

COLONY BY-LAWS
Christopher Newport University
Adopted 4/10/2016



Colony Bylaws
Pi Kappa Alpha Colony at
Christopher Newport University

Revision Date: 4/10/2016

Note: There are four categories of laws controlling the actions of student members and colonies.

I. Constitution of The Pi Kappa Alpha Fraternity

1. Basic law of the Fraternity.
2. Amended only by two-thirds vote of student Chapters.

II. Chapter Codes of the Pi Kappa Alpha Fraternity

Adopted by majority vote of Chapters and International Officers.

III. Colony By-Laws

1. Basic law of the colony.
2. Must not conflict with *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.
3. Contains backbone of colony long range operating program and policies.
4. Comparable to *Constitution* of The Pi Kappa Alpha Fraternity.
5. Minimizes "hasty" legislation by requiring two-thirds vote of approval at two (or three) meetings in order to amend.

IV. Colony Laws

Routine colony action, which requires simple majority.

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ARTICLE I: Name and Object and Laws Governing

Section 1. Name: This colony shall be known as the Pi Kappa Alpha Colony at **Christopher Newport University**.

Section 2. Object: The object of the Fraternity shall be to advance the educational interests of its members, to promote leadership development and to make, maintain and uphold a high standard of life, happiness and integrity for its members by uniting them in closer bonds of friendship and brotherly union.

Section 3. Laws Governing: The laws governing the colony shall be the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity, *Ritual* of The Pi Kappa Alpha Fraternity, Colony By-Laws, and Colony Laws. Additionally all National, State, Local and University laws and regulations will govern the Colony.

ARTICLE II: Colony Organization

Section 1. Elected Officers: The elected officers of the Colony shall be the President, Internal Vice President, External Vice President, Treasurer, Secretary, Sergeant-at-Arms, and Health and Safety.

The University organizational representatives and the undergraduate Colony advisor shall be elected as necessary.

Section 2. Appointed Officers: The President shall appoint the following officers: New Member Educator, Recruitment Chairman, Colony Advisor.

Section 3. Term of Office:

The term of office for Elected Officers will be two semesters (or four quarters) based on a calendar year.

A. Colony Elected Officers will hold positions until chartering or November of their senior year. They may resign if they wish.

The term of office for Appointed Officers will be two semesters (or four quarters) based on a calendar year.

B. Colony Appointed Officers will hold positions until chartering or November of their senior year. They may resign if they wish.

The Executive Board will select a member to fill any vacated office.

The term of office for Judicial Board Members will be for one semester (or two quarters).

Section 4. Committees: The internal and external vice presidents shall appoint a committee chairman for the titles indicated by capital letters in the list below, by the first regular Colony meeting of the term for which he serves. Also at this time, the vice presidents will provide an informational file describing each committee to the duly appointed member. The appointed chairman then has one week to solicit members or pledges to fill his respective committee.

The Organization of the appointed Committees under their respective vice president will be as follows:

External VP
A. Campus Involvement
B. Community Service
C. Public Relations
D. Athletics
E. Social

Internal VP
A. Alumni Relations
B. Brotherhood
C. Continuing Education
D. Fundraising / Philanthropy
E. Historian

Every committee head must turn in their committee file by the second to the last Colony meeting (installation of officers.) This file must be organized to the satisfaction of the vice president and must include a typed summary of all the activities performed by that committee.

ARTICLE III: Duties of Colony Officers

Section 1. General: The duties of the officers shall be those prescribed in the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and those prescribed in these By-Laws.

Section 2. Enforcing Rules: It shall be a duty of the President and all other Colony officers to read, thoroughly understand, and enforce all provisions of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity, and all provisions of the By-Laws and policies of this Colony.

Section 3. The President: The President shall preside over all Colony meetings, appoint other officers specified in the Colony Bylaws, direct other officers to perform their duties, read the minutes of each Colony meeting, read and sign the Supreme Council policies on hazing and *Standards for Retention of Membership, Officer Status and Colony Charter in Good Standing*,

Section 4. The Internal Vice President: The Internal Vice President shall perform the duties of the President in his absence, perform other such duties as assigned by the President, preside over regular committee chair meetings and direct committee chairman to perform their duties. The Internal Vice President shall be responsible for committee organization and work as outlined in Article II, Section 4.

The Internal Vice President will have authority over the following committees: Alumni Relations, Brotherhood, Continuing Education, Fundraising and Philanthropy, Historian, Risk Awareness and Scholarship.

Section 4. The External Vice President: The External Vice President shall perform the duties of the President in the absence of him and the Internal Vice President, perform other such duties as assigned by the President, preside over regular committee chair meetings and direct committee chairman to perform their duties.

The External Vice President will have authority over the following committees: Campus Involvement, Community Service, Public Relations, Athletics, Social, and Special Events.

Section 5. The Treasurer: The Treasurer shall collect all dues, fees and other assessments due to the Colony and International Fraternity, prepare and file a complete monthly financial report and make a monthly report to the Colony, work with the President and Finance Committee to prepare a Colony budget on a semesterly basis. The Treasurer shall be responsible for the payment of all bills, federal and state taxes, and also for filing the annual audit. The Treasurer will be liable for personally paying the penalties for failure to report and pay taxes on a timely basis. He shall serve as chairman of the Finance Committee. Further duties will be at the request of the President or Colony; he shall make special reports as to the financial condition of the Colony.

Section 6. The Secretary: The Secretary shall maintain a written record (minutes) of the proceedings of the Colony and maintain the membership reporting of the Colony and report active and pledge status changes according to the Constitution and Laws.

Section 7. The Sergeant-at-Arms: The Sergeant-at-Arms shall ensure that the Colony room is ready for meetings; ensure that each person who may enter the Colony room is a member in good standing; keep order during Colony meetings; maintain the safekeeping of all Colony regalia and meeting room property; serve as the chairman of the Colony judicial board; and conduct a post-initiation education session within a week after initiation. He will also order supplies such as The Oak for new initiates, badges for new initiates, and pledge pins for new pledges.

Section 8. The Risk Manager: The Risk Manager shall develop and revise a comprehensive Colony risk awareness policy and crisis management plan during his term; educate members and pledges regarding standards, policies and ideals expounded by the *Constitution & Chapter Codes*; and ensure all Colony functions are conducted in accordance with the above standards and policies.

Section 9. The Social Chairman: The Social Chairman shall plan all social functions in accordance with International Fraternity's risk awareness policies and procedures and prepare a Colony social calendar for all scheduled events for his term and keep it up-to-date at all times.

Section 10. The Alumni Relations Chairman: The Alumni Relations Chairman shall maintain a database or files of alumni and keep the International Fraternity advised of all address changes; and obtain alumni news, photographs and special articles for publication in Colony newsletters and the *Shield & Diamond*.

Section 11. The Historian: The Historian shall maintain a historical record of Colony activities during his term. Documenting colony events with photography and ensuring all events have an event summary.

Section 12. The Scholarship Chairman: The Scholarship Chairman shall develop a program for encouraging academic success; enforce all academic standards pursuant to the *Constitution & Chapter Codes* and Colony By-Laws; provide academic support and resources for members; and obtain all proper forms and releases which are required to monitor members' academic standing.

Section 13. The Campus Involvement Chairman: The Campus Involvement Chairman shall coordinate events and opportunities to ensure that every Colony member participates in other campus organizations and events and that records of involvement are kept to improve campus involvement in the future.

Section 14. The Community Service Chairman: The Community Service Chairman shall coordinate events and opportunities to ensure that every Colony member participates in community service events and that records of community service are kept to improve community service and philanthropy in the future.

Section 15. The Public Relations Chairman: The Public Relations Chairman shall develop a program for maintaining positive relationships with all constituents including but not limited to the campus, community, and Colony.

Section 16. The Brotherhood Chairman: The Brotherhood Chairman shall coordinate events and opportunities to ensure that every Colony member participates in events in order to build camaraderie and social interaction within the Colony.

Section 17. The Athletics Chairman: The Athletics Chairman shall coordinate events and opportunities to ensure that every Colony member participates and competes in some form of athletics and that records of athletics are kept to improve athletic performance in the future. He shall sign up the fraternity for intramural competitions each semester, ensure all members have jerseys or equivalent, appoint captains, and ensure all teams are full. He shall keep a calendar of intramural events and ensure captains or himself are reminding members of game times/date/location.

Section 18. The Philanthropy Chairman: The Philanthropy Chairman shall coordinate events and opportunities to allow Colony members to raise funds to donate to charity on behalf of the Colony.

Section 19. The Continuing Education Chairman: The Continuing Education Chairman shall develop a program for educating members of the Colony including but not limited to social awareness, health, Colony finances, risk awareness and crisis management, etc.

Section 20. The Special Events Chairman: The Special Events Chairman shall be in charge of planning and executing Greek Week, Homecoming, Formal, and any banquet events (Chartering, alumni, faculty, etc.). Utilizing the support of a committee as well as the social chairman.

Section 21. The Colony Advisor: The Colony Advisor shall serve as a resource to the Colony president and mentor to Colony members, maintain regular communication with the Regional President, provide general assistance and guidance for Colony programs and operations, attend weekly Colony meetings on a regular basis, serve as a liaison to the university, alumni association and house corporation, assist in the development of the officer transition retreat, provide suggestions and input at executive council meetings, and monitor the Colony's progress towards becoming an Excellence Colony.

Section 22. The Advisory Board Chair: The Advisory Board Chair shall help establish vision, mission, and expectations of the alumni advisory board, serve as a liaison to the alumni advisory board, coordinating proper communication between the advisory board and Colony executives, facilitate semesterly goal setting and monitor progress of board as it correlates to the Colony strategic plan, organize and lead quarterly meetings of the alumni advisory board, and communicate regularly with members of the advisory board via phone and email.

Section 23. The Operations Advisor: The Operations Advisor shall serve as a resource to the internal and external vice presidents, assist the vice presidents with management and goal setting for their respective committees, attend a committee meeting on a monthly basis, present to the Colony on management skills and best practices, and assist in the development of the semesterly Colony goal setting retreat.

Section 24. The Financial Advisor: The Financial Advisor shall assist the treasurer in developing the Colony budget and financial reports; meet with the financial committee on a monthly basis, work consistently with the treasurer to improve the Colony's culture of financial accountability, encourage the Colony to satisfy all requirements of the university, alumni, and International Fraternity financial assessments, reports, fees and deadlines, present to the Colony on financial best practices, identify a local accountant to assist in the annual audit and filing of taxes, assist with the establishment and maintenance of the Colony's endowment fund through the Foundation and participation in the phi phi k a club.

Section 25. The Recruitment Advisor: The Recruitment Advisor shall assist the recruitment chairmen in developing the Colony's written recruitment program, help develop a philosophy and strategy for year-round recruitment, meet with the recruitment team on a monthly basis, assist in the development of the semesterly Colony recruitment retreat, provide comments and insights during the Colony recruitment retreat, and provide alumni input and recruit alumni support for Colony recruitment activities.

Section 26. The Education Advisor: The Education Advisor shall assist the pledge educator in developing the annual review of the pledge education process, aid in the development of the 8-week, written pledge education program, assist the pledge educator to find local/campus speakers for pledge education program, assist the continuing educator in developing a written member education program, assist the continuing educator in developing a local speakers program, and have a working knowledge of the Ritual; help facilitate Ritual execution and education.

Section 27. The Risk Awareness Advisor: The Risk Awareness Advisor shall help develop a crisis management plan, educate the membership on its implementation and update annually, assist in the presentation of the Colony's risk awareness policies and procedures, assist the Colony in facilitating an understanding of and signing of the Fraternity's Standards, assist in resourcing speakers to present on risk awareness issues, serve as a liaison to the house corporation, and maintain a working relationship with police, fire inspectors, and health inspectors.

ARTICLE IV: Executive Council

Section 1. Membership: The President shall serve as chairman of the Executive Council. This Council is composed of the President, the Internal Vice President, the External Vice President, the Treasurer, the Secretary, the Pledge Educator, the Recruitment Chairman, the Risk Awareness Chairman, and the Sergeant-at-Arms. The Executive Council will be advised by the Colony Advisor, the Alumni Advisory Board Chair, the Operations Advisor, the Financial Advisor, the Recruitment Advisor, the Education Advisor, and the Risk Awareness Advisor.

Section 2. Jurisdiction: This Council shall meet at least one time between each Colony meeting to discuss and recommend to the Colony various matters, which are submitted to it by Colony members for discussion.

Section 3. Requirements for Election: Members of the executive board must hold a 2.8 GPA in order to be elected. Additionally they must maintain a 2.8 GPA while in office to remain on the executive board. Failure to do so will result in their removal from the executive board unless voted upon by the Executive Board to retain them for a 2/3s vote. Any one seeking an Executive Board position shall be interviewed by the President and the current position, which they are seeking. If they are approved, they shall receive a 2/3 vote by the chapter to gain office.

ARTICLE V: Judicial Board

Section 1. Object: The object of the Judicial Board shall be to provide a forum for resolving any disputes or potential violations of the rules governing the Pi Kappa Alpha Colony at **Christopher Newport University** and its members.

Section 2. Composition: The Judicial Board shall be composed of six members of this Colony, five regular members and the Sergeant-at-Arms. All members of the Judicial Board shall fulfill the following requirements:

- Be in good standing financially.
- Meet the minimum academic Colony and Fraternity Standards.
- No outstanding judicial sanctions against him.
- Not be members of the Executive Council.
- Have undergraduate status.

Section 3. Elections: Within two Colony meetings of the initiation of new members, pledge classes shall elect one representative to become regular members of the Judicial Board.

During the fall semester, Judicial Board should be composed of the following:

- Representative from both the fall and spring second and third year pledge classes and one representative from the fall or spring fourth year pledge class.

During the spring semester, Judicial Board should be composed of the following:

- Representative from the fall first year pledge class and a representative from the fall and spring second and third year pledge class.

A member may stay on Judicial Board for as long as his pledge class continues to elect him. Each pledge class must elect its representative within two weeks after a pledge class has been initiated.

Section 4. Meeting: Judicial Board shall meet immediately following regularly scheduled Colony meetings if there is something that needs brought to the Judicial Board's attention.

The Sergeant-at-Arms chairs all Judicial Board proceedings. He shall not vote in judicial proceedings unless there is a tie, though he may offer opinion during the discussion.

Section 5. Powers: Judicial Board shall have the following powers:

- To choose to investigate any charges or complaints brought to any Judicial Board member by anyone within this Colony, including both undergraduate and alumni members. Members may also file complaints.
- An active member of the Colony who was present at the scene must bring any charge or complaint forward and time the fine occurred. The Judicial Board may inquire into a situation if the IFC or

another organization on campus has brought it to the attention of the Colony. Furthermore, the Judicial Board may inquire cases dealing with destruction of house or personal property.

- Any charge or complaint brought forward to any Judicial Board member must reveal the name of the person who brought the charge or complaint forward and the date and approximate time the incident occurred.
- To require any member or pledge of this Colony to appear before Judicial Board with at least 24 hours written or verbal notice to be provided by a member of the Judicial Board appointed by the chairman.
- To uphold and enforce the Pi Kappa Alpha International Constitution & Laws, the By-Laws, and the Colony laws.
- To impose fines as outlined in the Colony *Bylaws*.
- To impose service hours, probation (Social or otherwise), or any other sanction in addition to any outlined fine which Judicial Board considers an appropriate response for any actions by members or pledges.
- To provide support and/or sanctions to members who are on academic or university probation.
- To settle disputes between individual Colony members upon the consent of both parties to abide by the decision of Judicial Board.
- To review and recommend revisions of the Colony *Bylaws* at any time to the Executive Council.
- To investigate all charges or complaints brought to the Judicial Board by the Executive Council.
- Members bringing cases against themselves may receive a lesser punishment.
- Any member accused of sexual assault shall be put on total probation immediately while awaiting deliberation. If found guilty, they will be recommended for expulsion from the fraternity.
- Any member that is being charged with a crime shall have an emergency hearing held by the Judicial Board where sanctions shall be made at the discretion of the Judicial Board.
- The Judicial Board will review the Newport News and Christopher Newport University arrest reports weekly to ensure no member is withholding information. Any member found withholding a case may receive a more harsh punishment.

Section 6. Powers Not Held: The following Judicial Board actions are not allowed:

- To expel a member. Only to suggest expulsion to which shall then act accordingly to article II, Section 15 of the Pi Kappa Alpha International Fraternity *Constitution & Chapter Codes* and the Colony *Bylaws* if needed.
- To interfere with or protect any member, pledge, or alumnus member from a legal investigation.
- To make decisions contrary the laws governing the Colony.

Section 7. Responsibilities: Judicial Board members will be responsible for keeping the By-Laws, as well as the Colony Laws, complete and up-to-date in writing, editing, indexing, and filing. This responsibility also includes maintaining a revision history (audit trail) of the aforementioned items.

Section 8. Voting: A quorum will be met when three or more of the five total members are present. The Judicial Board may not take action or vote without a quorum. There will be a maximum of five total votes cast. Members must be present for vote to count. All residing members shall have one equal vote. All actions and votes of Judicial Board shall be by majority of the quorum.

Section 9. Appeals: To appeal the decisions of the Judicial Board, the accused member must move to appeal at a Colony Meeting during the "Questions of Colony Policy". The vote will be by secret ballot, and must pass by a two-thirds vote of the Colony's quorum.

Any member sanctioned by the Judicial Board, but not attending his hearing, without receiving prior approval by a member of the Judicial Board, cannot appeal to the active Colony.

Section 10. Special Cases: Any member of the Judicial Board who is brought before the Judicial Board shall not have a vote because of a potential conflict of interest. Any Judicial Board member who submits a charge or complaint shall not be allowed to vote as a regular member at the hearing of said complaint.

Section 11. Impeachment Procedures: Impeachment of a Judicial Board member for just cause may take place by a majority vote of the Executive Council.

Section 12. Executive Council Authority: In times of Colony crisis situations, the Executive Council shall oversee any and all investigations.

The Executive Council reserves the right to assert its authority and oversee any investigation started by the Judicial Board.

ARTICLE VI: Election of Officers

Section 1. When Elected: All elected Colony officers shall be elected by a majority vote at a regulation meeting to be held at least two Colony meetings before the end of each semester. Opening nominations will be held one week prior to elections. The number of nominations for each position and the number of nominations for each member will not be restricted. Final nominations will be received at the meeting in which the elections are to be held. A member may be elected to only one office per semester unless the number of Colony members allows no other alternative.

Section 2. Filling Vacant Offices: In the event of a resignation or inability of elected officers to serve, the President shall call for an election to fill that vacancy, to be held at the earliest suitable time after the vacancy occurs.

Section 3. Qualifications for Holding Office: A candidate must be and remain in good financial standing with the Colony. The Treasurer shall have served as an assistant treasurer on the finance committee.

ARTICLE VII: Installation of Officers

Section 1. When Installed: Officer installation shall be held as soon as possible after elections.

ARTICLE VIII: Removal of Colony Officers from Office

Section 1. Procedure. Any Colony officer may be removed from office by the following procedure:

A petition signed by six active members or ten percent of the Colony must be filed with the Executive Council. The petition must state the reasons for removal and the Committee must make a full report to the Colony as to its findings; provided, however, that the petitioning members' names shall not be disclosed to anyone not a member of the Executive Council.

An affirmative vote for removal by two-thirds of the members present at a duly constituted meeting shall effect the removal from office, and the office shall be declared vacant, and a new election shall be held.

ARTICLE IX: Meetings

Section 1. When Held: Regular meetings of the **Christopher Newport University** Colony shall be held in Luter or Freeman Hall, on Sunday night of each week except weeks of final examination, at 8:00 o'clock p.m. No meetings will be held during the summer term. All members should wear blazer, tie, dress slacks, and dress shoes.

- In the event that the colony exhibits attendance above a set attendance number, the colony can be awarded with a casual attire instead of the business attire.
- In the event that a member cannot attend chapter in the standard for attire, they must notify the secretary and he can then approve the request.

Section 2. Notice Required: When the date or time of a regular meeting is changed, or a special meeting is called, the president shall post a notice of the change at least three days prior to the time for which the meeting is called.

Section 3. Notice Required for Initiation: The Colony upon regular motion shall set the date and time for each meeting at which any person is to be initiated. The secretary shall post a notice of the time and date so selected seven days prior to the date selected.

Section 4. Special Meetings: Special meetings may be called by the Colony upon adoption of a motion in any regular meeting; or may be called by the president whenever, in his discretion, such meetings are necessary.

Section 5. Form of Meetings: Meetings will be opened with the Pi Kappa Alpha *Preamble* and closed with the *Ode to a Pledge*.

Section 6. Order of Business. The following order of business shall be used in every meeting, but it may be suspended in part, or entirely, during any one meeting, by a majority vote of those present upon proper motion:

1. Meeting called to order by the President
2. Pi Kappa Alpha Invocation – Ritual
3. Roll Call
4. Reading of minutes of the previous meeting
5. Initiation of new members (If needed)
6. Election of officers (If needed)
7. Installation of officers (If needed)
8. Election of new members (If needed)
9. Committee and Officer reports
10. Old business
11. New business
12. Schedule of weekly events
13. Open forum
14. Adjournment (Ode to a pledge)

Section 7. Attendance. If a member of the Colony will be absent from an Official Colony Meeting, he must notify the Secretary prior to the start time of the meeting with a valid excuse. Valid excuses include, but are not limited to, other meetings of student organizations, athletics, and family emergencies. As long as said member is representing the Colony in a beneficial way, said member's excuse shall be valid if it is given to the Secretary two (2) hours prior to the start time of the meeting. If said member has three unexcused absences, he shall be referred to the Judicial Board.

Section 8. Late to Meetings: Any member not present in any 2 Colony meetings fifteen minutes after the meeting is called to order shall be deemed late and shall pay a fine of \$25.00 unless formally excused for a valid reason as deemed worthy by the Sergeant at Arms and Secretary.

Section 9. Absent from Meetings: Any member absent from any Colony meeting shall pay a fine of \$25.00. Excused absences can be secured only by notifying the secretary in advance. Every member has one free unexcused absence before they are fined.

Section 10. Absent from Initiation. Any active member absent from an initiation meeting shall pay a fine of \$75.00.

Section 11. Parliamentary Procedure in Effect. *Robert's Rules of Order, Revised*, shall govern the parliamentary proceedings of all meetings; except that the same shall in no manner change the order of business prescribed in these By-Laws; and shall in no manner change the effect of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity in regard to meetings.

ARTICLE X: Finances

Section 1. Finance Committee: The Finance Committee shall be responsible for the financial welfare and security of the Colony. It shall meet not less than once every month during the school year. If any officer entrusted with the spending of funds sees that his expenses are going to exceed the money allotted, he shall at once place the matter before the Committee. The Committee shall endeavor to budget funds so that the Colony will show a profit each month.

Section 2. Depository of Funds: The Treasurer shall deposit all moneys of the Colony from all sources in a local bank, and such funds shall only be withdrawn by checks signed by the Treasurer and countersigned by the President.

Section 3. Financial Records: The Treasurer shall keep a set of books, computer programs, and such other records as are necessary to give a complete written record of all financial transactions. These records shall be audited at the close of his term of office.

Section 4. Fiscal Year Defined: The fiscal year is defined to be the twelve month period from July 1st of each year through June 30th of the next year.

Section 5. Bills, When and Where Payable: All dues, board, social fees, fines, assessments, or other moneys due to the Christopher Newport University Colony are due and payable to the Christopher Newport University Colony by the first Colony meeting of the semester unless a payment plan has been instituted with the Colony Treasurer.

Section 6. Dues. Colony dues shall be paid to Omega Psi Phi. Dues should be paid in the e-check form rather than by credit/debit card to avoid the fee.

Section 7. New Member Fee. Each man shall pay a new member fee of \$60 within fourteen (14) days of accepting a bid.

Section 8. Initiation Fee. Each new member of this colony shall pay an initiation fee of \$280. This fee must be paid a minimum of five (5) days prior to his initiation.

Section 9. Financial Delinquent Accounts:

A. Definition: any member (initiate, pledge, or alumnus) who has an outstanding balance and has not signed a payment plan contract with the Colony as of the second Colony meeting of each semester, or any member who defaults on his payment plan.

B. Financial policy: Entire semester (or quarter) fines are due at the first Colony meeting of the school term. If the member does not pay and a payment plan contract has not been signed, a 10% fine will be assessed to the balance owed. If not paid by the second Colony meeting, the member will be considered financially delinquent.

C. Consequences to a delinquent member:

- a. A member will be charged for any costs incurred by the Colony in dealing with the delinquent member.
- b. The member will not be allowed to participate in social functions and activities with which the Colony is associated.
- c. The member will not be allowed to vote on any matter that comes before the Colony.

D. Steps taken on delinquent accounts: The delinquent member's name will be announced at the end of the second Colony meeting. If the member is not present at the second Colony meeting, reasonable effort will be made in the following week to notify him of his delinquency. When

contacted, arrangements will be made to collect payment or to set up a payment plan contract. If full payment is not made or a contract not signed, the Colony treasurer may take any of the following actions:

- a. Bring the case before the Colony judicial board for resolution of the problem, which could include a recommendation for expulsion.
- b. Handing the account to a collection agency, whether it be a private firm or the Memorial Headquarters staff.
- c. Presenting the case before a small claims court.
- d. Expulsion from the Fraternity by the Colony or through the International Fraternity.

Section 10. Assessments: An assessment may be passed at any Colony meeting by an affirmative vote of two-thirds of the members present. An assessment shall be paid by each member.

Section 11. Budget: The Colony must approve a budget for each semester.

Section 12. Reimbursement: In order to be reimbursed for an incurred expense, a member must retain all receipts of the item and email the treasurer a photo along with the date, time, cost, and itemized list of purchases wishing reimbursement for.

ARTICLE XIII: New Members

Section 1. Joining: The decision on who is to receive a bid to join the colony shall be at the discretion of the President, Recruitment Chairman or his designee, but as stated in the *Garnet & Gold*, the Recruitment Chairman, "makes the ultimate decision on who is invited to join," (pg. 53).

Section 2. Procedure for Terminating Membership: The procedure will be as stated in the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.

Section 3. Requirements for Initiation: All pledges must have a two-thirds approval of the members present in a meeting called for the purpose of granting him membership.

In addition, all pledges must have the following qualifications:

1. Have the scholastic average required by the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity and those required by our institution.
2. Have completed a course in new member education.
3. Have paid his initiation fee in full as well as any other bills that he might owe the Colony; part-payment shall not be deemed as compliance with this section.
4. Have complied with the International Fraternity requirements for initiation.

Section 4. New Member Delinquent Accounts: A new member must have all his delinquent accounts to the Colony paid prior to his initiation, or else he will not be initiated.

ARTICLE XIV: Powers Not Held by Summer Colony

Section 1. Powers Enumerated: The Summer Colony shall not:

1. Approve any man for initiation.
2. Change the date on which any or all members are required to return to school in the Fall.

3. Amend the By-Laws of this Colony.
4. Change the Colony policies.

ARTICLE XV: Fraternity Coat-of-Arms

Section 1. Use Of: The general use of the Pi Kappa Alpha Fraternity Coat-of-Arms shall be governed with the utmost respect. It shall not be placed anywhere that might be considered in poor taste or used to deface public property.

Section 2. Use Of: The use of the Pi Kappa Alpha hard letters shall be governed with the utmost respect. The hard letters shall be only solid colors and contain no patters, flags, or designs.

- Any member wearing letters violating Article XV Section 2 shall be asked to remove the shirt at the most convenient time and never wear the shirt again.

ARTICLE XVI: Conduct

Section 1. Communications: No form of communication will be used to advertise any event or information involving members of the Colony, which violates the Pi Kappa Alpha Standards of Retention. FINE: J-board referral

Section 2. Conduct: All men should conduct themselves as gentleman at all times. FINE: J-board referral

Section 3. Disturbance - Another Fraternity: Any pledge or active shall not cause a disturbance at another fraternity event as reported by the president of the offended fraternity. FINE: J-board referral

An offending active member shall write a letter of apology, approved by the Judicial Board, President, and to the offended fraternity and make a formal apology to the Colony

An offending pledge will be brought before the Judicial Board for an explanation, write a letter of apology, approved by the Judicial Board and the President, to the offended fraternity, and write a letter of apology to the Colony to be read by the president at the next convenient Colony meeting.

Section 4. Extreme Acts: Any malicious or extreme act that goes beyond other *By-laws* shall be brought before the Judicial Board.

Section 5. Fighting: Any member involved in a fight that is not beyond their control shall be placed on social probation for a period of two weeks.

Section 6. Social Probation: A member on social probation can temporarily lose the right to attend Colony social functions, attend social functions held by other organizations as a representative of our Colony, participate in intramural events, and consume alcohol on Colony grounds. It is the discretion of the Judicial Board which of the previous sanctions will be addressed with each case. Violations could result in an ungentlemanly conduct (UGC).

Social probation will require a 2/3 vote of the active Colony.

Section 7. Ungentlemanly Conduct: Anyone who receives a UGC or similar Extreme Acts fine will be required to write an acceptable apology to those offended, sign it, have the President and the members of Judicial Board approve it, and then when practical deliver it personally, otherwise mail it the offended party. None of this will bear the symbols or name of Pi Kappa Alpha. If the fined man fails to comply within one week of his notification, his fine shall be doubled each week of failure to comply.

Section 8. Unnecessary Mess: The cleanliness of the Colony house is the responsibility of every member. This shall be accomplished in two ways:

1. There will be no unnecessary mess in the halls, public areas or stairwells.

2. Any member found making an unnecessary mess in the public areas shall be fined a minimum of \$20 and immediately responsible for cleanup. Failure to respond immediately to cleanup will result in an addition fine of \$5.00.

Section 10. Gambling in House: Any member guilty of gambling anywhere on the premises shall be subject to a fine of J-board meeting.

Section 11. Consumption of Alcohol on Colony Premises: Members must obey the rules and regulations enacted by Christopher Newport University in regards to alcohol on campus. Off campus, members must obey all laws and therefore, underage drinking is prohibited.

Section 12. Member Conduct on Colony Premises and at Colony Sponsored Events: Members must always act like a gentlemen and never do anything that could harm their reputation, the reputation of CNU and especially the reputation of Pi Kappa Alpha.

Section 13. Drugs: Any member using, storing, selling, or possessing a controlled substance (excluding alcoholic beverages) on Colony house property or making a public display of using, possession, or sale of any controlled substance (excluding alcoholic beverages) shall be subject to the following penalties:

1st Offense: the offender shall be considered for expulsion proceedings as defined in the constitution. The offender will tender a letter to the Judicial Board, Colony advisor, and President prior to the expulsion proceeding stating that if not expelled for the first offense, any subsequent offense will result in his immediate expulsion from the fraternity. Furthermore, if not expelled, the member will be subject to the following penalties: Maximum of \$500.00 monetary fine due two months after incident, the member will not be able to hold office the following semester (or two quarters), or be eligible for any Colony awards/scholarships the upcoming year. In addition, all previous accounts receivable will be due by the next scheduled payment. Any failure to comply will result in the immediate expulsion of said member.

2nd Offense: The offending brother shall be expelled from the fraternity. A public display of the use of a controlled substance (excluding alcoholic beverages) shall be defined as any activity, which could be expected to associate Pi Kappa Alpha with the person using, selling, or possessing the substance. In all such questions the President shall determine whether or not an offense has been committed.

Section 14. Alcohol: There will be positively no kegs allowed on Colony property.

Any other matters concerning the use of alcohol must be in compliance with all applicable laws of the state, county, city, and university. Any violation of these rules can result in the expulsion of that member after due process.

Section 15. Stealing: Any member caught stealing will be brought before the Judicial Board. The Judicial Board will decide a form of punishment.

Section 16. Organizations: All members except first semester new members are required to show membership or active participation in at least one recognized campus organization. Members will not be initiated until this requirement is complied with. Members will have a mandatory meeting with the campus involvement chairman to find an organization in which they can become involved with. A check-up will be made during the last month of each semester (or quarter).

Section 17. Fining: When a member catches a man committing an offense he shall inform the man at the earliest convenient time that he has been fined, avoiding any unnecessary embarrassment before people outside of the immediate Colony, with the latest acceptable notification being before the next regularly

scheduled Colony meeting. Only the person that was fined shall protest fines. A simple majority of the Judicial Board is required to revoke a fine.

ARTICLE XVII: Special Annual Events

Section 1. Founders Day. Founders day will be celebrated the second Saturday in March.

Section 2. Homecoming. The fraternity will be as involved as possible during homecoming week to support the school.

Section 3. Rush Functions: A \$100 maximum fine shall be imposed on a man for not showing up and/or actively participating in a scheduled rush function without a valid excuse from the president or recruitment chairman. The recruitment chairman shall designate scheduled rush functions by at least the last day of classes.

Section 4. Pike University:

Leadership Summits: All new members have the option to attend the (1) Pike University Leadership Summit held within the first two (2) years (i.e. pledge or new initiate semester) of their membership.

Conventions: The Colony will pay the registration fee, the hotel bill and travel expenses of the delegate and one alternate to the International Convention.

The Academy: The Colony will pay the registration fee, the hotel bill and travel expenses of one representative and one alternate to The Academy.

Chapter Executives' Conferences: The Colony shall pay for registration, hotel accommodations and travel expenses of the president, treasurer and recruitment chairman for the Chapter Executives' Conference.

ARTICLE XVIII: By-Laws

Section 1. Amendment. The adoption, amendment, suspension, or the alteration in any manner of these By-Laws shall only be accomplished by the following procedure:

The proposed by-law, or amendment, or suspension, or alteration, shall be read to the Colony at each of two (2) successive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total Colony membership.

When the proposed change is presented to the Colony for the second reading, it shall not be subject to amendment or change from the floor, but must be adopted or rejected as read.