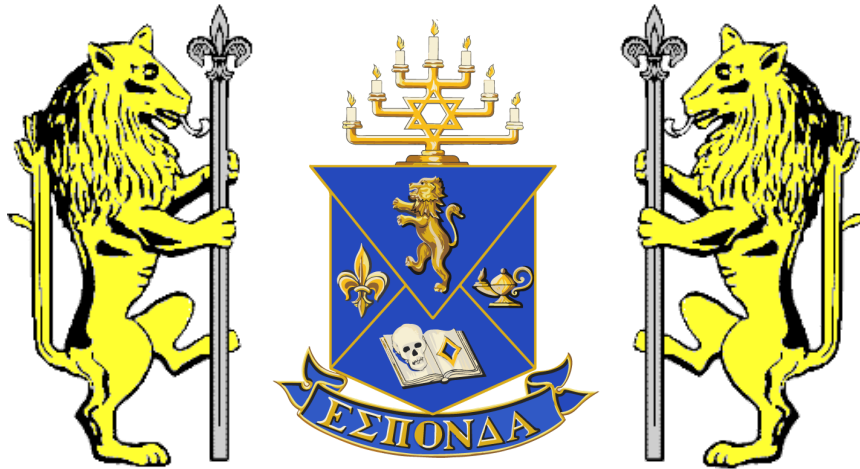


KAPPA UPSILON CHAPTER OF ALPHA EPSILON PI CONSTITUTION



WRITTEN BY MAXWELL SCHWARTZ AND SPENCER ROSENAK
RATIFIED ON
APRIL SECOND OF TWO THOUSAND AND EIGHTEEN

Preamble

We who desire more light in Brotherly Love, more vision in Faith and Courage, and more instruction in Honesty, in order to obtain personal perfection and deep-seated friendship. We Pereserver when times are tough, and embrace our Humility to lead to greater Mutual Helpfulness. We do strive to create a home away from home at the University of Kansas by the adoption of this Constitution for the Kappa Upsilon Chapter of Alpha Epsilon Pi, founded the twentieth day of March in the one-thousand, nine-hundred and fifty-fourth year of the common era.

Section I - Definitions

- I) Definitions:** The Definitions to follow will be used throughout the Kappa Upsilon Constitution
- A) *Kappa Upsilon:* This chapter shall be known as the Kappa Upsilon Chapter of the Alpha Epsilon Pi Fraternity.
 - B) *Brother:* Any initiated member of the Alpha Epsilon Pi Fraternity. In this constitution the term will refer to Active Brothers unless otherwise explicitly mentioned.

- C) *Active Brother*: Brothers who have been duly elected into the Chapter, who are registered and in regular attendance at the University of Kansas, and are not in arrears, or have outstanding obligations.
- D) *Inactive Brother*: A previous brother of the fraternity who has negotiated inactive status with the current Executive Board
- E) *Alumni brothers*: A Brother who is no longer attending the University of Kansas and are not honorary brothers.
- F) *Honorary brothers*: An individual of note or distinction upon whom such membership shall have been specially conferred by the Executive Board, by a two-thirds (2/3) vote of the Brotherhood.
- G) *Probationary Status*: A Brother who is not in good standing in the majority opinion of the Executive Board. This is proposed by one of its members and voted on by the majority in an Executive Board meeting.
- H) *Pledge*: A prospective may only receive a bid to pledge with a majority vote from the Rush Committee, or can be elected to the brotherhood with a two thirds vote of the Executive Board. Once inducted a Pledge shall not wear letters under any instance unless with the approval of the Master.
- I) *Blackball*: The process of the brotherhood removing a pledge from the pledge program is referred to as "Blackball."
- J) *Appeal Hearing*: Meeting between Sentinel, Judicial Board, Executive Board member who assessed the fine, brother being fined and a witness's) to determine if a fine will stand or not.
- K) *Quorum*: One-Half plus One of the active members.
- L) *Judicial Board*: Made up of five regular members and an alternate member.
- M) *Robert's Rule of Laws*: All Laws not specifically stated in these bylaws shall fall under Robert's Rule of Law

Section II - Governing Rules

I) Types of Governing Rules

- A) *Bylaws*: Any changes for the constitution shall be submitted to the Master for approval. If approved the Amendment will be voted on at the next chapter and need a $\frac{2}{3}$ vote by the brotherhood to become a new Bylaw. If the Master vetoes the proposed amendment, it can be brought to the brotherhood at the next chapter and need a $\frac{3}{4}$ vote to become a new Bylaw. The Master is responsible to assign a brother to write the new law into the constitution in a logistic and organized way.
- B) *Temporary Rules*: Temporary rules may be adopted by a $\frac{2}{3}$ vote. The rule's period of enforceability shall be defined by the original motion and shall not exceed one year. These rules may be introduced & voted upon in the same chapter meeting.
- C) *Officer's Policies*: All Executive and House Officers shall formulate policies to maintain and facilitate their respective programs. The period of enforceability is the duration of the office unless overturned by a simple Quorum of the Active Chapter.

II) Declaration of Governing Rules

- A) *Governing Powers*: These bylaws shall govern all Active Brothers, Social Affiliates, Probationary Brothers, and Pledges.

- B) *Consistency*: All policies established by the Chapter shall be consistent with the Laws of AEPi International, the University of Kansas policies, State and Local Statutes, and the United States Constitution.
- C) *Oversight*: All Officer's Policies are subject to review of the Active Chapter by a simple Quorum vote.

Article I Membership

Section I- New Membership

I. Becoming A Pledge

A. The Rush Period

1. COMMITTEE: During the Period of Rush there shall be a Committee consisting of the Rush Chairman as chair, Master, Pledge Master, and additional brothers appointed by the Rush Chairman and approved by the Executive Board. The Rush Committee shall total an odd number of members with a minimum of five members, and every member of the Rush Committee shall have an equal vote.
2. COMMITTEE DUTIES: The Rush Committee are to plan, coordinate, and execute the Chapter's rush program under the direction of the Rush Chairman, and to otherwise ensure that the Chapter recruits pledges of the highest quality, in conformity with the policies and mission of the chapter and national fraternity.
3. EVENTS: All Active Brothers are required to be in attendance at rush events, unless approval by rush committee or Exec board member.

B. Eligibility For A Bid

1. Any male student in regular attendance at The University of Kansas, pursuing a course leading to a degree or its equivalent, and who is eligible, as provided in the Supreme Constitution.
2. A minimum cumulative G.P.A of 2.3 is required to be elected into the brotherhood. This can be waived with a two-thirds (2/3) majority vote.
3. A prospective pledge may only receive a bid to pledge with a majority vote from the Rush Committee.
4. A pledge can be elected to the brotherhood with a two thirds vote of the Executive Board.
5. The potential pledge shall have adequate financial resources

II. Steps to Initiation

- A. ACADEMICS: Each pledge must have made grades, attend study hours, and have had two grade checks
- B. FINANCIAL RESPONSIBILITY: Each pledge must have a zero balance prior to initiation.
- C. ATTENDANCE: Pledges are required to attend all academic classes, mandatory events, and pledge class meetings. Excuses for absences must be submitted to the Pledge Educator in advance.
- D. EDUCATION: Pledges will learn about National and Chapter History, and other information the Executive Board and Pledge Master deems of importance.
- E. OTHER REQUIREMENTS: must have obtained at least 15 hours of Community Service, and partake in at least one other campus organization, and etc the Executive board and Pledge Master deems of importance.

III. Making Grades(for Pledges)

- A. *Definition of Making Grades:* Making grades shall be defined as either:
 - 1. Attaining a 2.8 GPA or greater for the semester;
 - 2. Attaining 2.6 GPA when taking between 17 and 19 hours
 - 3. Attaining a 2.4 GPA when taking more than 19 hours.

IV. Blackballing A Pledge/Pledge Class

- A. A Pledge class cannot be initiated without a Blackball first occurring. If no request to Blackball is motioned by the Brotherhood. The Blackball will automatically occur at the chapter immediately prior to the scheduled initiation of a pledge class.
- B. A motion to Blackball may only be attempted once at any given chapter, this motion requires no vote other than the initial steps. First The Scribe must be notified of the motion. Then the Scribe must notify the Brotherhood Seven days before the chapter at which a Blackball will occur.
- C. Procedure
 - 1. Half of the Brothers are required to be in attendance to blackball an entire pledge class.
 - 2. All votes will be cast via secret ballot by the brothers in attendance. Each brother receives both a white and black ball, with the black ball serving as a vote against the pledge/ pledge class and the white ball serving as a vote in favor of the pledge/pledge class.
 - 3. If the pledge class is not "blackballed," the procedure ends.
 - 4. If the pledge class is "blackballed," votes will subsequently be held by the same procedure and a fifty percent (50%) voting threshold for each pledge.
 - 5. The order in which individual pledges are voted on is at the discretion of the Sentinel.
 - 6. Before voting on each individual, there will be a ten-minute discussion period.
 - 7. At any time in the voting process, the sentinel may hold a vote on the pledge class as a whole again, as long as the votes are not consecutive.
 - 8. If a pledge class as a whole is confirmed (i.e. not "blackballed") in one of these subsequent votes, the blackball procedure ends, but votes for removal of any individual pledge, which already occurred stand.
 - 9. After The Black ball Event the Master and Pledge Master shall notify the pledge that his candidacy is terminated, and Actives casting the blackball votes must personally inform the pledge that they cast a black ball vote against him and why they cast it.

Section II- Active Brothers

I. Making Grades for Active Brothers

- A. Making Grades for an Active Brother shall be defined by the following
 - 1. Attaining a 2.6 GPA or greater for the semester;
 - 2. Attaining 2.4 GPA when taking between 17 and 19 hours
 - 3. Attaining a 2.2 GPA when taking more than 19 hours.
- B. Any Brother who fails to make grades will be subject to probation and suspension ruling administered by the Academic Chair, Lieutenant Master, and Master

II. Housing Clean up Requirement

- A. All active brothers in Good Standing must participate in a weekly cleaning program, with the exception of those not living in the house who have been active members for more than two years
- B. **Procedure:**
 - 1. Brothers will be assigned to a group and are required to show up once a week to their scheduled cleaning time.
 - 2. The size of the groups and the number of groups shall vary depending on the size of the chapter at the time.
 - 3. Brothers who do not attend social events will be placed in their own group that will not be required to clean up those events.
 - 4. In house Brothers will receive the next week's cleaning duties at least three (3) days ahead of time.
 - 5. The schedule will be determined by the House Manager, Sentinel, and Steward as appropriate.
 - 6. In house brothers will be required to do cleaning duties at least twice per week.
 - 7. For events that are deemed too large for in house brothers, the House manager may schedule a mandatory all-house cleanup that all brothers must participate whether or not they are living in.
 - 8. Brothers who do not do their cleaning duties at an appropriate time may be subjected to getting fined by the Judicial Board.
 - 9. Brothers who cannot make their shift that day are required to find a replacement, and notify the House Manager.
 - 10. Brothers who miss more than two shifts without finding a replacement are subject to pay a \$5 fine, at the discretion of the House Manager.
- C. **Duty Roster:**
 - 1. The House Manager shall maintain a duty roster for Brothers for which tasks may be assigned.
 - 2. At the beginning of the academic year, all Brothers shall be added to the duty roster. All newly initiated brothers shall also be added to the duty roster.
 - 3. The House Manager may, at his discretion, alter the order of the duty roster.
 - 4. The House Manager shall assign tasks related to the maintenance and upkeep of the chapter house from the duty roster.
 - 5. The Steward shall maintain a duty roster of brothers from which tasks related to setup, cleanup, and transportation of meals may be assigned.

III. Risk Management

- A. All active brothers must participate in Risk Management, with the exception with more than two years in the house.
- B. The number of times a brother must do Risk Management is a function of chapter size in a given semester. The Sentinel will do his best to be equitable in assigning the number of shifts per brother. This may result in schedule changes throughout the semester.
- C. Every brother on a Risk Management shift is a sober brother for the event.
- D. If a brother is unable to work on his assigned date, it is his responsibility to find a replacement and inform the Sentinel of said replacement least forty eight (48) hours in advance. Failure to do so will result in a fine.
- E. Failure to show up, send a replacement, or adequately perform the duties of Risk Management will result in a Judicial Board hearing and a potential fine.
- F. Brothers that volunteer to be a Bus Captain for an off-campus event (approved by the Sentinel) will be exempt from Risk Management duties the following semester.

- G. Brothers that volunteer to be a sober boat driver and complete all the proper training to drive the boat for Formal (approved by the Sentinel) will be exempt from Risk Management duties the following semester.

IV. Etc. Brother Requirements

- A. All Active Brothers Are expected to be at all Mandatory events and if they can not attend the Scribe must be notified well in advance. E-board will access excuses and deem if a fine needs to be administered.
- B. Required to Attend Weekly Chapter
- C. Are Subject to all other Rules in this Constitution that pertain to Active Brothers

Section III- Inactive Brothers

I. Agreement

- A. Has negotiated inactive status with the Current Executive Board
- B. To hold inactive status this negotiation must be done again when a new Exec Board is elected

II. Requirements

- A. Is not required to pay Chapter or International dues.
- B. May not vote in any committee or general assembly of the Chapter or hold any office in the Chapter.
- C. May not attend any brotherhood, national or international events.
- D. Should be encouraged to attend other events and maintain contact with active brothers.

Article II- Nominations and Elections of Officers

Section I- General Information

I. Executive Board Offices

- A. This order below shall be the Line Of Succession, and The Order Of Nominations and Elections. All positions below terms are one year excluding Pledge Master which is One Semester
 - 1. Master
 - 2. Lieutenant Master
 - 3. Exchequer
 - 4. Scribe
 - 5. Sentinel
 - 6. House Manager
 - 7. Rush Chair
 - 8. Social Chair
 - 9. Pledge Master

SECTION II- Times, Places and Requirements

I. Time

- A. The Sentinel shall run and Schedule all elections unless he is running for the current position, whereas the Scribe shall take over for just the specific election the current Sentinel is running for.

- B. Elections shall occur before the start of finals week preferably before the Semi Formal event.
 - 1. The designated day for elections can be changed by a majority vote of the brotherhood or in an event of a significant conflict.
- C. The time between elections and installations shall be dedicated to training the newly elected officers.

II. PLACE

- A. Elections shall take place in a secure place deemed by the Sentinel with the agreeance of the Current Executive Board

III. REQUIREMENTS

- A. HOUSING REQUIREMENTS: Defined as the beginning of the fall semester after installation into a position. The ending of the term is to be defined as the date of his successor's installation into said position.
 - 1. Two petitions setting aside the housing requirement must be passed.
 - 2. The first petition must be submitted to the Executive Board.
 - 3. The petition is approved by a two-thirds (2/3) vote.
 - 4. Following approval of the first, the second must be submitted to the chapter
 - 5. The petition is approved by a two-thirds (2/3) vote.
 - 6. Not Enough Room in the Chapter House, in which only the Master's Requirement Remains, the rest of Exec board is all allowed to live out
- B. All positions are required to be in good Academic Standing of the chapter
- C. Requirements for MASTER
 - 1. At least sophomore standing at the University of Kansas.
 - 2. Membership in Kappa Upsilon for at least one (1) year prior to the date of his election.
 - 3. Must have held a position on the executive board prior to the date of his election.
- D. LIEUTENANT MASTER, EXCHEQUER, SENTINEL and PLEDGE MASTER
 - 1. At least sophomore standing at the University of Kansas.
 - 2. He must have been a brother for at least one year prior to elections.
- E. Setting Aside Position Requirements
 - 1. Any positions Requirements can be set aside by a 2/3 vote of the brotherhood
 - 2. This vote shall take place on elections night, right before the position the brother is wanting to run for.

SECTION III- NOMINATIONS

I. Nominations for elections will occur in this manner:

- A. Any brother may submit a nominee during chapter.
- B. Any brother is allowed to deny or accept the nomination.
- C. All brothers who are nominated and accept their nomination will speak at elections for their nominated position.

SECTION IV- ELECTIONS

I. For Elections:

- A. Master shall be allotted five minutes to present a speech followed by a maximum of three questions and answers from the brotherhood.
- B. All other candidates shall be allotted three minutes to present their speech.
- C. The candidates will speak in alphabetical order based upon last name.

- D. Following the question period the candidate shall leave the room and there shall be a pro-con period consisting of three pros and two cons.

II. ELECTION PROCEDURE:

- A. Each candidate shall present his speech to the brotherhood while competing candidates are separated from the chapter. Questions and answers shall follow each speech. Once questions and answers have been finished, the candidate will leave the room and a pro/con session will be discussed by the brothers that are voting for the nominees. Upon completion of their speeches, all candidates will remain separated from the brotherhood until the chapter is ready to cast a vote.
- B. Only active members in good standing are entitled to vote; however, a brother can petition his revoked voting rights. Petitions to set aside voting requirements must be submitted at the regular chapter meeting, which immediately precedes elections. The brother wishing to petition the requirements must, in writing, state the voting requirement(s) he wishes to set aside. The petition will be read by the brother wishing to set aside the requirements at a regular meeting prior to or during nominations. Using a closed ballot, brothers will vote on the petition. The brother petitioning shall not be present during voting. The petition shall pass with a three-fourths (3/4) vote of the brotherhood.
- C. Abstentions reduce the number of votes needed for a majority. The presiding officer must explain the effect of an abstention to the voting body. Only those present for the entire election process for a position may vote for that position, excluding candidates in that particular election.
- D. Absentee ballots shall be granted at the discretion of the Master, which can be overridden by a majority ruling of the Executive Board.
- E. A "No Confidence" vote may be used. This vote will not reduce the majority.
- F. A motion for a hand ballot shall be permitted only when a candidate is running unopposed. Said motion must pass with a unanimous vote.
- G. If the total number of ballots does not equal the total number of voting delegates, the entire balloting is invalid and a new vote must be taken.
- H. Unreadable or incorrectly marked ballots will be counted as an abstention.
- I. A candidate is declared the winner if he receives a simple Quorum of the votes.
- J. If there are more than two candidates remaining and no one candidate receives a majority vote, the following procedure applies:
 - 1. The candidate receiving the least number of votes is dropped from further balloting after each round.
 - 2. In the event of a tie between the bottom two candidates, there will be a vote between those two candidates to decide who shall move on to the next round.
 - 3. This procedure will repeat immediately until there are only two remaining candidates for the respective position.
- F. If there are two candidates or fewer remaining, and no one candidate receives a majority vote, the following procedure applies:
 - 1. A revote will be taken.
 - 2. Following the revote, if no candidate receives a majority, the highest ranking officer who is not a current candidate will ask each candidate the same question and the Chapter will vote for a final time.
 - 3. If there is still no declared winner after the final vote, the Executive Board will convene and appoint one of the candidates or vote "No Confidence."

4. If the Executive Board votes "No Confidence," the position will be deemed vacant and the Executive Board will accept applications for the position. Applications need to be submitted within four (4) days following elections.
5. The Executive Board will appoint a new officer during the next regular chapter meeting. Candidates in the election can choose to run down. Candidates in the election for the running position cannot participate in the Executive Board decision.

III. ETC. RULES

- A. Candidates who are not elected to the position for which they ran, may run for a different position by nomination or by declaration ("run down," "drop down"). Candidates may only "drop down" twice.
- B. The Master and the Sentinel shall count all votes unless one is involved in the election at hand. At this point, the Master may appoint another to count votes.
- C. Votes that require a certain percentage of the brotherhood shall always be rounded up to the next whole number.
- D. Anyone involved in the corruption or manipulation of the votes or election proceedings shall be immediately expelled from the Chapter.

Article III: OFFICERS SERVING ON EXECUTIVE BOARD

Section I- General Provisions

- I. **Order of succession** shall be Master, Lieutenant Master, Exchequer, Scribe, Sentinel, House Manager, Rush Chair, Pledge Master, and Social Chair
- II. **All Members of Executive Board are to follow the bylaws below:**
 - A. Must Maintain Grades
 - B. Shall perform all duties assigned to him by the Master.
 - C. Holds all other powers as explicitly defined and implicitly suggested in this document.

Section II- Master

I. Duties And Provisions

- A. CHIEF EXECUTIVE OFFICER: of Kappa Upsilon, chapter and with E-board consent has the power to make decisions of the chapter.
- B. HOLDS: final legal responsibility for all legislation, communication, and activities of Kappa Upsilon.
- C. PRESIDES: as officer of all chapter, executive board, and special meetings with the powers and duties usually delegated to a presiding officer under parliamentary procedure.
- D. POWER: to call a special meeting of the Kappa Upsilon Chapter at his discretion.
- E. CHIEF DELEGATE: to the Supreme Council at the National Convention.
- F. DELEGATE: to the University of Kansas Inter Fraternity Council.
- G. LIAISON: to the University Of Kansas Division Of Student Affairs, and its subordinate offices, and to the Kappa Upsilon House Corporation.

Section III- Lieutenant Master

I. Duties And Provisions

- A. ASSISTS: the Master in the conduct of the chapter's business.
- B. SERVES: as an ex-officio member of all standing committees.
- C. IN THE ABSENCE: of the Master, he shall officiate the chapter meeting.
- D. CHAIR: of the Minor Board.
- E. LIAISON: between the Minor Board and the Executive Board.

Section IV- Exchequer

I. Duties And Provisions

- A. COORDINATES: the reception of all monies payable to the Chapter and execute all payments for the Chapter, approved by the Master or Lieutenant Master.
- B. RESPONSIBILITY: for all funds of the Kappa Upsilon Chapter.
- C. DISTRIBUTES: a statement of receipts and disbursements to the Kappa Upsilon Brotherhood on a monthly basis, and a statement of assets and liabilities twice each semester including a final report before retiring from office.
- D. MAINTAINS: an accurate record of the chapter's financial transactions in the proper books of accounts.
- E. PREPARES: a Chapter budget subject to approval by the Executive Board.
- F. MUST: refund a dollar amount between ten and twenty for those who did designated driver duties.
- G. COORDINATES: meal services.

Section V- Scribe

I. Duties And Provisions

- A. RECORDS & KEEPS: an accurate record of the minutes of all regular and special meetings of the chapter and the Executive Board.
- B. KEEPS & FILES: all committee reports.
- C. CUSTODIAN: of fraternity stationary, seals, official communications, all fraternity badges, and pledge pins.
- D. UPDATES RECORDS: of each Brother's room points alongside the Points Chair and Sentinel.
- E. CONDUCTS: the correspondence of the chapter and shall report the same at the regular meetings of the chapter.
- F. MAINTAINS: the chapter's calendar.
- G. RETRIEVES & DISTRIBUTES: mail sent to the chapter house.
- H. COMMUNICATES & INFORMS: brothers of all events and announcements.
- I. PREPARES: Alpha Epsilon Pi and Greek awards applications as applicable to the chapter.
- J. APPOINTS: a temporary Scribe in case of absence from a Chapter Meeting or regular or special meeting of the Executive Board.
- K. FILES: required reports with the Alpha Epsilon Pi International Office.
- L. UPLOADS: a copy of important information after every Chapter meeting to the Kappa Upsilon Facebook group.
- M. RESPONSIBLE: for all electronic media content and management, including, but not limited to, chapter electronic mailing lists and websites.

- N. PROVIDES: secure communications and file services to the Brotherhood.

Section VI- Sentinel

I. Duties And Provisions

- A. GUARDIAN: of the entrance at all Kappa Upsilon chapter meetings and rituals.
- B. ASSISTS: the Master in maintaining decorum at all meetings.
- C. APPOINTS: a temporary Sentinel in case of absence at all meetings.
- D. EXTREME CASES; has the authority to eject a disruptive brother from the meeting, with concurrence from the Master.
- E. CUSTODIAN: of gowns, Bible, Gavel, Coat of Arms, Candles and all other ritual paraphernalia of the Chapter.
- F. PLANS & EXECUTES: induction and initiation ceremonies as well as all minor rituals.
- G. DESIGNATED: Risk Manager of the Chapter and shall be responsible for the implementation and communication of the educating Alpha Epsilon Pi Risk Management Policy.
- H. THE SOCIAL CHAIR & SENTINEL: coordinate, plan, and organize the risk management of registered, formal and informal social events both on and off campus.
- I. COORDINATES: Designated Drivers and notify the brotherhood in a timely manner concerning who it will be.
- J. IN CHARGE: of all parking at the chapter house.
- K. MUST BE: completely sober for all official fraternity events
- L. HEAD OF: Judicial Board and is responsible for all activities involving the Judicial Board.
- M. RESPONSIBLE: for chapter abiding by any and all IFC, AEPi, KU AEPi, Lawrence, Douglas County, Kansas, United States, and International laws and policies.
- N. IN EMERGENCY: has ability to override other brothers and exec members to maintain the safety of the chapter.

Section VII- House Manager

I. Duties And Provisions

- A. SUPERVISES: all matters relating to the maintenance and upkeep of the Chapter house.
- B. MAINTAINS: an inventory of all the Chapter property at the beginning and the end of his term of office.
- C. COORDINATES: maintenance and repair requests with the owner/leaser of the chapter house.
- D. WITH APPROVAL: of the majority of the Executive Board, create a list of fines along with the Sentinel.

Section VIII- Rush Chairman

I. Duties And Provisions

- A. COMPILES & MAINTAINS: a rush list.
- B. POWER TO CALL: a vote of the Rush Committee concerning the offering of a bid to a perspective pledge.
- C. ENSURES: that the entire chapter is versed in rush procedure by holding rush workshops prior to the start of active rush periods.

- D. SERVES: as the representative to relevant Interfraternity Council roundtables or appoint as necessary a member of the chapter to serve as representative.

Section IX- Pledge Master

I. Duties And Provisions

- A. PREPARES: a complete pledge program with a calendar of events subject to approval of the Executive Board.
- B. ENSURES: that both brothers and pledge fulfill their duties as assigned in the pledge program.
- C. EDUCATES: the pledges on the chapter.
- D. INSTILLS: in the pledges a sense of respect, responsibility, and belonging.

Section X- SOCIAL CHAIRMAN

I. Duties And Provisions

- A. PLANS: registered, formal and informal social functions of Kappa Upsilon.
- B. SOCIAL CHAIRMAN & SENTINEL: coordinate, plan, and organize the risk management of registered, formal and informal social events both on and off campus.
- C. INFORMS: the brotherhood about social events within the larger University community, as well as coordinate their participation in these events.
- D. REGISTERS: select social events with the Inter-fraternity Council.

Section XI- The Non Voting Members Of Executive Board

I. Past Master

- A. Defined as the most recent master no longer in office for the Kappa Upsilon Chapter of Alpha Epsilon Pi.
 - 1. If the most recent Past Master had been impeached, had resigned, has graduated, or is for any other reason unable or unwilling to fill this position, then the Executive Board shall choose a different member from the previous Executive Board to serve in his place, provided that no member of the previous Executive Board currently serves on the Executive Board.
 - 2. If the most recent Past Master currently holds another Executive Board position, this office shall remain vacant.

B. Duties and Provisions

- 1. ADVISES: the Kappa Upsilon Executive Board.
- 2. PROVIDES: continuity and council for the Executive Board.
- 3. INFORMS: the current Executive Board of the decisions, debates and reasoning of the previous Executive Board.
- 4. APPRISES: the current Executive Board of all unresolved issues, conflicts, and concerns of the prior administration.

II. Chapter Advisor

A. Duties and Provisions

- 1. ADVISES: the Executive and Legislative Branches of Kappa Upsilon.
- 2. PROVIDES: continuity and counsel, and resource information.
- 3. ACTS: as an administrative liaison when the need arises.
- 4. LIAISON: to the Alpha Epsilon Pi International Office when the need arises.

5. CONFIRMED: annually by majority approval of the membership of Kappa Upsilon. This confirmation shall coincide with the inauguration of the newly elected Executive Officers. If confirmation does not occur or if a vacancy arises, a Chapter Advisor shall be selected by the Master with the approval of the Executive Board.

Section XII- Removing Officers From The Executive Board

I. The Procedure is as follows:

- A. The brotherhood first must submit a petition of a Quorum of the Active Brotherhood consisting of clear and concise evidence for dismissal from office.
- B. A two-thirds ruling by the Executive Board consisting of clear and concise evidence for dismissal from office.
- C. After the petition is submitted and received by the Executive Board, the member in question is temporarily relieved of his duties and the brotherhood must convene as soon as possible.
- D. At said meeting, the highest presiding officer will present the charges against the officer in question to the brotherhood at the start of the meeting. The officer in question will have a chance to plead his case followed by a chapter discussion of the officer in question. The officer in question will not be present for the general discussion or vote. A decision must be declared by the end of the meeting.
- E. There must be a two-thirds vote of the brotherhood in order to remove the member from office.
- F. Following a dismissal from office, the chapter shall hold a special election during the next regular meeting in order to fill the vacant position.

Article IV: Officers On Minor Board

Section I- General Provisions

- I. **Power to Review** all activities within their purview and/or propose such activities. All actions of the Committees maybe subject to approval by the Kappa Upsilon Brotherhood.
- II. **The Minor Board of Kappa Upsilon shall be defined as follows:**
 - A. The Lieutenant Master shall be the Chairman of Minor Board.
 - B. The Lieutenant Master, with the consent of the Executive Board, shall appoint each chairman.
 - C. Each Chairman can appoint a committee to assist in his duties.
 - D. Holds all other powers as explicitly defined and implicitly suggested in this document.
 - E. The Minor Board is responsible for the creation of a calendar of activities for the Chapter.
 - F. Terms will be one (1) semester, but can be re-elected, with the approval of the Master
- III. **The positions are as follows in the sections ahead**

Section II- ACADEMIC CHAIR

I. Duties and Provisions

- A. MUST HAVE: a GPA Greater than a 3.0
- B. ENCOURAGES: academic achievement in the chapter

- C. INFORMS: brotherhood of academic resources available through KU and Sorority/Fraternity Life
- D. RESERVES: study rooms during midterm/finals week
- E. PRESENTS: academic achievement awards to the brothers with the highest semester gpa averages, as well as the most improved semester gpa averages. These awards are to be presented at start of every academic semester. An individual can decline the award
- F. ADMINISTRATOR: on chapter's MyGreekStudy account, monitors completion of an individual's study hours
- G. MEETS: with the Exchequer to award scholarships to deserving brothers
- H. CARRIES OUT: grade checks twice a semester, before/after midterms,
 - 1. Along with Lieutenant Master, responsible for determining academic/social probation based on grades.

Section III- JEWISH HERITAGE CHAIR

I. Duties and Provisions

- A. KEEPS: chapter informed and encourage involvement in Jewish organizations on KU campus and the surrounding community (i.e. Chabad, KU Hillel, KC JCC)
- B. ENSURES: that chapter events are not scheduled on major Jewish holidays
- C. SCHEDULES and PLANS: events related to our mission of Jewish involvement.
- D. PROMOTES: Judaism in the chapter.

Section IV- INTRAMURAL SPORTS CHAIR

I. Duties and Provisions

- A. ORGANIZES and SUPERVISES: chapter's participation in KU intramural sports
- B. INFORMS: brotherhood of all intramural sports available for each semester, and field teams as necessary
- C. SCHEDULES: practices as needed for all intramural teams.
- D. ORGANIZES & STORES: all athletic equipment
- E. AWARDS: MVP for respective sports

Section V- PHILANTHROPY CHAIR

I. Duties and Provisions

- A. CHOOSES: a committee of 2-3
- B. ORGANIZES & EXECUTES: a large-scale philanthropic event during both the spring and fall semesters.
- C. COORDINATES: the chapters participation in the philanthropies of other sororities and fraternities

Section VI- COMMUNITY SERVICE CHAIR

I. Duties and Provisions

- A. ORGANIZES: chapter registration and monitors attendance at Mini BIG, and BIG Event
- B. SCHEDULES and ORGANIZES: 1 additional day of community service outside of the BIG event each semester
- C. MONITORS: the completion and logging of an individual's community service hours on Rock Chalk Central
- D. PROVIDES: information regarding community service opportunities on campus and in the community

Section VII- BROTHERHOOD CHAIR

I. Duties and Provisions

- A. SCHEDULES & ORGANIZES: 2-3 informal brotherhood events
- B. PLAN & EXECUTES: formal brotherhood events such as Induction, Initiation, Candle Pass, Century Club, or an airing of grievances
- C. ORGANIZES & REGISTERS: chapter contingent to regional Conclave meeting
- D. MEDIATES & RESOLVES: conflicts between brothers in the chapter
- E. COORDINATES: rush events with Rush Chairman
- F. SCHEDULES & PLANS Awards ceremony at the end of the spring semester
 - 1. Awards: Brother of the Year, Intramural MVP, miscellaneous funny awards.

Section VIII- STEWARD

I. Duties and Provisions

- A. MUST: be in-house brother
- B. MAINTAINS: good relationship with house mom/cook
- C. ORGANIZES: monthly dish duty schedule for in-house brothers
- D. ASSISTS: the house manager with house cleans and duties and meal/event preparation

Section IX- HISTORIAN

I. Duties and Provisions

- A. PRODUCES: an annual chapter composite
- B. SCHEDULES: a formal all house photo, and pledge class photos with all brothers wearing same attire (Pledgeship formal wear)
- C. MANAGES: all social media accounts and updates house website
- D. ORGANIZES: composites in house as they see fit
- E. TAKES: photos at major house events (philanthropy, community service, serenades, etc.)
- F. MAKES: a scrapbook of the entire year over the summer to bring back to the chapter in the fall
- G. WORKS WITH: house manager to display all plaques and history in formal room
- H. ORDERS: paddles and pledge class paddle

Section X- FAVORS CHAIR

I. Duties and Provisions

- A. DESIGNS: all house apparel for house events (Date parties, philanthropy, etc.)
- B. PROVIDES: additional apparel opportunities for the brotherhood. (chapter pullover fleece, polos, rain jackets, jerseys, etc.)
- C. WORKS WITH: Social chairmen in the planning and decorating for house parties, socials, and date parties.
- D. HELPS: designing and purchasing additional items for philanthropy, dad's/mom's weekend, etc. (ex. Banners, coffee mugs, picture backdrops)

Section XI- Points CHAIR

I. Duties and Provisions

- A. Works with close with Lt. Master
- B. ORGANIZES & ESTABLISHES: point system for the semester using the constitution
- C. ORGANIZES: house room draft + point structure using the constitution's system

Section XII- HEALTH CHAIR

I. Duties and Provisions

- A. RESPONSIBLE: for producing health newsletter to brotherhood (The Shitter)
- B. ENCOURAGES: a healthy lifestyle in the chapter.
- C. ORGANIZES: chapter work out group

Section XIII- HOMECOMING CHAIR

I. Duties and Provisions

- A. CHOOSES: committee of ~4-5 guys,
- B. ENSURES: the chapter's/new member's participation in all homecoming activities
- C. COMMUNICATES: with our partner(s) and creates a positive relationship with them.

Section XIV- ALUMNI CHAIR

I. Duties and Provisions

- A. STRENGTHENS: relationships with our alumni and with alumni of other chapters
- B. INFORMS: the alumni of events and keeps in contact through email, phone, and postage
- C. MANAGES: All Alumni money in a separate fund from the brotherhood, with oversight from the Exchequer and Master.
- D. PROMOTES: Alumni relations and Alumni giving back to the chapter
- E. CHOOSES: a committee of 2-3
- F. UPDATES: Alumni section of the chapters website
- G. INVITES: Alumni to events and back to the house

Section XV- NEW HOUSE CHAIR

I. Duties and Provisions

- A. FUNDRAISES: for the new house
- B. MANAGES: The construction and plans of the new house, and budget before and during the project.
- C. FINDS: adequate housing for brothers during construction.
- D. ON TOP: of all issues explicitly and implicitly pertaining to the position.

Section XVI- Ad-Hoc Chairman

I. Duties and Provisions

- A. OFFICER: whose function differs from that of a standing chairman
- B. RECEIVES: A mandate to last no longer than one semester
- C. AN AD-HOC: Chairman may be created with a majority vote.
- D. MANDATES: can be renewed by a majority vote.

Article V- Probation and Suspensions

Section I- Academic Probation

I. Protocols and Procedure of Academic Probation

- A. After A Brothers first semester not making Grades, a brother receives a Probation Warning and goes on Probation, during the next consecutive semester. If the brother earns above Making Grades, he is off Probation
- B. A Brother Can get off Academic Probation
 - 1. A Signed Petition with the Brothers reasons why he shouldn't receive Probation, the length being at least 1 and a half typed page, Signed by 2 of the three following: Master, Lieutenant Master, Academic Chair. submitted to the scribe, once this is met there will be a $\frac{3}{4}$ Vote of E-Board needed. This must be done in less than 1 week once receiving Probation.
 - 2. Successful Appeal to Judicial Board
 - 3. At this time Academic Probation Policy will not be formally written, but still is in effect at the Master and Academic Chair's Discretion.
 - 4. Academic Probation Formal Written Policy must be addressed and created during the first Biannual Constitution Review
- C. Failure to comply with Academic Probation
 - 1. If a Brother does not comply to there set study hours, or does not do an alternative plan, the persons standing in the house will be reviewed by executive board and judicial board and there will be future repercussions.
 - a) Future Repercussions can include expulsion from the Kappa Upsilon Chapter of Alpha Epsilon Pi.
 - b) Brothers will also be fined \$5 a week, that they do not make their set study hours

Section II- Probation, Suspension, and Expulsion

I. General Provisions

- A. In the event of an offense that is deemed finable, the executive board shall bring charges to the brother(s) that they believe should be fined.
- B. Judicial Board and the fined brother(s) shall be notified and a trial will be held in order to resolve the situation. Resolutions shall be what Judicial Board deems necessary.
- C. The Judicial Board shall notify the brother against whom the charges for Probation, Suspension or Expulsion are brought of the time and place of his closed hearing.
- D. Witnesses may be permitted to speak on behalf of or against the brother.
- E. The verdict shall be decided by a five-sevenths (5/7) vote of the Judicial Board.
- F. The Judicial Board may fix the period of the probation or suspension.
- G. The failure to pay promptly, to the Chapter, all financial obligations is sufficient grounds for suspension.
- H. Violation of the Fraternity Oath or Fraternity Ritual, conduct hostile to the best interest of the Chapter or Fraternity, or nonpayment of financial obligations shall be grounds for expulsion.

II. Offences Shall fall under Three Categories

- A. LEVEL ONE: Failure to pay dues, acting irresponsibly at a fraternity sponsored event, failure to attend mandatory events, failure to perform assigned duties at social events, inflicting minor vandalism on fraternity property, relentless disrespect or bullying of a brother or brothers, behaving disrespectfully to the brotherhood as a whole, and acting in any way to undermine the integrity of the brotherhood.

1. PUNISHMENTS: a monetary fine, any costs that may accrue because of offense, community service, or temporary social probation for a time period of no greater than one half (1/2) of a semester.
- B. LEVEL TWO: major or excessive vandalism of fraternity property, fighting with another brother, stealing or damaging another brother's property, minor legal offenses, and multiple level 1 infractions.
 1. PUNISHMENTS: a monetary fine, any costs that may accrue because of offense, community service, educational or personal improvement classes, social probation for a time greater than one half (1/2) of a semester, or suspension for a period determined by the Executive Board. (Refer to document of Fines and Penalties.)
- C. LEVEL THREE: major legal offenses, selling illegal substances out of the fraternity house, and multiple level 2 infractions. Any other infractions may be deemed punishable by a five-sevenths (5/7) vote of the Judicial Board.
 1. PUNISHMENTS: suspension for a period determined by the Judicial Board, expulsion from Alpha Epsilon Pi Fraternity, a monetary fine, or educational or personal improvement classes. The punishment shall be decided by a five-sevenths (5/7) vote of the Judicial Board.
- D. ALL offenses and punishments include, but are not limited to what is stated in the bylaws.
- E. ALL MONETARY FINES AMOUNT: determined by a simple majority vote of the Judicial Board based on severity of offense

III. A Brother on Probation includes but is not limited to:

- A. Deprived of his right to vote in Chapter or other meetings
- B. Required to take a leave of absence from any current positions
- C. Will be unable to run for any positions
- D. No participation in any sports or intramural competitions
- E. No participation in any social events including but not limited to:
 1. Parties
 2. Brotherhood events
 3. Exchanges
 4. Date Parties
 5. Dances

IV. A Brother on Suspension Includes but is not limited to:

- A. All Items under the Probation Category
- B. Deprived of his right to attend Chapter or other meetings

Article VI: Judicial Board and Appeals

SECTION I- General Provisions

I. General Provisions

- A. Judicial Board of Kappa Upsilon shall have the power to hear cases and impose sanctions.
- B. Any brother may request a Judicial Board trial for any fines they wish to appeal over 30\$, any internal issues they wish to settle, and any internal problems they have with a reference to internal punishment.

- C. The executive board may request any chapter issue or fine be taken to a Judicial Board trial.
- D. If a Judicial Board member is the brother in question during a trial his position on standards is temporarily filled in by the Master for the trial Judicial Board and the parties involved can decide as a whole to make a hearing closed. If this is decided then the chapter will be notified that the hearing is closed and no brothers unless invited by the Judicial Board may attend
- E. In the event of a vacancy, the alternate shall take his place on the Board and the Sentinel shall appoint a new alternate, subject to a majority vote of the Executive Board.
- F. In the event that two or more regular members are removed or resign, the Sentinel shall follow slating procedures to replace the absent members.
- G. The term of office for any member on the Judicial Board shall be one academic year.
- H. In the event that the membership of Kappa Upsilon falls below a number sufficient to respect the provisions of this article membership guidelines therein, including provisions against concurrent Executive Board service, shall be waived.

Section II- JUDICIAL BOARD MEMBERS

I. Made up of five regular members and an alternate member.

- A. The Sentinel will serve as the chairmen for Judicial Board.
- B. At least one brother with sophomore standing
- C. at least one brother with junior standing
- D. at least one brother with senior standing
- E. Alternate member
 - 1. The Alternate shall serve on the Judicial Board during a hearing in the event that a member of the Judicial Board is a party to the case being heard, There exists a significant conflict of interest between a regular member of the Judicial Board and either party to the case at hand
- F. In the event that more than one alternate is needed, alternates shall be selected in order among the following:
 - 1. The Brotherhood Chair
 - 2. The remaining members of the Executive Board in the order in which they were elected.

Section III- OPERATIONS & PROCEDURE

I. OPERATIONS

- A. The hearings of the Judicial Board shall be based on judicial procedures.
- B. The cases must be brought to the Judicial Board by individual brothers of Kappa Upsilon.
- C. The Judicial Board shall hear cases involving:
 - 1. Violations of the Constitution of Kappa Upsilon.
 - 2. Violations of Kappa Upsilon Executive Board decrees.
 - 3. Conduct unbecoming of a brother.
 - 4. Actions taken by one or more brothers against other brothers that do not explicitly break Kappa Upsilon rules: in effect, serving as a means to solve difficulties among brothers.
 - 5. Issues relating to academic probation with the university are outside the scope of the Judicial Board.

- D. The Judicial Board may impose sanctions of any nature aside from suspension or expulsion from Kappa Upsilon, though such outcomes may be recommended to the Executive Board.
- E. Possible sanctions include, but are not limited to,
 - 1. chapter service,
 - 2. suspension from events
 - 3. monetary sanctions
 - 4. community service
 - 5. educational programs
- F. The Judicial Board shall seek to craft sanctions of an education or restorative nature as opposed to a purely coercive one.

II. PROCEDURE

- A. There will be two classifications of trials. The first is a civil trial, a trial between brothers. In this setting, each party will represent themselves. The second is an enforcement trial, a trial brought by the executive board against a brother(s). In this situation, the brother will represent himself and the executive board members may represent themselves, choosing one main representative.
- B. The Judicial Board trials shall be carried out as any other trial would. Trials brought to the Judicial Board shall follow the basic outline of ways and means:
- C. Issues brought to the Judicial Board will be settled via trial.
- D. At the beginning of each trial the senior most member of Judicial Board will present the case, this will include the two parties and their reasoning for being there.
- E. In the case of the house fining a brother, the brother must represent himself however; the house will be represented by any of the following members: Master, Exchequer, or Scribe. To choose this person the executive board must choose a representative prior to the trial.
- F. The prosecution will always present its opening statements first. The defense will follow.
- G. The prosecution may present witnesses with no maximum number of witnesses with the defenses' witnesses following (cross examination of witnesses may occur however, no witnesses may represent both sides) questioning of witnesses are only yes and no answers however, during cross examination any question type is allowed.
- H. Following both sides witnesses and cross examination, both sides may present their final statements.
- I. After closing arguments the Judicial Board reserves the right to ask any parties involved including witnesses, defense, or prosecution questions pertaining to the trial.
- J. At this time the Judicial Board will convene in private to discuss and vote on whether or not the parties involved are guilty
- K. Simple majority for voting will allow the motion to pass. No abstaining will be allowed. In the case of no freshmen members on Judicial Board the super majority will be changed to (3/5). Punishment of those found to be guilty by the Judicial Board will be carried out according to the most currently ratified constitution of the Kappa Upsilon chapter.
- L. The Judicial Board reserves the right to:
 - 1. Table a trial.
 - 2. Send a trial into a brief recess
 - 3. ask people to leave the trial because of disruptiveness
 - 4. If one of either of the two parties is removed because of disruption during procedures, by default they automatically forfeit the case resulting in; if they are the defendant, the punishment they are fighting; and the prosecution, allows the defense an automatic win.

Section IV- ATTENDANCE

I. Attendance to Judicial Board meetings and trial

- A. Any brother may attend unless otherwise notified of the meeting being closed.
- B. All parties involved in a trial or any other duty of Judicial Board must attend (includes witnesses, prosecution and defense).
- C. All brothers who attend a Judicial Board hearing must follow the rules and protocol of attendance.
- D. Judicial Board may remove any brother who is disruptive in nature, this includes but is not limited to the following:
 - 1. Use of personal electronic devices
 - 2. Doing homework or any other work.
 - 3. Only speaks when spoken to or asked to speak.
- E. If a witness in a trial is removed for disruptiveness than their testimony must be stricken and not considered in Judicial Board final vote.

Section V- General Provisions OF A JUDICIAL BOARD APPEAL

I. General Provisions

- A. If Greek Capital Management is no longer used to collect dues, then the fines will be placed on whichever dues collection system is used.
- B. A fine may only be brought to one Appeal Hearing.
- C. If a fine is brought to an Appeal Hearing and the Sentinel believes it will become a common issue, they are recommended to bring said issue to the Executive Board in order to draft a solution for the future.
- D. Unlike a court of law, cases brought to an Appeal Hearing are not to set precedent for future cases. All appeals are to be dealt with on a case-by-case basis.

Section VI- Removing a Member from Judicial Board

I. Reasons

- A. He is elected to an Executive office.
- B. He is found by the Judicial Board to be in violation in a case against him.
- C. A member of the Judicial Board may resign at any time.

Section VII- Appeal Process

I. Process

- A. If a brother is fined \$20 or more they may appeal the fine to the Sentinel. If the Sentinel feels the fine may be unjust, the appeal will be brought to an Appeal Hearing. The Sentinel is to schedule an Appeal Hearing before the next chapter if possible, otherwise it must be scheduled to occur within the following 72 hours.
- B. The Appeal Hearing is to proceed
- C. Following an Appeal Hearing there are four possible outcomes.

1. The fine will stand as originally placed. The brother will then have one week from the end of the Appeal Hearing to pay the fine. If after a week they have an outstanding balance, said balance will be placed on their Greek Capital Management account.
2. The fine may be removed entirely.
3. The fine may be lowered to \$10 or higher with attendance and participation in a mandatory event to take the place with the rest of the fine. This mandatory event is to be decided upon by the Sentinel in conjunction with the Lieutenant Master, Community Service and Philanthropy Chair(s). This event is to take place within two weeks following the end of the Appeal Hearing.
 - a) If a brother fails to attend or participate in the mandatory event, then the amount taken off of their fine will be immediately placed on their Greek Capital Management account along with an additional \$5.
4. The Appeal Hearing is unable to come to a decision on any option. In this case the appeal will be brought to the Lieutenant Master who will have 24 hours in order to decide on keeping the fine, getting rid of the fine or lowering the fine with attendance and participation in a mandatory event.

Section VIII: APPEAL HEARING PROCESS

I. Hearing Process As Follows

- A. The Appeal Hearing is to consist of the Sentinel, five members of the Judicial Board, the executive board member who assessed the fine, the brother who has been fined and up to two witnesses. The brother being fined may request to the Sentinel for more witnesses if they feel it is necessary.
- B. The hearing will begin with an introductory statement by the brother being fined. The executive board member will not be present at the hearing at this time. This statement is to be limited to three minutes, although the Sentinel may allow him to speak longer if necessary.
- C. Following the introductory statement, each witness will be allowed to speak. They will be given 90 seconds each, although the Sentinel may allow them to speak longer if necessary.
- D. After the brother and witnesses have all spoken a questioning period will begin. The Sentinel and each Judicial Board member shall be allowed two questions each to ask of the brother being fined and the witnesses.
- E. After the questioning period the brother being fined will be given one minute to make a final statement, although the Sentinel may allow him to speak longer if necessary.
- F. Following this final statement, the brother being fined and the witnesses are to leave the hearing. The executive board member who assessed the fine is to enter the hearing. He will be given three minutes to speak on why the fine was assessed, although the Sentinel may allow him to speak longer if necessary.
- G. After the executive board member speaks, there will be a new questioning period. The Sentinel and each Judicial Board member are allowed one question to ask the executive board member.
- H. Following this questioning period, the brother being fined and the witnesses are to leave the room. Each Judicial Board member is to vote on whether the fine shall remain as is, be removed entirely or reduced with attendance and participation in a mandatory event.
- I. This vote is only to be conducted as a paper vote and not a hand vote. The votes shall be counted by the Sentinel.

- J. An option requires three votes in favor to pass. If no option has three votes then the option with only one vote shall be ran off and a revote will be done with the remaining two options. The option with three or more votes will pass.

Article VII- FINE POLICY

Section I- General Provisions

I. Adding Fines

- A. To add fines to the document requires only a majority vote of the chapter and not a full Constitution amendment

II. Fining Process

- A. Fine(s) may be assessed by any Executive Board member but must be approved in conjunction by the Master and Exchequer. Fines are to be given out after the following chapter meeting.
- B. Any fine(s) totaling over \$20 may be appealed to the Sentinel for a judicial board Appeal Hearing. A brother will have one week after receiving the fine to appeal.
- C. If a brother chooses not to appeal they will have until the following chapter to pay the fine(s). If by the following chapter they have an outstanding balance, said balance will be placed on their Greek Capital Management account.
 - 1. If Greek Capital Management is no longer used to collect dues, then the fines will be placed on whichever dues collection system is used.
 - 2. Once a fine is added to Greek Capital Management or the dues collection system, it is no longer appealable even in conjunction with a new fine.

Section I- Acceptable Fines

- I. The following list describes what fines may be given out by the Executive Board (but not limited to):

- A. Missed chapter: \$5
- B. Formal chapter: \$10 if not dressed accordingly
- C. Missed Mandatory Event: \$50
- D. Missed Community Service Hours: \$20 for not completing the minimal amount
- E. Being on Roof: \$10
- F. Missed Pledge Initiation: \$20
 - 1. If absent during initiation, cannot attend event following initiation
 - 2. If missed mandatory Pledge Event: \$5
- G. Missed Weekly Cleaning duties:
 - 1. 1st offense: \$5
 - 2. 2nd offense: \$10
 - 3. 3rd offense: \$10 and BADD Duty for weekend
 - 4. 4th offense: Meeting with President/ Executive board
- H. All-House Clean-up: \$5 fine
 - 1. \$10 fine for in-house brothers who do not attend
 - 2. Must check-in with House manager
- I. BADD Duty: \$15 fine if assigned driver bailed before shift, and have to do it next weekend
- J. Intramural: \$5 for signed up and no-show. If you contact the athletics chair at least a day before the event with a valid reason you may be excused from the fine.
- K. Philanthropy events: \$25 fine for no-show or failure to help out
- L. Elections: \$30 fine for unexcused absence
- M. Study hours: \$5 for failure to meet weekly hours
- N. Failure to help set-up for a House-sponsored party can result in a \$5 fine, and can make you become a sober monitor for the event.
- O. House Dishes in in-house bedrooms: \$1.00 fine per item
- P. Dish Duty: Failure in performing duty can result in \$20 fine
- Q. Smoking in house: \$25 fine

- R. Failure to leave house for fire drill: \$25 fine
- S. Late fine fees: Goes to GCM
- T. Any post by a non Eboard member that does not exceeded half the chapter likes will be subject to a \$5 fine.
- U. House below minimum occupancy: Any fine given by nationals will be split amongst Sophomores/Juniors who chose to live out
- V. A 2/3 E board vote can change any fine amount listed in this section
- W. Hard Alcohol Policy
 1. As of May 2015, the InterFraternity Council at the University of Kansas passed a motion to ban all hard alcohol substances in fraternity houses. That means there is no tolerance for having or serving any hard alcohol drinks (>13.5%) inside the premise of Kappa Upsilon chapter of Alpha Epsilon Pi fraternity house. If a member is found to have violated these rules, the subsequent punishments will be applied.

First Offense	Second Offense	Third Offense	Fourth Offense
\$50 Fine and BADD Duty shift	\$100 Fine AND assigned as a sober monitor for the next social event on the calendar	Suspension from chapter for term to be decided by J-Board	J-Board will conduct a Membership review to determine the member's status within the fraternity

Article VIII: HOUSING PRIORITY

Section I- General Provisions

I. Rooming Information

- A. Below is the priority point system used for room selection in the university recognized fraternity house.
- B. Room selection shall occur once a year, to determine which Brothers will be living in the university-recognized fraternity house.
- C. The Master shall be responsible for designating a date on which to do room selection for the upcoming semester.
- D. The Sentinel and Points Chair will be responsible for awarding room points to the Brotherhood and the Points Chair shall inform the Brotherhood of their priority standing prior to room selection.
- E. The draft will consist of
 1. rooms that will be triples,
 2. rooms that will be doubles
 - a) For triples and doubles the average of the points of those living in the room will decide their order in their draft.
 3. rooms that will be singles.
- F. Brothers shall have priority for housing determined by points reflecting the leadership positions and involvement of the brothers.
- G. If a Brother has transferred from another chapter of Alpha Epsilon Pi, the Brother becomes a member if the majority of the chapter approves of him for membership. He then would become a part of Kappa Upsilon class that pledged at the same time as the transferred brother did at his former institution.
- H. The Sentinel may assign housing points for actions or attendance at events beyond what is listed in this section at his discretion as long as the announcement of the awarding of points is done twenty-four (24) hours in advance. Any complaints by brothers against the

housing assignment of housing points for actions or attendance not listed in this section may be directed towards the Master, who can overrule the Sentinel on the assignment of housing points not listed under the aforementioned sections.

- I. If two or more brothers have the same amount of points, priority between the parties will be determined based on their GPA and amount of semesters in college; whereas the party with higher GPA will have higher priority, and If brothers are still tied after considering semesters in college and GPA, final priority is determined by rock, paper, scissors best of three. Go on shoot.
- J. All brothers must live in the university recognized fraternity house for a minimum of two (2) years. If a brother meets circumstances in which he cannot live in the house for two (2) years, he must fill out a petition, at which the executive board will determine whether the brother may live out of the house.
- K. All brothers must collect a certain percentage of all room points. The minimum percentage shall be determined by the chapter. If the minimum percentage is not met, the individual may be subject to social probation.

Section II Point System

- I. The following point system may be used to differentiate the status of any two members of the Kappa Upsilon chapter of Alpha Epsilon Pi under any of the following situations:**
 - A. Who gets to live in the house, when there is excess demand, The order when picking rooms at the house, Limited spots at a social event, Any other situation in which there are a limited amount of spots at an event (Points for positions will be added to a member's total points at the beginning of the year)
 - B. Attendance will be taken by the Scribe at every event that counts for points. If the scribe is not present at an event where attendance must be taken, it is the responsibility of the Lieutenant Master to take attendance and then, in a timely fashion, share this information with the Scribe. There will then be bi-weekly emails sent out to the chapter with the point standings.
- II. Points may be deleted for the following reasons:**
 - A. Failure to attend 50% of chapter meetings
 - B. Deleterious act as determined by the exec board
 - C. Failure to complete job requirements for given position as determined by the exec board
 - D. Failure to meet by-law guidelines
- III. Positive and Negative Points**
 - A. Positive Points:
 1. Chapter meeting attended: 1
 2. Events attended: 1 (if notifying the chapter before an event, it can be worth more if determined by the executive board)
 3. Current Master: 25
 4. Current LT: 20
 5. Current IFC Rep: 15
 6. Current Exchequer: 15
 7. Current House Manager: 15
 8. Current Rush Chair: 15
 9. Current Pledge Master: 15
 10. Current Social Chair: 15
 11. Current Scribe: 15

12. Minor Board: 10
13. Second Minor Board Chair Position: 5
14. ****(You may only collect points for one of your past positions, the highest value. These are past positions from a previous year, (NOT SEMESTER)... EXAMPLE: The LT of the fall semester that becomes Master for the spring semester will collect points for being the Past LT and Master.*
 - a) Past Master: 10
 - b) Past LT: 8
 - c) Past IFC Rep:5
 - d) Past Exchequer: 5
 - e) Past House Manager: 5
 - f) Past Rush Chair: 5
 - g) Past Pledge Master: 5
 - h) Past Social Chair: 5
 - i) Past Scribe: 5
15. Semesters as member/pledge: 5 per
16. Altruistic act: determined by the exec board
17. Ever living in the house: 3 points
18. Additional years in house: 2 points per year
19. Attending Conclave (stacks): 2 points
20. Attending Convention: 4 points (awarded for the next school year)
21. GPA from fall semester: 1 point per .1 GPA
22. Test Files
 - a) Eligible assignments include Test, Essays, and Quizzes
 - b) 2 tests per class= 1 point
 - c) 5 tests per class= 2 points
23. Community services surpassing 10 hours: 2 points per 5 hours over
 - a) All brothers are required to complete 10 hours of community service per semester.
 - (1) Negative 1 point for non approved community service hour missed
24. Attending and participating in all-house cleanups AFTER major social event: 1 Point
25. Event setup: 1 Point
26. Attending another philanthropy or event for a different organization (SPRING SEMESTER ONLY): 1 point
27. Attending and Participating in work week: 1 point per day
28. Outside Organization or Club: 2 Points

B. Negative Values:

1. The above negative acts as determined by the exec board
2. Pledges cannot accumulate any points for events attended while a pledge
3. No points will carry over into the next school year. However, each person receives seniority points, past position points and potentially living in the house points
4. The chapter by majority vote can remove executive board points. The executive board can appeal to the Judicial Board.
5. You cannot earn points for a position for both current and past unless you have held the position twice.
6. You have 15 minutes after the start time of an event to show up in order to receive a point
7. If you have class, you must be there for half the event to receive a point
8. If the determined percentage value of all house points given out are not met, brothers will not be able to participate in events determined by the executive board.

Article IX: MEETINGS

Section I- Chapter Meetings

I. Guidelines

- A. Regular weekly meetings of this Chapter shall be held at the Chapter house during the school term, except when extraordinary conditions prevent it, when the Master may postpone or omit the regular meeting. Meeting days and time shall be at the discretion of the Master.
- B. Special meetings may be called at the discretion of the Master, after notifying all active brothers.
- C. A petition signed by twenty percent (20%) of the active brothers setting forth the reason therefore, shall be deemed mandatory for the calling of a special meeting by the Master.
- D. Every active brother is required to be in attendance promptly at every special and regular meeting of the Chapter and at all ritual ceremonies.
- E. Any active brother, absent from three or more regular meetings or Ritual Ceremonies, shall have his voting right revoked. The brother will be able to plead his case to the Executive Board to explain his absence, and the Executive Board, after hearing, shall determine the validity of the excuse and affix the penalty in each case.
- F. All proceedings of the meeting shall operate under Parliamentary Procedure as outlined in the Supreme Council of the Alpha Epsilon Pi Fraternity.
- G. The Master or Sentinel may warn any brother who does not exhibit proper conduct, and, in doing so, disrupts a chapter meeting. The Master or Sentinel may eject from the meeting any such brother given prior warning.
- H. There shall be at least one ritual chapter meeting per semester of the academic year, scheduled by the Master.
- I. No voting by proxy shall be allowed at any regular or special Chapter meetings, nor by members of the Executive Committee, at a meeting of that Committee.
- J. Motions at any chapter meeting are to be passed in accordance to rules of attendance.
- K. There shall be no chapter under these conditions:
 1. There will be no Chapter the Monday of finals week.
 2. There will be no chapter on major Jewish Holidays, including specifically Rosh Hashanah, Yom Kippur, and the Yom Tov days of Sukkot, Pesach, and Shavuot.
 3. There will be no chapter on major National Holidays.
- L. Any Article or Section of this Constitution may be temporarily set aside by a two-thirds (2/3) vote of the Brothers at any meeting of the Chapter.
- M. Amendments to this Constitution must be submitted in writing, presented, and read at a regular meeting of the Chapter. Reference Article XV for amendment process.

Section II- Order of Business

I. Procedure (may be changed at the order of the MASTER) :

- A. Roll Call
- B. Report of Executive Committee
- C. Communications
- D. Reports of Officers
- E. Old Business

- F. Nominations and elections of Officers
- G. Election of New Members
- H. New Business
- I. Announcements
- J. Good and Welfare
- K. Adjournment

Section III- Attendance

I. Attendance Rules:

- A. Attendance shall be taken at the beginning of every Chapter Meeting. Attendance procedures can include a roll call or any other procedure deemed reasonable by the Executive Board.
- B. The doors of the room in which a chapter meeting is occurring shall be closed five minutes after the start of the meeting. After this point, brothers wishing to enter must knock and will be admitted at the discretion of the Sentinel. Brothers wishing to leave must request permission to do so from the Master.
- C. The Scribe shall keep record of the absences and tardiness of each active brother and report to the Executive Board of those brothers with "Excessive Absences".
- D. "Excessive Absence" is considered behavior unbecoming of a brother and is subject to a hearing by Judicial Board.
- E. Brothers shall have the option of exiting the meeting during the recess before Good and Welfare.
- F. Quorum shall not be required to continue the meeting with Good and Welfare.
- G. Once Good and Welfare begins, brothers present must stay for its entirety and no brother not present at the beginning of Good and Welfare may enter the meeting during it.
- H. Brothers shall be encouraged to remain at Good and Welfare; if absence becomes regular, the Executive Board may consider this absence as an "Excessive absence."
- I. A Brother may be excused from attending Chapter Meetings for personal reasons, provided he has submitted a written notice of absence to the Master or Scribe no less than one full day before his anticipated absence.
- J. All appeals of punitive measures for lack of attendance must be made within one week of the issuance of the punitive measure by the Executive Board.

Article X: Amendments

Section I- Procedure

I. Proposal

- A. All proposed amendments to these Bylaws shall be advertised to the Brotherhood at least one week prior to the consideration of the question. This notification shall include the precise wording of the amendment. The notification shall be delivered to the Scribe for distribution.

II. Ratification

- A. Require a two-thirds (2/3) vote of all members present.
- B. The Master is then to immediately assign a brother to add the new amendment into the constitution, it is this Brother's RESPONSIBILITY to place the amendment into the

appropriate part of the Constitution, and change any other bylaws that may interfere or go against the new amendment.

Section II- General Provisions

- I. The standing Kappa Upsilon Constitution shall remain in effect until a new Constitution is adopted.
- II. Ratification of new Bylaws shall require approval of at least two-thirds of the membership present at the time of voting. Membership present at voting must be at least a simple majority of the total membership.
- III. If a Spelling/ Grammar Error is found it can be automatically corrected without any vote, The Brotherhood must be notified at the chapter meeting proceeding the change

Article XI: Biannual Constitution Committee

Section I- Procedure

- I. **FORMATION:** In the fall of even-numbered years, an ad hoc Constitution and By-laws Committee will convene, chaired by an active brother in good standing who does not currently hold an elected office within the chapter.
- II. **PROPOSAL:** Brothers may submit as many proposed amendments as they feel necessary, finished or unfinished, at the beginning of the fall term.
- III. **RECOMMENDATION:** Upon review of all proposed amendments, the committee will deliver all proposed amendments to the Executive Board, noting which have earned the committee's recommendation for chapter approval. Any other proposed amendments can gain recommendation status by a two-thirds (2/3) vote of the Executive Board.
- IV. **RATIFICATION:** All recommended amendments will be presented at the next Chapter meeting and gain ratification from a two-thirds (2/3) vote of the chapter. If the proposed amendment is altered in any stage of approval, it must go through the process of ratification at the next subsequent Executive Board and Chapter meetings.
- V. **OVERHAUL:** The committee can recommend an overhaul, or complete reconstruction, of the constitution and/or by-laws. Such an overhaul can only be approved by a three-fourths (3/4) vote of both all elected officers and the Chapter as a whole. The committee would then proceed to write a new constitution and/or by-laws, which would be ratified by a two-thirds (2/3) vote of both the Executive Board and the chapter as a whole.