



**Phi Kappa Psi Fraternity
By-Laws of the
Texas Beta Chapter**
REVISED 8/20/2004

Article I Meetings

Section 1. Regular Meetings

Regular meetings shall be held weekly during the regular school semesters, on Monday at 6:30 p.m.

Section 2. Special Meetings

Special meetings shall be called and held upon the notice required by the Fraternity Constitution, Bylaws & Rules, Article V, Section 9, Clause 2.

Section 3. Order of Business

Clause 1. The order of business at regular meetings shall be as follows:

1. opening ceremony
2. roll call
3. words from the chaplain
4. Reading of the minutes and action thereon
5. reports of officers and committees and action thereon
6. unfinished business
7. new business
8. communications from national fraternity, alumni associations and fraternity officers
9. election and installation of officers
10. literary exercises
11. remarks for the good of the fraternity
12. roll call
13. closing ceremony

Clause 2. The order of business at special meetings shall be as follows:

1. opening ceremony
2. roll call
3. statement of the special business to be considered, and action thereon
4. roll call
5. closing ceremony

Section 4. Voting

Only undergraduate members of the Chapter who have met their financial obligations to the Chapter as defined by the Chapter shall be entitled to vote.

Article II. Elections

Section 1. Members

Clause 1. Members may be elected at any regular or special meetings, and such elections shall be by secret ballot. A unanimous affirmative vote shall be necessary for election, unless otherwise authorized by the executive council

Clause 2. No candidate shall be eligible for initiation until he shall have met the requirements of the by laws of the fraternity, and the scholastic requirements of the college and inter-fraternity council.

Section 2. Officers

Clause 1. The officers of the Chapter shall be elected semi annually, through majority vote, and not otherwise, at the last regular meeting held in the Fall and Spring semesters, except as otherwise provided by the Fraternity by laws. No member shall serve as an officer or delegate until his initiation shall be reported to the executive director together with the proper fees remitted, nor if he has not met his financial obligations to the Chapter as defined by the Chapter.

Clause 2. The P. AG, and SG shall be elected annually. The P shall be elected at the last regular meeting held during the Spring semester of each year.

Clause 3. All elections of Fraternity officers shall be by ballot, as required by Fraternity Law.

Section 3. Vacancies

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

Section 4. Delegates to Councils

Clause 1. Delegates to councils shall be elected at least four weeks prior to convening of the council. No member shall serve as a delegate until his initiation shall be reported to the executive director together with the proper fees remitted, nor if he has not met his financial obligations to the Chapter as defined by the Chapter.

Clause 2. At the regular meeting immediately preceding any council, the official delegate shall submit to the Chapter his Chapter report to such for criticism and approval.

Section 5. Installation

Officers shall be installed at the meeting at which they are elected, if practicable.

Article III. Officers

Section 1. GP (President)

The GP shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules and shall be ex-officio a member of all standing committees.

Section 2. VGP (Vice President)

The VGP shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules.

Section 3. P (Treasurer)

Clause 1. The P shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules.

Clause 2. The P shall deposit all Chapter funds, immediately upon their receipt by him, in a bank to be designated by the Chapter, in an account in the name of the Chapter.

Clause 3. The P shall be responsible to see that initiation and pledge fees are paid prior to those ceremonies taking place and that these moneys are then remitted immediately to the Fraternity headquarters with the appropriate paperwork from the AG.

Clause 4. The P shall take vouchers for all payments.

Clause 5. The P shall keep a receipt book from which he shall 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 6. The P shall record all fines at the time of imposition, and all remission of fines, when made by proper authority.

Clause 7. At the first regular meeting of each month, the P shall prepare a written statement of his receipts and expenditures for the preceding month together with a statement of the assets and liabilities of the Chapter.

Clause 8. Upon the first day of each month, they shall render to every member an itemized statement of the members indebtedness to the Chapter.

Clause 9. The P shall enforce a regular schedule of billings to include:

- a. bills will be issued the first day of each academic month, quarter, term or semester.
- b. bills are payable within ten days from the day they are issued.
- c. eleven days after bills are issued they shall;; be deemed delinquent if not paid and subject to review action.
- d. on the twentieth day after a bill has been issued, a letter (together with a copy of this by law) shall be mailed by the P to the parents or guardians of the delinquent member.
- e. thirty days after a bill is issued and unpaid a delinquent member must:
 1. pay his account in full;
 2. present any defense to the nonpayment of the bill to the house corporation which may permit him to sign a note for the unpaid balance, subject to ratification by the board of directors of the house corporation;
 3. lose all Chapter and house privileges, which shall include room, parlor, board, voting and social privileges; or
 4. be considered as not having met his financial obligations if this paragraph comes into use.

Section 4. AG (Corresponding Secretary)

Clause 1. The AG shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules. These duties include the prompt reporting of any men pledged or initiated. Reporting should take place within 48 hours of the Pledge or Induction ceremonies.

Clause 2. The AG shall acknowledge receipt of all communications promptly upon their receipt and shall report the matters contained therein to the Chapter at its next regular meeting, notifying the sender promptly of the action of the Chapter thereon, When the action of the Chapter thereon of the final, he shall present the same at each subsequent regular meeting of the Chapter until action has been taken.

Clause 3. The AG shall preserve copies of all communications sent by him and keep the same properly posted and indexed.

Clause 4. The AG shall send all communications, the non-receipt of which might subject the Chapter to a penalty, by registered mail.

Clause 5. The AG shall report to the Chapter at all regular meetings on all communications received from the Fraternity, educational leadership consultants, Area Directors, Alumni Associations and Fraternity officers.

Section 5. BG (Recording Secretary)

Clause 1. The BG shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules.

Clause 2. The BG shall keep an accurate and complete record of all proceedings of the Chapter

Clause 3. The BG shall keep a scrap book in which he shall preserve all published matters concerning the Fraternity, the Chapter or any member or alumnus thereof, which may come to his notice.

Clause 4. The BG shall keep a card index of all the alumni and undergraduate members of the Chapter upon which shall be recorded such information about the members as the Chapter may direct.

Clause 5. The BG shall formulate a letter to the alumni, at least once per grading period, and upon its approval by the Chapter shall mail the same to every alumnus of the Chapter not later than the eight week of each period.

Section 7. SG (Historian)

The SG shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules.

Section 8. Hod (Messenger)

Clause 1. The SG shall perform the duties prescribed in the Fraternity Constitution, Bylaws.& Rules

Clause 2. The Hod shall have the Chapter hall suitable prepared for each meeting at least fifteen minutes in advance thereof.

Section 9. Phu (Sergeant-at-Arms)

The Phu shall perform the duties prescribed in the Fraternity Constitution, Bylaws & Rules.

Section 10. Hi (Chaplain)

The Hi shall performs the duties prescribed in the Fraternity Constitution, Bylaws & Rules.

Article IV Committees

Section 1. Governing Committee

Clause 1. The Governing Committee shall be composed and have the duties as set forth in the Fraternity Constitution, Bylaws & Rules.

Clause 2. The Governing Committee shall pay particular attention to the relations of the Chapter, with the college, and with other fraternities, and of each member of the Chapter with his fellow students.

Clause 3. The Governing Committee shall certify to the grievance committee the name of any member failing to maintain a proper standing in the Chapter, the college or the community.

Clause 4. No records, archived or other Chapter property shall be removed from the Chapter house without the consent and approval of the Governing Committee.

Clause 5. An appeal shall lie from the decision of any officer of a committee to the Governing Committee and its decisions shall be conclusive subject to the limitations of the Governing Committee as set forth in the Fraternity Constitution, Bylaws & Rules.

Clause 6. The Governing Committee shall define the financial obligations which the undergraduate members must meet to constitute a member in good standing and entitled to vote at Chapter meetings.

Section 2. Membership Committee

Clause 1. The Membership Committee shall be composed and have the duties as set forth in the Fraternity Constitution, Bylaws & Rules.

Clause 2. The Membership Committee shall keep a tabulated record of all eligible candidates in college or about to enter, with all ascertainable information about them noted thereon, and report at each regular meeting of the Chapter.

Clause 3. The Membership Committee shall supervise all rushing and control all the details thereof and no Chapter funds shall be expended for rushing purposes without its approval.

Clause 4. The Membership Committee shall ensure that all appropriate and applicable policies of the Fraternity are observed at any rush or rush-related event of the Chapter.

Section 3. Grievance Committee

Clause 1. The Grievance Committee shall be composed and have the duties as set forth in the Fraternity Constitution, Bylaws & Rules.

Clause 2. The Grievance Committee shall have the power to reduce or remit all fines or penalties imposed by the Chapter or any officer thereof, upon satisfactory cause shown in writing within one week after the imposition thereof and it shall forthwith certify its action thereon to the P in writing.

Clause 3. The Grievance Committee shall take official cognizance of the absence , without excuse, of any officer from two consecutive regular meetings of the Chapter.

Clause 4. The absence, without excuse, of any member of a committee from two successive meetings of such committee shall be certified to the Grievance Committee.

Clause 5. Unless satisfactory excuse for any absence shall be filed, in writing, with the Grievance Committee by such officer or member, within one week thereafter, the Grievance Committee shall declare such officer or committee membership vacant, subject to review by the Chapter, and certify the same to the GP, and such vacancy shall be filled at the next meeting as herein provided.

Section 4. Scholarship Committee

Clause 1. The Scholarship Committee shall be composed and have the duties as set forth in the Fraternity Constitution, Bylaws & Rules.

Clause 2. The Scholarship Committee shall obtain reports on the scholastic standing if each member of the Chapter in each of his studies and shall report the same to the Chapter at the next regular meeting after reports shall be received.

Clause 3. The Scholarship Committee shall formulate and enforce rules afford the best of conditions for study and it shall have the power to appoint upperclassmen to coach those members delinquent in their studies.

Clause 4. The Scholarship Committee shall have special charge of the freshmen and pledges and shall formulate and enforce plans and courses for their proper instruction in fraternity history, organization and ideas.

Section 5. Alumni and Public Relations Committee

Clause 1. The Alumni and Public Relations Committee shall be composed and have the duties as set forth in the Fraternity Constitution, Bylaws & Rules.

Clause 2. No Chapter funds shall be expended for alumni and public relations without the approval of the Alumni and Public Relations Committee.

Section 6. Finance Committee

Clause 1. There shall be a Finance Committee, consisting of at least three members including the P, but the P shall not serve as chairman thereof.

Clause 2. The Finance Committee shall exercise strict and diligent supervision over all financial transactions in compliance with an annual budget which shall be prepared at the beginning of the fall term.

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

Clause 4. The Finance Committee shall meet regularly with a qualified public accountant, to be appointed in conformity with Fraternity requirements, and shall review at least annually all delinquencies on the part of the Chapter members, including alumni members, making recommendations on the same or taking direct action.

Clause 5. At least once per year, the P and said public accountant shall subject the Chapter financial records to a complete audit.

Clause 6.. The Finance committee shall make a monthly audit of the books, vouchers and accounts of the P and of any other Chapter, and shall report thereon to the Chapter at its next regular meeting.

Section 7. House Committee

Clause 1. There shall be a House Committee, consisting of no more than five members, which shall have the charge of the Chapter house and grounds and shall see that the same, and the furnishings thereof, are kept in proper condition and repair.

Clause 2. The House Committee shall formulate and enforce proper rules for the use of the Chapter house and conduct therein.

Clause 3. The House Committee shall notify any member who shall have damaged any Chapter property to repair the same forthwith, with like quality and design, and, upon failure of such member to make such repairs within twenty-four hours, the House Committee shall make the necessary repairs and charge the actual cost thereof, plus a penalty of ten percent, to such member upon the Chapter books.

Section 8. Appointment

Clause 1. All standing committees shall be appointed by the GP within one week after his installation, or by an alternate method directed by the Chapter.

Clause 2. Special committees may be appointed from to time by the GP, or as directed by the Chapter.

Clause 3. All committees shall continue until their successors are appointed or their work is complete and they are discharged.

Section 9. Reports

Clause 1. All Committees shall submit written reports concerning each of their meetings and shall submit such report or reports to the BG at the next meeting of the Chapter, after having read such report or reports aloud at such meeting.

Clause 2. All Committees reports shall be typewritten or legibly handwritten on official committee report sheets and signed by the committee chairman.

Section 10. Meetings

Clause 1. All standing committees shall hold a regular meeting monthly and such other meeting(s) as may be necessary from time to time.

Clause 2. Special committees shall hold such meetings as may be necessary.

Clause 3. The time and place of all meetings shall be posted on the Chapter website at least 24 hours prior thereto.

Section 11. Notice

The name of the members of all committees shall be kept posted upon the Chapter website throughout their term of service.

Article V. Fees, Dues and Penalties

Section 1. Initiation Fees

The Initiation Fee shall be \$ 250, payable before initiation.

Section 2. Dues

Clause 1. At the time of initiation each initiate shall subscribe for stock in the amount of \$ 25 payable to the Chapter House Corporation (or otherwise) on their date of graduation. The purpose of this commitment will be to dedicate moneys for scholarship, endowment and/or a long-term maintenance fund for the Chapter house.

Clause 2. The Chapter dues shall be shall be paid in accordance with the financial obligation statement that each brother has signed.

Clause 3. The cost of all social functions and special obligations, occurring irregularly, shall be met by special assessments by majority vote of the Chapter as they occur.

Section 3. Penalties

Clause 1. Absence from opening or closing roll call at any regular or special meeting shall be punished by a fine of \$1 and absence from both roll calls will be punished by a fine a \$5. Fines will not be enforced if the absentee informs the BG of his absence prior to chapter meetings or his committee head prior to a committee meeting. If the BG cannot be reached, your absence shall be reported to the VGP or GP.

Clause 2. Neglect of duty by an officer or member of a committee, which shall include absence from a meeting, shall be punishable by a fine determined by the Chapter .

Clause 3. Failure of any officer to repeat his portion of the Ritual from memory shall be punishable by a fine determined by the Chapter .

Clause 4. Failure of a member to observe proper rules of decorum and conduct at Chapter meetings shall be punishable by a fine to be determined by the Chapter .

Clause 5. Penalties for offenses committed at Chapter meetings shall be imposed by the GP.

Clause 6. Penalties for all other offenses shall be imposed by the Governing Committee, except where otherwise provided.

Clause 7. In addition to the penalties herein prescribed, every member guilty of an offense against the Chapter or violation of these By Laws may be duly tried therefore and, upon conviction, may be subjected to such further punishment as the Chapter or the Executive Council may determine.

Article VI. Decorum

Section 1. At Meetings

Clause 1. All officers shall be addressed by their titles, with the prefix "Brother"; other members, by their last name, with the same prefix.

Clause 2. Members shall conduct themselves in an orderly and dignified manner and shall refrain from private conversation.

Clause 3. Alcoholic beverages and tobacco products are prohibited during any official Chapter meeting. Members who appear intoxicated will be denied entry.

Clause 4. No member shall leave his seat, except for the purpose of speaking on the floor, without the permission of the presiding officer.

Clause 5. No member shall speak longer than three minutes upon any subject, nor more often than once, until all others have had an opportunity to be heard, without unanimous consent.

Clause 6. Robert's Rules of Order—Newly Revised shall be the authority on parliamentary procedure.

Section 2. Personal Conduct

Clause 1. Chapter members and pledges are expected to conduct themselves as gentlemen. Slovenly appearance, gambling, disrespect for the rights or property of others, or abuse of alcohol or other controlled substances is inappropriate.

Clause 2. Every suspended or expelled member shall forthwith surrender his badge and all Fraternity property in his possession or control to the Grievance Committee and shall not hold any conversation with any member on Fraternity topics. Any suspended member shall be liable for the payment of the social function from which he is barred, accruing during the period of his suspension.

Article VIII. Privileges and Restrictions

Section 1. House Rules

Clause 1. Undergraduate members and pledges of the Chapter are prohibited from appearing in the Chapter house in an intoxicated condition and making

themselves objectionable, and from bringing into the Chapter House any person or persons not members of the Chapter, if such person or persons are in an intoxicated condition.

Clause 2. Consecutive numbers shall be assigned to the incoming brothers according to order of initiation.

Article VIII. Reading of By-Laws

These By-Laws shall be read in full by all members prior to the first regular meeting of each academic year for initiates, and within one week of initiation, for new members. A member is not considered in good standing and, therefore, cannot vote in Chapter affairs until he certifies in writing to the BG that he has done so. Copies of these By-Laws shall be made available to each member in the spring and to pledges at least one week prior to their initiation.

Article IX.- Repeal and Amendment

Section 1. Repeal

These By-Laws, or any portion thereof, may be repealed at any regular meeting of the Chapter by a two-thirds vote of all the members, provided notice of a motion for such repeal is given at the preceding regular meeting.

Section 2. Amendment

Clause 1. These By-Laws, or any portion thereof, may be amended at any regular meeting of the Chapter by two-thirds vote of all the members, provided written notice of the proposed amendment is filed and read at the preceding regular meeting.

Clause 2. Immediately upon the adoption of any such amendment or amendments or complete revision, the AG shall forward to the Executive Director, for approval, triplicate copies thereof, to which shall be appended a certificate in the following form;

The foregoing amendment to the By-Laws of Chapter was (were) duly adopted at a regular meeting held on the day of April 23, 2002

Signed:

Chapter President (GP)

Recording Secretary (BG)

The foregoing amendment to the By-laws of (Chapter) is (are) hereby approved by the Executive Council.

Attorney General

Executive Director

The amendment shall not be or become effective until approved by the Executive Council. The above form is required for each individual amendment.