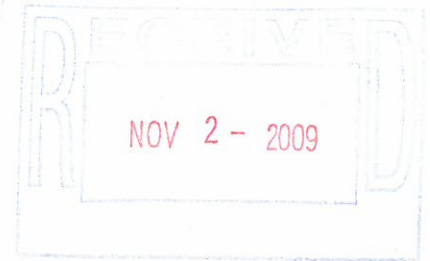


**UPSILON BETA CHAPTER**  
*ALPHA PHI ALPHA FRATERNITY, INCORPORATED*  
**CONSTITUTION AND BYLAWS**



**PREAMBLE**

We, the members of Upsilon Beta Chapter of Alpha Phi Alpha Fraternity, Incorporated, at Christopher Newport University of Newport News, Commonwealth of Virginia, in order to promote a more perfect union among our brothers; to assist the personal progress of its members; to develop and increase fraternal brotherhood within the organization; to discountenance evil; to destroy all prejudice; to preserve the sanctity of the home, the personification of virtue, and the chastity of women; to uplift mankind; and to activate ourselves in the spirit of the community; do enact and establish this Constitution for the government of its members.

**ARTICLE I - NAME, LOCATION AND SYMBOL**

- Section 1.** The name of this organization shall be the **Upsilon Beta Chapter** of Alpha Phi Alpha Fraternity, Incorporated.
- Section 2.** The location of this chapter shall be at Christopher Newport University in Newport News, Virginia 23606.
- Section 3.** This chapter shall be identified by the National Organization as Upsilon Beta (YB) Key #919.

**ARTICLE II – MISSION AND VISION**

- Section 1.** The mission of the Upsilon Beta chapter is to develop leaders, promotes brotherhood and academic excellence, while providing service and advocacy for our communities.
- Section 2.** The vision of Upsilon Beta shall be: to stimulate the ambition of its members; to prepare them for the greatest usefulness in the causes of humanity, freedom, and dignity of the individual; to encourage the highest and noblest form of manhood; and to aid down-trodden humanity in its efforts to achieve higher social, economic and intellectual status.

**ARTICLE III - GENERAL ORGANIZATION OF CHAPTER**

**Section 1: Quorums**

The chapter should have 3/4<sup>th</sup> of its membership in order to have a quorum to hold any meeting in the name of the chapter Upsilon Beta. In any meeting, the President or his designee must be present at all such meetings where a quorum has been met.

## **Section 2: Voting**

In order for a chapter to hold a vote 3/4<sup>th</sup> of its membership shall be present. The President or his designee must be present when a quorum is met.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1: Eligibility**

Election to membership into Alpha Phi Alpha Fraternity, Inc. shall be in accordance with the Constitution and By-Laws of the General Organization of this Fraternity. Aspirant attends Christopher Newport University, has successfully completed one semester, is a full-time student taking courses leading to his first academic degree, is in good academic standing with a cumulative grade point average of not less than 2.5 on a 4.0 grade point scale; or equivalent except where the minimum grade required by the college for graduation is greater, then the minimum grade for graduation must be used for eligibility, is of good character, is registered to vote, if eligible and qualified, is sponsored by three (3) members in good standing.

Upsilon Beta shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of Upsilon Beta are free to leave or dissociate without fear of retribution or harassment. Upsilon Beta shall not discriminate based on race, creed, color, age, national origin, disability and sexual orientation.

Christopher Newport University is committed to non-discrimination in hiring and all its other practices and encourages our recognized student clubs/organizations to assume the same posture of open access to all full-time student members and faculty/staff members of CNU. As the University carries out its mission to prepare students to live and work in a pluralistic society, it is our hope that all student organizations will recognize the valuable learning experience, which is offered through club participation. If this club sponsors a public event in a University facilities (e.g., an all-campus dance) or receives University funding for an event, it will permit equal and open access to that event by all members of the Christopher Newport University community.

### **Section 2: Fees and Dues**

The national fees and dues for initiation into membership shall be those established by the General Convention and prescribed by the By-Laws. Aspiring members of the Upsilon Beta Chapter shall submit a pharaoh's council fee during leadership weekend as well as prorated chapter dues for the remaining fraternal year. Chapter dues shall be established at Upsilon Beta's first fraternal chapter meeting occurring in the month of August at which time is the start of the academic year at Christopher Newport University.

## **ARTICLE V - OFFICERS**

### **Section 1: Elected Officers**

The elected officers shall be a President, Vice President, Director of Membership Intake, Secretary, Treasurer, Historian, Associate Editor to the Sphinx, Chaplain, Sergeant-at-Arms, Parliamentarian, and such other officers as may be deemed necessary by the chapter.

### **Section 2: Eligibility**

Only members who are in financial standing with National Headquarters and this chapter shall be eligible to hold office or vote.

All Chapter Officers must be certified in the Risk Management Program as promulgated by National Headquarters.

### **Section 3: Advisors**

#### **Section 1: Campus Advisor**

Upsilon Beta requires the designation of a faculty or staff advisor(s) from Christopher Newport University, formally named Campus Advisor.

#### **Section 2: Alpha Advisor**

Upsilon Beta requires the designation of an Alpha Advisor who is a member of Alpha Phi Alpha Fraternity, Incorporated who is in good standing, a financial member, Alpha Advisor certified with the fraternity, and risk management certified.

### **Section 4: Elections**

This chapter shall hold its annual election at the first regular meeting in April and the successful candidates shall be installed at the first regular meeting in April.

## **ARTICLE VI - DUTIES AND RESPONSIBILITIES OF OFFICERS**

### **Section 1: President**

The **chapter president** is the chief administration officer for the chapter. He provides leadership, direction, and vision for the chapter. He organizes and facilitates the National Program process while maintaining a positive impact on chapter membership. He oversees the financial and community welfare of the chapter. The president chairs the executive committee meetings and directs all standing committees as an ex-officio member. Additionally, the president breaks voting ties when necessary and appoints committee chairs and other leaders as necessary. He works with officers

and committee chairs to develop their growth; requests chapter reports as necessary; and attends cluster, district, regional, and national conventions.

## **Section 2: Vice President**

The **chapter vice president** reports to the chapter president and Executive Committee. He is Co-chief administration officer for the chapter and presides over meetings when the president is absent from the chair. Additionally, he assists the president with leadership direction and vision.

## **Section 3: Director of Membership Intake**

The chapter **membership intake officer** (or intake coordinator) reports to the chapter president and Executive Committee. He manages intake activities for the chapter as established by national Membership Intake Process via the Standing Orders) and serves on the Pharaoh's Council for his area. He assists with the requisition for and coordination of Alpha Awareness Seminars (or Informational Seminars), programs, and ceremonies for intake. He must be Risk Management and Pharaoh's Council certified.

## **Section 4: Secretary**

The **chapter secretary** reports to the chapter president and executive committee. His main duties are to records official meeting minutes. He maintains chapter records and permanent files. He reads the minutes at each regular or called meeting and attends the executive committee meetings. The secretary maintains the chapter's constitution and by-laws and the roll or register of chapter members. Additionally, he works closely with the president; reads correspondence when the corresponding secretary is absent; writes and sends correspondence for the corresponding secretary if needed; and performs other duties as assigned. He attends cluster, district, regional and national convention.

## **Section 5: Treasurer**

The **chapter treasurer** reports to the chapter president and Executive Committee. He is the chief financial officer for the chapter and maintains all financial records of checking, savings and investment accounts. He makes monthly reports of finances at Executive Committee and regular chapter meetings. The treasurer works with the budget and finance committee to prepare a chapter budget for review and adoption.

## **Section 6: Historian**

The **historian** reports to the chapter president and Executive Committee. He keeps accurate records of all events and teaches chapter and national fraternity history to the members. He reviews newspapers, magazines, etc.

for interest articles of chapter members; maintains chapter scrapbook and keeps it updated with programs each year; works closely with the recording and corresponding secretaries. Additionally, he works closely with the Associate Editor to *The Sphinx*.

#### **Section 7: Associate Editor to the Sphinx**

The **associate-editor-to-the *Sphinx*** writes and edits stories and information to be submitted for publication in the Fraternity's journal, *The Sphinx*. He coordinates the chapter's public relation activities. Additionally, he covers chapter events and submits copies to the secretary for permanent files and solicits materials for articles from the members.

#### **Section 8: Chaplain**

The **chaplain** presides as chaplain for chapter functions. He provides consolation to members and families as necessary. Additional responsibilities include delivering meaningful and inspirational invocations at chapter meetings and official services; and acts on moral issues regarding the chapter or brothers. Also, the chaplain assists with preparation of the Omega Services.

#### **Section 9: Sergeant-at-Arms**

The **sergeant-at-arms** reports to the chapter president and Executive Committee. He oversees rules and regulations the chapter. He is responsible for securing the meeting space and establishes whether a quorum has been met.

#### **Section 10: Parliamentarian**

The **chapter parliamentarian** reports to the chapter president and Executive Committee. He provides precedent and order for the chapter. He upholds parliamentary procedure to assure that all members are heard – the minority as well as the majority. The parliamentarian must be thoroughly familiar with Robert's Rules of Parliamentary Law. He interprets constitutional issues during debate and works closely with the Sergeant-at-Arms, if one is appointed.

#### **Section 11: Campus Advisor**

The **campus advisor** shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.



## **Section 12: Alpha Advisor**

The **alpha advisor** shall act as the liaison between Christopher Newport University and Alpha Phi Alpha Fraternity, Incorporated. The alpha advisor shall also work closely with the University and Fraternity in coordinating activities to insure that they are conducted in compliance with Christopher Newport University and Alpha Phi Alpha Fraternity, Incorporated policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

## **ARTICLE VII - COMMITTEES**

### **Section 1: Standing Committees**

The following are the standing committees for Upsilon Beta: Budget Ways & Means, National Programs and Special Projects, Campus Activities.

### **Section 2: Other Committees**

The President as required may appoint other committees.

### **Section 3: Appointment**

Each committee shall consist of not less than two brothers who are to be appointed by the President with the approval of the body.

## **ARTICLE VIII - DUTIES OF THE STANDING COMMITTEES**

### **Section 1: Budget, Ways & Means Committee**

It shall be the duty of this committee to present a yearly budget to the membership in order to execute programs as designated by the chapter.

### **Section 2: National Programs and Special Projects**

It shall be the duty of this committee to facilitate all national programs and the Fraternities special projects.

## **ARTICLE IX - AMENDMENTS**

### **Section 1: Procedure**

Any financial brother at any regular meeting may propose an amendment to this Constitution. If the proposed amendment meets the approval of a 3/4th of the chapter membership present and chapter president, the Chapter shall take final action. A three-fourths vote of the financial members present shall be necessary to adopt any amendment. The proposed amendment will be forwarded to

National Headquarters, Alpha Phi Alpha, Incorporated and will be effective upon approval.

## **BY-LAWS**

### **Section 1: Meetings**

The regular meetings of this chapter shall be held every Monday at 8:30 p.m. of each month during the academic school year unless noted otherwise.

### **Section 2: Special Meetings**

The President may call special Meetings at such time as may deemed necessary in the interest of the chapter.

### **Section 3: Quorum**

Three-fourths active members of the chapter shall constitute a quorum.

### **Section 4: Presiding Officer**

In the absence of the President and Vice Presidents at a Chapter meeting, the following officers will preside in order listed:

- A. Secretary
- B. Treasurer
- C. Parliamentarian

### **Section 5: Fees and Taxes**

#### **A. Initiation Fee**

The initiation fee for membership in this organization shall be in accordance with the Constitution and By-Laws of Alpha Phi Alpha Fraternity, Inc.

#### **B. Yearly Taxation**

The yearly taxation of the members of this organization shall be decided upon by the Budget, Ways & Means Committee. The recommendations of the committee will be reported to the chapter for approval.

#### **C. Additional Taxes**

The President shall have the power to levy additional taxes when such action is approved by a majority of the members present and voting at a regular meeting.

#### **D. Members in Arrears**

A brother having been notified in writing that he is in arrears in payments as established by the schedule of payment approved by the chapter for the

payment of taxes, dues, etc. and who fails to pay the same shall no longer be considered an active member of this chapter.

#### **Section 6: Contracts and Agreements**

There shall be no contract or agreement affecting the welfare of the organization or its members entered into without the affirmative vote of the membership.

#### **Section 7: Risk Management**

Only those active brothers, who have completed the Risk Management Seminar and are currently certified, will take part in initiation activities of this chapter. This will include awareness seminar, voting for new members and participating in any and all initiation activities.

#### **Section 8: Responsibilities**

- A. Any brother disclosing the secret workings of the Fraternity, upon sufficient evidence and a majority vote of the chapter shall be suspended indefinitely, and such action reported to the General Secretary of the Fraternity within ten days of such action.
- B. Every brother shall assist the President in upholding the dignity of the Fraternity, the Constitution and By-Laws.

#### **Section 9: Amendments**

These By-Laws may be amended or altered by a 3/4<sup>th</sup> vote of the members present at a regular meeting. A one-month notice of proposed change to the By-Laws must have been given prior to the vote.