

# Chapter Bylaws

## Kappa Alpha Order: University of Houston (Gamma Mu)



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### ***Article 1-Organization Name and Mission***

**1.1 Name.** The official name of this organization shall be the University of Houston Chapter of the Kappa Alpha Order or Gamma Mu chapter of the Kappa Alpha Order.

1.1-1 The organization may also refer to itself as the Order, KA, Kappa Alpha Order, Gamma Mu chapter of the Kappa Alpha Order.

**1.2 Mission.** Kappa Alpha Order seeks to create a lifetime experience

which centers on reverence to God, duty, honor, character and gentlemanly conduct.

## ***Article 2 – Chapter Meetings***

**2.1 Regular Meetings.** Chapter meetings shall be held every Monday evening while school is in session with a regular time and location designated by the Number I. Unless otherwise voted upon at a formal Chapter meeting, or designated by Number I and seconded by Number II

**2.2 Attendance Requirements.** Chapter members may have no more than one unexcused absence from chapter per semester, or two absences total. Excused absences will be up to the discretion of the Number VII. Notification of absence must be submitted to the number VII at least 12 hours before chapter.

**2.3 Attendance Requirements; Excused Absence.** Each member of the Chapter shall attend each and every regular or special meeting of the Chapter. Except when unavoidable circumstances (of which the Number I shall be judge) prevent, a member shall notify the Number I in advance and state his reason when he knows that he will be absent from a meeting.

**2.4 Parliamentary Procedure.** Except as otherwise provided by the laws or customs of the Order, Robert's Rules of Order, shall govern the parliamentary procedures. Every member shall observe the parliamentary procedure and proper decorum at all times. The Number VII or the Number I may warn, fine or dismiss, leading to an immediate unexcused absence, any member from a meeting due to improper procedure or disruption or excessive disruption of procedure.

**2.5 Fines.** Fines will be enforced for a chapter member who attends a chapter meeting and does not conform to proper procedure or decorum.

**2.5b Appealing Fines.** Number 1 may excuse any fines. Members have up to one week to appeal after fines are assessed. (The Number I is

given this power in the Varlet.)

## ***Article 3 – Officers***

**3.1 Duties of Active Chapter officers.** In addition to any responsibilities of officers imposed by any provision of the Kappa Alpha Laws, the officers shall enforce these by-laws and any other rule or regulation imposed on the chapter. The officers shall be held as examples for any of their actions to the rest of the Chapter. The officers of the chapter shall also see, to the best of their ability, that all applicable regulations of the university, the Interfraternity Council, and any other person or entity having supervisory authority over the chapter are observed.

**3.1-1 The I - President.** The I shall cause the chapter to obey the laws of the Order and the lawful requirements of its officers; preside at all meetings of the chapter; maintain good order and decorum; secure in discussion the observance of parliamentary rules; submit questions to vote at the proper stage; cause meetings to be held as prescribed; privately counsel with and advise the chapter officers concerning the discharge of their duties; require respect for and compliance with the customs of the Order; and exercise, in a fraternal spirit, a general supervision and control over all of the business and workings of the Active Chapter. The I shall be responsible for all of the property of his chapter of whatever nature and shall provide for its safekeeping during all vacations.

**3.1-2 The II - Vice President.** The II shall perform any of the duties of the I in his absence or inability to act and generally assist the I in the discharge of his duties; count the votes on questions submitted to the chapter; report to the chapter violations of the laws of the Order when the same are not reported by the VII; and privately counsel with and advise the I concerning the discharge of his duties. The II shall become the I if the office of the I becomes vacant, or due to the I's ineligibility to

hold office, until an election can be held at a chapter meeting.

**3.1-3 The III – Recording Secretary.** The III shall keep full minutes of the chapter proceedings in a permanent minute book; call the roll at the opening and closing of each meeting of the chapter or the active members thereof; furnish the VII during the progress of each meeting with a list of absentees upon all roll calls not theretofore presented to him; read the minutes of the previous meeting; submit his minutes to the I for his approval and signature; supervise the IV in keeping the files of chapter correspondence; and be responsible to the I for the minute book and other records of the chapter used directly in connection with chapter meetings. He shall also serve as the scholarship and philanthropy officer for the Active Chapter.

**3.1-4 The IV - Corresponding Secretary.** The IV shall have charge of and be responsible to the I for the safekeeping of all of the files and correspondence of the chapter and shall write or supervise the writing of all correspondence in behalf of the chapter as the I or the chapter shall direct. He shall also serve as the membership recruitment officer for the Active Chapter.

**3.1-5 The V - Historian.** The V shall accumulate material for the history of the chapter and its members, past and present; keep the prescribed chapter register up to date; act as contact officer between the chapter and its alumni, performing such duties in this regard as may be required of him by the chapter or by the Executive Director; and be responsible to the I for the safekeeping of the chapter register, records of historical data, chapter library, pictures and other properties of a historical nature. **Alumni relations**

**3.1-6 The VI - Purser.** The VI shall collect all fees, dues, fines and assessments; keep the financial records of the chapter; have custody of the funds of the chapter; be responsible to the I for the safekeeping of all property of the chapter for which another officer of the chapter, exclusive of the I, is not responsible; and report to the chapter as often and in such detail as may be required by the chapter or the I, at least

once a month, the status of each member's account with the chapter or with the Order, the accounts of the chapter, and such other matters as may be disclosed from the chapter's financial records.

**3.1-7 The VII - Parliamentarian.** The VII shall master the laws of the Order and the chapter with respect to duties of officers and members; report to the chapter the failure of any officer of the chapter to perform any duty required of him; and report to the chapter all violations of or failure to comply with the laws or the customs of the Order or the chapter for appropriate action to be taken.

**3.1-8 The VIII - Sergeant-at-Arms.** The VIII shall act as the sergeant-at-arms for all chapter meetings and shall admit only persons lawfully permitted to be present at a chapter meeting. He shall also serve as the primary risk management officer for the Active Chapter. In this capacity he shall be responsible for education and enforcement of the Order's risk management policy.

**3.1-9 The IX - Marshal.** The IX shall be responsible to the I for the safekeeping and preservation of the paraphernalia and chapter room properties of the chapter and shall introduce to the chapter at each chapter meeting any alumni or other visiting brothers present.

**3.2 Interfraternity Council Representatives; Designation.** The Number I, or such other member (s) of the chapter designated by him, shall represent the chapter in the Interfraternity Council (IFC) of the university. Alternative representatives in order of priority shall also be appointed by the Number I. I delegate a Senior member to IFC, along with a Junior one. Number II is also responsible for being at IFC meetings when I can not attend. i.e. either Number I or II has to be at the IFC meeting.

## ***Article 4 – Committees***

**4.1 Committees; General.** Each standing committee shall report of its

activities to the Chapter at every Regular Meeting. The Number I may change the personnel of any standing committee at any time. Each committee shall make pertinent recommendations and shall act with respect to its purpose. The Number III will maintain the structure of all committees.

**4.2 Special Committees.** Special Committees shall be appointed or elected for such purposes as the Number I deems appropriate or as the Chapter shall direct. A special committee shall not be established for any matter for which there is a standing committee.

**4.3 Executive Committee.** The Executive Committee shall be composed of all officers of the chapter and such committee chairmen and other members as may be designated by the Number I. The Executive Committee shall meet weekly to advise the Number I concerning matters on which he requests advice. Although the Executive Committee may, as a matter of course, vote on matters before it, its determinations are strictly advisory and are not in derogation of the authority and responsibility of the Number I.

**4.4 Prudential Committee.** The Prudential Committee shall meet every week to discuss the finances of the chapter and delinquent members.

**4.5 Scholarship Committee.** The Scholarship Committee shall be appointed by the Number III and shall consist of a number of members appropriate for the size of the Chapter. The Scholarship Committee shall record and track the grades of every member and provide help and suggestions when a member needs to improve their grades.

**4.6 Recruitment Committee.** The Recruitment Committee shall carry on a year-round rushing program, searching out and recommending worthy candidates for membership, investigating persons recommended, and to schedule recruiting events throughout the year.

**4.7 Additional Committees.** New Member Education, Project Outreach, Crusade, Social, Brotherhood, House Manager, Intramural, Fundraising, IFC, Awards, and Tailgate.

## ***Article 5 – Finances***

**5.1 Dues.** Every member, awaiting initiation or initiated, shall pay dues of \$80.00 (subject to change by the Number VI) every calendar month of the scholastic year. Dues shall be paid by the first Regular Meeting of every month. If the member chooses to pay a full semester dues, they will receive 10% reduction in dues.

**5.2 National Dues and Insurance.** Every active member shall pay the National Dues and Insurance by the time specified by the Number I.

**5.3** Number I and Number VI must sign all checks written by the chapter.

## ***Article 6 – Offenses of Members***

**6.1 Minor Offenses.** Minor offenses are those which are committed by a member of an Active Chapter against his chapter or its members and are informally tried before, and are subject to imposition of penalty by, the I of his chapter. Refer to the Kappa Alpha Order Laws for how to conduct the trial for Minor Offenses.

### **6.2 Enumeration of Minor Offenses.**

- (a) Absence of a member from any regular or special meeting of his Active Chapter;
- (b) Improper conduct or language at a chapter meeting;
- (c) Failure to meet any financial obligations of the Order or to a chapter;
- (d) Attempting to influence other members to miss chapter meetings or to commit any other offense;
- (e) Mutilation or destruction of or damage to any chapter property;

(f) Commission of any act contrary to the provisions of the Constitution, Bylaws or customs of the Order;

(g) Conduct contrary to the best interest of the Order or of the chapter;

(h) Neglect or abuse of authority in performing the duties of any office;  
and

(i) Drunkenness, swearing, obscene language, gambling, or any other act contrary to any federal, state, municipal, college or university law, ordinance, rule or regulation applicable thereto, in, about or upon the premises occupied or used by the Active Chapter as a chapter house, meeting place or residence.

**6.3 Major Offenses.** Major offenses are those committed by, a member which are formally tried before his Active Chapter or the Executive Council. A member may be tried by an Active Chapter for a major offense committed while he was associated with the Active Chapter or within six months after his association with his Active Chapter has terminated. Refer to the Kappa Alpha Order Laws for how to conduct the trial for Major Offenses.

#### **6.4 Enumeration of Major Offenses.**

a) Willful and persistent neglect to meet financial obligations to the Order or to an Active Chapter or to comply with the lawful requirements made in accordance with the Kappa Alpha Laws or customs of the Order;

(b) Disparagement or defamation of the Order, a member or a chapter of the, Order, or damage to Order property;

(c) Drunkenness at a chapter meeting;

(d) Hazing;

(e) Pawning any badge, insignia or other jewelry bearing the name, initials or coat-of-arms of the Order;

- (f) Unnecessary or ill-advised conversation about the affairs of the Order with a person who has been suspended or expelled from the Order;
- (g) Discussing unnecessarily any affairs of the Order or of a chapter with persons not members of the Order;
- (h) Criminal or ungentlemanly conduct;
- (i) Failure of the I and VI to remit to the Executive Director an initiation fee within seven days prior to initiation or an uninitiated member fee within 30 days of its payment to the Active Chapter; and
- (j) Conduct which is vitally against the best interest of the Order, including commission of any act contrary to the provisions of the Constitution, Bylaws or customs of the Order.
- (k) Continued drunkenness at events not limited to but including, sorority philanthropy events, university held events or games, or any event where the offender is seen as a representative of the Order.

**6.5 Hazing.** No chapter, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; calisthenics, physical and psychological shocks; use of pledge books or signature books, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

## *Article 7 – Academic Standards*

7.1 Refer to chapter academic plan

7.2 Study Hours

## *Article 8 – Special Awards*

**8.1 Academic Rewards.** The member with the highest GPA shall receive recognition and an award determined by the Scholarship chair. The member with the largest improved semester GPA shall receive recognition and an award determined by the Scholarship chair. From time to time the Scholarship chair may at his discretion establish other reward programs.

**8.2 Rose Ball Awards.** The following awards will be voted on by the active chapter by a majority vote. The following awards are Mr. KA, Robert E. Lee, Best Brother, Best New Member, and the KA Rose.

## *Article 9 – Membership*

**9.1 Members of the Order.** Members of the Order shall be (a) those who have been initiated, and (b) those who have been elected to membership and are awaiting initiation. Initiated members shall be in good standing or not in good standing. Membership of those initiated is for life except that a member may be expelled for cause. All members who are not in good standing or former members who have been expelled, shall have no right to use or enjoy any real or personal property of any Active Chapter, Alumni Chapter, chapter housing corporation, or the Order.

**9.2 Qualifications for membership.** Members of the Order shall be elected solely on the basis of each individual's moral, educational and personal attributes except that no person under the age of fifteen, no female and no person who is or has ever been an initiated member of a rival organization shall be eligible for membership.

## ***Article 10 – Chapter By-Laws***

**10.1 Interpretation.** These by-laws shall be interpreted by the Number I, subject to an appeal, which may be sustained by a three fourth vote.

**10.2 Amendment.** The by-laws may be amended by a majority vote of all of the members but an amendment shall not take effect until it has been recorded and the record of the amendment has been read and approved at a subsequent meeting. The Number VII shall make necessary changes after the amendment has been passed.

**10.3 Repealing Clause.** All rules, regulations, resolutions, or by-laws heretofore adopted which are in conflict with these by-laws or with the provisions of Kappa Alpha Laws are hereby repealed.

**10.4 Citations to Kappa Alpha Laws.** Citations of sections herein refer to the respective sections of *Kappa Alpha Laws*.

## ***Article 11 – University Policies***

**11.1 Rules and Regulations.** This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

**11.2 Officer Eligibility.** To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in Student Organization Policy.

**11.2-1** An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

**11.3 Advisor; Eligibility and Selection.** The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be

a full-time UH faculty or staff member. The advisor has no term limit as long as they remain eligible.

**11.3-1 Expectations.** Perform the responsibilities listed in the Student Organization Policy. Has no voting rights within the organization. Be available to officers and members for consultation, advice, counsel, and as a resource. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations. Meet regularly with the President. Sign and/or approve required Student Activities and university paperwork. Attend the organization's meetings and activities when necessary. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

**11.3-2 Removal and Vacancy.** If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal. Upon a majority vote of officers, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

**11.4 University Hazing Policy.** As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**11.5 Membership Statement.** Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of Houston.

**11.5-1** Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity

or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.