

**The Virginia Association of Chapters  
Of Alpha Phi Alpha Fraternity, Incorporated**

**{PREAMBLE}**

We the members of the Virginia Association of Chapters of Alpha Phi Alpha Fraternity, Incorporated, in order to promote a more perfect union among the members in the Commonwealth of Virginia, both Alumni and College; to aid in and insist upon the discountenance evil; to destroy all prejudices; to preserve the sanctity of the home, the personification of virtue, and the respect of women, do hereby enact and establish this Constitution and By-laws for the government of its members.

# CONSTITUTION

## ARTICLE I

### NAME, OBJECTIVES, AND ACRONYM

#### Section 1 Name

- 1.1 The name of this Organization shall be the Virginia Association of Chapters of Alpha Phi Alpha Fraternity, Incorporated.

#### Section 2 Objectives

- 2.1 The objectives of this Organization shall be the same as those found in the Constitution and By-laws of Alpha Phi Alpha Fraternity, Incorporated (hereafter referred to as the General Constitution).

#### Section 3 Acronym

- 3.1 The acronym shall be VACAPAF.

## ARTICLE II

### THE VACAPAF ORGANIZATION

#### Section 1 Composition

- 1.1 VACAPAF shall include all Alumni and College chapters in the Commonwealth of Virginia, the Officers of VACAPAF (and Chapters), Area Directors, all Committees, Commissions, and Foundations created by VACAPAF, and all Past Presidents of VACAPAF.
- 1.2 Shall hold its membership in accordance with the General Constitution and conform in all respects to the rules for such State, District or similar organization existing under the General Organization.
- 1.3 VACAPAF shall, by appointment and authorization of the Eastern Regional Vice-President, serve as a District Organization of the Eastern Region. As such, the elected VACAPAF President would be appointed and authorized to serve as District Director.

**Section 2 The VACAPAF Convention – the Supreme Governing Body**

- 2.1 The supreme governing and legislative body of VACAPAF shall be the VACAPAF Convention, which shall meet once a year at such time and place determined by the previous VACAPAF Convention and prior to the Eastern Regional Convention.
- 2.2 The VACAPAF President, appointed Directors and Staff shall serve as the interim governing and legislative body over emergency matters, as they may arise between conventions. The declaration of such an emergency shall be determined by the President, Area Directors, and Staff.
- 2.3 The VACAPAF Convention shall have the power to enact legislation for the regulation of all matters pertaining to VACAPAF, except for those which are otherwise expressly provided for in the General Constitution.

**Section 3 Composition of the VACAPAF Convention**

- 3.1 The VACAPAF Convention shall be composed of: the VACAPAF President, Elected Officers, Past Presidents, Chairmen of Standing Committees, Chairman of appointed Convention Committees, and Delegates from Alumni and College Chapters, each of whom shall be entitled to one vote upon matters when the house is divided.
- 3.2 All other members of the Fraternity, in Virginia, in good standing may attend the VACAPAF Convention, have a voice in the proceedings where appropriate, but shall not be entitled to vote in matters where the house is divided. Visiting brothers may attend the convention; have a voice but no vote.
- 3.3 All Past Presidents of VACAPAF shall be entitled to full participation and vote; as well as all officers of the General Organization residing in Virginia.

**Section 4 Representation at the VACAPAF Convention**

- 4.1 The VACAPAF Convention shall be representative in character and shall be according to the appointment as scheduled in the General Constitution.

**Section 5 Committees of the VACAPAF Convention**

- 5.1 The following shall be the committees of the VACAPAF Convention:
- a.) Committee on Rules and Credentials;
  - b.) Committee on Recommendations and Resolutions;
  - c.) Committee on Achievements and Awards;
  - d.) The Convention Committee;
  - e.) Committee on Time and Place; and
  - f.) Committee on Nominations and Elections

**Section 6 Convention Arrangements**

- 6.1 VCAPAF Convention sites shall be rotated by Areas within the Commonwealth as arranged by the Time and Place Committee two years in advance.
- 6.2 A Convention Committee shall be appointed by the VACAPAF President and shall consist of members of the hose chapter or chapters of the area.
- 6.3 The host Convention Committee shall arrange for the site, facility, and housing of convention participants.
- 6.4 The convention program shall be the responsibility of the VACAPAF President with the cooperation of his Staff and the Convention Committee.
- 6.5 The VACAPAF Convention shall convene upon the call of the President and such time and place as determined at a previous VACAPAF Convention. The official convention call shall be made at least 90 days prior to the Convention date with all instructions and necessary information thereof.
- 6.6 A quorum of one-fourth of the delegates registered shall be necessary for the transaction of business.

**Section 7 Convention Financial Procedures**

- 7.1 Host chapters must provide a reconciled convention finance report to the President of VACAPAF not later than 90 days after convention adjournment.
- 7.2 Said Report and all money due VACAPAF must be forwarded to the financial officers for audit and deposit.
- 7.3 Convention proceeds will be divided fifty percent (50%) for VACAPAF and fifty percent (50%) for host chapters.

## ARTICLE II

### THE VACAPAF ORGANIZATIONAL STRUCTURE

#### Section 1 Designations of VACAPAF Areas

- 1.1 Virginia shall be divided into logical Areas taking into consideration natural groupings of chapters by topography, sociological, political, and economic impact involving combinations of College and Alumni Chapters of three to five chapters each.
- 1.2 The Areas shall be designated as follows:

Area I	Blue Ridge North;
Area II	Blue Ridge South;
Area III	Southern Virginia;
Area IV	Northern Virginia;
Area V	North Central Virginia (Richmond Area);
Area VII	Tidewater North; and
Area VIII	Tidewater South.
- 1.3 Area Directors shall be appointed by the VACAPAF President to coordinate the activities of VACAPAF with the chapters of his Area.
- 1.4 Area Directors shall have the authority to act on behalf of the VACAPAF President in assisting Chapters with problems, and coordinating VACAPAF activities, programs, projects and College/Alumni Advisor College Chapters of their areas.
- 1.5 Area Directors may hold Area Conferences for the purpose of teaching, training and imparting the business of VACAPAC and the Fraternity, coordinating interchapter activities, programs, projects, general fraternalism, and good will.

**ARTICLE IV**  
**VACAPAF OFFICES**

**Section 1 Elected Offices**

- 1.1 The offices of VACAPAF shall be: The President (Alumni) First Vice-President, (College) Second Vice President, Recording Secretary, Financial Secretary, Sergeant-at-Arms, parliamentarian, Historian, (Alumni) Director of College Affairs, (College) Assistant Director of College Affairs, Chaplain, and Associate Editor of “The Spinx”.

**Section 2 Requirements for Election to Offices**

The requirements for election to VACAPAF offices shall be the same as those provided in the General Constitution.

**Section 3 Election Procedures**

- 3.1 The election procedures shall be the same as those provided in the General Constitution, except all Officers will be elected at the VACAPAF Convention and installed at that Convention.
- 3.2 Candidates for VACAPAF offices must be members of a chapter in the Commonwealth of Virginia with a formal address therein. For the purpose of college Brothers, their chapter address may denote their residence.
- 3.3 All candidates shall be nominated and elected at the VACAPAF Convention in session. Their election shall be determined by majority vote. If there is no clear majority, a Run-off election shall be held between the two candidates with the highest number of votes. This run-off election shall be held immediately at the site of the convention.
- 3.4 Election procedures not consistent with the provisions of this Constitution must first be evaluated by the Committee on Elections.
- 3.5 Each chapter shall be entitled to the number of delegates in accordance with the table of appointment found in Article II, Section 4.1 of the General Constitution. Each delegate shall have one (1) vote.
- 3.6 General Officers, Past VACAPAF Presidents, and current Area Directors residing in Virginia will also be entitled to one (1) vote.

**Section 4 Tenures of Office**

- 4.1 All Officers, except those who are College Brothers, shall be elected for a term of two years. They may succeed themselves for one additional term of two years.
- 4.2 College Brothers elected to an Office shall serve a one year term, with the potential to succeed themselves for one additional term. College Brothers may be elected to any office except that of President, Alumni Vice President, and Alumni Director of College Affairs.

**Section 5 Installation of Officers**

- 5.1 All Officers will be installed at the VACAPAF Convention and assume office on September 1<sup>st</sup> following that Convention; thus allowing time for the proper transfer of duties and responsibilities.
- 5.2 Unless otherwise specified in this Constitution, all Officers will hold office until their successors are elected or appointed.
- 5.3 Each VACAPAF Officer, Area Director, and Member Chapter should be notified prior to September 1<sup>st</sup> of any changes in official VACAPAF staffing or scheduled meetings and programs for the ensuing year.
- 5.4 All Officers, Area Directors, and Committee Chairperson shall submit reports, in writing, at each VACAPAF Convention and meeting.

**ARTICLE V**

**DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS**

**Section 1 President**

- 1.1 The President shall be the Chief Administrative Officer of VACAPAF presiding over all official meetings of the organization.
- 1.2 He shall have the authority to appoint Directors, Chairmen, and members to serve on committee and commissions; however, consultation and concurrence of a simple majority of the Staff shall be sought.
- 1.3 He shall interpret the Constitution and his decision shall be final, except upon an objection being raised and sustained by a majority vote of the delegates to the Convention.

- 1.4 He shall render a special report to each Convention on the current status of the organization including legislation, recommendations and resolutions enacted at the preceding convention.
- 1.5 He shall perform such other duties and represent VACAPAF in such manner as the nature of his office may require.

**Section 2     First Vice President**

- 2.1 The First Vice President shall provide supervision over all Standing Committees and Commissions of VACAPAF and serve as the general Program Director and liaison between the President and the Standing Committees. He shall perform the functions of the President when, for any reason whatsoever, the President is absent or unable to perform.
- 2.2 He shall perform such other duties as may be assigned to him by the President and act for him when so requested.

**Section 3     Second Vice President**

- 3.1 The Second Vice President shall be a College Brother entering his junior or senior year in a College or University in Virginia. He must be capable of serving at least one full year in office. He shall assist the President and First vice President in dealing with College Chapter affairs concerning administrative and programming matters.
- 3.2 As a member of the Staff, he shall represent all College Chapters (of Virginia) and shall recommend College Brothers to standing and special committees of VACAPAF.
- 3.3 He shall work with the President and the First Vice President in the planning of VACAPAF Conventions and make recommendations them. He shall chair the College Brothers caucuses and any special meetings of College Brothers.
- 3.4 He shall also perform such other duties as may be assigned to him by the President or the First Vice-President.

#### **Section 4      Recording Secretary**

- 4.1 The Recording Secretary shall observe and keep minutes of the proceedings of all VACAPAF meetings and conventions. After approval of the minutes, he shall make a permanent record of them in a permanent record book. Said record book must be brought to all meetings for necessary reference and kept with strict security. He shall prepare copies of the minutes for distribution to the Staff and membership at all meetings and conventions.
- 4.2 He shall assist the President in preparing agendas for meetings, call to his attention “old business” and “new business” items to be discussed.
- 4.3 He shall assist both the Corresponding Secretary and the Editor of “The Sphinx” by providing any information that needs dissemination to the brotherhood.

#### **Section 5      Corresponding Secretary**

- 5.1 The Corresponding Secretary shall conduct the correspondence of VACAPAF as it relates to the routine of the organization. He shall compile and keep a complete list of all brothers, chapters, officers, and committee chairmen of VACAPAF.
- 5.2 He shall notify all officers, chapters and brothers of meetings and, with the President, assist in making the official convention call (at least 90 days prior to each VACAPAF Convention).
- 5.3 He shall send notification of elected and appointed officers, chairmen, and committee members, at the direction of the President.
- 5.4 He shall order, keep, and disperse the VACAPAF correspondence stock keeping account thereof.
- 5.5 He shall have responsibility for the pursuit and management of (bulk-rate) mailing authority and coordinate all individual and chapter mailings.
- 5.6 He shall keep a record on and file for all important correspondence both incoming and outgoing, for the organization.

## **Section 6      Financial Secretary**

- 6.1 The Financial Secretary shall receive all money on behalf of VACAPAF from dues or other sources and keep a permanent and running account thereof. He shall turn all money over to the Treasurer at or following each meeting or more often, when conditions warrant, taking his receipt duly signed.
- 6.2 He shall draw all orders from the treasury but all orders must be countersigned by the Treasurer.
- 6.3 At the first regular meeting of each fiscal year, he shall notify all chapters and brothers of VACAPAF fees and taxes, collecting same from said members.
- 6.4 He shall make a complete report to the staff at the first regular meeting of the new fiscal year or at any time called for.
- 6.5 He shall correspond with and conduct all financial business with contractors doing business with VACAPAF. He shall be the Financial and Business Manager for VACAPAF and shall chair the Budget and Finance Committee.

## **Section 7      Treasurer**

- 7.1 The Treasurer shall receive from the Financial Secretary all money belonging to VACAPAF and deposit the same name of VACAPAF in a bank approved by the membership. He shall make disbursements only when properly signed orders are presented to him by the President or Financial Secretary.
- 7.2 He shall keep a complete and accurate record off all receipts and disbursements and make a complete report to VACAPAF annually at the VACAPAF Convention or at any time this information is required by the Staff or Auditing Committee.

## **Section 8      Historian**

- 8.1 The Historian shall preserve all historical records, be responsible for all pictures, trophies, books, and official equipment.
- 8.2 He shall keep an official scrapbook which shall be a permanent historical record for VACAPAF. He shall keep all information pertinent to the history of VACAPAF and the membership, including an official register of all brothers.
- 8.3 He shall assist the Associate Editor of “The Sphinx” in publications and information for the same, keeping a record and file of the information.

**Section 9     Sergeant-at-Arms**

- 9.1 The Sergeant-at-Arms shall be responsible for the maintenance of good order at all meetings and functions. He shall answer the Fraternity “Knock” and “Password” and be responsible for admitting brothers to the meetings.
- 9.2 He shall be responsible for the education of the Brothers in the Ritual and secrets of the Fraternity, in the proper place.

**Section 10    Parliamentarian**

- 10.1 The Parliamentarian shall govern the procedure of meetings and according to Robert’s Rules of Order, he shall interpret the VACAPAF Constitution, the General Constitution, The Ritual of Alpha Phi Alpha Fraternity, Incorporated, and any other laws of the Fraternity. Appeals may be raised and sustained by three fourths of the active membership present and voting.
- 10.2 He shall interpret the rulings of the President (if questioned).
- 10.3 He shall guide all parliamentary and legal matters of VACAPAF and be responsible for keeping the Constitution of VACAPAF up-to-date and in conformance with the General Constitution.

**Section 11    Director College Affairs**

- 11.1 The Director of College Affairs shall serve as a consultant/advisor to college chapters of VACAPAF. He shall work with college chapters in order to improve interrelationships between College and Alumni Chapters of VACAPAF.
- 11.2 He, along with the Assistant Director of College Affairs, shall serve as spokesperson for college chapters in matters that pertain to VACPAF and represent those chapters to school’s administrations if problems or questions arise pertaining to fraternal affairs.
- 11.3 He shall keep a record of problems and questions that arise on campuses and in VACAPAF.

## **Section 12 Assistant Director of College Affairs**

- 12.1 The Assistant Director of College Affairs shall be a College Brother who shall work in collaboration with the Director of College Affairs. He shall bring issues to the attention of the Director in order to improve interrelationships between College and Alumni Chapters of VACAPAF.
- 12.2 He, along with the Director of College Affairs, shall serve as spokesperson for college chapters in matters that pertain to VACAPAF and represent those chapters to school's administrations if problems or questions arise pertaining to fraternal affairs.
- 12.3 He shall keep a record of problems and questions that arise on campuses and in VACAPAF.

## **Section 13 Chaplain**

- 13.1 The Chaplain shall open and close each meeting with prayer, lead VACAPAF in the Fraternity Prayer, and direct all devotional ceremonies. He shall direct the Brothers in the reverence for God and a brotherhood among members. He shall minister to the general welfare of the Brotherhood.

## **Section 14 Associate Editor of "The Sphinx"**

- 14.1 The Associate Editor of "The Sphinx" shall edit all publications sent to the Sphinx Magazine or any other news media.
- 14.2 He shall give publicity to the activities of VACAPAF that warrant its best interest, in accordance with the will of the Officers. He shall collaborate with the Historian and assist him whenever necessary, both in news and/or historical data.
- 14.3 He shall edit the VACAPAF Newsletter with the assistance of the VACAPAF Corresponding Secretary.

## **ARTICLE VI**

### **STANDING COMMITTEES AND COMMISSIONS**

#### **Section 1     Designation of Standing Committees**

- 1.1 Standing Committees shall be representative of each Area with the appointment of both College and Alumni Brothers.
- 1.2 Standing Committees shall be appointed by the VACAPAF President with the recommendation and assistance of his Staff and Area Directors.
- 1.3 The Standing Committees of VACAPAF shall be:
  - a.) Committee on Constitution;
  - b.) Committee on Budget and Finance;
  - c.) Committee on Audits;
  - d.) Committee on Education and Scholarship; and
  - e.) Committee on S.E.P.I.A. (Sociological, Economic, Political Involvement, and Action).

#### **Section 2     Responsibilities of Standing Committees**

- 2.1 The Constitution Committee shall be chaired by the Parliamentarian and shall be responsible for the keeping, annual review, and distribution of VACAPAF Constitution, make recommendations for amendments and codification changes for both the General Constitution and the VACAPAF Constitution.
- 2.2 The Budget and Finance Committee shall be chaired by the Financial Secretary with the Treasurer as Vice Chairman. It shall be responsible for the Budget revaluations, formulation, review, and implementation. It shall hold budget hearings with VACAPAF Officers and Committee Chairmen in budget development, as well as advise and recommend any changes to the President and Staff during a mid-year review. It will make recommendations for presentation to the VACAPAF Convention for adoption.
- 2.3 The Audit Committee shall be chaired by the appointed Auditor. It shall review and audit the VACAPAF Convention accounts, the VACAPAF Organizational accounts, report findings, and make recommendations to the VACAPAF Staff and to the Convention.

- 2.4 The Education and Scholarship Committee shall be chaired by the Director or Education and Scholarship. It shall establish Educational programs and Scholarship programs for VACAPAF; advise scholarship funding mechanisms , maintain records for all accounts, and submit funds to the Treasurer for deposit into the Scholarship Fund; recommend methods for disbursement of funds to recipients; handle the review and evaluation of applicants of funded institutions; and make recommendations to the VACAPAF convention maintaining records thereof.
- 2.5 The S.E.P.I.A. Committee shall be chaired by the S.E.P.I.A. Director. It shall establish new programs and implement existing programs of Alpha Phi Alpha, with regard to sociological, economic, political involvement and action. It shall make recommendations and report to the VACAPAF Convention. It shall also coordinate S.E.P.I.A. programs across the Commonwealth.

### **Section 3 Designation of Appointed Commissions**

- 3.1 The Appointed Commissions of VACAPAF shall be:
  - a.) the Commission of Past Presidents (Advisory); and
  - b.) the Historical Commission.

### **Section 4 Responsibilities of Appointed Commissions**

- 4.1 The Commission of Past Presidents shall serve in an advisory capacity to the VACAPAF President and his Staff. It may be called upon for special projects and special representation by the President. The Commission shall elect its own chairman.
- 4.2 The Historical Commission shall be chaired by the Historian. It shall develop and keep an historical perspective and record of VACAPAF. It shall devise means for an archive for the preservation of all historical data, awards, and memorabilia of VACAPAF.

## **ARTICLE VII**

### **MEMBERSHIP**

#### **Section 1 Membership in VACAPAF**

- 1.1 Membership in VACAPAF shall be limited to Chapters of Virginia, both College and Alumni.
- 1.2 Good Standing shall be the fulfillment of all obligations to the General Organization and VACAPAF.
- 1.3 VACAPAF is authorized by convention action to levy a tax on chapters for the implementation of programs. (See By-Laws).

## **ARTICLE VIII**

### **DISCIPLINE**

The Discipline of members shall be the same as that prescribed by the General Constitution.

## **ARTICLE IX**

### **CONSTITUTIONAL AMENDMENTS**

#### **Section 1 Proposal of Amendments**

- 1.1 All proposed amendments to this Constitution shall be submitted in writing to the Constitution Committee (Parliamentarian) ninety days prior to the VACAPAF Convention.
- 1.2 The Constitution Committee shall review and evaluate all amendments, determine need and rationale, and circulate its recommendations to VACAPAF chapters sixty days prior to the VACAPAF Convention.
- 1.3 Adoption of amendments shall require the affirmative vote of three-fourths of the delegates present and voting at the VACAPAF Convention.

**\*\* BY-LAWS \*\***

**Article 1.0 Fees and Taxes**

- 1.1 All Alumni Chapters of VACAPAF shall be taxed \$50.00 per year and \$4.00 Per capita (Brother).
- 1.2 All College Chapters of VACAPAF Shall be taxed \$25.00 per year and \$2.00 Per Capita (Brother).
- 1.3 All Chapter Taxes are due by November 1 and are based on the active chapter membership as of May 1 of the Fraternal year as reported by the Executive Director of Alpha Phi Alpha Fraternity, Inc.
- 1.4 All Monies shall be paid directly to the Financial Secretary.
- 1.5 The cost of convention registration shall be set by the host Convention Committee in collaboration with the President and his staff.
- 1.6 VACAPAF will transfer from current taxes 50 cents per College Brother and \$1.50 per Alumni Brother to the VACAPAF Education Foundation.

**Article 2.0 Meetings and Conventions**

- 2.1 Staff meetings shall be held quarterly as called by the President.
- 2.2 Committee meetings shall be held as necessary called by the Chairman.
- 2.3 Conventions shall be held annually at the time and place prescribed by a previous Convention action.
- 2.4 All meetings and conventions shall be conducted according to Robert's Rules of Order (Revised).

**Article 3.0 Election Procedures**

- 3.1 The Election of officers shall be prescribed by the Committee on Nominations and Elections and adopted by the Convention. The vote shall be cast by secret ballot.
- 3.2 The newly-elected VACAPAF President shall be presented to the Eastern Regional Vice President for appointment as the District Director.

**Article 4.0 Amendments to By-Laws**

- 4.1 The method, requirement, and procedure for amending the By-Laws shall be the same as for amending the VACAPAF Constitution.

**Article 5 VACAPAF as a District of the Eastern Region**

- 5.1 As a District of the Eastern Region, the VACAPAF Organization and Staff shall serve in the administration and management of all VACAPAF Chapters on behalf of the Eastern Regional Vice President with authority properly granted.
- 5.2 VACAPAF will communicate directives, fiscally and actively supporting the District Director/VACAPAF President and his Area Directors active on behalf of the Eastern Regional Vice President in chapter administration, management, and implementation of Eastern Region programs.
- 5.3 If the VACAPAF President is not appointed to serve as the District Director, and thus, VACAPAF is not authorized to serve as a District Organization, VACAPAF will continue to function as an independent State (Commonwealth) Organization for Alpha Phi Alpha Fraternity, Incorporated.