

**ALPHA ALPHA PI CHAPTER
CHRISTOPHER NEWPORT UNIVERSITY**

**CONSTITUTION AND BY -LAWS OF THE ALPHA ALPHA PI
CHAPTER OF PHI BETA SIGMA FRATERNITY,
INCORPORATED**

PREAMBLE

Whereas, the objectives for which this chapter is formed are to develop the ideals of Brotherhood, Services, and Scholarship; to promote the general welfare of all concerned.

Therefore, we bind ourselves to carry out these objectives and agree to abide by the following Constitution and By-Laws.

THE CONSTITUTION

ARTICLE I _ NAME AND OBJECTIVES

Section 1: This organization shall be known as the Alpha Alpha Pi Chapter of Phi Beta Sigma Fraternity, Inc, hereafter referred to as "A.A.P." or "Double A Pi".

Section 2: The objectives of the Chapter shall be to advance the ideas of brotherhood and service; promote education and scholarship; develop an appreciation for our culture; and to foster such programs as may be indicated by these objectives.

ARTICLE II - MEMBERSHIP

Section 1: Membership in this Chapter shall be limited to college men who shall have at least attained second semester freshman standing in a recognized college or university. They shall be eligible for membership in this Chapter upon meeting the requirements and qualifications as may be fixed in the By-Laws of this Chapter, except that membership or non-membership in a particular race or religion or being of a particular national origin shall not be a requirement for membership in this Chapter.

Section 2: Members of this Chapter shall pay monthly dues of thirty dollars and shall be paid at the beginning of each third chapter meeting. These dues shall be in support of the programming and development of the Chapter. Those who do not comply with paying monthly dues at the time that they are due shall be fined an additional ten dollars.

Section 3: Members who are financial by the specifications of the Fraternity and this Chapter as considered "active". Additionally, members shall support the activities of the Chapter, maintain regular attendance at Chapter meetings, and exemplify brotherhood, scholarship, and service on campus and in public in order to be granted the privileges of membership of this Chapter. Lapse in these duties shall be assessed by the membership of the Chapter and addressed according to the policies of this Constitution and By-Laws of the Chapter.

ARTICLE III - STRUCTURE

Section 1: This Chapter shall be composed of collegiate students and one-semester postgraduates as members and shall maintain a chapter advisor.

Section 2: The General Body shall be the supreme governing body of this Chapter and shall consist of all active members of the Chapter. Members of this body shall be allowed to vote on all business of the Chapter addressed during meetings.

Section 3: The administrative powers of this Chapter shall be vested in the Executive Board, which shall be composed of all elected and appointed officers of the Chapter.

Section 4: The chapter advisor shall be an active member of the Fraternity and affiliated with a graduate chapter.

ARTICLE IV - POWER

Section 1: This Chapter shall have the power to make and revise their own Constitution and By-Laws provided such changes do not conflict with the National Constitution and By-Laws of the Fraternity. This Chapter shall have the power to suspend and restore members with the approval of the Director of Collegiate Affairs of the Eastern Region and/or State Director and to recommend to the Conclave the expulsion of members in accordance with the By-Laws of the Fraternity. This Chapter shall have the power to select a new chapter advisor by submission of letter of request to the Director of the State of Virginia.

Section 2: The General Body shall have the power to make decisions towards the actions of the Chapter, install an Executive Board, and create additional committees to oversee the business of the Chapter. The General Body shall have the power to remove members of the Executive Board and any subcommittees upon recognition of a lapse in duties or performance. The General Body shall have the power to deny privileges of membership to any member upon recognition of a lapse in duties or performance or misrepresentation of the Chapter or the Fraternity.

Section 3: The Executive Board shall have the power and authority to do and perform administrative actions, plan activities, and speak on behalf of the Chapter. No actions of the Executive Board shall be inconsistent with the Constitution and By-Laws of this Chapter or with any action taken by the General Body. The Executive Board shall be subject in all respects to the authority and discretion of the General Body in between meetings.

Section 4: The chapter advisor shall have such power as decided and specifically set forth in the Chapter Advisor's Manual.

ARTICLE V - EXECUTIVE BOARD

Section 1: The elected officers of the Executive Board shall consist of a President, Vice President, Treasurer, and Secretary.

Section 2: The appointed officers of the Executive Board shall consist of a Director of Community Service, Director of Public Relations, Bigger Business Chair, Education Chair, Social Action Chair, and Dean of Pledges. These offices shall be appointed by recommendation of the elected members of the Executive Board and approval of the General Body of the Chapter.

Section 3: The chain of executive power follows starts at the President and is followed by Vice President, Secretary, and Treasurer in that order. This chain is used for the transfer of responsibility when offices of higher power are vacant or an officer is not in attendance. From the Treasurer, appointed officers shall be appointed to a vacant position upon necessity as decided by the General Body.

Section 4: No officers shall hold the same office for more than two consecutive terms (one year), unless specified conditions. No neophyte member of the chapter shall hold the office of President unless approved by the chapter advisor or circumstances deem it necessary.

Section 5: In order to be eligible for officer, candidates shall be nominated by the General Body. A majority of the votes cast shall be necessary to elect any office. No members shall be elected or appointed to an office unless they are recognized as an active member of the Chapter as defined in this Constitution and so assessed by the General Body.

Section 6: The officers shall be elected once a semester during an elections meeting of the Chapter and shall take office following a period of transitioning with the current officer as specified by the General Body.

Section 7: Should an officer resign, withdraw from the University, or be impeached from office, the President shall appoint a replacement for the remainder of the term with majority approval by the active membership to confirm the appointment, provided a quorum is present. If the president resigns, withdraws from the University, or is impeached from office, the Vice-President shall act as president for the remainder of the academic calendar. If the Vice President is not present, then the responsibilities of the vacant offices shall be filled according to the chain of executive power as defined in this Constitution.

ARTICLE VI - REMOVAL OF OFFICERS

Section 1: The President may remove any officers for misfeasance, malfeasance, or nonfeasance in office, or for conduct tending to hold the Chapter or the Fraternity up to ridicule or contempt, or tending to bring discredit upon the Chapter and the Fraternity. A collective of at least four (4) members of the General Body must be in agreement to submit a complaint against an officer to the President (or chapter advisor in the case that the President is the officer in question). He shall be given one (1) week to answer such charges and have the opportunity to be heard in person or in counsel prior to any removal action by the General Body. The officer in question may be removed from office upon a two-thirds affirmative vote of the General Body during a meeting of the Chapter.

Section 2: Any member removed from office under this article shall thereafter be disqualified from holding any office in the Chapter until further notice.

ARTICLE VII - PROGRAMS

Section 1: The programs of this Chapter shall focus on the education and support of topics surrounding the three (3) programmatic thrusts of the Fraternity, including Bigger and Better Business, Education, and Social Action.

Section 2: Programs in support for Bigger and Better Business shall include, but not be limited to, the promotion and fostering skills towards the effective organization, improvement, and expansion of business, the education of key subjects in personal financial vitality and professional development, and the dissemination and propagation of information for the advancement of sound business principles and practices.

Section 3: Programs in support for Education shall include, but not be limited to, outreach efforts for encouraging youth toward academic success, and the dissemination and propagation of information on continuous education, scholarship opportunities, and career planning.

Section 4: Programs in support for Social Action shall include, but not be limited to, direct action initiatives that focus on community education and empowerment, the promotion and fostering of healthy lifestyles, and the dissemination and propagation of information the promotes social awareness on a campus, community, national, and global scale.

ARTICLE VIII - MEETINGS

Section 1: The Executive Board shall have the authority and the responsibility to plan, call, and conduct meetings of the Chapter and appoint such committees and persons as it deems necessary to carry out such plans.

Section 2: There shall be at least two meetings of the General Body held each month of the academic year. There shall be at least one meeting of the Executive Board, which may include members of the General Body, at least once a week.

Section 3: A quorum for any regular or special meeting shall consist of no less than two-thirds of the members of the General Body. No motion or official Chapter business transaction shall occur while a quorum is not established.

ARTICLE IX - ZETA PHI BETA SORORITY

Section 1: The Founders of this Fraternity, having assisted in the organization and establishment of Zeta Phi Beta Sorority, and having fostered a close relationship with the said sorority, the promotion of a spirit of cooperation at all levels is hereby declared to be official policy of this Chapter.

ARTICLE X - AMENDMENTS

Section 1: Amendments to the Constitution or By-Laws of this Chapter shall be made when such amendments are presented to the General Body during a meeting. The person(s) presenting the amendment shall present the amendment in writing to all members of the General Body and allow a period of one (1) week for review and consideration. After the period of review, the General Body shall vote on the amendment.

Section 2: Amendments to the Constitution of the Chapter shall pass with a three-fourths affirmative vote of the General Body. Amendments to the By-Laws of the Chapter shall pass with a two-thirds affirmative vote of the General Body.

BY-LAWS

ARTICLE I _ DUTIES OF OFFICES

Section 1: President - The president shall preside over all chapter meetings. A president shall take on the responsibility of organizing events and programs with input of other officers and chapter members. A president is also responsible for keeping the fraternity on one accord. The president shall represent the chapter during meetings with campus officials and other organizations to establish collaborative and supportive initiatives.

Section 2: Vice-President - The Vice-President shall exercise all the powers and duties of the President in the absence of the President, and upon the resignation or impeachment of the President for the remainder of the academic calendar. This Vice-President shall enforce all parliamentary rules and procedures during all chapter meetings. The vice-president shall also oversee any special projects as assigned by the President.

Section 3: Secretary - The secretary shall be responsible for preparing and recording the minutes for each chapter meeting and presenting them during the beginning of the following meeting for approval by the chapter. He shall set the agenda for all chapter meetings with prior approval of the President or Vice-President. The secretary shall also maintain a record of all reports, correspondence, and public relations materials. When needed, the secretary shall send out emails to the chapter to keep all members informed. In absence of both the President and the Vice-President the Secretary shall act as President Protempore.

Section 4: Treasurer - The treasurer shall keep full and accurate records of all financial affairs and

collect all fees, dues, and fines from chapter members. He shall establish and oversee all chapter fundraising activities. The treasurer shall also prepare and present a full report of the budget during each chapter meeting.

Section 5: Director of Public Relations - The publicity chair shall serve as a promoter and advertising agent for the chapter. He shall be involved in membership recruitment and collaborative efforts with other clubs and organizations on campus. The publicity chair shall oversee all initiatives including flyers, website development, and email posting, to publicize events of the chapter. He shall also assist the Secretary upon necessity.

Section 6: Community Service Chairperson - The Community service chair shall establish and oversee all chapter community service activities. He shall be accountable for planning one (1) community service event per month (in correspondence with U of M calendar school year). The community service chair shall also prepare and present a full report of all community service activities so far planned during each chapter meeting. The community service chair shall also collaborate with the Vice-President, Publicity Chair and Treasurer to make sure events are both publicized well to the campus community as well as financially feasible.

Section 7: Webmaster - Duties and responsibilities set by the Executive Board.

Section 8: Programs Chairperson - The programs chair shall establish and oversee all chapter programs that focus on the national programs of Phi Beta Sigma Fraternity, Inc and promote chapter development. He shall be accountable for developing and executing at least one (1) chapter programs for each national program during the U of M calendar year. The programs chair shall also prepare and present a full report of all programs so far planned during each chapter meeting. The programs chair shall also collaborate with the Vice-President, Publicity Chair and Treasurer to make sure events are both publicized well to the campus community as well as financially feasible.

ARTICLE II - BUSINESS PROTOCOL

Section 1: The General Body shall handle all business transactions during meetings through the implementation of parliamentary procedure as outlined by the most recent publication of Robert's Rules of Order. This protocol shall be used to control the flow of discussion associated with the transacting of business. The Executive Board and all active committees shall handle business in a similar manner.

Section 2: All activities, programs, and special events of the chapter in which members are bound to shall be voted on by the General Body during a prior meeting. In the case that a meeting cannot be enacted in a timely fashion, the President shall reserve the power to make executive decisions towards these actions on behalf of the General Body. Such decisions must be ethical, financially feasible, and beneficial to the chapter at large.

Section 3: Meetings of the General Body shall be chaired by the President. In the case that the President is not in attendance, then the order of chair responsibility shall follow the chain of executive power as listed in the Constitution. The chair of the meeting shall direct the flow of the meeting in accordance to the set meeting agenda and be the enforcer of parliamentary procedure.

Section 4: An agenda shall be set for each meeting. This agenda shall be constructed by the Secretary with input from the President and Vice-President and shall be presented to the General Body prior to the start of each meeting.

Section 5: All members of the General Body are expected to be in attendance for each meeting on time. If a member anticipated being late to a meeting, he should inform the chair of the meeting at least 15 minutes prior to the meeting. In the event that a member is more than 10 minutes late to a meeting, he will be fined a

penalty of \$3 dollars. If this fee is not paid or cannot be paid, the General Body shall reserve the right to enact an equivalent punishment against the member in question.

Section 6: Upon necessity, the General Board shall create a committee for each project or program that is established during a meeting. Each committee shall have a committee chair to direct the planning and implementation of the project or program and be the representative of the committee during subsequent reporting to the General Body.

During each subsequent meeting of the General Body, all active committees must be able to update the General Body on the progress of planning, including:

1. The timeline in which a program or project shall be implemented
2. The current budget and allocation of such funds
3. All critical responsibilities of each member of the committee as well as any needs from members of the chapter at large
4. Any publicity efforts required to ensure success of the project or program. These items shall be included in reports

Section 7: Each member of the Executive Board shall provide an update to the General Body of all individual business carried out since the last meeting. This update must be in the form of a report and shall be provided to the General Body prior to the start of each meeting. Reports shall follow a set format established by the General Body.

Updates of all projects and programs that relate to the National Programs of the Fraternity shall be reported by the Programs Chair. Updates of all projects and programs that relate to community service shall be reported by the Community Service Chair. All other special programs or projects shall be reported by the President or Vice-President.