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CONSTITUTION AND BY-LAWS

TO GOVERN

XI ALPHA LAMBDA CHAPTER

OF

ALPHA PHI ALPHA FRATERNITY, INC.

PREAMBLE

We the members of XI ALPHA LAMBDA CHAPTER OF ALPHA PHI ALPHA FRATERNITY, INC., in order to promote a more perfect union among college men; to aid in and insist upon the personal progress of its members; to further brotherly love and a fraternal spirit within the Organization; to discountenance evil; to 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.

ARTICLE I

NAME, OBJECTIVES, LOCATION AND SYMBOL

SECTION 1 - Name

- 1.1 The name of this organization shall be XI ALPHA LAMBDA CHAPTER, herein-after sometimes referred to as "the Chapter", ALPHA PHI ALPHA FRATERNITY, INCORPORATED, herein-after sometimes referred to as "the Fraternity".

SECTION 2 - Objectives

- 2.1 The objectives of the Chapter shall be: to stimulate the ambitions of its members; to prepare them for the greatest usefulness in the cause of humanity, freedom, and dignity of the individual; to encourage the highest and noblest form of manhood; to aid down-trodden humanity in its efforts to achieve higher social, economic and intellectual status; and to foster community solidarity through individual and collective participation and leadership to attain these objectives.

SECTION 3 -Location

- 3.1 The Chapter Seat shall be in Prince Williams County, the State of Virginia.

SECTION 4 -Symbols

- 4.1 The Symbols of the Chapter shall be the Greek letters XI ALPHA LAMBDA; ALPHA PHI ALPHA.

ARTICLE II

MEMBERSHIP

SECTION 1 - Membership

- 1.1 Membership in this Chapter shall be open to those who have been duly initiated into the Fraternity and who are not currently enrolled as undergraduates at an institution with an active college chapter, with the exception of those who are at least three years beyond the year in which they would have graduated had they remained with their original class.
- 1.2 Any member of the Fraternity who has been initiated but who did not earn the

baccalaureate degree shall be eligible for membership.

SECTION 2 - Eligibility for Membership

- 2.1 An applicant for initiation into this Chapter shall be a male who holds an earned baccalaureate degree from a college or university which has been accredited by a regional or national accrediting agency.
- 2.2 The Membership Intake Process begins when an aspirant request a membership application from the National Office. The application, with all fees attributable to intake, as well as all other supporting material shall be submitted to the National Office. The supporting materials shall include documentation of sponsorship from three active Brothers of the Chapter as well as all other documentation required by the application process. Audit, review and approval of the application will be completed by the National Director of Intake. The process will be completed in accordance with the Fraternity's approved membership intake process
- 2.3 When an applicant has met the requirements of the Fraternity (Ritual, Constitution, By-Laws and such other laws of the Fraternity as may have been enacted on the subject), and when the applicant has received the affirmative approval of the National Director of Intake, the applicant shall become a candidate for membership in the Fraternity and the Chapter.
- 2.4 When a candidate has met the requirements of the Fraternity and when the candidate has received the affirmative vote of a majority of the members of the Intake Management Team ,then the candidate shall become a member of the Chapter and of the Fraternity.

SECTION 3 - Members in Good Standing

- 3.1 A member in good standing shall be one who has fulfilled all of his obligations to the Chapter and to the General Organization.

ARTICLE III

MEETINGS

SECTION 1 - General Membership Meetings

- 1.1 There shall generally be one regular meeting of the Chapter each month on a day

decided upon by the majority vote of the members in good standing, except that the meetings may be suspended during the months of July and August at the direction of the body.

- 1.2 Special meetings may be called by the President at any time upon his own volition, upon the petition of one-fourth of the members in good standing or upon resolution of the Executive Committee.
- 1.3 At all meetings a quorum shall consist of seven members in good standing, at least four of which shall be elected officers, or one-fourth of the total number of members in good standing, whichever is lesser.
- 1.4 All meetings of the Chapter shall be held in accordance with "Roberts Rules of Order".

SECTION 2 - Executive Committee Meetings

- 2.1 There shall generally be one Executive Committee meeting of the Chapter each month on a day decided upon by the majority vote of the members of the Committee who are in good standing.
- 2.2 Special meetings may be called by the President at his own volition or upon the petition of a majority of the Executive Committee members in good standing.
- 2.3 The quorum for meetings of the Executive Committee shall be seven members, at least four of which shall be elected officers of the Chapter.
- 2.4 All meetings of the Executive Committee shall be held in accordance with "Roberts Rules of Order".

ARTICLE IV

Organization

SECTION 1 - Chapter Officers

- 1.1 The Chapter shall have the following officers.
 - A. President
 - B. Vice-President
 - C. Recording Secretary

 - D. Corresponding Secretary

- E. Financial Secretary
- F. Treasurer
- G. Membership Chairman
- H. Parliamentarian
- I. Sergeant at Arms
- J. Associate Editor to the SPHINX
- K. Historian
- L. Chaplain
- M. Director of Educational Activities
- N. Director of Communications

1.2 The Chapter may elect or cause to be appointed such other officers as may be required.

SECTION 2 - Election of Officers

2.1 The Chapter shall hold its annual elections during the second quarter of each year. The successful candidates shall take office at the first regular meeting the following October.

2.2 Candidates for office in the Chapter shall give their consent to the Nominating Committee or to the general membership during the elections meeting, prior to the balloting.

2.3 A candidate for election to the Presidency shall be a member in good standing for at least two (2) years prior to the meeting at which he becomes a candidate. The two (2) year requirement may be waived upon majority vote of the members in good standing present. All other candidates for office must be in good standing with the Chapter and the Fraternity at the time of election and throughout the tenure of office.

2.4 Members nominated for office who receive the highest number of votes shall be elected for each given office.

2.5 All elected officers shall serve a term of one year or until their successors are elected and qualified.

2.6 No member shall be elected to serve more than three (3) consecutive years in any one office.

2.7 Following the annual election of officers, the name and addresses of officers elected shall be submitted to the office of the Executive Director within ten (10) days after the election. Copies will also be submitted to the Regional Vice-President and the District and Area Directors.

2.8 All members elected for office or appointed as Chairman of Standing Committees

must be Risk Management certified prior to being sworn into office or acting as Chairman of their respective committees.

SECTION 3 - Duties and Responsibilities of Elected Officers

3.1 The PRESIDENT.

3.11 He is the Official head of the Chapter, and shall act as the Executive of the Chapter on Fraternity matters, between meetings, with the advice and assistance of the Executive Committee.

3.12 He shall be the Chief Administrative Officer of the Chapter.

3.13 He shall preside over all meetings, except the Executive Committee meeting, and shall execute all of the laws of the Chapter and Fraternity.

3.14 He shall interpret the Constitution and By-Laws of the Chapter and his decisions shall be final, except upon an objection sustained by a majority of the voting Brothers present and in good standing.

3.15 He shall appoint all committees not otherwise provided for as well as standing committees, except where objection sustained by a majority of members in good standing who are present.

3.16 He shall perform such other duties and represent the Chapter in such manners as the nature of his office may require.

3.2 The VICE-PRESIDENT

3.21 He shall perform the duties of the President when, for any reason whatsoever, the President is absent or unable to perform.

3.22 He shall preside as Chairman of the Executive Committee and serve as the liaison officer between the President and the Standing Committees.

3.23 He shall serve the President as his assistant and have all the powers and duties of the President in the event the office becomes vacant.

3.3 The RECORDING SECRETARY

3.31 He shall observe and keep minutes of the proceedings of the Chapter at each meeting thereof, and after the approval of the minutes at the next regular meeting, he shall make permanent records of them in a permanent record book. Said record

book must be brought to all meetings and kept with strict security.

- 3.32** He shall keep in his custody and under his control all the official records of the Chapter, except for official records that are designated herein as being in the custody and under the control of another chapter officer.
- 3.33** He shall assist the Corresponding Secretary.
- 3.4** The CORRESPONDING SECRETARY
 - 3.41** He shall conduct the correspondence of the Chapter as relates to the routine affairs of the Chapter.
 - 3.42** He shall keep a complete list of all members of the organization resident in the jurisdiction of the Chapter Seat, their fraternity status and similar pertinent information.
 - 3.43** He shall notify all members of meetings at least five (5) days previous, and of their appointment to committees.
 - 3.44** He shall perform the duties of the Recording Secretary in his absence or inability to function and assist him whenever necessary.
 - 3.45** He shall order, keep, and disburse the Chapter's correspondence stock, giving an account thereof.
- 3.5** The FINANCIAL SECRETARY
 - 3.51** He shall be responsible for carrying out the Chapter's financial mandate.
 - 3.52** He shall collect and forward all funds of the Chapter to the Treasurer within five (5) days after receipt of said funds.
 - 3.53** He shall maintain a financial record of all members of the Chapter and provide such information when requested.
 - 3.54** He shall correspond with and coordinate the transfer of all grand taxes and necessary monies to the General Office.
 - 3.55** He shall notify all members at such regular meetings of their financial standing, including all delinquent taxes and fees.
- 3.6** The TREASURER

- 3.61** He shall receive from the Financial Secretary all monies paid to the Chapter as dues, taxes, fees and other.
- 3.62** He shall deposit all Chapter funds in the name of the Chapter within five (5) days of receipt, in account(s) with financial institutions approved by the Chapter.
- 3.63** He shall disburse Chapter funds only when properly sanctioned by the Chapter.
- 3.64** He shall keep a complete and accurate record of all receipts and disbursements, and make a written report monthly based upon the status of Chapter accounts as of the first day of each month.
- 3.65** He shall assist the Financial Secretary in notifying each member of all delinquent fees, taxes, dues or levies and of their financial status.
- 3.66** He shall prepare an annual financial report at the end of each fiscal year (1 September - 30 August) to be audited by a committee appointed by the President.
- 3.7** The MEMBERSHIP CHAIRMAN
- 3.71** The Membership Chairman shall be responsible for the coordination of the membership activities of the Chapter.
- 3.72** He shall formulate a written membership program each year addressing all elements of membership (i.e., reclamation, intake, etc.).
- 3.73** He shall submit this written program for approval by the Chapter and supervise its execution after approval.
- 3.8** The PARLIAMENTARIAN
- 3.81** He shall be appointed by the President.
- 3.82** He shall advise the President and the Chapter on questions of parliamentary law and procedures according to Robert's Rules of Order Newly Revised.
- 3.83** He shall interpret the General Constitution, Chapter Constitution, ritual and any other laws or ordinances of the Fraternity or Chapter at the request of the presiding officer.
- 3.84** The President alone has the power to rule on points of order and is not obligated

to follow the Parliamentarian's advice. Rulings by the President are subject to objection by any member in good standing by proper motion, which, if affirmatively approved by a majority of the members present, reverses the ruling.

3.9 The SERGEANT AT ARMS

3.91 He shall be responsible for the maintenance of good order at all meetings and functions of the Chapter.

3.92. He shall answer the Alpha knock and password and be responsible for admitting the Brothers to the meetings.

3.93 He shall be responsible for the education for the Brothers in the ritual and secrets of the Fraternity in a proper place.

3.10 The ASSOCIATE EDITOR TO "THE SPHINX"

3.101 He shall edit all publications sent out by the Chapter to the "SPHINX" Magazine or any other news media.

3.102 He shall give publicity to the activities of the Chapter that warrant it in accordance with the desires of the Chapter and in its best interest.

3.103 He shall collaborate with the Historian and assist him whenever necessary.

3.104 He shall be primarily charged with the publicity and promotional activities of the Chapter.

3.11 The HISTORIAN

3.111 He shall preserve and maintain all historical records, pictures, trophies books and memorabilia and official equipment of the Chapter.

3.112 He shall keep all information pertinent to the history of the Chapter and the membership, and an official register for all Brothers.

3.113 He shall assist the Associate Editor to the "SPHINX" in publications and information for the same, keeping a record and file of the information.

3.114 He shall be responsible for the preparation and publication of an annual report.

3.115 He shall be responsible for the annual Chapter exhibit on the series of significant

events arising throughout the years of the Chapter's continuity, and the establishment of its traditions.

3.12 The CHAPLAIN

3.121 He shall open and close each meeting with prayer and lead the Chapter in the Fraternity Prayer.

3.122 He shall direct all devotional ceremonies of the Chapter.

3.123 He shall direct the Brothers in a reverence for God and a brotherhood among members.

3.124 He shall coordinate all "Omega" services for the Chapter.

3.13 The DIRECTOR OF EDUCATIONAL ACTIVITIES

3.131 He shall plan and direct all educational and scholarship campaigns.

3.132 He shall coordinate with the Treasurer for the disbursement of all funds related to education or scholarship upon the approval of the Chapter.

3.133 He shall also act as the medium of communication between the Chapter and other organizations on matters relating to education and scholarship.

3.14 The DIRECTOR OF COMMUNICATIONS

3.141 He shall be appointed by the President and shall be primarily responsible for the publication and dissemination of the Chapter Newsletter.

3.142 He shall perform other duties as prescribed by the By-Laws.

3.15 VACANCIES

3.151 All vacancies of elected positions occurring during the fiscal year shall be filled by special election.

3.152 The President may appoint a temporary officer to fill the vacancy until the special election is held.

3.153 The special election should be held at the next regular meeting of the Chapter,

after the members of the Chapter have been given due notice by the Corresponding Secretary or by other means designated by the President.

3.154 Except as provided in Section 2, Article **IV**, the candidate may be any member in good standing.

3.16 REMOVAL FROM OFFICE

3.161 All Chapter officers are subject to removal from office upon the affirmative vote of three-fourths of the members of the Chapter in good standing, present and voting, at a regular meeting or duly authorized special meeting of the Chapter, provided the officer in question has been accorded due process, and that just cause for the Chapter's action has been determined.

3.17 FORFEITURE OF OFFICE

3.171 Any officer who, without just cause, absents himself from three consecutive regular meetings of the Chapter is subject to forfeit his office.

3.172 Upon an affirmative vote of three-fourth of the members in good standing, present and voting, at a regular meeting or duly authorized special meeting of the Chapter, the office shall be declared vacant.

ARTICLE V

STANDING COMMITTEES

SECTION 1 - Designation of Committees of the Chapter

1.1 The Standing Committees of the Chapter shall be as follows:

- A. Executive Committee
- B. Budget and Finance Committee
- C. Program Committee
- D. Membership Committee
- E. Auditing Committee
- F. Constitution Committee
- G. Historical Committee
- H. Education and Scholarship Committee
- I. Housing Committee

SECTION 2 Composition of Standing Committees

- 2.1 Standing Committees shall, as a general rule, be composed of not less than three members.
- 2.2 The Standing Committees shall be appointed by the President upon the recommendation of the Executive Committee and announced by the President at the meeting at which he takes office except for the Committees by which this constitution names a Chapter officer to the Chair.
- 2.3 The Executive Committee shall consist of all the Article IV officers of the Chapter. The Chairmen of the Standing Committees shall sit with the Executive Committee but shall have no vote, however, where practicable, their advice on matters pertinent to their committee function may be heard and taken under advisement. The Vice-President shall act as Chairman

SECTION 3 General Responsibilities of the Standing Committees

- 3.1 Standing Committees shall make such investigations and inquiries and shall prepare such reports as may be required from time to time.

SECTION 4 The Executive Committee

- 4.1 The Executive Committee shall have the power of direction of the general affairs to be acted upon by the Chapter. It shall act as trustees to the Chapter and shall be responsible to the Chapter.
- 4.2 It shall have the powers of the general body in emergencies, which necessitate action between meetings, but a report must be made at the next regular Chapter meeting. All their actions are subject to ratification by the body.
- 4.3 The quorum for meetings of the Executive Committee shall be seven members, at least four of which shall be elected officers of the Chapter.
- 4.4 It shall serve as a Steering Committee to accept reports from committees and to recommend their adoption or rejection by the full Chapter.

SECTION 5 The Budget and Finance Committee

- 5.1 The Treasurer shall act as Chairman.
- 5.2 It shall submit to the Chapter for approval a budget for the fiscal year.
- 5.3 It shall direct the time and matter of paying dues and assessments.

5.4 It shall make recommendations for solving the financial problems of the Chapter.

SECTION 6 The Program Committee

6.1 It shall plan programs for each meeting of the Chapter, for public sessions or meetings which the Chapter actuates and shall be responsible for a recommended annual program for the Chapter.

6.2 It shall arrange entertainment of a social nature for the Chapter, recommending an annual social calendar for the Chapter.

6.3 It will make recommendations for and carry out the major social activities of the Chapter.

6.4 It will plan the Chapter's social budget for submission to the Budget and Finance Committee.

6.5 It will provide for a proper fraternization period after regular monthly meetings or whenever called.

SECTION 7 The Membership Committee

7.1 It shall see to the reclamation of Brothers.

7.2 It will be responsible for ensuring that Brothers attend meetings, are financial and actively participate in Chapter activities.

7.3 It shall take an interest in the welfare and well-being of members, promote frequent contacts and fraternal spirit among the Brothers.

7.4 It shall promote and assist in the annual collection of dues, ensuring that all collected funds are properly identified and given to the Treasurer.

7.5 The Committee shall maintain a Sub-Committee known as the Membership Intake Committee. The Sub-Committee shall handle the business of membership intake, coordinating with the National Director of Intake and the Intake Management Team for applications submitted by aspirants desiring to be members of the Fraternity and the Chapter.

SECTION 8 The Auditing Committee

8.1 It shall audit all reports of officers or Committees involving finances, and the books and reports of the Treasurer at least once per fiscal year.

8.2 It shall submit a report to the Chapter upon completion of a particular audit.

SECTION 9 The Constitution Committee

9.1 It shall ensure that the Chapters Constitution and By-Laws do not conflict with the Fraternity's General Constitution and By-Laws.

9.2 It shall take under advisement any proposed amendment to the Chapter's Constitution and report its recommendation to the Chapter for action.

9.3 It shall ensure that the Chapter's Constitution is kept up to date, properly printed and distributed to all Brothers of the Chapter and the fraternity official staff.

SECTION 10 The Historical Committee

10.1 The Historian shall act as Chairman.

10.2 It shall assist the Historian in maintaining and documenting the series of significant events in continuity of the Chapter through the years and in the preservation of a historical tradition.

10.3 It shall report annually on Chapter activities and keep a Chapter Scrapbook with an account of historical events and personalities in proper historical perspective.

SECTION 11 The Education and Scholarship Committee

11.1 The Director of Education shall act as Chairman.

11.2 It shall make recommendations on scholarship matters.

11.3 It shall assist in the direction of the Scholarship Fund.

SECTION 12 The Housing Committee

12.1 It shall see to it that the Chapter has a proper and adequate meeting place.

12.2 It shall conduct all business pertaining to housing and coordinate and serve as liaison to any housing agency which may exist to serve the Chapter.

12.3 It shall coordinate all activity in connection with the acquisition of a Chapter

house.

ARTICLE VI

Convention Delegates

SECTION 1 General Convention

- 1.1 Delegates to the General Convention shall be selected and appointed according to Article II, Section 4 of the General Constitution and By-Laws.

SECTION 2 Regional Convention

- 2.1 Delegates to the Eastern Regional Convention shall be selected and appointed in accordance with the rules of the Eastern Regional Convention and General Constitutional provisions.

SECTION 3 Virginia Association of Chapters of Alpha Phi Alpha Fraternity, Inc. (VACAPAF) Convention

- 3.1 Delegates to the VACAPAF Convention shall be selected and appointed in accordance with the rules of the VACAPAF Convention and General Constitutional provisions.

SECTION 4 Selection of Delegates

- 4.1 All delegates shall be selected by the Chapter and appointed to serve as representatives to conventions or meetings or to organizations participated in by the Chapter.
- 4.2 Delegates shall represent the views and wishes of the Chapter and report to the Chapter on all business and action participated in at the first regular meeting after completion of representation.

ARTICLE VII

Discipline

SECTION 1 Member Discipline

- 1.1 The Chapter shall have the power to discipline its members for:

- 1.11 Wanton violation of the constitutions of the Chapter and the General Organization.
- 1.12 Conduct that is detrimental to the good order of the Chapter and the General Organization.
- 1.2 Members so accused shall be accorded due process as determined by the Chapter.
- 1.3 Members found guilty as accused, after a three-fourth vote of the members in good standing, present, and voting, at a regular meeting or duly authorized special meeting, be subject to censorship, fine, or suspension from membership in the Chapter.
- 1.4 Gross misconduct may also be reported to the Regional Vice-President and/or the General Organization for appropriate action by those bodies. The Area Director and the VACAPAF President will also be notified.

SECTION 2 Absences

- 2.1 Any Officer or member of the Executive Committee of the Chapter who absents himself from three regular Chapter meetings or duly authorized meeting of the Executive Committee without valid excuse, shall be subject to removal from office or his seat on the Executive Committee after he has been duly notified and provided due process.

ARTICLE VIII

Rules Governing Amendment and Repeal

SECTION 1 Amendments and Repeals

- 1.1 This Constitution and By-Laws may be amended or repealed in part or as a whole upon the affirmative vote of three-fourth of the members in good standing, present, and voting, at a regular meeting or duly authorized special meeting, provided the provisions of Section 2 of this Article has been complied with.

SECTION 2 Proposals for Amendment or Repeal

- 2.1 All proposed amendments or repealing actions to the Chapter Constitution shall be submitted in writing to the Chairman of the Constitution Committee not less than twenty (20) calendar days prior to the next Executive Committee meeting.

- 2.2 The Chairman of the Constitution Committee will present the proposed modifications, along with the Committee's recommendations, to the Executive Committee for appropriate action.
- 2.3 After appropriate action by the Executive Committee, the Chairman of the Constitution Committee shall send written copies of all proposed amendments or repealing actions to all members in good standing at least thirty (30) calendar days prior to the date designated to vote upon the action.

SECTION 3 Limitations

- 3.1 The Chapter will only consider such amendments or repealing actions to the Constitution and By-Laws of the Chapter as shall have been submitted in the manner and time limits prescribed in this Constitution, unless it can be shown that the Chairman of the Constitution Committee intentionally failed to comply with the provisions of this article, or that an act of omission on his part was the result of gross negligence.

ARTICLE IX

Ira Dorsey Scholarship Endowment Fund, Inc.

SECTION 1 Purpose

- 1.1 This organization is an outgrowth of the Xi Alpha Lambda Chapter of Alpha Phi Alpha Fraternity, Inc. The organization was incorporated on June 24, 1994. It has been fully formed, a Board of Directors selected, and officers have been elected. The organization will provide scholarships to prospective college students meeting certain minimum criteria.
- 1.2 The Corporation shall exercise all the powers conferred upon the Corporation for charitable and educational purposes, including but not limited to the power to accept donations of money or property, whether real or personal, or any interest there in, wherever situated.

SECTION 2 Governing Powers

- 2.1 The Corporation will be governed by law, its Article of Incorporation, and its own set of by-laws completely separate from those of the Xi Alpha Lambda Chapter of Alpha Fraternity, Inc.

SECTION 3 Membership

3.1 Financial members of Xi Alpha Lambda Chapter of Alpha Phi Alpha Fraternity, Inc. shall make up the membership of this Corporation.

09/28/96

BY-LAWS
OF
XI ALPHA LAMBDA CHAPTER
ALPHA PHI ALPHA FRATERNITY, INC.

ARTICLE 1 Meetings

- 1.1** The order of business of regular meetings of the Chapter shall be as follows:
- A. Fraternity Prayer
 - B. Meeting Program
 - C. Reading of Previous Minutes
 - D. Reading of Communications
 - E. Report of Officers
 - F. Report of Committees
 - G. Unfinished Business
 - H. New Business
 - I. Adjournment with Prayer
 - J. Fraternity Hymn
- 1.2** Committee Chairmen and Officers shall submit all reports on business of the Chapter and Fraternity in writing.
- 1.3** When neither the President nor the Vice-President is present, a meeting shall be presided over by the Officer whose office is listed earliest in Article IV, Section 1 of the Constitution.

ARTICLE 2 Fees and Taxes

- 2.1** The dues for each member of the Chapter shall be of two types.
- 2.11** Grand tax to the General Organization, as set by same, will be due annually prior to November 15, unless changed by the General Organization. It will be paid in accordance with the rules of the General Organization.
- 2.12** Dues to the Chapter shall be paid in accordance with the prescribed schedule.
- 2.2** The fees that may be levied upon members of the Chapter are of two types:

- 2.21 Late fees; levied upon members who do not pay National dues by the date set by the General Organization.
- 2.22 Unfinancial fee; levied upon members who were not financial in the previous year.
- 3.1 The Chapter shall have the power to levy special assessments and fees on its members for the following reasons:
 - 3.11 To raise the amount of dues at any time for the proper maintenance of the Chapter, but such taxes must be approved by two-thirds of the financial members present at a regular meeting.
 - 3.12 Special levies or assessments approved by the General Organization.
 - 3.13 Special assessments and fees levied by the Chapter must be approved by two-thirds of the members in good standing.
 - 3.14 Special assessments of members of the Chapter shall be approved only at regular meetings or duly authorized call meetings where all members in good standing have been notified of the call meeting.
- 4.1 All dues, fees and assessments collected by officers and committees shall be remitted to the Financial Secretary within seven (7) days of their receipt.
- 5.1 Budget
 - 5.11 The Budget and Finance Committee shall submit a budget for the new fiscal year not later than the first meeting in October.
 - 5.12 The Committee shall also recommend a method of payment.
 - 5.13 The recommendation must be approved by a two-thirds affirmative vote of the members in good standing, otherwise, "good standing" means "paid in full".

ARTICLE 3 Members and Membership

- 3.1 A member is in good standing when he has complied with Article 2 of the By-Laws of the Chapter.

- 3.2** Any member failing to comply with the provisions of Article 2 of these By-Laws for a period of three regular monthly meetings of the fiscal year shall be restricted from active participation in the business meetings of the Chapter until he is in good standing. All other financial obligations must be met within thirty (30) days after the close of the activity.
- 3.3** Aspirants to become members of the Fraternity and Chapter shall request from and submit the fully completed application to the National Organization.
- 3.31** The supporting materials to the application will include all the documentation identified by the National Organization. to include documentation of sponsorship from three (3) active members of the Chapter in good standing.
- 3.32** All intake activities shall be controlled and managed by the National Organization staff in coordination with the Intake Management Team.

ARTICLE 4. General Administration

- 4.1** The fiscal year of the Chapter shall commence on 1 November and terminate on 31 October of the following year.
- 4.2** The Chapter shall have available two (2) procedures for the disbursement of Chapter funds. The Chapter shall elect the procedure to be used whenever the officers involved in either procedure cease to hold office. All monetary requests are to be made to the Treasurer.
- 4.21** The Treasurer alone shall have the authority to sign checks or drafts drawn on any account which contains Chapter funds.
- 4.211** When the Treasurer is absent or is otherwise unable to make himself readily available to disburse funds, then a previously designated officer shall be authorized to affix his signature on checks or drafts on accounts containing Chapter funds.
- 4.212** When such circumstances arise, the Treasurer shall notify the Chapter President immediately.
- 4.22** The Treasurer and any other designated officer (President, Vice-President, Financial and Recording Secretaries) must both affix their signatures on any check or draft drawn on any account which contain Chapter funds.

- 4.3** The President shall appoint at the first meeting of the Chapter's fraternal year, all Standing Committees (in compliance with Section 2.2, Article V of the Constitution) and others he deems appropriate.
- 4.4** The Auditing Committee, appointed by the President, shall perform the audits listed in this article.
- 4.41** The books of the Financial Secretary and the Treasurer after the last meeting of the Chapter's fiscal year.
- 4.42** The books of the Chairman of each major fund raising activity such as the Black and Gold Ball.
- 4.43** Reports of audits shall be submitted to the general membership at the next regular meeting.

ARTICLE 5 Nothing in the Constitution or By-Laws shall be construed so as to conflict with the Constitution or By-Laws of the Fraternity.

ARTICLE 6 Any provisions of the By-Laws herein stated may be suspended by a two-third vote of the members present in good standing.

ARTICLE 7 All changes in this Constitution and By-Laws shall be noted and dated, as per submission date and acceptance date in a listing entitled "Constitutional Change Noted".

ARTICLE 8 Upon receipt and adoption, the Constitution and By-Laws become immediately effective. All changes to the same will become effective upon approval of the members as required in the Constitution and By-Laws.

Constitution Committee Member:

Chester F. Johnson - Chairman
Horace Jordan
Larry Henderson
James Green

09/28/96

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