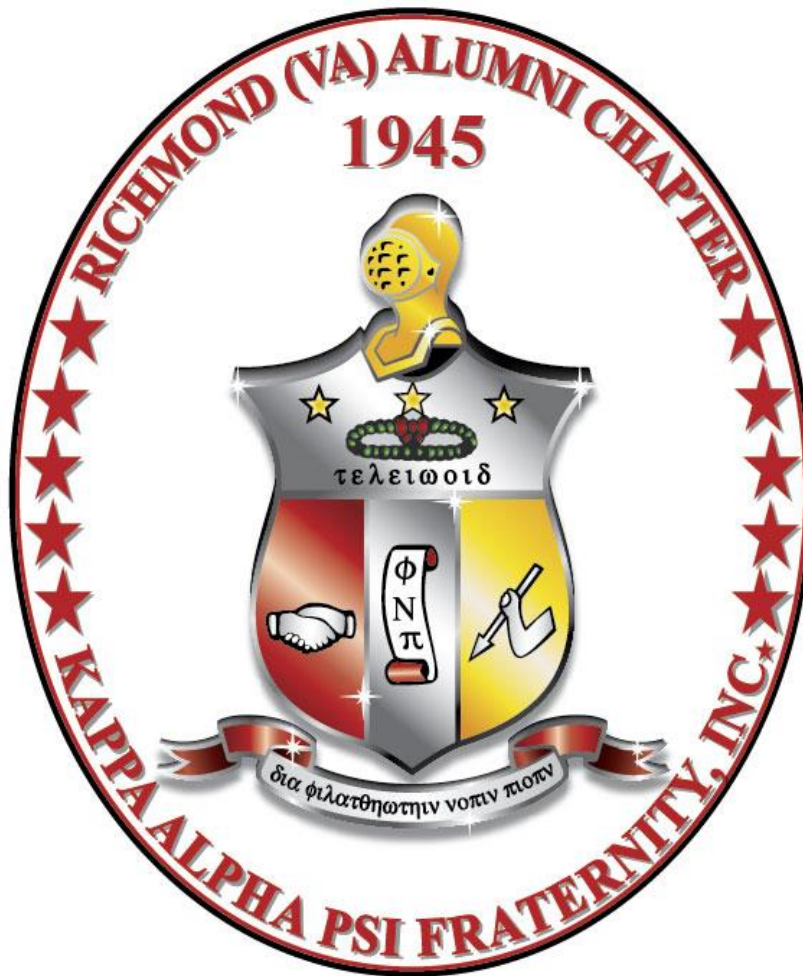


***THE RICHMOND (VA) ALUMNI CHAPTER
OF
KAPPA ALPHA PSI FRATERNITY, INC.***



CHAPTER BYLAWS

**CHAPTER BYLAWS
RICHMOND (VA) ALUMNI CHAPTER
KAPPA ALPHA PSI FRATERNITY, INCORPORATED
(Adopted February 6, 2016)**

DEFINITIONS

The following definitions apply to terms utilized in these Bylaws:

Ad Hoc Committee: A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective

Financial: A member who has paid all dues and assessments required at all three levels of the Fraternity

In Good Standing: A member who has met all of the terms and requirements for active participation and the unconditional exercise of all rights and privileges of membership conferred upon initiation; not under any disciplinary sanction at any level of the Fraternity

Quorum: The number of members required to be present to transact business

Standing Committee: A permanent committee that meets regularly

**ARTICLE I
NOMENCLATURE**

The name of this organization shall be the RICHMOND (VA) ALUMNI CHAPTER, KAPPA ALPHA PSI FRATERNITY, INCORPORATED

**ARTICLE II
OBJECTIVES**

The objectives of this chapter shall be:

- A. To unite college men of culture, patriotism and honor in a bond of fraternity;
- B. To encourage honorable achievement in every field of human endeavor;
- C. To promote the spiritual, social, intellectual, and moral welfare of members;
- D. To assist the aims and purpose of colleges and universities; and

E. To inspire service in the public interest.

ARTICLE III

CHAPTER OFFICERS, OFFICER DUTIES & RESPONSIBILITIES

Section 1

The elected officers of this Chapter shall be a Polemarch, First Vice-Polemarch, Second-Vice Polemarch, Keeper of Records, Assistant Keeper of Records, Keeper of the Exchequer, Assistant Keeper of the Exchequer, Strategus, Lieutenant Strategus, Historian, Reporter, Nominating Committee Chairman and the members of the Board of Directors and such other officers as may be found expedient. The following offices and positions shall be appointed by the Polemarch upon majority consent of the Board of Directors: Parliamentarian, Chaplain, General Counsel, and all committee chairs (except where otherwise stated).

Section 2

The officers of this chapter and their respective duties shall be in accordance with ARTICLE XXVII of the Constitution of Kappa Alpha Psi Fraternity, Incorporated, and as otherwise set forth in the provisions of these Bylaws and the adopted Chapter Policies and Procedures.

Section 3

The duties of the Polemarch shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 2) which states that: “The Polemarch shall be the official head of the Chapter. He shall preside at all of its meetings and have general supervision of its affairs. He shall appoint all committees that are not otherwise provided for by the Bylaws. He shall have the power to call special or extra meetings when he considers it necessary, provided that in such cases every member of the Chapter be notified in writing at least five days in advance of such meetings. He shall see that the officers of the Chapter discharge their duties faithfully, impartially, accurately and promptly, and he shall enforce strict observance of the laws and policies of the Fraternity. He shall sign all warrants for the payment of money authorized by the Chapter and perform such other duties as may be imposed upon him by law.”

Section 4

- A. The duties of the First Vice Polemarch, shall be as prescribed for the Vice Polemarch in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 3) which states that: “It shall be the duty of the Vice-Polemarch to perform the duties of the Polemarch when the Polemarch is absent or otherwise unable to serve, and to perform such other duties as may be required of him.” The First Vice Polemarch shall additionally be responsible for coordinating all reporting at the local, province, and Grand Chapter level, overseeing chapter certification submissions, assisting the Polemarch in the development of the chapter’s management plan, developing, and maintaining, the chapter’s manual of standard operating procedures, directory, officers, and committees, assisting the Polemarch in coordinating the annual retreat, assisting in developing the chapter’s award submissions, and overseeing committee responsibilities as designated.

- B. The duties of the Second Vice-Polemarch shall be to perform the duties of the Polemarch and First Vice-Polemarch in their absence, to develop, coordinate, and supervise all chapter projects and programs, to assist in the chapter's management plan, and to assist in the development of the chapter's award submissions.

Section 5

- A. The duties of the Keeper Of Records shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 4) which states that: "It shall be the duty of the Keeper of Records to keep accurate and complete account of all records of transactions of the Chapter, to conduct its correspondence, to maintain dated records of deaths and other separations, and to submit promptly and accurately all reports required of him by the Grand Polemarch, The Grand Board of Directors, Executive Committee, and the Province Polemarch of his jurisdiction. He shall maintain file copies of all Confidential Bulletins, and of such other releases as may issue from the National Headquarters office. He shall keep his records and accounts in well bound books in such form as may be prescribed by law, sign all warrants authorized to be paid by his chapter, and perform such other duties as his Chapter, the Grand Chapter, or the Province may impose upon him. The books of the Keeper of Records shall be available for inspection at all times by the Chapter with which he is identified, by the Province Polemarch, by Active Chapter Alumni Advisors, by the Grand Polemarch, and by the Executive Committee or its duly appointed representative, and by such other persons as the Grand Chapter or the Grand Board of Directors may designate." The Keeper of Records shall also be responsible for maintaining an accurate chapter roster, and managing and distributing chapter email correspondence in a timely fashion subject to the Polemarch's approval.
- B. It shall be the duty of the Assistant Keeper of Records to assume all of the duties of the Keeper of Records in his absence. He shall perform such other duties as may be required of him.

Section 6

- A. The duty of the Keeper of the Exchequer shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 6) which states that: "The Keeper of the Exchequer shall have the care and custody of all monies of the Chapter, and shall pay out same, only upon warrants authorized by the Chapter and signed by the Polemarch and the Keeper of Records. He shall keep a true and accurate account of all receipts and disbursements of his office in well bound books suitable for the purpose, and his books and records shall be open for inspection at all times by the Chapter with which he is identified, by the Province Polemarch, by Active Chapter Alumni Advisors, by the Grand Polemarch, and by the Executive Committee or its duly appointed representative. He shall perform such other duties as may be required of him." The Keeper of Exchequer shall also be responsible for presenting monthly account and budget updates, and ensuring the financial status of members.
- B. It shall be the duty of the Assistant Keeper of the Exchequer to assume all of the duties of the Keeper of the Exchequer when the Keeper of the Exchequer is absent or

otherwise unable to serve. He shall perform such other duties as may be required of him.

Section 7

The duty of the Strategus shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 9) which states that: “The Strategus shall have charge of the approaches to the meeting room when the Chapter is in session; shall preserve order and decorum, taking care that none not duly qualified enter or retire without permission and perform such other related duties as may be required of him.” The Strategus shall also be responsible for the distribution and collection of all ritualistic based materials and maintain order while the chapter meeting is in session.

Section 8

The duty of the Lieutenant Strategus shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 10) which states that: “The Lieutenant Strategus shall assist the Strategus in the performance of his duties, act for him in his absence, and perform such other related duties as may be required of him.”

Section 9

The duty of the Historian shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 7) which states that: “The Historian shall collect, compile and preserve historical and biographical data for his chapter, and shall transmit such data when requested of him by the Grand Historian. He shall maintain file copies of all Kappa Alpha Psi Journals and evidence of individual or Chapter Achievement. He shall prepare a Chapter History.” The Historian shall also be responsible for preparing a summary of the chapter’s activities and build archives for each fraternal year, as well as assist with the chapter’s achievement petitions.

Section 10

The Parliamentary shall advise the presiding officer and the Chapter on parliamentary procedures. He shall review all proposed changes to the Bylaws and advise the Chapter as to their appropriateness.

Section 11

The duty of the Reporter shall be as prescribed in The Constitution of Kappa Alpha Psi (Article XXVIII, Section 8) which states that: “The Reporter shall forward to the Kappa Alpha Psi Journal news items and other items for publication in such form and at such times as shall be indicated. He shall be selected on account of his peculiar fitness to perform the duties of the office.” The Reporter shall also be responsible for assisting with the chapter’s achievement petitions.

Section 12

The Board of Directors shall be composed of nine (9) members, four of whom shall be the Polemarch, 1st Vice Polemarch, Keeper of Records and the Keeper of the Exchequer. The five other members, who hold no other office, shall be elected from the membership. The Board of Directors shall represent the Chapter in all legal matters when authorized by the Chapter to do so or it is impractical for the entire membership of the Chapter to do so, and shall perform such

other related duties including the authorization of expenditure of chapter funds when such expenditures should be made prior to a regularly scheduled meeting, as may be required of them. The Board shall meet in advance of regularly scheduled Chapter meetings unless in the judgment of the Polemarch there is insufficient business to be conducted to justify the meeting, in which case he shall notify all members of the Board of Directors of the cancellation of the scheduled meeting.

- A. The Board of Directors shall have the power to fill by majority vote any vacancy caused by death, failure to elect, resignation, or removal of any Chapter officer, and the member selected for such vacancy shall serve until his successor is elected and qualified at the next regular election.
- B. The Board of Directors shall have the power, by a majority vote of its members, to remove any Chapter member from office for good cause, including, but not limited to malfeasance in office, failure to maintain financial status on all three levels of the Fraternity, neglect of duty, or any other offense against the laws, dignity, or interests of the Fraternity.

Section 13

The Polemarch and the First Vice-Polemarch shall attend, as voting delegates, all Grand Chapter Meetings/Conclaves, Eastern Province Council Meetings and C. Roger Wilson Leadership Conference Meetings which take place during their term.

ARTICLE IV **NOMINATION AND ELECTION OF CHAPTER OFFICERS**

Section 1

There shall be a Nominating Committee of the Chapter that shall study the qualifications of the members of the chapter and select those whom the Chairman and his committee believe would be best suited for the various offices.

Section 2

In addition to the Nominating Committee Chair, the Nominating Committee shall consist of no less than four and no more than eight members to be elected by the Chapter at its regular meeting in March.

Section 3

Chapter officers (excluding the Nominating Committee Chair) and members that are not in good standing shall be excluded from membership on the Nominating Committee. It shall be the duty of the Nominating Committee Chair to determine the financial status with Grand Chapter, the Eastern Province, and the Chapter of all members seeking a nomination to hold office with the Chapter.

Section 4

No member shall be eligible for office who (1) is not financial on all three levels of the Fraternity; or who (2) is under expulsion, suspension, or other disciplinary actions by the Fraternity.

Section 5

The Nominating Committee Chairman will present the Committee's recommendation for the respective offices at the regular meeting in May.

Section 6

Notwithstanding the recommendations made pursuant to the provisions of Art. IV § 2, the Chapter shall entertain nominations made from the floor during the May regular Chapter meeting, or at any other time during which elections are to be held.

Section 7

An individual nominated for office by the Committee or from the floor must be present to accept or decline the nomination, or otherwise have a previously designated proxy to accept or decline the nomination, prior to being added to the ballot for election.

Section 8

The financial members of the Chapter shall vote, by secret ballot, upon each candidate for Chapter office at the May regular Chapter meeting.

Section 9

Subject to Article IV § 4, election to Chapter office shall be by majority vote of the financial members of the Chapter present at the May regular Chapter meeting.

Section 10

Members selected to hold office shall be formally inducted into office as the last act of business at the June regular meeting following the elections.

Section 11

Pursuant to Statute 21 § 6 of the Statutes of Kappa Alpha Psi, all officers of the Chapter, prior to assuming their respective duties, shall repeat the oath of office, which shall be administered by the presiding officer or a past Polemarch.

Section 12

The administrator of the oath shall appropriately charge the officers with their individual and joint responsibilities for a just, efficient and progressive administration. The singing of the Kappa Alpha Psi Hymn shall conclude the ceremony.

ARTICLE V **MEMBERSHIP**

Section 1

Qualifications for membership in this Chapter will be in accordance with the Constitution and Statutes of the Grand Chapter of Kappa Alpha Psi Fraternity, Incorporated.

Section 2

The annual dues and assessments for financial membership shall be paid in the amount and in accordance with guidelines or payment plans as approved by the Chapter.

Section 3

All membership intake activities and initiations shall be executed strictly in accordance with the Constitution, Statutes and the Ritual of Kappa Alpha Psi.

Section 4

No acts shall be imposed upon potential members by any member, which are not in keeping with the Constitution, Statutes and the Ritual of Kappa Alpha Psi.

Section 5

No person shall be initiated by an alumni chapter who has not received prior approval by the Province Polemarch.

Section 6

No person shall be initiated into Kappa Alpha Psi whose conduct deviates unfavorably from prevailing standards of morality.

Section 7

No person shall be denied membership in Kappa Alpha Psi for any reason of race, creed, color or national origin.

Section 9

All potential members shall be registered with the International Headquarters by chapters. The appropriate fee shall accompany such registration.

Section 10

No person shall be accepted into the Fraternity's established membership intake program without receiving a minimum affirmative vote of at least seventy-five percent of the chapter's financial members present at a regular meeting.

Section 11

The Keeper of Records shall file with International Headquarters and the Eastern Province a membership report for each fiscal/fraternal year no later than June 30th or any other date set by International Headquarters, Grand Chapter, or the Eastern Province.

ARTICLE VI **COMMITTEES**

Section 1

The standing committees of the Chapter shall be: a) The Scholarship Committee, b) The Guide Right Committee, c) The Social Action Committee, d) the Housing Committee, e) The Achievement and Awards Committee, f) The Audit Committee, g) The Bylaws Committee, h) The Fund Raising Committee, i) The Nominating Committee, J) The Membership Training Academy Committee (M.T.A.), and k) The Reclamation Committee.

Section 2

The duties of such standing committees shall be outlined by the annual Chapter Management Plan and are not to be inconsistent with the Grand Chapter or Eastern Province Council of Kappa Alpha Psi Fraternity, Incorporated. The duties of additional Ad-Hoc committees shall be as prescribed in the Management Plan or contained in enabling legislation.

Section 3

The Board of Directors shall, in accordance with the Constitution and Statutes of Kappa Alpha Psi Fraternity, and by majority vote of the Board members, designate any special or Ad-Hoc committee(s) as deemed necessary.

Section 4

The Polemarch shall name the Chairman of the various committees in all instances not inconsistent with the Constitution and Statutes of the Grand Chapter of Kappa Alpha Psi Fraternity, Incorporated and these bylaws.

Section 5

All Committee Chairman must be financial at all levels of the Fraternity at the time of their appointment and service.

ARTICLE VII **MEETINGS**

Section 1

The Chapter shall hold one regular meeting each month. The Polemarch shall set the day, time, and place of each regular meeting. Each member on the roster, financial and non-financial, will receive notice of the date, time and place of each regular meeting.

Section 2

A quorum for each meeting shall be ten (10) financial members present.

Section 3

The Polemarch may call special or extra meetings as may be deemed necessary for the welfare of the chapter. Notice of such meetings shall be in accordance with the requirements of this article.

ARTICLE VIII **BOARD OF DIRECTORS**

Section 1

The Board of Directors shall be composed of the Polemarch, 1st Vice-Polemarch, 2nd Vice-Polemarch, the Keeper of Records, the Keeper of Exchequer and the five at-large board members of the chapter, duly elected by the members.

Section 2

The Board of Directors shall have the power to supervise and act upon all fraternity and chapter matters, which may arise between meetings of the chapter.

Section 3

A quorum for each Board of Directors meeting shall be six members present.

Section 4

The Executive Committee of this chapter shall consist of the Polemarch, 1st Vice-Polemarch, 2nd Vice Polemarch, the Keeper of Records and the Keeper of Exchequer.

ARTICLE IX **PAST POLEMARCHS' COUNCIL**

Section 1

There shall be established upon enactment of this article a Past Polemarch's Council, which shall be composed of all living members of the Richmond (VA) Alumni Chapter, who have served as Polemarch of the Richmond (VA) Alumni Chapter and are financial at every level of the fraternity.

Section 2

The council shall hold at least one meeting during the fraternal year and at such other times deemed as necessary.

Section 3

It shall be the duty of the Past Polemarchs' Council to advise the chapter and its officers on any and all matters of concern, and to develop for consideration of the Board of Directors, if necessary, position papers on the current policy directions of the chapter.

Section 4

The Past Polemarchs' Council shall elect from among its membership a chairman and secretary, who shall serve at the pleasure of the Council.

ARTICLE X **CHAPTER BUDGET**

Section 1

There shall be a Budget Committee, whose Chairman shall be the Polemarch of the chapter. The Budget Committee shall consist of, but not limited to, the 1st Vice-Polemarch, 2nd Vice-Polemarch, the Keeper of Records and the Keeper of Exchequer; along with representation from the various committees as deemed appropriate.

Section 2

The Budget Committee shall present a budget to the chapter at the September meeting to be voted on at the October meeting, for the ensuring fraternal year, which begins in October.

ARTICLE XI **GENERAL COUNSEL**

Section 1

The Polemarch shall appoint a qualified member of the chapter to serve as general counsel, within thirty days of his election to office and with approval of the Board of Directors. Under the direction of the Polemarch and subject to the policy and guidance of the Board of Directors, the general counsel shall represent the chapter in all situations requiring professional legal services and shall advise the chapter, its officers and official bodies on all legal matters of concerns to the chapter.

Section 2

The Polemarch, with approval of the Board of Directors, may authorize travel expenses and per diem for the general counsel when such is incurred in service to the chapter. Under certain circumstances, as determined by the Board of Directors, the general counsel may be authorized to charge a predetermined professional fee for service.

ARTICLE XII **AMENDMENT PROCEDURE**

Section 1

These Bylaws, or any portion thereof, may be amended by motion of the Board of Directors. The Board of Directors shall inform the body during a regular meeting that they propose (in writing), to amend the Bylaws or a section thereof at the next regular meeting. The body shall, at the meeting, vote on the proposed amendment(s). During the meeting when the proposed amendment(s) is to be voted upon, the proposed amendment(s) shall be read once, discussed, read a second time, and then voted upon. At least two-thirds of the financial members present must vote in the affirmative for the adoption of the proposed amendment(s).

Section 2

These Bylaws, or any section thereof, may be amended by motion of any financial member of the chapter. The member making the proposal to amend these bylaws must do so in writing, countersigned by two additional members of the chapter, who are financial at all levels of the fraternity at the time of the proposal. During the meeting at which the proposed amendment(s) is to be voted upon, the proposal amendment(s) shall be read once, discussed, read a second time, and then voted upon. At least two-thirds of the financial members present must vote in the affirmative for the adoption of any proposed amendment(s).

Section 3

A two-thirds majority of the financial members of the chapter may declare that an emergency exists, proposed amendment(s) may be read, discussed, and voted upon during the same regular meeting that the declaration of an emergency takes place. At least two thirds of the financial members present must vote in the affirmative for the adoption of any proposed amendment(s).

Section 4

All amendments adopted shall be in full force and effect as of the date and time of their adoption.

ARTICLE XIII **PARLIAMENTARY AUTHORITY**

Section 1

The rules contained in the current edition of ROBERT’S RULES OF ORDER – NEWLY REVISED shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the bylaws and/or the Constitution and Statutes of Kappa Alpha Psi Fraternity, Incorporated.

ARTICLE XIV
APPLICABILITY OF BYLAWS

Section 1

These bylaws shall govern all matters which may come before the Chapter which are not specified or implied by the Constitution and Statutes of Kappa Alpha Psi Fraternity, Incorporated.

ARTICLE XV
APPLICABILITY OF POLICY STATEMENTS

Section 1

All Policy Statement(s) adopted by the chapter shall be provided to each financial member of the chapter upon adoption and shall remain in full force and effect until repealed by the chapter.