



# Constitution and By-laws of the Kappa Iota Chapter Phi Beta Sigma Fraternity, Incorporated

## Preamble

**WHEREAS**, the objectives for which this fraternity is formed are to promote the ideals of Brotherhood, Scholarship and Service; to promote the general welfare of all concerned; to carry out in an effective and systematic manner, the particular programs of; and to efficiently perform the duties and responsibilities mandated by the Fraternity;

**Now, THEREFORE**, we do hereby bind ourselves to carry out these objectives and agree to abide by the following Constitution and By-Laws of Kappa Iota.

## Constitution

### Article I- Name and Purpose

#### Section 1-1 Name

The name of this organization shall be the KAPPA IOTA chapter of Phi Beta Sigma Fraternity, Incorporated, hereafter referred to as the Chapter, was chartered on November 10, 1978.

#### Section 1-2 Purpose

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

## Article II- Membership

### Section 2-1 Qualifications

The Chapter shall accept for membership all duly qualified men who attend the University of South Carolina - Columbia, herein after referred to as "The Institution," and who at the time of their application are in good standing with The Institution; provided that they are not and have never been a member of another intercollegiate fraternity other than a professional or a honorary fraternity, and that they meet any, and all additional requirements established by The Institution.

### Section 2-2

An active member is:

- A. Be a member of Phi Beta Sigma Fraternity, Inc.
- B. Enrolled at The Institution within a 50 mile radius
- C. Live in the Columbia Metro area or within a 50 mile radius
- D. Maintain a 2.5 cumulative grade point average on a 4.0 scale
- E. Pay all dues (national, regional, and chapter)
- F. Be active in the fraternity
- G. Membership in Phi Beta Sigma Fraternity, Inc. shall be limited to persons officially connected with The Institution as faculty, staff, or students. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership.
- H. The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or veteran status.

### Section 2-3 Academic Probation

All members shall submit an unofficial transcript every semester to the chapter advisor and executive board. Any member with below a 2.5 cumulative GPA on a 4.0 scale shall be placed on academic probation until the next academic period. If member has below a 2.0 semester GPA on a 4.0 scale, they will be required to prepare ACE academic plan with chapter president and ADFSL. While on academic probation the member is still required to attend all scheduled meetings and community service, but is prohibited from participating in any social events or voting. If member is on academic probation for two consecutive semesters, member will be suspended from all chapter activity, including but not limited to, social events, chapter events, and internal and external conferences. Member will also be required to prepare ACE academic plan with chapter president and ADFSL in order to ensure academic success.

**Section 2-3 Midterm Reports**

The Chapter will have mandatory midterm reports filled out by every member and turned in to the chapter advisor by the second week after midterms. If a member does not have a 3.0 by midterm, they must seek tutoring or some other form of assistance.

**Section 2-4 Financial Roster**

The financial roster as prepared by the Financial Secretary shall at all times designate the membership of The Chapter.

**Section 2-5 Powers' of Members**

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

**Article III- Meetings and Communication****Section 3-1 Meetings**

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

**Section 3-2 Meeting Procedure**

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

**Section 3-3 Meeting Times**

Official Meetings shall be determined by chapter president at the beginning of every semester.

**Section 3-4 Meeting Attire**

- Meeting attire will be at the discretion of the chapter president prior to each meeting.

1. Business/casual attire consisting of slacks, collared shirts, and no jeans or sweats.
- On days designated for Business Attire, if the member is not properly dressed, they are not permitted to enter into the place of meeting.

**Section 3-5** Quorum:

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

**Section 3-6** Communication:

- The Chapter's primary and OFFICIAL forms of communication are handled within meetings and via email. No statement or plan of action will be validated unless stated in one of these contexts.
- Members of the chapter shall only vote on matters of the chapter within meetings and official email.

## **Article IV- Executive Board, Duties**

**Section 4-1** Executive Board:

- A. Shall be the President, 1st Vice President, 2<sup>nd</sup> Vice President, Treasurer, Secretary, and Parliamentarian. No member may hold more than one position on the Executive Board. Any student seeking to hold or holding office must maintain the cumulative GPA requirement for graduation and remain in good standing within their respective college.
- B. Executive Board decisions are subject to review by the chapter and may be overturned by a two-thirds vote.

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

- A. Preside over all meetings of the chapter
- B. Serve as the Ex-Official chairmen of all committees
- C. Create special committees when necessary
- D. Appoint all chairmen and members of committees, with the consent of the Executive Board, provided for in the Constitution, By-Laws, and rules of procedure.
- E. Co-sign all official financial disbursements with Treasurer
- F. Call special meeting when appropriate
- G. Sign all official documents of the chapter
- H. Shall prepare a presidential report for each official meeting
- I. Shall not have a vote in official business matters except to break a tie in voting

- J. Be responsible for collecting and reading aloud absentee ballots pertaining to chapter business.
- K. Serve as NPHC representative for the appropriate universities or appoint delegate as an alternate
- L. Can call the chapter to hold an un-official meeting, with consent of a majority of the E-board or a majority of the chapter.

**Section 4-3** 1<sup>st</sup> Vice President, It shall be the duty of the 1<sup>st</sup> Vice President to

- A. Preside over all meetings in absence of the president
- B. Supervise all committees
- C. Responsible for deeming mandatory events and meetings
- D. The Vice-President shall become the chapter President if the President is removed from office for any reason
- E. Co-sign all official documents in absence of president
- F. Serve as an aide or assistant to the President
- G. Responsible for Membership Intake from Recruitment to Initiation (Article IX)

**Section 4-4** 2<sup>nd</sup> Vice President, It shall be the duty of the 2<sup>nd</sup> Vice President to

- A. Preside over all meetings in absence of the President and 1<sup>st</sup> Vice President
- B. Supervise all committees
- C. Responsible for deeming mandatory events and meetings
- D. The Vice-President shall become the chapter President if the President is removed from office for any reason
- E. Co-sign all official documents in absence of president
- F. Serve as an aide or assistant to the President

**Section 4-5** Secretary, It shall be duty of Secretary to

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

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

- A. Collect all dues and other monies for the chapter
- B. Deposit all money into chapter checking account
- C. Co-sign all financial disbursements with President
- D. Shall keep a record of all financial transaction and fines
- E. Shall keep an accurate record of all bills received by the Chapter
- F. Shall submit a financial report at every meeting along with a copy of the monthly bank statement
- G. Coordinate all chapter fundraisers with fundraising chair
- H. Shall devise a chapter budget each semester and present it to the chapter for approval

**Section 4-7** Parliamentarian, It shall be the duty of the Parliamentarian to

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

**ARTICLE V- Delegates**

**Section 5-1**

The President shall attend or see that a representative attends all official Regional and National Conferences at which representation is required.

**Section 5-2**

The President and/or 1 or 2 representatives shall attend all meetings of the National Pan- Hellenic Council (NPHC) University Chapter. The delegates shall provide the view point of the Chapter to NPHC on all issues and shall notify the Chapter of any adverse decisions in a timely fashion

**Section 5-3**

The chapter delegates shall be required to prepare a full report of each meeting attended. The report, which shall be in writing, will be entered in the minutes and made available to the appropriate committees.

## **Article VI – Faculty/Staff Advisor**

### **Section 6-1**

The Faculty/ Staff Advisor must be selected from full-time faculty or administrative staff members at the University.

### **Section 6-2**

The sponsoring alumni chapter shall provide Chapter Advisor(s), preferably two, to support the Chapter's activities and programs and oversee the chapter in Intake, Fraternal Relations, University Relations, And Community Relations.

## **Article VII- Elections and Removal from Office**

### **Section 7-1 Elections:**

- A. Elections shall occur during the spring semester. Term of office shall be from the first day of the fall semester to the last day of the spring semester, in congruence with Fraternity and Sorority Council Executive election, or until a replacement is elected.
- B. Any member, elected or appointed to a position, who fails to meet the qualifications, requirements, or responsibilities of the office held, shall be subject to discipline up to and including impeachment.

## **Article VIII- Standing Committee**

### **Section 8-1**

The President, acting on behalf of the Chapter, shall establish the following standing committees, in addition to those for Bigger Better Business, Education, Social Action, and Service, on or before the occasion of the first regular meeting of each year. All committees report to the Director of Bigger Better Business, Social Action, Education, or respective chairs depending on where the program/project falls. The Chapter President reserves the right to form committees and appoint other members to chair and head programs as he sees fit.

### **Section 8-2 Fundraising:**

This committee sees to the economic growth of the chapter through development of money raising programs. A minimum of Four (4) members must be present for the duration of the fundraising event to qualify as a

chapter fundraiser. The Fundraising chair shall be charged with completing and submitting the fundraising forms to the secretary for filing.

**Section 8-3 Bigger and Better Business:**

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

**Section 8-4 Education Committee:**

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

**Section 8-5 Social Action Committee:**

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

**Section 8-6 By-Laws:**

Update the constitution and by-laws of the chapter as needed. At minimum, at least once every two years in congruence with Conclave.

## **ARTICLE IX- Membership Intake**

### **Section 9-1**

The Chapter shall, in accordance with national and regional rules and acting through the 1st Vice President, provide for the logical education and orientation of prospective members along with the Collegiate Advisor(s) and Alumni Intake Chairman.

### **Section 9-2**

If the 1<sup>st</sup> Vice President is unable to oversee intake the Executive Board may appoint an active brother.

## **Article X- Constitution**

### **Section 10-1 Constitution:**

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

## **Article XI- Finances**

### **Section 11-1**

The financial year of the Chapter shall begin on the first day of classes of the fall semester and end on the last day of classes of the spring semester.

### **Section 11-2**

The financial year within the Fraternity shall begin on January 1st and end on December 31st of each year.

### **Section 11-3**

Chapter dues are due at the third (2<sup>nd</sup>) Chapter meeting of the semester, which is designated by the Financially Active Chapter of the previous semester and the Chapter Treasurer.

### **Section 11-4**

The sum of \$167 shall be levied upon each member of the Chapter as chapter dues for the fall. These funds consist of \$92 for national dues and \$75 for chapter operations. In the spring, dues shall be \$75 and will go toward chapter operations and programs.

### **Section 11-5**

The Chapter shall respect the right of any member who resides within the immediate area of the Chapter and who has satisfied his regional and national dues to participate with the Chapter in general fraternal activities, but shall not extend regular voting privileges to such a member within the Chapter.

### **Section 11-6**

The Chapter shall not accept an application of transfer unless the applicant can provide evidence of current financial status or unless such dues may be necessary to accompany any transfer request.

### **Section 11-7**

The Chapter shall reserve the right to prohibit any member from activities within the territory under which it is chartered unless or until it has been established that such member is financial as agreed to abide by this constitution.

### **Section 11-8**

Members of the Chapter shall transmit to the Treasurer all national and regional dues for the succeeding year on or before November 30th so that the Treasurer may transmit all such funds to the National Office on or before December 31st.

### **Section 11-9**

The Chapter Treasurer shall transmit all necessary national chapter dues to the National Office no later than January 1st so that the Chapter neither suffers penalty nor loses its right to vote in national or regional meetings.

### **Section 11-10**

Any member submitting his national and regional dues later than the end of the financial year shall be charged an additional 10% so that the proper dues plus penalty may be transmitted to the National Office.

### **Section 11-11**

The Chapter officers, acting on behalf of the Chapter, shall record the names of all men who visit the Chapter or the Institution professing membership in the Fraternity if they cannot produce a financial card or a fraternity pin.

## **Article XII- Chapter Fees**

### **Section 12-1 Dues:**

- A. Dues shall be the amount voted and agreed upon the first meeting of the semester and is mandatory to be paid each semester. Minimum chapter dues to be voted on shall be the amount of \$50.00 per member.
- B. Each active member of the chapter shall pay \$50.00 upon the first meeting of the semester. If dues are not paid member must set up payment plan with the Treasurer. The minimum payment will be \$15.00 if payment plan is required and is expected to be paid by the second meeting. All new members will have the next semesters dues waived. If fees are not paid in a timely manner the member will be deemed inactive.

## **Article XIII- Membership Sanctions & Suspensions**

### **Section 13-1**

Any fine placed on a member, by the Chapter, with approval of the Executive Board, will be given to the member in the form of a written notification. This notification will be written by the Chapter Secretary, signed by the Chapter President, and delivered to the member.

### **Section 13-2**

Members of the Chapter who are late to and/or departs early from any official meeting or program of the Chapter will be fined \$5.00. The member will have one (1) week after notification of the fine to pay the monies to the Chapter Treasurer in correct change.

### **Section 13-3**

Members of the Chapter who miss any official meeting or program of the Chapter will be fined \$10.00 The member will have one (1) week after notification of the fine to pay the monies to the Chapter Treasurer in correct change.

### **Section 13-4**

If a member receives more than three fines, the member will placed on suspension for a length determined by the Executive.

### **Section 13-5**

If a member refuses, or does not pay a fine sanctioned upon them by the Chapter, they will be placed on a suspension for a length determined by the Executive Board.

### **Section 13-6**

Any suspension placed on a member, by the Chapter, with approval of the Executive Board, will be given to the member in the form of a written notification. This notification will be written by the Chapter Secretary, signed by the Chapter President, and delivered to the member.

### **Section 13-7**

Elected officers shall be removed from office until all debts are paid and fraternal benefits shall be revoked until all debts are paid.

### **Section 13-8**

A suspension from the Chapter consists of the suspended member:

- A. To be stripped of his rights to participate in any and all social or brotherhood events hosted by the Chapter (with an exception of Community Service, whereas parties are not considered Community Service during times of suspension);
- B. To be stripped of his rights to wear letters or any paraphernalia of the Fraternity on campus;
- C. To be required to attend all official meetings, programs, and community service hosted by the Chapter and exercise his voting rights so long as he is a financial member of the Fraternity and the Chapter.
- D. To pay the Greek price for any social event (i.e. parties) if he chooses to attend the event as a guest.

### **Section 13-9**

A sanction can only be placed on a member so long as he commits the above stated violations (Section V.2, V.3, V.4, V.5) without an appropriate excuse as to why he committed the violation. The excuse given by the member will be considered appropriate based upon the opinion of the Chapter, with approval of the Executive Board.

## **Article XIV- Accountability**

### **Section 14-1**

Members who are unable to maintain a 2.0 GPA for the semester will be considered inactive, shall forfeit any positions held, be ineligible to hold positions, and be placed under the scrutiny of the Advisory Committee for the following semester.

### **Section 14-2**

Members who remain under a 2.5 cumulative GPA for two semesters shall, in addition to the aforementioned limitations, not be permitted to represent Phi Beta Sigma on campus, and, therefore, will be unable to wear the Fraternity's letters.

### **Section 14-3**

Members of the Kappa Iota chapter are expected to attend all chapter meetings, events, service projects, and fundraisers in entirety. Members will be unexcused unless approval of absence, late arrival or early departure is granted by the President or Advisory Committee.

### **Section 14-4**

Members who do not meet the attendance requirement to remain active within the chapter will be considered inactive, removed from the roster, and will be unable to represent Phi Beta Sigma or wear letters on campus.

### **Section 14-5**

Violations of the Fraternity, Chapter, or University Policy consist of, but are not limited to, failure to attend Assessment meetings/workshops, failure to notify Secretary of absence from chapter meetings, failure to supply report or agenda items to Secretary before the established deadline, violation of the Fraternity's 12 Inch Rules, violation of University Code of Conduct or Alcohol and Drug Policy, and non-fulfillment of duties of the elected or appointed office within Chapter.

### **Section 14-6**

Penalties for violations may include a monetary fine, an increase of semester documented community service hours, suspension from chapter meetings and events, or removal from the chapter entirely.

## **Article XV- Voting**

### **Section 15-1 Voting:**

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

## **Article XVI- Affiliate Organizations**

### **Section 16-1**

The Chapter shall support and recognize the programs and activities of the following Organizations:

#### **A. Zeta Phi Beta Sorority, Incorporated**

The Chapter shall at all times assist and supplement the programs of Zeta Phi Beta Sorority, Incorporated. The members of Zeta Phi Beta Sorority, Incorporated shall be given a place of high honor at all times and members of the Chapter shall seek to protect and provide moral support for both the members of Zeta Phi Beta Sorority, Incorporated and their programs.

#### **B. The National Pan- Hellenic Council**

The Chapter shall at all times seek to support the activities and the programs of the National Pan-Hellenic Council.

## **Article XVII- Appointed Chairmen**

### **Section 17-1**

The President shall appoint the following coordinators, liaison officers, and special designates at or before the first meeting of the Chapter:

#### **A. The Step Coordinator (Master)**

The Step Coordinator shall plan and/or organize all necessary performances for the Chapter. He shall schedule all practice sessions and designate those whom he feels, based upon his experience, will best represent the Chapter in public performance.

**B. The Stroll Coordinator (Master)**

The Stroll Coordinator shall plan and/or organize all necessary performances for the Chapter. He shall schedule all practice sessions and designate those whom he feels, based upon his experience, will best represent the Chapter in public performance.

**C. Liaison to the Graduate Chapter**

The Liaison to the Graduate Chapter shall serve as the principal contact person between the Chapter and its sponsoring graduate chapter. He shall attend all regular meetings of the graduate chapter and shall see that the interests and views of the Chapter are well represented.

**D. Liaison to Zeta Phi Beta**

The Liaison to Zeta Phi Beta Sorority, Incorporated shall maintain a close working relationship with both his counterpart and the general membership of the sister chapter of Zeta Phi Beta Sorority, Incorporated. He shall attend meetings of Zeta Phi Beta Sorority, Incorporated as may be desirable to the sister organization.

**E. Historian /Librarian**

The Historian shall prepare a narrative record of the Chapter which, when adopted, shall become the official written history of the Chapter. The Librarian shall maintain such objects as the Chapter may from time to time designate. He shall maintain control of all trophies, pictures, scrapbooks and other items that require special care and preservation.

**F. Sigma Week Chairman**

The Sigma Week Chairman shall plan, implement, and see to execution of all programs/projects for Sigma Week. He must work with the Treasurer to plan a budget and must seek approval of all programs/projects from the Chapter.

**G. Sergeant-at-Arms**

The Sergeant-at-Arms shall maintain order during the chapter meetings. He shall be the enforcer of all chapter accountability violations, keeping track of all members who violate

Fraternity, Chapter, and University Policy to bring forward to the Chapter and Advisory Committee for proper sanctions. The Sergeant-at-Arms will work with the Advisory Committee and the Chapter President to assess violations for further penalty discussion.

#### **H. Chaplin**

The Chaplin shall preside over all prayer sessions for chapter meetings and events. He shall also keep track of each denomination or religious background for the membership. Furthermore, he provides the location for fellowship church service for Sigma Week. The Brotherhood alternates between the denominations/religions in the Chapter if agreed upon by the Chapter.

#### **I. Director of Communication**

The Director of Communication shall maintain the chapter website and various social media under the Chapter's name. He shall at all times strive to promote a positive image of the Chapter while publicizing the accolades of the Chapter and its membership. He shall spearhead the publicizing of Chapter events while monitoring feedback on the event afterwards. He shall occasionally check the social media of the membership, making sure they do not degrade or discredit the Chapter or the Fraternity in any form. He shall facilitate the training of the membership for formally representing the Chapter when necessary. He shall maintain authority over who has access to the Chapter's social media accounts.

### **Article XVIII- Amendments and Revisions**

#### **Section 18-1**

These Bylaws may be amended by a two-thirds majority of the financial members of the Chapter without prior notice, provided that subsequent notice of the change is registered with the Regional Office.

#### **Section 18-2**

The Chapter shall automatically review these Bylaws at the beginning of each semester or quarter to ascertain whether there is a need for revision.

Article XIX- Ratification

Section 1. Ratification of this constitution and by-laws will take place with a copy of the constitution and by-laws being signed by four members of the executive board.

President: Swall S. Keith 2/17/2017

1<sup>st</sup> Vice President: Christopher Yang 2/17/2017

2<sup>nd</sup> Vice President: [Signature] 2/17/2017

Secretary: Wendi Uwe 2-17-2017

Parliamentarian: Harold R. Summers Jr 2/17/2017

Chapter Advisor: \_\_\_\_\_