

# **The Constitution of the Virginia Alpha Psi Chapter of Pi Lambda Phi**

Revised Fall 2019

## **Preamble**

“We, students pursuing courses at Christopher Newport University, appreciating the need for a fraternity which shall eliminate all prejudice and sectarianism, and desirous of affiliating ourselves in spirit, in feeling, and in action, do hereby associate ourselves in Pi Lambda Phi Fraternity.”

## **Article I**

### **Name and purpose**

Section 1: Pursuant to and by virtue of the recognition granted by the International Council of Pi Lambda Phi Fraternity bearing the date January 19, 2014 this chapter shall be known as the Virginia Alpha Psi chapter of Pi Lambda Phi Fraternity.

Section 2: The aims of this fraternity are:

- A. To foster and develop among its members the true spirit of the fraternity and the ideals of democracy.
- B. To maintain in the living area of the fraternity an atmosphere in which good scholarship and good conduct may thrive.
- C. To instill in its members a sense of responsibility to the Christopher Newport University and the community.
- D. To uphold the policies and programs of the institution at which this chapter is established.
- E. To establish scholarships and to aid the Elimination of Prejudice.
- F. To create funds and foundations for the support of activities in furtherance of the foregoing.
- G. To develop Brotherhood, friendship, and respect amongst a select group of peers.

## **Article II**

### **Membership**

Section 1: Types of Membership

- A. An active brother is a male student attending Christopher Newport University who had been duly elected and initiated into this chapter and remains in good standing with the chapter. His standing shall depend on his ability to meet the individual standards for all members and based on his connection with the chapter. Active brothers shall be in compliance with chapter and campus standards related to scholarship, campus involvement, chapter involvement, and community service. The institution, local chapter

or IHQ may implement additional standards; compliance with these standards shall be the basis for active membership within the chapter.

- B. A fratere who has entered Christopher Newport University from another institution may become an active member provided that he was in good standing at his last chapter and with IHQ; he completes a Virginia Alpha Psi New Member Education Program; and then is given a 4/5th (80%) positive vote by the active brotherhood of the chapter.
- C. An alumni brother is a fratere who is no longer attending a university or college on an undergraduate level.
- D. There shall be no Social Brothers admitted to this chapter (i.e. those who have not undergone the standard initiation and are not on the International roster)

## Section 2: Duration of Brotherhood

- A. Any man duly initiated into brotherhood in this fraternity shall be a member for life unless he is expelled in accordance with the provisions of the International Constitution and Bylaws.

## Article III

### Privileges of Brotherhood

Section 1: There are four classifications that exist that can describe the status of an undergraduate brother – “active,” “inactive,” “on leave,” “on probation,” or “suspended.”

- A. An active brother is defined as a brother who has met chapter, campus, and international standards; has paid all his dues or is on a payment plan with the Vice President of Finance (K.O.E.); is considered a full-time student at the institution; and is in good standing with the chapter and institution.
  - a. Active brothers are given full privileges and can attend Greek mixers, date functions, and formals.
  - b. Active brothers can participate on fraternity organized intramural teams or any other team practices.
  - c. Active brothers can hold any formal leadership as long as they have also met the standards for the position.
  - d. Active brothers are required to attend rituals, recruitment events and any events otherwise labeled as mandatory.
- B. An inactive brother is defined as a brother who has met chapter, campus, and international standards; has applied to the Executive Board for this status and has been accepted; has paid his personal dues or is on a payment plan with the Vice President of Finance (K.O.E.); is taking less than 6 credits at the institution or greater than 19; is in good standing with the chapter and institution.
  - a. Inactive brothers are given full privileges and can attend Greek mixers, date functions, and formals.
  - b. Inactive brothers cannot hold any formal leadership position.

- c. Inactive brothers are required to meet these specific mandatory events:
    - i. Chapters
    - ii. Rituals
    - iii. 1 Philanthropy event per semester
- C. A brother on leave is defined as an undergraduate brother who is temporarily not attending university or is temporarily attending another university (as in the case of studying abroad, for example) and is in good standing with the chapter and institution.
  - a. Brothers on leave are excused from paying dues related to chapter operations, but still must pay IHQ-mandated dues and IFC-mandated dues. Brothers on leave must be granted this status by the Executive Board. A formal application for “on leave” status must be submitted to the Executive Board at least a month before the start of the next semester, except in cases of a *force majeure*.
  - b. Brothers on leave are not given full privileges and cannot attend Greek mixers, date functions, and formals.
  - c. Brothers on leave cannot participate on fraternity organized intramural teams or any other team practices.
  - d. Brothers on leave cannot hold any formal leadership position.
  - e. Brothers on leave are not required to attend rituals, recruitment events, or any events otherwise labeled as mandatory.
- D. A brother on probation has paid all his dues or is on a payment plan with the Vice President of Finance (K.O.E) and is considered a full time student at this institution. However, a brother on probation has not met chapter, institution, or IHQ standards or has not fulfilled required sanctions from the chapter’s Judicial Board.
  - a. Brothers on probation are not given full privileges and cannot attend Greek mixers, date functions, and formals.
  - b. Brothers on probation cannot participate on fraternity organized intramural teams or any other team practices.
  - c. Brothers on probation cannot hold any formal leadership position.
  - d. Brothers on probation are required to attend rituals, recruitment events, or any events otherwise labeled as mandatory (unless the brother is on academic probation).
- E. A suspended brother is defined as a brother who has not paid his dues and is not on a payment plan with the Vice President of Finance (K.O.E.); is not a fulltime student at this institution; is not in good standing with the chapter, institution or IHQ; or has not fulfilled required sanctions from the chapter’s Judicial Board.
  - a. Suspended brothers are not given full privileges and cannot attend Greek mixers, date functions, and formals.
  - b. Suspended brothers cannot participate on fraternity organized intramural teams or any other team practices.
  - c. Suspended brothers cannot hold any formal leadership position.
  - d. Suspended brothers cannot attend rituals, recruitment events, or any events otherwise labeled as mandatory unless given permission from Rex.

- e. Suspended brothers lose the privilege to participate in all functions funded by or for the fraternity

eSection 2: Active and Probation brothers may be heard on all questions discussed at regular meetings and shall be entitled to one vote each on such matters.

- a. Suspended brothers shall not be entitled to a vote on chapter topics. President (Rex) may use discretion to determine if suspended brothers may be heard on topics discussed at regular meetings.

Section 3: Alumni brothers may be heard on all questions but shall not be entitled to vote.

Section 4: Honorary brothers shall be accorded the same privileges as alumni brothers.

Section 5: A member in good standing will enter alumni status once he graduates from the institution, or leaves the institution in good standing.

Section 6: Active brotherhood can be petitioned for termination if a brother's actions jeopardize the good and welfare of the fraternity. Actions could include but are not limited to: failure to meet financial obligations to the chapter; continued failure to meet chapter, institution or IHQ standards and/or sanctions from the Judicial Board; frequent unexcused absence from mandatory fraternity functions; conviction of criminal charges; illegal drug usage; general behavior that is detrimental to the fraternity.

#### Article IV

##### Religion

Section 1: Creed, difference of creed, or lack of creed shall be at all times utterly disregarded in the consideration of any question, but due deference and respect be hereby guaranteed to the religious convictions of every brother.

#### Article V

##### International Constitution, Bylaws, and Ritual

Section 1: The provisions of the chapter constitution and bylaws shall not be construed to deny or abridge or in any way be repugnant to the provisions of the international constitution, bylaws, or ritual.

#### Article VI

##### Amendments

Section 1: A proposed amendment to the constitution shall be in written form and a notice of the motion to amend must be made and seconded at a regular meeting at least one week before the motion is voted upon.

Section 2: A 2/3 affirmative vote of all of the active brotherhood is required to amend, repeal, or suspend any article or section of the constitution or bylaws.

Section 3: Where such a motion has been defeated, it may be brought up for consideration again at the second brotherhood meeting following its defeat, provided, however, that at the time of its original submission, it received a simple majority in its favor. If such a vote is not obtained, the proposed amendment must be dropped.

Section 5: The Chapter Advisor or International Headquarters (in accordance with the Alumni Association) must approve any changes to the chapter constitution or bylaws.

## Article VII Ratification

Section 1: Upon a majority (1 greater than 50%) vote of the chapter at a regular meeting, this constitution shall become law and the President (Rex) shall have full power to enforce it.

Section 2: All questions of interpretation of this constitution shall be referred to the Executive Board and their decision presented at the following meeting is final.

Section 3: The procedure of the chapter in all cases not provided for in the constitution or bylaws shall conform to the rules laid down in Robert's Rules of Order Revised.

Section 4: This constitution was adopted on January 19, 2014.

President (Rex)  
Stephan Martin

Scribe  
William Touch

Section 5: Dates of revision:

4/6/2015: Amendments 1 and 2 added. Addendums to Values Based Evaluation Process added.



# Bylaws

## Section A – *Membership*

For an undergraduate to be eligible for initiation into the chapter he must complete the New Member Process.

1. The Vice President of Education & Development (Archon) will lead the New Members through their education period. The Vice President of Education & Development (Archon) will lead the New Member Class through the New Member educational courses located within Pi Lambda Phi University and educate them on local and international history, values and traditions.
2. The New Member will be subjected to three different New Member Evaluations.

The New Member Bid Extension evaluation is based on the content of one's character. To receive a bid to become a New Member, the Potential New Member must receive a majority vote from the present brotherhood based off of the Three Fits. If a brother in good standing feels the New Member does not meet one of these fits, he may cast a Blackball which would remove the Potential New Member from the process.

Blackballs:

- Grounds for casting a blackball during the new member process must be justified. These justifications include:
  1. The new member no longer fits the values of the fraternity.
  2. The new member would otherwise be detrimental to the chapters health or well being
- Concrete evidence must be provided to the chapter as a reason for any of these justified blackballs.
- Blackballs can only be cast if a New Member no longer meets one of the three fits, shows that they no longer exhibit the New Member values (FRACK), and that they do not uphold the expectations of the brotherhood.
- Blackballs can be overturned if 2/3 of the present brotherhood votes to overturn it.
- Blackballs can be cast at any regular chapter meeting.

Fits:

1. Attitudinal Fit
  - a. Is his attitude right for Pi Lambda Phi? Is there potential for personal growth with this man?
  - b. Is he interested in further development as a leader within our group or on campus?
  - c. What examples could you provide to verify that this man is:
    - i. Coachable; Enthusiastic; Optimistic; Motivated; Team-minded; Ambitious; Positive; Adaptable; Courageous; Mature; Organized; Respectful; Reflective; Sincere
2. Organizational (Value) Fit

- a. Does this man understand the values represented in our Creed?
  - b. Is this man diversity conscious and supportive/tolerant/accepting of differences?
  - c. Do they exhibit high morals?
  - d. Is this man law abiding?
  - e. Does this man exhibit personal integrity?
3. Behavioral (Membership) Fit
  - a. High-Involvement Leader/Member (current or potential)
  - b. High Responsibility/Accountability
  - c. Does this man meet our Brotherhood Criteria?:
    - i. Cumulative GPA equivalent to or higher than that mandated by the IFC constitution
    - ii. Involved on campus or seeking involvement (at least one other student organization)
    - iii. Involved with/willing to do Community Service (15 hours)
4. Brotherhood Vote
  - a. Any eligible voting member of the brotherhood may choose to call for a simple majority vote following The Three Fits and before a bid is given at the sole discretion of the member calling for the vote.
  - b. An affirmative simple majority of eligible voting members present at a bid deliberation is required for a potential new member to receive a bid.
  - c. The President (Rex) can overturn the Brotherhood Vote if a simple majority is not reached during only this evaluation if he feels votes were unfairly cast

To pass the second evaluation the New Member must:

1. Attend a regularly scheduled Chapter meeting about four weeks before initiation at the date of the Vice President of Education and Development's (Archon) choosing to complete the evaluation.
2. Have the Vice President of Education and Development's (Archon) endorsement
3. New Member can be spoken for in regards to
  - a. The three areas (fits)
  - b. Their progress in the New Member Education program
  - c. Their progress with understanding expectations, obligations, and the Creed
4. Answer any questions presented by the brotherhood in regard to their progress through the New Member Education process
5. Have a brother in good standing agree to sponsor that New Member as a big brother, which is done based on the preferences identified by both a current brother and the New Member
6. Should have no major dissention against one of the three fits (from first evaluation)
7. Have a simple majority of the eligible voting brothers present affirming the New Member's continuation of the New Member process.

To pass the third and final evaluation to become a brother, the New Member must:

1. Complete the New Member program



2. Shown an understanding of the expectations, obligations, and the Creed
3. Maintain the endorsement from his Big Brother and the Vice President of Education and Developments (Archon)
4. Receive an affirmative 4/5 (80%) majority during Brotherhood vote from the entirety of eligible voting brothers
5. Receive no more than 10% blackballs during Brotherhood vote from the eligible voting brothers present.

## **Section B – *Standards for Active Membership***

To remain in active status with the chapter, members must meet standards set for academics, community service, campus involvement and internal involvement.

1. Any undergraduate male student who is a regularly matriculated student at Christopher Newport University shall be eligible for adoption into brotherhood by the chapter, providing that he has attained the minimum grade requirement of the Inter-fraternity Council, institution, and Virginia Alpha Psi.
2. Individual standards that all members must adhere to in order to remain active members within the Virginia Alpha Psi chapter:
  - a. Achieve and maintain a minimum cumulative GPA equivalent to or higher than that mandated by the IFC constitution.
    - i. Brothers must also complete study hall hours requirement as determined by the Academics Chairman in consultation with the Executive Board.
  - b. Volunteer a minimum of 15 hours of community service per semester.
  - c. Maintain active involvement in at least one other student organization on campus.
    - i. New Members are to be held to the same standards as brothers.
    - ii. All brothers (except “inactive” and “on leave”) will serve on a minimum of one fraternity committee per semester or as coordinator.
3. Any male member of the faculty or staff of Christopher Newport University shall be eligible for adoption into honorary brotherhood by the chapter.
4. Any man who has merited and achieved distinction in any walk of life and whose brotherhood will add to the honor and prestige of Pi Lambda Phi, or any man who has performed signal service to Pi Lambda Phi, shall be eligible to adoption to honorary brotherhood. However, the consent of International Executive Council is first obtained as provided for in our International Constitution.

## **Section C – *Government***

### *Quorum*

1. Quorum for a meeting of this chapter shall be met when two (2) members of the Executive Board and half of the total Brotherhood is present. If this quorum is not met, the chapter cannot conduct business.

## Officers of the Chapter

1. Officers of the chapter shall be President (Rex), Vice President Education & Development (Archon), Vice President of Programming, Risk Management & Housing (Marshal), Vice President of Recruitment (Prolocutor), Vice President of Finance (Keeper of the Exchequer), and Vice President of Communications (Scribe).
2. Elections shall take place in October or November and the Inauguration Ceremony shall take place in November or December.
3. Method of Election
  - a. Nominations shall be held one week prior to elections.
  - b. All nominees must submit a resume prior to the election to be considered eligible to run.
  - c. All officers shall be elected by a majority (1 greater than 50%) of the eligible voting brothers present at the election meeting. To hold the election, at least three-fourths of the active brotherhood must be present.
    - i. Eligible voting brothers are those who are “active” undergraduate members in good standing.
  - d. Elections are formal meetings that require business professional.
  - e. Nominees shall be voted upon by secret ballot, and counted by the current President (Rex) and Vice President of Education & Development (Archon) unless they are running for a position in which case, the next two highest officers (or previous officers) will tally the votes with the Chapter Advisor observing.
  - f. If after the first ballot no candidate has received the necessary majority, there shall be a second ballot cast. The only candidates on the second ballot shall be the two candidates, and any ties, who received the most votes after the first ballot.
  - g. Ballots shall continue to be cast until a candidate receives the necessary majority. Successive ballots should again only involve the top two vote getters from the previous ballot.
  - h. In the event of a tie between two candidates, the vote will be recounted. If there is still a tie, votes may be recast once, giving the Brotherhood the opportunity to change their vote. If there is still a tie after the recasting, then a coin flip will determine who will occupy the position. The President (Rex) will call the coin flip, while the Vice President of Education & Development (Archon) will flip the coin.
  - i. Due to their inexperience and unfamiliarity with the brotherhood and operations of the chapter, although they may attend to view the election if the chapter sees fit, New Members are not eligible to vote.
4. The newly elected officers of the chapter shall be sworn in during the month of November or December following the election of the President (Rex). This period should be used by the incumbent officers and officers elect to acquaint themselves with procedures, systems, and policies. During this period the incumbent officers shall serve in their capacities.
5. Removal of Officers

- a. A petition for recall of any of the officers must be made to the Executive Board. Any officer other than the President (Rex), wishing to resign, must hand in a written or email statement of the reasons to the President (Rex), who, in conjunction with the Executive Board shall decide, if there is a reason not to accept his resignation.
- b. The petition shall be considered at the next regularly scheduled meeting of the chapter.
- c. Recall shall necessitate a 3/4 vote of the active brotherhood present. Recall, in itself, shall only necessitate removal from office. Any further judicial action may be initiated by the Judicial Board.

## **Section D – *Duties of the Officers***

1. All Executive Board officers shall set the example for all brothers by being in compliance with all local, institution, and International standards – including but not limited to; GPA, campus involvement, risk management, and financial and community service obligations.
2. President (Rex) Duties: Overseeing chapter meetings, liaison between chapter and key partners, ensuring procedures are followed, setting goals for the chapter, chairman of the Executive Board.
  - a. It shall be the duty of the President (Rex) to preside at all meetings of the active chapter; to enforce the due observance of the constitution; to make final determinations on questions; to offer for consideration all motions duly made and seconded.
  - b. The President (Rex) shall set the vision and direction of the local chapter in compliance with all risk management, IEC/IHQ and institutional guidelines and regulations.
  - c. The President (Rex) shall conduct weekly Executive Board meetings where updates from all Executive Board Members, committees and Coordinators are covered and plans for executing chapter goals and mission are discussed.
  - d. The President (Rex) shall conduct an application process and will appoint Coordinators in collaboration with the Vice President of each respective committee.
  - e. The President (Rex) shall be a non-voting member of all committees. He shall have the power to call a special meeting at any time he may feel fit.
  - f. The President (Rex) shall be responsible to and for the chapter and shall be the liaison between the International Executive Council/International Headquarters, Local Alumni Association, the active undergraduate chapter, and other CNU-affiliated organizations.
  - g. The President (Rex) shall be responsible for ensuring all local, IEC/IHQ and Institution Student Code of Conduct guidelines are enforced.
  - h. The President (Rex) shall aid the chapter in establishing yearly and semesterly goals and communicate these goals to the IHQ and the CAB.

- i. The President (Rex) shall regularly discuss with IHQ to address current needs of the chapter and continual plans for chapter improvement.
  - j. The President (Rex) shall represent the chapter whenever possible at all International Conventions, regional gatherings, and functions.
  - k. The President (Rex) shall serve as the main representative for the chapter to media outlets, the IFC, to the Office of Student Activities, and other offices and individuals who represent Christopher Newport University.
- 3. Vice President Education & Development (Archon) Duties: development of New Members, new member education program, hazing prevention, Judicial Board, Education & Development Committee, ensure chapter support of The Elimination of Prejudice, rituals, filling in for the President (Rex) when needed.
  - a. The Vice President Education & Development (Archon) shall fulfill the office of President (Rex) in the latter's absence. The Vice President Education & Development (Archon) shall be familiar with all duties of the President (Rex). In the case of the Rex resigning or being removed from office, The Vice President Education & Development (Archon) shall act as President (Rex) until a new President (Rex) is elected.
  - b. The Vice President of Education & Development (Archon) shall be responsible for the education and development of all the New Members.
  - c. The Vice President of Education & Development (Archon) shall oversee regular new member education meetings and lead all New Members through discussions about the values, history, traditions, organizational structure, standards and mission of Pi Lambda Phi and the local chapter.
  - d. The Vice President of Education & Development (Archon) shall aid in the development of positive relationships between the New Member Class and active Brothers.
  - e. The Vice President of Education & Development (Archon) shall submit an outline of all additional local New Member Educational events and activities to the Chapter Advisor and IHQ prior to the start of each semester/quarter.
  - f. The Vice President of Education & Development (Archon) shall directly oversee the Education and Development Committee and meet regularly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
  - g. The Vice President of Education & Development (Archon) shall communicate the chapter's anti-hazing stance and report any allegations of hazing to Chapter President (Rex), Chapter Advisor, and the IHQ.
  - h. The Vice President of Education & Development (Archon) shall provide regular updates to the brotherhood relating to the new member class and its progress.
  - i. The Vice President of Education & Development (Archon) shall lead the New Member evaluation process.
  - j. The Vice President Education & Development (Archon) shall be the chairman for the Judicial Board and be responsible for ensuring that the Board carries out its duties.

- k. The Vice President Education & Development (Archon) shall oversee the running and planning for all rituals.
  - l. The Archon shall oversee the running and planning of all philanthropic events.
  - m. The Archon shall ensure all newly-initiated brothers read the local chapter Constitution and Bylaws prior to the opening of the second regular chapter meeting following their initiation.
4. Vice President of Programming, Risk Management & Housing (Marshal) Duties: risk management observance and education, brotherhood programming, Judicial Board, house manager, and the Programming, Risk Management, & Housing Committee.
- a. The Vice President of Programming, Risk Management & Housing (Marshal) shall serve as the chapter expert on risk management, Institution Student Code of Conduct guidelines.
  - b. The Vice President of Programming, Risk Management & Housing (Marshal) shall advise the chapter on Risk Management accommodations as events are planned.
  - c. The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure risk management regulations and Institution Student Code of Conduct guidelines are being observed at all fraternity functions.
  - d. The Vice President of Programming, Risk Management & Housing (Marshal) shall work directly with the Vice President of Recruitment and Vice President of Education & Development (Archon) to ensure no hazing or other risk management violations occurs during the recruitment and new member educational processes, respectively.
  - e. The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure the entire chapter reviews the risk management regulations and Institution Student Code of Conduct guidelines within the first three weeks of each semester at a chapter meeting.
  - f. The Vice President of Programming, Risk Management & Housing (Marshal) shall ensure all New Members complete the IHQ FIPG Risk Management Certification
  - g. The Marshall shall regularly discuss with Pi Lambda Phi-affiliated house owners to establish risk management regulations and house rules.
  - h. The Vice President of Programming, Risk Management & Housing (Marshal) shall have full charge of all matters pertaining to the care and maintenance of the shared living space.
  - i. The Vice President of Programming, Risk Management & Housing (Marshal) shall make all purchases deemed necessary for the maintenance of the shared living space subject to prior approval of the Vice President of Finance (K.O.E.).
  - j. The Vice President of Programming, Risk Management & Housing (Marshal) shall submit all shared living space rules on semester basis to the Chapter Advisor for approval.
  - k. The Vice President of Programming, Risk Management & Housing (Marshal) shall directly oversee the Programming & Risk Management Committee and meet

regularly with its coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.

- l. The Vice President of Programming, Risk Management & Housing (Marshal) shall be an active member of the chapter Judicial Board and ensure brothers performs all required sanctions.
  - m. The Vice President of Programming, Risk Management & Housing (Marshal) shall work with the campus, student organizations or local law enforcement to provide a Risk Management Educational presentation a minimum of once per semester. Possible topics for a Risk Management Educational Presentation include; hazing awareness, conflict resolutions, signs of alcohol poisoning, safe sex, etc.
5. Vice President of Recruitment (Prolocutor) Duties: Names List, brotherhood education on recruitment, 365 Recruitment, Values Based Evaluation, and the Recruitment Committee.
  - a. The Vice President of Recruitment (Prolocutor) shall oversee the development and execution of a 365 day Recruitment Strategy.
  - b. The Vice President of Recruitment (Prolocutor) shall maintain and actively update and review the chapter names list on a regular basis with all brothers during chapter meetings.
  - c. The Vice President of Recruitment (Prolocutor) shall encourage and motivate all Brothers to actively participate in the recruitment process by meeting people, building relationships and inviting them to fraternity events.
  - d. The Vice President of Recruitment (Prolocutor) shall give regular recruitment training presentations to the entire chapter.
  - e. The Vice President of Recruitment (Prolocutor) shall ensure the Values Based Evaluation process is followed prior to the extension of bids.
  - f. The Vice President of Recruitment (Prolocutor) shall oversee the running and planning of events during rush week.
  - g. The Vice President of Recruitment (Prolocutor) shall have regular occurring calls with the IHQ and the Prolocutor CAB advisor to discuss the chapter's Dynamic Recruitment strategy and any questions or concerns regarding the recruitment process.
6. Vice President of Finance (Keeper of the Exchequer) Duties: collections, budgeting, record keeping, Finance Committee, fundraising, Judicial Board.
  - a. The Vice President of Finance (K.O.E.) shall set the example for all Brothers by being in compliance with all local, campus, and International standards – including but not limited to; GPA, Campus Involvement, Financial, Community Service and Risk Management.
  - b. The Vice President of Finance (K.O.E.) shall be responsible for all financial matters pertaining to the chapter.
  - c. The Vice President of Finance (K.O.E.) shall be responsible for establishing a semesterly and yearly budget. The budget shall be submitted to the CAB for review.

- d. The Vice President of Finance (Keeper of the Exchequer) shall also create a digital log of the budgets for each committee at the beginning of each semester.
  - e. The Vice President of Finance (K.O.E.) shall be responsible for the collection of Brotherhood Dues, New Member Fees and Initiation Fees from all undergraduate members.
  - f. The Vice President of Finance (K.O.E.) shall be responsible for making all payments to the IHQ on time and staying in financial compliance as in accordance with The Pi Lambda Phi International Collection Policy.
  - g. The Vice President of Finance (K.O.E.) shall ensure the chapter completes and submits all IRS required tax information forms (990 Form) prior to October 31<sup>st</sup> each year.
  - h. The Vice President of Finance (K.O.E.) shall directly oversee the Finance Committee and meet regularly with its Coordinators for follow up and setting the direction to aid the mission and goals of the chapter.
  - i. The Vice President of Finance (K.O.E.) shall be responsible for having all New Members sign Brotherhood Contracts prior to Initiation.
  - j. The Vice President of Finance (K.O.E.) shall be responsible for working with all delinquent Brothers to set up payment plans for outstanding debt to the chapter. Furthermore, the K.O.E. shall be responsible for ensuring those who are on payment plans are paying promptly.
  - k. The Vice President of Finance (K.O.E.) shall be responsible for keeping an accurate and up-to-date record of all chapter funds, accounts receivable and accounts payable.
  - l. The Vice President of Finance (K.O.E.) shall be responsible for keeping all receipts for chapter expenses for a minimum of 7 years.
  - m. The Vice President of Finance (K.O.E.) shall make regular occurring reports at chapter meetings covering recent and upcoming expenses as well as current chapter funds.
  - n. The Vice President of Finance (K.O.E.) shall make annual reports to the chapter and to the CAB. These annual reports must include the chapter budget, current chapter funds and list of Brothers with outstanding debt to the local chapter.
  - o. The Vice President of Finance (K.O.E.) shall be an active member of the chapter Judicial Board and ensure any Brother found in violation with local, campus, and/or International standards, performs all required sanctions.
7. Vice President of Communication (Scribe) Duties: Meeting Minutes, Expert on Constitution & Bylaws, Communications Committee
- a. The Vice President of Communication (Scribe) shall keep an accurate record of the meetings and proceedings of the chapter and Executive Board. All chapter-meeting minutes shall be available for review and sent to the general brotherhood and the CAB prior to the following meeting.
  - b. The Vice President of Communication (Scribe) shall have available at all times an up-to-date version of the chapter's constitution, bylaws, and chapter procedures.

- c. The Vice President of Communication (Scribe) shall ensure all procedures for changes to the chapter constitution are followed in accordance to the procedure written within the constitution.
- d. The Vice President of Communication (Scribe) shall advise the President (Rex) of the constitutionality of chapter procedure, bylaws and bring to his attention any invalid legislation or procedure.
- e. The Vice President of Communication (Scribe) shall directly oversee the Communications Committee and meet regularly with its Coordinators for follow up on progress and setting the direction to aid the mission and goals of the chapter.
- f. The Vice President of Communication (Scribe) shall maintain chapter communication structure through the use of online calendar, brotherhood contact sheets, email, etc.
- g. The Vice President of Communication (Scribe) shall keep the record of attendance of all events and a record of excusals from all events.
- h. The Scribe shall be responsible for recording events by taking photos, documenting setup, and other duties the chapter seems fit.
- i. The Scribe shall be responsible for official social media accounts.
- j. The Scribe shall be responsible for applying for and overseeing all award applications.

## **Section E – *Disabilities of Officers***

- 1. If the President (Rex) wishes to resign, he must give the Vice President Education & Development (Archon) written reasons and it shall be the duty of the Vice President Education & Development (Archon) to confer with the Chapter Advisor and with the Executive Board. These shall decide whether or not to accept his resignation. In case of disability of the President (Rex), the Vice President Education & Development (Archon) shall preside at the new election.
- 2. Nothing contained herein shall in any way attempt to limit or abridge the right of the International Executive Council to remove any officer from office and to appoint his successor whenever the International Executive Council deems such action advisable for the best interests and welfare of the chapter.

## **Section F – *Committees***

- 1. The Executive Board
  - a. The board shall consist of the President (Rex), Vice President Education & Development (Archon), Vice President of Programming, Risk Management & Housing (Marshal), Vice President of Recruitment (Prolocutor), Vice President of Finance (Keeper of the Exchequer), and Vice President of Communications (Scribe).



- b. The Executive Board shall decide upon the general financial policy of the chapter and shall present the budget to the chapter at the beginning of each semester.
  - c. The Executive Board shall be the voice within the chapter on rules not determined by the Judicial Board.
    - i. It shall have the power to interpret this constitution in periods of controversy.
    - ii. It shall have the power to rule on the membership status of any brother.
    - iii. It shall vote to break a tie when the President (Rex) deems it necessary.
    - iv. It shall enforce the rules of not only this constitution but all other accepted chapter policies and procedures.
  - d. The Executive Board shall have the power to define any particular standards of obligations of the brotherhood and enforce those standards appropriately, utilizing the Judicial Board when necessary.
  - e. A decision or interpretation made by the Executive Board may be overruled by a two-thirds vote of the active brotherhood at any chapter meeting.
  - f. The Executive Board shall have the power to act in what it deems is necessary and proper towards the benefit of the chapter at large
2. The Judicial Board
- a. The Judicial Board shall be a permanent committee chaired by the Vice President Education & Development (Archon).
  - b. The membership, election procedures, duties, and responsibilities of the Judicial Board are defined in the “Judicial Document” (Addendum 2), a set of policies duly written and voted into chapter law by the brotherhood.
  - c. Any brother may petition a case to the Judicial Board.
- 3. The President (Rex), in consultation with the Executive Board, shall have the power to create, modify, or dissolve any other committees as he sees fit.
  - 4. All Coordinators shall submit a budget to the Vice President of Finance (K.O.E.) before the beginning of each semester. The Vice President of Finance (K.O.E) then will use these proposals to formulate the budget of the chapter in conjunction with the Executive Board.
  - 5. All officers and Coordinators shall submit reports and accounts each regular meeting. At the beginning of each semester/quarter, a written summary of the each committee’s goals shall be presented to the Executive Board and the chapter.
  - 6. At the end of each semester, a written summary of each committee’s accomplishments should be presented to the Executive Board and the chapter by the committee chair.
  - 7. At the beginning of each semester, a written summary of each committee’s goals should be presented to the Executive Board and the chapter by the committee chair.

## **Section G – *International Executive Council Stipulations***

- 1. Any chartered organization, affiliate group, or constituent group which has derived assets as a result of its affiliation with an undergraduate chapter shall upon the dissolution of that chapter turn over those assets to a trustee appointed by the

International Executive Council. Assets will be held in trust for a period of no less than five years, to be used to reactivate that chapter or until such time as determined by the International Executive Council that reactivation is unlikely. At such time, those funds shall be used in such a way as to promote the aims of the Fraternity.

## **Section H – *Attendance***

1. All brothers are required to attend mandatory events organized by CNU, the IFC, active brotherhood, or chapter Executive Board if given two weeks prior notice either verbally or by e-mail.
2. Mandatory events are defined by the Executive Board and mostly include, but are not limited to, rituals, rush events and philanthropic events.
3. Absence or extensive tardiness from mandatory events is grounds for a Judicial Board hearing.
4. Brothers may be excused from mandatory events if they have notified the Vice President of Communication (Scribe) via e-mail stating the reason for their tardiness or absence within two weeks of the event, and are approved. Excusals from such events are at the discretion of the Vice President of Communication (Scribe) and are evaluated on a case-by-case basis.
5. Brothers who fail to notify the Vice President of Communication (Scribe) of a personal conflict within a week of being informed of a mandatory event will not be excused.
6. Grounds for excusal include a pre-scheduled mandatory event, family emergency, medical emergency, work or class-conflict (not including homework).

## Addendum 2

### Judicial Document

#### Section A. Purpose & Jurisdiction

1. The purpose of the Virginia Alpha Psi Judicial Board is to educate and correct. This board is charged with promoting high standards of conduct that are in line with the Creed of Pi Lambda Phi. It is the expectation that this Board will uphold the standards of membership outlined in this Judicial Document to ensure member development, accountability and the continued values promoted by Pi Lambda Phi.
2. The Judicial Board holds jurisdiction over all undergraduate brothers of the Virginia Alpha Psi chapter of Pi Lambda Phi.
3. The Judicial Board holds no jurisdiction over alumni Brothers. In the case that an alumnus has violated standards it is the expectation that the Executive Board of the Fraternity will first address the alumni involved. If further violations occur, however, the brotherhood will be forced to turn the incident over to the attention of the institution or IHQ.
  - a. Alumni status may be postponed until all Judicial Board cases involving graduating Brothers are resolved.
  - b. The Judicial Board will notify CAB and/or IHQ of any cases involving delayed alumni status as needed.
4. Violations by members of Pi Lambda Phi will result in disciplinary action in accordance with the actions as stated in Section D of this Addendum.
5. The Judicial Board shall have the power to interpret all parts of the Pi Lambda Phi Constitution and Bylaws.
6. The Judicial Board will preside over any investigations concerning any alleged violation(s).

#### Section B. Judicial Board Members

1. Vice President of Education and Development (Archon): This position is responsible for overseeing and maintaining the Judicial Board. This individual leads the meetings and hearings and is responsible for informing the President (Rex) if he feels another member of the Judicial Board cannot fulfill his duties for any reason.
2. The Vice President of Programming, Risk Management & Housing (Marshal) and the Vice President of Finance (K.O.E.) shall also serve as members of the Judicial Board.
3. Two other Brothers will serve as delegates to the Judicial Board. These two individuals cannot hold Executive level positions within the Fraternity and will be voted on according to the same election regulations set forth in the constitution and confirmed by the Executive Board.

4. In the case of an open position or a conflict of interest the Vice President of Communications (Scribe) will fill the open position. If more than one person is unavailable or cannot otherwise properly fulfill their duties, then brothers' names will be drawn by lot to fill any vacant spots for that session of the Judicial Board.
5. In the case that a member of the Judicial Board must go before the Judicial Board, they will relinquish their position on said board pending disciplinary action(s), if necessary the Vice President of Communications (Scribe) will fill the relinquished position until completion and conclusion of Board Member's hearing.
6. If the Vice President of Education and Development (Archon) must come before the Judicial Board the Vice President of Programming, Risk Management & Housing (Marshal) will run the meeting.
7. The delegate's term of office will follow the same voting cycle as the Executive Board.
8. The Judicial Board shall meet during the second and fourth weeks of the month, regardless of whether any cases are to be heard. A regular meeting schedule shall contribute to its credibility and its organization, and shall lend strength to the chapter's infrastructure as an organization.

### **Section C.    Hearing Procedures**

1. In order for a case to be heard in front of the Judicial Board it must be presented to the Vice President of Education and Development (Archon) within the appropriate time frame. Any Brother or New Member of Pi Lambda Phi can bring a case to the Judicial Board.
2. All alleged infractions must be presented to the Vice President of Education and Development (Archon) within ten (10) school days of the date of the alleged infraction.
3. At the time the alleged infraction is presented to the Vice President of Education and Development (Archon), it is the responsibility of the Vice President of Education and Development (Archon) to obtain a statement from the accuser as to the specifics of the alleged incident or violations.
4. The accused party(s) shall be notified in writing by the Vice President of Education (Archon) within five (5) school days of the alleged infraction(s) being reported and infractions will be reviewed at the proceeding Judicial Board meeting. This print written notification shall include:
  - a. Alleged violations.
  - b. The right to question witnesses.
  - c. The right to review all evidence.
  - d. The right to a just and fair hearing.
  - e. The right to appeal the decision.
  - f. Time and date of the judicial hearing.
5. All Judicial Board hearings will occur within ten (10) school days of the date of the notification of the accused.
6. All Judicial Board summons must be sent to the accused party no less than 48-hours before the date and time in which the case is being heard. If a summons is not sent

before this period, the Judicial Board hearing for that case will be postponed to the following meeting.

7. All five members of the Judicial Board must be present at the hearing. The Vice President of Education and Development (Archon) or acting Judicial chair will run the meeting and will have the deciding vote in the case of a tie.
8. The Board shall decide in private, whether or not there is responsibility of infraction, and then deem whether or not sanctions need to be instated.
9. The jurisdiction of the Judicial Board is not necessarily limited to the original violation; it may include other offenses discovered during the hearing. If a new violation is discovered, the Judicial Board shall decide whether or not to add the violation to the current list of offenses, or if it would be more appropriate to bring the accused before the Judicial Board at a later date as a part of a separate hearing.
10. The individual(s) involved shall be informed within one business day of the results of the hearing. The decision letter shall include:
  - a. Results of the Hearing.
  - b. Sanctions, if appropriate.
  - c. The process to appeal.
11. If a simple majority of the Judicial Board believes that they require more time to review a case, then the Judicial Board is permitted to conduct another meeting to extend the hearing within four (4) days of the original meeting. The Vice President of Education & Development (Archon) is required to notify the accused of this meeting within 12 hours of the Judicial Board's decision to extend the hearing.
12. It is the expectation of a Brother documented for violating campus policy to bring his documentation to the attention of the Vice President of Education and Development (Archon) who will obtain a written statement from the documented Brother. Failure to report campus documentation within one (1) business day will result in further disciplinary action.

#### **Section D. Sanctions**

1. The sanctions are under the discretion of the Judicial Board and include, but are not limited to those stated below.
2. The Brothers of Pi Lambda Phi must also be aware that they are responsible for the guests that they bring to the house and/or to Fraternity functions. Violations caused by a guest may result in disciplinary action against the Brother(s) whose guest is involved.

#### **Tier 1 Sanctions**

1. Tier 1 Sanctions relate to, but are not limited to tardiness, absence, failure to complete service, study table or chapter service hours, or upsetting Christopher Newport University or Fraternity community in a negative way.

2. Community service violations will be handled as such:
  - a. For every missing hour out of the 15 required to meet standards, the brother will have to pay a \$10 fine per hour.
  - b. For every missing hour out of the 15 required to meet standards (up to a max of 5), the brother must make up those hours. The due date is either two weeks after the community service form is due or the date of graduation at noon, whichever comes first. Additionally, graduating Brothers in bad community service standing will submit to a \$25 fine.
3. Tardiness will be a Tier 1 Sanction handled as follows:
  - a. First Offense: Written Warning from Vice President of Education and Development (Archon)
  - b. Second Offense: Sanction
4. Absence will be classified as a Tier 1 Sanction and will result with a sanction.
5. If a brother is going to be late to a Fraternity function he may avoid disciplinary actions by notifying a member of the Executive Board at least two hours before the beginning of an event.
6. Disciplinary Action: Tier One Offenses will be followed swiftly with a fine or additional Chapter Hours, and may require a letter of apology.
7. Disciplinary actions will be levied as Judicial Board deems appropriate and are not limited to the above description.
8. Continued Tier 1 Offenses may result in further disciplinary action.
9. Failure to complete sanctions will result in further disciplinary action.

## **Tier 2 Sanctions**

1. Tier 2 Sanctions relate to, but are not limited to delinquency in dues, campus, city, state, or federal alcohol violations, destruction of campus or chapter property, misuse of the Pi Lambda Phi fraternity resources or other behavior deemed detrimental to the Chapter by the Judicial Board.
2. Disciplinary Action: Tier 2 Offenses will be followed swiftly with increased Chapter hours, a fine, social probation and/or suspension.
3. Disciplinary actions will be levied as Judicial Board deems appropriate and are not limited to the above description.
4. Continued Tier 2 Offenses may result in further disciplinary action.
5. Failure to complete sanctions will result in further disciplinary action.

## **Tier 3 Sanctions**

1. Tier 3 Sanctions relate to, but are not limited to Hazing infractions, Assault Charges, Sexual Assault Charges, Drug Charges, reckless endangerment to self or others, or any action deemed so severe by the Judicial Board.

2. Tier 3 Sanctions will be followed immediately by temporary suspension until a complete and thorough investigation is completed regarding the accusation.
3. A review of the Brother's status will be completed within seven (7) business days of the imposed temporary suspension.
4. A predetermined alumnus from the Chapter Advisory Board will be included on the Brother's status review and will act as a consultant to the review, acting without a vote.
5. Disciplinary Action: Tier 3 Offenses will be followed swiftly with suspension or removal from Pi Lambda Phi Fraternity.
6. Disciplinary actions will be levied as the Judicial Board deems appropriate and are not limited to the above description.

#### **Section E.   Appeals**

1. All appeals regarding cases where a Tier 1 sanction is issued shall be brought to the attention of the President (Rex) within five (5) business days of the Judicial Board's decision.
  - a. The President (Rex) will hear the appeal and reach a decision.
  - b. The President (Rex) will inform the Judicial Board of his decision and will inform the individual(s) involved in the hearing of the decision within one (1) business day in written notification.
  - c. If deemed necessary by the President (Rex), the Chapter Advisory Board and/or Chapter Advisor will be involved in the appeal process.
2. All appeals regarding cases where a Tier 2 and/or 3 sanction(s) are issued shall be brought to the attention of the Rex and the Judicial Board within five (5) school days of the Judicial Board's decision.
  - a. A committee of five (5) active, non-Executive Board, non-Judicial Board Brothers chosen at random will be created to hear the appeal. The names of the parties appealing will also be omitted from the selection process.
  - b. The President (Rex) will sit in as a non-voting committee member.
    - i. The President (Rex) will be responsible for organizing and orchestrating the committee meeting.
    - ii. The President (Rex) will be responsible for communicating with the Judicial Board and the appellant(s).
  - c. The appeal committee will meet in person within five (5) school days of the committee selection process.
  - d. The appealing party may address the committee to present their case.
  - e. The Judicial Board may send a representative to defend the current sanctions.
3. The appeal committee will inform the Judicial Board of their decision and will inform the individual(s) involved in the hearing of the decisions within five (5) school days in written notification.
  - a. If deemed necessary by the appeals board, the Chapter Advisory Board and/or Chapter Advisor will be involved in the appeal process.

4. The President (Rex) and/or Vice President of Education and Development (Archon) will implement the sanctions in accordance with the decision of the appeal.
5. If the President (Rex) is subject to a sanction and wishes to make an appeal in a case that involves him, the process outlined in Section E, Subsection 2 will be followed, with the exception that the Vice President of Communication (Scribe) act as a non-voting committee member. If the Scribe was somehow involved in the original Judicial Board case, then the role will also be filled by lot.



## Addendum 3

### Virginia Alpha Psi Sweetheart Program

- The VA Alpha Psi chapter shall have a Sweetheart program where females would be voted into the organization to help the organization prosper on campus and in the community.
- There is allowed one Sweetheart to represent each class and the brothers are able to start the process once they are officially initiated into the Pi Lambda Phi VA Alpha Psi chapter.
- There is no limit to the number of Sweethearts that represent the Fraternity and Sweethearts will continue to represent the undergraduate Chapter until graduation and may chose to represent the alumni Chapter following their graduation.
- A sweetheart nominee cannot be in an active romantic or sexual relationship with an active brother or new member. If the Pi Lambda Phi Sweetheart wants to be in a relationship with an active brother or new member she must forfeit her title as Sweetheart.
- Before being nominated the brothers are required to approach the individual and make sure they would accept the position.
- Sweethearts will be provided with a set of Sweetheart stitched letters that they are permitted to wear so long as they are not an active undergraduate member of a Panhellenic or NPHC sorority or other Greek organization of a similar caliber at Christopher Newport University, or if said organization allows it
- If a sweetheart nominee is in other organizations, the brotherhood must ensure that organization allows its members to become sweethearts.

### **Virginia Alpha Psi Sweetheart Values Based Evaluation Process**

The Sweetheart Invitation Extension evaluation is based on the content of one's character. To become eligible to be voted on to become a Sweetheart, the Potential Sweetheart must be spoken for by a brother of the specific class for each of the three fits. If a brother in good standing in the specific class feels the Sweetheart does not meet one of these fits, he may cast a Blackball at any time during step one or step two which would eliminate the Potential Sweetheart. The President (Rex) can overturn Blackballs during only this evaluation if he feels they are unfairly cast.

#### Step 1

1. Attitudinal Fit: is her attitude right for Pi Lambda Phi?
  - a. Is there potential for personal growth with this woman?
  - b. Is she interested in further development as a leader within our group or on campus?
  - c. What examples could you provide to verify that this woman is:

- i. Coachable; Enthusiastic; Optimistic; Motivated; Team-minded; Ambitious; Positive; Adaptable; Courageous; Mature; Organized; Respectful; Reflective; Sincere
- 2. Organizational (Value) Fit
  - a. Does this woman understand the values represented in our Creed?
  - b. Is this woman diversity conscious and supportive/tolerant/accepting of differences?
  - c. Do they exhibit high morals?
  - d. Is this woman law abiding?
  - e. Does this woman exhibit personal integrity?
- 3. Behavioral (Membership) Fit
  - a. High-Involvement Leader/Member (current or potential)
  - b. High Responsibility/Accountability
  - c. Does this woman meet our Sweetheart Criteria?
    - i. Academic good standing student
    - ii. Involved on campus or seeking involvement (at least one other student organization)
    - iii. Involved with/willing to do Community Service (15 hours)

## Step 2

- 1. Once the Potential Sweethearts pass step one in the process and are deemed fit for the role of Sweetheart they are eligible to be voted on by the brothers to complete the process and formally accept their invitation and role in the organization.
- 2. A simple majority vote in approval (one greater than 50%) is required amongst the brotherhood before a Sweetheart candidate may assume her position

## Addendum 4

At the start of each academic semester, the committee chair shall be responsible for outlining the roles and responsibilities of each coordinator in his committee. Any additions, changes, or removals of coordinator titles must be done before coordinator assignments the previous semester.

### **Expectations**

**All coordinators meet the minimum expectations outlined in the pre established coordinator roles and responsibilities..**

**Failure to meet these expectations will result in the following:**

- At minimum, an inability to retain your position for the next semester
- Possible immediate removal from your position
- At maximum, a possible Judicial Board sanction should your lack of responsibility be detrimental to Chapter operations , result in significant financial loss, and/or upset the majority of the general brotherhood

## Amendments

Date	Section	Amender	Notes
4/6/2017	Article II.B	Timothy May	Revised definition and expectations of the Inactive Status
9/12/2019		Brannon Linder	<p>General grammatical updates; addition of Brother on Leave status; simplification of constitutional amendment process; revising process of brotherhood voting for bidding and evaluations; added definition of quorum; addition of tiebreaker process in Executive Board Elections; removal of Executive Board power to suspend brothers; addition of alumni status postponement clause in specific Judicial Board cases; addition of process of how to fill a Judicial Board spot with more than one Judicial Board member absent; added process for extended hearings for Judicial Board; clarified sanctions for tardiness and absences from mandatory events; change of "fraternity house" to "fraternity resources"; addition of appeal process for Tier 2 and 3 sanctions; addition of appeal process for President (Rex)</p> <p>Specific changes by Article can be seen in file: DRAFT Revised VA Alpha Psi Constitution FALL 2019 in "Older Constitution" folder</p>