

KAPPA PI CHAPTER  
CONSTITUTION AND BY-LAWS  
ALPHA PHI ALPHA FRATERNITY, INC.  
THE COLLEGE OF WILLIAM AND MARY  
WILLIAMSBURG, VA  
ESTABLISHED THE 31<sup>ST</sup> DAY OF MAY, 1975

**Preamble**

We, the Brothers of the Kappa Pi Chapter of Alpha Phi Alpha Fraternity, Inc., in an effort to stimulate an appreciation for our place in domestic affairs; promote true fraternal brotherhood among our members; create a social climate in which the membership can enrich ourselves by devoting its time and efforts, above all, to service of the community; establish this Constitution. We seek to develop leaders, promote brotherhood and academic excellence, and provide service and advocacy to our communities.

**Article I**

**Section 1: Name**

The name of this organization shall be The Kappa Pi Chapter of Alpha Phi Alpha Fraternity, Inc.

**Section 2: Location and Seat**

The location and seat of this chapter shall forever be The College of William and Mary.

**Section 3: Objectives**

The objectives of this Chapter of Alpha Phi Alpha Fraternity, Inc. shall be: to aid those of a down-trodden economic status; to help promote an intellectual status among African American college men; and to prepare its members for the greatest usefulness in the cause of humanity, freedom, and the dignity of the individual; .

**Article II**

**Section 1: Chapter Meetings**

The Chapter shall meet on a regular basis, the day and time of which are to be set by the Chapter no later than the second meeting in August each year. The set day and time will serve as the official meeting time unless otherwise changed by the Chapter. All regular chapter meetings are to be attended in Alpha Attire with at least one Chapter Advisor present.

**Section 2: Quorum**

A majority of active brothers must be present in order to constitute an official meeting. In order to vote, quorum must be met at the time of the vote. In cases of impeachment or deciding the active status of a Brother, quorum may be met with one less Brother.

**Section 3: Agenda**

No official meeting will be conducted without an agenda (with the exception of “call meetings”). The agenda is to be delivered to all active Brothers of the Chapter at least 24 hours prior to the official meeting.

**Section 4: Call Meetings**

Meeting outside the set day and time for regularly scheduled meetings are considered “call meetings” and may be called for by any member of the executive board. Call meetings do not require an agenda, however quorum must still be met in order to conduct any official business. No members of the Chapter’s Advisory Team are required to attend call meetings.

### **Article III**

#### **Section 1: Initiation Fee**

The initiation fee for membership in this organization shall be in accordance with the Constitution and By-Laws of Alpha Phi Alpha Fraternity, Inc.

#### **Section 2: Yearly Taxation**

The Treasurer shall recommend the chapter dues for the members of the Chapter which must be approved by a majority vote of the chapter. The vote to set dues for the fraternal year shall take place during the first chapter meeting in the month of September. The date by which dues are paid will be decided each year by the same process.

### **Article IV**

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

Any male student of The College of William and Mary may be presented as a candidate for membership in the Chapter providing that he:

Has successfully completed one semester of a regular academic year’s program;

Is enrolled as a full time student at The College of William and Mary;

Has maintained for at least one semester immediately preceding his candidacy for membership a grade point average equivalent to a “B” minus. In no case shall the minimum GPA for membership fall below a 2.5 in accordance with the Constitution and By-Laws of Alpha Phi Alpha Fraternity, Inc.;

Is of good character;

Is presented by a member of the chapter in good standing;

Is not a member of any other fraternal organization prohibited by the regulations of Alpha Phi Alpha Fraternity, Inc.

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

Election of membership into Alpha Phi Alpha Fraternity, Inc. through this chapter shall be in accordance with the standing Orders and the Constitution and By-laws of the fraternity. Even so, no candidate shall be permitted initiation into this Chapter without a unanimous vote of approval.

### **Article V**

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

The elected officials and executive board of this Chapter are: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Associate Editor to the Sphinx, Historian, Dean of Membership, Sergeant at Arms, Parliamentarian, and Chaplain.

#### **Section 2: Appointed Officials**

The chapter may elect or cause to be appointed other such offices as may be required. The executive board shall appoint new officials and committees by majority vote..

### **Section 3: Nominations**

Nomination for officers for the following year should be at the last regular meeting in March. Any active Brother is eligible to nominate himself or another brother as a candidate for any elected office.

### **Section 4: Elections**

Officers shall be elected at the first regular meeting in April. Elections shall be conducted by a simple floor vote with the Brother receiving the majority of votes being declared the winner. In the event that no Brother receives a majority, a run-off election (conducted in the same manner) will be held between the two Brothers receiving the highest percentage of votes. Quorum must be satisfied in order to proceed with elections. Voting by proxy is prohibited. In the event that quorum is not satisfied, elections will be postponed to the next chapter meeting.

### **Section 5: Tenure of Officers**

Terms for all elected officials begin at the time of their election. All officers are elected to one year terms with no restriction on the number of terms they can serve.

### **Section 6: Impeachment**

All active brothers must be present to vote on the removal of an elected official. However, the absence of the official to be removed will not be the sole factor that impedes the chapter vote provided the individual to be removed is notified prior to the vote. Voting by proxy is prohibited.

An elected official may be removed from office by three-fourths vote if:

The official is not financially active with the Chapter and National organization;

The official fails to perform his duties as prescribed in this Constitution and its By-Laws;

The official performs an acts found to be damaging to the character and standards of the Kappa Pi Chapter of Alpha Phi Alpha Fraternity, Inc.

## **Article VI**

### **Section 1: Duties of Officers**

#### *A. The President Shall:*

Preside over all meetings of the Chapter;

Execute the laws of Alpha Phi Alpha Fraternity, Inc. and the Kappa Pi Chapter;

Represent the Chapter in all official matters as required;

Act as chief spokesperson for the chapter in decision-making in circumstances where no time can be allotted for a meeting.

#### *B. The Vice President Shall:*

Perform the functions of the president when, for any reason whatsoever, the President is absently or unable to perform;

Serve as overseer of all committees and ensure their operation and viability.

*C. The Recording Secretary Shall:*

Maintain accurate records of all proceedings of the Chapter (minutes of all regular, call, and executive committee meetings unless otherwise specified);

Call roll on request;

Maintain a roster of active members;

Read the minutes;

Maintain the minutes in a permanently bound volume(to include reports of Chapter Officers and Committees delivered during meetings);

Assist the President in agenda preparation on request;

Preside in the absence of the President and Vice-President;

Keep an accurate record of each members' attendance at meeting.

*D. The Corresponding Secretary Shall:*

Act as Recording Secretary in his absence or inability to perform;

Serve as liaison to the General Organization regarding submission of grand taxes, initiation records and other information unless otherwise specified;

Aid Recording Secretary in correspondence between the Kappa Pi Chapter and other organizations on this and other campuses;

Act as Treasurer in his absence or inability to perform;

In conjunction with the Associate Editor to the Sphinx, serve as a liaison to alumni Brothers regarding regular updates on current Chapter affairs.

*E. The Treasurer Shall:*

Maintain the Chapter bank account;

Keep orderly records of income and expenditures;

Make timely deposit of funds, not to exceed one week after the receipt of such funds;

Issue checks on receipt of proper voucher;

Sign all checks of the Chapter;

Prepare and present financial reports for each chapter meeting;

*F. The Dean of Membership Shall:*

Successfully prepare candidates for membership into the Kappa Pi Chapter;

Organize the Chapter's Information Seminar and Alpha Smoker for the purpose of introducing certified candidates to Alpha Phi Alpha Fraternity, Inc.;

Be involved in all cluster management intake and training activities;

Possess the most recently updated version of the Sphinxman Handbook.

*G. The Historian Shall:*

Accumulate and compile papers, mementos, programs, and other sources of information relating to chapter activities;

Be responsible for taking pictures to document all Chapter activities;

With assistance from the Chapter prepare a display board summarizing Chapter activities of the year to be used for recruitment and/or competition;

Serve as keeper of the Chapter Seal;

Serve as liaison to the Special Collections Department of Earl Gregg Swem Library;

Update the Chapter's history book, webpage, and other social media by the second chapter meeting of the fraternal year and regularly as needed.

*H. The Associate Editor to the Sphinx Shall:*

Report all newsworthy activities of the Chapter and its members to the Sphinx Magazine;

In conjunction with the Corresponding Secretary, serve as a liaison to alumni Brothers regarding regular updates on current Chapter affairs.

*I. The Chaplain Shall:*

Coordinate all religious activities of the Chapter.

*J. The Parliamentarian Shall:*

Ensure each active member of this Chapter has been provided a physical copy of the current version of this Constitution;

Ensure each active member of this Chapter has been provided a physical copy of the current version of the Constitution of the chapter of the National Pan-Hellenic Council seated at The College of William and Mary;

Decide all points of order.

## **Article VII**

### **Section 1: Amendments**

This Constitution may be amended, changed, or altered by three-fourths vote of all active members after one week's notice of proposed changes. All active members must be present at the time of the vote in order for this Constitution to be amended, changed, or altered. Voting by proxy is prohibited.

## **BY-LAWS**

1. Every member of the Chapter, active and non-active, shall uphold the dignity of the Fraternity, Constitution and its By-Laws.
2. There shall be no contract or agreement affecting the welfare of the Chapter without a three-fourths vote by the Chapter.
3. No Brother shall be considered active if he is not financial on both the national and local chapter level.
4. No Brother shall be considered active if he has not paid his dues by the appointed deadline.
5. No Brother shall be considered active possessing a GPA lower than that which has been predetermined by the National Pan-Hellenic Council seated at The College of William and Mary.
6. A Brother may be declared inactive as a result of a disciplinary action by a three-fourths majority vote of the general voting body.
7. No inactive Brother may be allowed to vote at meetings or participate in chapter programs.
8. Any Brother disclosing the secret workings and name of the Fraternity upon sufficient evidence shall be declared inactive indefinitely, following the procedure of impeachment.
9. In absence of parliamentary directive in these By-Laws and Constitution, Robert's Rules of Order shall be the authority.
10. No part of the By-Laws of this Constitution shall be alter or amended unless a week's notice has been given to all members. Any alterations shall require at least a three-fourths vote of active members.
11. Any member of the Chapter found to be in violation of any part of this Constitution may be subject to one of the following disciplinary actions: impeachment, declaration of inactivity, or a fine from \$5 to \$50 to be determined by a three-fourths vote of all active Brothers.
12. Any money received by and for the Chapter shall be deposited into the Chapter's bank account no later than seven days after the receipt of such money.