

***Gamma Eta Chapter of Alpha Phi Alpha Fraternity, Inc.
Indiana University
Constitution***

PREAMBLE

We, the members of this organization, in order to promote a more perfect union among College men; to aid in and insist upon personal progress of its members; to further brotherly love and a fraternal spirit within the Organization; to discountenance evil; destroy all prejudices; to preserve the sanctity of the home, the personification of virtue and the chastity of woman, do hereby enact and establish this Constitution for the government of its members.

Jewels

Henry A. Callis
Charles H. Chapman
Eugene K. Jones
George B. Kelley
Nathaniel A. Murray
Robert H. Ogle
Vertner W. Tandy

Cornell University
Ithaca, New York
Tuesday December 4, 1906

Chapter Founders

Rosewell Bibb
William Bradley
Garret Cope
Henry George
Bert Larke
James Perry
Charles Williams

Indiana University
Bloomington, IN
Tuesday November 4, 1947

ARTICLE I – NAME/ SYMBOLS

Section 1. The name of this organization shall be Alpha Phi Alpha Fraternity, Inc.

The name of this Chapter shall be known as the Gamma Eta Chapter at Indiana University- Bloomington, chartered in 1947.

Section 2. The symbols of this organization shall be the Geek letters: ALPHA PHI ALPHA. The symbols for this chapter shall be GAMMA ETA.

ARTICLE II- OBJECTIVES

Section 1. The objectives of this Fraternity shall be:

- A. To stimulate the ambition of its members
- B. To prepare them for the greatest usefulness in the causes of humanity, freedom and dignity of the individual
- C. To encourage the highest noblest form of manhood
- D. To aid down-trodden humanity in its efforts to achieve higher social, economic and intellectual status

ARTICLE III - POWERS

Section 1.- The parent governing body of the chapter shall be the parent body of Alpha Phi Alpha Fraternity, Inc. National Constitution and By-Laws precede anything noted in the following.

Section 2. General Body of Active Voting Chapter Members

- A. The general body has the voting power on all matters.
- B. The general body has the power to elect officers.
- C. The general body has the power to impeach officers.

Section 3. Executive Board

- A. The President shall serve as chairmen at all chapter meetings (regularly scheduled or otherwise).
- B. The Executive Board shall consist of the President, Vice- President, Recording Secretary, and Treasurer.
- C. The Executive Board shall have the power to call an emergency meeting of the general body which necessitates action between general chapter meetings with approval of the Advisor.
- D. A report must be made at the next regular meeting regarding the emergency meeting.
- E. The General Body has the right to override any constitutional interpretation of the Parliamentarian by 2/3 majority vote.

Section 4. The University

A. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

B. 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.

C. 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 directly from for-profit companies if acting as a representative of a student organization.

D. Statement of Non-Discrimination: (Name of Organization) allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

ARTICLE IV - MEMBERSHIP

Section 1.

- A. A College Chapter consisting of at least seven members in good standing with the General Organization is “active” if it is in compliance with the other requirements of this constitution.
- B. A College Chapter is in good standing if its chapter officers are risk-management certified; it has submitted a current Chapter Directory and has fulfilled its financial obligations to the General Organization.

Section 2. Criteria for Active Membership

- A. Adhere to the rules and regulations and policies contained herein the constitution and by-laws of Alpha Phi Alpha.
- B. Obtain financial status each semester by paying dues to chapter and any National Obligations.
- C. Be responsible for at least one community service/ social/ or educational event for the academic year.
- D. Participate actively in all IU-NPHC events and pay dues to IU-NPHC each semester.
- E. Each active chapter member must maintain a cumulative GPA of 2.5/4.0 scale. Each member must submit their unofficial transcript for the previous semester at the first chapter meeting of each semester to the Recording Secretary. The executive board will verify all active members GPA's.
- F. Can Not miss more than two unexcused chapter meetings per semester.
- G. Dues are to be administered by the Treasurer with approval of the Executive Board. New intake members are included in the semester dues following their initiation into the chapter.

Section 3. Representatives of IU-NPHC shall be limited to two (2) individuals for the chapter. Unless an organization has a membership of three (3) or less then, only one (1) individual is required to become a representative. All representatives have to be in good academic and financial standing with their respective organization. Only those members delegated as chapter representatives or alternates at the beginning of each school semester shall be allowed to vote at official IU-NPHC meetings.

Section 4. Active members shall be the members who have paid all required dues and Assessments, have an eligible GPA, and follow these Constitution and By-laws. Active members must also remain active with the National organization in order to be active with the chapter.

Section 5. Alpha Phi Alpha may nominate two (2) members to serve as representatives or alternates to the following organizations: Black Student Union and the National Association for the Advancement of Colored People.

ARTICLE V – OFFICERS AND DUTIES

Section 1. Officers

- A. President
- B. Vice President
- C. Recording Secretary
- D. Corresponding Secretary
- E. Financial Secretary
- F. Treasurer
- G. Parliamentarian
- H. Historian
- I. Public Relations
- J. Chaplain
- K. Membership Intake Chairperson
- L. Community Service Chair
- M. Social Chair
- N. Webmaster
- O. Ms. Black & Gold Pageant Coordinator
- P. Advisor

Section 2. Term of Office

A. Each elected officer shall serve for one year, May through May. However, the outgoing officer is responsible for training the incoming officer from the time of elections (First meeting in April) until the last meeting of the spring semester at which time training will be finished. Chapter officers shall serve for a term of one year or until their successors are elected and qualified.

Section 3. Selection and Training

- A. New officers shall be elected the first meeting in April.
- B. All candidates for each office must be active members of the organization and chapter.
- C. Candidates who have been recently initiated are allowed to seek office.
- D. The period from April through May will serve as a training period during which the newly elected officers will become familiar with their duties of the office.
- E. The new officers will facilitate the last meeting in April and all meetings thereafter and within their term of office.

Section 4. Succession

- A. In the event of the premature vacancy of the office of the President, the current Vice President will assume the title and duties of President.
- B. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by election.

Section 5. Attendance

- A. All officers will be required to attend all chapter meetings. If an officer is not able to attend, a one (1)-day notice must be given to the President (except for emergencies, in which case every attempt should be made to contact the President). The President then notifies the Recording Secretary if the absence is excused or not excused.
- B. If the officer does not comply, they will be subject to impeachment from failure to perform duties as an officer.

Section 6. The duties of Chapter officers shall be as follows:

A. President

It shall be the duty of the President to:

1. Preside over all meetings and to enforce the constitution and by-laws of the Chapter.
2. Schedule all regular weekly/ bi-weekly chapter meetings.
3. Prepare the written/ typed agenda for all scheduled chapter meetings with assistance from the advisor and Executive Board.
4. Offer consideration of all motions consistent with Robert's Rules of Order.

5. Declare the results of voting, stating passing, failed, or tie.
6. Call special/emergency meetings.
7. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the Chapter.
8. Represent the Chapter at civic and social functions, or when the Chapter is called upon by other organizations for representation.
9. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.
10. Co-sign for all withdrawals and receive written notification, from the responsible individual, one week before expenditure is necessary for any transactions regarding the Chapter's treasury accounts.
11. Should submit/ or designate a member to submit the chapter directory to National Headquarters each semester.
12. Be a delegate for the District of Indiana meetings and District Conference.

B. Vice President

It shall be the duty of the Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.
2. Serve as ex-officio member of all committees
3. Develop special programs and projects to further the development of Alpha Phi Alpha's National Programs.
4. Chair at least one standing committee.
5. Be responsible and act as a liaison between the IFC, MCGC, and PHA Greek councils and also a liaison between the other active member organizations within IU-NPHC. Also be the liaison between the other active College and Alumni Brother chapters in the state.
6. Program with all active NPHC member organization's at Indiana University at least once during the course of the academic year. (Community-service, educational, social, or dinner or informal meeting.) With the help of the members in respective office's of social chair and community service chair.

C. Recording Secretary

It shall be the duty of the Secretary to:

1. Maintain accurate minutes of all proceedings at chapter meetings, executive board meetings, and general Fraternity meetings.
2. Keep minutes with the following information:
 - a. Every motion
 - b. The name of the member and who introduced the motion, as well as the name of the seconder.
 - c. The action taken on the motion.
 - d. Date, time, and place of the chapter meeting and/or executive committee meetings.

- e. Compile all minutes in the Official Alpha Phi Alpha, Gamma Eta Chapter Record Book.
 - f. Present the minutes from the previous meeting to the body for approval 24 hours prior to the start of the following chapter meeting.
3. Have on hand all records and information committed to his/her care, including a copy of the IU-NPHC constitution and by-laws.
 4. Preside over all meetings in absence of the President and Vice President.
 5. Conduct the correspondence of the Chapter, both within the membership and outside of the membership.
 - a. Maintain a correspondence file and read any copies of correspondence before the Chapter.
 6. Maintain a roster of all active members of the chapter which should include chapter advisors, officers, and active voting members.
 - a. Maintain a roster of all executive officers
 - b. Each roster should contain:
 - i. Name, Position, Chapter initiation semester, year in school
 - ii. Current campus mailing addresses or email address
 - iii. Current local phone numbers
 - c. Notify all participating member organizations of meetings pertaining to them. In case of emergency meetings, divide the roster with those executive officers to insure proper notification to all members by use of e-mail, telephone and by posting notices in individual mailboxes.
 - d. Present a written report at each meeting.
 - e. Collect all written excused absences and keep a file.
 - f. Reserve rooms for Alpha Phi Alpha business and emergency meetings.
 - g. Be responsible for ordering and keeping an inventory of all supplies.
 7. Responsible for submitting an active roster to the IU-NPHC executive board each semester.

D. Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

1. Confer with the President of the chapter in all matters that concern Alpha Phi Alpha headquarters to ensure that action is taken and to report back to headquarters without delay.
2. Secure membership certificates and Shingles.
3. The Corresponding Secretary signs the membership certificates (Shingles).
4. Responsible for updating and managing all information posted and uploaded to Alpha net.
5. Checking all campus mailboxes (Student Activities office and Neal Marshall Black Culture Center) and managing all mail.

6. Maintain and check P.O. Box
7. Maintain the chapter email account and check the email account on a regular basis.
8. In the absence, act as Recording Secretary and assist the Recording Secretary in any duties needed.

E. Financial Secretary

It shall be the duty of the Financial Secretary to:

1. Collect dues/fines and assessments, giving proper receipt therefore, if treasurer not in attendance.
2. Write orders of payment, affixing the Treasurer's signature thereon, together with that of the President.
3. Present orders of payment to the Treasurer, who issues checks thereon, which checks the Financial Secretary presents to the parties to whom they are payable, exacting at the same time money due from such parties.
4. Make up and keep up to date financial records, particularly those entrusted to the Financial Secretary. Those financial records are: the ledger, the journal book, the financial statements, and the orders of payment.
5. Notify by email those members who are in default with the payment of dues and fines.
6. Announce members in default with the payments of dues and assessments to the chapter.
7. Make a quarterly financial report, which report is to be audited and signed by no less than three executive board members.
8. Carry out all orders which the Financial Secretary may receive, in matters affecting the Chapter, from the President and from the Treasurer.

F. Treasurer

It shall be the duty of the Treasurer to:

1. Keep an accurate account of all monies received, disbursed, pending and/or paid fines or dues.
2. Must give a written status report at each meeting.
3. Give receipts for all fines or dues as they are paid and keep record of these transactions.
 - a. Submit dues and bills to the chapter
 - b. Deposit all funds received, after verification by the executive committee.
4. Issue checks upon receipt of vouchers.
5. Prepare a budget for the following year by the first meeting in September for approval by the body.
 - a. Note: This budget must be prepared by the current treasurer and the newly elected treasurer.
 - b. The budget shall be approved for the upcoming year by the Chapter (majority vote) by the last meeting in September.
6. Preside over all meetings in the absence of the President, Vice President, and Recording Secretary.
7. Advise executive board and chapter in regards to financial standing and recommend possible expenditures.

8. Shall have name on all financial accounts.
9. Sign on financial accounts.
10. Handle all monies at events where a fee or collection is taken. Count the funds at the end of each party/ event along with the President and/ or Financial Secretary
11. Report all expenditures and receipts to the Financial Secretary.

G. Parliamentarian

It shall be the duty of the Parliamentarian to:

1. Be well versed in Robert's Rules of Order.
2. Be well versed in the Chapter and National constitution and bylaws of Alpha Phi Alpha Fraternity, Inc., and any amendments made to them.
3. Be responsible for the enforcement of the Chapter and National constitution and bylaws and amendments made to them. These amendments shall be kept current by the Parliamentarian.
4. Serve as interpreter in the case of any procedural dispute.
5. Assist the President in keeping order in all meetings.
6. Remove any representative from any meeting at the request of the President or the body.
7. Keep a voting record of all official motions and/or resolutions that come to the chapter. These records should be made available to any council member upon request. These records should also be bound and kept on file for future reference by executive officers.
8. Serve as Academic Excellence Chair and preside over academic integrity of the chapter with assistance of Academic Oversight Committee.
9. Receive monthly grade reports on Monday from all chapter brothers. A Fine will be assessed each time a bi-weekly report is not sent.
10. Coordinate weekly study tables that all brothers must attend. An unexcused absence will result in a fine.
11. Enforce fines on attendance of NPHC study tables. Unexcused absences will result in a fine.
12. Assist in creating academic plans for brothers in need of assistance (generally below a 2.7 cumulative grade point average.)

H. Historian

It shall be the duty of the Historian to:

1. Keep Gamma Eta Chapter photos on website updated monthly along with webmaster.
2. Take pictures at all Alpha Phi Alpha sponsored events and co-sponsored events.
3. Keep an Alpha scrapbook of events with pictures submitted at the end of each semester.
4. Advise the recording secretary of supplies needed.

5. Keep track of all Alpha files in Alpha House Records.
6. Chairperson for Indiana University Greek Awards and IU-NPHC Greek Awards.
7. Responsible for submitting all documentation to the National Editor of the Sphinx.

I. Public Relations Chair

It shall be the duty of the Public Relations to be:

1. Responsible for all publicity coverage of Alpha events- responsible for making sure emails and notifications are sent out to the campus and Bloomington community.
2. Responsible for composing press releases, flyers, radio ads, and IDS releases for all major events.
3. Serve as a spokesperson for all media and PR relations between Inter-fraternity Council, Multi-Cultural Greek Council, and Pan-Hellenic Association
4. The Alpha e-mail distributor to all campus and National listserves.
5. Assist the Vice President with planning and publicity for all major social events.
6. Design or appoint a designer for each semester's Alpha week of event's flyer on the campus of Indiana University.

J. Chaplain

It shall be the duty of the Chaplain to:

1. Provide opportunities for Chapter brothers to grow spiritually. He sets the example of living the Gospel publicly and daily; serving as an example to which every Alpha man should imitate.
2. Prays and Selects a scripture reader for each chapter meeting.
3. Responsible for the invocation at all special events, such as the Founders' Day Dinner.
4. Motivates members to share their faith publicly with others and act on it.
5. Publicize campus and community religious events to brothers.
6. Ensures that cards and other signs of support from the chapter are sent to members/parents who are sick or who have had a death in the family.
7. Coordinates the remembrance of deceased chapter members and other notable Alpha friends on an annual basis.
8. Work closely with the Community Service/Philanthropy chairman so brothers also have a physical outlet for tangible results as they explore their spiritual development.
9. Represent the chapter at any campus and community religious meetings that may affect the chapter.
10. Plan spiritual retreats and ensure that there is a spiritual component to the Brother's retreat.
11. Be available to assist brothers to find spiritual counseling.

K. Membership Intake Chairperson

It shall be the duty of the Membership Intake Chairperson to:

1. Organize and create all agendas for all Informationals and Interest Meetings.
2. To reply to all emails expressing interest to the organization.
3. Organize all membership intake events and schedules.
4. Submit a schedule of membership intake events to executive board and chapter that adhere to the schedule of the District and National membership intake process.
5. Communicate with all Aspirants about membership intake process.
6. Adhere to all Alpha Phi Alpha Fraternity, Inc. National and Indiana University guidelines for membership intake process.
7. Submit all paper work to IU-NPHC advisor and Student Activities Office regarding membership intake and new initiates.
8. Choose a Membership Intake Co-Chairperson each semester.
9. Present all aspirants to chapter for a vote of membership the semester before membership intake.

L. Community Service Chair

It shall be the duty of the Community Service Chair to:

1. Assist the President by performing delegated duties, especially those pertaining to community service.
2. Serve as chairperson of all community service committees in the chapter.
3. Develop special community service programs and projects to further the development of Alpha Phi Alpha and all of its National Programs and initiatives.
4. Chair at least one standing committee.
5. Be responsible for all Alpha Phi Alpha community service events.
6. Plan at least one Philanthropy event each semester.
7. Present a written report at each meeting.

M. Social Chair

It shall be the duty of the Social Chair to:

1. Chair all Parties, along with the President, sponsored or co-sponsored by the chapter.
2. Book all music, security, food, and venues when planning parties. Also when planning social events with the event coordinator. Also must have all contracts on file with Secretary and Treasurer.
3. Organize and plan other social events with other organizations around the Bloomington Community and Indiana University along with the Vice President.
4. Notify the Chapter of all social events going on around campus and other chapters throughout the state.

N. Webmaster

It Shall be the duty of the Webmaster to:

1. Maintain and update the Gamma Eta website at Indiana University.
2. Post all current events on website and keep chapter roster current on website.
3. Work with Historian to keep all photos on website current.
4. Appoint a web design approved by the chapter.

O. Ms. Black & Gold Pageant Coordinator

It shall be the duty of the Pageant Coordinator to:

1. Plan call out meetings, interviews, pageant practices, and Scholarship Pageant Event Date.
2. Organize the Scholarship Pageant.
3. Appoint committee of chapter members and non chapter members (females) to assist with practices and preparation for pageant.
4. Submit a budget to Exec board two months before scheduled pageant to be approved by chapter.
5. Work with Pageant winner to prepare for District Pageant, Regional Pageant, and National Pageant (If necessary).

P. All officers shall perform other duties as prescribed by Alpha Phi Alpha Fraternity, Inc. or so deemed necessary by the President.

ARTICLE V – DUTIES OF THE GAMMA ETA CHAPTER ADVISOR

Section 1. It shall be the duty of the Advisor to:

1. Attend all Greek Affairs emanating from the yearly programs set-up by Alpha Phi Alpha Gamma Eta Chapter.
2. Attend all of the chapter meetings of Gamma Eta Chapter, both regular and emergency meetings.
3. Perform other duties as prescribed by Alpha Phi Alpha Fraternity, Inc. or IU-NPHC or Greek Life.
4. He shall not vote (abstain) or pay dues.
5. Submit to have name on all financial accounts.
6. Sign on financial accounts.
7. Advise the chapter unbiasedly so that the chapter is abiding accordingly to the National Constitution and Bylaws of Alpha Phi Alpha Fraternity, Inc.

ARTICLE VI - AMENDMENTS

Section 1. The Alpha Phi Alpha Constitution and Bylaws may be amended by a petition from any active member of the chapter and approved by the chapter by two-third (2/3) majority vote.

Section 2. The amendment must be presented in writing at least one (1) regular chapter meeting prior to the one (1) at which it is to be voted on unless it is an amendment that is being made to a motion that is currently on the floor.

Section 3. The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.

Section 4. Every third (3rd) year the constitution and by-laws shall be revised and updated, unless requested by the Gamma Eta executive board or its advisors.

***Gamma Eta Chapter of Alpha Phi Alpha Fraternity, Inc.
Indiana University
By Laws***

ARTICLE I – ORDER OF BUSINESS

The order of business should be as follows for each Chapter Agenda:

- I. Call to Order
- II. Prayer
- III. Roll Call
- IV. Adoption of Agenda
- V. Guest Speakers
- VI. Executive Reports
- VII. Representative Reports
- VIII. Committee Reports
- IX. Unfinished Business
- X. New Business
- XI. Open Discussion
- XII. Announcements
- XIII. President's Closing
- XIV. Fraternity Hymn

XV. Adjournment

ARTICLE II - DUES

Section 1. The dues of each chapter member holding active membership in Alpha Phi Alpha Fraternity, Inc. shall be determined by the executive board for each school year. Then voted upon by (2/3 majority vote) before enforced.

Section 2. Dues to the chapter are to be set by at the beginning of the fall semester and due dates are to be arranged and agreed upon a chapter vote.

Section 3. The treasurer has the rights to collect dues and fines from every member in the chapter, while the chapter has the right to impeach any member not in good financial standing by a two-thirds (2/3) majority vote.

ARTICLE III - FINES

Section 1. All fines will be imposed by the executive board of the chapter.

Section 2. The Parliamentarian is to keep track of all fines during chapter meetings and turn them over the treasurer for collection.

- A. Any active member arriving more than 10 minutes after the chapter meeting is called to order will be deemed late and fined \$5, to be paid by the next chapter meeting.
- B. Any active member arriving more than 20 minutes after the chapter meeting is called to order will be deemed absent and fined \$10. All voting privileges will be revoked for that chapter meeting.
- C. All chapter meetings will be business professional dress, unless otherwise notified by the President. All members not dressed appropriately for chapter will be fined \$5.
- D. All chapter members are to arrive at least 30 minutes before the start of any sponsored or co-sponsored event and be dressed appropriately for event. Failure to do so will result in a fine of \$5 issued by the parliamentarian.
- E. Any unexcused absence without notice to the president will result in a \$20 fine.
- F. Any active member that fails to send a monthly grade report to the Parliamentarian will be assessed a \$5 fine.
- G. Any active member that fails to attend weekly study tables will be assessed a \$10 fine.
- H. Any active member that fails to attend an NPHC study table will be assessed a \$10 fine.

- I. Any brother that accumulates 2 unpaid fines will automatically become inactive in all chapter activities (including attendance of chapter meetings, attendance at all chapter sponsored events, and all social activities including strolling until those 2 fines are paid.)

ARTICLE IV – CHAPTER MEMBERSHIP

Section 1. Any member that is expelled from Alpha Phi Alpha Fraternity, Inc. for financial reasons or hazing reasons forfeits their active membership within the Gamma Eta Chapter and is not permitted to wear paraphernalia on the campus of Indiana University.

Section 2. Criteria for Active Membership

- H. Adhere to the rules and regulations and policies contained herein the constitution and by-laws of Alpha Phi Alpha.
- I. Obtain financial status each semester by paying dues to the chapter and any National Obligations.
- J. Be responsible for at least one community service/ social/ or educational event for the academic year.
- K. Participate actively in all IU-NPHC events and pay dues to IU-NPHC each semester.
- L. Each active chapter member must maintain a cumulative GPA of 2.5/4.0 scale. Each member must submit their unofficial transcript for the previous semester at the first chapter meeting of each semester to the Recording Secretary. The executive board will verify all active members GPA's.
- M. Cannot miss more than two chapter meetings per semester, unless excused absences.
- N. Dues are to be administered by the Treasurer with approval of the Executive Board. New intake members are included in the semester dues following their initiation into the chapter.

ARTICLE V.- IU-NPHC MEMBERSHIP

Section 1. Any organization that is expelled from IU-NPHC for financial reasons forfeits their calendar days. Their calendar days become open dates for any active organization of IU-NPHC to choose from.

Section 2. No IU-NPHC organization who had been placed on probation or suspension by the university shall schedule an activity that coincides with an activity of an organization in good standing. If this should occur, the suspended or probationary organization will have a date taken away from them upon reinstatement for each occurrence.

Section 3. All IU-NPHC organizations must adhere to the calendar policies as stated.

Section 4. Fall and Spring Calendar Dates

A. All active member organizations will have one week of programming each semester.

B. Each member organization has priority to their Founders Week or week that the chapter charter date falls on. If chapter does not exercise this option, the chapter will forfeit this priority date. The week is then opened to all active chapters to choose for programming.

C. Weeks will start on Sunday and end on the Saturday after the active organizations last program ends (i.e. party and/or house party).

Section 5. All unused or lost Greek dates will be returned to IU-NPHC. Written proposals may be presented to the President for those dates at least two weeks prior to the date in question. Dates must be approved by the President.

Section 6. Any active member organization may hold community service [**NOT PHILANTHROPY EVENTS**] functions at any time, on any dates, unless those dates are another organizations major dates. In such case, the active member organization **MUST** have written consent from the active organization from which the date falls, within 24 hours of the program submitted to the President.

Section 7. Declaration of Representatives

A. Organizations must declare two (2) official representatives and one (1) alternate in writing to the President of the Council no later than the second General Council meeting of each semester.

Section 8. Responsibilities of Organizations

A. Member organizations are responsible for their actions, conduct, and fulfillment of the duties and responsibilities of their representatives.

Section 9. Commitment of Representatives

A. All representatives commit to:

1. Making sure that their respective organizations adhere to the plans of the General Council, its objectives, and/or obligations unless otherwise specified by the General Council or the IU-NPHC Constitution and Bylaws.

2. Attending all IU-NPHC meetings

3. Supply a written chapter listing of names, current addresses, phone numbers, positions, and e-mail addresses by the second (2nd) General Council meeting. Failure to do so will result in penalty decided by Judiciary Board and General Council.

4. To supply a written listing of the names, addresses and phone numbers of the two (2) official IU-NPHC representatives and the one (1) alternate.

Section 10. Decisions of Representatives

A. Representatives **must** be able to make decisions without adjournment for consultation with other chapter officers and members.

Section 11. Non-active member organizations may not hold a profit or non-profit event in their name or another member organizations name.

Section 12. No active member organization may hold a non-profit social event in their name, on or off campus (i.e. house party, happy hour), on another member organizations major or minor dates without prior written consent to that organization. Failure to comply with these instructions stated will be subject to discipline by Judiciary Board.

ARTICLE VI – CHAPTER MEETINGS

Section 1. A Chapter meeting is defined as any event/ meeting where chapter members are required to be in attendance.

Section 2. Robert's Rules of Order

Alpha Phi Alpha Gamma Eta Chapter is governed by the Alpha Phi Alpha Fraternity, Inc. and the Gamma Eta Chapter's Constitution and By-Laws. The meetings are to be run according to Robert's Rules of Order.

Section 3. Maintenance of Order

A. The Parliamentarian, at the discretion of the President, shall maintain order at the meetings. Members with disorderly conduct may result in the ejection from the meeting. If the ejections of the member occurs more than twice a semester, the respective member will be penalized with suspension of voting privileges for that semester and will be subject to discipline by Executive Board.

B. The first Chapter meeting of every month is an open meeting for guest speakers. Those considered non-members have no voting privileges and must be recognized by the President or chair to speak.

Section 4. Establishment of Agenda

A. The Executive Board shall establish the agenda, date, and place of the meetings. In the event that the Executive Committee cannot meet, the President shall perform this function. Members are expected to notify

the President 24 hours in advance of any items needed to be added to the agenda.

Section 5. Frequency of Meetings

A. The chapter shall meet weekly on Thursdays.

B. The Executive Board and the advisor have the power to schedule an emergency meeting when necessary.

C. Notification of emergency meetings will be the duty of the secretary with the help of the executive officers by use of e-mail and telephone. Make sure all members have been contacted within 48 hours of the meeting.

Section 6. Quorum

A. A quorum can be announced when there is a majority of the active voting members who are in good financial status.

Section 7. Voting

A. All voting shall be carried by a two-thirds (2/3) majority vote unless otherwise specified by the bylaws.

B. Inactive organizations or those not in good standing with the chapter cannot be nominated for an office by neither active nor inactive members.

C. A member can vote only if they are in good financial status with the chapter.

D. In the case of a tie, the President of the chapter shall vote, casting the deciding vote.

Section 8. Admittance to Meetings

A. Executive Board meetings are open to only executive officers and the chapter Advisor.

ARTICLE VII – ELECTION PROCESS

Section 1. Nominations

A. Nominations for officers are restricted to one nomination and one second per member per officer.

B. At the Chapter meeting before or at the meeting for elections, prospective names for officers are to be submitted for acceptance or denial. Only voting members nominate a candidate or second a nomination.

C. No member may second their own nomination.

D. All nomination procedures must be done in order of succession with voting for each office to follow nominations and subsequent presentations for each office:

- Q. President
- R. Vice President
- S. Recording Secretary
- T. Corresponding Secretary
- U. Financial Secretary
- V. Treasurer
- W. Parliamentarian
- X. Historian
- Y. Public Relations
- Z. Chaplain
- AA. Membership Intake Chairperson
- BB. Community Service Chair
- CC. Social Chair
- DD. Webmaster
- EE. Ms. Black & Gold Pageant Chairperson

Section 2. Presentations/Speeches

- A. The duties and responsibilities of each office must be read to the candidates by the presiding officer.
- B. At the end of each speech and any other discussion, the elections will be held. Any candidate receiving a two-thirds (2/3) majority vote shall be declared the winner and will officially take office at the last Chapter meeting in April.
- C. The nominees for President will have five (5) minutes to give a brief speech as to why they feel they are qualified for the office in which they are seeking. All other nominees will have a limit of two minutes for their speech.

Section 3. Elections

- A. Elections will be held at the first Chapter meeting in April.
- B. Elections shall be conducted by secret ballot adhering to the order of succession.
- C. Candidate must win by two-thirds (2/3) majority vote.

D. In the event of a tie, there will be a run-off between the candidates with the highest number of votes. All other candidates will be eliminated. In the event of another tie after the run-off, the President will cast the deciding vote after consulting with the Executive Board.

E. Each active member has one (1) vote.

F. Election results will be tabulated immediately following each vote by the presiding officer with the assistance of the Parliamentarian.

ARTICLE VIII - IMPEACHMENT

Section 1. Eligibility

A. All elected officers may be subject to impeachment consistent with violation of any article of the Alpha Phi Alpha Fraternity, Inc. National and Chapter Constitution and Bylaws.

Section 2. Procedure

A. Any active member may bring an officer of the Chapter Executive Board up for impeachment with Due Cause. The alleged violations must be presented in writing and appear with the member on the established agenda.

ARTICLE IX - DISCIPLINE: SUSPENSIONS AND EXPULSIONS

Section 1. It shall be the responsibility of the President to inform individuals or respective members of possible disciplinary action at least one (1) week in advance.

Section 2.

The Gamma Eta Chapter may by two-thirds (2/3) majority vote (excluding the member in question) to:

A. Suspend a member from the chapter with Due Cause for violations within the Constitution and Bylaws.

B. Make a recommendation to the National Headquarters and Student Activities Office urging the member in question to be expelled or suspended.

C. The Chapter may vote to recommend

Section 3. Any officer or member suspended or expelled by the chapter may be reinstated at any time thereafter by a two-thirds (2/3) majority vote by the Chapter. Reactivated members will have to complete reactivation procedures stated in Article X.

ARTICLE X – REACTIVATION PROCEDURES

Section 1. An inactive member must submit a proposal to the Chapter President one week before the member reports to a Chapter Meeting.

A. Proposal must state the following but not limited to:

1. Why the member was removed and/or suspended from the chapter, Indiana University, and/or its national body?
2. What has the member done proactively to ensure that the reason for removal will not happen in the near future?

B. President of the Chapter will then notify the member to report to the next Chapter meeting.

C. Once the inactive member is reactivated by 2/3 majority vote, the member will be placed on a probationary status for one semester.

Section 2. During the probationary period, the member must participate in all educational and community service based events through the chapter. The Recording Secretary and Parliamentarian will keep records of participation.

Section 3. It is mandatory to attend all Chapter meetings for the semester in which the member is under probation in order to successfully reactivate the membership.

ARTICLE XI - VOTING ON NEW INITIATES

Section 1. Each aspirant considered for membership must meet all National membership intake requirements before they can be considered for chapter membership.

Section 2. The Membership Intake Chairperson will present the names of all aspirants who meet National requirements to the chapter for a vote the last meeting of the semester before membership Intake. Then a chapter vote will be taken to grant the respective aspirant an interview. The Vote must pass (2/3 vote) in order for aspirant to be granted an interview.

Section 3. Interviews are to be conducted the semester before the membership intake process is scheduled to begin. The Membership Intake Chairperson is to notify the aspirant of time and place of interview.

Section 4. Following the interviews the Chapter is to vote based on the interview whether the aspirant should be granted membership into the Gamma Eta Chapter of Alpha Phi Alpha Fraternity, Inc. The Vote must pass (2/3 vote) in order for aspirant to be granted membership for the falling semester.

ARTICLE XII - AMENDMENTS

Section 1. The Alpha Phi Alpha Gamma Eta Chapter Constitution and Bylaws may be amended by a petition from any active member of the chapter and approved by the chapter by two-third (2/3) majority vote.

Section 2. The amendment must be presented in writing at least one (1) regular chapter meeting prior to the one (1) at which it is to be voted on unless it is an amendment that is being made to a motion that is currently on the floor.

Section 3. The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.

Section 4. Every third (3rd) year the constitution and by-laws shall be revised and updated, unless requested by the Gamma Eta executive board or its advisors.