

Phi Kappa Psi Fraternity

Illinois Iota

Chapter Bylaws

Article I: Membership

Section One. The membership of the Chapter shall consist of the undergraduates of Northern Illinois University and alumni who have been duly initiated, or transferred to, the same.

Section Two. Only the undergraduate members of the Chapter, as defined by Article I, Section Two of the National Bylaws, in good standing, as defined by Article I, Section Three of the Chapter Bylaws, are entitled to hold offices and vote therein.

Section Three. Undergraduate members must maintain a grade point average [GPA] of at least 2.5 on a 4.0 scale to remain in good standing. If a brother's semester grade point average is below 2.5, the brother will be placed on social probation for the next semester. Social probation prohibits the brother from participating in the social aspects of the chapter including but not limited to: social events with sororities, mixers, and brotherhood events. Social probation may be temporarily lifted through an academic contract made with the scholarship chairman.

Section Four. Pledging

Clause 1: Pledges shall maintain a GPA of at least 2.5 on a 4.0 scale in order to be initiated into the chapter.

Clause 2: If a pledge comes under disciplinary investigation by the College, then his pledge program is suspended until the issue is resolved. Continuation or termination of the pledge program is contingent upon a unanimous vote by the Brotherhood.

Clause 3: If the brotherhood deems that a pledge cannot finish his pledge program in the allotted time, a vote of "de-activation" may be passed by a three-fourths [3/4] vote. De-activation will pause the pledge program for the remainder of the semester. When the next semester begins, the pledge will have the choice of de-pledging, resuming the pledge process by himself from where he left off, or joining the next new pledge class for the entire six weeks.

Section Five. All members must sign and abide by the Code of Conduct at the first chapter of each semester.

Article II: Meetings

Section One. Regular Meetings

Clause 1: The first meeting of the month shall be held on the first Sunday before classes at nine [9] p.m. At this meeting, the Brotherhood will agree upon the day and time of regular meetings from then until the end of the semester.

Clause 2: Meetings shall be held at least three times a month, but may be held every week at the discretion of the GP.

Clause 3: The meeting time is subject to change by recommendation of the GP at least two [2] days in advance.

Clause 4: The first meeting of the month, the first meeting of new officers and meetings which include officer elections and/or recommendations for Brother initiation are formal.

Clause 5: At the first meeting of every month, the BG shall review all pertinent information and events from the previous month.

Clause 6: Any brother missing a chapter function without a pre-approved excuse shall incur a fine of fifteen dollars. Said brother may not participate in any social function or chapter event including voting until said fine has been paid.

Section Two. Special Meetings

Clause 1: Special meetings shall be held by the Chapter upon a written request signed by at least three [3] Brothers at least twenty-four [24] hours before the time appointed for said meeting.

Section Three. Order of Business

Clause 1: The order of business at a regular meeting shall be as follows:

1. Opening Ceremony as described in the Ritual
2. Quorum [Roll] call
3. Hi inspiration
4. Reading of the minutes and action thereupon
5. GP report
6. Other officer reports
7. Governing Committee report and action thereupon
8. Unfinished [Old] business
9. New business
10. Election and installation of officers, delegates and members, if necessary
11. Hi inspiration
12. Remarks for the benefit of the chapter
13. Closing Ceremony as described in the Ritual.

Clause 2: The order or business at a special meeting shall be as follows:

1. Opening Ceremony as described in the Ritual
2. Quorum [Roll] Call
(If a quorum is not present, the meeting may not continue)
3. Statement of special business and action thereupon
4. Closing Ceremony as described in the Ritual

Clause 3: Ceremonies of pledging and initiation shall be held at a special meeting of the chapter held for that purpose at times agreed upon by the Chapter.

Clause 4: Written excuses for absence from any meeting must be submitted to the BG at least twenty-four [24] hours prior to said meeting. The BG will determine the validity of such excuses.

Definition: A quorum is defined as one-half plus one [$\frac{1}{2} + 1$] of all voting members of the Chapter, excluding the GP or his substitute as defined by Article IV, Section Three of the Chapter Bylaws.

Section Four. Parliamentary Authority

Clause 1: *Robert's Rules of Order, Newly Revised* shall be the authority on rules of parliamentary procedure, unless otherwise stated in these, or the National, bylaws.

Article III: Elections

Section One. Members

Clause 1: Election of members shall be by secret ballot. A unanimous affirmative vote shall be necessary for election.

Clause 2: There shall be no voting by proxy.

Exception: In the case that a Member of the Chapter expecting to be absent from a meeting in which a vote will be taken upon [a] proposed candidate[s] for admission, files his vote[s], duly witnessed and signed by another member, files his vote with the BG prior to the meeting. Failure to do so will result in the vote being recorded in the affirmative.

Section Two. Officers

Clause 1: Primary nominations for officers shall be held one week before the meeting for elections. Further nominations, but no speeches, shall be accepted at the meeting for elections.

Clause 2: President, Vice President, Historian, and Treasurer shall be year long terms with voting in December and shall be elected by a majority vote of members present. All other officers shall be elected semiannually by a majority vote of all voting members present for the election meeting.

Section Three. Installation of Officers

Clause 1: Officers must have a minimum 2.5 GPA on a 4.0 scale.

Clause 2: Officers shall be sworn in at the next meeting after their election and shall take office the following semester..

Clause 3: Whenever a permanent vacancy shall occur in any office, it shall be filled by election at the next regular meeting.

Clause 4: No member may hold office if he has not discharged his debts to the Fraternity.

Clause 5: Each nominee will be allotted three minutes to speak during elections.

Article IV: Officers

Section One. Any officer of the Chapter incurring a fine or penalty from any authority of the Fraternity shall be personally liable to the Chapter for that amount.

Clause 1: All officers shall be subject to review by the chapter halfway through term.

Section Two. GP

Clause 1: The GP shall be the presiding officer of the Chapter and shall have all powers and duties usually pertaining to the office.

Clause 2: He shall be an ex-officio member of all committees and an active member of the Governing Committee.

Clause 3: He shall give notice for nominations for elections at or before the last regular meeting before such nominations.

Clause 4: The GP may vote only on amendments to the Bylaws, elections, issues of membership, in the event of a tie and when deemed necessary by the Executive Council.

Section Three. VGP

Clause 1: The VGP shall perform the duties of the GP when he is absent or unable to act.

Clause 2: He shall administer all Chapter oaths, except at trials conducted by the Chapter.

Clause 3: He shall be the chairman of the Governing Committee and Grievance Committee.

Exception: When a conflict of interest occurs as determined by a majority of the voting members present at a regular meeting, the GP shall appoint a replacement for matters pertaining to that case only.

Section Four. P

Clause 1: He shall be the treasurer of the Chapter. He shall collect and deposit all Chapter funds in a bank designated by the Chapter in an account in the name of the Chapter.

Clause 2: He shall take vouchers for all payments.

Clause 3: He shall keep a receipt book from which he will give a receipt for all money received by him, entering on the stub the name, date, amount and purpose for which it was paid.

Clause 4: He shall record all fines at the time of imposition and all remissions of fines, when made by authority.

Clause 5: He shall present a written statement of all financial activities, including expenditures, receipts, assets and liabilities of the Chapter at each meeting.

Section Five. AG

Clause 1: The AG shall be the presiding officer in the absence of the GP and VGP.

Clause 2: He shall be the corresponding secretary of the Chapter.

Clause 3: He shall be the correspondent for *The Shield*.

Clause 4: He shall acknowledge promptly the receipt of all communications and report the matter therein to the Chapter at its next meeting, notifying the correspondent promptly of the action thereupon.

Clause 5: He shall preserve copies of all communications sent by him and keep the same properly posted and indexed.

Clause 6: He shall be the PR director and will inform the media of all events.

Section Six. BG

Clause 1: The BG shall be the presiding officer in the absence of the GP, VGP and the AG.

Clause 2: He shall be the recording secretary of the Chapter and shall keep a full and accurate account of all chapter proceedings.

Clause 3: He shall be the custodian of the Seal, records and archives of the Chapter and shall keep the same in a safe place designated by the Chapter.

Clause 4: He shall keep all records, books and reports or other chapter property in the Chapter vault.

Clause 5: He shall write all motions passed in reports of committees into the minutes and file them properly.

Section Seven. SG

Clause 1: He shall be the historian of the Chapter and shall have custody of the scrapbook, library, photo album and similar properties.

Clause 2: He shall keep a scrapbook in which he shall preserve all published matters concerning the Fraternity, the Chapter or any member or alumnus thereof.

Clause 3: He shall be responsible for the creation of a photo album recording the events of the Chapter or any member or alumnus thereof during the semester of his tenure as SG.

Clause 4: He shall keep an index of the alumni and undergraduate members of the Chapter.

Clause 5: He shall organize a group composite.

Section Eight. Hod

Clause 1: He shall be the messenger.

Clause 2: He shall be the custodian of the Chapter Room and have the same suitably prepared at least fifteen [15] minutes before each meeting.

Clause 3: He shall organize all house cleanups and shall prepare duty rosters at least twenty-four [24] hours before a house function requiring one.

Exception: Cleanups and duty rosters related to social functions shall be at the direction of the Social Chairman.

Clause 4: He shall sit on the housing committee

Section Nine. Phu

Clause 1: He shall be the sergeant-at-arms and shall guard the Chapter Room entrance during Chapter meetings.

Clause 2: He shall be responsible for maintaining order and decorum during Chapter meetings and Ritual ceremonies and shall be the Parliamentarian along with the GP.

Clause 3: He shall be responsible for arranging Brothers' Dinners and Letter Days.

Clause 4: He shall sit on the housing committee.

Section Ten. Hi

Clause 1: He shall be the chaplain of the Chapter and shall perform the duties pertaining to the office.

Section Eleven. Interfraternity Council Representative

Clause 1: He shall be the chapter's representative on the Interfraternity Council and shall report back to the chapter on all matters pertaining to the Interfraternity Council and the chapter.

Article V: Committees**Section One. Governing**

Clause 1: The committee shall consist of the VGP as chairman, the GP, the P and the chairmen of all committees as defined by Article V of the Chapter Bylaws.

Clause 2: The committee shall supervise the affairs of the Chapter, especially those concerning other committees

Clause 3: The committee shall pay particular attention to the relations between the Chapter and the College, other Greek organizations and each member of the Chapter and his fellow students.

Section Two. Membership

Clause 1: The committee shall consist of at least two [2] members and a chairman appointed by the GP.

Clause 2: The committee shall examine the qualifications and acceptability of each candidate whose name is referred to the committee and report on such to the chapter.

Clause 3: The committee shall organize a recruitment plan each semester for the following semester.

Clause 4: The Chair shall be a year long position.

Section Three. Grievance

Clause 1: The committee shall have at least three [3] members with the VGP as chairman.

Clause 2: The committee shall have the power to impose fines and reduce or remit said fines upon satisfactory cause shown in writing within one week after imposition thereof and it shall forthwith certify its action thereon to the P in writing.

Clause 3: The committee shall take cognizance of the absence, without valid excuse, of any member from any regular meeting of the Chapter and levy a fine of at least five [5] dollars.

Clause 4: The committee shall take the same action for any committee member, including chairmen, who are absent, without valid excuse, from two consecutive regular committee meetings.

Clause 5: The committee, after examining all relative factors, may fine all individuals missing any Chapter function.

Section Four. Social

Clause 1: The committee shall consist of at least two [2] members and a chairman appointed by the GP.

Clause 2: The committee shall devise and supervise all the social affairs of the Chapter, except those placed under the control of the Membership Committee, and shall assure that said social events are in full compliance with National risk management and insurance policies.

Clause 3: The committee shall be in charge of organizing members for participation in intramural and inter-Fraternity athletics.

Section Five. Finance

Clause 1: The committee shall consist of at least two [2] members, including the P, and a chairman, appointed by the GP, who shall be the assistant P.

Clause 2: The committee shall exercise strict supervision of all financial transactions in compliance with a budget that shall be prepared at the beginning of each semester. All Fraternity money will come to a vote by the chapter. In matters of importance, the finance committee may vote to allocate funds if it is for the betterment of the entire Chapter.

Clause 3: The committee shall take cognizance of all the affairs relating to the office of the P and shall see that all requirements of that office are met.

Clause 4: The committee shall audit all books, when it is deemed necessary, of the P and of any officer or committee in any way handling the funds of the Chapter and shall report thereon to the Chapter.

Clause 5: The committee shall create a mid-semester report of the budget.

Section Six. Scholarship

Clause 1: The committee shall consist of at least two [2] members and a chairman appointed by the GP.

Clause 2: The committee shall collect the transcripts of every brother at the beginning of each semester and shall recognize and award the brother who has the highest GPA and also the brother who has had the greatest improvement in GPA from the previous semester.

Clause 3: The committee shall organize and update files of courses taken by Brothers and will be in care of controlling said files.

Clause 4: The scholarship chair will be able to view the grade reports of active undergraduate members. It will be completely confidential.

Section Seven. Philanthropy/Community Service

Clause 1: The committee shall consist of at least two [2] members and a chairman appointed by the GP.

Clause 2: The committee shall devise and supervise at least two [2] community service projects each semester one of which shall benefit the College community, and the other of which shall benefit the community at large.

Clause 3: The committee shall organize and update files of the philanthropic activities of each Brother of

the Chapter and will be in care of controlling said files.

Section Eight. Housing

Clause 1: The House Manager shall be a year long term and be elected during fall elections. The House Manager shall be chair of the Housing committee. The Phu and Hod shall be members of said committee.

Clause 2: The committee shall have charge of the Chapter house and grounds and shall see that they are kept in proper condition.

Clause 3: The committee shall formulate proper rules for the use of the Chapter facilities and conduct therein.

Clause 4: The committee shall effect repairs or purchase supplies where necessary and will certify such expenditures with the P.

Section Nine. Alumni

Clause 1: The committee shall consist of at least two [2] members, including the AG, and a chairman appointed by the GP, which is not the AG.

Clause 2: The committee shall keep an accurate record of all Chapter alumni and their contact information.

Clause 3: The committee shall take charge of organizing alumni functions, specifically the Alumni Weekend and Founder's Day events.

Clause 4: The committee shall produce a monthly alumni newsletter also to the Advisor, which may be distributed via electronic mail.

Section Ten. Fraternity Education

Clause 1: The committee shall consist of at least two [2] members and a chairman appointed by the GP.

Clause 2: The committee shall implement the "Six-Week Pledge Program" mandated by the Executive Council.

Section Eleven. Technology Committee

Clause 1: The committee shall consist of at least one [1] members and a chairman appointed by the GP

Clause 2: The committee shall maintain and update the chapter web page.

Section Twelve. General Guidelines

Clause 1: All committees shall continue until their successors have been appointed or until their work is completed and the authority of the Chapter discharges them.

Clause 2: The GP may request a report, written or otherwise, from any standing or special committee. If written, the report will be filed with the BG and shall be retained for future use.

Clause 3: Special committees shall be appointed from time to time by the GP with the approval of the Chapter.

Clause 4: The GP shall appoint the members of all committees.

Clause 5: All committees must meet weekly and must have at least one committee report per month.

Clause 6: The time and place of all meetings shall be posted at least twenty-four [24] hours before said meetings.

Clause 7: All decision of all committees are subject to final approval of the Chapter.

Clause 8: No committee shall be allowed to report at weekly meetings without submitting an official committee report sheet approved by the GP and BG.

Article VI: Fees, Dues and Assessments

Section One. Pledge Fees

Clause 1: The pledge and initiation fees shall be payable to the Chapter, which shall remit payment to Fraternity Headquarters, prior to the respective ceremonies.

Section Two. Dues

Clause 1: Each member of the Chapter shall be required to pay the monthly dues are previously agreed upon by the Chapter.

Clause 2: The cost of all special obligations occurring irregularly shall be met by special assessments determined by a vote of the Chapter.

Section Three. Assessments

Clause 1: It will be Mandatory for every member, including pledges, to attend at least one Interfraternity Council Meeting a semester. Failure to do so will result in a \$50 fine.

Clause 2: Members will incur a \$25 fine for not attending any event deemed mandatory by the Executive Board with at least 48 hours notice given to all members.

Article VII: Amendments

Section One. These Bylaws, or any portion thereof, may be repealed or amended at any regular or special meeting of the Chapter by a two-thirds [2/3] vote of the voting members of the Chapter at attendance at such meeting, provided notice was given at the preceding meeting.

Section Two. These Bylaws are subject to approval of the Executive Council and the Attorney General of the Fraternity.

Section Three. Any portion of these Bylaws which is inconsistent with the Constitution, Bylaws, Rules or Ritual of the Fraternity shall not be valid and must be repealed or amended until such inconsistency is resolved.