

Updated April 12, 2015

MU EPSILON OF PI KAPPA ALPHA FRATERNITY

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## BYLAWS

Mu Epsilon of Pi Kappa Alpha Fraternity at  
California State University, Fullerton

## **Article I - Bylaw Rationale**

### **Section A Rationale**

- 1) The Bylaws of the Mu Epsilon Chapter of the Pi Kappa Alpha Fraternity shall encompass all the day-to-day operations of the Chapter; including elections, officers, duties, etc.
- 2) The Bylaws shall also encompass rules for traditions and other practices of the Chapter.

## **Article II - Executive Board**

### **Section A Membership**

- 1) The membership of the Executive Board shall consist of the following Chapter officers:
  - President
  - Internal Vice-President
  - External Vice-President
  - Recruitment Chair
  - Sergeant of Arms
  - Secretary
  - Treasurer
  - New Member Educator
  - Chief Communications Officer
  - Risk Management
  - Member at Large
- 2) No member of the Executive Board may hold more than one office

### **Section B Duties**

- 1) The President shall have the following duties:
  - Preside over all meetings of the Chapter and Executive Board.
  - Create and distribute an agenda if so desired.
  - Enforce the Constitution, laws, traditions, ritual, risk management policies, Chapter Bylaws, and rules.
  - Jointly appoint with the Executive Board all committee chairmen unless such chairman is specified in these Bylaws.
  - Serve as an Ex-Officio member of all committees.
  - Perform the duties and powers of a president.
  - Sign and confer with the Treasurer on all checks and obligations of the Chapter with an amount greater than or equal to current local Chapter dues.
  - If contacted by a legacy's family regarding the Chapter failing to give a legacy a bid, the President must reply to the appropriate family member and explain the reason.

- Serve as one of the IFC representatives or designate another member to serve as the IFC representative if he cannot attend the IFC meetings.
- Attend required Fraternity & Sorority Life Presidents' Roundtable meetings or designate another member of the Executive Board to attend should he be unavailable.
- Handle all Fraternity correspondence with PIKE International Headquarters.
- Call special meetings of the Chapter.
- Understand basic parliamentary procedure.
- Vote at Chapter meetings only in instances when his vote would affect the result, with the exception of officer elections.
- Declare executive orders only in cases of urgency.

2) The Internal Vice-President shall have the following duties:

- Perform the tasks of the chapter president in his absence
- Attend and give a report at weekly executive council and chapter meetings
- Work with the executive council to organize a chapter goal-setting retreat, officer retreat, and transition retreat
- Hold and preside over weekly committee chairmen meetings
- Work to fulfill goals related to internal operations
- Set and manage the internal cabinet budget
- Set goals for internal operations
- Work with the executive council to organize a chapter goal-setting retreat, officer retreat, and transition retreat
- Appoint the following committee chairmen:
  - Alumni relations chairman
  - Brotherhood chairman
  - Fundraising chairman
  - House manager (if applicable)
  - Scholarship chairman
- Create and maintain a uniform internal vice president handbook including guidelines, ideas, and suggestions for future internal vice presidents
- Ensure all chairmen in the internal cabinet are maintaining uniform handbooks including guidelines, ideas, and suggestions for future chairmen
- Ensure all chairman in the internal cabinet coordinate successful transitions to their successors
- Assist in the completion and submission of a Year End Summary for the Fraternity and Sorority Life Office and International Headquarters

- Motivate the committee chairmen to perform the tasks assigned to them.
- 3) The External Vice-President shall have the following duties:
- To serve on or represent the Chapter on any University or student committee where his presence is deemed necessary by the President.
  - Perform the tasks of the chapter president in his absence
  - Attend and give a report at weekly executive council and chapter meetings
  - Hold and preside over weekly committee chairmen meetings
  - Work to fulfill goals related to external operations
  - Set and manage the external cabinet budget
  - Motivate the committee chairmen to perform the tasks assigned to them.
  - Set goals for external operations
  - Appoint the following committee chairmen:
    - Athletics chairman
    - Campus involvement chairman
    - Community service chairman
    - Philanthropy Chairman
    - Social chairman
    - Special events chairman
  - Create and maintain a uniform external vice president handbook including guidelines, ideas, and suggestions for future external vice presidents
  - Ensure all chairmen in the external cabinet are maintaining uniform handbooks including guidelines, ideas, and suggestions for future chairmen
  - Ensure all chairman in the external cabinet coordinate successful transitions to their successors
  - Assist in the completion and submission of a Year End Summary for Fraternity and Sorority Life Office and International Headquarters
- 4) The Recruitment Chair shall have the following duties:
- Take charge and supervise all recruiting efforts during his term.
  - Report and recommend potential recruits to the Recruitment Committee.
  - Arrange special recruitment meetings of the Recruitment Committee; prepare all necessary materials and make assignments to Brothers.
  - Annually conduct a recruitment seminar explaining recruitment techniques and rules.

- Coordinate, with the assistance of the Recruitment Committee, recruitment activities at the beginning of each semester.
- Continue to maintain and update a list of all potential recruits

5) The Secretary shall have the following duties:

- Keep a permanent record of all proceedings of Chapter meetings in typewritten form.
- To be responsible for attendance at each meeting and for penalties of those not in attendance.
- To maintain a complete file this should include: the minutes of all Chapter and Executive Board meetings, committee reports, and all other pertinent information.
- Maintain a complete roster of the Chapter with hometown addresses.
- Attend to all Fraternity correspondence.
- Post Chapter minutes within 24 hours after the conclusion general meeting.
- Text and/or email notice of upcoming Chapter events to all Brothers.
- To be responsible for the notification of all representatives for special meetings.
- To work with the officers and committee chairs to publicize Chapter related activities.
- Maintain a master calendar of events and present it to the Chapter at the beginning of each academic term and post a monthly calendar by the first of each month.
- Email weekly scheduled events to all chapter members
- Maintain inventory of Garnet and Golds and New Member pins
- Coordinate with Treasurer in reporting New Members to International Headquarters as well submitting initiation reports
- Maintaining accurate rosters on the Facebook pages in correspondence with active OmegaFi roster
- Assist in any duties assigned by the President

6) The Treasurer shall have the following duties:

- Collect all money due to the Chapter and pay all bills owed by the Chapter.
- Give a Treasurer's Report at all Chapter meetings.
- Keep an accurate and true account of all financial transactions.
- Keep an accurate and true record of dues paid by each specific Brother.

- Prepare and maintain the Chapter budget and email it to all active Brothers within the first three weeks of each semester as well as present it at a Chapter meeting within the first three weeks of each semester.
- Collect delinquent and otherwise stated fines.
- Present a financial statement at the end of each semester.
- Restrict spending within the proposed budget; to be altered only by a simple majority vote of the Executive Board.
- Prepare a budget breakdown of Chapter Member dues based off of the current level of operations. Specifying the amount of monies being consumed by each cabinet and the amount of monies paid to the International Fraternity.
- Sign and confer with the President on all checks and obligations of the Chapter with an amount greater than or equal to current local Chapter dues.
- Ensure that all members of the Officer Team requiring funds for their respective position have submitted a budget by the end of the first week of the semester. Otherwise the budget will be set by the treasurer for each position that failed to submit a budget proposal.

7) The Risk Manager shall have the following duties:

- Educate and enforce the Risk Management policy of PIKE to all Brothers and potential new members.
- Be knowledgeable on all university, local city, and state laws that pertaining to chapter operations
- Teach Brothers about the fraternal and legal obligations of Risk Management with a review at the meeting about fraternal and legal obligations to be done by the third week of each semester as well as before any large event at his discretion.
- Recommend additional available insurance for special events, and additional general insurance in accordance with the Chapter's ability to pay.
- Coordinate accident and investigation reports.
- File incident reports with the appropriate parties.
- Develop and maintain an emergency/crisis management plan.
- Collect emergency contact information from each member.
- Refrain from any use of alcohol, drugs, or other mind-altering substances during Chapter sanctioned events.
- Always be within Cal State Fullerton area unless at an event sponsored by the Chapter or given prior permission by the President.

8) Chief Communications Officer

- Oversees public relations strategic plan and committee responsibilities
- Supports other committee initiatives with public relations and marketing
- Facilitates committee goal setting
- Appoint the following chairmen:
  - Marketing
  - Public Relations Chair
  - Webmaster
  - Historian
- Promote and maintain the proper positive image of the Chapter and PIKE
- Conducts regular public relations committee meetings
- Serves as the chapter's crisis communication coordinator
- Builds, maintains and pursues relationships with key campus stakeholders
- Develops and executes public relations campaigns to accomplish chapter initiatives
- Anything regarding design from our chapter must be sent to and approved by the CCO. (i.e. shirt/sweater/poster/banner designs, the use of our logo, etc.)

9) New Member Educator

- Structure and organize a new member education committee
- Set goals related to new member education
- Set the new member education budget
- Develop and hold orientation seminars for each new member
- Create a consistent eight-week new member education program
- Create a curriculum handbook for New Members
- Develop a positive big brother (mentor) program
- Create and maintain a uniform new member education handbook including guidelines, ideas, and suggestions for future new member education chairman
- Assist in the completion and submission of a Year End Summary
- Must follow the current curriculum for consistency

10) The Sergeant at Arms shall have the following duties:

- To act as the chair of the Judicial Board.
- To ensure the just and equitable operation of the Judicial Board.
- Enforce stated meeting attire
- Housing and protecting all ritual material
- Follow any additional duties as described in the Brotherhood Standards Policy
- Plan and coordinate initiation every semester

11) Member at Large

- Give feedback to the executive board on the chapters morale
- Facilitate a process which allows members to voice their opinion which may include but not limited to: anonymous online survey or physical box
- They must report back to the concerned member in a timely manner
- Create transparency between the Executive Board and the Chapter

**Section C Endowments**

- 1) Members of the executive board are entitled to one set of letters as a token of appreciation for their diligent service
- 2) The President, Recruitment Chair, and Treasurer are all entitled to attend the Chapters Executives Convention (CEC)
- 3) The President is entitled to attend The Academy or the International Convention depending on the given year.
- 4) Members of the Executive Board are entitled to have one end of the year dinner with the Alumni Advisory Board with a limit of \$35 per person.

**Section D Term of Office**

- 1) The term of office for members of the Executive Board shall be one (1) year. This term shall begin on December 31.

**Article III - Officer Team**

**Section A Membership**

- 1) The membership of the Officer Team shall consist of the Executive Board and the following officers:
  - Social Chair
  - Special Events Chair
  - Philanthropy Chair
  - Community Service Chair
  - Housing Chair
  - Athletics Chair
  - Scholarship/Academics Chair
  - Campus Involvement Chair
  - Historian
  - Alumni Chair
  - Public Relations
  - Marketing Chair
  - Webmaster
  - Continuing Education
  - Inter-Fraternity Council Delegate

- 2) No member may hold more than one chair position

## **Section B     Duties**

12) The Social Chair shall have the following duties:

- Plan and execute social events including, but not limited to, D1 Athletics tailgates, mixers, meet and greets, etc.
- Report plans of events to the Risk Manager to ensure that all actions are in compliance with the Risk Management Policy.
- Plan, oversee, and chair Social Committee meetings.

13) The Special Events Chair shall have the following duties:

- Plan and execute social events including, but not limited to, Meet the Pikes Night, Bid Day, Preference, and Formal.
- Report plans of events to the Risk Manager to ensure that all actions are in compliance with the Risk Management Policy.
- Plan, oversee, and chair Social Committee meetings.

14) The Philanthropy Chair shall have the following duties:

- Publicize philanthropic events in the campus and community newspapers with the help of the Public Relations Chair.
- Appoint a Philanthropy Vice-Chair who is responsible for being a liaison for all other Fraternity and Sorority philanthropy weeks/events
- Promote PIKE's national philanthropy partners as suggested recipients of fundraising.
- Plan, oversee, and chair Philanthropy Committee meetings.

15) The Community Service Chair shall have the following duties:

- Plan and execute community service events.
- Publicize community service events in the campus and community newspapers with the help of the Public Relations Chair.
- Work with other community service organizations on campus.
- Collect recorded community service hours of chapter members to ensure they are meeting the chapter minimum requirement.
- Appoint a Community Service Vice-Chair if desired to be confirmed by the Executive Board.

16) The Housing Chair shall have the following duties (if applicable):

- Regularly check advertisements to find a suitable fraternity house when applicable.
- Meet with home owners to find if establishing a fraternity house will follow city ordinances if applicable.

- Schedule house clean ups or rebuilding days.
- Ensure that the Chapter House is safe and in good order:
- Ensure there are working smoke detectors in all hallways, public rooms, basements and bedrooms (batteries should be changed twice a year).
- Ensure there are working fire extinguishers, at least one per floor including the basement and kitchen (should be serviced once a year or when discharged by a fire protection company).
- Ensure rent and utilities are paid properly and in a timely manner.
- Maintain a schedule for trash to be emptied regularly to prevent bug and rodent infestation.
- Be sure that exit lights, if any, are in working order.
- Ensure all bedroom doors should have maps with the nearest exit clearly marked in case of fire.
- As needed, file a written report with the Secretary detailing the physical state of the Chapter House and any major repairs needed.
- The Housing Chair(s) cannot be held solely responsible for any damages to the Chapter House.
- Plan, oversee, and chair Housing Committee meetings.

17) The Athletics Chair shall have the following duties:

- Coordinate IFC and intramural sports.
- Order Chapter athletic uniforms, if applicable, for IFC and intramural teams.
- Maintain sports statistics.
- Maintain playbooks for each intermural sport which should include but not limited to: plays, workout routine, strength training exercises, and healthy meal plans
- Plan, oversee, and chair Athletics Committee meetings.

18) The Scholarship/Academics Chair shall have the following duties:

- Educate all Brothers on the merit and need based scholarships offered by the Pi Kappa Alpha Foundation.
- Create programs to ensure that the Chapter's GPA is above 2.5 cumulative and 2.25 semester
- Assist Brothers in finding tutors if needed.
- Plan and execute study hours.
- Give out awards for Brothers with the most improved GPA.
- Send out an email with available scholarships as well as announce available scholarships by the third meeting of each semester.
- Plan, oversee, and chair Scholarship/Academics Committee meetings with membership of one representative from each academic college if possible.

19) The Campus Involvement Chair shall have the following duties:

- Notify the Chapter of upcoming campus events, leadership and engagement opportunities, etc. via email and Chapter announcement week three and week six of each semester.
- Work with Brothers to find outside organizations to be a part of.
- Identify opportunities for the Chapter to build relations with other organizations.
- Help Brothers find campus jobs.
- Meet with Associated Students Inc., (ASI) Chief Administration Officer to see where students can join ASI and University Committees
- Register the Chapter booth for Discoverfest (days of discovery) and Open House.

20) The Historian shall have the following duties:

- Bring a camera to all appropriate Chapter functions as determined by the Internal Vice President and President. In addition, the Historian shall find a replacement for such designated Chapter functions if he is absent.
- Record in a file Chapter officers and committee heads.
- Maintain a scrapbook of pictures and memorabilia.
- Structure and organize a historian committee
- Set goals related to historian
- Set the historian budget
- Compile all forms of multimedia by creating an accurate account of the chapter member experience through a chapter yearbook
- Create and maintain a uniform historian handbook including guidelines, ideas, and suggestions for future historian chairman
- Assist in the completion and submission of a Year End Summary. Including both Smyth packet and CSUF 5 Star packet
- Appoint an Assistant Historian if desired to be confirmed by the Executive Board.

21) The Alumni Relations Chair shall have the following duties:

- Plan and execute Alumni events including, but not limited to: BBQs, golf tournaments, open houses, banquets, cruises, etc.
- Plan and execute Parents Night Committee, if desired.
- Create and maintain an Alumni list with hometown address, e-mail address, and phone number.
- Work with the Community/Public Relations Chair to send out a Alumni newsletter twice a semester with information about new initiatives, upcoming events, and Alumni information.

- Plan and oversee Alumni Committee meetings.
- Structure and organize an alumni relations committee
- Set goals related to alumni relations
- Set the alumni relations budget
- Create a comprehensive alumni database that includes all pertinent alumni contact information
- Organize and hold a minimum of one alumni phone-a-thon to update database
- Share database information with the International Fraternity
- Organize and hold a minimum of one major alumni event
- Document alumni and undergraduate attendance at alumni events
- Create and distribute a minimum of two physical alumni newsletters with electronic supplements per semester
- Serve as the liaison between the chapter and alumni association by attending alumni association meetings and communicating with the alumni association president
- Work with secretary to record outgoing seniors as alumni
- Help bring in alumni speakers for continuing education events
- Work with alumni to make job opportunities available to chapter members
- Create and maintain a uniform alumni relations handbook including guidelines, ideas, and suggestions for future alumni relations chairman
- Assist in the completion and submission of a Year End Summary

## 22) Marketing Chair

- Secures media hits for newsworthy chapter stories
- Drafts marketing and advertising material for chapter-sponsored events (posters, billboards, news releases, radio PSA's), etc.
- Develops and distributes parents newsletters with help of the alumni relations chair
- Ensures chapter-sponsored events align with the chapter's "PIKE brand"
- Strategizes opportunities to build the "PIKE brand"

## 23) Public Relations Chair

- Recruits deans, public relations professors, coaches and/or community leaders to be special initiated into the chapter
- Presents flowers to sororities on their founders' days
- Announces at all Greek Organization meetings in addition to outreaching to Non-Greek Clubs and Organizations
- Maintain a positive relationship with the University, students, staff, sororities, and the community

24) The Webmaster shall have the following duties:

- Maintain and update the Chapter website in compliance with school and PIKE International guidelines.
- Include pictures of Brothers, officers, recruitment calendar, event calendar, alumni information, and contact information.
- Utilize, update, and maintain the most current social media available for the Chapter.

25) Continuing Education Chair shall have the following duties:

- Plan and execute educational programs for New Brothers, All Brothers, each class, and emerging leaders.
- Bring in outside guest speakers to educate our members
- Maintaining the member handbook
- Facilitating chapter speakers and events on a regular basis
- Surveying the membership for interest level in various educational programming
- Writing event summaries for every speaker and event
- Budgeting for speakers and events
- Educating the members on post initiation and Ritual education
- Educating members on IFC rules and university regulations, the Fraternity's *Constitution, Chapter bylaws, Chapter Policies, Robert's Rules of Order*, etc.
- Maintaining regular communication with the Alumni Education Advisor

26) Inter Fraternity Council Delegate

- Attends IFC meeting with the chapter president
- Builds bridges with other fraternities on campus to promote brotherhood
- Work with Chapter President and Executive Board in planning events such as Recruitment, Greek Week, and other big Chapter events.
- Must be knowledgeable of all IFC Bylaws

## **Section C      Other Duties**

- 1) The enumeration of duties listed for each member of the Officer Team should not be construed to mean there are no duties other than those listed.
- 2) Any chair position is dully allowed to appoint a Vice-Chair for their committee as long as it approved by the Executive Board.
- 3) Likewise, Brothers who are not part of the Officer Team may also have duties not listed here or may be required to help members of the Officer Team execute their duties.

- 4) All Brothers are strongly encouraged to be involved in any committees they may be beneficial towards.
- 5) When an event is being run by a member of the Officer Team, that member shall do his best to ensure an accurate attendance record of Brothers at the event is kept.

**Section D Term of Office**

- 1) The term of office for all members of the Officer Team will be one semester
- 2) Each Vice President (internal and external) will have the authority to release any chairman from their assigned position at any time through the semester if he feels they are not fulfilling their responsibilities to the fullest.

**Article IV - Qualifications for Office**

**Section A Eligibility**

- 1) All active Brothers are eligible to hold an office excluding the office of President.
- 2) Only those Brothers who have been a member of the Officer Team or Executive Board for at least one year are eligible for the position of President.
- 3) If a member fails to meet the eligibility requirements, he may appeal with a 2/3 approval by general members. Once appealed, he is applicable to run for President.

**Section B Required Qualifications**

- 1) Candidates must have a minimum 2.5 cumulative GPA.
- 2) Candidates must be an active member of the Chapter.
- 3) Candidates must be in good financial, judicial, and academic standing.
- 4) The following qualifications must be met for members holding the position of President and Treasurer:
  - a. Officers must be matriculated and enrolled (non-extended education) at the California State University, Fullerton
  - b. Officers must maintain a minimum cumulative 2.0 grade point average each term
  - c. Officers must be in good standing and must not be on probation of any kind
  - d. Undergraduates are required to earn six (6) semester units per term while holding office.
  - e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater.

**Section C Suggested Qualifications**

- 1) Candidates should be interested in the position they are running for and have some experience in how to execute the duties of the office.
- 2) Candidates should be committed members of the Chapter who attend most Chapter functions and have a strong desire to improve and maintain the Chapter.
- 3) Candidates should be respectful in both victory and defeat and never let the outcome of the election affect their relationship with another Brother.

**Article V - Election Procedure**

**Section A Candidate Elections**

- 1) Elections for the Executive Board shall be held at the end of the Fall semester and include the following offices:
  - a. President
  - b. Internal Vice President
  - c. External Vice President
  - d. Treasurer
  - e. Member at Large
- 2) Prior to the start of the elections, the duties as stated in these Bylaws of each office to be voted upon that meeting shall be read aloud to the members at large.
- 3) Only those Brothers present at the Chapter meeting when elections take place are eligible to vote. Additionally, any new members or recently initiated members are allowed to vote for executive board. .
- 4) Each candidate must be nominated by another brother in good standing during Open Nomination on the day of elections.
- 5) Once a brother has been nominated he can choose to accept or decline the nomination to run for office.
- 6) Candidates will be allowed to give a speech if they so desire.
- 7) Voting shall be done by secret ballot.
- 8) A simple majority vote is required to win election to each office.

**Section B Appointments**

- 1) Appointments shall take place for the remainder of the Officer Team positions.
- 2) Within one week after the Executive Board elections, the incoming President shall email the Chapter with an application for Brothers to apply for the remainder of the Officer Team positions.

- 3) The incoming President will determine the content of the application, but it shall at least include why the Brother is applying for the position(s), his qualifications, and how he will complete the duties of the office.
- 4) The duties of each remaining Officer Team member shall also be attached.
- 5) The outgoing and incoming Executive Board choosing to participate shall serve on the Appointments Board.
- 6) The Appointments Board may choose to interview any of the applicants if they desire. Besides a potential interview, only members of the Appointments Board may be present during the appointment process.
- 7) The incoming President shall ensure all members of the Appointments Board who wish to participate will be able to attend the appointments meeting.
- 8) A two-thirds vote of the members present of the Appointments Board is required to appoint a Brother to any office.
- 9) The class initiated the same semester as elections shall always be allowed to apply for the remaining positions on the Officer Team.

**Section C Oath of Office**

- 1) Refer to the ritual book in order to administer the oath of office.

**Article VI - Removal from Office**

**Section A Automatic Removal**

- 1) Any officer whose membership with the Chapter becomes inactive shall immediately lose their respective office.
- 2) Any officer who enters academic probation shall immediately lose their respective office upon a majority vote by the Executive Board.
- 3) Any officer who has an unexcused attendance of less than 75% at Chapter meetings at the end of each semester shall immediately lose their respective office.
- 4) Any officer who has an unexcused attendance of more than 3 executive board meetings in one semester shall lose their respective office.

**Section B Resignation**

- 1) Should an officer decide that they are unable to fulfill their commitments of their respective office or otherwise do not wish to hold an office anymore, they may resign from that position.
- 2) Resignations must be written in letter form. A reason must be stated.

**Section C Recall**

- 1) A recall may be initiated against any officer by any Brother.

- 2) For a recall to be considered, it must state a reason why an officer is being considered for recall and signed by a minimum of 20% of the active membership of the Chapter.
- 3) Should the required number of signatures be reached, the recall will be acted upon at the next Chapter meeting.
- 4) Both the officer facing recall and the Brother seeking his recall shall have ample opportunity to present their respective arguments.
- 5) After their respective arguments, both the officer facing recall and the Brother seeking his recall will be required to leave the meeting room while all discussion, if any, takes place.
- 6) Voting will then take place by secret ballot.
- 7) A two-thirds vote in the affirmative of the entire active Chapter membership shall be required to remove an officer from his respective office.
- 8) Any Brother removed from their respective office through recall shall be ineligible to hold any office for one calendar year.

## **Article VII - Succession**

### **Section A     President**

- 1) Should the office of President be permanently vacated, the Internal Vice President shall become the new President.
- 2) Permanent vacancy is defined as being unable to fulfill the duties of one's office for one calendar month or more.
- 3) A special election shall then be held to fill the vacant Internal Vice President position.
- 4) Only the Internal Vice President may succeed the President.

### **Section B     Other Officers**

- 1) In the event that there is a permanent vacancy of any officer besides the President or no candidate is nominated for an office at the time of elections, the newly elected Executive Board will advertise the opening and actively search among the Brothers for interested applicants.
- 2) A two-thirds vote in the affirmative by the Executive Board is required to fill open officer positions besides that of the President.

## **Article VIII - Committees**

### **Section A     Creation**

- 1) Required committees referred to in the Constitution or Bylaws are considered standing committees (such as Recruitment, Social, etc.) and must be filled each year.
- 2) Committees may be created as need be by the Executive Board.

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- 3) Committees can also be created by a proper motion from any Brother at a Chapter meeting which passes with a simple majority vote.

**Section B Appointments**

- 1) The number of members and the chairman of any committee (excluding standing committees) will be determined by the Executive Board.

**Section C Duties**

- 1) The chairperson is head of the committee and is responsible for appointing committee members to specific duties.
- 2) The Chapter President shall serve as Ex-Officio member on all committees.

**Article IX – Meetings**

**Section A Regular Chapter Meetings**

- 1) Regular meetings of the Chapter shall be held once a week on Sunday.
- 2) The President shall have the power to change the time of any particular regular meeting upon giving notice to all active members at least twenty-four (24) hours in advance, unless otherwise designated by the majority of the Brotherhood.
- 3) Attire at Chapter Meetings shall be at least a collared shirt, jeans or slack, no hoods or hats; all unless otherwise noted by the President.
- 4) Improper attire will result in removal from the meeting until proper attire is worn
- 5) While a member of the Officer Team is giving a report on the activities of their respective office, only the President and the Vice President, whom the officer reports to, if applicable, will be allowed to comment and expand on the report. However, all Brothers shall still be allowed to ask questions.

**Section B Special Chapter Meetings**

- 1) The President can call a special meeting upon giving notice to all active Brothers at least seventy-two (72) hours in advance.
- 2) Special meetings can also be called by a petition signed by twenty percent (20%) of the Brothers.

**Section C Executive Board Meetings**

- 1) Executive Board meetings shall be held once a week unless cancelled by the President. However, Executive Board meetings shall not be cancelled twice or more consecutively and no more than three times per semester.
- 2) The weekly Executive Board meeting should be held prior to the regularly scheduled Chapter meeting.

- 3) Executive board meetings should be posted for general members to know within 72 hours of the meeting
- 4) Brothers who are not members of the Executive Board may attend Executive Board meetings but must be recognized by the President before speaking.
- 5) Brothers not on the executive board who wish to attend executive board meetings must contact the secretary 24 hours prior to coming in order to facilitate seating accommodations

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**Section D Attendance**

- 1) If a member fails to inform the Secretary 24 hours in advance of their absence the member will be charged \$30
- 2) Each member is entitled to 2 *Unexcused Absences*- meaning that as long as the member has contacted the Secretary at least 24 hours in advance they will not receive a fine.
- 3) Excused Absences are not limited in number and shall be reported to the Secretary 24 hours in advance. These may include but not limited to:
  - a. Wedding
  - b. Funeral
  - c. Illness
  - d. Work (only if you have proof you attempted to get Sunday meeting off)
- 4) The Secretary shall make all final decisions upon the proof presented
- 5) If one feels they have been treated unfairly by the Secretary, they may appeal to the Judicial Board

**Section E Quorum**

- 1) A quorum shall consist of a simple majority (50%+1) of Brothers in good standing for regular and special meetings of the Chapter.
- 2) A quorum shall consist of a simple majority of the members of the Executive Board for Executive Board meetings.

**Section F Procedure**

- 1) Procedure in meetings shall be based upon the newest edition of Roberts Rules of Order except in cases where such procedure would conflict with the Constitution and/or Bylaws.

**Article X - Dues**

**Section A Payment**

- 1) Brothers shall pay their semester dues by the third week of the academic period they are being applied to, or according to a payment plan agreed to (in advance, and in writing) by the Chapter Treasurer.

- 2) Member dues paid in full will be \$500 per semester.
- 3) Member dues paid over a payment plan will consist of five \$110 payments over the course of the semester.
- 4) Once an active member pays their dues no refunds provide to the individual. This includes situations in which a member of the Mu Epsilon Chapter of Pi Kappa Alpha goes inactive or is suspended from the chapter. Under certain conditions there may be an exception to this, and with a majority vote by the executive board a decision on the status of the refunds will be made.

**Section B      New Member Fees**

- 1) Each man shall pay a New Member fee of \$500.00 paid in full, or a payment plan equally to a total of \$500.
- 2) The schedule of dues payments shall be paid as designated by Treasurer and the finance committee.
- 3) If a New Member decides to de-pledge or is dropped for any reason his dues are allowed to be refunded if so requested. However, a full refund will not be permitted under any circumstance. The refund will be based a prorated status. Prorated means that a refund will be distributed for the time which the individual will no longer be participating in the New Member Program.

**Section C      Initiation Fee**

- 1) Each new member of this Chapter shall pay an initiation fee of \$350.
- 2) The New Members shall pay this fee at the specified time stated by the finance committee.
- 3) The Initiation fee charged by Headquarters must be paid by the Treasurer to Headquarters a minimum of five (5) days prior to his initiation.

**Section D      Housing Reserve**

- 1) Every semester the Treasurer shall set aside funds from the budget to be deposited in the Housing Corporation. The amount of funds designated shall be set at a minimum by the following equation:
  - a. Clause A:  $\$2,500 + [\$50 \times (\text{Active Members} + \text{New Members})]$
  - b. Clause B: A minimum of the amount from the equation stated above shall be deposited into the Housing Corporation by the end of the designated semester.

**Section E      Delinquents**

- 1) Any member who has not paid his bill according to the aforementioned “Dues Section”, or who has not arranged a deferred payment plan, or who has deviated from such a plan in the slightest way, shall be deemed a delinquent member and subject to the full penalties in connection therewith.
- 2) Any member who has a “Past Due” account will be unable to attend any and all Chapter related Social Events. “Past Due” accounts will be defined as

those listed as such on the Account Status under the Member Roster of OmegaFi. Only those members who have specified payment plan with the finance committee and are current on their specified plan are exempt from this ruling.

- 3) Bills which are delinquent will be subject to a fine of 7%. Both the fine and the principal must be paid before the debtor can be restored to full standing. Anyone who has a delinquent account is subject to the provisions of the *Constitution & Chapter Codes* of The Pi Kappa Alpha Fraternity.
- 4) If a person is financially unable to pay his bills, he may present his case to the Executive Committee, and if he deserves, a plan of deferred payment may be worked out.

**Section F      Increases**

- 1) Increases in dues may be proposed by the Treasurer or by any Brother in consultation with the Treasurer at any regular Chapter meeting.
- 2) A reason for the increase in dues must be stated during the proposal.
- 3) Sufficient time for discussion and debate must be allowed during a due increase proposal.
- 4) Voting may take place at the meeting of the proposed due increase or at the following regular Chapter meeting to be decided at the discretion of the Chapter President.
- 5) Voting shall be done by standing to affirm a position
- 6) A three-fifths vote in the affirmative is required to increase dues.
- 7) Any increase in dues will not take place until the following semester unless the increase is for the purpose of paying any fees related to PIKE National Headquarter.

**Section G      Accounts**

- 1) All money must be deposited into an Associated Students, Incorporated Accounting agency account

**Article XIII - Alumni**

**Section A      Designation**

The Associated Alumni Status Program is designed for graduating brothers who have excelled in all brotherhood standards during their active membership.

**Section B      Eligibility Requirements**

The requirements to be eligible for the Alumni Status Program include:

- 1) Must be graduating from Cal State Fullerton that year or have completed 6 semesters whichever comes first

- 2) If you are a graduating Senior then you may take your last year to go early alum if approved by the executive board
- 3) In special circumstance, any other member may go alum if approved by executive board.

### **Section C      Benefits and Status Requirements**

The benefits and status requirement of Associated Alumni includes:

- Alumni will be allowed to miss regular and special Chapter Meetings.
- Alumni are waived any community service requirements set by the Fraternity.
- Alumni are waived from attending recruitment events and philanthropy events.
- Alumni shall not be allowed to attend any exchanges, semi-formals, or other social events at the discretion of the Executive Board and Risk Manager.

## **Article XIV - Membership**

### **Section A      Invitation to Pledge**

- 1) No person shall be invited to join a Chapter until he has been approved for such action by the Recruitment Chairman or its designee.
- 2) Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.
- 3) Membership in this organization shall not be denied to any student at the California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability.

### **Section B      Procedure for Terminating New Membership**

- 1) The procedure will be as stated in the Constitution & Chapter Codes of The Pi Kappa Alpha Fraternity.

### **Section C      Requirements for Initiation**

- 1) All new members must have a two-thirds approval of the members present in a meeting called for the purpose of granting him membership.
- 2) In addition, all new members must meet the following qualifications:
  - a. The scholastic average required by the Constitution & Chapter Codes of The Pi Kappa Alpha Fraternity and those required by our institution.

- b. Have completed a course in new member education.
- c. Have paid his initiation fee and dues in full, as well as any other bills that he might owe the Chapter; part-payment shall not be deemed as compliance with this section.
- d. Have complied with the International Fraternity requirements for initiation

**Section D      General Membership Rules**

- 1) There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class.
- 2) Voting rights are limited exclusively to California State University, Fullerton undergraduate members of the Mu Epsilon Chapter of the Pi Kappa Alpha Fraternity.
- 3) Any conduct or deed which may violate the express or implied code of conduct expected of a member of the chapter shall result in the suspension and/or expulsion of the guilty member.
  - a. The process for the suspension and/or expulsion of a member shall require a written complaint detailing the incident to be submitted to the Judicial Board. Should merit for the aforementioned disciplinary action be found, the guilty member shall receive a written or electronically written notice no later than 24 hours prior to his Judicial Board hearing.
- 4) There shall be only one type of membership in this organization: voting
- 5) Voting membership is limited to undergraduate students who are enrolled in the University and are active members on the Chapter's official roster.

**Section D      Ratification of New Member Process**

- 1) A two-thirds vote from the Executive Board is required to change or alter the New Member Education Process or Curriculum upon request from the New Member Educator.

**Article XV – Affiliation**

**Section A      National Organization**

- 1) This organization is affiliated with the Pi Kappa Alpha International Fraternity
- 2) Copies of the National Constitution and By-laws must be filed in the Dean of Student's office at CSU Fullerton

**Article XVI – Advisors**

**Section A Faculty Advisors**

- 1) Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization
- 2) The Faculty Advisor will serve a term of one academic year and will be selected during the same time as the Executive Board
- 3) The Faculty Advisor may be removed by a 2/3 vote of the membership during a regular meeting
- 4) A staff member from the Dean of Student's Office or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization

**Article XVII - Amendments**

**Section A Sections and Clauses**

- 1) A proposed addition or amendment must first be presented in written or digital form to the Chapter Secretary or Chapter President.
- 2) Sections and/or clauses of the Bylaws may be added or amended with a two-thirds vote of the members present at a Chapter meeting provided that the addition or amendment does not drastically change the current section.
- 3) The Brothers must be informed at a regular Chapter meeting of a proposed addition or amendment through a first reading before the addition or amendment shall be voted upon during the following meeting. Its meaning and effect should be explained if necessary.
- 4) At the following regular meeting, a second reading shall take place and the addition or amendment will then be voted upon.
- 5) Voting shall be done by standing or raising hands.
- 6) In the event of an amendment, a revised copy must be submitted to the Dean of Student's office within 90 days

**Section B Articles**

- 1) A proposed addition must first be presented in written or digital form to the Chapter Secretary or Chapter President.
- 2) Articles to the bylaws may be added with a three-fourths vote of the members present at a Chapter meeting.
- 3) The Brothers must be informed at a regular Chapter meeting of a proposed addition through a first reading before the addition shall be voted upon. Its meaning and effect should be explained if necessary.
- 4) At the following regular meeting, a second reading shall take place and the addition will then be voted upon.
- 5) Voting shall be done by standing or raising hands

- 6) In the event of an amendment, a revised copy must be submitted to the Dean of Student's office within 90 days

### **Section C      Deletions**

- 1) A proposed deletion must first be presented in written or digital form to the Chapter Secretary or Chapter President.
- 2) Any item to be deleted from the Bylaws, whether it be a clause or section, must be approved by a four-fifths vote of the members present at a Chapter meeting. Amendments designed to directly negate a clause, section, or article (such as changing a wording from shall to shall not) will be considered a deletion.
- 3) The deletion of any article must be approved by a ninety percent (90%) vote of the members present at a Chapter meeting. Amendments designed to directly negate a clause, section, or article (such as changing a wording from shall to shall not) will be considered a deletion.
- 4) The Brothers must be informed at a regular Chapter meeting of a proposed deletion through a first reading before the deletion shall be voted upon. Its meaning and effect should be explained if necessary.
- 5) At the following regular meeting, a second reading shall take place and the deletion will then be voted upon.
- 6) Voting shall be done by standing or raising hands.
- 7) In the event of a deletion, a revised copy must be submitted to the Dean of Student's office within 90 days

## **Article XVIII - Ratification**

### **Section A      Ratification**

- 1) These Bylaws shall be enacted immediately upon their ratification by a two-thirds vote of the entire active membership of the Chapter when initially proposed to the entire active membership.
- 2) A period of no less than seven (7) and no more than twenty-one (21) days must separate the proposal period and the voting period of new amendments or bylaws.
- 3) In time sensitive, extreme cases, the executive board, with a two-thirds vote, may choose to bypass this waiting period
- 4) Voting shall be done by secret ballot.
- 5) Upon ratification, these Bylaws shall supersede all previous rules upon which these Bylaws could effect.
- 6) Future amendments, additions, or deletions shall also be immediately enacted upon their approval.

Updated April 12, 2015