

**Alpha Rho Alumni Chapter**  
**CONSTITUTION AND BYLAWS**



**PI KAPPA PHI FRATERNITY**

## **ARTICLE I      NAME AND PURPOSE**

### ***Section 1:      Name***

The name of this organization shall be the Alpha Rho Alumni Chapter of Pi Kappa Phi Fraternity (Heretofore referred to as “Alumni Chapter”, “AC” or “APAC”)

### ***Section 2:      Purpose***

The purpose of the Alumni Chapter shall be to organize and direct all Alumni Activity for the Alpha Rho Chapter of Pi Kappa Phi and:

- A.      To help Alpha Rho Alumni fulfill the lifetime commitment made during their Ritual of Initiation into Pi Kappa Phi Fraternity.
- B.      To perpetually work for the betterment of the Alpha Rho Chapter for the enjoyment of current and future generations of members.
- C.      To bring credit to Pi Kappa Phi Fraternity, West Virginia University, and the communities in which our Members reside.
- D.      To assist our undergraduate Brothers and Chapter by providing mature advice and guidance as they strive to become The Ideal Chapter.
- E.      To provide an ever present link to the history of our Fraternity and Chapter so that the customs, traditions and ideals of our Founders are not forgotten.
- F.      To work in partnership with the National Council, The National Staff, The Alpha Rho Housing Corporation and the Alpha Rho Board of Alumni Advisors to advance the goals and objectives of Pi Kappa Phi Fraternity.

## **ARTICLE II      MEMBERSHIP**

***Section 1:***      Any member of Pi Kappa Phi Fraternity in good standing under the terms and provisions of the Constitution and Supreme Laws of the Pi Kappa Phi Fraternity and with his undergraduate chapter and who is no longer enrolled as an undergraduate student at any university or college is eligible for Active Membership in this Alumni Chapter upon payment of dues thereof and abiding by all other local requirements.

**Section 2** The Vice President-Chief Information Officer shall keep the official record of all Alpha Rho Initiates and must report to the Board of Directors each month when any change in status to any individual Alumni Member is recorded. There shall be four ( ) classifications of Alumni:

- i. Active Members (A)
  - i. Members who pay annual dues set by the Alumni Chapter Board of Directors, who are in good standing and enjoy the full benefits of membership.
- ii. Inactive Members (I)- In good standing
  - i. Non-voting Members in good standing with the National Organization and the Alpha Rho Undergraduate Chapter and/or Housing Corporation but who have not paid the yearly Alumni Chapter dues.
- iii. Inactive (N)- Not in good standing
  - i. Non-voting Members who are considered not in good standing with the National Organization or the Alpha Rho Undergraduate Chapter and/ or Housing Corporation. The Inactive (N) Classification member may be on a modified Disciplinary Alumni Status with the National Organization, the Undergraduate Chapter or The Alumni Chapter.
- iv. Expelled (E)
  - i. Initiated Members of the Alpha Rho Chapter of Pi Kappa Phi Fraternity who were expelled by the National Council of Pi Kappa Phi.

**Section 3:** To be classified as an Active (A) or Inactive (I) Member with the Alumni Chapter, each Alumnus must also have satisfied all financial obligations to the Alpha Rho Housing Corporation (APHC). The AC shall seek and rely solely upon the judgment of the APHC President to settle any question should an Alumnus dispute a debt owed to APHC.

**Section 4:** To maintain an Active (A) membership, members must pay annual dues set by the Board of Directors of the Alumni Chapter. Members who are not current on the payment of annual dues shall be classified as Inactive (I).

**Section 5:** Membership in the Alumni Chapter is also subject to a code of conduct that all Members must abide by to remain in good standing (refer to Article VI of the AC Constitution and Bylaws).

**Section 6:** Undergraduate members will be automatically listed as either Active (A), Inactive (I) or Inactive (N) upon graduation.

**Section 7:** Participation in Alumni Chapter events and communications to and from the AC Board will be limited to those members classified as:

1. Active (A)
2. Inactive (I)

### **ARTICLE III BUDGET AND DUES**

**Section 1:** The annual budget and dues of the Alumni Chapter shall be set by the Board of Directors of the Alumni Chapter at the direction of the Treasurer and formally voted upon during the annual meeting of the Alumni Chapter according to the following procedure:

- A. The proposed budget and annual dues will be provided for each calendar year 01January-31December beginning in 2018, and will be released electronically to all Members by the Treasurer at least 30 days prior to the annual meeting. *(III. 1. A. amended and approved 4/22/17)*
- B. The Treasurer will solicit comments and questions from Active Members and shall share his responses to any inquiries made with the Board of Directors prior to the Annual Meeting.
- C. The Treasurer shall present a defense of the Proposed Budget and annual dues to the Board of Directors during the annual meeting and allow for question and answer period from Board Members as well as Active Alumni Chapter Members.
- D. The Budget and Dues shall be voted upon by the Board of Directors and deemed passed by a simple majority.
- E. Upon passage, the Treasurer shall post the dues electronically whereby each member shall have 30 days to pay the dues for the upcoming year. If after 30 days members have failed to pay their annual dues, they shall be listed as Inactive (I) until such time that the Treasurer is in receipt of their dues in full.

### **ARTICLE IV MEETINGS AND VOTING**

**Section 1:** A full meeting of the Alumni Chapter shall be held at least once per calendar year in Morgantown, WV or on the Campus of West Virginia University.

**Section 2:** The AC Board of Directors shall set the time for the annual meeting and notify the members at least 90 days prior to date of the meeting.

**Section 3:** Special in-person Meetings of this alumni chapter may be called at any time by:

- A. The AC Executive Board by a unanimous vote.
- B. The President upon the request of any ten members in Active (A) standing or by request of the Alpha Rho Housing Corporation President, the Chapter Advisor or Undergraduate Archon with consent of the Chapter Advisor.
  - i. Notification of the meeting must be given as early as possible and state the date, location, time, and purpose of the meeting.
  - ii. Every attempt must be made, at the expense of the Alumni Chapter, to facilitate a video or voice conference call to allow members who cannot attend in person to participate.

**Section 4:** Quorum shall be defined as 50% of the Executive Board and 25% of active members. Proxy votes shall be counted for the purposes of reaching quorum. Members who participate via video or voice conference shall be counted for the purposes of reaching quorum.

**Section 5:** No business shall be voted on at any meeting unless quorum is present.

**Section 6:** Meetings shall be held outside of the Fraternity House in a setting suited to conduct the business of the Alumni Chapter. The room should be set with a head table for all the Board of Directors and enough seating to accommodate the members in attendance.

**Section 7: *Voting***

- A. All AC Active (A) members shall have one vote except as otherwise provided herein;
- B. Members may vote by proxy which will be defined two ways.

- (a) Proxy Votes on specific matters may be used by an Active AC Member (A) when he is not able to be present to cast his own vote. This vote must be received by the President- CEO in writing or by email no less than five days prior to the meeting. It must specify the matter under consideration and must state the clear intention of the member in a “yeah” or “nay” unless voting on the election of officers. In the election of officers, the member must specify the member and office to which said member is running for. If a matter under consideration is altered by motion or by amendment during the meeting, Proxy Votes shall not be allowed.
  
- (b) An Active AC Member (A) may assign by name and in writing or by email another Active (A) AC member who is in attendance at the meeting to cast votes for him on any matter. A Member may cast votes for up to two (2) absent members. The non-attending member must notify the President- CEO in writing or by email no less than five days prior to the meeting.

**Section 8: *Strategic Planning Committee***

The President- Chief Executive Officer shall convene a Strategic Planning Committee (SPC) once every five (5) years in the year prior to the next Rechartering (November 1978) anniversary (e.g. convene the SPC in November 2017 for the 40<sup>th</sup> Rechartering Anniversary in 2018). The SPC will consist of a Chair who will be the current VP-Chief Operating Officer (COO), the current AC President- CEO, the current VP-Fundraising the current Undergraduate Archon, the Housing Corporation President and other Active (A) Alumni who are interested in serving and selected by the Current Chairman of the committee.

The purpose of the SPC is to create a **Strategic Business Plan** for the Alumni Chapter to use over the next five (5) years. The SPC shall also quantitatively measure the goals of the previous five (5) year Strategic Plan, review the successes and failures, and determine opportunities for improvement. This should be done in the spirit of finding ways to improve as a whole, but should stop short of offering critiques of individuals who currently serve or have served as Board members.

The SPC should place particular emphasis on fundraising goals, as well as critiquing and refining the processes and procedures currently used by the AC, and offer recommendations to improve the efficiency and effectiveness of the Alumni Chapter. The SPC should also report on how

to improve the way the Board promotes and accomplishes the Purpose of the Alumni Chapter that is found in Article 1, Section 2 of this document.

The SPC should be presented in person by the SPC Chairman at the Rechartering event, posted online and distributed by email.

## **ARTICLE V      OFFICERS and THE BOARD OF DIRECTORS**

**Section 1:**    The Board of Directors shall consist of the following Officers whose duties shall consist of:

**A:      *President- Chief Executive Officer***

1. Sets goals and objectives for the Alumni Chapter
2. Oversees all chapter operations and programs.
3. Presides over Board and Alumni Chapter meetings.
4. Addressing each Undergraduate Associate Member class for the purpose of teaching the History of Alpha Rho.
5. Acts as spokesman on all matters and official correspondence of the Alumni Chapter.
6. Appoints officers to fill vacant Board positions until the end of a term.
7. Attends Supreme Chapter or names a Proxy to attend and vote on behalf of the Alumni Chapter.
8. Sits on the Strategic Planning Committee.
9. Any duty not specifically enumerated in the remaining offices

**B:      *Executive Vice President***

1. Performs all of the duties of the President in his absence.
2. Attends Supreme Chapter with the President & CEO
3. Serves as official liaison to the Undergraduate Chapter and Board of Alumni Advisors.
4. Serves as member of the Standards Committee and shall record the minutes of any Alumni Chapter proceeding.

**C:      *Vice President-Chief Operating Officer***

1. Creates and maintains an annual business plan that outlines how the goals and objectives contained in the Strategic Business Plan will be met.
2. Plans the annual Alumni Chapter meeting
3. Serves as Chairman of the Strategic Planning Committee.

***D: Treasurer- Chief Financial Officer***

1. Oversees and directs all aspects of finances for the Alumni Chapter
2. Acts in accordance with the AC Constitution and Bylaws Article III Budget and Dues
3. Reports financial conditions of Alumni Chapter Finances at each Board Meeting.
4. Oversees relationships with banking and other financial institutions
5. Serves as financial liaison between the Alumni Chapter and Pi Kappa Phi Administrative Office.
6. Files all necessary paperwork with Local, State and Federal government as prescribed by Local, State and Federal Law.

***E: Secretary- Chief Communications Officer***

1. Archives official records and documents for the Alumni Chapter.
2. Documents and posts minutes of all Alumni Chapter and AC Board of Directors meetings.
3. Calls role during Alumni Chapter and AC Board of Directors meetings and certifies that quorum has been met.
4. Maintains letterhead, notecards and other stationary for use by the Alumni Chapter in official communications.
5. Responsible for securing meeting space for annual meetings and ensuring the space is configured appropriately.
6. Responsible for working with the Treasurer and Chief Information Officer to ensure that only Active (A) Members are voting on matters before the Alumni Chapter.

***F: Vice President-Chief Information Officer***

1. Maintains the official electronic database for Alpha Rho Alumni and Current Undergraduate Members.
2. Maintains regular contact with the Alpha Rho Housing Corporation and the Executive Council of the Undergraduate Chapter as well as National Staff for the purpose of updating the official status of members and reporting any changes monthly to the AC Board of Directors.
3. Responsible for keeping current alumni contact information in our database and shares new information with the National Fraternity as appropriate.
4. Implements and maintains a transition plan for Alpha Rho graduating seniors to become Alumni Chapter Members, including the direction of the Graduating Senior Sub-ritual.



5. Coordinates, directs and oversees the electronic and social media presence for the Alumni Chapter.
6. Responsible for maintaining AC event invitation lists and ensuring that only eligible members are granted access to such events.

**G: *Vice President-Fundraising***

1. Responsible for creating and directing all fundraising activity for the Alumni Chapter in the following areas:
  1. Alumni Chapter Operations and Events
  2. Ability Experience
  3. Leadership Training for Undergraduate Members
  4. Housing Corporation
2. Submits annual fundraising goals to the AC Board of Directors to be voted on in each of the 4 areas of concentration.
3. Presents a fundraising strategic plan annually to the AC Board of Directors to outline how the AC will achieve the fundraising goals the Board has set.
4. Maintains a relationship with the staff at The Ability Experience and Pi Kappa Phi Foundation and will serve as Liaison to both organizations.
5. Reports to the AC Board of Directors any important developments in National Fundraising efforts.
6. Facilitates efforts made to Alpha Rho Alumni on behalf of the Pi Kappa Phi Foundation and/ or other National Fraternity Fundraising Campaigns to raise money for the National Fraternity.

**G: *Vice President- Chief Risk Officer***

1. Responsible to ensure that all Alumni Chapter events are held in compliance with Supreme Law, Pi Kappa Phi Risk Management policies and procedures and all applicable state and federal laws.
2. Responsible to adjudicate alleged violations of the Alumni Chapter Code of Conduct on behalf of the AC Board of Directors.
3. Presides at hearings of the Standards Committee and reports the findings and recommendations to the AC Board of Directors.
4. Reports member suspensions and recommendations of expulsions to the National Fraternity as required under Supreme Law.
5. Educates all Alpha Rho Alumni on the responsibilities of membership outlined in the Alumni Chapter Code of Conduct.

**H: *Historian (section H amended and approved on 4/22/17)***

1. Will oversee the collection and preservation of all Alpha Rho related historical records
2. Will coordinate with the Chief Information Officer to collect and maintain all photographs, video, and historical documents of importance. This shall include the responsibility to record meetings and APAC related events for posterity in photographic, audio, video and any possible new technological method used to preserve our events for posterity.
3. Will oversee the ongoing Alpha Rho History project and will serve as the de facto Chairman and Scribe of the group of Archons and Alumni Chapter Presidents-CEO's as established in Article VIII, Section 3 of the Alumni Chapter Constitution and Bylaws.
4. Shall serve as mentor and advisor for the Student Chapter Historian to ensure that the coordination between Student and Alumni Chapters is maintained for the purpose of preserving Alpha Rho history.
5. Serves as a member of the Standards Committee
6. Responsible for undertaking and completing special projects at the request of the President- Chief Executive Officer.

***I: Chairman of the Board Emeritus***

This non-elected, non-voting, permanent position has been designated to recognize the extraordinary contributions made to advance, preserve and honor The Alpha Rho Chapter over several decades of service. These Brothers deserve the special recognition this title confers. These men shall be recognized and introduced with this title at Alumni Chapter events. These Members are:

1. Chairman Emeritus Michael R. Turner- AP 220
2. Chairman Emeritus Eric J. Dyson- AP 355

***Section 2: Term of Office***

- A. Officers shall be elected to two-year terms at the annual meeting of the Alumni Chapter.

***Section 3: Removal from Office***

- A. Any officer of this Alumni Chapter may be removed from office for unethical conduct or conduct unbecoming a brother of Pi Kappa Phi Fraternity:
  - A. By a two-thirds vote of the Active (A) Members;
  - B. As a sanction from the Standards Committee and upon a majority vote of the Active Members

- C. As a sanction from the National Fraternity, as outlined in Supreme Law VIII.

***Section 4: Vacancies***

- A. All vacancies of the AC Executive Board shall be filled at the discretion of the President- Chief Executive Officer.
- B. The term for any filled vacancy shall expire at the next annual Alumni Chapter meeting.

***Section 5: Elections***

- A. Elections shall be held at the Alumni Chapter annual meeting and the Active Members (A) of the Alumni Chapter shall vote by secret ballot.
  - B. Members who are interested in running for an officer position may submit their interest by writing or by email to the current President- Chief Executive Officer no more than 30 days prior to the annual meeting. However, candidates may also be nominated from the floor.
  - C. Each candidate will be given the opportunity to give a three minute speech to the Alumni Chapter.
  - D. If a vote results in a tie, the two candidates with the highest percentage of votes will hold a run-off vote to designate the winner.
- A. The new officers will be installed at the end of the annual meeting.
  - B. Votes shall be counted by the outgoing President- CEO, the sitting Secretary and an AC Active (A) Member who is not a candidate for any office.

**ARTICLE VI STANDARDS OF CONDUCT**

**Subdivision 1. Philosophy**

***Section 1:*** Pi Kappa Phi Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, friendship, and social experiences. The Fraternity exists on the basis of shared standards and principles. All Members of the Fraternity, students and alumni alike, are expected to uphold and abide by

certain standards of conduct as established in the Constitution and Supreme Laws of Pi Kappa Phi Fraternity, as well as the Constitution and Bylaws of the Alpha Rho Alumni Chapter. When members fail to exemplify these values, conduct proceedings are used to assert and uphold these expectations.

The role of educational discipline is foremost in the process of sanctioning. The conduct process is not intended to punish. Rather, it exists to protect the greater interest of the Fraternity, to challenge those members whose behavior is not in accordance with established standards, to deter future conduct violations, and to educate members on their responsibilities as brothers and as members of the communities we live. When a member is unable to conform to the expectations of the Alumni Chapter, the conduct process may determine that he should no longer share in the privileges of participating in the Alumni Chapter or even, perhaps, Pi Kappa Phi Fraternity itself.

## **Subdivision 2: The Standards Committee**

***Section 1:*** The Standards Committee shall be comprised of The Chairman (who is the VP-Chief Risk Officer), The Scribe (who is the Executive Vice President) and the Board of Directors Member at Large.

***Section 2:*** In the event that a member of the Standards Committee is accused of a conduct violation or believes he has a conflict of interest in a pending case, he shall excuse himself and an alternate shall be appointed by the President- Chief Executive Officer.

***Section 3:*** Any Active (A) Member or Inactive (I) Member of the Fraternity may refer another initiated member suspected of violating Pi Kappa Phi Fraternity's Supreme Law, The Code of Conduct of the Alumni Chapter or the Undergraduate Chapter constitution and bylaws to the Standards Committee at any time. In order to initiate conduct proceedings, the member shall submit a written complaint to the President- Chief Executive Officer who shall pass the complaint to the VP- Chief Risk Officer.

***Section 4:*** Upon receipt of the complaint, the Standards Committee shall set a time and place for a meeting to hear the case. The meeting shall occur within fifteen (15) days of receipt of the written complaint. A copy of the complaint, together with notice of the time and place of the Standards Committee meeting, shall be given to the Respondent at least five (5) days prior to the meeting.

**Section 5:** The hearing can be held by way of video or voice conference call. The arrangements for this hearing will be the responsibility of the VP- Chief Risk Officer.

**Section 6:** The following shall occur at each meeting of the Standards Committee:

- a. Call to order;
- b. Introduction of meeting participants;
- c. Reading of the charges, as outlined in the meeting notice;
- d. An opportunity for the respondent to make any statement including the presentation of witnesses and additional evidence; and
- e. Questions from members of the Standards Board and presentation of any evidence and witnesses.

**Section 7:** The complaint against the Respondent must be established by a preponderance of the evidence, meaning that a reasonable person would accept that “more likely than not” a fact is true or an incident occurred.

**Section 8:** Following the conclusion of all relevant testimony, the Respondent shall be excused and a determination of responsibility shall be made by a majority vote of the Standards Committee. If a majority of the members hearing the case vote in the affirmative, the Respondent shall be found responsible. If not, the Respondent shall be found not responsible. The members hearing the case shall then consider and decide upon sanctions to be recommended to the Board for a responsible finding.

**Section 9:** The Chairman of the Committee shall give a written report of the decision, along with the recommended sanctions if the Respondent is found responsible, to the President- Chief Executive Officer no later than five (5) days after the hearing.

**Section 10:** Upon receiving the report from the Chairman, the President shall:

1. If found not responsible, notify the Board and the Respondent of the decision within 5 days.
2. If found responsible,
  - a. Set a meeting for the AC Board of Directors to hear the finding and recommendations of the Standards Committee no later than 10 days after the date of the hearing.
  - b. Notify the Respondent of the responsible finding of the Committee and that he will be made aware of the sanctions after the Board of Directors meet.

**Section 11:** The meeting to hear the findings and recommended sanctions shall be closed to anyone other than the AC Board of Directors. The President-Chief Executive Officer shall call the meeting to order and then ask the VP-Chief Risk Officer to read the decision and recommendations to the Board. The Board members may ask questions of the VP-Chief Risk Officer about the proceedings and the recommendations but no additional information, statements or other evidence shall be considered during this meeting. The Board will take a vote to accept or reject the recommended sanctions as they are written. A simple majority is needed to decide to accept or reject. If the recommendations are rejected, the Board shall deliberate until they come to a simple majority consensus on alternate sanctions.

**Section 12:** The Respondent shall be promptly notified, in writing, of the determination of responsibility and any sanctions imposed.

**Section 13:** The VP-Chief Risk Officer and the Respondent may enter into an agreement prior to the adjudication of the case in order to settle the charge informally. In the agreement, the Respondent must accept responsibility for the violations alleged and agree to complete a set of sanctions. The agreement must be approved by a majority vote of the Standards Board before the case can be resolved. If a majority of the Standards Board does not vote to adopt the agreement, the case shall be adjudicated as outlined above.

### **Subdivision 3: Sanctions**

**Section 1.** The Standards Committee may recommend one or more of the following sanctions to the AC Board of Directors.

- a. Warning – notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- b. Censure – a written reprimand for violation of specific provision of the Code, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- c. Written apology to those wronged.
- d. Fines not to exceed \$500.00
- e. Payment for loss or damage
- f. Probation – a designated period of time during which additional violations of the Fraternity’s standards of conduct may result in more severe sanctions.
- g. Suspension – a designated period of time, not to exceed 6 years where the Member status will be changed to Inactive (N)-Not in Good Standing.

- h.** Suspension with Mandatory Reapplication- a designated period of time, not to exceed 6 years where the Member status will be changed to Inactive (N)-Not in Good Standing. At the end of the term of suspension, the Member must reapply in writing to and be approved by majority vote of the Board of Directors requesting to be placed back in Active (A) or Inactive (I) status.
- i.** Recommendation of Expulsion from Pi Kappa Phi Fraternity by referral to the National Council of Pi Kappa Phi Fraternity. The expulsion of a member is the permanent dissolution of the fraternal relationship between the individual and the Fraternity, in accordance with Supreme Law VIII.
- j.** Other sanctions as may be agreed upon by the Standards Chairman and the Respondent.

***Section 2.*** Mandatory Sanctions

- a.** Any finding of responsible by a respondent that involves the violation of Pi Kappa Phi Fraternity's Hazing Policy shall carry the mandatory sanctions of Recommendation of Expulsion to the National Council and Suspension as defined in Article VI, Subdivision 3, Sections 1h and 1i.

**Subdivision 6. Appeals**

***Section 1.*** Any member found responsible of a conduct violation by the AC Board of Directors may appeal his case to the AC Board of Directors by filing a written notice of appeal with the President- Chief Executive Officer within five (5) days of receiving his decision letter.

***Section 2.*** Appeals must be submitted in writing, and supporting documentation should accompany all appeal requests. Appeals shall be based on one or more of the following grounds:

- a.** Procedural error that substantially affected the outcome of the case.
- b.** New information that was not available at the time of adjudication that could substantially affect the finding of responsible.

***Section 3.*** Except as required to explain the basis of new information, an appeal shall be limited to a review of the decision letter, the minutes of the Standards Committee meeting, the appellant's written statement outlining the rationale of his appeal, and any written respondent or memoranda prepared by the VP-Chief Risk Officer.

***Section 4.*** Appeals shall be adjudicated by the AC Board of Directors within fifteen (15) days of receipt of the written notice to appeal.

**Section 5.** The AC Board of Directors may by majority vote affirm or by two-thirds reverse in whole or in part the findings of responsible and sanction imposed, remand the case for a new Standards Committee hearing, or reduce the sanction imposed.

**Section 6.** Any appellant shall have a further right of appeal to the National Council and Supreme Chapter, as outlined in Supreme Law VIII.

## **ARTICLE VII CHAPTER FINANCES**

**Section 1:** The chapter shall maintain an active checking account administered by the Treasurer. It shall operate based on the AC Fiscal Year that runs 01May-30April of each year.

**Section 2:** All checks issued by the Alumni Chapter must be approved by the Treasurer and the President- Chief Executive Officer.

**Section 3:** If the Financial Institution issues a debit card to the AC Board of Directors, it shall be controlled, secured and used only by the Treasurer. The debit card may be used with pre approval from a majority of the Board only if the product or service provider does not take checks. A receipt for the product or service must be obtained and preserved in a place easily retrievable for audit purposes.

**Section 3:** Personal expenses incurred by the AC Board Members in conducting their duties of office must be pre-approved by the Treasurer in writing or by email. Receipts must be submitted to the Treasurer for reimbursement of any such expense.

**Section 4:** The use of cash as a form of payment must be pre-approved by two-thirds of the AC Board of Directors which may be obtained by e-mail. If cash is agreed upon as payment a bank receipt of the cash withdrawal, a receipt showing the items or services paid for and a deposit slip for any remaining cash that was returned to the account after the expense was paid, must be preserved and easily retrieved for audit purposes.

**Section 5:** The Treasurer shall report to the AC Board of Directors each month that details the prior month end balance, current balance, prior month expenses and income as well as any expected expenses or income to the account.



Also he should include any relevant information regarding Alumni Chapter finances.

**Section 6:** The Treasurer shall maintain a system for archiving financial documents for each fiscal year. This system should be broken into monthly segments and shall contain all AC financial account statements, expense reports, tax records, receipts of expenses, and any other relevant document that could be used in an audit to substantiate expenses or other financial questions.

**Section 7.** The Treasurer shall commission and assist with an audit of the Alumni Chapter finances done preferably by an at large alumni member with an accounting or a finance background. The findings should be reported to the AC Board of Directors upon completion with the full report made public to all members electronically on the Alumni Chapter webpage.

**Section 8.** The Alpha Rho Alumni Chapter (the “corporation”) is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the corporations shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office

of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE VIII CUSTOMS AND TRADITIONS**

**Section 1.** May 16, 1930 is the date Alpha Rho was Chartered as a Chapter in Pi Kappa Phi. Alpha Rho shall mark this day annually and pay tribute to our 24 founding members. They are:

AP 1- Charles Leet	AP 13- Paul Fisher
AP 2- Lawrence Oneacre	AP 14- Edward Rodgers
AP 3- Joseph VanVoorhis	AP 15- Elton Smith
AP 4- Charles Hill	AP 16- Charles Hall
AP 5- Walter Merrill	AP 17- Carl Lewis
AP 6- Edward Higgs	AP 18- John Adkins
AP 7- James Winter	AP 19- Charles Stewart
AP 8- Jack Shipman	AP 20- Ellis Bradley
AP 9- August Marques	AP 21- Howard Martin
AP 10- John Musgrave	AP 22- Edward Kime
AP 11- James Wilson	AP 23- Wilbur Massonheimer
AP 12- Wellesley Fitzsimmons	AP 24- Donald Headlee

**Section 2.** Alpha Rho was Rechartered on November 14, 1978. We shall observe and celebrate this important event in our history in each successive 5 year anniversaries with a gathering in Morgantown, WV. The AC Board of Directors shall form a committee three (3) years prior to the anniversary date for the purpose of planning and executing the events. All efforts should be made to include the Undergraduate Chapter as early as possible in the planning, including naming a student member to serve on the committee. The committee shall include a Brothers Only “Pass the Gavel” event and should make every effort to include a formal banquet for at least the 10 year commemorations. The Rechartering Brothers from 1978 shall be recognized and seated in prominence at any banquet held. They are:

AP 67- Patrick Farley	AP 76- John Ryder
AP 68- Robert Laughner	AP 77- Donald Ross
AP 69- Craig Winkelmann	AP 78- Charles Huber
AP 70- Robert Southworth	AP 79- James Peterson
AP 71- Mark Upton	AP 80- John “Jud” Ramey
AP 72- Daniel Sharpes	AP 81- Charles Francis
AP 74- Michael West	AP 82- David Strickland
AP 75- William Fuchs	AP 84- Dale McClendon
	DL 69- Steven Merck

***Section 3.*** The history of Alpha Rho shall be kept in written form that marks significant Chapter events, milestones, special awards or recognition, individual members’ awards of distinction, and any other related material surrounding the chapter. This history will be kept by the President and CEO and used to teach Associate Members during their Member Education. The history of Alpha Rho will be displayed prominently online and in a place of importance in the Alpha Rho Chapter house. In each of the years prior to the celebration of the Rechartering of Alpha Rho, a committee consisting of the past five (5) years of Alumni Chapter Presidents and Undergraduate Archons shall be formed for the task of writing the new section of Alpha Rho history. They will concentrate on the period of the last Rechartering event through the current year. This writing will be added to the official written history of Alpha Rho and will be read during either a formal banquet or a Pass the Gavel session during the Rechartering celebration event.

***Section 4.*** The Alumni of Alpha Rho shall gather as often as possible in Morgantown, WV for the purpose of continuing the lifelong bonds of friendship and Brotherhood. The AC Board of Directors shall facilitate events with this objective in mind. The AC Board of Directors shall also be mindful that events should also foster new friendships between Alpha Rho Brothers of different eras who may not have been undergraduate members together but share the common bond of Brotherhood. And while we will embrace the spouses, partners, and children of our members we must hold some events that are meant to be shared with only Brothers in Pi Kappa Phi Fraternity.

## **ARTICLE IX      AMENDMENTS**

***Section 1:***      To amend the bylaws, an amendment must be presented in writing to the executive board after which the proposal shall be presented and voted on by the members at the next alumni meeting.

***Section 2:***      A two-thirds vote of Active (A) members is required to approve any amendment to the constitution of bylaws. If approved, amendments are effective immediately.

## **ARTICLE X      ADOPTION**

This set of Constitution and Bylaws was ratified and adopted at the meeting of the Alumni Chapter held electronically, on 08/15/2015.