



UPPER MARLBORO/WALDORF (MD) ALUMNI CHAPTER BYLAWS

MAY 2018
VERSION 2.0

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Revision Summary

Date	Revision History	Revision Type	Comments
June 2001	1.0	Revision	
June 25, 2011	1.1	Amendment	
March 13, 2012	1.2	Editorial Corrections	
June 28, 2013	1.3	Amendment	
December 24, 2013	1.4	Editorial Corrections	Corrected Table of Contents to accurately reflect page numbers.
May 30, 2014	1.5	Amendment	<ul style="list-style-type: none"> • Clarified the duties and responsibilities of the Board of Directors. • Provided governance for the removal of board members and elected Chapter officers.
May 18, 2018	2.0	Revision	<ul style="list-style-type: none"> • Clarified that all sustaining members of the Chapter are eligible for Chapter office • Added delineations between First- and Second-Vice Polemarch throughout • Provided grammatical changes

Date - The effective date the bylaws take effect.

Revision History - Version number of the document. Any minor changes (i.e. amendment or editorial corrections) after the first publication could be labeled 1.1, 1.2, etc. When a significant number of changes are being made (i.e. revision), the version would then change to version 2.0 or 3.0.

Revision Type – Identify the type of revision performed.

- Amendment – Isolated changes to the bylaws or updates to a few separated passages.
- Revision – Changes that are more extensive than an amendment occurring throughout the bylaws.
- Editorial Corrections – corrections made to the format or grammar of the bylaws that does not change the meaning or intent of the bylaws.
- Review – may not necessitate any changes to the bylaws or revision history, however serves as documentation that a review was performed.

Comments - Identify what was changed and provide a brief description.

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ARTICLE I: NOMENCLATURE

Section 1. The organization shall be an unincorporated association known as The Upper Marlboro/Waldorf (MD) Alumni Chapter ("Chapter") of Kappa Alpha Psi Fraternity, Inc. ("Fraternity").

Section 2. The Chapter shall be organized in accordance with the provisions set forth in *The Constitution and Statutes of Kappa Alpha Psi* ("The Constitution" and "Statutes") and shall have such authority as delineated therein or as established by the Grand Chapter or the Grand Board of Directors.

ARTICLE II: OBJECTIVES

Section 1. The objectives of the Chapter shall be the same as those enumerated in The Constitution:

1. To unite college men of culture, patriotism and honor in a bond of Fraternity.
2. To encourage honorable achievement in every field of human endeavor.
3. To promote the spiritual, social, intellectual and moral welfare of members.
4. To assist the aims and purposes of colleges and universities.
5. To inspire service in the public interest.

Section 2. A quorum of the Chapter Board of Directors may establish additional objectives, provided they are not in conflict with any provision of the Constitution, the Statutes of Kappa Alpha Psi, the Ritual of Kappa Alpha Psi ("The Ritual") or policy actions of the Grand Board of Directors ("Grand Board").

ARTICLE III: ORGANIZATION AND GOVERNMENT

Section 1. The principal units of organization of The Upper Marlboro/Waldorf (MD) Alumni Chapter shall be: the Officers, the Board of Directors, and Committees. All sustaining members of the chapter are eligible for chapter office.

Section 2. The officers shall be Polemarch, First Vice-Polemarch, Second Vice-Polemarch, Keeper of Records, Assistant Keeper of Records, Keeper of Exchequer, Assistant Keeper of Exchequer, Strategus, Lieutenant Strategus, Historian, Reporter, and such other officers as may be found expedient, all of whom shall hold their respective offices for a period of one year and until their successors are elected. The aforementioned officers will be voted upon by secret ballot by sustaining members of the chapter, present and voting, and placed into office by an affirmative majority vote. Other officers, such as the Parliamentarian, as may be deemed necessary to conduct the Chapter's business, will be appointed (and/or removed) by the Chapter Polemarch and will serve in the appointed position for a period of one year or more.

Section 3. The bylaws of the Chapter and the order of their precedence shall be the: Constitution and Statutes of Kappa Alpha Psi, Ritual, Grand Board Policy Statements, Eastern Province Bylaws and Directives, and Bylaws of The Upper Marlboro/Waldorf (MD) Alumni Chapter and such other regulation as may be established by the aforementioned.

ARTICLE IV: MEMBERSHIP

Section 1. A sustaining alumni chapter member [also known as fully financial] has paid all dues and assessments for alumni members at National, Province, and local levels. A sustaining member is eligible to receive any of the rights, privileges, or benefits associated with being a member of the chapter.

Section 2. A non-sustaining alumni chapter member [also known as non-financial] has not paid all dues and assessments for alumni members at national, Province, and local levels. A non-sustaining member is not eligible to receive any of the rights, privileges, or benefits associated with being a member of the chapter.

Section 3. A member who has reached the minimal age of 65 shall be considered a senior member of the Chapter.

ARTICLE V: DUTIES OF OFFICERS

POLEMARCH

Section 1. The Polemarch of The Upper Marlboro/Waldorf (MD) Alumni Chapter shall be the chief administrative officer of the Chapter. He shall preside at all meetings and serve as Chairman of the Board of Directors. He shall call all regular and special sessions of the Chapter after consulting with the Board of Directors. He shall sign all documents and vouchers for the payment of monies authorized by the Chapter. He shall appoint all committees that are not otherwise provided for by the Grand Chapter. The Polemarch shall approve (verbally or in writing) all documents and/or correspondence sent out on behalf of the Chapter.

Section 2. 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 or his designate shall attend all Province Board meetings.

VICE-POLEMARCH

Section 3a. The Vice-Polemarch shall perform the duties of the Polemarch when the Polemarch is absent or is otherwise unable to serve. He shall perform such other duties as may be required of him or as stipulated by the Chapter Polemarch. The Vice-Polemarch shall act as a liaison between the Polemarch and Committee Chairmen when appropriate and so designated by the Polemarch. This office shall be referred to as the First Vice-Polemarch when a Second Vice-Polemarch is installed.

SECOND VICE-POLEMARCH

Section 3b. The Second Vice-Polemarch shall perform the duties of the First Vice-Polemarch when he is absent or unable to perform his duties. He shall perform such other duties as may be required of him or as stipulated by the Chapter's Polemarch or First Vice-Polemarch who is performing the duties of the Polemarch in his absence. Such a position shall be created when the chapters' membership as of the final previous fraternal year C-6 is greater than 60 sustaining [fully financial] members.

KEEPER OF RECORDS

Section 4. It shall be the duty of the Keeper of Records to keep accurate, legible, and complete accounts of all financial records and transactions of the Chapter as directed by the Chapter Polemarch, to conduct its correspondence, to submit promptly and accurately all reports required of him by the Grand Polemarch, Grand Board of Directors, Executive Committee, and Province Polemarch of jurisdiction. He shall maintain file copies of all *Confidential Bulletins* and of such

other releases as may be issued from the International Headquarters Office. He shall keep all financial records and accounts in such form as may be prescribed by the Chapter, sign all vouchers authorized to be paid by the Chapter, and shall ensure that the Keeper of the Exchequer is properly bonded.

Section 5. It shall be the duty of the Keeper of Records to record and maintain in a record book provided by the Fraternity, a complete, legible, and accurate statement of the proceedings of each meeting, regular and/or called. He shall maintain the Chapter's archives. The books of the Keeper of Records shall be available for inspection at all times by the members of the Chapter, Province Polemarch, Grand Polemarch, and other such persons as the Grand Board of Directors may designate. It shall also be the duty of the Keeper of Records to forward to the Audit Committee all documents requiring audit or review by said committee. He shall perform such other duties as may be required of him or as stipulated by the Chapter Polemarch.

ASSISTANT KEEPER OF RECORDS

Section 6. The Assistant Keeper of Records shall perform the duties of the Keeper of Records when he is absent or is otherwise unable to serve. He shall also perform such other duties as assigned by the Keeper of Records or as stipulated by the Chapter Polemarch.

THE KEEPER OF THE EXCHEQUER

Section 7. The Keeper of the Exchequer shall be bonded for a minimum of \$25,000 or more at the expense of the Chapter, have the care and custody of all monies of the Chapter, shall payout same only upon vouchers authorized by the Chapter and signed by the Polemarch and/or Keeper of Records. The Keeper of the Exchequer shall keep records of all receipts and disbursements of his office in books suitable for the purpose of his position and his books and records shall be open for inspection at all times by the Chapter membership, Province Polemarch, Grand Polemarch, Grand Chapter, or Grand Board of Directors. The Keeper of the Exchequer will present, in detail, the method used in verifying all balance sheets and operating account items and such certification shall be in accordance with generally accepted accounting principles and auditing standards. He shall make monthly financial reports and other special reports as required by the Chapter Polemarch. He shall perform such other duties as may be required of him or as stipulated by the Chapter Polemarch.

ASSISTANT KEEPER OF THE EXCHEQUER

Section 8. The Assistant Keeper of the Exchequer shall perform the duties of the Keeper of the Exchequer when he is absent or is otherwise unable to serve. He shall also perform such other

duties as assigned by the Keeper of the Exchequer or as stipulated by the Chapter Polemarch

STRATEGUS

Section 9. The Strategus shall have charge of the entrance to the meeting room when the Chapter is in session; he shall admit only members and invited guests; he shall preserve order and decorum. He shall perform such other related duties as may be required or as stipulated by the Chapter Polemarch.

LIEUTENANT STRATEGUS

Section 10. The Lieutenant Strategus shall assist the Strategus in the performance of his duties, act for him in his absence, and perform such other duties as may be required of him or as stipulated by the Chapter Polemarch.

HISTORIAN

Section 11. The Historian shall collect, compile and preserve historical and biographical data for the Chapter and shall transmit such data when requested of him by the Grand Historian. He shall maintain copies of all *Kappa Alpha Psi Journals* and any evidence of individual or chapter achievement. He shall prepare a chapter history. He shall also prepare and maintain an updated biography of each chapter member and make it available to the membership. He shall perform such other duties as may be required of him or as stipulated by the Chapter Polemarch.

REPORTER

Section 12. The Reporter shall be responsible for collecting, collating, writing, and producing articles commemorating chapter's events and activities. In addition, the Reporter shall be responsible for submitting newsworthy articles to the editor of the *Kappa Alpha Psi Journal* and publishing the chapter's newsletters. He should be elected according to his journalistic abilities. He shall perform such other duties as may be required of him or as stipulated by the Chapter Polemarch.

CHAPLAIN

Section 13. At the Polemarch's discretion and the Board's approval, a Chaplain shall be appointed to give thanks and praise to God on the chapter's behalf at formal chapter meetings, banquets, and memorial services. The Chaplain's duties will require him to visit members of the chapter and their families during times of sickness, incapacitation, in health, special

religious ceremonies (as directed by Polemarch), send flowers in sympathy on behalf of the chapter (when notified by Polemarch), and be responsible for sending the names of brothers who have made the transition to the Chapter Invisible. The brother who is appointed to this position should have character that is indicative and reflective of having a servant's heart.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. The Board of Directors is a deliberative body, subordinate to the Chapter. Its functions are to vet, provide advice and recommendation to the Chapter on long-term strategy, committee reports, ideas, programs, problems, actions, and functions prior to Chapter consideration. Except under extraordinary circumstances (between Chapter meetings and unable to call a Chapter meeting, or unable to poll Chapter members), it shall take no actions that obligate or impact the Chapter or member(s). Under extraordinary circumstances the Board may act for the Chapter. The Board of Directors shall represent the Chapter in all legal matters when authorized by the Chapter to do so, and shall perform such other related duties as may be required of them. The Board of Directors shall meet in advance of regularly scheduled Chapter meetings.

Section 1a. The Board of Directors shall be composed of at least seven (7) members, four (4) of whom shall be Polemarch, Vice Polemarch, Keeper of Records and Keeper of the Exchequer. The Chapter shall elect the other members during annual elections.

Section 1b. As a "large chapter", the Board of Directors shall be composed of at least eight (8) members but no more than nine (9), five (5) of whom shall be Polemarch, First Vice-Polemarch, Second Vice-Polemarch, Keeper of Records and Keeper of the Exchequer. The Chapter shall elect the other members at-large during annual elections of officers. If the chapter's designation is "large", then the Chapter shall elect four (4) members of the Board of Directors. If the Chapter's designation is denoted as being other than large, **Section 1a** will be applicable.

Section 2. Unless otherwise specified by the Bylaws, the presence of at least two-thirds (2/3) of the members of the Board of Directors will constitute a quorum.

Section 3. The Chapter Board of Directors shall have the power, by an 80% affirmative vote of its entire membership, to recommend the removal of any Chapter board member or elected Chapter officer to the Chapter for inefficiency, uncooperativeness, dereliction of duty, malfeasance in office, neglect of duty, or other offenses against the laws, dignity or interest of Kappa Alpha Psi.

Section 4. The member retains the right to due process; to be informed of the charge and given time to prepare his defense, to appear and defend himself, and to be fairly treated.

Section 5. The chapter will hold a special election, governed by the Nomination Committee, to fill any vacancy caused by death, resignation, or removal of elected officers or Chapter board members. The member elected to fill such vacancy shall serve until his successor is qualified and elected during the next annual elections.

ARTICLE VII: COMMITTEES AND DELEGATES

Section 1. The Upper Marlboro/Waldorf (MD) Alumni Chapter shall have standing committees whose chairman shall be appointed annually by the Chapter Polemarch, unless otherwise specified by these bylaws. The Polemarch may establish additional ad hoc or special committees as deemed necessary for the effective operation of the Chapter. The chairman of each committee shall be a member in good standing with the Chapter, Province and Grand Chapter.

Section 2. The body will elect delegates by a majority vote of sustaining members, voting and present.

NOMINATING COMMITTEE

Section 3. The Nominating Committee is responsible for identifying potential candidates for Chapter offices and presenting a slate of officers to the Body when there is a need to conduct Chapter elections. The committee shall be composed of an elected Chair and a committee with representation from 1/10 of the current membership rolls when committee is formed. The committee shall adhere to the following recommendations:

1. The committee is responsible for presenting a slate of proposed officer(s) to fill open vacancies or to elect proposed officer(s). Only one member's name shall be submitted for each office that is vacant or slate presented.
2. Members shall be appointed to the committee by the Board, based on 1/10 of current paid members on the roll.
3. Only members who are financial on all three levels of the fraternity can serve on this committee. Members will be well acquainted with the membership, and informed of the duties of the offices to be filled, understand the purpose and mission of the committee and its responsibilities.
4. The Chairman shall be the most qualified member of committee who has a grasp of the chapter's membership.
5. Regardless of the number of suggestions received, the committee's major responsibility is to secure the best-qualified member for each office.
6. Committee members shall not be eligible to fill a vacant office that is being deliberated upon nor shall a committee member discuss the deliberations of the group outside of the group.
7. Selection of a candidate should be by a simple majority vote of the committee. When an agreement is reached on the prospective candidate(s), each candidate shall be contacted by telephone to confirm their willingness to hold said office.
8. The Committee's report will be signed by all members who concur with selection of each candidate.

9. If a candidate withdraws before the election, the body will reconvene immediately to select the next best candidate.
10. The committee's work is completed when its report has been presented to the membership body.

ELECTION COMMITTEE

Section 4. The Election Committee is responsible for conducting the Chapter's elections after all candidates have been certified by Chapter's Keeper of Exchequer. The committee will be composed of a Chair, appointed by the Polemarch, and representation from 1/10 of the current active membership rolls.

BUDGET COMMITTEE

Section 5. There shall be a Chapter Budget Committee consisting of a chairman, and sustaining members of the chapter.

Section 6. This committee shall recommend to the Chapter, an annual budget based on the cost and revenue of operating the Chapter. In addition, the committee prepares necessary financial records for internal audits and provides the documents to the Audit Committee for review.

GUIDE RIGHT COMMITTEE

Section 7. There shall be a Chapter Guide Right Committee consisting of a chairman and sustaining members of the chapter.

Section 8. The Guide Right Committee oversees the Guide Right and Kappa League mentoring programs.

BYLAWS COMMITTEE

Section 9. There shall be a Chapter Bylaws Committee consisting of a chairman and sustaining members of the chapter.

Section 10. The purpose of the Bylaws Committee is to review and initiate bylaw amendments, changes to policies and procedures, and provides recommendations for these to the Chapter.

MEMBERSHIP TRAINING ACADEMY (MTA) COMMITTEE

Section 11. There shall be a Chapter MTA Committee consisting of a chairman and sustaining members of the chapter.

Section 12. The MTA Committee is responsible for conducting the Membership Orientation Initiation Program according to the Constitution and Statutes of Kappa Alpha Psi. The committee screens, selects, and recommends to the body quality men of high character and moral fiber for possible membership into Kappa Alpha Psi Fraternity, Inc.

RECLAMATION COMMITTEE

Section 13. There shall be a Chapter Reclamation Committee consisting of a chairman and sustaining members of the chapter.

Section 14. The Reclamation Committee seeks to reclaim non-financial and inactive members of Kappa Alpha Psi to the Chapter who currently reside within the chapters' established boundaries. The committee oversees the chapter's efforts of reclaiming unaffiliated brothers into the Chapter and hosting various reclamation-oriented initiatives that will show the benefit of recommitting to the fraternity.

ARTICLE VIII: MEETINGS

Section 1. The fiscal year of the Chapter shall be the fiscal year of the Fraternity. The Fraternity year begins October 1 and ends September 30 of the following calendar year.

Section 2. Regular Chapter meetings will be held monthly.

Section 3. Chapter meetings will be held at 7:00 PM.

Section 4. Chapter meetings will be held at a designated location for a period of ten (10) months within the Chapter's established boundaries; i.e., in the southern portion of Prince George's, St. Mary's, Charles or Calvert Counties.

Section 5. To convene a chapter meeting, a minimum of one-third (1/3) fully financial members and/or two-thirds (2/3) of the Board of Directors (who are also fully financial) must be present to constitute a quorum. A simple majority shall be required when voting on business matters. If a quorum is not attained the meeting will still be held except on an informal basis.

Section 6. *Robert's Rules of Order, Revised Edition* will be followed as prescribed by The Constitution.

Section 7. The agenda for the chapter meetings will be as follows:

- Ritualistic Opening
- Call to Order
- Roll Call
- Additions to the Agenda
- Approval of the Agenda
- Incoming Correspondence
- Reading of the Minutes
- Report of the Exchequer
- Report of the Polemarch
- Committee Reports
- Other
- Unfinished Business
- New Business
- Remarks for the Good of the Chapter
- Announcements
- Adjournment

ARTICLE IX: DUES

Section 1. Annual Chapter dues shall be recommended by the Budget Committee and adopted for the new fraternal year on or before the September meeting. Grand Chapter, Province and local Chapter dues are due on or before the September meeting on an individual basis by each member for the new fraternal year. Such dues are set by the Grand Chapter, Eastern Province and the Upper Marlboro/Waldorf (MD) Alumni Chapter.

Section 2. Chapter dues must be paid in full before reporting (Form C-6) and sending a member's dues to the Province.

ARTICLE X: BYLAW AMENDMENTS

Section 1. Proposals to amend the bylaws may occur at any regular meeting of the Chapter. Proposed amendments must be submitted, in writing with rationale for the change, to the Bylaws Committee for review and consideration.

Section 2. Amendments to the chapter bylaws shall be made in the following manner:

1. After review, the Bylaws Committee will circulate the proposed amendment(s) for Chapter review not less than thirty (30) days prior to the date the proposed amendments will have action taken on them.
2. The proposed amendments must be read to the chapter at the regular chapter meeting preceding the meeting in which a vote for adoption of the proposed change will be taken.
3. A two-thirds (2/3) majority vote of sustaining members is needed to adopt a change in the chapter bylaws. The vote to change the chapter bylaws may be made by absentee ballot.
4. Any amendments to be added to the bylaws shall be in full force and effect on and after the date of its passage, unless otherwise provided.

ARTICLE XI: RISK ASSESSMENT

Section 1. All members shall strictly adhere to risk assessment directives.

ARTICLE XII: IRS COMPLIANCE

Section 1. It is the policy of this Chapter that all Internal Revenue Service regulations will be followed during the conduct of Chapter business.

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