

OFFICIAL BYLAWS

of the

Southeastern Wisconsin "City Of Festivals" Alumni Chapter

of

Alpha Kappa Psi

Professional Business Fraternity

ARTICLE I

NAME AND LOCATION

Section 1. The name of this Chapter shall be the Southeastern Wisconsin "City of Festivals" Alumni Chapter of Alpha Kappa Psi Professional Business Fraternity. This Chapter will be primarily located and operated in Milwaukee, Wisconsin.

ARTICLE II

GOALS AND OBJECTIVES

Section 1. The objects of this Chapter shall be to further the individual welfare of its members; to foster scientific research in the fields of commerce, accounts and finance; to educate the public to appreciate and demand higher ideals therein; and to promote and advance in institutions of college rank courses leading to degrees in business administration.

ARTICLE III

LAWS

Section 1. The laws of this Chapter shall consist of the Ritual of Alpha Kappa Psi ("Ritual"), the Constitution and Statutory Code, the interim edicts and regulations of the Board of Directors, and these Bylaws.

Section 2. This Chapter may enact rules and regulations for Chapter operations, providing such rules and regulations are consistent with the Ritual, the Constitution and Statutory Code, the interim edicts and regulations of the Board of Directors, and these Bylaws.

Section 3. These Bylaws may be amended by a majority vote of the alumni membership of this Chapter in good standing, provided that the proposed amendments shall have been read at a previous meeting or by giving at least ten (10) days notice in writing, prior to the scheduled voting on the proposed amendment.

A. In no case shall the membership have the right or power to change, alter, or amend any portion of these laws, which is a requirement of the Ritual, the Constitution and Statutory Code, or interim edicts of the Board of Directors.

Section 4. A 2/3 majority vote shall be a simple majority, including any absentee ballots.

## ARTICLE IV

### MEETINGS AND VOTING

Section 1. Only voting members of this Chapter in good standing shall possess the right to vote.

Section 2. A majority of the membership in good standing shall constitute a quorum for the purpose of transacting business, except that those who have been absent for two or more consecutive meetings shall not be counted in ascertaining if a quorum is present.

A. Quorum shall be defined as fifty percent plus one (50% + 1) of membership in good standing.

Section 3. This Chapter shall hold not less than eleven (11) meetings annually, three (3) of which shall be business meetings at which a quorum shall be present.

Section 4. Meetings of this Chapter shall be held monthly excluding July. Designated meeting times and locations shall be at the discretion of the current membership.

Section 5. The president or a vice-president may call a special meeting of this Chapter.

Section 6. This Chapter shall observe October 5th (Founder's Day) and May 20<sup>th</sup> (Birthday) with appropriate programs.

## ARTICLE V

### MEMBERSHIP

Section 1. This Chapter's membership shall be comprised of alumni, faculty, or honorary members who have been properly initiated into the Alpha Kappa Psi Fraternity and are in good standing.

A. The treasurer shall verify an applicant's standing with the National Chapter.

Section 2. Members in good standing shall be those persons who, having satisfied all other requirements of the laws of this Chapter, are contributing to the financial support of the Chapter by paying all current obligations.

Section 3. No voting member in good standing shall be discriminated against by having the right to vote or hold office denied or abridged.

Section 4. Membership will also be bestowed upon those who qualify under resolution No. 30.01, a Resolution in Support of Family Membership; these qualifications are to be reviewed on no less than an annual basis. These members do not have the right to vote nor count towards quorum.

## ARTICLE VI

### OFFICERS - SELECTION AND DUTIES

Section 1. The officers of this Chapter shall be a president, vice-president(s), secretary and treasurer, elected by this Chapter.

Section 2. The officers of this Chapter shall be elected by a majority of those voting at the meeting in which the elections are being held and including any authorized absentee ballots. Absentee ballots shall be used only for the original [first] vote of the election. In the case of a tie, the absentee ballots will not be valid for any deciding votes. A proxy will be used at the discretion of the Chapter when the need arises. The election shall be held at the June business

meeting, and the terms of office shall be for one year, commencing upon installation at the August meeting.

Section 3. The duties of the officers of this Chapter shall be:

- A. President. The president shall be the executive head of the Chapter and shall preside over its meetings in an organized and time-efficient manner. He shall chair the executive committee. He shall have the power to call special meetings when he considers them necessary. He shall have the authority to sign checks in accordance with the established approval policies. He shall prepare an agenda for each meeting conducted by the Chapter. He shall see that the officers of the Chapter discharge their duties faithfully, impartially, accurately and promptly. He shall enforce strict observance of the laws and policies of the Fraternity. He shall decide points of order and shall have the power to appoint any officers not provided by the laws of the Fraternity or the Bylaws of this Chapter. He shall be responsible for the creation of annual Chapter goals both short-term and long-term. He shall not be entitled to vote within the Chapter, except in the following cases: elections of the delegate and/or alternate to the national convention, election of the delegate and/or alternate to the regional conference, election of Chapter officers or in the event of a tie vote. He shall have such further powers and duties as may be prescribed by the laws of the Fraternity.
- B. Vice-President. The vice-president of administration shall assist the president in the performance of his duties and, in the absence or disability of the president, shall succeed to his powers and duties. He shall chair the programming committee. He shall chair the Chapter relations committee. He shall have the power to call special meetings when he considers them necessary. He shall lead and assist in the development of long-range professional, social responsibility, and social programs. He shall be responsible for communicating dates, times, events (both national and local) and other related pertinent information to the Chapter or for delegating such duties as appropriate. He shall reserve meeting locations for events and meetings. He shall have such further powers and duties as may be prescribed by the laws of the Fraternity.
- C. Secretary. The secretary shall keep accurate and complete minutes of the Chapter; he shall be the custodian of all non-financial records, files and documents of the Chapter. He shall prepare Chapter publications as necessary. He shall keep record of all proposals for membership. He shall supply such reports as may be requested by fraternity officers within five (5) days from the receipt of such requests; he shall have such further powers and duties as may be prescribed by the laws of the Fraternity.
- D. Treasurer. The treasurer shall keep an accurate account of all funds received and expended and shall make expenditures or reimbursements only as budgeted for or voted for by the Chapter. He shall have the authority to sign checks in accordance with the established approval policies. He shall present the financial position of the Chapter at each meeting. He shall have the responsibility for the annual collection of dues and other amounts owed to the Chapter. He shall be the custodian of all financial books and accounts of the Chapter which shall at all times be open to inspection and examination; he shall deposit all funds in the

name of and to the credit of the Chapter; he shall maintain a current membership roster and see that approval is given before confidential contact information is divulged to any party; he shall chair the finance committee; he shall furnish such reports as may be requested by fraternity officers within five (5) days from the receipt of such request. He shall be responsible for maintaining the Chapter mailbox including changing locations as appropriate, checking the mailbox on a bi-weekly basis and keeping track of keys. The treasurer shall be bonded to the National Chapter under a blanket bond, and shall have such further powers and duties as may be prescribed by the laws of the Fraternity.

Section 4. In the event that any officer of the Chapter resigns or fails to renew his membership in this Chapter, a new election shall be held as soon as possible to fill the vacancies.

## ARTICLE VII

### NATIONAL & REGIONAL CONFERENCE DELEGATE

Section 1. This Chapter shall select a national delegate and alternate to represent it at each biennial meeting or special meeting of the National Chapter and a delegate and alternate to represent it at each meeting of its regional conference. The national delegate and alternate shall be selected no later than May 31st, preceding the meeting of the National Chapter; the regional conference delegate and alternate at least sixty (60) days prior to the holding of the conference. To be eligible for election as a national or regional delegate or alternate, a member must be a voting member in good standing.

Section 2. To assist the selected national delegate and/or alternate to the National Convention and/or regional meeting, the chapter shall provide, if the necessary funds exist, the delegate with five hundred dollars (\$500), and/or the alternate with two hundred and fifty dollars (\$250), to offset the cost of their expenses. These expenses should be included in the annual budget of the Chapter with applicable fundraising to offset the expenses. If the necessary funds exist, additional representation may be reimbursed to such National and/or Regional events, following established policies and procedures. If it is determined that the national delegate or alternate did not fulfill their duties as outlined in Section 3, then the Chapter may take action to request that any funds it provided be remitted to the chapter accounts, on a simple majority of voting members.

Section 3. The duties of the delegate shall include, but are not limited to: presenting to the Chapter all proposals that are to be voted on at the upcoming National Convention and/or regional meeting, attending all voting events at the National Convention and/or regional meeting, and reporting to membership what proposals have been adopted after the National Convention and/or regional meeting. If the delegate is unable to fulfill any or all of their aforementioned duties, the responsibility falls to the alternate to complete them.

## ARTICLE VIII

### COMMITTEES

Section 1. The standing committees of this Chapter shall include an Executive Committee and committees on Finance, College Chapter Relations, Programming, and other committees as established by the officers and approved by membership.

- A. Executive Committee. The executive committee shall be comprised of the Chapter's officers, with the Chapter's president serving as chairperson. The committee shall have the power to appoint any committees not provided by the laws of the Fraternity or the Bylaws of this Chapter. The committee shall be responsible for the general management and welfare of the Chapter during the interim between Chapter meetings, and for the coordination of the Chapter's regional and national responsibilities. The executive committee is also responsible for review and update of the Chapter's Bylaws and holding an annual Chapter-planning meeting. The annual planning meeting shall be held between Elections in June and the first Chapter meeting that follows in August. Furthermore, the committee shall be responsible for the documentation and archive of pertinent information for future reference; this information should be passed to each new respective officer upon their installation into office. All committee members shall be responsible for adhering to the succession plan outlined in these Bylaws.
- B. Finance Committee. The treasurer serves as the chairperson of the finance committee. Other committee members shall be appointed by the executive committee. The committee must, at all times, have and interpret the budget and calendar of events to determine the financial stability and requirements of the Chapter. The committee shall recommend ways and means of improving the finances of the Chapter, and shall assist in the solution of financial problems. The committee shall audit the books of the Chapter annually after Elections in June or immediately after a change in the Treasurer's position, and shall submit a report to the Chapter. The treasurer may not assist in the performance of the audit but must be available for questions or comments. The committee will also prepare an operating budget, based on the calendar of events, to present to the Chapter at the August meeting for approval.
- C. Chapter Relations Committee. The vice president serves as the chairperson of the Chapter relations committee; the executive committee shall appoint other committee members. Its duties shall be to encourage student members to become alumni Chapter members upon graduation, to act as the alumni Chapter's link to the student college Chapter in the area, to assist in the coordination of joint activities between the alumni Chapter and the student college Chapter, and to supply the alumni Chapter with a complete lists of graduates from all student college Chapter in the region.
- D. Programming Committee. The Vice-President shall chair the programming committee and the executive committee shall appoint its membership. The committee is responsible for

researching and developing new social responsibility, professional and social programs, and appointing necessary sub-committees to carry out established events.

Section 2. For the purpose of transacting committee business, a majority vote of the members thereof decides and governs the business at hand.

## ARTICLE IX

### FINANCES

Section 1. The fiscal year of this Chapter shall be the calendar year.

Section 2. A financial budget for the upcoming fiscal year, covering all necessary expenses of the Chapter, shall be prepared by the treasurer, the Finance Committee and other officers, at the end of each fiscal year and submitted to the Chapter no later than the December E-board meeting of the previous year for approval.

Section 3. The classes of membership shall be:

A. Voting Member(s). The annual dues payment of fifty dollars (\$50) for an individual membership or seventy-five dollars (\$75) for a couple's membership shall entitle the initiated brother(s) to vote, to hold office, and to receive copies of all Chapter publications.

B. Family Membership. See Resolution No. 03-01.

Section 4. Chapter membership dues shall be collected annually, payable by the February Chapter meeting of each calendar year. Alumni who have not paid their dues in full by the February Chapter meeting may not receive subsidies given throughout the calendar year. The executive committee will determine the subsidies amount for each Chapter event.

A. New alumni will be allowed to pay reduced membership dues, set by the executive committee, when they join in the subsequent full semester period from their graduation date.

Section 5. Approval Policy. The accounts of this Chapter shall be properly recorded in a working accounting system. Any disbursements in excess of fifty dollars (\$50) that are not budgeted for shall be approved by a majority vote of the executive committee.

Section 6. All bank accounts, securities, funds, trust agreements and assets shall be maintained in the name of the Chapter. The president and treasurer shall have the authority to sign checks pursuant to established approval policies.

## ARTICLE X

### DISCIPLINE

Section 1. This Chapter may discipline its members by fine, reprimand, suspension or expulsion as provided by National policies and procedures. No member shall be suspended or expelled from this Chapter without first having been granted a trial in an open meeting, except in the case of extended financial delinquency, where trial proceedings are not required.

Section 2. In the case of conviction under Article X, Section 1, the accused may appeal his case to the executive committee within fifteen (15) days after the proceedings.

## ARTICLE XI

### GENERAL

Section 1. This Chapter shall not offer or confer any awards, other than those provided through National Headquarters, which bear the seal, coat of arms or official name of the Fraternity without having first obtained the approval of the Board of Directors.

Section 2. This Chapter shall purchase no jewelry or other merchandise for which the National Chapter has purchase agreements, except in compliance with such agreements.

Section 3. All members of this Chapter shall abide by all applicable liquor control laws of the State of Wisconsin and/or any governing municipality while participating in any event organized or sponsored by this Chapter.