

**Christopher Newport University Colony  
the Xi Theta of Kappa Alpha Psi Fraternity, Inc.  
Collegiate Chapter Bylaws  
November 1, 2017**

**Article I. Name**

Section A. The name of this organization shall be the Christopher Newport University the Xi Theta Colony of Kappa Alpha Psi Fraternity, Inc. (hereinafter known as The Xi Theta Colony).

Section B. The Xi Theta Chapter (Colony) is affiliated with the national body known as Kappa Alpha Psi Fraternity and the National Pan-Hellenic Council.

**Article II. Chapter Purpose**

Section A. To provide a portal for young men seeking membership in Kappa Alpha Psi Fraternity.

Section B. To contribute to the Greek life college experience at Christopher Newport University.

Section C. To represent Christopher Newport University and Kappa Alpha Psi Fraternity in a positive way.

**Article III. Membership**

Section A. The membership of The Xi Theta Chapter will shall be composed of second semester freshman, sophomore, junior, and senior male students that meet and maintain academic, financial and social standards set forth by the University and the Fraternity.

Section B. The Xi Theta Chapter shall not discriminate based on race, creed, color, age, national origin, or disability, but as a private organization restricts its membership to men only.

**Article IV. Officer Duties**

Section A: Polemarch (President)

1. Serves as the primary presiding officer for all meetings

2. Enforce the constitution, bylaws of the Fraternity
3. Ensure adherence to University policies and procedures
4. Call special and emergency meetings
5. Appoint all committee chairpersons not otherwise elected
6. Co-sign all warrants for the expenditure of Chapter funds
7. Approve all vouchers for reimbursing Chapter members
8. Submit reports to the University and the Fraternity
9. Determine committee designations
10. Establish the agenda for each meeting
11. Serve as liaison between the Chapter and Student Activities
12. Maintain effective communications with Advisors
13. Prepare chapter certification
14. Attend local alumni chapter meetings on regular basis
15. Attend all fraternity officer and leadership workshops
16. Attend all university student leader workshops
17. Attend province fraternity councils and conventions

#### Section B. Vice Polemarch (Vice President)

1. Serve as the primary presiding officer in the absence of the Polemarch (President)
2. Manage committees and various programs
3. Prepare chapter calendar of events
4. Serve as chapter Parliamentarian and Chaplain
5. Secure rooms for all meetings and functions in absence of the gate keeper
6. Share responsibility of scheduling events and obtaining venues for events
7. Take minutes in the absence of the Keeper of Records (Secretary)
8. Serve as delegate, during conferences/conventions
9. Perform other duties as assigned by the Polemarch (President)
10. Prepare and submit program documentation
11. Attend local alumni chapter meetings on regular basis
12. Attend all fraternity officer and leadership workshops
13. Attend all university student leader workshops
14. Attend fraternity councils and conventions

#### Section C. Keeper of Records (Secretary)

1. Keep a true and accurate record of the meetings
2. Take roll at each meeting
3. Distribute and read the minutes from the previous meeting

4. Keep an up-to-date roster of the names, addresses, and phone numbers of members
5. Interpret motions for the presiding officer if needed
6. Receive written reports of all activities of all committees
7. Keep the minutes of all board and chapter meetings
8. Keep chronological list of motions at chapter meetings
9. Prepare correspondence for Polemarch
10. Assist in preparation of program documentation and chapter certification
11. Attend local alumni chapter meetings on regular basis
12. Attend all fraternity officer and leadership workshops
13. Attend all university student leader workshops
14. Attend fraternity councils and conventions
15. May be dual hatted as Keeper of Exchequer

#### Section D. Keeper of Exchequer (Treasurer)

1. Keep correct and complete records of accounts
2. Provide receipts for all monies spent upon request
3. Receive all revenues and deposit all funds in the chapter account
4. Prepare a written budget for the following year at the end of each school year
5. Present a statement of financial status to the body at each regular meeting
6. Prepare a written end-of-semester report showing revenues and expenses
7. Serve as chair of the fundraising committee
8. Serves as Chair of budget and finance committee
9. Prepare and submit IRS documents
10. Attend local alumni chapter meetings on regular basis
11. Attend all fraternity officer and leadership workshops
12. Attend all university student leader workshops
13. Attend fraternity councils and conventions
14. May be dual hatted as Keeper of Records

#### Section E. Strategus (Gate Keeper)

1. Serve as gate keeper during meetings
2. Maintain chapter archives
3. Secure meeting room
4. Ensure proper conduct of meetings as it pertains to entry
5. Ensure all in attendance are legitimate members by checking membership cards
6. Sound alarm at the gate when necessary
7. Attend local alumni chapter meetings on regular basis

8. Attend all fraternity officer and leadership workshops
9. Attend all university student leader workshops
10. Attend fraternity councils and conventions
11. May be dual hatted as Historian, Reporter and or Chaplain

#### Section F. Lieutenant Strategus (Assistant Gate Keeper)

1. Same duties as Strategus
2. May be dual hatted as Historian, Reporter and or Chaplain

#### Section G. Historian

1. Take photos of all chapter sponsored events
2. Maintain the chapter website if applicable
3. Assist in preparation of program documentation
4. May be dual hatted as Reporter and or Chaplain

#### Section H. Reporter

1. Prepare Journal submissions
2. Maintain the chapter website if applicable
3. Assist in preparation of program documentation
4. May be dual hatted as Historian and or Chaplain

### **Article V. Fraternity Advisors**

#### Section A. Undergraduate Chapter Advisor

1. Appointed by and answers to the Province Polemarch
2. Serve as the trainer in the training for leadership
3. Demonstrate a commitment to follow Fraternity and University policies and procedures
4. Serve as chairman of Undergraduate Advisory Committee
5. Select members of Undergraduate Advisory Committee
6. Serve as liaison between Fraternity and the University
7. Guard against chapter self-destructive self-governance
8. Must be subject matter expert on undergraduate chapter operations
9. Attend all officer and leadership workshops
10. Attend chapter functions, rehearsals and service projects
11. Provide experiential learning laboratory for all chapter members

12. Administer situational leadership based on chapter maturity
13. May be dual hatted as faculty advisor employed by the University
14. Attend and oversees chapter formal meetings
15. Mentor chapter members as needed and upon request
16. Ensure proper financial management and accounting
17. Restrict chapter operations as required
18. Establish chapter operating minimum standards
19. Primary trainer for chapter members
20. Establish positive working relationship with student activities office
21. Communication openly with faculty advisor
22. Serve as accountable party for chapter commercial banking account
23. Serve as accountable party for chapter intake
24. Serve as risk manager for all chapter operations
25. Ensure chapter has liability insurance
26. Take measures to prevent hazing activities
27. Preserve the University and the Fraternity branding

#### Section B. Undergraduate Faculty Advisor

1. Serve as volunteer under the umbrella of the Vice President of Student Affairs
2. Demonstrate a commitment to follow fraternity and university policies and procedures
3. Serve as liaison between university and the fraternity
4. Must be subject matter expert on undergraduate collegiate affairs
5. Attend all university workshops related to student leadership
6. Provide experiential learning laboratory for all chapter members
7. Administer situational leadership based on chapter maturity
8. May be dual hatted as chapter advisor appointed by Province Polemarch
9. Attend chapter formal meetings in the absence of the chapter advisor or designee
10. Mentor chapter members as needed and upon request
11. Ensure proper financial management and accounting
12. Restrict chapter operations as required
13. Establish positive working relationship with University senior leadership
14. Communication with chapter advisor in accordance with privacy act
15. Serve as university quality assurance monitor for chapter operations
16. Provide academic and social counseling for chapter members
17. Take measures to prevent hazing activities
18. Preserve the University and the Fraternity branding

#### Section C. Undergraduate Alumni Advisor

1. Serve as volunteer under umbrella of Undergraduate Advisory Committee
2. Must be financial alumni member initiated at collegiate chapter in question
3. Demonstrate a commitment to follow fraternity and university policies and procedures
4. Serve as liaison between chapter alumni members and chapter advisor
5. Must be willing to intervene as needed to ensure uninterrupted chapter continuation
6. Provide candid and direct constructive advice to chapter members
7. Attend chapter formal meetings and events periodically
8. Mentor chapter members as needed and upon request
9. Provide fraternal counseling for chapter members
10. Take measures to prevent hazing activities
11. Preserve the University and the Fraternity branding

## **Article VI. Election of Officers**

### **Section A. Voting**

1. Only members recognized by the Fraternity and the University can hold office
2. Candidates running for office must be in good standing fraternally and socially
3. Candidates must have a minimum cumulative GPA of 2.5
4. Demonstrate a commitment to follow fraternity and university policies and procedures.
5. Candidates must follow the election process as outlined by the Fraternity
6. Candidates for Polemarch and Vice Polemarch must interview with Advisory Committee
7. Candidates must work to preserve the University and the Fraternity branding
8. Candidate speeches shall be restricted to 3 minutes each
9. Officers shall be elected by simple majority vote by the members present
10. Balloting shall be done in secret
11. Election ballots should be reviewed by Advisors when in question
12. Election results will be tabulated immediately following each vote by the Strategus
13. If there is a tie, there will be a revote until tie is broken
14. Term limits are not applicable
15. Quorum will consist of 50% of voting members present

### **Section B. Removal of Officers**

1. Removal procedures can be initiated at the request of two (2) members
2. Removal procedures can be initiated at the request of the Advisors
3. Removal procedures can be initiated at the request of University officials
4. Officer will be given opportunity to resign prior to removal
5. A hearing will be conducted at a special meeting for the presentation of evidence
6. Removal of officer will occur with majority vote of members present

## **Article VII. Meetings**

### **Section A: Formal Meetings**

1. Meetings will take place once a month at a minimum
2. Chapter Polemarch will serve as presiding officer and set the agenda
3. Must be two-thirds of financial members present conduct business
4. Only financial members may vote
5. Expenditures of money must be voted on and approved at formal meetings
6. Minutes will be taken at all formal meetings
7. Financial report will be given at all formal meetings
8. Visiting brother's membership status must be verified before attendance
9. Advisor must be present at meeting

### **Section B: Informal and Committee Meetings**

1. Meetings will take place as required
2. Any chapter officer can serve as presiding officer and set the agenda
3. Key members must be present as necessary to conduct business
4. No voting takes place
5. Expenditures of money will be discussed but not approved
6. Notes will be taken and used as discussion points during formal meetings
7. Budget formulation and business planning will be discussed
8. Advisor's presence is not required

### **Section C: Executive Board Meetings**

1. Meetings will take place once a month at a minimum
2. Chapter Polemarch will serve as presiding officer and set the agenda
3. Must be two-thirds of elected officers present to conduct business
4. Expenditures of \$250 can be voted on and approved
5. Minutes will be taken and become part of minutes for formal meetings
6. Financial report will be given at all meetings

7. Meeting is closed to visiting brothers
8. Advisor must be present

#### Section D: Officer Workshop

1. Meetings will be held annually and hosted by the Province Council
2. Workshop provides fraternity information for proper chapter operations
3. All chapter officers must attend
4. Failure to attend may hinder chapter certification
5. General members may also attend
6. Advisor must be present

#### Section E: Province Council Meetings

1. Meetings will be held annually and hosted by the Province Council
2. Council provides province annual report and election of province officers
3. Chapter delegates must attend and vote in elections
4. Delegates will provide written report of proceedings
5. Failure to attend may hinder chapter certification
6. General members may also attend
7. Advisor must be present

#### Section F: National Conclave

1. Meetings will be held biannually and hosted by International Headquarters
2. Headquarters provides national annual report and election of national officers
3. Chapter delegates must attend and vote in elections
4. Failure to attend may hinder chapter certification
5. General members may also attend
6. Advisor must be present

### **Article VIII. Dues**

#### Section A: Local Chapter Dues

1. Dues will be set at \$225 and prepaid as part of intake fees
2. Transfer member dues will be set at \$110 and paid in two installments (September and January)
3. Only dues paying members will be allowed to vote
4. Only dues paying members will participate in step shows and other public events



5. Non-dues paying members will not participate in intake

#### Section B: Province Dues

1. Dues will be set annually during province council and paid in September
2. Transfer members may not pay province dues if paid in another province
3. All members must pay province dues to be on chapter roll
4. Province dues will be paid to chapter Keeper of Records
5. Non-dues paying members will not participate in intake or vote

#### Section C: National Dues

1. Dues will be set annually during national conclave and paid in September
2. All members must pay national dues to be on chapter roll
3. Province dues will be paid to chapter Keeper of Records
4. Non-dues paying members will not participate in intake or vote

#### Section D. Penalty for late dues:

1. Members who fail to submit payment of dues by the designated deadline will not be able to hold office or chair a committee
2. Members who fail to submit payment of dues by the designated deadline will not be able to represent the chapter in any capacity
3. Any individual who fails to submit payment of dues by the designated deadline will be assessed a \$20 penalty

### **Article IX. Hazing**

1. Members shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization
2. Prospective members may choose to disassociate with the organization without fear of retaliation or harassment
3. Any member suspected, accused and or conducting such unauthorized behavior will suffer the maximum penalty, if the findings are valid
4. Hazing is recognized by the Commonwealth of Virginia as being unlawful and subject to criminal prosecution

### **Article X. Amendments**

1. These by-laws may be amended by 2/3 vote of the general membership

2. Notice of the proposed amendment must be given to the Advisory Committee in writing prior to the regular meeting
3. Amendments must align with sustaining good discipline and order within the chapter in an effort to remain on campus without interruption