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# ALPHA KAPPA PSI: ΒΓ CHAPTER

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OFFICIAL BYLAWS



APRIL 20, 2019  
INDIANA UNIVERSITY

BF Table of Contents

Article I: Name & Location 2

Article II: Objects 2

Article III: Laws 3

Article IV: Voting 4

Article V: Membership 4

Article VI: Pledging and Initiation 8

Article VII: Meetings 20

Article VIII: Chapter Officers 22

Article IX: Administration 28

Article X: Committees 29

Article XI: Finance 31

Article XII: Discipline 33

Article XIII: Emblems & Awards 34

Article XIV: General 35

Article XV: Dissolution Clause 36

**Article I: Name & Location**

**Section 1:**

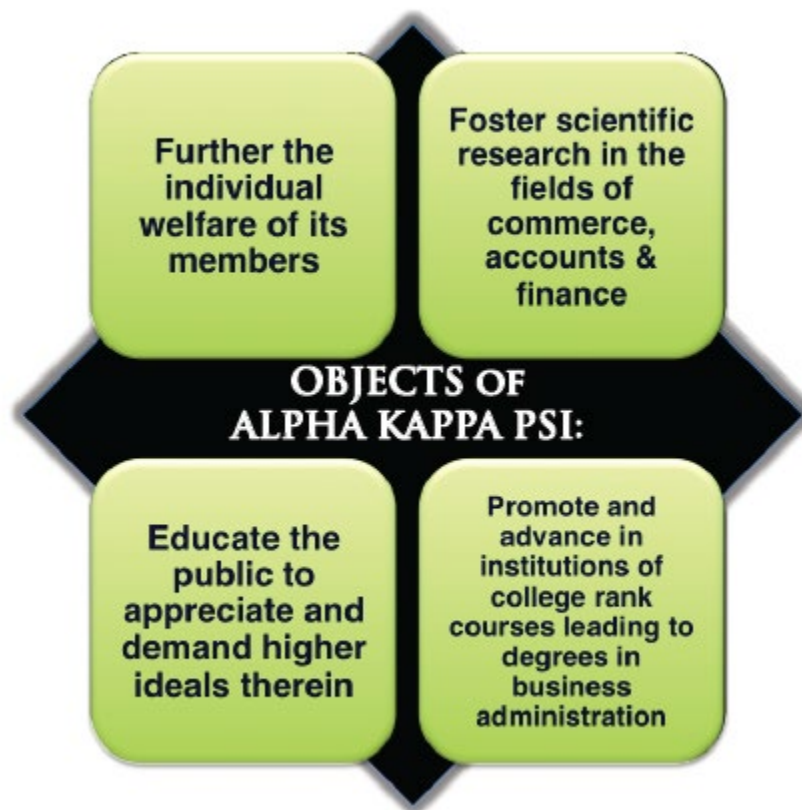
The name of this chapter shall be:  
The Beta Gamma Chapter of Alpha Kappa Psi Professional Business Fraternity.

This chapter is located at Indiana University in Bloomington, Indiana.

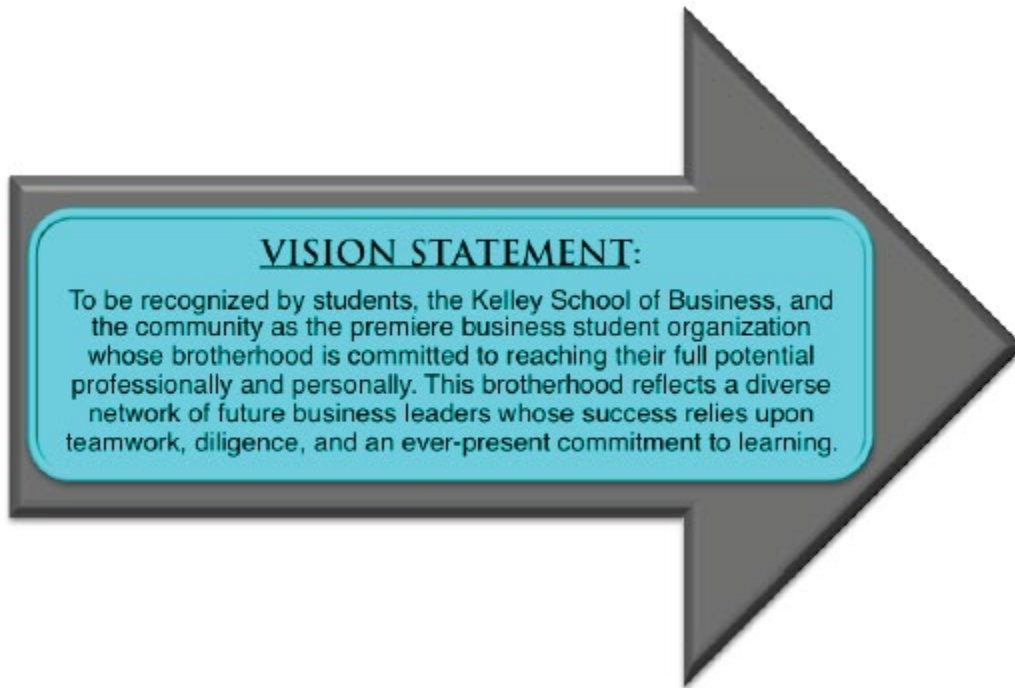
This chapter's official address is:  
1309 E. Tenth Street  
Suite 428 C  
Bloomington, IN 47405

**Article II: Objects**

**Section 1:**



**Section 2:**



### **Article III: Laws**

#### **Section 1:**

The laws of this chapter shall consist of the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, and these Bylaws.

#### **Section 2:**

This chapter may enact rules and regulations for chapter operations, providing such rules and regulations are consistent with the Rituals of Alpha Kappa Psi, the Constitution and Statutory Code, and these Bylaws.

#### **Section 3:**

These Bylaws may be amended by the following process:

1. Approach current SCCJ with well thought out and detailed bylaw proposal or amendment
  - a. If you approach the SCCJ with a petition signed by 25% of members in Good Standing (roughly around X number of members), the bylaw will be brought to a chapter vote by the next chapter
  - b. If you do not have a petition, the bylaw will be reviewed by BoG for one week and presented at the chapter after the next, if the majority of BoG approves it.

2. During chapter, the member with the bylaw proposal will present the bylaw for a maximum of five minutes to chapter.

3. Chapter will then vote on the bylaw proposal.

a. If the proposal receives 75% or more approval from active members in good standing, given that quorum is present, it will become fraternal law immediately.

b. If the proposal does not receive the necessary approval, it will not become fraternal law. One may amend the bylaw and restart this process again after a one-week waiting period.

#### **Article IV: Voting**

##### **Section 1:**

Only student members of this chapter in good standing shall have the right to vote.

##### **Section 2:**

A majority of the student members of this chapter in good standing shall constitute a quorum. No vote may be conducted unless a quorum is present.

Members who have been suspended, for either financial delinquency or non-attendance, have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum for this chapter.

#### **Article V: Membership**

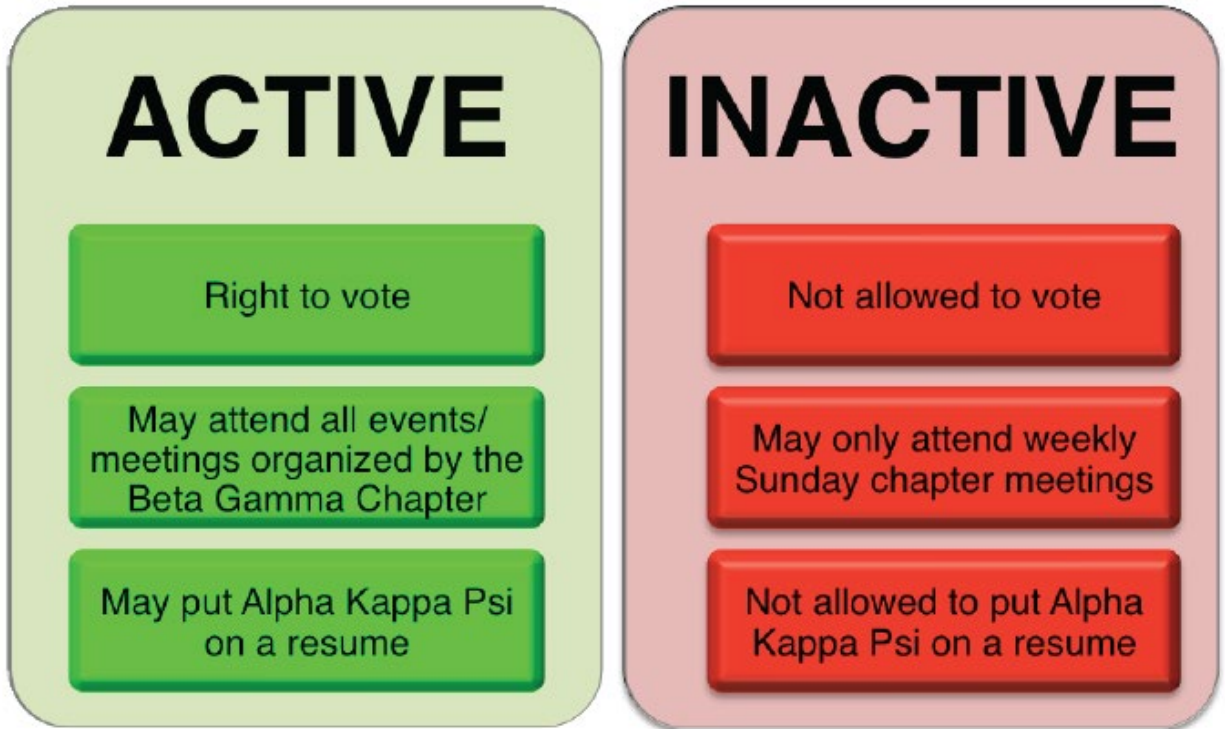
##### **Section 1:**

This chapter shall consist of duly initiated student members, affiliated members, and former students of Indiana University, together with such faculty and honorary member as this chapter may receive into membership.

##### **Section 2a:**

All members shall either be defined as either "Active" or "Inactive".

Any member that has paid their semester chapter dues will be classified as "Active". Any student member who has failed to pay their semester chapter dues upon conclusion of the 3rd week since dues were announced will be classified as "Inactive". Any member that is inactive for one semesters will be removed from Alpha Kappa Psi related groups. The rights of an active and inactive member are shown below:

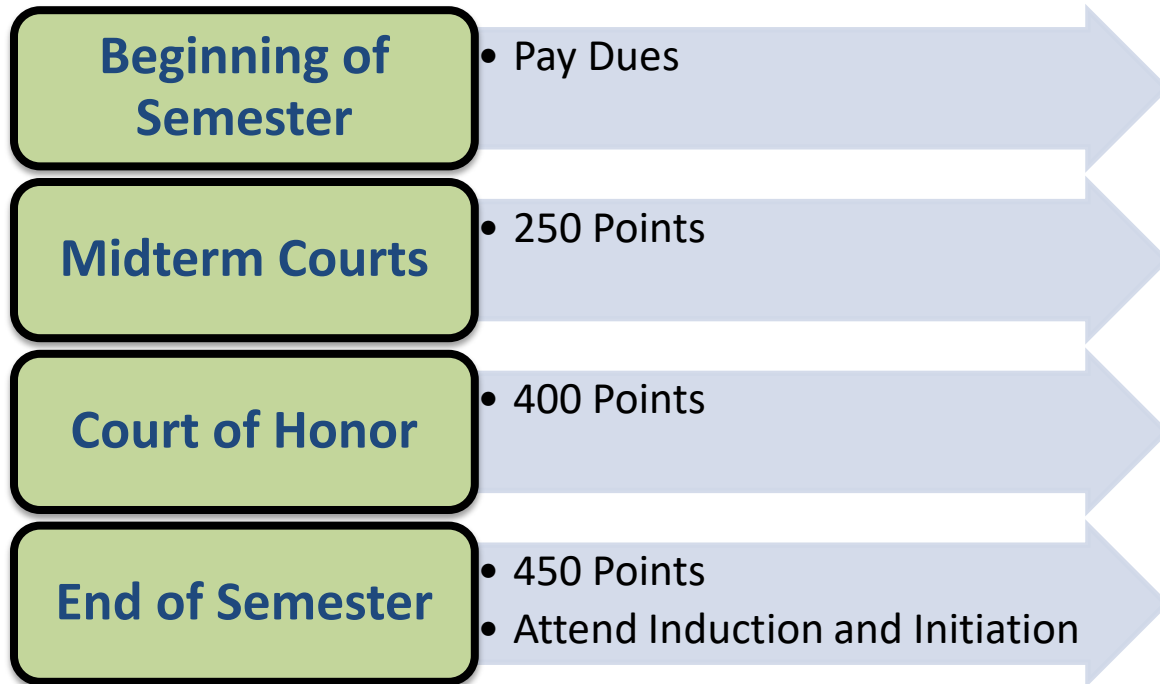


**Section 2b:**

- A. All members shall either be defined as “In Good Standing” or “In Bad Standing”.
- B. From the beginning of a semester until Midterm Courts, a Member shall be considered to be in good standing if that Member has paid the appropriate amount in dues to the Chapter Treasurer.
- C. From the time of Midterm Courts until the Court of Honor, a Member shall be considered to be in good standing if that Member has attained 250 points.
- D. At the time of the Court of Honor, a Member shall be considered to be in good standing if that Member has attained 400 points
- E. After the Court of Honor until the end of the semester, a Member shall be considered to be in good standing if that Member has attained 450 points and has attended both Induction and Initiation.

**Please refer to the “Good Standing Diagram” on page 6**

In order to be in Good Standing, you must...



If at the given time (indicated by the green box), you do not satisfy the requirement(s) (indicated by the blue arrow), you will be considered in “Bad Standing”.

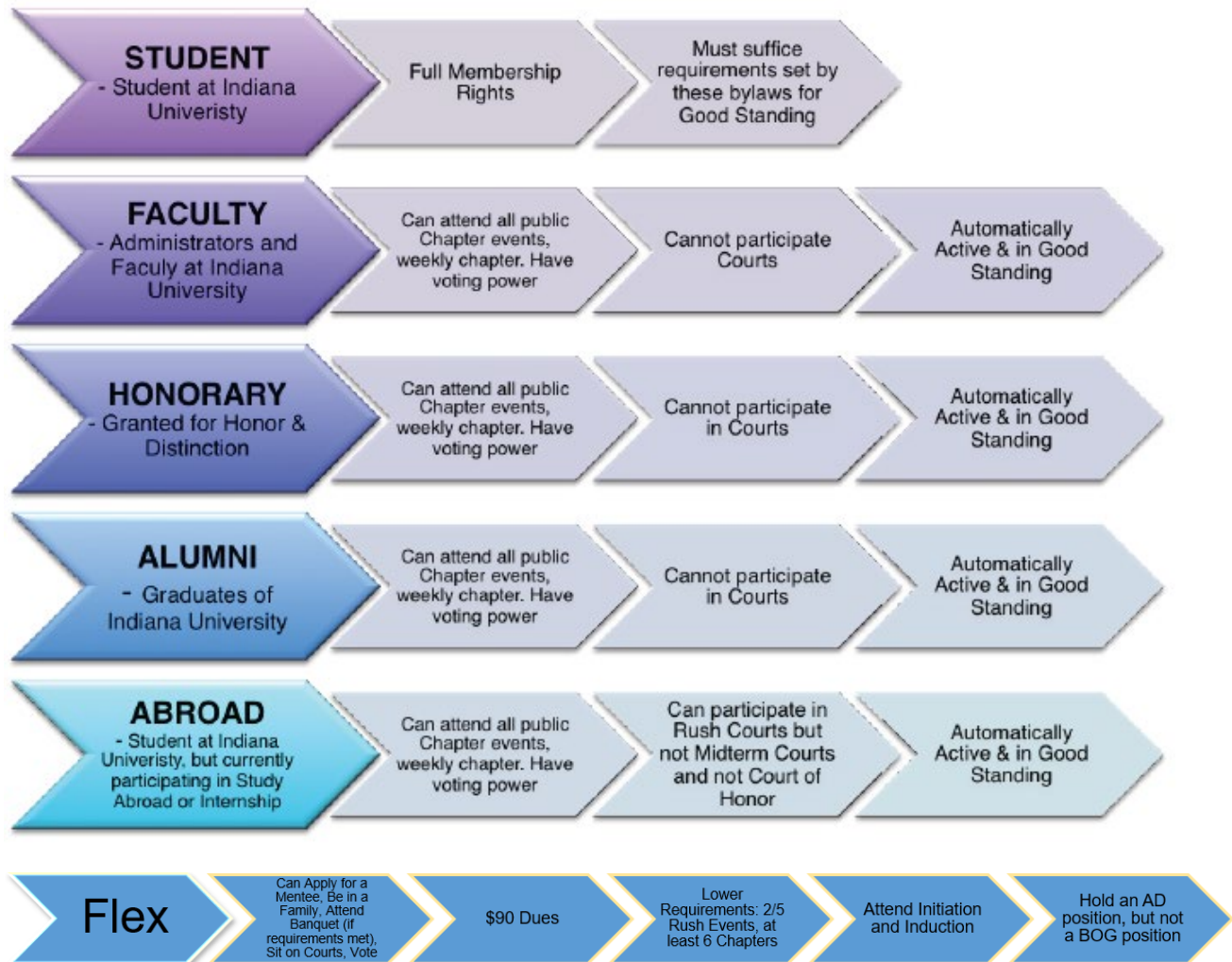
**Section 3:**

This chapter shall have five general classes of membership:

- A. Student members shall be those members properly registered and actively pursuing an undergraduate or graduate degree from Indiana University as well as affiliated members
- B. Faculty members shall be those officers of administration and members on the regular faculty of the Kelley School of Business.
- C. Honorary members shall be those members not eligible for initiation under either of the two preceding classes of membership and to whom membership, subject to approval of the chapter advisor, district director, regional director, and national President, is granted as an honor and distinction.
- D. Alumni members shall be those initiates who are not students, faculty or honorary members at Indiana University.
- E. Abroad Members shall be those members who are a student at Indiana University but are either participating in a Study Abroad or semester internship.
- F. Flex Members shall be members who are students at Indiana University that are taking a reduced requirement semester. These members have not taken a leave of absence and are not New Initiates.

**Please refer to the “Classes of Membership Diagram” on page 7**

**Classes of Membership Diagram:**



**Section 4:**

Membership in this chapter shall not be granted to any member of another professional Fraternity in commerce and no active member of this chapter shall join another Fraternity in competition with Alpha Kappa Psi. "Fraternalities in Competition" shall be defined by the Board of Governors.

**Section 5:**

Former student members who have graduated and who are properly registered for further academic work at any school or department of Indiana University, as well as members of another chapter, either student or faculty, who are properly registered at or are serving on the faculty of any school or department of Indiana University, may choose to affiliate with this chapter as affiliated members, subject to the approval of this chapter. Such affiliation is voluntary on the part of both the member and the chapter. A member so willing to affiliate shall present to this chapter verification from the member's former chapter that all financial obligations have been paid, and the member is in good standing. The



executive director may also provide such verification. This chapter shall then vote upon the admission of the affiliated member, using the same voting procedures for admitting candidates into pledging. If this chapter grants admission to the affiliated member, the Chapter Treasurer shall immediately inform the executive director and request the name of the affiliated member be entered upon the roll of this chapter. The affiliated member will be considered a member in good standing of this chapter to include all the rights, privileges, and obligations of membership in this chapter, including the right to vote.

#### **Section 6:**

No member in good standing shall be denied the right to vote. No student member should have their right to hold office denied or abridged, except those student members who have been suspended, for either financial delinquency, non-attendance, or in which other disciplinary action has been taken by the Supreme Court.

### **Article VI: Pledging & Initiation**

#### **Section 1:**

Members of Alpha Kappa Psi shall be accepted and initiated into membership only by and through a college chapter. There shall be no discrimination because of race, creed, sex, religion, national origin or handicap.

#### **Section 2:**

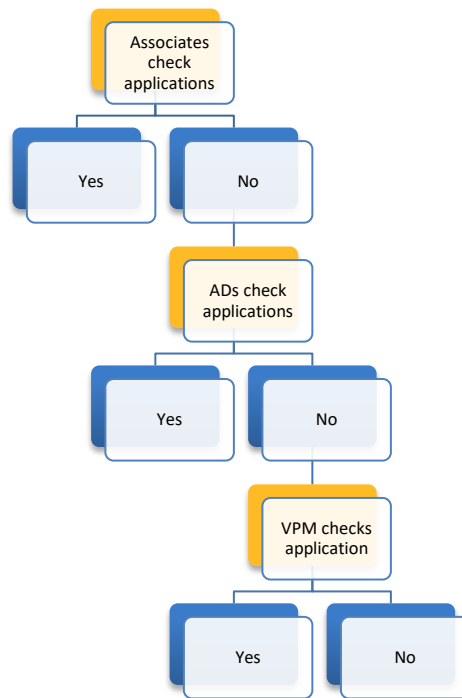
This chapter, under the direction of the Vice President of Membership and Pledge Trainer, shall adopt a program of study on the history, organization, administration, and ideals of Alpha Kappa Psi Fraternity in conformance with the Handbook of Alpha Kappa Psi. The Pledge Trainer will implement the program. Pledges shall be required to successfully complete this program of instruction before initiation. The program shall conclude with a standard examination, prepared by the executive director, to be taken by each pledge, which shall be graded by this chapter. The results of this will be forwarded promptly to the executive director.

#### **Section 3a:**

Each prospective pledge of this chapter must:

- A. Be enrolled at Indiana University.
- B. Meet all requirements and regulations with respect to Fraternity rushing and pledging prescribed by Indiana University.
- C. Express his/her firm interest in business, business administration, or their equivalents.
- D. Have a grade point average equal to or greater than 3.20
- E. Have at least four semesters remaining, including the pledge semester.
- F. Have his/her rush application approved by the Membership Committee.
  - I. Approved by Membership associates.
  - II. If not approved, send to Membership Associate Directors.

- III. If not approved again, send to Vice President of Membership for final decision.
- G. Be approved for pledging by 75 percent of members in good standing of this chapter attending the vote.



**Section 3b:**

A. The rush process for persons seeking admittance into pledgship shall include a series of interviews given by members in good standing. In each court, members of the court will either vote “Yes”, “Leaning Yes”, “No”, or “Leaning No” (no abstentions are allowed). “Leaning Yes” and “Leaning No” should ONLY be used in instances of uncertainty.

B. Scores shall be converted using the following scale: “Yes” = 4, “Leaning Yes” = 3, “Leaning No” = 2, “No” = 1.

C. Rushees with at least a 13/20 on their smoker court are eligible for a professional court. Rushees with at least a 13.75/20 on their professional court are eligible to go to vote. Once the cumulative score is calculated, the President, Vice President of Membership, SCCJ, and Pledge Trainer will place rushees into Tiers. All 1<sup>st</sup> Tier rushees will be given an invitation to pledgship, as outlined in Article VI Section 3d. All 2<sup>nd</sup> and 3<sup>rd</sup> Tier rushees will go to a vote. At the vote, rushees will be separated by tier. However, within the tier, rushees will be placed in a random order. Tier placement will be decided by the Vice President of Membership and Pledge Trainer based on capacity.

**Section 3c:**

Rushees that did not attain 1<sup>st</sup> Tier status but did satisfactory on Courts, as defined by Article VI Section 3b (c), will be eligible for discussion at rush vote. In order for a pledge to be inducted to pledgship, the pledge must receive 75% of votes of active members in Good Standing in attendance. The following formula will be used:  $\text{Percentage} = (\# \text{Yes Votes}) / (\# \text{Yes Votes} + \# \text{No Votes})$

This vote will be led by the SCCJ and will follow the process below:

#### PART 1: RUSH INTERACTION REVIEW

- The SCCJ will review the notes acquired during rush week regarding interactions with a rushee solely based on membership sponsored events. The SCCJ may summarize sent notes and brothers can ask specific questions to the member who wrote the review. The format and distribution of the Rush Interaction Reviews will be decided by the Supreme Court Chief Justice prior to vote.

#### PART 2: SMOKER COURTS REVIEW

- The Head of Court (HOC) will review the score sheet/any notes, tell the court's overall impression, and review any other important details
- Other members of the court may add any details that the HOC did not cover
- Brothers may ask specific questions to a specific court member

#### PART 3: PROFESSIONAL COURTS REVIEW

- The HOC will review the score sheet, responses to important questions, tell the court's overall impression, and review any other important details
- Other members of the court may add any details that the HOC did not cover
- Brothers may ask specific questions to a specific court member

#### PART 4: CON/PRO SESSION

- The SCCJ will say, "First con for [rushee's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in opposition of the rushee
- The SCCJ will say, "First pro for [rushee's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in support of the rushee
- This process will be repeated 2 more times

#### PART 5: VOTE

- Members in Good Standing will mark their vote on their ballot (these votes must be anonymous and turned into the SCCJ if the member leaves the room)

#### ADDITIONAL DETAILS:

- At the Con/Pro Session members must stay OBJECTIVE. If a member repeatedly makes subjective statements, the SCCJ may remove the member from vote
- A Point of Order** may be used as a statement that corrects a wrongdoing such as correcting a misstated fact or pointing out the violation of a rule
- A Point of Clarification** may be used as a direct question to one specific person which attempts to clarify the facts of something
- Time limits shall be given at the discretion of the President and SCCJ

#### Section 3d:

All 5 seconds must be submitted and discussed with the SCCJ no later than an hour before the start of vote. A 5-second is considered any relevant information about a rushee that would cause risk or harm to any member in the fraternity or the fraternity as a whole. However, all final 5-second decisions are up to the discretion of the SCCJ, President, and VPM.

The person who raises the 5-second is considered a conflict of interest and is not permitted to ask questions to the court, state a con/pro or participate in any other way. The person is only permitted to state the 5-second and information pre-discussed with the SCCJ as well as answer questions about the 5-second.

There are two 5-second procedures. The First Procedure is intended for a rushee that is up to vote and the Second Procedure is intended for a rushee that has been placed into the "First Tier."

**First Procedure:**

The 5-second period will occur after the Professional Court Review and before the Con/Pro session. The procedure is as follows:

- The 5-second originator will state the relevant information pre-discussed with the SCCJ
- If there are any objections from other members in the fraternity, there will be an intermission of 10 minutes where the SCCJ will discuss the new relevant information with the objector
- The SCCJ will decide if the new information can be stated by the objector. If decided yes: the objector will be able to present the new relevant information
- After all information has been presented to chapter, brothers may ask specific questions to both the originator and the objector.

The Con/Pro session will begin after all questions have been answered.

**Second Procedure:**

The 5-second period will occur during the "First Tier" Motion to Vote process. The procedure is the same as the first procedure, however, after the 5-second procedure, a full-review of courts will be held for the rushee.

**Section 3e:**

A. Only Student Members that are Active and in Good Standing are allowed to sit on Courts. Only members in Good Standing are allowed to vote. New Initiates are allowed to sit on smoker courts and

vote “Yes”, “Leaning Yes”, “Leaning No”, or “No”. However, their vote is not officially counted towards a pledges score. A New Initiate’s vote at smoker courts may only be officially tallied in situations deemed extenuating by consensus of the President, Vice President of Membership, Supreme Court Chief Justice, and Pledge Trainer. A New Initiates’ vote will count as half a vote for Professional Courts. Each Professional Court may have exactly 2 voting New Initiate members. In the instance that there are more than 2 New Initiates, each additional New Initiate will act as a “ghost member” and may not vote or participate in discussion.

B. During the rush process, a conflict of interest is defined as a friend, roommate, brother/sister, a greek brother/sister, and a boyfriend/girlfriend. It is also defined as any pre-rush interaction with the rushee that created a positive or negative perception on the Beta Gamma member and formed a bias toward the rushee. During the pledge process, a conflict of interest is defined as any conflict of interest submitted during the rush process and any Beta Gamma Mentor or Parent. All members with a conflict of interest, except for Beta Gamma Mentors and Parents, must abstain from voting for or against the pledge in which they have a conflict of interest. All members with a conflict of interest, including Beta Gamma Mentors and Parents, will be unable to sit on any courts of the rushee/pledge. All conflicts of interest must be submitted before the start of rush courts.

#### **Section 4a:**

A. Midterm Courts must be held upon conclusion of the fourth or fifth week of Pledgeship. Only Student Members that are Active and in Good Standing may sit on a midterm court. Each court will consist of four voting members. Each member will grade the pledge on an “A” to “F” scale. In order to determine what grade to give a pledge, each brother must consult with the grading rubric created by the Vice President of Membership and Pledge Trainer. Upon completion of the Midterm Court, the Vice President of Membership and Supreme Court Chief Justice will combine the grades and create a Grade Point Average (calculation of the GPA will be based on the Indiana University Scale).

B. If a pledge receives a GPA greater than a 1.85, the pledge will be granted continuance of pledgeship.

C. If a pledge receives a GPA less than or equal to a 1.85, the pledge will go to Chapter vote. The procedure of this vote is outlined in Article VI Section 3g. At this vote, the pledge must receive 75% of the vote of Active Members in Good Standing in attendance in order to be granted continuance of pledgeship. If a pledge fails to receive a 75% vote, they will be cut from the pledge class with an opportunity to appeal. The appellate process is outlined in Article VI Section 6.

D. If a pledge receives a GPA of 0, the pledge will be automatically cut from the pledge class with an opportunity to appeal. The appellate process will be identical to the process mentioned above.

#### **Section 4b:**

The following formula to determine percentage will be used will be used:

Percentage = (#Yes Votes) / (#Yes Votes + # No Votes)

This vote will be led by the SCCJ and follow the process below:

#### PART 1: MIDTERM COURT REVIEW

- The Head of Court (HOC) will review the gradesheet/any notes, tell the court's overall impression, and review any other important details
- Other members of the court may add any details that the HOC did not cover
- Brothers may ask specific questions to a specific court member

#### PART2: MENTORS SPEAK

- Mentors will speak about their meetings and overall interactions with the pledge
- Brothers may ask specific questions to a specific mentor

#### PART 3: CON/PRO SESSION

- The SCCJ will say, "First con for [rushee's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in opposition of the rushee
- The SCCJ will say, "First pro for [rushee's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in support of the rushee
- This process will be repeated 2 more times

#### PART 4: VOTE

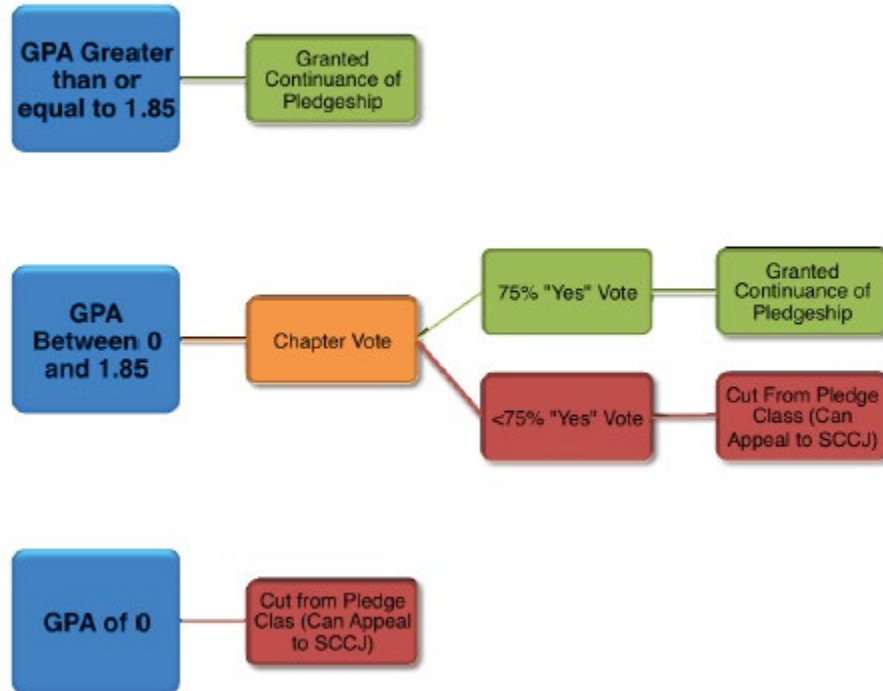
- Members in Good Standing will mark their vote on their ballot (these votes must be anonymous and turned into the SCCJ if the member leaves the room)

#### ADDITIONAL DETAILS:

- At the Con/Pro Session members must stay OBJECTIVE. If a member repeatedly makes subjective statements the SCCJ may remove the brother from vote
- Like Rush Vote, a Point of Order and/or Point of Clarification may be used if necessary

#### **Section 4c:**

## Midterm Courts Diagram:



### Section 5a:

A. Court of Honor must be held upon conclusion of Pledgeship. Only Student Members that are Active and in Good

Standing may sit on a Court of Honor. Each court will consist of four voting members. Each member of the court must vote "Yes" or "No". A "Yes" vote indicates that the member is favor in of the pledge and would grant the pledge Initiation. A "No" vote indicates that the member is in opposition of the pledge and would cut the pledge.

B. If a pledge receives all four "Yes" votes, the pledge will be initiated, barring no objections in a five second time period.

C. If a pledge receives one to three "No" votes, the pledge will go to a Chapter Vote. The procedure of this vote is outlined in Article VI Section 3h. At this vote, the pledge must receive 75% of the vote of Active Members in Good Standing in attendance in order to be initiated. If a pledge fails to receive a 75% vote, they will be cut from the pledge class with an opportunity to appeal. The appellate process is outlined in Article VI Section 6.

D. If a pledge receives four "No" votes, the pledge will be automatically cut from the pledge class with an opportunity to appeal. The appellate process will be identical to the process mentioned above.

### Section 5b:

The following formula to determine percentage will be used:

Percentage = (#Yes Votes) / (#Yes Votes + # No Votes)

This vote will be led by the SCCJ and follow the process below:

**PART 1: FINAL COURT REVIEW**

- The Head of Court (HOC) will review the gradesheet/any notes, tell the court's overall impression, and review any other important details
- Other members of the court may add any details that the HOC did not cover
- Brothers may ask specific questions to a specific court member

**PART 2: MENTORS SPEAK**

- Mentors will speak about their meeting and overall interaction with the pledge
- Brothers may ask specific questions to a specific mentor

**PART 3: PARENTS SPEAK**

- Parents will speak about their social interactions with the pledge
- Brothers may ask specific questions to a specific parent

**PART 4: CON/PRO SESSION**

- The SCCJ will say, "First con for [pledge's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in opposition of the rushee
- The SCCJ will say, "First pro for [pledge's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in support of the rushee
- This process will be repeated 2 more times
- Members in Good Standing will mark their vote on their ballot (these votes must be anonymous and turned into the SCCJ if the member leaves the room)

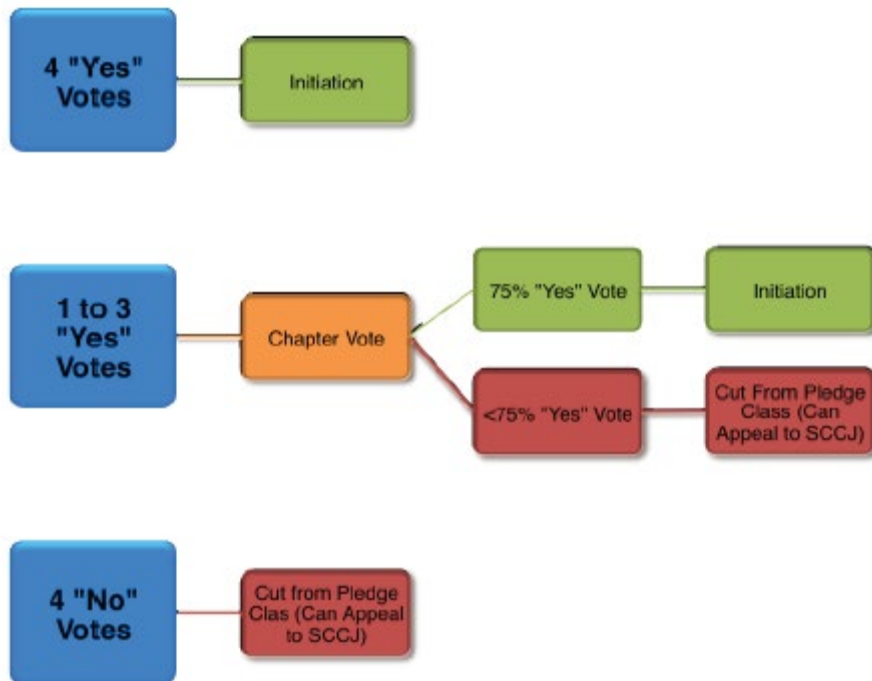
**ADDITIONAL DETAILS:**

- At the Con/Pro Session members must stay OBJECTIVE. If a member repeatedly makes subjective statements the SCCJ may remove the brother from vote
- Like Rush Vote, a Point of Order and/or Point of Clarification may be used if necessary

**Section 5c:**



## Court of Honor Diagram:



### Section 6a:

A. If a pledge feels that they are wrongfully cut, they may appeal the decision to the Supreme Court Chief Justice (SCCJ). The pledge must decide whether or not they would like to appeal within 48 hours of being notified that they have been cut.

B. If a pledge does not appeal or if an appeal is denied, they must go through the entire rush process a later semester. The former pledge will have no advantage or disadvantage during rush or throughout the potential new pledgship process.

C. If a pledge appeals, the pledge brothers of the aforementioned pledge may write letters in support of the appeal to the SCCJ. These letters must use specific details and examples of how the cut pledge has been beneficial to the pledge class. The length and format of the letters are to the discretion of the SCCJ. The SCCJ should factor in both the number of letters and quality of letters when deciding if an appeal should be granted. The decision to grant or deny an appeal is the SCCJ's decision only. The pledge must be notified of this decision within 72 hours of the pledge being notified that he/she has been cut. The SCCJ may only grant the appeal if one of the two criteria are met:

1) The Court was unfair (e.g., an eligible brother was on the court, court members were hostile, questions unapproved by the Vice President of Membership, Pledge Trainer, or SCCJ were asked)

2) Extenuating Circumstances (e.g., the pledge was ill, Court members misunderstood answers, etc.)

**Section 6b:**

A. If an appeal is granted, the SCCJ must hold an appellate court and select its members. Only Active Student Members in Good Standing may sit on the court. The purpose of this court is to see if the pledge was wrongfully cut. The court will consist of four members and the SCCJ. These four members' total seniority must be at least twenty semesters (including pledge semesters). The Head of Court will always be the SCCJ and the structure of this court is to discretion of the SCCJ. If there are at least three "Yes" votes, the pledge will go to a chapter vote. If there are fewer than three "Yes", the pledge will be cut. All members must vote "Yes" or "No", no abstentions are allowed.

B. If an appellate vote is necessary, 75% of Members in good standing in attendance must vote "Keep" to reinstate the pledge to pledgeship. If a pledge does not attain 75% of the vote, they will be cut from the pledge class.

**Section 6c:**

The following formula to determine percentage will be used:

Percentage = (#Keep Votes) / (#Keep Votes + # Cut Votes)

This vote will be led by the SCCJ and follow the process below:

**PART 1: APPELLATE COURT REVIEW**

- The Supreme Court Chief Justice (SCCJ) will review the court/any notes, tell the court's overall impression, and review any other important details
- Other members of the court may add any details that the HOC did not cover
- Brothers may ask specific questions to a specific court member

**PART 2: MENTORS SPEAK**

- Mentors will speak about their interactions with the pledge after they were cut
- Brothers may ask specific questions to a specific mentor

**PART 3 PARENTS SPEAK (Only after Court of Honor, not Midterms)**

- Parents will speak about their meetings and overall interactions with the pledge
- Brothers may ask specific questions to a specific parent

**PART 3 or 4: CON/PRO SESSION**

- The SCCJ will say, "First con for [pledge's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in opposition of the pledge
- The SCCJ will say, "First pro for [pledge's name]"
- Any brother may raise their hand and the SCCJ may call on them
- The chosen brother will state an objective fact in support of the pledge
- This process will be repeated 2 more times

**PART 4 or 5: VOTE**

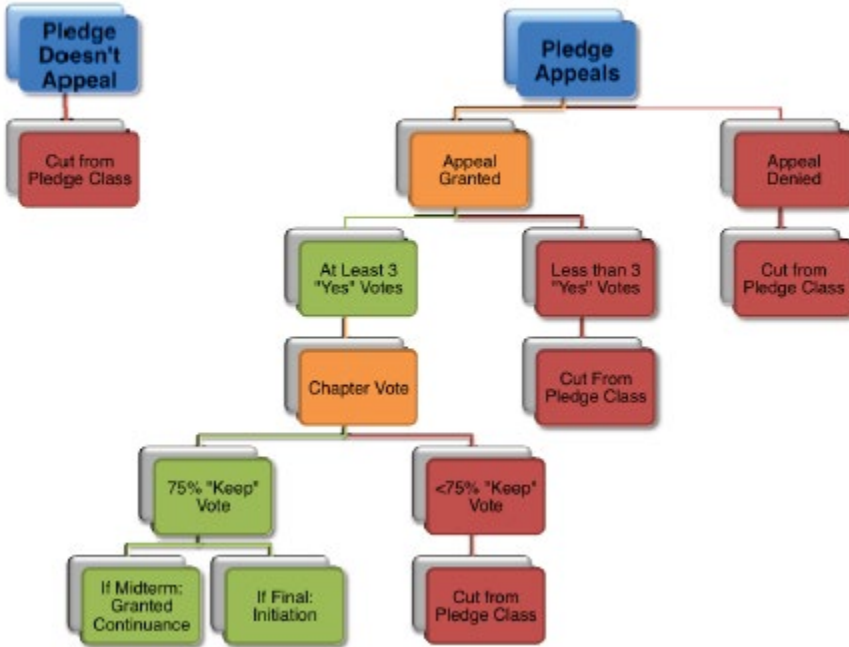
- Members in Good Standing will mark their vote on their ballot (these votes must be anonymous and turned into the SCCJ if the member leaves the room)

**ADDITIONAL DETAILS:**

- At the Con/Pro Session members must stay OBJECTIVE. If a member repeatedly makes subjective statements the SCCJ may remove the brother from vote
- Like all votes, a Point of Order and/or Point of Clarification may be used if necessary

**Section 6:**

***Appeals Diagram:***



**Section 6d:**

Votes taken during Rush Chapter Vote, Midterm Court Chapter Vote, and Court of Honor Chapter Vote shall be counted by the VP of Membership, Pledge Trainer, President, and Supreme Court Chief Justice. The following calculation will be used:

$$(\# \text{ Yes Votes}) / (\# \text{ Yes Votes} + \# \text{ No Votes})$$

A vote will be counted as an abstention either if the abstention box is checked or if all boxes are blank on a candidate's line. The calculation must be greater than or equal to 75 percent for a pledge to be approved for pledging or membership.

**Section 7:**

The Vice President of Membership and Pledge Trainer shall, each semester, select at least 1 Mentor and Parent for each Pledge. The Mentor(s) will be responsible for overseeing a Pledge's professional and personal development during Pledgeship. The Parent(s) will be responsible for aiding Pledges in integrating into the Chapter's social functions.

**Section 8:**

An individual who has accepted an offer to become a pledge of this chapter shall take the pledge oath as stated in the Ritual of Alpha Kappa Psi, administered by the Master of Rituals, preferably at the chapter meeting after which candidates have been voted upon. The oath of pledgship shall be binding upon the pledge but not upon this chapter.

**Section 9:**

This chapter shall present each pledge with an official pledge pin at the time of pledging and instruct each pledge to wear that pledge pin on the left coat/jacket lapel, the left blouse/shirt collar or on a sweater over the heart. This pledge pin shall be worn at all times when in the Kelley School of Business and designated Fraternity activities unless told otherwise by the Pledge Trainer. Each pledge pin shall be returned upon the conclusion of pledging. If a pledge pin is not returned its cost shall be paid to this chapter by the pledge to which it was assigned. At the beginning of each pledge period, this chapter will inform each pledge of the financial obligations he/she will assume if initiated into membership.

**Section 10:**

The minimum length of this chapter's pledge program shall be seven weeks. Any pledge that does not complete all requirements of the pledge program shall be automatically dropped from pledging except where circumstances warrant a decision by the vote of Board of Governor's to retain the pledge.

**Section 11:**

To qualify for initiation to membership each pledge must:

- A. Fulfill the qualifications for admittance to the pledge program.
- B. Fulfill any additional requirements of this chapter and Indiana University.
- C. Have satisfactorily completed the pledge program and the national examination.
- D. Have favorably appeared before a Court of Honor as specified in the Ritual of Alpha Kappa Psi.
- E. Have paid the full initiation fee.
- F. Be invited to and approved for membership by 75 percent of chapter members attending the vote.

**Section 12:**

All ritualistic initiation ceremonies, regardless of their character, must be conducted in a place where attendance is restricted to members and pledges of this chapter only, where others cannot observe activities. These activities shall be strictly confined within a chapter house, meeting hall or reserved room with controlled access, and shall be under the supervision of the Master of Rituals and the Executive Committee of this chapter.

**Section 13:**

Hazing: All actions, activities, or questions should be of a nature pertinent to the Fraternity. Actions, activities, or questions at any ceremony or other Fraternity functions that may be construed as demeaning in nature, either physically or mentally, are expressly prohibited. No person shall be asked to undergo any action or answer any question to which he/she objects. Actions or activities that may compromise the integrity of the Pledgship process and/or deemed inappropriate or unprofessional by

the President and/or Supreme Court Chief Justice will also be considered to be hazing. Within the above restrictions, the following are acceptable:

- A. Selling a product
- B. Questions regarding current events
- C. Reciting any of the required pledge materials
- D. Naming the members of the court of pledge class
- E. Questions regarding future goals or plans
- F. Questions pertaining to Alpha Kappa Psi
- G. Problems/benefits relating to the pledge class
- H. Questions of ethics
- I. Questions regarding business.

**Section 13b:**

Any active member that has a pre-existing relationship with a pledge (i.e., roommates, dating, familial relation) must notify both the Vice President of Membership and Supreme Court Chief Justice of the aforementioned relationship within 72 hours of induction.

Any member witnessing an infringement of any of these policies who fails to immediately stop the activity will face the same consequences, expulsion, as the offending member. The Supreme Court of Alpha Kappa Psi will enforce these instances.

**Section 14:**

Members may be initiated into this chapter only by the complete and respectful use of the initiation ceremony specified in the Ritual of Alpha Kappa Psi. This chapter should use standard Ritual regalia, available from the National Chapter, for initiation and other chapter ceremonies. All other equipment or paraphernalia in initiation exercises is prohibited.

**Section 15:**

This chapter shall hold at least two initiations during each academic year, the first of which shall be within ninety days after the opening of the fall term, and the other at such time as the chapter deems advisable.

**Section 16:**

If any pledge of Beta Gamma chapter is forced to withdraw from Indiana University for medical reasons, as deemed necessary by a medical note, then said pledge will be able to continue his/her pledgeship the following semester, regardless of the number of remaining semesters. The pledge must begin pledgeship from the beginning but they do not need to rush again, regardless of when they withdrew. If the said pledge is absent from the university for more than one semester than he/she will have to go through the normal rush process.

**Section 17a:**

Any pledge that is not performing to the standard of an active member, including inappropriate, unprofessional and not brother-like behavior may be brought to the attention of the rest of the chapter.

The Pledge can be brought to the chapter regardless of interview court scores including midterm grade. The purpose of this is to determine if the pledge has the potential to improve their qualities before the Court of Honor. The following is a formal procedure to bring said pledge to the chapter for discussion. This is to be used in extreme circumstances only. Extreme circumstances include, but are not limited to inappropriate behavior severe enough to be brought to the rest of the chapter includes inappropriate sexual comments, cheating, and overall disregard for Alpha Kappa Psi. Article VI Section 17b outlines the procedure by which this discussion must be held.

### **Section 17b:**

If a brother would like to remove a pledge from the pledge class at a time other than Midterm Courts or Court of Honor, the following procedure will be used:

- A. The brother that would like to remove a pledge is discussed privately with the VP of Membership and Pledge Trainer.
- B. The VP of Membership and Pledge Trainer's will jointly discuss this issue with the rest of the Board of Governors (BoG). Both the Pledge Trainer and Vice President of Membership plus five other BoG members must approve the continuance of this process.
- C. If the process is continued, the VP of Membership and Pledge Trainer will discuss the pledge at the next available Chapter meeting in the same manner as a final vote. This includes a brief explanation of why the pledge is being brought to judgment followed by a brief discussion led by the VP of Membership and Pledge Trainer. After the discussion, a full con/pro session will be held.
- D. All Active Student Members in Good Standing will vote "Keep" or "Cut" on a ballot. Only the President, VP of Membership, SCCJ, and Pledge Trainer will count the ballots.
- E. Seventy-five percent of chapter must vote "No," for the pledge to be dismissed from the current pledge class.
- H. No appeal will be granted.

### **Article VII: Meetings**

#### **Section 1:**

This chapter shall hold at least six chapter meetings a semester during the academic year, at which a quorum shall be present. Each chapter meeting cannot begin until a quorum is present.

#### **Section 2:**

Business meetings of this chapter shall be conducted in conformance with the "Official Procedure for Conduct of Meetings of Alpha Kappa Psi" and with Robert's Rules of Order, newly revised. The order of business shall be:

- A. Opening according to Official Procedure
- B. Roll call
- C. Reports from officers
- D. Reports from standing committees
- E. Reports from special committees
- F. Unfinished business

- G. New business
- H. Announcements
- I. Adjournment according the Official Procedure

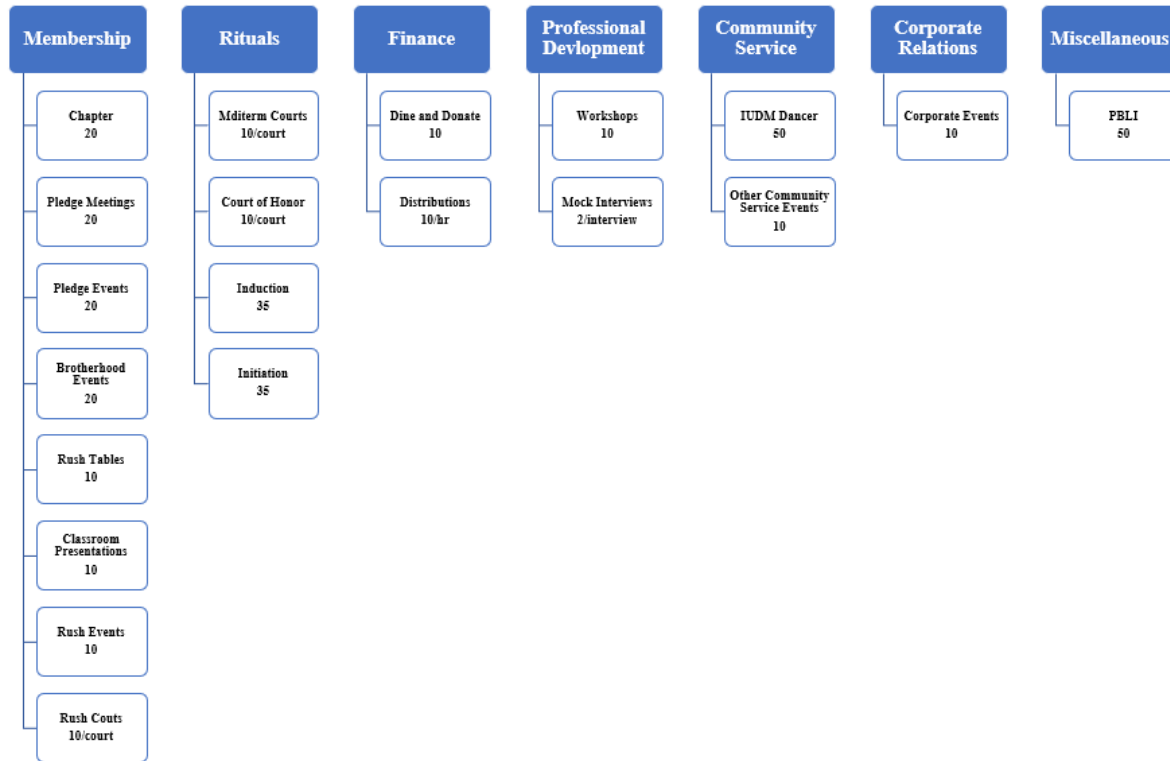
**Section 3:**

Special meetings of this chapter may be called by the President or by a majority vote of the Board of Governors. A general announcement must be sent to all active members at least 48 hours prior to the special meeting unless otherwise inconvenient. These notices must state the time, place, and purpose of the special meeting.

**Section 4a:**

If a member misses more than 3 chapter meetings, they will be disallowed to sit on Court of Honor the current semester and will be disallowed to be an Officer the following semester. If a member misses more than 4 chapters, they be disallowed to attend banquet the current semester and disallowed to be a parent and/or mentor the following semester. Chapter meetings that include Rush, Midterm, and Final Vote do not count towards this total. If a member misses a meeting deemed "excused" by both the President and SCCJ, the absence will not count towards the aforementioned absence policy. If a member is not pleased with the decision, they may seek approval from the Senior Advisory Board. If a supermajority of SAB approves this absence, the absence will not count towards the aforementioned policy. In addition to meeting the point requirements, members are also required to attend one event from each section of activities before midterm courts, and at least two activities from each section before Banquet: (1) Membership, (2) Finance, (3) Community Service and (4) Professional. Members are also required to attend Induction and Initiation in order to attend banquet.

**The following is a list of events and point distributions:**



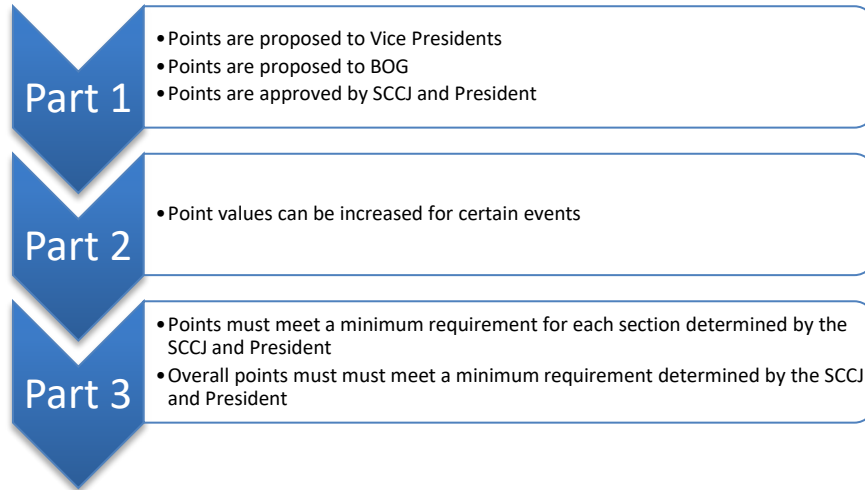
**All point values for events that are not on this diagram will be determined by the SCCJ.**

**Section 4b:**

Members must make point requirements as outlined in Section 4a. All potential points for the semester must be reported to the Vice President of each committee and approved. Points must then be reported to BOG and approved. The SCCJ and President must approve the points for each committee, meeting a minimum requirement they have predetermined. Point values can be altered from the amount outlined in Section 4a for certain events. With the increase in points, there can also be an increase in requirements met. Therefore, members may fulfill two required events in a section by attending one event. These point and requirement changes must be approved by the SCCJ and the President.

**Point Proposal Diagram:**





**Section 5:**

In the absence of the President and the Vice Presidents, any officer of this chapter may call a meeting to order, as long as a quorum is present, and then preside for the duration of the meeting, subject to the arrival of the President who shall preside whenever present.

**Section 6:**

In addition to the regular chapter meeting, this chapter will hold an Executive Meeting at least once a month. All elected officers are required to attend. This meeting will can be led by any BoG member. The semester budget, long-term ideas, and other in depth issues can be addressed at the executive meeting.

**Section 7:**

Any active member may attend Executive Committee meetings, or any other meeting, except when the meeting is being held to discuss personal information about one or very few members, the expulsion of a member, or meetings deemed confidential by the Board of Governors.

**Section 8:**

All members must dress in proper attire for Alpha Kappa Psi meetings and Professional events except when noted otherwise.

A. For chapter meetings, men must wear collared shirt and/or sweater, pants, socks, and casual or dress shoes. Women must wear pants and/or skirt, and blouse or sweater, or dress, and casual or dress shoes. Jeans, tennis shoes, T-shirts, sweat pants and sweatshirts, shorts, and ball caps are not allowed unless otherwise allowed by the Board of Governors

B. Professional attire constitutes for men a sport-coat and slacks, tie, and dress shoes. For women, blouse, skirt, pants, or dress; dress shoes are acceptable.

**Article VIII: Chapter Officers**

### Section 1a:

The executive officers of this chapter shall be the President, five Vice Presidents, Supreme Court Chief Justice, Pledge Trainer, Historian(s), Secretary, Treasurer, Master of Rituals, Warden, Chaplain, and, any other officer elected by chapter. Any other officer positions may be added as this chapter may designate, subject to the approval of the Board of Governors of Alpha Kappa Psi.

The hierarchy of Board of Governor members is as follows:

President

Supreme Court Chief Justice

Vice President of Membership

Vice President of External Relations

Vice President of Alumni Relations

Vice President of Finance

Vice President of Professional Development

Vice President of Communications

### Section 1b:

Chapter officer duties shall be as follows:

A. President. The President shall be the executive head of this chapter and shall preside over its meetings; shall have the power to call special meetings when considered necessary; and shall see that the officers of the chapter discharge their duties faithfully, impartially, accurately and promptly. The President shall act as an advisor for all decisions made by the leaders of the fraternity. The President shall enforce strict observance of the laws and policies of the Fraternity and decide points of order. The President shall have authority to preside over any committee of the chapter. The president is responsible for overseeing the selection of Associate Directors and Committee Associates with the help of the Vice Presidents. The President shall not be entitled to vote within this chapter except in the following cases: the election of the national delegate and alternate, the election of officers of this chapter, the election of candidates into membership, and the event of a tie vote. He/she shall preside over the Board of Governors. The President shall have such further powers and duties as may be prescribed by the laws of the Fraternity.

B. Vice Presidents: The Vice Presidents shall assist in the performance of the President's duties, and in the absence or disability of the President, shall succeed to the President's powers and duties. In the event of a permanent vacancy, the Vice President shall function as President until an election can be held.

1. Supreme Court Chief Justice: The Supreme Court Chief Justice is first in line to succeed the president. The Supreme Court Chief Justice is in charge of knowing and monitoring the bylaws, including recognizing when changes are needed based on the evolution of the chapter. The Supreme Court Chief Justice shall run chapter votes and court votes after rush and final votes with the President, VP of Membership, and Pledge Trainer. The Supreme Court Chief Justice is responsible for attendance, including informing the chapter regarding attendance policies and recognizing members for their

achievement and extra efforts. The Supreme Court Chief Justice is also responsible for making sure that New Initiates are properly informed of the Bylaws through NI Education and NI Task Force. The Supreme Court Chief Justice oversees the Senior Advisory Board, Warden, and Chaplain making sure that they have been fully informed by their predecessor of their responsibilities and help them get adjusted at the beginning of the semester. Most importantly, the Supreme Court Chief Justice organizes appeals and disciplinary courts, following the procedures outlined in the bylaws.

2. Vice President of Membership: The Vice President of Membership is second in line to succeed the President. The Vice President of Membership is responsible for overseeing the program for attracting, selecting, and training new initiates. The Vice President of Membership supervises the Pledge Trainer and Membership Committee.

3. Vice President of External Relations: The Vice President of External Relations is third in line to succeed the President. The VPER is responsible for contacting and maintaining relationships with corporate partners and creating events with them and the brothers. The Vice President of External Relations is also responsible for creating opportunities for the brothers to give back to the community and also creating excitement for these events. The Vice President of External Relations oversees the Corporate Relations, Community Service, and IUDM Committees.

4. Vice President of Alumni Relations: The Vice President of Alumni Relations is fourth in line to succeed the President. The Vice President of Alumni Relations is responsible for planning and coordinating events for alumni as well as maintaining an up-to-date database of alumni contact information. The VPAR is responsible for writing and distributing an alumni newsletter. The Vice President of Alumni Relations is also responsible for planning brotherhood events for current chapter members. The Vice President of Alumni Relations oversees the Alumni Relations and Brotherhood Committees.

5. Vice President of Finance: The Vice President of Finance is fifth in line to succeed the President. The Vice President of Finance is responsible for coordinating and supervising all of the chapter's Finance activities. The Vice President of Finance shall oversee the Finance and Audit Committees.

6. Vice President of Professional Development: The Vice President of Professional Development is sixth in line to succeed the President. The Vice Professional of Professional Development is responsible for providing opportunities to professionally develop the chapter and maintaining relationships with other constituencies for the benefit of the fraternity. The Vice President of Professional Development is also responsible for planning Teachers Excellence in the Spring semester. The Vice President of Professional Development oversees the activities of the Professional and Teachers Excellence Committees.

7. Vice President of Communications: The Vice President of Communications is seventh in line to succeed the President and shall be responsible for the conduct of marketing for this chapter, including activities in the areas of faculty relations, relations with students who are non-members, community relations, chapter alumni, and relations with other groups that may be deemed desirable or assigned by the Chapter President. The Vice President of Communications shall gather, organize and report information that is relevant to the Fraternity. The Vice President of Communication serves as the mechanism to serve the needs of the Fraternity, through the use of marketing and/or technology. The

Vice President of Communication seeks to utilize the balance of marketing and technology to achieve the goals of the other branches and therefore the Fraternity. The Vice President of Communications also oversees the creation of fraternal apparel each semester. The Vice President of Communication acts as head of the Historian(s) and oversees the activities of the Marketing, Technology, and Apparel Committee.

C. Secretary: The Secretary shall keep accurate and complete minutes of all meetings of this chapter, shall be the custodian of all records, files, and documents of this chapter, except for the financial book of account; shall be responsible for the general correspondence of this chapter. Additionally, the Secretary shall keep a record of all proposals for membership, a record of every initiate into the chapter, and a separate record of all pledges, initiations, expulsions, and deaths within the chapter and shall send duplicates of such records to the director within five days after the event thereof. The Secretary shall supply such reports as may be requested by the Fraternity officers within five days of receipt of such requests, and shall have further powers and duties as may be prescribed by the laws of the Fraternity. Within five days after the election of any chapter officer the Secretary shall notify the executive director and district director of the results of that election. The Secretary is responsible for the maintenance of the Annual Chapter Report (Spring office) and the Mid-Year Chapter Report (Fall office). The Secretary shall report to the President. The Secretary shall be elected for semester terms.

D. Treasurer: The Treasurer shall keep an accurate account of all funds received and expended. The Treasurer shall be the custodian of all financial books of account of this chapter which shall be at all times open to inspection and examination, report revenues and expenditures to the chapter at least once a month, shall deposit all funds in the name of and to the credit of this chapter, and shall prepare a budget covering all of the expected income and necessary expenses of this chapter for the coming fiscal year at the beginning of the fiscal year and send a copy thereof to the executive director. The Treasurer shall forward National Chapter initiation fees and membership records of new members to the executive director within five days after the initiation date; shall promptly forward to the executive director notification when a member has graduated, left college, or has been suspended, or expelled; and shall furnish such reports as requisitioned by the Fraternity officers within five days from receipt of such requests. The Treasurer shall be bonded to the National Chapter under a blanket bond and shall have such rights and shall have further powers and duties as may be prescribed by the laws of the Fraternity. The Treasurer will be responsible for maintaining the budget and ensuring it is available for inspection by the Chapter. All reimbursements must be submitted within 30 days of the conclusion of the semester. Any reimbursement to a Member in excess of \$300 by the Treasurer will acquire approval from the Vice President of Finance, SCCJ, or President. The Treasurer reports to the President.

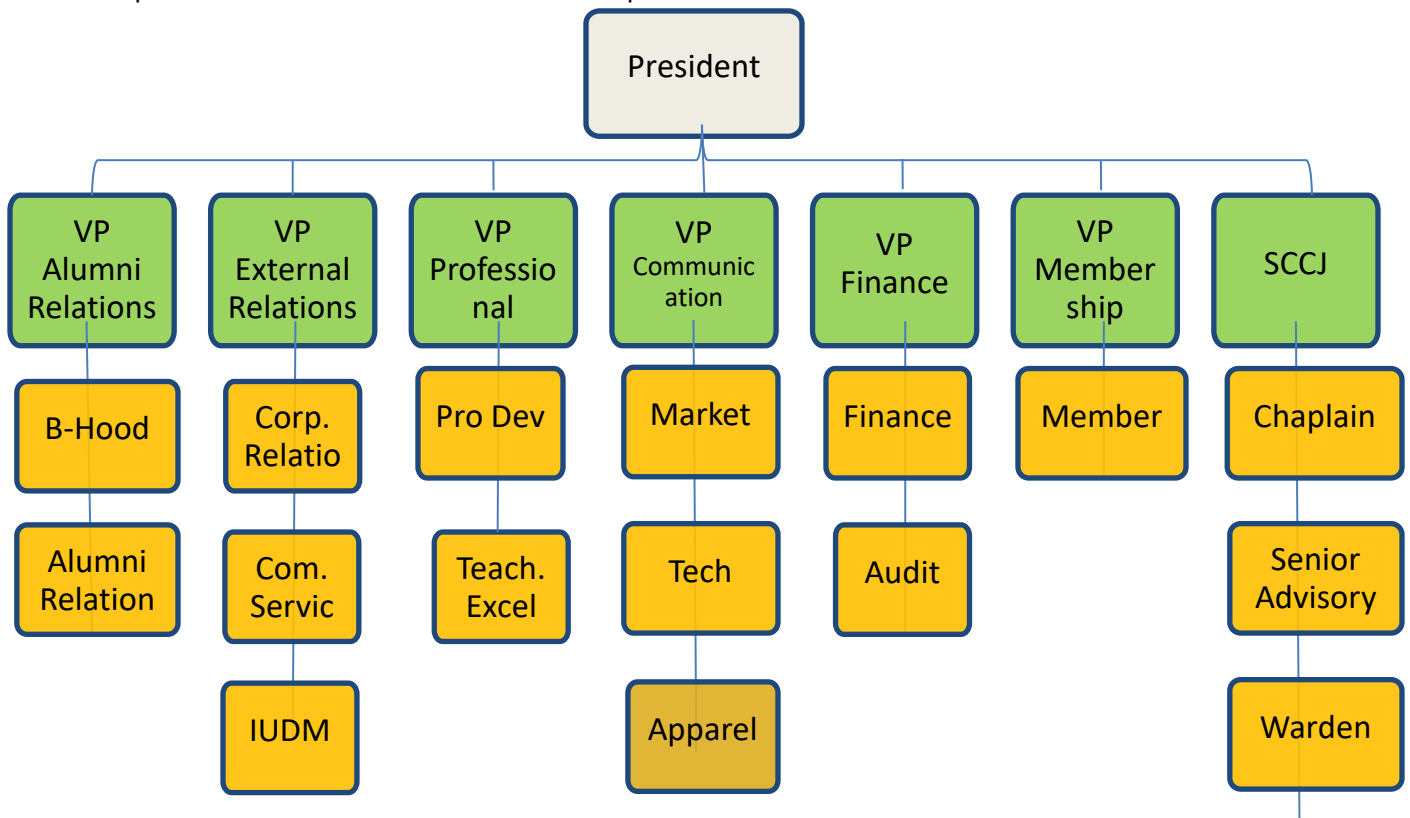
E. Master of Rituals: The Master of Rituals shall be in direct charge and supervision of all ritualistic, initiatory, and secret work of this chapter. The Master of Rituals shall conduct this office in strict accord with the Ritual of Alpha Kappa Psi and shall have such further powers and duties as prescribed by the laws of the Fraternity. The Master of Rituals oversees the Banquet Committee, and is responsible for assigning the Master of Ceremonies during the Banquet. This office is a semester office. The Master of Rituals reports to the President.

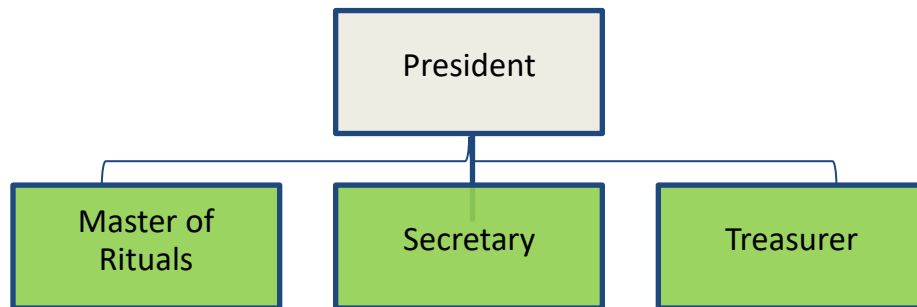
F. Chaplain. The primary responsibility of the Chaplain is to motivate chapter and inform the members of chapter of events. The Chaplain is responsible for a weekly announcement bulletin containing important messages from the members and delivering an inspirational quote at each chapter meeting. The Chaplain is also responsible for supervising the NI Task Force. Chaplain is a single semester position, which reports to the Supreme Court Chief Justice.

G. Warden. The Warden has the power to remove a member from a meeting if the member is causing undue disruption. The Warden is responsible for maintaining the attendance records for chapter meetings, professional events, and other events of the Fraternity. The Warden is a semester position, which reports to the Supreme Court Chief Justice.

H. Chapter Historian(s): The Historian shall compile and enhance a historical record of this chapter; shall assist and cooperate with the History Committee of the National Chapter. The Historian shall maintain a book of chapter memorabilia and history of events; and shall have such further powers and duties as may be prescribed by the laws of the Fraternity. Additionally, the pledge should take pictures and document major fraternity events. Each semester, this chapter, by a majority vote, may have two Historians. The Historian is a single semester position, which reports to the Vice President of Communications.

I. Pledge Trainer: The Pledge Trainer is responsible for implementing the pledge program created by the Vice President of Membership. The Pledge Trainer conducts the pledge meetings and assists the current pledge class in fulfilling all requirements as mandated by the pledge program. This is a semester office and reports to the Vice President of Membership.





**Section 2:**

Should any officer be faced with a situation for which the specific handling procedures are ambiguous or unaddressed, said officer shall contact the Supreme Court Chief Justice AND the President of the Beta Gamma Chapter to reach a joint decision that is satisfactory to all. If the Chief Justice cannot be reached, the President and said officer shall make the decision.

**Section 3a:**

The officers of this chapter shall be elected near the end of the fall (or spring) semester and shall be installed in December (or April) in accordance with the installation ceremony of the Ritual of Alpha Kappa Psi. Elected officers shall serve a term of one year, except as noted above. Within five days after the election of any chapter officer the chapter Secretary shall notify the executive director, regional director, and district director of the results of the election.

**Section 3b:**

Proceeding Initiation, the New Initiates must abstain from voting on their pledge semester’s Pledge Trainer, Vice President of Membership, and Supreme Court Chief Justice. Additionally, they must abstain on the candidates for Vice President of Membership, Supreme Court Chief Justice and Pledge Trainer

**Section 3c:**

New Initiates are eligible to vote on the candidate for elected office while abiding to Article VIII Section 3a, which includes Secretary, Treasurer, Master of Rituals, Chaplain, Warden, Historian(s), and Board of Governor’s positions (excluding Vice President of Membership and Supreme Court Chief Justice).

**Section 4:**

No person shall be elected to a chapter office unless that person is a member in good standing. No candidate for elected office shall be on probation of Indiana University or be in arrears for any chapter obligation. If any elected officer temporarily or permanently withdrawals from Indiana University, is

placed on probation by Indiana University or becomes in arrears for any financial obligation due this chapter, that elected officer shall be automatically disqualified from holding office and that specific office shall be declared vacant. An election shall be held as soon as is practicable to fill the vacant office.

**Section 4a:**

No executive officer elected to a year-long position may resign from that office in order to run for another position without consent of a 75% vote at a chapter meeting where quorum is present.

**Section 4b:**

Any member that leaves the fraternity for a semester in order to complete an internship, co-op, or study abroad program shall be eligible to run for office in the elections held during their absence if ALL of the following criteria are met:

The member met the requirements to run for office in the semester prior to his or her absence. The member is in otherwise good standing with the fraternity, and is not currently under disciplinary probation by ruling of the Supreme Court.

The member has been nominated under standard election procedures of the fraternity and has provided, in advance, acceptance of the nomination and a campaign speech in the form of either a video or a letter, which would be read aloud by the President or another member of chapter designated by the candidate. If the candidate prefers a live speech, they may either attend the elections in person or give a speech via live video (e.g., skype, google talk, etc.)

**Section 5:**

A candidate for elected office shall be considered elected when that member receives a number of votes equal to 50 percent plus one of the quorum present. If more than two people are running, and one person does not receive 50 percent plus one of the vote, a runoff election shall be held between the top two candidates from the previous vote.

**Section 5a:**

If a tie occurs between the top two candidates, the tie will be broken by written ballots of the President, Executive Vice President, and Supreme Court Chief Justice. In the event that any of the three officers are absent, one of the remaining Vice Presidents shall take their place, in the proper order of succession.

**Section 6:**

The following process may remove an officer:

- A. The issue is brought before the Supreme Court of Alpha Kappa Psi by a petition signed by 25 percent of member in good standing or by a majority vote of BoG.
- B. The issue is approved by 75 percent vote of members in attendance at chapter.
- C. The issue must be resolved at the chapter meeting following submission of the petition to the Supreme Court of Alpha Kappa Psi.

**Section 7:**

It shall be the responsibility of all outgoing officers of this chapter to personally give to their successors all written materials, records, reports, and assets pertaining to the conducts and duties of their respective office, and also to personally instruct their successors in the proper administration of that office. Incoming officers of this chapter will share the responsibility to seek out and receive all written materials, records, reports, and assets, as well as the counsel, of the outgoing officer that preceded them in office.

**Article IX: Administration****Section 1:**

The Board of Governor's shall be responsible for management of the chapter at all times. The Board of Governor's shall consist of the President, the Executive Vice President, the Vice President of Membership, the Vice President of Alumni Relations, the Vice President of Finance, the Vice President of Professional Development, the Vice President of Communications, and the Supreme Court Chief Justice. All meetings of the Board of Governors will be conducted by the highest-ranking officer in attendance.

**Section 2:**

A quorum of the Board of Governor's must be present in order for any vote prescribed by the bylaws to be valid, and at least four members must approve any motion in the event all Board members are not in attendance.

**Section 3:**

Should a tie or stalemate occur in a Board of Governors' vote, BoG will reconvene with the presence of an advisor, either chapter or faculty, further discuss the issue(s) that originally ended in a tie vote, and revote on said issue(s) including the present advisor's vote as tie breaking vote if necessary.



## **Article X: Committees**

### **Section 1:**

The standing committees of this chapter shall be the Executive, Alumni Relations, Corporate Sponsorship, Membership, Professional, Community Service, Brotherhood, IUDM, Teacher's Excellence, Communications, Finance, and Audit.

A. Executive Committee: The Executive Committee shall consist of the Board of Governors, Pledge Trainer, and Senior Advisory Board of the Beta Gamma chapter, and shall be chaired by the President. Any member in good standing can attend Executive Committee meetings and, with the President's approval, may speak. The Executive Committee shall serve as the intermediate idea development body of the chapter.

B. Alumni Relations Committee: The Alumni Relations Committee is responsible for maintaining and improving involvement from Alumni of the Beta Gamma Chapter. The Alumni Relations Committee shall contact alumni to attend major university events such as Homecoming and Little 500. Additionally, the Alumni Relations Committee is responsible for contacting alumni of this chapter to attend major Beta Gamma events such as a Gala. The Alumni Relations committee reports to the VP of Alumni Relations.

C. Corporate Relations Committee: The Corporate Relations committee is responsible for procuring companies to sponsor the Beta Gamma Chapter. The Corporate Relations Committee is also responsible for collecting statistics of chapter each semester and creating a corporate relations pitch book. The Corporate Relations committee reports to the VP of Alumni Relations.

D. Membership Committee: The Membership Committee is responsible for attracting, selecting, and training new initiates. The Membership committee will organize rush events and marketing. Additionally, the Membership committee will organize pledge events and ensure that there is a connection between pledges and Chapter. The Membership Committee reports to the VP of Membership.

E. Professional Committee: The Professional Committee is responsible for planning, scheduling, and implementing the chapter's professional events designed to promote the professional development of the chapter. The Professional Committee will work with the Membership to organize professional workshops for pledges. The Professional Committee reports to the VP of Professional Development.

F. Community Service Committee: The Community Service Committee is responsible for planning and organizing community service events for the fraternity. The Committee reports to the Executive Vice President.

G. Brotherhood Committee: The Brotherhood Committee is responsible for establishing and promoting a social program for the benefit of the members of this chapter. The Brotherhood Committee shall create, develop, and facilitate activities that foster brotherhood. The Brotherhood Committee reports to the Executive Vice President.

H. IUDM Committee: The IUDM Committee will organize the Beta Gamma Chapter's involvement at the Indiana University Dance Marathon. The IUDM committee reports to the Executive Vice President.

I. Teacher's Excellence Committee: The Teacher's Excellence Committee is designed to present the Teacher's Excellence awards to deserving Kelley School of Business teachers every year. The Committee is responsible for sending out letters to the previous year's alumni requesting that they vote on teachers from each department. The Committee compiles the votes and plans a ceremony in the fall semester to present the awards to the deserving teachers. The Teacher's Excellence Committee reports to the Executive Vice President.

J. Communications Committee: The Communications Committee is responsible for learning and implementing the latest technology available in order to better the Fraternity. The Communications Committee is also responsible in handling marketing for major events such as Rush, Conferences, and Galas. The Communications Committee reports to the VP of Communications.

K. Finance Committee: The Finance Committee is responsible for proposing and executing fund-raisers to the Fraternity, and overseeing financial activity, including the budget, budget performance, and chapter revenue and expenses. The Finance Committee reports to the VP of Finance.

L. Audit Committee: The committee will be responsible for performing a full financial audit of the Fraternity's accounts each accounting period, performing analysis of the previous semester's transactions. The committee will also perform an audit of the Fraternity's internal controls to ensure financial and operational security. No member of the audit committee can perform an audit for a transaction that they were personally involved in. In the chance that all audit committee members are involved, the audit will be performed by the President, Vice President of Finance, and/or Supreme Court Chief Justice. The full audit report will be presented to the Board of Governors at the beginning of each semester by the Vice President of Finance, Audit Associate Director, and Treasurer. The Treasurer from the subsequent semester cannot be on the Audit Committee. The Audit Committee reports to the VP of Finance.

## **Section 2:**

The Board of Governor's shall have the power to appoint any temporary committee not provided for by the laws of the Fraternity or these Bylaws. The committee shall last for less than one year.

## **Section 3:**

Any member of a committee may be removed or replaced by the Board of Governors, with the exception of those officers or members who are specifically designated by these Bylaws to serve on a specific committee. Such members may be removed by a simple majority vote of quorum during any chapter meeting.

## **Section 4:**

A majority vote of the members of any committee shall decide any question before that committee.

## **Article XI: Finance**

### **Section 1:**

The Fall semester accounting period of this chapter shall commence on July 1 and end on December 31 of each year. The Spring semester accounting period shall commence on January 1 and end on June 30 of each year.

### **Section 2:**

The Board of Governors must approve expenditures that are not budgeted. Six BoG members must approve any of these expenditures.

### **Section 3:**

The Chapter Treasurer, at the beginning of each fiscal year, shall prepare the budget, covering all expected income and expenditures of this chapter for the coming fiscal year. This budget shall be discussed and approved each semester by this chapter. The spring semester budget shall be revised if necessary to reflect fall semester performance. No money may be spent until the relevant budget is approved [unless deemed necessary by a consensus from BoG and approval from the Chapter Advisor.

### **Section 4:**

The pledge fee of this chapter shall be determined by the Board of Governors, and shall be due and payable by each pledge before administration of the pledge oath. Payment of the pledge fee entitles each pledge to have use of an official pledge pin. The pledge fee shall be held by the Chapter Treasurer as security for the cost of the pledge pin, and shall be applied towards the initiation fee of a pledge when that pledge is subsequently determined to be eligible for initiation. If a pledge is asked to leave the pledge class on or before Midterm Courts, the chapter will refund the pledge fee, less the amount that was sent to Nationals. If a pledge is determined to be ineligible for initiation after that point, or is eligible but chooses not to undergo initiation, the pledge fee shall be retained in full by this chapter.

### **Section 4a:**

If a brother spends money and they would like to be reimbursed, the brother must submit a reimbursement form and a detailed receipt. The Treasurer must then send the reimbursement form to the appropriate committee head for approval. If the committee head approves the reimbursement, the treasurer must take the following steps:

- Verify the following items
  - Write a check or electronically transfer money and record it on the register
  - Record the transaction on the actual budget
- Set a defined amount of time for reimbursements
- All requests should be sent by June 15 and December 15, respectively.
  - If there isn't an invoice until after June 15 or December 15 — set up an accounts payable from previous accounts

**Section 5:**

The National Chapter initiation fee for each member shall be determined by the National Chapter, and payable in advance of initiation. The Treasurer of this chapter shall pay all National Chapter initiation fees to Alpha Kappa Psi, and send said fees to the central office of administration within five days after the initiation of each new member. For said National Chapter initiation fee, each initiate shall receive one official recognition pin, a membership certificate, a subscription to The Diary until next payable due date of membership dues, and a credit of five dollars toward the initiate's life membership provided that the balance thereof should be paid within twelve months after the member shall graduate or demit from this chapter.

**Section 6:**

The Treasurer of this chapter shall pay to Alpha Kappa Psi and send to the central office of administration, the semi-annual National Chapter student membership dues, as determined by the National Chapter, for each member of this chapter as of October 15 and February 15 of each year. A 10 percent discount is allowed for payment within thirty days from due dates. This discount shall be allowed to all members of this chapter for payment within thirty days. Payment of National Chapter student membership dues shall entitle a member to receive The Diary for the semi-annual duration of the dues billing period.

**Section 7:**

This chapter may assess to each of its members' dues and fees, the amount of which are to be determined by the membership of this chapter, provided that such dues and fees are not lower than dues and fees required by Nationals.

**Section 8:**

The Treasurer of this chapter shall deposit all funds in the name of and to the credit of this chapter and shall make expenditures only upon approval by the chapter as discussed in Article X, Sections 2 and 3. The Treasurer shall be bonded to the National Chapter under a blanket bond for the faithful performance of duty, the cost of which shall be paid for by this chapter.

**Section 9:**

The books and accounts of this chapter shall be audited annually by the Indiana University Student Organization Accounts. The interim audit shall be conducted if the chapter Treasurer is unable to complete a term of office. A copy of every audit shall be forwarded to the executive director.

**Section 10:**

Every member in good standing of this chapter shall have the right to pay the National Chapter life membership fee, which shall entitle that member to become a life member of the Fraternity. Payment

must be made before graduation or demit from this chapter, or within twelve months thereafter, otherwise, a more costly life membership fee will apply. Payment shall be made to Alpha Kappa Psi, and sent to the central office of administration. All life members shall be entitled to receive for life all future issues of The Diary, a life membership certificate, such other publications as may be decided upon by the National Executive Committee, and shall be exempt from payment of national alumni dues.

#### **Section 11:**

Starting with the Fall 2018 pledge class, all subsequent new initiates will be required to pay a \$90 security deposit during their NI semester.

- These funds will be reserved for use in the case where an individual decides to go inactive from the Beta Gamma chapter. The deposit will only be used for membership fees and insurance to Nationals.
- In the event that a member pays dues in all semesters between initiation and graduation, this security deposit will be returned in full during the semester of the member's graduation.
  - If a leave of absence is taken and approved by chapter for study abroad, internship/co-op, military service, or other circumstance approved by the SCCJ and President, the individual will still qualify to receive the full security deposit during their graduation semester.

#### **Article XII: Discipline**

##### **Section 1:**

Financial obligations must be paid in full according to the following guidelines:

1. Chapter dues must be paid on or before a date not more than 21 days after the dues are announced. Each Member must make the due payment in full directly to the Treasurer. No credit for dues will be given by the Treasurer.
2. All other financial obligations must be paid in full on or before the second chapter meeting (28 days) after the obligations were announced. Prior arrangements should be made with the chapter Treasurer before the deadline to avoid the discipline of the defaulting member by the Supreme Court.

##### **Section 2:**

Any member who fails to meet the minimum attendance point requirement set by BoG and attend both Induction and Initiation, will not be allowed to attend banquet, including ineligibility to come as another active member's date. Extenuating circumstances apply at the discretion of the President and Supreme Court Chief Justice.

##### **Section 2a:**

Any member who is not active (ie. Did not pay chapter dues) for one semester will be expelled from fraternity-related materials. Extenuating circumstances apply at the discretion of the President and Supreme Court Chief Justice.

### **Section 3:**

Any member of this chapter who shall violate any of the provisions of the Ritual of Alpha Kappa Psi, the Constitution and Statutory Code, bylaws, rules, regulations or edicts which have been properly approved, or who divulges any of the secrets of the fraternity, violates any of the fundamental laws thereof, or is guilty of grossly improper conduct deemed inappropriate or unprofessional by the president and/or SCCJ, shall be deemed guilty of an offense against the fraternity and shall be subject to fine, reprimand, suspension, or expulsion as handed down by the Chapter. The disciplinary court must contain the SCCJ and the members of SAB. If it is a member of SAB on trial, the final member of the disciplinary court will be voted on by the remaining members of SAB. If a member of SAB must recuse themselves due to a conflict of interest than the President must nominate a substitute that will be confirmed by a majority vote by BOG minus the President.

The remainder of the format of the disciplinary court will be to the full discretion of SCCJ. When being notified of the disciplinary court, the accused must be notified of what the charges against him/her are. Additionally, they must be notified of which bylaw, rule, regulation or edict they have breached and the circumstances surrounding that breach, 24 hours before their court.

### **Section 4:**

This chapter shall be the judge of the qualifications of its members. This chapter may reprimand, suspend or expel any of its members as herein provided, and such expulsion shall operate as suspension or expulsion from the Fraternity. No member may be expelled without first having been granted a trial by the Supreme Court of Alpha Kappa Psi.

### **Section 5:**

If convicted by trial, a member may appeal to the Board of Governors ("BOG"). The convicted brother may present their appeal to BOG. If at least five out of the eight members of BOG find that an appeal is appropriate, an appeal may be granted. If an appeal is granted, a new disciplinary court must be held. The new disciplinary court will consist of BOG, with the SCCJ acting as a mediator with no vote. To be found either innocent or guilty of the charges, a majority of BOG, minus the SCCJ, will decide the outcome of the appeal. If it is a member of BOG on trial, their vote will not count and the treasurer will take their place.

### **Section 6:**

If convicted by trial, a member may appeal to the Senior Advisory Board. An appeal may only be granted if the proper disciplinary procedure was not followed. If at least 2/3 of the Senior Advisory Board feels that the proper discipline procedure was not followed, an appeal will be granted. If an appeal is granted,

a new disciplinary court must be held. The new disciplinary court will consist of the President, SCCJ, and Student Members in Good Standing that were not on the prior Disciplinary Court.

**Section 7:**

The Supreme Court shall have the right and obligation to thoroughly and impartially evaluate each situation regarding membership status, penalty, reprimand or suspension on an individual basis, and the recommended actions, either current or deferred, commensurate with the best interest of this chapter, its members, and Alpha Kappa Psi. However, when a trial of any member is being conducted, neither the Executive Committee of this chapter nor any other officer or member thereof enjoys any additional rights or privileges other than those provided by the trial procedure.

**Article XIII: Emblems & Awards**

**Section 1:**

This chapter shall confer annually an Alpha Kappa Psi award upon a member of Alpha Kappa Psi who is graduating that academic year. The award will go to the senior who has made the greatest contribution to the Beta Gamma chapter determined by secret ballot. The award will be in a form agreeable with the Board of Governors.

**Section 2:**

This chapter shall purchase no jewelry or other merchandise for which the National Chapter has purchase agreements, except in compliance with such agreements.

**Section 3:**

This chapter may confer other awards at the discretion of the Board of Governors; however, they shall not offer or confer any awards, other than those stated in the Statutory Code, which bear the seal, coat of arms or official name of the Fraternity without having first obtained the approval of the Board of Governors.

**Section 4:**

The official badge of the Fraternity shall be worn only by a fully initiated member of Alpha Kappa Psi Fraternity or by a member of the immediate family or prospective spouse.

**Article XIV: General**

**Section 1:**

This chapter shall observe the anniversary of October 5, 1904, the date of the founding of Alpha Kappa Psi Fraternity, with appropriate exercises.

**Section 2:**

This chapter shall observe the anniversary of April 5, 1927, the date of the foundation of the Beta Gamma Chapter of Alpha Kappa Psi Fraternity, with appropriate exercises.

**Section 3:**

This chapter shall, upon request, submit to the regional director the names of three resident alumni or faculty members who are qualified to serve as chapter advisor. From the names submitted, the regional director shall select a chapter advisor who shall be responsible for the proper conduct of this chapter in all local, regional and National Chapter Fraternity matters, and shall be accountable to the regional director. In this advisory and representative capacity, it shall be the chapter advisor's duty to report to the regional director any violations of the laws or policies of the Fraternity within this chapter. In the event of such violations, the chapter advisor shall have no power to impose a penalty. The chapter advisor shall have such further powers and duties as may be prescribed by the laws of the Fraternity.

**Section 4:**

This chapter shall elect an official national delegate and alternate delegate to the National Chapter not later than May 31 preceding the biennial meeting of the National Chapter. The official national delegate and alternate delegate elected must be members of this chapter in good standing, and should have one full academic year of college work to be completed at the time of the election. The Secretary of this chapter shall forward to the executive director the credentials of the official national delegate and alternate delegate as soon as possible after their election. The National Chapter in accordance with the national reimbursement policy shall reimburse transportation expense of the official national delegate.

**Section 5:**

This chapter shall elect a delegate and alternate to the regional conference at least 60 days prior to the start of the regional conference. The Secretary of this chapter shall forward to the executive director and the regional director the credentials of the delegate and alternate immediately after their election. The National Chapter in accordance with national reimbursement policy shall reimburse transportation expenses of the delegate.

**Section 6:**

This chapter may publish bulletins or periodicals for distribution to other college and alumni chapters or their members, subject to the approval and control of the Board of Governors. This chapter shall not circularize the membership of the Fraternity or any part thereof for profit without first obtaining the consent of the Board of Governors.



### **Section 7:**

There shall be no gambling at any meeting held in the name of this chapter or on the premises of any chapter house or office.

### **Section 8:**

The chapter shall adhere to the following standards of Indiana University:

- **Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state and federal laws.
- **Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- **Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.
- **Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy

## **Article XV: Dissolution Clause**

### **Section 1:**

This chapter shall, if necessary, dissolve completely in the event of a lack of membership or funds.

### **Section 2:**

In the case of dissolution, the bylaws of this chapter shall become null and void.

### **Section 3:**

In the case of dissolution, all remaining moneys shall be donated to the donated to a charity, as voted on by a majority vote of the Chapter's remaining active members. If no majority is reached, all remaining proceeds shall be donated to the local Boys and Girls Club.

### **Section 4:**

All remaining members of the Beta Gamma Chapter shall be given honorary status.