



ΚΗΦ

BEYOND . FORWARD

ALPHA CHAPTER - INDIANA UNIVERSITY

CONSTITUTION



ALPHA CHAPTER

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PREAMBLE

Kappa Eta Phi is a Professional Business Fraternity established to promote the importance of professional, academic and social excellence in the university, expand members' networking experience, and maintain lasting friendships amongst brothers and sisters both professionally and socially. Furthermore, Kappa Eta Phi aims to further enhance the cultural and ethical standards within the university community.

ARTICLE I: NAME

The name of the Professional Business Fraternity shall be Kappa Eta Phi, herein referred to as KEP.

ARTICLE II: OBJECTIVE

KEP believes in developing global leaders with the drive and competency to create value across countries around the world. The way we create value is by utilizing our understanding of cultural and institutional differences along with our global connections to bridge people and resources in innovative ways.

KEP benefits members with an immediate and ongoing network of friends that share a desire for excellence. Benefits are driven through great social experiences, academic support and a foundation for outstanding professional career success.

Section 1: Core Values

The foundation of Kappa Eta Phi is comprised of three core values:

1. **Professionalism:** To further members' personal, intellectual and career developments through professional, social, and philanthropic events.
2. **Brotherhood:** To promote the spirit of collaboration and to build lifelong friendships among the brothers and sisters of the fraternity.
3. **Diversity:** To bridge the gap between international and domestic students, as well as to broaden the global awareness of Kappa Eta Phi's members.

Section 2: Excellences

1. **Social excellence** is achieved through hang-outs, mentor pairings and philanthropy.

Hang-outs are weekly casual events - maybe at sporting events or just weekend breakfast.

Mentorships include upperclassmen guiding freshmen through the challenges and opportunities at the University. And philanthropy is an opportunity to have fun and give back to the community.

2. **Academic excellence** is achieved through shared study rooms. In our shared study rooms each member can peer tutor others in their specific area of advanced understanding – and get support and avoid frustration.
3. **Professional excellence** is achieved through special presentations by members and guest experts and “welcome to my home” trips events. Special presentations are not only social, but intellectually stimulating. A trip can be either as a visitor or a host, with students getting together at a holiday or vacation and become immersed in the local culture. For example, an American student might bring a few foreign students home for Thanksgiving. And a foreign student might host some American students in their country during a Spring Break.

ARTICLE III: MEMBERSHIP AND ELIGIBILITY CRITERIA

Section 1: Membership Restrictions

No restrictions on race, gender, color, age, religion, national origin, sexual orientation, disability, in compliance with the U.S. Constitution.

Section 2: Qualifications for Membership

All students currently enrolled in Indiana University shall be eligible to membership of KEP, providing that they,

1. Are not directly affiliated with any other Professional Business Fraternity.
2. Have maintained a good academic standing in the university with a **minimum of 3.0 GPA**. A member whose GPA drops below the minimum will be suspended until the GPA is raised. Members will be using the code of honor to ensure their GPA maintenance.
3. Have faithfully completed the pledgship process and have been initiated by a majority vote by active members (see Article IV).

Section 3: Classification of Membership

Members shall be initiated according to the proposed constitution and shall be within the following classes.

1. **Student members** shall be all those initiated members engaged in university academic studies; a student member who transfers to another institution where no chapter exists shall remain his/her membership in the chapter; a student member who transfers to another institution where the chapter is located shall enter without initiation.
2. **Alumni** shall include all original members who may have graduated.

Section 4: Membership Dues

Membership dues must be received by the appointed date. The amount shall be determined by the majority vote of board, while taking in these considerations:

1. Size of Chapter
2. Budget
3. Number of events planned for the semester

Section 5: Membership Status

In order to promote growth and to further the objectives of the fraternity, all active members are required to maintain a status of **Good Standing**. Only Active Members in **Good Standing** are permitted to participate in *any* voting procedures.

1. **Members in Good Standing** shall be those, who actively participate, support and contribute to the affair of the Chapter based on the following basic criteria:
 - a. Regular attendance to Chapter and events organized by KEP, is defined as attending 75% of Chapter.
 - b. Payment of membership fee within reasonable time-frame instructed by Treasurer.
 - c. Represent KEP to the public in professional manner.
2. **Inactive Members**
 - a. Newly initiated members may not be inactive for two consecutive semesters (members requesting to be inactive for more than one consecutive semester will have to submit an explanation subject to review by board). Exception applies to seniors. Failure to comply will result in removal from KEP.
 - b. Valid reasons for being inactive for two consecutive semesters include but are not limited to: personal or family illness, studying abroad, etc.
 - c. Can attend events, however a fee of 50% of membership fees will need to be paid in full to the Treasurer prior to or at the event. Any monetary benefits or discounts obtained as a result of being a large-group event shall not apply to the participating inactive member. The participating inactive member shall pay any additional fees, should the cost of the event exceed the initial amount paid.
 - d. No extra fees will be charges for In-actives becoming Actives again besides membership fees
 - e. Inactive members are not permitted to participate in *any* voting procedures.
3. **New Members**
 - a. Will pay an additional 50% of the semester's membership fees to cover initiation costs.
4. **Suspended members** shall be those who fail to comply to Members in Good Standing standards, unless provided with compelling reason for such absences and delays, will be subjected to the suspension of membership status by the Board.
 - a. Shall report to the Board within 30 days of notification to reinstate his/her membership status. Failure to respond to the suspension or consistent violation of standing shall result automatically membership removal.
 - b. Appealing Process: Once a member is suspended, they must report to the Board within 30 days of notification to attempt to reinstate his/her membership status. If they do not respond they are expelled. The suspended member must plead their case to the Board. If the Board discuss the procedure.
5. **Expelled members** are those who were removed from the fraternity membership through:
 - a. Voluntary forfeiture or disciplinary removal.
 - b. Inactive status for two consecutive semesters.

- c. The former member shall be considered as expelled and not permitted to attend meetings of the Fraternity or any of its chapters, to take part in any Fraternity function, or to hold themselves out as a member of, or in any way to identify themselves with KEP.
- d. Expelled memberships shall not be reinstated unless passing a 2/3 voting by the Chapter.

Section 5: Enrollment Status

Members who are suspended from school, transfer or drop out due to any reason are responsible to report to the Board to update membership information. Failure to report in 30 days will result in membership removal.

Section 6: Respecting Information and Others

As a member of KEP, he/she should have a sense of unity and contribute to the fraternity.

Discriminating against other members and sharing KEP's confidential information or documents shall face possible penalty depending upon decisions made by the Board.

All members at KEP are expected to treat each other with respect, rowdy or rude behavior will not be tolerated and any person making such conduct shall excuse himself/herself when requested to do so.

ARTICLE IV: PLEDGESHIP

Section 1: Purpose

1. Pledgeship is a detailed integral process in KEP designed for incoming members to experience a closer interaction with the current members.
2. Pledge events will include professional, social, and philanthropic events, etc.
 3. The Pledge program is designed to educate the pledge class about the culture, mission, and history of KEP.
 4. Every member should participate and be respectful during pledging, as it is a crucial step towards a stronger brotherhood.

Section 2: Process

1. Candidates are limited to freshman, sophomore, or junior class standings, with a University minimum 3.0 GPA.
 2. The standard duration of the pledging process is eight weeks, but is subject to change pending majority approval by board.
3. Weekly pledge meetings are mandatory for pledges during the pledging process.
 4. Pledges will be paired with a big brother/sister (see Article IV, Section 3). The brother/sister will be the pledge's mentor and assist the pledge on all aspects during the pledging process.
 5. Pledges must conduct one-on-one interviews with a certain number of initiated brother/sisters as determined by the pledge educators. Interviewed members must provide a signature to validate the interview.
6. Pledges will pay a fee of \$20 or a fee set by board by due date established by Pledge Educators.
7. Initiation event will take place after Initiation vote (see Article IV, Section 4).

Section 3: Big/Little Responsibilities

1. **Purpose:** to create an opportunity for members to have a positive impact on the lives of pledges. KEP represents a high standard social, academic and professional excellence and as a member of KEP and a mentor to your pledge it is your job to provide support in these 3 areas.
2. **Requirements:** to meet with his/her little at least once a week for a minimum of 1 hour. Though how that time is ultimately spent is at the discretion of the big and his/her little, we recommend spending time getting to know them and figuring out how you can best serve them as a mentor.

Section 4: Initiation Vote Procedure

1. Preliminary vote before any discussion will take place. Immediate acceptance will be granted to any pledge member who receive more than 2/3 votes.

ARTICLE V: OFFICERS AND THEIR DUTIES

Section 1: Executive Board Positions

1. **President:** Lead the entire organization in a journey that delivers the vision. Through an Executive Board, the President is responsible for assuring that the vision and specific strategies be converted into actionable steps.
2. **Secretary:** Responsible for communications to assure that the Board documents decisions, follows up on commitments and communicates effectively with members. This includes but is not limited to:
 - a. Minutes of Board Meetings
 - b. Maintaining comprehensive contact lists
 - c. Preparing “resume book” for employers
 - d. Developing and sharing a comprehensive calendar of fraternity events.
3. **Treasurer:** Responsible for managing all finances related to KEP, including member dues, the KEP bank account and corporate sponsorships to ensure organizational profitability and managing fundraising opportunities. Also responsible for regular record keeping and sharing the records with the organization when requested.
4. **VP Marketing:** Responsible for facilitating all communication with external outreach and producing all marketing materials for all KEP events. Actively creates content to share on all social media platforms.
5. **VP Social Excellence:** Responsible for coordinating with directors to plan and execute regular intra-organizational events that provide fun experiences and foster lifelong friendships (e.g. weekend paintballing, dinners outs, philanthropy, etc.)
6. **VP Academic Excellence:** Responsible for coordinating with directors to plan and execute regular intra-organizational events designed to help members excel in the classroom. (e.g. study rooms, specialized study sessions for various subjects, organizing peer tutors etc.)
7. **VP Professional Excellence:** Responsible for coordinating with directors to plan regular intra-organizational events designed to provide professional value to members (e.g. business workshops, guest lectures, conferences, etc.) and maintain alumni relations
8. **Pledge Educators*(2):** Responsible for the planning and execution of the Pledgeship curriculum, and to facilitate healthy and productive relationships between pledges and the brotherhood/sisterhood.

Section 2: Directorships

1. Social Development (1):

Responsible for the planning and execution of events designed to help create lifelong personal relationships.

Responsible for the planning and execution of community events designed to establish long term bonding relationships between members as well as philanthropic presence for KEP within the IU and greater Bloomington Community.

Responsible for coordinating member opportunities for intra-organizational travel-abroad opportunities during holidays. This will allow for members to experience the different cultures and backgrounds of our fellow brothers can be an invaluable experience.

2. Academic Development (1):

Responsible for the planning and execution of events designed to provide members with academic support and peer tutoring opportunities for all of IU.

3. Professional Development (2):

One director will be responsible for internal member development – the planning and execution of insightful/educational presentations from members as a way of having members give back to the organization.

The other director will be responsible for external relations – coordinating with vice presidents to bring in companies, collaborating with other organizations, reaching out to alumni and maintaining the alumni information database.

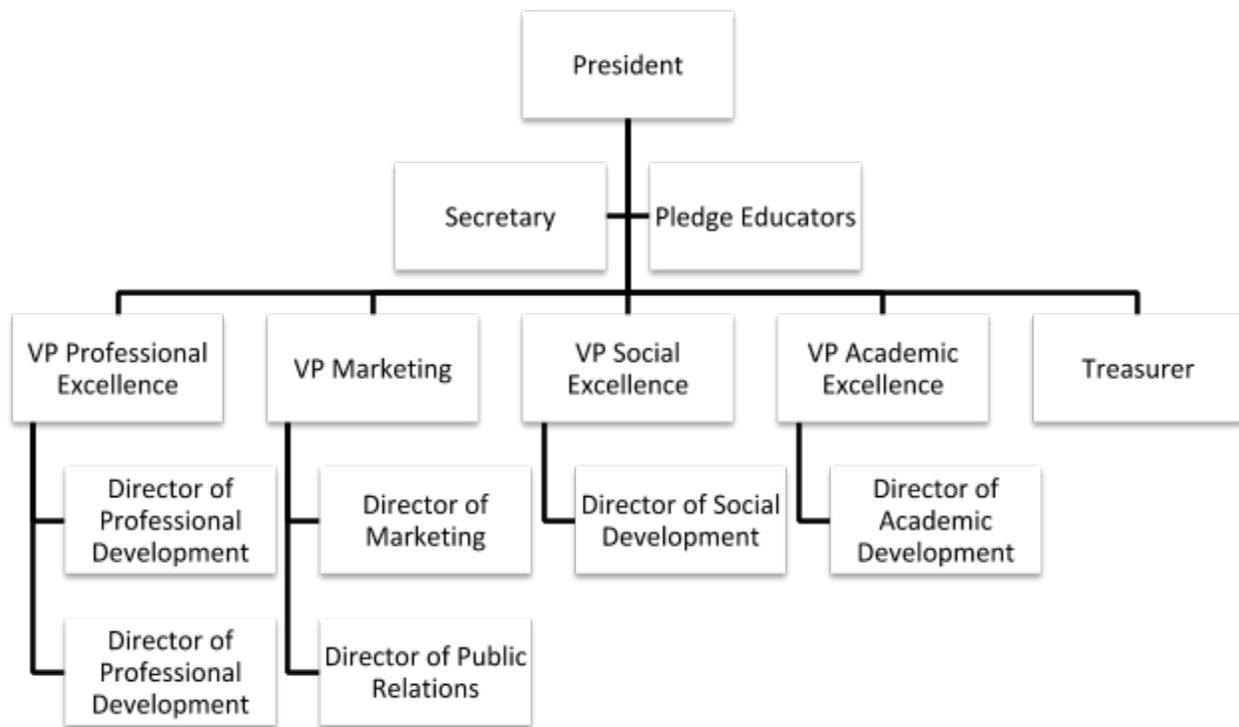
4. Marketing & Public Relations (2):

One director will be responsible for writing and sending the alumni newsletter.

The other director will be responsible for regularly updating all KEP social media platforms and the website.

Both will share responsibility for designing marketing materials for all KEP events.

Section 3: Board Structure



Section 4: All Board Shared Responsibilities

Each member of the Board must continually meet the following criteria throughout his/her term:

1. Attend all Board meetings. Board members who are unable to attend should notify the President or the Secretary ahead of the meeting with a valid excuse.
2. Hand in a report at each Board meeting outlining the events and/or issues of each Board member's area of responsibility.
3. Oversee all committees and determine disciplinary actions.
4. Officers with 3 unexcused absence within a semester will be subject to impeachment. Impeach any elected officers if and only if 2/3 of the Executive Board members agree.
5. Be an active participant in events created by committees.
6. Pass on to all related records and reports the successors within 30 days from the Election Day. In the case of a Board member doesn't have any successors, he/she must submit all relevant documents to the current Secretary.

Section 5: Term of Office

Executive board members will hold their position for a full academic year. The exceptions to this are the Pledge Educators, and all Directors which are six-month terms. All officers shall take office immediately after the transition period, and serve KEP until their successors are elected.

Section 6: Resignation

If a board member decides they no longer can hold the position, a board meeting will be called to discuss the next steps. The board member who resigns must aid the board members in acquiring their successor, and with the approval of the board, the newly elected member will take on the role. If a Vice President resigns, board members can vote for the successor within the department of the resigning Vice President. If a President resigns the Executive Board will absorb the responsibilities of the President temporarily. Board meetings will then be called upon by the Executive Board and all Kappa Eta Phi items will be returned to the Secretary within a week.

Section 7: Impeachment

A petition brought by at least 1/4 of the total members in good standing can proceed to Impeachment process. The board then holds a general meeting within the following 7 days. 75% of votes from all elective officers are required to impeach an elected officer from his/her position. Members who are impeached may not run for another position again.

ARTICLE VI: MEETINGS

Section 1: Meeting Procedures

1. Prior to the meeting, the secretary must serve on the board members to constitute a notice of the meeting showing the date, time, location, and agenda to be discussed at least 3 days before the date of such a meeting.
2. The secretary shall first make notes of present and absent members, and share any excuses for absent members to inform the board.
3. President starts by announcing any proposal, meeting agenda or upcoming event.
4. Board members are then free to discuss meeting goals and any concerns related to the subject matter. All board members shall take turns to contribute to the decision-making process.
5. Voting in any meeting will take place in accordance with the KEP constitution.
6. The secretary must keep notes of the agenda, discussion, and decisions made during the entire meeting.
7. Meeting shall be adjourned at President's discretion or upon agreement of board members. Any decision regarding the next meeting must be made after adjournment.

Section 2: Meeting Expectations

1. President or the Secretary shall call attention to a meeting when necessary.
2. All board members are expected to arrive on time to start the meeting promptly and be well informed and prepared coming to the meetings to ensure efficiency.
3. All meetings shall be conducted in private, unless otherwise agreed to by the board.
4. The President is expected to maintain the meeting structure and avoid any deviation from the point of the meeting.
5. The meeting duration shall not exceed one hour except for in extraordinary circumstances as determined by board. If, after 30 minutes of the time fixed for any meeting, and a decision or result has not been achieved, the meeting stands adjourned to such other date, time, and place to be determined by the President after consultation with other board members.
6. The use of cellular phones is discouraged while meetings are in progress, except for the subject matter in discussion or by prior agreement with the board members.
7. Based on the urgency of a request, the President may, on his/her own initiative, call a meeting of the board to deal with an urgent matter. Board members are expected to cooperate with the request.
8. All board members should meet at least once a week or as much as needed, VPs shall organize sub-meetings, as needed, without the President present as well

ARTICLE VII: ELECTIONS

Section 1: Eligibility

Only brothers in **Good Standing** (see Article III, Section 5.1) **with minimum GPA of 3.0** and in KEP are qualified to apply for the positions in the upcoming semester.

1. President: minimum 2 semesters prior board experience
2. Secretary/Treasurer: no prior board experience required
3. Pledge Educators: at least 1 educator must have minimum 1 semester of prior board experience
4. Vice Presidents: minimum 1 semester prior board experience
5. Directorships: no prior board experience required

Section 2: Procedure

1. Voting for Executive Positions (Vice Presidents, President, Secretary):

All **Good Standing Brothers** are allowed to vote for all Executive Positions.

2. Voting for Directors Positions:

Initially, all **Good Standing Brothers** vote for candidates to narrow the pool down to 3.

Then, the Vice President of that department and the President will choose from the top 3 voted candidates for directors on that election day.

*If there are not enough candidates to narrow down the pool, the candidate must get 2/3 of the vote to be initiated. The President may choose the top 3 Secretary Candidates voted by members for final say. Pledge Educators must run in pairs and will be voted in first to allow the remaining candidates a chance to run for another position of their preference.

3. The elections shall be held twice annually (late April for spring semester and early December for fall semester) for semesterly board positions. Elections shall be held once annually for yearly board positions (late April or early May)
4. Candidates must prepare a short presentation of his or her qualifications for the election. The speech has a minimal time of two minutes, and a maximal time of five minutes. Questions for the candidate will ensue post presentation.
5. After the presentation, votes will be cast, and results will be given within 48 hours.
6. The deadline for applications shall be made available at least two weeks prior to the scheduled elections. Applicants must fill out applications to best of their knowledge.
7. In the event of a tie, the vote will be deferred to the majority opinion of the current board. In the event that the board's vote shall tie, the current president shall elect the following year's president.

8. Immediately after elections, there will be a transition period of one week where all duties, responsibilities and relevant materials will be transferred over to the incoming board. After the transition period, the new board will assume full responsibility of their respective duties.
9. Once positions are determined and responsibilities are passed over, board members are not allowed to change positions until the next election.
10. Members who choose to step down shall have his/her voting rights suspended for the current semester and may never run for a board position again.
11. In the event of a vacant non-directorship position, any qualified* member may request to run for the position within a one-week period after elections. The member will assume the position if he or she receives majority vote from board. If there are no qualified members who opt to run for the vacant position, one of the directors** operating under the vacant position shall be promoted to VP pending majority vote by board.
12. In the event of a vacant directorship position, the President and the VP will exercise discretion in selecting a director.

*previous board experience

**if applicable

ARTICLE VIII: FACULTY ADVISOR

Section 1: Responsibilities

1. Faculty advisor(s) shall advise according to the request of board and/or President
 2. Meet with the chapter officers early in the spring and fall terms to review the chapter's strategic plan. Assist obtaining collaborative relationships with other Indiana University organizations in order to enhance the value of memberships and the implementation of strategic initiatives.
3. Provide counsel to members related to personal, academic and career issues and plans.

Section 2: Voting Rights

Faculty advisor(s) may participate into the Board reselection. Voting power of Faculty advisor(s) is/are the same as voting member.

Section 3: Replacement

1. Reassignment needs to be announced to all Board members as soon as possible. Reselection of Faculty Advisor(s) should be conducted within a two-week period after all Board member are informed.
 2. Faculty advisor(s) will be selected by 2/3 votes of the Board. Each Board member has equal power to vote, which means every Board member has one vote.

ARTICLE IX: UNIVERSITY COMPLIANCE

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

ARTICLE X: 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.

ARTICLE XI: 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.

ARTICLE XII: AMENDMENTS

Section 1: Proposed Amendment

The board committee must receive any proposed amendments by the eligible voting members of the fraternity, then the board committee shall notify each eligible voting member of the fraternity at least seven days in advance of the discussion as to the content of the proposed amendment. The proposed amendment must be presented to the fraternity at least one discussion before a vote can be taken.

Section 2: Ratification

Any proposed amendments shall be approved by a vote of a 2/3 majority of the eligible voting members of the fraternity.

ARTICLE XIII: 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 XIV: INTERNATIONAL TRAVEL

This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.