the consensual sexual contact you both agreed to without the knowledge of the other person, for any purpose.
  - d. Stalking is conduct that may include repeated, unwanted attention; contact that is either physical, verbal, or electronic; or any other conduct directed at a person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating, or abusive environment for a reasonable person in similar circumstances and with similar identities.
- C. Siblings and Initiates who feel they are being or have been sexually harassed or exploited, or have been sexually assaulted by another Initiate or Sibling, should immediately inform the Mediator or the President, and are encouraged by the Alpha Kappa Chapter to report to University authorities.
- D. If a claim of sexual misconduct against a Sibling or Initiate is made to the Mediator or President, the Mediator will investigate and must convene a Judicial Board, at the discretion of the Sibling involved. Any Sibling or Initiate found guilty of sexual misconduct by the Judicial Board or the University will be subject to expulsion from the Chapter.

### **Section 4: Alcohol Policy**

- A. Siblings of Alpha Kappa Chapter shall not provide, facilitate access to, or encourage Siblings, Initiates, or PNMs under the legal age of 21 to consume alcohol at any Phi Sigma Pi related or sponsored event.
- B. Alcohol and/or illicit use of controlled substances shall be strictly prohibited at any Alpha Kappa membership drive event. A membership drive event is interpreted as any recruitment or Initiation event that is organized for or by Potential New Members or Initiates or requires their attendance for part or all of the time.
- C. Siblings and PNMs or initiates may not consume or possess alcohol together at any Phi Sigma Pi sponsored events. Any Phi Sigma Pi exclusive social events, mixers, tailgates etc. with alcohol shall be prohibited to initiates or PNMs. Such events shall be defined as any event exclusive to Phi Sigma Pi members or alumni. Such events do not include any event that is open to the public, hosted by or at a third party (including benefit nights, fundraisers, etc.). It is up to the discretion of the chairs of an event and the Executive Board to determine and to communicate to the chapter which events are Phi Sigma Pi exclusive and to enforce these guidelines.
- D. Alpha Kappa Chapter does not under any circumstances accept driving while intoxicated.
- E. Violations of the above stipulations shall constitute and be treated as a form of hazing and be subject to the same consequences as other violations of Phi Sigma Pi risk management policy.

### **Section 5: Anti-Hazing Policy**

- A. Hazing as defined by University policy at the University of North Carolina at Chapel Hill will not be accepted and any hazing will be immediately reported to the Student Attorney General.
- B. Alpha Kappa Chapter neither approves of nor shall permit actions of Siblings which may result in injury to persons or damage to property. Hazing shall be defined as, but not limited to, any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, and ridicule. These actions and situations include but are not limited to: paddling in any form, creation of excessive fatigue, physical and psychological shock, scavenger hunts which involve illegal activities, one-way road trips which leave an individual to find return transportation, wearing apparel at any time or location which is not appropriate, required engagement in public stunts or buffoonery, morally degrading games or humiliating activities, compulsory consumption of any alcoholic beverages or controlled substances or non-controlled substances, the destruction or removal of any public or private property; and activity that could adversely affect the mental, physical, or emotional health of the individual; and any other activities which are not consistent with the regulations and policies of the sheltering institution, or behavior considered as unbecoming of a Member of Phi Sigma Pi, Alpha Kappa Chapter.
- C. Siblings of Alpha Kappa Chapter are prohibited from engaging in any conduct that is considered hazing with other Siblings, Initiates, or PNMs.

### **Section 6: Illicit Substances**

Alpha Kappa Chapter does not sanction the use and presence of any illegal substance at any events. It reserves the right to bring any Sibling or Initiate before the Judicial Board if this policy is found to be violated.

### **Section 7: Risk Management Policy Violations**

Siblings and Initiates must report any violations of this risk management policy to the Mediator, who will decide, in consultation with the Executive Board, whether or not to convene a Judicial Board. In the case of Initiates, they may also report violations to the Initiate Advisor(s).

### **Section 8: Policy Enforcement**

No Sibling or Initiate will be discouraged from taking a problem to the judicial system of the University of North Carolina at Chapel Hill or the Campus Police.

### **Section 9: Adherence to University Policy and Laws**

It is the policy of Alpha Kappa Chapter to follow University policies and/or the Honor Code and/or any Federal, State or Local laws.

### **Section 10: Policy Violations**

In the event that a risk management policy is violated, the President of Alpha Kappa Chapter shall be immediately contacted, and if necessary any appropriate authorities. They will then follow this chain of contact: Faculty Advisor, Regional Consultant, and then National Council.

## **ARTICLE XII**

### ***Scholarship and Awards***

#### **Section 1: Robert J. Park Memorial Scholarship**

Alpha Kappa Chapter will award the Robert J. Park Memorial Scholarship, an amount of \$500, yearly to an active Sibling in good standing of Alpha Kappa Chapter who is graduating and continuing on to graduate school. This scholarship is intended for a Sibling who exemplifies the tripod and the qualities embodied by the late Robert J. Park. Applications will be made available at least one week prior to voting upon the recipient of the scholarship. If there are more than three (3) applications submitted, Executive Board, the Scholarship Committee Chair and the Scholarship Committee Vice-Chair will meet to select the top three applications. If any of these officers have submitted an application, they will recuse themselves from the selection process. The essays submitted with these applications will then be read anonymously to the Membership, which will



vote by number. The applicant who receives a plurality of votes is the winner of the scholarship. The Chapter will announce the winner during the last meeting of the semester.

### **Section 2: Chapter Service Key**

- A. The Chapter Service Key is to be awarded to a Sibling who not only exemplifies the tripod but who has also shown true dedication to the Alpha Kappa Chapter by working to improve the chapter during their time and who has contributed greatly to the chapter. It is intended to be the highest honor a member of Alpha Kappa Chapter may receive from the chapter and each Sibling should give serious thought as to whether a nominee should become a recipient.
- B. There shall be a maximum of one (1) Chapter Service Key awarded each year. There does not have to be a Chapter Service Key awarded every year.
- C. Any Active Sibling in good standing of may nominate any other Active Sibling in good standing who has had two semesters of activity (not including initiation but including the semester of nomination) to receive a Chapter Service Key.
- D. Voting will be done separately and prior to voting upon any other Alpha Kappa Chapter Award.
- E. Each nominee will be voted upon separately.
- F. In order to receive a Chapter Service Key a Sibling must receive 90% yea votes. If more than one person is nominated and receives this number of votes, the Sibling who has the highest percentages of yea votes will receive the Chapter Service Key. In the event these Siblings receive an equal number of votes, then there will be a vote between the Siblings.
- G. Chapter Service Key recipients will be announced at the final meeting and presented with a certificate of recognition at that time. They will then receive the actual Chapter Service Key a few weeks after, or if they will be in the Chapel Hill area in the fall they will be presented with it at the first meeting of the fall semester.
- H. A Sibling may only receive the Chapter Service Key once. They may only be awarded a Best Committee Member award in addition to the Chapter Service Key in the same year.

### **Section 3: Chapter Awards**

Chapter Awards will be given as outlined in this section annually in the spring semester, excluding Best Committee and Best Committee Members, which will be given in both semesters. They will be presented at the final meeting of each semester.

- A. **Eligibility:** All awards may only be given to an Active Sibling in good standing. Only Outstanding Senior is limited to graduating seniors. If a Sibling has won an award previously, they may not win the same award again. Once they win a particular award, they may not win another award, excluding Best Committee Member, in the same year.
- B. **Voting Procedure:** These awards will be voted on following the voting procedure outlined in the Scholarship Committee Notebook based on the single transferable voting system. It will be the job of the outgoing Scholarship

Committee Chair to ensure that the incoming Scholarship Committee Chair fully understands the voting procedure.

- C. **Award Descriptions:** Awards will be given in the following order: Tripod Award, Open Book and Staff, Lamp of Knowledge, Clasped Links, Most Outstanding Senior, Most Improved Sibling. If a Sibling is ineligible for consideration due to past receipt of an award or awarding of a higher-ordered award in the current year, the next highest vote getter will receive the award. This determination will be made by the Scholarship Chair in secret, who will inform the Vice President if a run-off is needed. The Chapter Awards shall be named and voted upon based on the merits listed below:
- a. **Tripod Award:** This award is given to two Siblings who demonstrate outstanding scholarship, leadership and fellowship. The recipient embodies all of the qualities of the following three awards (b-d)
  - b. **Open Book and Staff:** This award is given for outstanding leadership. The recipient is active in leadership through formal or informal authority.
  - c. **Lamp of Knowledge:** This award is given for outstanding scholarship. The recipient is not only a good student, but also very involved in learning in general.
  - d. **Clasped Links:** This award is given for outstanding fellowship. The recipient exemplifies fellowship and brings Siblings together.
  - e. **Most Outstanding Senior:** This award is given to the senior who has demonstrated excellence throughout their participation in Alpha Kappa during their senior year.
  - f. **Most Improved Sibling:** This award is given to the Sibling who has shown the most improvement in all three areas of the tripod.
  - g. **Best Committee:** This award is given to the committee that has excelled at planning and executing events during the Semester.
  - h. **Best Committee Members:** These awards are given to the people the committee chairs believe have served their respective committee best over the course of the semester. Committee Chairs make this selection. This applies to any committee for which there is both a chair and at least two (2) other committee members. A Sibling has received another award may receive this award in the same year.

#### **Section 4: Distinguished Service Key Nomination**

For a Sibling who has made a lasting mark on the Membership by establishing traditions and showing great dedication they can be nominated by the Chapter for this national award. This is the most prestigious award given, and does not have to be given to anyone. Nominations can be for current or past Siblings, but no nominations need be submitted. A Sibling must receive 80 percent of the votes to be nominated for this award. Siblings may vote for one, two, or none of the candidates. If someone does receive enough votes to be eligible, that person's name will be sent to the National Council, who decides if the person nominated will actually receive the award.

## ARTICLE XIII

### *Advisors*

#### **Section 1: Faculty Advisor**

- A. One full-time faculty or administrative staff member of the University is to be selected to advise and counsel the Chapter in accordance with University policy.
- B. The advisor shall serve in the best interest of the organization and its Members and will reasonably attempt to ensure that all business conducted by the organization meets University policies.
- C. It is the advisor's responsibility to attend one regular meeting and two events each semester, as well as conference with the President on a weekly basis.
- D. The Faculty Advisor shall serve as an Ex-Officio member of the Executive Board.
- E. The Faculty Advisor may take no negative or disciplinary action towards the Chapter or individual members without first consulting the President.
- F. At the second to last meeting of the Fall Semester there will be a secret ballot vote to decide if the Chapter feels their Faculty Advisor has fulfilled their duties. It requires a 2/3 majority of present, Active Siblings to dismiss the Faculty Advisor.
- G. If the faculty advisor is dismissed from another year of service, then the Executive Board will take recommendations from Siblings concerning possible replacements. No action will be taken to inform the nominees until after step H.
- H. In the event that more than one candidate is nominated, the Membership shall choose which candidate they would like to ask first. The Siblings who nominated the candidates shall represent them at that meeting. The candidates shall not be asked if they want the position until after the Membership has chosen who to approach. The chosen candidate will be asked by the Sibling who nominated them and the president. If the candidate does not accept the position, the steps outlined in H will be repeated until nominee accepts the position.
- I. In the event the Faculty Advisor resigns before the end of the year, the process outlined in Subsections G-H shall be followed to find and select a replacement.

#### **Section 2: Alumni Advisory Board**

- A. The Chapter is required to have a board of Alumni Advisors.
- B. **Statement of Purpose:** The Alumni Advisory Board shall offer individual and collective advice and console Siblings, officers and the Membership-at-large, bestow formal recommendations on local Membership matters, serve as a neutral sounding board and function as a conduit for the chapter's alumni.
- C. **Board Complexion**
  1. There may be up to six Alumni Advisors on this board.
  2. The Alumni Advisory Board shall select a chairperson to organize its meetings and serve as liaison to the Membership.
  3. The chairman or vice-chair of the Alumni/ICR Committee shall serve as a defacto member of the Alumni Advisory Board.
  4. The Faculty Advisor shall be notified of Alumni Advisory Board meetings and may attend and participate at their pleasure.
- D. **Board Selection and Term of Service**

1. The board will be elected each spring semester during committee chair elections. Siblings graduating that spring are eligible to run for a position on the board.
2. An Alumni Advisor term is for one year, but Alumni Advisors may serve for more than one term.

**E. Requirements for being on the Board**

1. The person must have been a Sibling of Alpha Kappa.
2. The person must have Alumni Member status as defined by the National Constitution.

**F. Requirements of the Board**

1. The Alumni Advisory Board shall meet monthly.
2. Should an Alumni Advisor be present at a business meeting, (s)he is entitled to file a report during the Committee Reports.

## **ARTICLE XIV**

### ***Initiation Program***

**Section 1: Purpose**

The Purpose of the Initiation Panel (I-panel) is to determine the status of PNMs. I-Panel will convene at the end of both the open Recruitment and closed Recruitment weeks. This panel will decide the status of PNMs in the Initiation process and will represent the entire Membership's decision on a PNM's status. All Siblings are welcome to both attend and participate in I-Panel – either through direct participation or written comments; however, only those who have met the requirements will be allowed to vote.

**Section 2. Initiation Panel Requirements**

To be a voting member of I-Panel, a Sibling must:

- A. Attend 3 events during each Recruitment week to be eligible for that week's I-Panel.
- B. Be an Active Member in good standing of Alpha Kappa Chapter.

**Section 3: Decisions of Initiation Panel**

- A. In order for a PNM to continue in the Recruitment and/or Initiation Process, they must receive a three-fourths (3/4) vote of "Yes" from the eligible and voting members of I-Panel.
- B. In order for a PNM to continue in the Recruitment and/or Initiation Process, they must attend 2 events each week in addition to Final Planned Event of Open Recruitment and Potluck unless they have been excused from the missed events by the Recruitment Chair(s).
- C. During voting, all comments submitted by Siblings, as well as the comments of all those present who desire to speak, will be heard before a vote is taken.
- D. I-panel's decision will be seen as representative of the Membership. As a result, all I-Panel votes are final.

- E. All I-Panel discussions are to be kept strictly confidential by those Siblings in attendance.
- F. The Recruitment Chair(s) are expected to remain neutral during discussions and merely provide facts about attendance and excuses when asked or provide relevant background information if necessary.

**Section 4: Big Sibling Requirements**

Big Siblings shall:

- A. Attend Pinning, the Big/Little Dinner, Polaroid Night, Retreat, and Ritual.
- B. Participate in at least three out of four Initiate events (Fellowship, Scholarship, Service, Fundraising).
- C. Co-bigs may split these duties between themselves as they see fit.

**Section 5: Initiation Requirements**

In order to participate in Recruitment, students of this University must:

- A. Have completed at least one semester and have at least two semesters remaining following the initiation semester;
  - a. Transfer students to UNC may substitute the “one semester completed” requirement with at least 6 hours of Summer course credit;
- B. Are full time students;
- C. Have a cumulative UNC GPA that is at least a 3.00 (on a 4.00 scale);
- D. Fulfill all the requirements set forth in the Initiation SOP’s.

**ARTICLE XV**

***Review of Bylaws***

**Section 1: Semester Review**

These bylaws, particularly Article XI, shall be reviewed at the first meeting of the Executive Board each semester to ensure compliance with all National Phi Sigma Pi policies as well as Federal, State, and Local laws and to ensure accuracy and appropriateness for the continued needs of the chapter.

**ARTICLE XVI**

***Standard Operating Procedures***

**Section 1: SOPs**

In the event that the Chapter finds they have requirements that do not belong in the Bylaws, they may place these in the Standard Operating Procedures with following clauses at the end of the document:

**A. Ratification**

- a. Ratification of these Standard Operating Procedures (SOPs) shall be by simple majority (51%) of all Active Members in good standing.

**B. Scope**

- a. All previous Alpha Kappa Standard Operating Procedures or parts thereof inconsistent with this document are hereby repealed.

**C. Amendments**

- a. SOP Amendments follow same procedures as Bylaw amendments as specified in Chapter Bylaws.

## **ARTICLE XVII**

### *Amendments*

**Section 1: Amendment Requirements**

These Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) majority vote of the Active Members, providing that the Amendment shall have been submitted in writing to the Membership at the preceding regular meeting.

## **ARTICLE XVIII**

### *Ratification*

**Section 1: Bylaw Ratification**

These Bylaws shall be declared ratified and in force when approved by two-thirds (2/3) of the Active Members.

## **ARTICLE XIX**

### *Scope*

**Section 1: Bylaw Scope**

All previous Alpha Kappa Chapter Bylaws, Standard Operating Procedures or Constitutions or parts thereof inconsistent with this document are hereby repealed.