

**By-laws of the
Rho Kappa Chapter
Phi Beta Sigma Fraternity, Incorporated**

Article I- Name and Purpose

Section 1-1 Name

The name of this organization shall be the Rho Kappa chapter of Phi Beta Sigma Fraternity, Incorporated, hereafter referred to as Rho Kappa

Section 1-2 Purpose

The purpose of this chapter shall be to foster the principles of Phi Beta Sigma Fraternity, Incorporated: Brotherhood, Scholarship, and Service

Article II- Membership

Section 2-1 Qualifications

- A. Be a member of Phi Beta Sigma Fraternity, Inc.
- B. Enrolled in an accredited university within a 50 mile radius
- C. Live in the Louisville Metro area or within a 50 mile radius
- D. Maintain a 2.5 cumulative grade point average on a 4.0 scale
- E. Pay all dues (national, regional, and chapter)
- F. Be active in the fraternity

Section 2-2 Academic Probation

All members shall submit an unofficial transcript every semester to chapter advisor. Any member with below a 2.5 GPA on a 4.0 scale shall be placed on academic probation until the next academic period. While on academic probation the member is still required to attend all scheduled meetings and community service, but is prohibited from participating in any social events or voting.

Section 2-3 Midterm Reports

This chapter will have mandatory midterm reports filled out by every member and turned in to the chapter advisor by the second week after midterms. If a member does not have a 2.5 by midterm, they must seek tutoring or some other form of assistance.

Section 2-4 Powers' of Members

- A. Any member may make motions, recommendations, or express proposals to the chapter.

Article III- Meetings

Section 3-1 Meetings

All meetings shall be mandatory unless a member has a legitimate excuse. Legitimate excuses must be documented or confirmed, and determined by either the president or vice president. It will be the duty of the secretary to record excused and non excused absences. Members shall give prior notice of their absence to the President or Vice President. This notice shall be written or verbal and at least two hours before meeting. Failure to do so shall result in an unexcused absence. Meetings shall be conducted under the most recent version of Robert's Rules of Order.

Section 3-2 Meeting Procedure

- A. Call to Order
- B. Role Call
- C. Opening Prayer
- D. Additions to the Agenda
- E. Secretary Report (Last meeting minutes)
- F. Treasurer's Reports
- G. President's Report
- H. Committee Reports
- I. Old Business
- J. New Business
- K. Brotherhood/Resolutions

Section 3-3 Meeting Times

Official Meetings shall be every other Sunday of the month at 7p.m. unless authorized by presiding officer.

Section 3-4 Meeting Attire

Shall be business/casual attire consisting of slacks, collared shirts, and no jeans or sweats.

Section 3-5 Quorum:

Two-Thirds of the financial members of the chapter or the entire executive board shall constitute a quorum for the transaction of business at any regular or special meeting.

Article IV- Executive Board, Duties

Section 4-1 Executive Board:

- A. Shall be the President, Vice President, Treasurer, Secretary, and Parliamentarian. No member may hold more than one position on the Executive Board
- B. Executive Board decisions are subject to review by the chapter and may be overturned by a two-thirds vote.

Section 4-2 President, It shall be the duty of the President to

- A. Preside over all meetings of the chapter
- B. Serve as the Ex-Official chairmen of all committees
- C. Create special committees when necessary
- D. Appoint all chairmen and members of committees, with the consent of the Executive Board, provided for in the Constitution, By-Laws, and rules of procedure.
- E. Co-sign all official financial disbursements with Treasurer
- F. Call special meeting when appropriate
- G. Sign all official documents of the chapter
- H. Shall prepare a presidential report for each official meeting
- I. Shall not have a vote in official business matters except to break a tie in voting
- J. Be responsible for collecting and reading aloud absentee ballots pertaining to chapter business.
- K. Serve as NPHC representative for the appropriate universities or delegate an alternate
- L. Can call the chapter to hold an un-official meeting, with consent of a majority of the E-board or a majority of the chapter.

Section 4-3 Vice President, It shall be the duty of the Vice President to

- A. Preside over all meetings in absence of the president
- B. Supervise all committees
- C. Responsible for deeming mandatory events and meetings
- D. The Vice-President shall become the chapter President if the President is removed from office for any reason
- E. Co-sign all official documents in absence of president

Section 4-4 Secretary, It shall be duty of Secretary to

- A. Keep a strict record of official business meetings, electronic and paper copy
- B. Prepare minutes for each meeting
- C. Check the chapter mailbox weekly
- D. Shall notify all committees of their appointments
- E. Shall sign all official documents when requested
- F. Shall perform all secretarial duties as assigned by the chapter
- G. Shall e-mail meeting minutes out no more than two days after meeting

Section 4-5 Treasurer, It shall be the duty of the Treasurer to

- A. Shall collect all dues and other monies for the chapter
- B. Deposit all money into chapter checking account
- C. Co-sign all financial disbursements with President
- D. Shall keep a record of all financial transaction and fines
- E. Shall submit a financial report at every meeting along with a copy of the monthly bank statement
- F. Coordinate all chapter fundraisers with fundraising chair

Section 4-6 Parliamentarian, It shall be the duty of the Parliamentarian to

- A. Be responsible for facilitating and keeping order at all meetings
- B. Serve as chairperson of the Constitutional/ By-Laws Review Committee.
- C. Advise all committees and officers on infractions against the Constitution/ By-Laws
- D. Develop sufficient expertise to advise the President on matters of parliamentary procedure
- E. Conduct parliamentary workshops as needed

Article V- Elections and Removal from Office

Section 5-1 Elections:

- A. Elections shall occur the first meeting in May. Term of office shall be from June 1st to May 31st, or until a replacement is elected.
- B. Any member, elected or appointed to a position, who fails to meet the qualifications, requirements, or responsibilities of the office held, shall be subject to discipline up to and including impeachment.

Article VI- Standing Committee

Section 6-1 Fundraising:

This committee sees to the economic growth of the chapter through development of money raising programs. A minimum of Four (4) members must be present for the duration of the fundraising event to qualify as a chapter fundraiser. The Fundraising chair shall be charged with completing and submitting the fundraising forms to the secretary for filing.

Section 6-2 Bigger and Better Business:

This committee shall design such programs as may foster ideas for the effective organization, improvement and expansion and the dissemination and propagation of information for the advancement of sound business principle and practices. The committee shall assist the membership in the preparation and updating of resumes. A minimum of Four (4) members must be present for the duration of the Bigger and Better Business event to qualify as a chapter fundraiser. The Bigger and Better Business chair shall be charges with completing and submitting the fundraising forms to the secretary for filing.

Section 6-3 Education Committee:

This committee shall design such programs as may promote academic, economic, industrial, and business education. A minimum of Four (4) members must be present for the duration of the Education event to qualify as a chapter fundraiser. The Education chair shall be charges with completing and submitting the fundraising forms to the secretary for filing.

Section 6-4 Social Action Committee:

This committee shall design such programs as may promote the social welfare and full participation of all persons within the society. The committee shall carry out such programs as may provide needed social services. The committee shall maintain a close working relationship with the appropriate campus and citywide social action organizations. A minimum of Four (4) members must be present for the duration of the Social Action event to qualify as a chapter fundraiser. The Social Action chair shall be charges with completing and submitting the fundraising forms to the secretary for filing.

Section 6-5 By-Laws:

Update the constitution and by-laws of the chapter.

Article VII- Special Committee

Section 7-1 Intake and Recruitment:

This committee is responsible for new membership intake. The New Membership Educator shall be the chair and coordinate all intake procedures with the help and supervision of Epsilon Beta Sigma Chapter of Phi Beta Sigma Fraternity, Inc. Individual recruitment shall be a year round ongoing effort by all active members and shall report to the recruitment chair.

Article VIII- Constitution

Section 8-1 Constitution:

The latest amended version of the national constitution of Phi Beta Sigma Fraternity, Inc.

Article IX- Fines and Fees

Section 9-1 Fees:

Each active member of the chapter shall pay \$50.00 upon the first meeting of the semester. If dues are not paid member must set up payment plan with the Treasurer. The minimum payment will be \$15.00 if payment plan is required and is expected to be paid within three business meetings. All new members will have the next semesters dues waived. If fees are not paid in a timely manner the member will be deemed in-active.

Section 9-2 Dues:

Dues shall be the amount voted and agreed upon the first meeting of the semester and is mandatory to be paid each semester. Minimum chapter dues to be voted on shall be the amount of \$5.00 per member.

Section 9-3 Fines

- A. Fines shall be the amount of \$10.00 for an unexcused absence from a mandatory meetings and events
- B. Each active member will only be fined for mandatory events and meeting to be determined by the Vice President and/or President
- C. Payments for fines will be due by the next official business meeting. If fines are not paid active member will become in-active until the debts are paid, and all in-active members fraternal benefits will be taken until all debts are paid. Elected officers shall be removed from office until all debts are paid and fraternal benefits shall be revoked until all debts are paid.

Article X- Voting

Section 10-1 Voting

A motion or amendment shall be passed by a majority vote of the number of active members present during meetings. Only financial members in good standing may vote.